



QuickService Organisation Establishment/Amendment form

Organisation Establishment Organisation Amendment

Complete one copy of this form for each Organisation being established in QuickService.

In addition to this form, complete the 'QuickService Establishment Form Annexure' to nominate additional Entities with common Directors or authorised representatives.

Organisation Key Westpac Use Only

Organisation details

Always complete this section.

Enter the name of the Organisation to be established in QuickService. Fields marked * are mandatory.

*Full name of organisation

*ABN or ACN

(Provide full name of business proprietors or organisation (company, partnership, society, club or association) and ABN, if applicable. Where more than one entity, insert 'Refer to Annexure A' and list the names of the entities in an Annexure A. Note: Multiple entity names may only be listed where directors/office bearers are common to each organisation.)

Is Annexure A required?

Yes No

Administering your Organisation in QuickService

Always complete this section to define how your Organisation will be administered in QuickService. Administrators may act on behalf of the Organisation and are authorised to add, amend or delete Users, reset passwords, lock and unlock Users. Administrators must be employees of the Organisation or a Related Company.

Complete this section for all new Users. Fields marked * are mandatory.

Administrator One:

*Preferred login name: eg Corporate Online ID

*Customer name

*Email address:

*Business phone:

*Please select User Role

Manager OR Team member

*Please indicate whether your Administrator would require Manager or Team Member Access

Administrator Two:

*Preferred login name: eg Corporate Online ID

*Customer name

*Email address:

*Business phone:

*Please select User Role

Manager OR Team member

*Please indicate whether your Administrator would require Manager or Team Member Access

Privacy Statement (for individuals whose personal information may be collected - in this clause referred to as 'you')

All personal information and credit-related information (if applicable) we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at westpac.com.au/privacy/privacy-statement or by calling us through your relationship manager or Westpac representative. You do not have to provide us with any personal information or credit information (if applicable) but, if you don't, we may not be able to process an application or a request for a product or service.

Where individuals engage with us in relation to products and services for our business, corporate or institutional customers (for example, as representative, administrator, director, corporate officer, signatory, beneficiary or shareholder of one of our customers) our Privacy Statement will be relevant to those individuals where we collect and handle their personal information. For example, where we collect their personal information to verify their identity or collect their signature as a signatory on a corporate account.

Signature of Administrator One

Date

Signature of Administrator Two

Date

Authorisation and Acknowledgement

We acknowledge that we have received, read and agreed to the QuickService Terms and Conditions.

We declare that the information provided by us in this form, is to the best of our knowledge and belief true and accurate.

Executive Officer/Authorised Representative of this Organisation are to read and sign this section.

We nominate and authorise the individual(s) nominated as an Administrator and whose signature appears on this page, to be an Administrator on behalf of the Organisation in respect of all Users and services nominated for access through QuickService. We authorise the Administrator to:

- Identify, add, amend or delete Users;
- Reset passwords, lock and unlock Users.

We undertake to advise you as soon as practicable should the authorisation/nomination of the Administrator be revoked or the individual cease to be an employee of the Organisation.

We undertake to ensure that the Administrator will inform each User of the Privacy Statement located at the bottom of all pages on the QuickService portal.

Signed for and on behalf of the Organisation

(If signed on behalf of an Australian company this form may be signed by 2 directors or a director and a company secretary. In all other cases evidence of authority to sign must be made available to Westpac if not already held.)

Authorised Representative #1

Full Name

Position

Date

Signature

Authorised Representative #2

Full Name

Position

Date

Signature

Westpac Use Only

Acknowledgement

I certify that the Executive signatures provided above are duly authorised signatories and have been verified.

Verified and approved by (Westpac Approving Officer)

Name

Position

Salary number

Signature

Date

Customer Segment

WIB RBB SME

Product Form Options

Commercial Card eForms Cards - Verifying Officer can be First Signatory
 HVC Cards - Two Signatories required

Facility number *AS/VO must be set up with HVC/Commercial Cards*

Annexure Attached?

Yes No

If 'Yes', list the total number of pages attached

Load form attached?

Yes No