



Third Party Authority

For accounts and/or services domiciled in Australia only.

Handwritten forms will NOT be accepted.

Complete this form each time:

1. An iLink/PaymentsPlus facility holder ("Facility Holder") requires access to accounts and/or services held in Australia by a third party organisation ("Third Party Account Holder") (**SCENARIO A**); or
2. A Facility Holder wishes to grant access to their facility to a third-party organisation ("Third Party") (**SCENARIO B**).

Please specify what you are seeking to do:

- ☐ Scenario A (**Please fill out Sections 1, 3, 4, 5, 6, 10 and 11**)
- ☐ Scenario B (**Please fill out Sections 1, 2 and 12**)

Please select the facility you are filling out this form for:

- ☐ iLink
- ☐ PaymentsPlus

Section 1 – Facility Holder Details

Facility Holder details

Full Name of Organisation

CIS Key

iLink System Code

AND/OR

PaymentsPlus Buyer Code

If selected facility is:

- iLink – state your System Code which should be on the landing page once logged in. It is up to 10 characters.
- PaymentsPlus – state your Buyer Code which appears on the top right below the username once logged into the PaymentsPlus portal.

Section 2 – Third Party Details

(Scenario B only)

Name of the Third Party that is to be granted access to the nominated facility via this Authority.

Full Name of Third Party

ACN/ABN or identifier of Third Party

Address of Third Party

The Facility Holder requests and authorises Westpac to:

- ☐ facilitate access by the Third Party to the facility, for the purposes of establishing IT connectivity and completing testing.
- ☐ accept and process payment and other instruction files sent to Westpac by the Third Party using the facility, including the processing of credits, debits and adjustments, and the transmission of data including account balances and transaction details.

Section 3 – Third Party Account Holder

Name of the Third Party Account Holder that **owns** the accounts and/or services and which is granting access to those accounts and/or services via this Authority.

Full Name of Account Holder

Section 4 – Details of Account(s) and/or Services(s) to be granted by this Authority

List the Account(s) the Third Party Account Holder is granting or removing access to and specify the scope of that access:

Add	Delete	BSB and Account Number	Currency	Scope of Authority		
				Accept and process payment and other instruction files sent to Westpac by Facility Holder, including the processing of credits, debits and adjustments	Allow access to account balances, transaction details and any other information relating to the account as requested by the Facility Holder	Accept the account as a "Nominated Account" for the purposes of payment of fees and charges in connection with the Facility Holder's iLink or PaymentsPlus facility
<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"/>	<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"/>
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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"/>

Section 5 – Other Services

List the Services(s) the Third Party Account Holder is granting or removing access to and specify the scope of that access:

Please refer to Section 7 for a summary of common service types and relative IDs required.

Add	Delete	Service Type E.g. Merchant Reporting, eChargebacks, BPAY®, QuickStream, Agency Services etc	Service ID Please supply the relevant information for each service type e.g. Merchant/ Chain ID, BPAY, Recall ID, CAF etc	Allow access to balances, transaction details and any other information relating to the Service using selected facility
<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"/>	<input type="checkbox"/>			<input type="checkbox"/>

* Registered to BPAY Pty Ltd ABN 69 079 137 518.

Section 6 – Payment Services

List the Payment Services(s) the Third Party Account Holder is granting or removing access to and specify the delivery channel through which files are to be processed:

Please refer to Section 7 for a summary of common service types and relative IDs required.

Add	Delete	Service ID Please supply the relevant information for each service e.g. for AUDES this is the 6-digit Direct Entry ID No.	Payment Service Types	Delivery Channel to process file			
				Authorise file			
				COL	PaymentsPlus	iLink	QuickStream
<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"/>	<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"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 7 – Common Services Reference List

Service	ID
QuickBatch	QuickStream Community Code
BPAY	8-digit Recall ID
Merchant Reporting	8-digit Merchant ID/9-digit Chain ID/9-digit HQ ID
Direct Entry	6-digit User ID
Direct Entry Returns Reporting (DERPS)	6-digit User ID and DERPS Trace Account
Agency Transactions	Agency BSB
Agency Returns	Starts with 899 or 999
Remittance Processing Reporting	8-digit Recall ID
Inward Cheque Dishonours	BSB and Account Number
iLink	iLink System Code
Commercial Cards	8-digit Company ID
Payments Processing Service (PPS)	PPS ID
Payments Plus	Payments Plus Buyer Code
eChargebacks	File Name
Cash Applied File	File Name

Section 8 – 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. Our Privacy Statement also provides information about how you can access and correct your personal information, and make a complaint. 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.

Section 9 – Privacy Obligations

To the extent that it applies to you, you must comply with the *Privacy Act 1988* (Cth) in relation to any personal information you provide to Westpac in connection with this Agreement, and if you engage in activities in a jurisdiction other than Australia, you must comply also with the applicable privacy laws in that jurisdiction.

