TEMPORARY ACCOUNT AUTHORITY - PARISH

The Catholic Development Fund – Diocese of Broken Bay (CDF) has consolidated the previous Supplementary Account Authority form and Supplementary CDF Online Authority form into one single Temporary Account Authority for Parishes.

This form (1.1.2) is to be used for temporary changes only to the existing Account/CDF Online Authority.

This form must be completed for all temporary changes only required to the existing Account Authority, and Signed Off and Dated by the Parish Priest/Administrator (last page).

For permanent changes to an Authority, a new Account Authority Parish (form 1.1.1) should be completed.

Identity Verification

The CDF needs to verify the identity of all new persons permanently or temporarily added to the Account Authority and require Identity Verification to be completed for those persons including providing appropriate certified ID document (e.g. Drivers licence or Passport).

Note: Once a person has initially completed the Identity Verification process and provided their certified ID document, they will not be required to repeat this process again.

A separate Identity Verification Form is provided for this purpose and attached to the Temporary Account Authority.

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TEMPORARY ACCOUNT AUTHORITY - Parish

CDF Client No:

I _____ _____
(Name of Parish Priest/Administrator) *(Title/Position)*

of _____
(Full Name of Parish)

Instruct and Authorise you to make the following temporary variation to our Principal Account Authority:

For the period from: / / **to:** / / Inclusive.

☐ Temporarily ADD the following Authorised Persons to Operate/Transact on Accounts

Authorised Person 1: *Full Name:*

Position/Title

Email Address

Signature
x.....

☐ Please apply the CDF Online Default Authorisation Limit of $ 50, 000 *(per Transaction or batch total)*

OR ☐ Please apply a Higher Authorisation Limit of $ *(per Transaction or batch total)*

Identity Verification: ☐ Completed and attached **OR** ☐ Previously Provided

CDF OFFICE USE ONLY
ID Verified & Details Loaded: ☐ Client No: Linked to account(s) as ATO: ☐ CDF Online Access loaded: ☐

Authorised Person 2: *Full Name:*

Position/Title

Email Address

Signature
x.....

☐ Please apply the CDF Online Default Authorisation Limit of $ 50, 000 *(per Transaction or batch total)*

OR ☐ Please apply a Higher Authorisation Limit of $ *(per Transaction or batch total)*

Identity Verification: ☐ Completed and attached **OR** ☐ Previously Provided

CDF OFFICE USE ONLY
ID Verified & Details Loaded: ☐ Client No: Linked to account(s) as ATO: ☐ CDF Online Access loaded: ☐

Accounts Covered under this Temporary Account Authority and Method of Operation

☐ All Parish Accounts **OR** ☐ The following Listed Parish Account(s) only

Name of Account(s)	*Account Number*

METHOD OF OPERATION: (Solely/Jointly) Two to Operate Jointly

(CDF Online payment authorisations, signed instructions, cheque signing)

☐ Additional Persons requiring TEMPORARY CDF Online Data Entry/View Only Access (Optional)

Additional Person 1: *Full Name:*

Position/Title *Email Address*

CDF Online Access Required: ☐ Data Entry (Full Access, with **NO** authority to authorise payments) **OR** ☐ View Only

Accounts: ☐ ALL **OR**

(List specific account type/s for those accounts to be accessed only - e.g. S80.2 etc.)

Identity Verification: ☐ Completed and attached **OR** ☐ Previously Provided

CDF OFFICE USE ONLY

ID Verified/Details Loaded: ☐ Client No: Linked to Business Client: ☐ CDF Online Access loaded: ☐

Additional Person 2: *Full Name:*

Position/Title *Email Address*

CDF Online Access Required: ☐ Data Entry (Full Access, with **NO** authority to authorise payments) **OR** ☐ View Only

Accounts: ☐ ALL **OR**

(List specific account type/s for those accounts to be accessed only - e.g. S80.2 etc.)

Identity Verification: ☐ Completed and attached **OR** ☐ Previously Provided

CDF OFFICE USE ONLY

ID Verified/Details Loaded: ☐ Client No: Linked to Business Client: ☐ CDF Online Access loaded: ☐

Signed for and on behalf of the Parish by:

✖ .....

Parish Priest/Administrator

Date: / /

Disclosure Statement

The Catholic Development Fund – Diocese of Broken Bay (CDF) is required by law to make the following disclosure. The CDF is not prudentially supervised by the Australian Prudential Regulation Authority nor has it been examined or approved by the Australian Securities and Investments Commission. An investor in the CDF will not receive the benefit of the financial claims scheme or the depositor protection provisions in the Banking Act 1959 (Cth). Investments in the CDF are intended to be a means for investors to support the charitable, religious and educational works of the Catholic Diocese of Broken Bay and for whom the consideration of profit are not of primary relevance in the investment decision. The investments that the CDF offers are not subject to the usual protections for investors under the Corporations Act (Cth) or regulation by Australian Securities and Investments Commission. Investors may be unable to get some or all of their money back when the investor expects or at all and any investment of the CDF are not comparable to investments with banks, finance companies or fund managers. The CDF's identification statement may be viewed at www.dbb.org.au or by contacting the CDF on (02) 9847 0748. The CDF does not hold an Australian Financial Services Licence

