



**3. Business Online user roles definition**

**The three Business Online user roles are listed below in the order of their authority levels:**

**Administrators**

- **These users have the highest level of access to all accounts and functions.** They will manage the Business Online access of the other users e.g. issue/reset passwords, limit user access to particular accounts and functions and register mobile phone numbers of other users.

**Authorisers**

- These users can authorise transactions through Business Online based on your Business Online authorisation rule. **All Administrators are automatically Authorisers as well.**

**Creator/Viewers**

- These users can only create or view transactions but not authorise them. The users are created and managed by the Administrators once Business Online is established. These users do not need to be included on this form.

**4. Business Online authorisation rule**

Choose how many Authorisers you require to approve a transaction.

- The Authorisation rule determines how many Authorisers need to approve transactions in Business Online
- The rule needs to at least match the signing authority you already have on your accounts e.g. if you require two signatories to sign cheques your Authorisation rule also needs to be '2 to Authorise'. Tip: we **strongly recommend** that you select at least a '2 to Authorise' rule as a means of increasing the security of your Business Online facility.
- The same rule will be used for ALL accounts on this facility. If you have different signing rules for your accounts, please talk with us so we can find the right solution to enable access to this facility

Please tick **one** to tell us which Authorisation rule you want for this facility.

- 1 to Authorise.** This will allow any person who is an Authoriser to authorise online transactions by themselves.
- 2 to Authorise.** This will require any **two** people who are Authorisers to authorise online transactions together.
- 3 to Authorise.** This will require any **three** people who are Authorisers to authorise online transactions together.
- 1 to Authorise transfers, and 2 to Authorise payments.** This will require any **one** person to authorise transfers between your accounts. It will require any **two** people who are Authorisers to authorise online transactions to third parties.
- View only.** This will allow you to view information only, you will not be able to make any transactions online.

**5. Business Online administration rule**

Choose whether one or two Administrators are required to authorise administrative tasks like issuing or resetting passwords.

- Dual administration provides a higher level of internal security e.g. if an Authoriser needs their password reset, then two Administrators will need to approve the reset. Tip: a Business Online arrangement with an Authorisation rule of '2 to Authorise' and Dual Administration has greater internal security than a Business Online arrangement with an Authorisation rule of '2 to Authorise' but only Single Administration.
- We recommend that if your Business Online Authorisation rule is "2 to Authorise", your Administration rule should be 'Dual Administration'.

Please tick **one** to tell us which Administration rule you want for this facility.

- Single Administration** (one Administrator is required to authorise administration tasks)
- Dual Administration** (two Administrators are required to authorise administration tasks). Note: You must nominate a minimum of two Administrators in sections 10 or 11

**6. Billing account information**

- All applicants must nominate an account to be used for debiting fees and charges for this facility. This account must be a Westpac account and cannot be a foreign currency or credit card account.
- For Business Online charge details visit [westpac.co.nz/businessonline](http://westpac.co.nz/businessonline) and select **Fees**.

Account number

Please fill in sections **7, 8** and **9** only **if applicable**.

**7. International payments previously sent through Westpac**

All new Business Online customers will automatically have the capability to send international payments.

- Please tick if you have sent any international payments through Westpac in the last three months.

**8. Transfer existing online banking payees**

If you already have Westpac online banking, you can easily transfer all of your existing bill payees by entering your Customer ID number(s) here.

Online Banking Customer ID (the login)

Online Banking Customer ID (the login)

**9. Direct debit initiation**

- This section only applies to organisations that have the authority to direct debit their customers e.g. an electricity retailer debiting monthly power bills.
- Direct debit initiators should complete this section in order to process direct debits through Business Online.

DD authorisation code       DD authorisation codes are found on the direct debit form

Credit to account

Account name \_\_\_\_\_

**10. Add Administrators and Authorisers (who are **already** signatories of a Westpac account)**

Westpac is, or may be, required to verify the identity of the people listed in this form and certain other information provided in this form. Please refer to our list of acceptable verification documentation available at [westpac.co.nz/AML](http://westpac.co.nz/AML). There are two options:

1. Complete section **10** if the nominated individual is already a signatory of a Westpac account (either an account of the organisation or a personal account) and Westpac has a copy of their identification on record.
2. Complete section **11** if the nominated individual is **new** to Westpac i.e. If a nominated Authoriser/Administrator is not a signatory of any Westpac account (either an account of the organisation or a personal account).