Section 10 – Third Party Account Holder acknowledgements, representations and warranties

The authorised persons of the Third Party Account Holder must complete this section.

You (the Third Party Account Holder) acknowledge and agree that:

- (a) Westpac Banking Corporation and its related companies (“Westpac”) are authorised to act upon all instructions and requests to effect transactions received from the Facility Holder, and make disclosures to the Facility Holder regarding your Accounts or Services, as set out above in this Authority;
- (b) this Authority provides you with commercial benefit which may include increased efficiencies with respect to treasury and cashflow management activities;
- (c) this Authority is in addition to and not in substitution of any other notice provided to Westpac concerning the operations on any Account or Service held by you. Amendments to other authorities that you 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;
- (d) Westpac is authorised to treat any transaction or instruction, effected through the selected facility by the Facility Holder, on your Accounts and Services listed in this Authority, as a transaction or instruction that is to be undertaken with your authority without Westpac being required to verify your authority, unless Westpac knows or has reasonable grounds to believe that the transaction or instruction is provided under an Authority that has been cancelled or revoked;
- (e) Westpac is not required to check the accuracy of any instructions, requests or notifications received or sent by the Facility Holder through their facility in respect of your Accounts or Services and is not responsible in the event that such instructions, requests or notifications are incorrect, incomplete, corrupted or include data belonging to other clients of the Facility Holder, unless Westpac knows or has reasonable grounds to believe that the instruction, request or notification is materially incorrect, incomplete or corrupted;
- (f) you indemnify Westpac against any actions, suits, proceedings, liabilities, reasonable costs, claims, demands, judgments, charges, damages, losses or reasonable outgoings for which Westpac may become liable in consequence of Westpac acting in accordance with this Authority, including in respect of any unauthorised or incorrect instructions or requests given by the Facility Holder to effect transactions on your Accounts or Services in the manner specified in this Authority, except to the extent that the action, suit, proceeding, liability, cost, claim, demand, judgment, charge, damage, loss or outgoing was caused by the fraud, negligence or wilful misconduct of Westpac or a person acting on behalf of Westpac;
- (g) you are not prevented by law (including any provision of Chapter 2E of the *Corporations Act 2001* (Cth)) from entering into this Authority or any transactions contemplated by it;
- (h) authority has been duly given for the Facility Holder to appoint the Administrator and Users of the Facility, and any other parties acting as agent on behalf of the Facility Holder, as operators of the Accounts and Services and to act in accordance with the terms of this Authority;
- (i) Westpac may at any time, in its reasonable discretion, terminate the arrangements contemplated by this Authority either in whole or in part by providing reasonable notice in writing to you or, without notice at any time after being advised in writing by you or the Facility Holder that the said arrangements (or the relevant part thereof as the case may be) are no longer to be implemented or if Westpac reasonably believes that immediate termination is necessary to manage an immediate and material risk;
- (j) this Authority will remain effective for the protection of Westpac notwithstanding the commencement of the winding up or the dissolution or striking off the register or administration or similar process in respect of you, until notice in writing of the commencement of the winding up, dissolution, administration or similar process or of such revocation (as the case may be) is received by Westpac;
- (k) Westpac is unable to guarantee that it will be able to process transactions in any particular order. Wherever practicable, Westpac will attempt to process transactions in the order in which they are received. However, Westpac may receive instructions for transactions both through real-time and batch processing and will therefore need in some circumstances to process transactions in a different order to the order in which they were received; and
- (l) this authority is governed by New South Wales law. You accept the non-exclusive jurisdiction of the courts having jurisdiction there.

You (the Third Party Account Holder) represent and warrant that:

- (a) You are solvent;
- (b) You either:
 - i. do not hold any account or service in the capacity as a nominee of any trust or settlement; or
 - ii. if acting in the capacity as trustee, are duly empowered by the relevant trust deed to enter into this authority (including that all necessary resolutions have been duly passed) in your capacity as trustee;
- (c) the Facility Holder is properly authorised by you to act in accordance with the scope of this Authority as set out above; and
- (d) You have, and will continue to have, cash management processes in place to ensure there is adequate funding available in any accounts that are the subject of this Authority.

Section 10 – Third Party Account Holder acknowledgements, representations and warranties (continued)

This authority is signed for and on behalf of the Third Party Account Holder named above of this document.

Full Name of Account Holder

Executive Officer 1

(Director, Trustee, Partner)

Name	Position
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

Executive Officer 2

(Director, Trustee, Partner, Company Secretary)

Name	Position
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

Section 11 – Facility Holder Authorising Westpac selected facility to load Third Party Accounts and Services

Full Name of Facility Holder

Either Executive Officers OR Administrator(s) for the Facility Holder must complete and sign this section of the form.