CDF OFFICE USE ONLY

CDF Online Administrator No. Checked for Scanning and filing *Initials* *Date:* / /

Account Authority Terms and Conditions

Authority is given for the persons (Authorised Persons) as named in this Account Authority in accordance with the stated method of operation and on behalf of the Client to:

- Operate/transact on account(s) of the client to be/already opened with the Catholic Development Fund - Diocese of Broken Bay (CDF).
- Place money on term deposit for any term and to withdraw on maturity or by arrangement with the CDF prior to maturity any such monies held on term deposit and give valid discharges for interest paid and principal repaid.
- Obtain Cheque books/Cheque forms and issue cheques upon the account(s) of the client with the CDF.
- Give and cancel authorities in the CDF's usual form for periodical payments from such account(s).
- Instruct the CDF as to the disbursement of any loan facilities which may be provided by the CDF to the Client.
- Make arrangements with the CDF for the issue of Encashment Authorities, Documentary Credits, authorities to negotiate and all matters incidental hereto.
- Make application for authority to buy or sell Foreign Currency (being any currency other than Australian) in such form or forms and subject to such conditions or agreements as may be required by the CDF or the Banking (Foreign Exchange) Regulations and to complete, amend or cancel any such application or any condition or agreement relative thereto.
- Make arrangements with the CDF for the provision of third party facilities (Merchant, Credit Cards etc.), as required.
- Change the mailing address of the account(s).
- Open new account(s) with the CDF by mutual agreement.

The CDF undertakes to repay such monies held on deposit in the account referred to in the Account Authority to the Client or the Authorised Persons, or to pay or reinvest such monies as directed by the Client, pursuant to the terms of the Account Authority. Any money deposited with the CDF shall be treated and regarded as an unsecured deposit note.

Authority has also been duly given by the same resolution for cheques, bills and promissory notes payable to the Client and lodged for collection or for discount or negotiation and credit of proceeds to its account(s) with the CDF to be solely endorsed by any one of the Authorised Persons, mentioned in the Account Authority.

The Account Authority is to remain in force until the CDF receives notice in writing of the cancellation or variation thereof from the Client.

All previous account authorities are hereby cancelled except as regards to cheques and other instruments dated prior to the date hereof and presented for payment on or after such date.

The CDF shall not be obliged to enquire into the circumstances of any instructions given to it in accordance with the Account Authority and is released from all liability for any loss or damage suffered by the Client as a result of the CDF acting on the Account Authority in good faith.

It is understood that the law requires signatories to state all the names by which they are commonly known and prohibits the use of false names and it is declared that all the details shown in the Account Authority are true and correct.

In consideration of the CDF agreeing to open an account in the name of the Client and provide a cheque facility to the Client, the Client hereby releases the CDF from all liability whatsoever arising out of the dishonour of any cheque(s) drawn on the account of the Client with the CDF and hereby indemnifies and agrees to keep indemnified the CDF against all claims that may be made or brought by any person or body arising from such action.

Risk Management Issues to be considered before linking your accounts to CDF Online

Important issues the Client must be aware of when authorising access to CDF Online

- The Client authorises the CDF to allow access to each account to specific access levels for each user. Access to CDF Online may be terminated by the Client at any time by giving notice to the CDF in writing.
- The Client authorises the Logon Name and Password used by the user(s) with the authority to operate, to be the authorised signatories on the nominated accounts through CDF Online.
- The Client indemnifies the CDF and takes full responsibility for all value and non-value transactions through CDF Online that use the Client's or user(s)' correct Logon Name and Password.
- CDF may terminate or suspend access to CDF Online by the Client or the user(s) for any reason.
- The Client acknowledges and accepts that the CDF cannot verify by way of signature comparison whether CDF Online access was correct and accepts that the use of the correct Logon Name and Password is the equivalent of a signature.

Security

- Browser based and uses the latest 128 bit encryption technology and verisign security which is the same high level of encryption technology as many of the leading Financial Institutions. The user can confirm their CDF Online session is encrypted by the appearance of a "lock" symbol at the foot of the browser.
- User(s) are issued with a Logon Name and Password only after the Client's authorisation has been received. The first time a user logs on to CDF Online (with a new or replacement Password they will be automatically prompted to change their Password.
- As additional security user(s) have the option to change their Logon Name to their own preference.
- User(s) are able to transfer funds within the Client's own accounts or to other clients' accounts with your CDF but are unable to transfer funds to external financial institutions or other CDFs unless authorised by the Client.
- If a user suspects there has been or may be unauthorised access, the CDF can disable access immediately upon receipt of advice.
- After 5 minutes an inactive web page will be automatically logged off by the system. A new internet session must be commenced if the host session is inactive for a further 2 minutes.
- Access will be blocked if there are 3 successive unsuccessful login attempts during a 24 hour period (from Midnight daily). Access may only be restored through the CDF who will restore access after ascertaining identity of user.
- There are two levels of authorised access available for each account for each user.
- There is a record of all communication on CDF Online. All transactions processed through CDF Online are processed with normal "batch" transactions and will show on CDF hard copy reports.
- Credit external Payments will be subject to a daily limit which must be authorised by the Client.
- Debit external accounts will be subject to a transactional limit authorised by the Client and accounts must be pre-nominated.

