

Client Portal Access Form



tcorp

Please complete this form to register initial or additional Authorised Users' access to the TCorp Client Portal and to the Organisation's TCorp accounts. The Authorised Users on this form will apply across all accounts operated in the name of your Organisation. This form also allows you to nominate each Authorised User's access level to the TCorp Client Portal.

PARTIAL ACCESS allows an Authorised User to read the account information and create transaction details.
FULL ACCESS provides an Authorised User access to read, create and authorise transactions.

When completing this form, please use BLACK/BLUE INK and print in CAPITAL LETTERS. Please mark the appropriate answer boxes with a tick (✓). You can also complete the form on-screen and then print it.

The form must be signed by TWO Authorised Signatories.

Please scan and email the completed form together with your Organisation's Authorised Signatory List and Delegations of Authority to:
clientservices@tcorp.nsw.gov.au

For our Local Government applicants:
lgs@tcorp.nsw.gov.au

A. Name and address of Client Organisation

Name of Client Organisation

Address of Client Organisation

B. Authorised Users of Client Portal

The person(s) listed below will be set up with the access level indicated below. Only an Authorised Signatory of your Organisation can approve other persons to have access to the TCorp Client Portal.

1. Authorised User ** required field*

Title

Mr Mrs Miss Ms Other _____

Full given name(s)

Surname

Email address*

Work phone number

()

Mobile phone number*

Job title

Access level

PARTIAL ACCESS
(read and create transactions only)

FULL ACCESS
(including authorisation)

2. Authorised User * required field

Title
 Mr Mrs Miss Ms Other _____

Full given name(s) Surname

Email address*

Work phone number () Mobile phone number*

Job title Access Level
 PARTIAL ACCESS (read and create transactions only) FULL ACCESS (including authorisation)

3. Authorised User * required field

Title
 Mr Mrs Miss Ms Other _____

Full given name(s) Surname

Email address*

Work phone number () Mobile phone number*

Job title Access Level
 PARTIAL ACCESS (read and create transactions only) FULL ACCESS (including authorisation)

4. Authorised User * required field

Title
 Mr Mrs Miss Ms Other _____

Full given name(s) Surname

Email address*

Work phone number () Mobile phone number*

Job title Access Level
 PARTIAL ACCESS (read and create transactions only) FULL ACCESS (including authorisation)

Please note: By providing your email address, you agree that we may provide you with information, including statements, transaction confirmations, reporting and other investor communications relating to your account via email or other electronic form. From time to time, we may still need to send you communications in the post.

C. Transaction authorisation

Please mark an option for deposits and withdrawals. TCorp recommends dual authorisation.

Deposits

DUAL authority SINGLE authority

Withdrawals

DUAL authority SINGLE authority

D. Declaration

I/We declare that:

- All details in this form are true and correct.
- I/We have read the terms of use and agree to be bound by them.

IMPORTANT INFORMATION

For the purpose of executing this form, TWO Authorised Signatories are required to sign. An Authorised Signatory is a person who has the power to authorise users to access and operate your Organisation's TCorp Accounts.

Please provide evidence of the Authorised Signatory's authority via the Authorised Signatory List and Delegations of Authority. If these documents are unavailable, please contact your client relationship manager.

Privacy Collection Statement: TCorp is required to comply with the Information Privacy Principles (IPPs) in the *Privacy and Personal Information Protection Act 1998 (NSW) (PPIP Act)*. The IPPs regulate the collection, storage, use and disclosure of personal information held by government agencies. Any personal information you provide to us will be used and disclosed by TCorp only for the purposes for which it has been provided, or a directly related purpose, unless you consent to another use or disclosure, in emergencies or as otherwise required or authorised by law.

Under the PPIP Act, you have the right to access your personal information held by TCorp, without excessive delay or expense. You also have the right to have your personal information corrected in certain circumstances, for example if it is inaccurate. TCorp's Privacy Statement can be accessed [here](#).

Authorised Signatory * required field

Title

Mr Mrs Miss Ms Other _____

Full given name(s)

Surname

Job title

Email address*

Work phone number

()

Signature

Date (DD/MM/YYYY)

Authorised Signatory * required field

Title

Mr Mrs Miss Ms Other _____

Full given name(s)

Surname

Job title

Email address*

Work phone number

()

Signature

Date (DD/MM/YYYY)

Please note: By providing your email address, you agree that we may provide you with information, including statements, transaction confirmations, reporting and other investor communications relating to your account via email or other electronic form. From time to time, we may still need to send you communications in the post.

Please email the completed form, Authorised Signatory List and Delegations of Authority to: clientservices@tcorp.nsw.gov.au

For our Local Government applicants please email the completed form, Authorised Signatory List and Delegations of Authority to: lgs@tcorp.nsw.gov.au

E. Terms of use

These terms of use form the entire agreement between the Client Organisation and TCorp in relation to the use of the TCorp Client Portal. They replace any earlier agreements, representations or discussions regarding the TCorp Client Portal.

1. Licence

TCorp grants the Client Organisation, through its Authorised Users, a revocable and limited licence to access and use the TCorp Client Portal in accordance with these terms of use to view, upload and download information (the Authorised Purpose).

