

# PaymentsPlus – Administrator Establishment/Removal Form

The purpose of this form is to obtain authorisation to:

- **add** a new Administrator to a PaymentsPlus portal(s); or
- **remove** an existing Administrator from a PaymentsPlus portal(s).

This form also enables St.George to collect key information necessary in order to verify the identity of a new Administrator.

Return the completed form to your bank representative.

All fields in applicable sections are mandatory.

## Section 1 – Organisation details

Organisation name

Organisation Customer Number

PaymentsPlus Buyer Code

Find your PaymentsPlus Buyer Code on the portal under Administration > Business Details > Business Name after logging in or contact your bank representative.

## Section 2 – Administrator details

Please provide details of the Administrator to be added/removed. If the Administrator has previously been identified by St.George please provide the Administrator's customer number. Any information entered here should appear exactly as per the identification documents submitted with this form.

CIS/Customer Number (if known)

Title (e.g. Mr, Mrs)

First name

Middle name

Surname

Is the User known by any other name(s)? ☐ Yes ☐ No

If yes, please provide other name(s)

Date of Birth

Residential address (not PO Box)

Street number

Street name

Suburb

State

Postcode

Country

Mobile number

Business number

Email address

Position held

(please select from list under the "Bank Use Only" section if drop-down box is not available)

**Note:** it is an offence under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* to knowingly provide false and misleading information.

### Section 3 – Role

Please indicate whether the individual listed in Section 2 is being added or removed as an Administrator:

☐ Add ☐ Remove

Note: If an existing Administrator is being removed but will be appointed as a User, please also submit PaymentsPlus – User Establishment/Removal Form.

Is the Administrator employed by or contracted to:

- ☐ the organisation named in Section 1 or
- ☐ a third party entity/contractor? This includes other entities within the same corporate group and entities acting as a service provider to the entity named in Section 1.

Third Party/Contractor Entity Name

(Mandatory if the Administrator is employed by a third party.)

The instructions on this form are effective from:

Date

### Section 4 – Administrator Portal Access

Only complete this section if a new Administrator is being added.

Please select applicable permissions for the Administrator. These permissions can be amended via the portal without submitting this form again.

PaymentsPlus	Add
Authorise Invoice Files	<input type="checkbox"/>
Authorise Payment Files	<input type="checkbox"/>
Payment Maintenance	<input type="checkbox"/>
View Portal Data	<input type="checkbox"/>
Send Recipient Invites	<input type="checkbox"/>
Upload Payment/Invoice Files	<input type="checkbox"/>
PaymentsPlus - additional roles for Supplier Portal only	Add
Upload Recipient Files	<input type="checkbox"/>
Authorise Recipient Files	<input type="checkbox"/>
Send Recipient Invites	<input type="checkbox"/>
Manage Recipients	<input type="checkbox"/>

## Section 5 – 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 [stgeorge.com.au/privacy/privacy-statement](http://stgeorge.com.au/privacy/privacy-statement) or by calling us through your relationship manager or St.George 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 6 – 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 7 – Foreign Tax Residency

We are required under domestic and international laws to collect and report financial and account information relating to individuals and organisations who are, or may be, foreign tax residents. We may ask you whether you or any shareholder, beneficiary, settlor or controlling person are a foreign tax resident from time to time, such as when you open an account with us, or if your circumstances change. If you do not provide this information to us, we may be required to limit the services we provide to you e.g., in a form of account restrictions if you have not provided us with your foreign tax residency information 30 days after we have contacted you.

Unless you tell us otherwise, by completing any application, you certify that any shareholder, named beneficiary, settlor or controlling person is not a foreign tax resident. You must tell us if you, or any shareholder, named beneficiary, settlor or controlling person is, or becomes, a foreign tax resident (unless an exemption applies, such as for shareholders of listed companies). Where there are no named beneficiaries (for example for beneficiaries identified only as a class) you must tell us if a beneficiary is a foreign tax resident immediately when any decision is made to identify and make a distribution to them. You may contact us to provide foreign tax residence information by calling Foreign Tax Operations on 1300 725 863 or +61 2 9155 7580 for customers outside Australia. For more information you can also visit our page on Foreign Tax Residency: [stgeorge.com.au/help/faqs/foreign-account-tax-compliance-act](http://stgeorge.com.au/help/faqs/foreign-account-tax-compliance-act).

We cannot give tax advice, so please contact your independent tax advisor if you need help finding out whether any person is a foreign tax resident.

## Section 8 – User Acknowledgements and Consents

Only complete this section if a new Administrator is being added.

I, the person named in this request as Administrator consent to being added as an Administrator to the portal.

