



Business Online Third Party Access Authority

Complete this form each time an organisation or individual wishes to grant or remove access to its accounts to a Business Online customer. For example, a Trust may want to give permission for their accountant to make payments via the accountant's Business Online facility.

1. Business Online details Business Online ID and name (this is "The Approved Third Party" who is receiving access to the account(s) listed in section 3).

Business Online ID

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 Name _____

2. Name of Account Owner(s) giving authorisation Name of the Westpac Account Owner(s) who wish to grant account access to the Business Online customer in section 1.

3. Account details

List here all the accounts to be made available to the Approved Third Party via Business Online.

Select the level of access to be granted for each account e.g.: Add* (full transactional rights), Delete or Information only*.

Note: If more accounts need to be added, please add them on a copy of this page.

Transaction and savings accounts

Add Delete Info only Account number

0	3																		
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Add Delete Info only Account number

0	3																		
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Add Delete Info only Account number

0	3																		
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Add Delete Info only Account number

0	3																		
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Add Delete Info only Account number

0	3																		
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Credit card accounts

Add Delete Info only Card number

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Cardholder name _____

Add Delete Info only Card number

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Cardholder name _____

Add Delete Info only Card number

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Cardholder name _____

Add Delete Info only Card number

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Cardholder name _____

Foreign currency accounts

for example

B	B	K	1	2	3	4	5	6	U	S	D	1	2	3	4	5	6
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Add Delete Info only Account number

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Account name _____

Add Delete Info only Account number

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Account name _____

Add Delete Info only Account number

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Account name _____

* "Info only" authority allows the Approved Third Party to view and export account balances of the relevant account. "Add" allows the Approved Third Party to additionally transfer funds and make payments from the relevant account based on the Business Online authorisation rule.

4. Account Owner declaration

The Account Owner(s) acknowledge and agree that:

- Westpac New Zealand Limited ("Westpac") and each of its related companies are authorised to allow the Approved Third Party to access and, where relevant, transact on the accounts listed in section 3 through Business Online in accordance with this authority;
- Westpac is authorised to process any instructions or transactions made through Business Online by the Approved Third Party in accordance with this authority, as transactions or instructions that are undertaken with your authority without Westpac being required to verify your authority in any case;
- Westpac is authorised to process any instructions or transactions made through Business Online by the Approved Third Party in accordance with the authorisation rule for that Business Online facility eg 1-to-authorise;
- Westpac is not required to check the accuracy of any instructions, requests or notifications received or sent through Business Online on your accounts;
- The Account Owner(s) release Westpac and each of its related companies from all actions, suits, proceedings, claims, costs and demands that may be made, brought or incurred by or against Westpac or any of its related companies arising from any unauthorised or incorrect instructions or requests to process transactions via Business Online on your accounts carried out in reliance on this authority;
- The Approved Third Party and its Business Online Administrators, Authorisers and Users will comply with all terms and conditions applicable to the accounts listed in section 3 of this authority;
- If credit card details are included in section 3, the Account Owner(s) authorise the Approved Third Party to have access to the account linked to that credit card and all transactions made on that account;
- The Account Owner(s) warrant that they have duly

obtained all corporate authorisations necessary to enter into this document and are not prevented by law (including the Companies Act 1993) from executing and granting the authority given by this form (or any transactions contemplated by the exercise of it);

- The Account Owner(s) have duly given authority to the Approved Third Party to appoint Administrators, Authorisers and Users of the Approved Third Party to access the accounts named in this authority in accordance with the terms of this authority; and
- This authority is in addition to, and not in substitution for, any other notice provided to Westpac concerning the operations on any account held by the Account Owner(s). Amendments to other authorities that the Account Owner(s) may have with Westpac now or in the future shall not affect this authority which is to continue in full force and effect until Westpac receives a written notice of cancellation of this authority.
- I understand that by completing this form I will be providing personal information about me which will be held securely by Westpac New Zealand Limited and/or any entity within the Westpac group. This information will be used now and in the future to provide me with information on the full range of financial services offered by Westpac New Zealand Limited and/or any entity within the Westpac group. I have the right to access and correct this information subject to the provisions of the Privacy Act 2020. This information may be used to update other information about me held by any member of the Westpac group. Applications for all Westpac services are subject to our standard criteria. Westpac New Zealand Limited.

5. Account Owner authority

This section must be signed **by the owners of the accounts** listed in section 3 (as per the criteria below).

The Account Owner(s) (as specified in section 2) hereby approve and authorise the Approved Third Party (as specified in section 1) to have access to such accounts or remove such access in accordance with the terms of this authority.

Please select one of the following options and sign accordingly:

- Multi Director Companies – Two Directors must sign
- Sole Director Companies - One Director must sign and Witness section completed
- Trusts or Partnerships – Two Trustees or Partners must sign
- NPOs and Schools – Two Appointed/Elected Officials must sign
- Other - Two Account Owners must sign (unless accounts have only one owner).

Note: Account signatories are not automatically Account Owners for organisations, unless they have one of the roles listed above.

Name	Designation
Signature	Date DD / MM / YYYY
Name	Designation
Signature	Date DD / MM / YYYY

Witnessed by

Only complete this section as a witness for Sole Director Companies.

Name	Occupation
Address	
Signature	Date DD / MM / YYYY

6. Declaration of the Business Online customer (“the Approved Third Party”)

This section must be signed by the owners of the Business Online facility (“the Approved Third Party”) through which the accounts in section 3 are to be made available.

The Approved Third Party declares that it and its Business Online Administrators, Authorisers and Users will comply with this authority and the terms and conditions applying to the accounts listed in section 3 of this authority.

Business Online ID

Please select one of the following options and sign accordingly:

- Multi Director Companies – Two Directors must sign
- Sole Director Companies - One Director must sign and Witness section completed
- Trusts or Partnerships – Two Trustees or Partners must sign
- NPOs and Schools – Two Appointed/Elected Officials must sign
- Other - Two Account Owners must sign (unless accounts have only one owner).

Note: Account Signatories are not automatically Account Owners for organisations, unless they have one of the roles listed above.

Name	Designation
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Signature	Date DD / MM / YYYY
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Name	Designation
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Signature	Date DD / MM / YYYY
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Witnessed by

Only complete this section as a witness for Sole Director Companies.

Name	Occupation
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Address

Signature	Date DD / MM / YYYY
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7. Returning the form The completed form must be returned to your branch or to your Business banking manager to verify.

Westpac use only

Scan and email the checked form to the 'Business Online Helpdesk'.

Form checklist

To be completed by staff member receiving this form - please tick

- the signatories in section 5 are recorded as the Account Owners of the accounts listed in section 3 and have been verified.)
- the signatories in section 6 are recorded as the owners of the Business Online facility which uses the Business Online ID specified in section 6 and have been verified.

Completed by

Staff number

Signature

Date received DD / MM / YYYY