2. Authorised Users

- 2.1 The Client Organisation is responsible and liable for the consequences of all use of the TCorp Client Portal by its Authorised Users, including all acts and omissions relating to that use.
- 2.2 The Client Organisation must not, and must ensure that its Authorised Users do not:
 - a. disclose their username or password to any other person;
 - b. disclose other security information relating to the TCorp Client Portal to any third party;
 - c. use the TCorp Client Portal other than for the Authorised Purpose and in accordance with this agreement; and
 - d. access or use the TCorp Client Portal in breach of any applicable law.
- 2.3 The Client Organisation must ensure that an Authorised User does not access or use the TCorp Client Portal after they cease to be an officer or employee of the Client Organisation or a Client Organisation subsidiary.
- 2.4 The Client Organisation must not provide TCorp with an email address or telephone number for an Authorised User unless the Client Organisation has that person's consent to provide the email address or telephone number to TCorp for use in connection with the TCorp Client Portal.
- 2.5 The Client Organisation agrees to receive information, including statements, transaction confirmations and promotions, by email.
- 2.6 The Client Organisation agrees to notify TCorp of changes to Authorised Users or an Authorised User's email address, by notice in writing given by the Client Organisation. When notifying TCorp of a new Authorised User, the Client Organisation must also provide TCorp with the new Authorised User's email address.
- 2.7 The Client Organisation agrees to notify TCorp immediately on becoming aware, or having reasonable grounds to suspect, a username or password has been lost or stolen or has otherwise been disclosed to or become known by a person other than the Authorised User to whom it belongs.

3. Security

- 3.1 No website or data transmission using the internet can be totally secure. TCorp agrees to maintain reasonable security measures. The Client Organisation is responsible for ensuring the measures meet its security requirements in relation to the TCorp Client Portal.
- 3.2 To the fullest extent permitted by law, the Client Organisation releases TCorp from all 'TCorp Client Portal Claims', being claims arising out of or in relation to:
 - a. use of the TCorp Client Portal, including all claims relating to loss, corruption or unauthorised disclosure of, or unauthorised access to information uploaded to, stored on or downloaded from the Portal or damage or interference to computer or other systems caused by viruses, malicious software or otherwise, except to the extent arising directly from TCorp's failure to maintain reasonable security measures;
 - b. without limiting paragraph (i):
 - i. the Client Organisation's use of or reliance on information available on the Portal other than final deliverables TCorp prepares as part of the services; and
 - ii. the Client Organisation's use of third party software accessed through the TCorp Client Portal or links to external websites through the TCorp Client Portal;

- c. TCorp relying on the Client Organisation's notification of Authorised Users (whether in writing or through a function on the TCorp Client Portal); and
- d. access to the TCorp Client Portal being unavailable or interrupted from time to time (including for extended periods) or terminated.

- 3.3 The Client Organisation must ensure that each of its Authorised Users complies with clause 3.2 as if named in clause 3.2 as the Client Organisation and as if 'other than final deliverables TCorp prepares as part of the services' were deleted from clause 3.2(b)(i).

4. Subcontractors

TCorp agrees to ensure its subcontractors and third party suppliers comply with TCorp's obligations to the Client Organisation under this agreement in relation to information transferred to them.

5. Liability

The Client Organisation agrees that TCorp has no liability for TCorp Client Portal Claims and accepts no liability or responsibility to any third party. The Client Organisation will indemnify TCorp against all liability (including reasonable legal costs) that TCorp incurs in connection with any claim by a third party arising from the Client Organisation's breach of these terms of use.

6. Termination

At any time, in its absolute discretion, TCorp may do any or all of the following:

- a. remove information from the TCorp Client Portal;
- b. decommission the TCorp Client Portal; and
- c. revoke the Client Organisation's licence to use the TCorp Client Portal and terminate access of the Client Organisation and all Authorised Users.

Without limiting the above:

- TCorp will remove information from the TCorp Client Portal for archiving in accordance with TCorp policies; and
- The Client Organisation's licence to use the TCorp Client Portal terminates 30 days after the closing of its TCorp accounts.

TCorp is not responsible or liable for any consequences of TCorp removing information from or decommissioning the TCorp Client Portal or revoking or terminating the Client Organisation's licence to use it.

7. Changes to terms

TCorp may change these terms of use at any time without notice. TCorp will notify the Client Organisation of changes to these terms of use by posting them on the TCorp Client Portal. The Client Organisation's continued use of the TCorp Client Portal indicates acceptance of the change.

8. Force majeure

Neither the Client Organisation nor TCorp is liable for delay or failure to fulfil obligations to the extent that the delay or failure arises due to an unforeseen event beyond their reasonable control which is not otherwise dealt with in this agreement. Each of the Client Organisation and TCorp agree to use reasonable endeavours to remove or overcome the effects of the relevant event without delay.

9. Applicable law

The law applying to this agreement is the law of New South Wales. The Client Organisation and TCorp submit to the exclusive jurisdiction of the courts of that state and waive any right either of them may have to claim that those courts do not have jurisdiction or are an inconvenient forum.

10. Definitions

In these terms of use:

Authorised User means an officer or employee of the Client Organisation or a Client Organisation subsidiary who the Client Organisation authorises from time to time to access the TCorp Client Portal and whose name and email address have been notified to TCorp in accordance with these terms of use.

Authorised Signatory – For the purpose of executing this form, the Authorised Signatory should be a person who has the power to authorise users to operate your Organisation's TCorp accounts.

Client Organisation means the Client organisation named in the TCorp Client Portal Access and Authority Form to which these terms of use are attached. Including must be read as if followed by 'without limitation'.

TCorp means New South Wales Treasury Corporation.

Contact details

Please contact your dedicated client relationship manager for more information

Telephone +61 2 9325 9267

Email clientservices@tcorp.nsw.gov.au

For our Local Government applicants

Telephone +61 2 9325 9251

Email lgs@tcorp.nsw.gov.au

www.tcorp.nsw.gov.au