Key precautions that should be observed by Clients and users when using CDF Online

- Password must be kept secret and secure.
- Never leave a computer unattended while logged on to CDF Online.
- Do not use date of birth, telephone number, address, name or names of friends, relatives or associates in a Password.
- Change Password regularly, at least monthly is recommended.
- Always exit CDF Online when finished.
- Use a reputable Internet provider.
- Always use the latest available virus scanning software or virus signature file.
- Keep complete and accurate records of daily transactions initiated through CDF Online.
- The Client is to ensure the CDF has a current and accurate account operating authority.

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Identity Verification Form

The Catholic Development Fund - Diocese of Broken Bay (CDF) is required to verify the identity of:

- All new account signatories operating on an account held with the CDF.
- All new CDF Online users.
- All new CBA MasterCard card applicants.

Identity Verification Form

The CDF requires all identification documents used in the identification process to be "Certified" as a true and accurate copy of the original document by an independent approved certifier.

The following Identity Verification Form provides relevant information on how documents have to be certified and who can certify documents etc.

The person being identified is able to complete sections 1 and 2 of the form online, then print the form to date and sign section 3, and for the certifier to complete their details and sign and date section 4.

This form is to be completed for each individual being identified and returned to the CDF, together with the "original" certified copy of identification document, preferably via email attachment, if possible, or else mailed.

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Identity Verification Form

1. Details of Individual being identified

Personal Details

Full Name and Title (Mr/Mrs/Miss/Ms/Rev etc) | Other Names known by | Date of Birth (/ /)

Full Residential Address (No PO. Box addresses) | State | Postcode

Mailing Address (if different) | State | Postcode

Telephone Number(s) Home: ( ) Business: ( ) Mobile:

Email Address:

Occupation | **Employer/Parish/Agency/Entity**

2. Identification Details

We need to see a certified photocopy of **any one** of your identification documents listed below. The documents you provide must be valid and clearly show your full name and either or both of your residential address and/or date of birth as well as your signature and photograph.
Please Indicate which form of identification is being certified by ticking the relevant box and attach a certified copy to this form.

- ☐ Current Australian Drivers Licence
- ☐ Current Australian Passport
- ☐ Current Foreign Passport
- ☐ Photo ID proof of age card issued by a State or Territory Government

Note: If you are unable to provide any of the above documents, contact the Catholic Development Fund, Diocese of Broken Bay (CDF) for alternative identification documentation.

3. Signature of Individual being Identified

I certify the above particulars are true and correct.

Signature: × ..... Date: / /

4. Details & Signature of Document Certifier *(Please ensure the following details are completed by the certifier of your identification document).*

Full Name and Title (Mr/Mrs/Miss/Ms/Rev etc):

Full Address (No PO. Box addresses) | State | Postcode

Occupation *(capacity to certify - refer overleaf "Who can Certify Documents")* | **Telephone Number** (Daytime contact number) ( )

Certifier's Signature × ..... Date: / /

Please note: We reserve the right to contact the certifier or request additional documentary evidence from you.

OFFICE USE ONLY

Client No. (person being identified) | Form of ID validated & details recorded YES/NO | Date / / | Initials

Certifying your documents

This checklist will take you through exactly how your documents have to be certified. All documents you supply must be:

- A clear photocopy showing relevant page(s) or front & back of document as applicable to document type
- Certified in English
- The date of certification must be no older than 3 months ago
- The "original" certified copy (we will not accept copies of a copy) as signed by the Certifier

Who can certify documents?

The person who certifies your documents must be independent of your application and one of the following:

(1) Minister of Religion registered under Subdivision A of Division 1 of Part 1V of the Marriage Act 1961;

(2) Teacher employed on a full-time basis at a school or tertiary education institution;

(3) a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants.

(4) Medical Practitioner;

(5) a Justice of the Peace;

(6) a police officer;

(7) a judge of a court;

(8) a magistrate;

(9) a registrar or deputy registrar of a court;

(10) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described);

(11) a notary public (for the purposes of the Statutory Declaration Regulations 1993);

(12) an officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees.

Please Note: The above list of certifiers are those we consider to be the most readily available. Should you experience any difficulties sourcing any of the above certifiers, contact the Catholic Development Fund, Diocese of Broken Bay (CDF) to obtain details of alternative certifiers.

How to certify documents - checklist

The certifier must:

	Tick Box
a) Write the following wording, or similar, on your documents:	☐
Example, for identity verification documents that contain a photograph of the signatory **"I certify that I have seen the original document and that the photograph is a true likeness and this copy is a complete and accurate copy of that original."**	
b) Sign and date the copy.	☐
c) Add their name in block capitals along with their position and capacity to certify.	☐
d) Add the official stamp of their office, if possible.	☐