Nominated Authoriser's name (Please tick the box to nominate as an Administrator)		Contact numbers (Note: mobile numbers are required for some authorisation processes, including international payments)	Email (Note: your email address is required during initial setup and for resetting your own password via challenge questions)	Signature of Authoriser	Bank Use only CRS# of the Authoriser
First name	DOB DD / MM / YYYY	Home			
Last name	Administrator <input type="checkbox"/>	Mobile			
First name	DOB DD / MM / YYYY	Home			
Last name	Administrator <input type="checkbox"/>	Mobile			
First name	DOB DD / MM / YYYY	Home			
Last name	Administrator <input type="checkbox"/>	Mobile			
First name	DOB DD / MM / YYYY	Home			
Last name	Administrator <input type="checkbox"/>	Mobile			

**11. Add Administrators and Authorisers (who are **not** a signatory on **any** Westpac account)**

Each nominee in this section must complete a **Customer Information Certificate - Business Online User** (page 5 of the form). They must hand the completed certificate in person to a Westpac staff member. If a nominee is unable to go into a branch for any reason, they can get a copy of their relevant ID to be certified by a Trusted Referee, such as a Justice of Peace and then the Certificate can be submitted along with the certified copy of their ID to your branch or Business Banker. More details about acceptable identification and Trusted Referees, is available at [westpac.co.nz/AML](http://westpac.co.nz/AML). Important: it is not essential to submit the certificate(s) along with the Business Online Application Form. The nominee(s) can hand it separately to a Westpac branch or Business Banker.

First name	DOB DD / MM / YYYY	Home			
Last name	Administrator <input type="checkbox"/>	Mobile			
First name	DOB DD / MM / YYYY	Home			
Last name	Administrator <input type="checkbox"/>	Mobile			
First name	DOB DD / MM / YYYY	Home			
Last name	Administrator <input type="checkbox"/>	Mobile			

If space is required to add more Administration/Authorisers to either section **10** or **11**, please attach another copy of this page.

**12. Declaration and authority**

**I/we**

- request access to Westpac Business Online and agree to be bound by the Westpac Business Online terms and conditions, the General terms and conditions and any other applicable terms and conditions Westpac tells me about. All Westpac terms and conditions are available at **westpac.co.nz** or at any Westpac branch.
  - certify that all information provided in this form is true, correct and complete in every respect, and understand that if it is not true, correct and complete, this application may be declined and /or I/we may be liable to Westpac
  - certify that the person(s) signing below has the authority to sign this form on behalf of the organisation in **section 1** and each of the organisations listed in **section 2** (if any)
  - understand that by completing this form I/we will be providing personal information which will be held securely by Westpac New Zealand Limited and/or any entity within the Westpac group, and that all information provided by me/us now or in the future will be held and dealt with in accordance with the privacy provisions of the Westpac General Terms and Conditions
  - understand that 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.
- declare that all individuals named in this form have by signing this form consented to the disclosure of their personal information to Westpac and use of that personal information in accordance with the Westpac General terms and conditions
  - authorise the Administrators and Authorisers named in this form to operate Westpac Business Online subject to the administration and authorisation rules selected by me/us in this form
  - authorise the accounts nominated in this form to be accessible through Westpac Business Online and for fees and charges to be deducted from the nominated billing account
  - this form includes all relevant **Customer Information Certificates** (page 6 of the form).
  - understand that, pursuant to the Westpac Business Online terms and conditions, my/our appointment of authorised persons is solely at my/our own risk and that I/ we are solely responsible for any use or misuse of Westpac Business Online by authorised persons, and for ensuring that authorised persons are aware of, and comply with, all relevant terms and conditions.

This section must be signed by **2 account owners** (of the accounts listed in section 2).

Note: **this form must be signed by the correct people or it will be returned.**

Please select one of the following options and sign accordingly:

- Multi director companies – **2** Directors must sign
- Sole director companies - **1** Director must sign and witness section completed
- Trusts or Partnerships – **2** Trustees or partners must sign
- NPOs and schools – **2** appointed/elected officials must sign
- Other - **2** 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
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Address

Signature Date DD / MM / YYYY

**13. Returning the form**

- The completed form must be returned by the account owner to your branch or to your Business banking manager to verify.
- When this application has been processed, we will contact the Administrator(s) by phone with their temporary login details
  - Please print **all pages** (i.e. 1-5) when returning the form.

**Westpac use only**

**Form checklist** (to be completed by the staff member receiving this form)

Tick

1. Customer signing authority(s) checked for consistency with Authorisation rule **section four**
2. Authorisers in **section 10** - ID held, tasks updated and CRS linked as related party
3. Ensure **section 12** signatories are account owners e.g. Director, Partner, Trustee, President, etc
4. Form checked for completeness

**Completed by**

Staff number \_\_\_\_\_ Date received DD / MM / YYYY

Signature \_\_\_\_\_

Scan and email the checked form and any other supporting documents to the **Business Online Helpdesk**. Branch staff must use the Business Online branch template.

