





## SECTION NINE: ADMINISTRATORS AND AUTHORISERS

Complete this section to nominate Administrators and Authorisers for this facility (all Administrators are automatically Authorisers as well). We recommend that at least one Administrator should be an organisation representative such as, business owner, director, partner, trustee or elected representative of a society or club. We recommend that you nominate a minimum of two Administrators if your Administration rule is **Single**, or three Administrators if your Administration rule is **Dual**, to provide coverage during periods of absence/leave.

### ID Check – In order for us to process your application, please ensure this section is filled out correctly.

To comply with NZ law all Administrators/Authorisers have to be identified by Westpac. There are two options:

1. Nominated Authoriser is already a signatory for one of the accounts listed on the previous page (use the A column tick box below). If identification isn't held it will be requested.
2. For users who are not signatories a photo ID copy (eg Drivers Licence or Passport) needs to be provided with this form and certified (signed & dated) as authentic by one of the account owners signing the declaration on the last page of this form. (use the Column B, tick-box below).

Nominated Authoriser's full name	Contact telephone	Email	Signature of Authoriser	Tick to nominate as an Administrator	ID Check - In order for us to process your application ensure this section is filled out correctly (including selecting an ID tick box)		
					A. Existing Signatory	B. Certified Photo ID copy attached	Staff use only confirm ID
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION TEN: DECLARATION

I/We

- Request access to Business Online and agree to be bound by the terms and conditions provided by Westpac and any amendments that may be made from time to time.
- Certify that all information supplied 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 this application has the authority to do so on behalf of the customer.
- Acknowledge that I/we have the right to access and correct my/our personal information held by Westpac subject to the provisions of the Privacy Act 1993 and that Westpac will take steps to ensure that my/our personal information is held securely by Westpac.
- Acknowledge that Administrators or Authorisers may be appointed or removed only by notice in writing signed in the same manner as this application form.
- Will ensure that Business Online passwords are kept secure and are only used by those authorised in writing to do so for the purpose of your organisation. You are solely responsible for any use or mis-use of the Passwords by such persons.

You Authorise:

- the Administrators and Authorisers named in this form to operate Business Online subject to the rules selected in sections FOUR and FIVE.
- the accounts nominated in this authority to be accessed through Business Online and for fees and charges to be deducted from the nominated billing account.
- Westpac to process any instructions fully authorised through Business Online. To the maximum extent permitted by law you will indemnify Westpac for its losses in acting on such instructions.
- Westpac and its related companies to use all the information that they hold about you now or in the future to make available to you the full range of financial services offered by Westpac and its related companies.

Receiving and acting on instructions by fax, phone or other means as part of doing business, Westpac may accept telephone, facsimile, or other instructions in the course of the banker/customer relationship.

However, Westpac:

- Is not obliged to accept them
- Will not be liable to you or any other party if the instructions are unauthorized, forged or fraudulently given and Westpac could not reasonably have detected that from the instructions received.

Indemnify Westpac

To the maximum extent permitted by law you will indemnify Westpac for its losses in acting on such instructions.

## SECTION ELEVEN: AUTHORITY

**This section must be signed by two account owners (of the accounts listed in section two)** Tip: 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 - Two Directors must sign
- Trusts or Partnerships - Two Trustees or Partners must sign
- NPOs and Schools - Two Appointed/Elected Officials must sign
- Sole Director Companies - One Director must sign and Witness section completed
- 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	<input type="text"/>	Designation	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text" value="DD / MM / YYYY"/>
Name	<input type="text"/>	Designation	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text" value="DD / MM / YYYY"/>

### Witnessed by

This section must be completed for Limited Companies, AND where there is only one director.

Name	<input type="text"/>	Address	<input type="text"/>
Occupation	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text" value="DD / MM / YYYY"/>

## SECTION TWELVE: RETURNING THE FORM

- 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 initial logon details.

### Westpac use only

**Form Checklist:** (To be completed by staff member receiving this form):

- Date received:
- Customer Signing Authority(s) checked for consistency with Authorisation Rule (section FOUR)  (Tick)
- Ensure Section 11 signatories are Account Owners eg Director, Partner, Trustee, President, etc
- Authorisers have been identified (section NINE)
- Form checked for completeness:

### Completed By

Staff Number:

Signature:

Scan and email the checked form and any other supporting documents to the 'Business Online Helpdesk'

Tick box if this is an Association Package customer

(Association Package Agreement\* must also be loaded. Refer Information Station).

### BUSINESS BANKING USE ONLY

- Funds Checking default is 'on'. To turn 'off' funds checking, provide an explanation\* and tick box
- To request a non-standard daily limit for BOL transactions (refer Information Station - BOL FAQs), provide an explanation\* and tick box
- Portfolio Number:

\* The explanation can be either emailed to the 'Business Online Helpdesk' or printed and attached to the application form.

BRANCH STAMP OR  
BUSINESS BANK STAMP  
(MUST BE COMPLETED)