I/We acknowledge that:

- (a) I/We are Executive Officers or Administrators for the Facility Holder and are authorised to request the above changes to the selected facility set-up;
- (b) Westpac will need to properly identify and verify any individual acting on our behalf in order for that individual to be able to send payment and other instruction files pursuant to this Authority.

Executive Officer 1

Duly authorised signatory (e.g. Director, Trustee, Partner)

Name	Position
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

Section 11 – Facility Holder Authorising Westpac selected facility to load Third Party Accounts and Services (continued)

Executive Officer 2

Duly authorised signatory (e.g. Director, Trustee, Partner)

Name	Position
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

OR

Administrator 1

Administrator and/or Verifying Officer nominated by the Facility Holder to add and/or identify users on behalf of the Facility Holder

Name	Position
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

Administrator 2

If required by your Organisation

Name	Position
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

Once completed and signed please return this form to your Westpac representative.

Section 12 – Facility Holder acknowledgements, representations and warranties.

Executive Officers of the Facility Holder must complete this section.

You (the Facility Holder) acknowledge and agree that:

- Westpac Banking Corporation and its related companies ("Westpac") are authorised to act upon all instructions and requests to effect transactions received from the Third Party, and make disclosures to the Third Party in respect of your facility, as set out above in this Authority;
- Nothing in this Authority affects your obligations and responsibilities in the terms and conditions governing provision of your facility, which continue to apply in full force and effect;
- this Authority provides you with commercial benefit which may include increased efficiencies with respect to treasury and cashflow management activities;
- this Authority is in addition to and not in substitution of any other notice provided to Westpac concerning the operations on the facility held by you. Amendments to other authorities that you 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;
- Westpac is authorised to treat any transaction or instruction, effected through the selected facility by the Third Party as a transaction or instruction that is to be undertaken with your authority without Westpac being required to verify your authority in any case, unless Westpac knows or has reasonable grounds to believe that the transaction or instruction is provided under an Authority that has been cancelled or revoked;

Section 12 – Facility Holder acknowledgements, representations and warranties (continued)

- (f) Westpac is not required to check the accuracy of any instructions, requests or notifications received or sent by the Third Party through your facility and is not responsible in the event that such instructions, requests or notifications are incorrect, incomplete, corrupted or include data belonging to other clients of the Third Party, unless Westpac knows or has reasonable grounds to believe that the instruction, request or notification is materially incorrect, incomplete or corrupted;
- (g) there are risks associated with providing the Third Party access to the facility, including the risk of negligent actions or misuse of the facility by the Third Party. Westpac will not be responsible for any loss or damage incurred by you in connection with this authority. You will defend, hold harmless and indemnify Westpac from and against any loss caused by the conduct of the Third Party in connection with this Authority;
- (h) you defend, hold harmless and indemnify Westpac against any actions, suits, proceedings, liabilities, reasonable costs, claims, demands, judgments, charges, damages, losses or reasonable outgoings for which Westpac may become liable in consequence of Westpac properly performing its obligations under this Authority, except to the extent that the action, suit, proceeding, liability, cost, claim, demand, judgment, charge, damage, loss or outgoing was caused by the fraud, negligence or wilful misconduct of Westpac or a person acting on behalf of Westpac;
- (i) you are not prevented by law (including any provision of Chapter 2E of the *Corporations Act 2001* (Cth)) from entering into this Authority or any transactions contemplated by it;
- (j) Westpac may at any time, in its reasonable discretion, terminate the arrangements contemplated by this Authority either in whole or in part by providing reasonable notice in writing to you or, without notice at any time after being advised in writing by you or the Third Party that the said arrangements (or the relevant part thereof as the case may be) are no longer to be implemented or if Westpac reasonably believes that immediate termination is necessary to manage an immediate and material risk;
- (k) this Authority will remain effective for the protection of Westpac notwithstanding the commencement of the winding up or the dissolution or striking off the register or administration or similar process in respect of you, until notice in writing of the commencement of the winding up, dissolution, administration or similar process or of such revocation (as the case may be) is received by Westpac;
- (l) Westpac is unable to guarantee that it will be able to process transactions in any particular order. Wherever practicable, Westpac will attempt to process transactions in the order in which they are received. However, Westpac may receive instructions for transactions both through real-time and batch processing and will therefore need in some circumstances to process transactions in a different order to the order in which they were received; and
- (m) this authority is governed by New South Wales law. You accept the non-exclusive jurisdiction of the courts having jurisdiction there.

You (the Facility Holder) represent and warrant that:

- (a) You are solvent; and
- (b) the Facility Holder is properly authorised by you to act in accordance with the scope of this Authority as set out above.

Executive Officer 1

Duly authorised signatory (e.g. Director, Trustee, Partner)

Name	Position
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

Executive Officer 2

Duly authorised signatory (e.g. Director, Trustee, Partner)

Name	Position
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

Once completed and signed please return this form to your Westpac representative.