I acknowledge the use of the portal will be governed by the Administrator guides and terms and conditions for the portal available in the portal or from the Bank.

Administrator signature

X

Date

/ /

## Section 6 – Authorised representative(s) to complete

The following section must be completed by an Authorised Representative of the Organisation.

If a new Administrator is being added:

- I/We nominate and authorise the individual nominated as Administrator in Section 2 and whose signature appears in Section 5 to act as an Administrator with respect to the PaymentsPlus facility(ies) listed in Section 1.
- I/We authorise the Administrator to:
  - Add or remove Users (except for other Administrators) via completion of the User Establishment form;
  - Reset passwords;
  - View audit history; and
  - Exercise any other permissions granted in Section 4.
- I/We undertake to advise the Bank as soon as practicable should the authorisation/nomination of the Administrator be revoked or the individual cease to be an employee, agent or contractor of the Organisation.
- I/We acknowledge that all Administrators need to be identified by the Bank before they can be established on PaymentsPlus.

If an existing Administrator is being removed:

- I/We authorise and instruct the Bank to remove the individual whose details appear in Section 2 from their position as Administrator with respect to the PaymentsPlus facility(ies) listed in Section 1, and acknowledge that the functions of a Administrator listed above will no longer be available to them.

Signed for and on behalf of the Organisation:

### Authority Execution

Which option will you be signing under?

☐ **Organisation is an Australian Company (Registered with ASIC)**

- **Company:** Two Directors or a Director and Company Secretary

☐ **Non-Company Organisation**

- **Trust:** Trustee – if a Company (see above) or by an Individual Trustee
- **Association:** In accordance with Minutes of Meetings or other authority
- **Partnership:** Two Partners or other authority

☐ **Power of Attorney**

Note: execute using the following section where signing under a power of attorney

Signed for and on behalf of:

By its attorney(s) under the authority of a power of attorney dated

☐ **Delegation of Authority**

By the authority of a resolution of the directors of the company (at a properly constituted meeting, where a meeting is required). I/We authorise on behalf of the company the persons whose name(s) and specimen signature(s) appear in the section 'Details of Persons Authorised', in the name and on behalf of the organisation:

Signed for and on behalf of:

☐ **Organisation is a Foreign Company**

**Authority Signatory(ies)**

To be signed in accordance with the instructions provided by the organisation at establishment of the facility.

## Section 6 – Authorised representative(s) to complete (continued)

### Executive Officer 1

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

### Executive Officer 2 (if applicable)

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

## Bank Use Only

### Bank Officer checklist for processing

- ☐ I have verified that all sections of the form have been completed and signed by the applicant and the Executive Officers/Delegated Authority/Power of Attorney.
- ☐ If applicable, Identification documents provided have been certified as a true copy of the original document, signed by an authorised certifier, and contain the applicant's full name and date of birth.
- ☐ I have checked to verify that the correct level of identification and the applicant's profile is on Customer Establishment.

CIS/Customer Number

### Security Access Manager (SAM) Request ID

(Branch do not complete)

<input type="text"/>	Bank Officer Name
<input type="text"/>	<input type="text"/>
Phone	Salary Number
<input type="text"/>	<input type="text"/>
Signature	Date
<input type="text" value="X"/>	<input type="text" value="/ /"/>

### For SAM activation only

- ☐ I have reviewed and completed the user access request in SAM

Phone	Bank Officer Name
<input type="text"/>	<input type="text"/>
Signature	Salary Number
<input type="text" value="X"/>	<input type="text"/>
	Date
	<input type="text" value="/ /"/>

## Bank Use Only (continued).

**Position held with employer.** *(Please select from the positions listed below)*

Accountant	Commercial Manager	Group Accountant	Receptionist
Accounts Officer	Company Secretary	Group Financial Controller	Sales Manager
Administration Manager	Consultant	Human Resources Manager	Secretary
Administration Officer	Credit Controller	Managing Director	Senior Manager
Administrator	Credit Officer	Office Accountant	Settlements Officer
Analyst	Customer Service Officer	Office Bearer	State Manager
Assistant Accountant	Deputy Principal	Office Manager	Supervisor
Associate	Director	Operations Manager	Team Leader
Bookkeeper	Executive Assistant	Owner	Team Member
Business Analyst	Executive Director	Partner	Travel Consultant
CEO	Executor	Payroll Officer	Treasurer
Chairperson	Finance Manager	Practice Manager	Treasury Officer
Chief Finance Officer	Financial Officer	Principal	Volunteer
Chief Operating Officer	Financial Controller	Property Manager	
Clerk	General Manager		