

ACCOUNT AUTHORITY – Incorporated Body

The Catholic Development Fund – Diocese of Broken Bay (CDF) has consolidated the previous Account Authority form and CDF Online Authority form into a single revised Account Authority.

This form (1.3.1) must be completed for all permanent changes required in relation to:

- persons who are required to Operate/Transact (CDF Online payment authorisation, signed instructions, cheque signing) on accounts.
(Refer Section 3 – Authorised Persons to Operate/Transact on accounts).
- additional persons (Optional) requiring only CDF Online Data Entry or View access to accounts.
(Refer Section 4 – Additional Persons Requiring CDF Online DATA ENTRY or VIEW ONLY access - Optional)

The completed form is to be Signed Off and Dated by the appropriate authorised officer. (Top of page 2 of 6).

A separate form (Temporary Account Authority – General), form 1.3.3, is provided to cater for all temporary changes required to an existing Account Authority.

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 Account Authority.

ACCOUNT AUTHORITY - Incorporated Body

CDF Client No.

| | |
|--|--|
| | |
|--|--|

Full Name of Incorporated Body

ACN/ABN:

| |
|--|
| |
|--|

Trading Address and Mailing Address (if different)

| |
|--|
| |
|--|

Contact Phone No.

| |
|--|
| |
|--|

Email Address

Please tick appropriate box:

☐

We hand you herewith

OR

☐

You have also already received

a copy of the Constitution as at present in force of *(insert full name below)*

| |
|--|
| |
|--|

(hereinafter referred to as "the Incorporated Body") ☐ We also hand you herewith **OR** ☐ You have also already received

for inspection and return the current Certificate of Incorporation of the Incorporated Body.

- No alterations have been made in the said Constitution (except such (if any) as are printed in the copy handed to you) and no regulation or regulations have been made by the Incorporated Body in General Meeting purporting to restrict or having the effect of restricting the rights of the Board of Directors of the Incorporated Body to exercise the powers of the Incorporated Body as regards to the signing of cheques drawn on joint banking accounts, operations on banking accounts, and generally dealing with the property of the Incorporated Body.
- Authority has been duly given by resolution passed at a legally constituted meeting of the Directors of the Incorporated Body in accordance with the said Constitution for: **METHOD OF OPERATION** *(CDF Online payment authorisations, signed instructions, cheque signing)*

| | | | |
|--|---|--------------------------------|--|
| <input type="checkbox"/> Any Two Jointly | <input type="checkbox"/> Any One Solely | <input type="checkbox"/> Other | |
|--|---|--------------------------------|--|

(please specify)

on behalf of the Incorporated Body, in relation to its account(s) and dealings with the Catholic Development Fund (CDF), to:

Delete any clause/part clause not required

- Draw cheques upon such account(s).
- Endorse cheques, bills, promissory notes or other instruments payable to the order of the Incorporated Body and intended for collection discount or negotiation and credit of proceeds to its account(s).
- Withdraw monies in any manner from such account(s).
- Overdraw such account(s) to any extent permitted by the CDF.
- Draw, make, accept, negotiate or discount bills of exchange, promissory notes and other negotiable instruments.
- Place money on term deposit in the name of the Incorporated Body 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.
- Have access to and to receive and give valid receipts for any securities, packets, boxes, deeds, scrip, debentures or other documents or property held by the CDF in the name of the Incorporated Body whether as security or for safe custody or otherwise in respect of which no special written authority from the Incorporated Body as to delivery is held by the CDF.
- Have access to, withdraw, direct the redemption or sale and the disbursement of the proceeds of, direct the conversion to another series of, transfer, or direct the application of interest payable on Commonwealth Bonds, War/Savings Certificate or Treasury Notes held for safe custody or as security in the name of the Incorporated Body in respect of which no special written authority from the Incorporated Body as to dealing or delivery is held by the CDF.
- 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.

- Give and cancel authorities in the CDF's usual form for periodical payments from such account(s).
- Obtain cheque book for the account(s) of the said Incorporated Body.
- Change the mailing address of the account(s).
- Open new account(s) with the CDF by mutual agreement.
- Give instructions to the CDF in relation to any loan approved in the Incorporated Body's name.

The CDF shall not be obliged to enquire into the circumstances of any instructions given to it in accordance with this authority and subject to the next sentence; the CDF is released from all liability for any loss or damage suffered by the Incorporated Body as a result of the CDF acting on this authority in good faith. Where the CDF is by agreement supplying services to the Incorporated Body as a consumer, as defined in the Trade Practices Act 1974 ('the Act'), then nothing in this authority excludes, restricts or modifies any liability right or remedy imposed or conferred by the Act. However, to the extent permitted by the Act, any such liability of the CDF is limited to the cost of supplying the services again.

Any money deposited with the CDF by the Incorporated Body in the account created by this Account Authority shall be treated as an unsecured deposit note. The CDF undertakes to repay such monies held on deposit to the Incorporated Body, or to pay or reinvest such monies as directed by the Incorporated Body, pursuant to the terms of this Authority.

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

For CDF Online access, we authorise the CDF to issue a Login Code and Password together with designated access capabilities to each person, and/ or amend designated access capabilities for each person, nominated in the account authority, and in doing so acknowledge that I have read and understand the Conditions and Risk Management Issues of CDF Online as provided.

I hereby request you to recognise and act upon this authority until the CDF receives notice in writing of the cancellation thereof.

Signature of Chairperson of Board

x

Authority to be executed under seal
if and as required by the Constitution

Date: ____ / ____ / ____

Section 1: ACCOUNTS COVERED UNDER THIS ACCOUNT AUTHORITY

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

| Account Name | Account Type (e.g. S82.3) |
|--------------|---------------------------|
| | |
| | |
| | |
| | |

Section 2: CDF ONLINE ACCESS

a.) Full Access – allows authorised persons nominated in Section 3 of this account authority to operate/transact on current accounts and cash management accounts by way of initiating and authorising payments, as well as perform other tasks such as maintaining address book, downloading account/statement information on all accounts etc. Transacting on CDF Online requires the following limits to be established:

Authorisation Limit - Maximum amount (per single transaction or total batch payment amount) that each authorised persons may authorise at any one time. **Daily Account Limit** - maximum total aggregate amount per business day that may be debited from a current account, in respect to BPAY and EFT payments made to external third party accounts with other financial institutions. *Note: This limit does not apply to Internal account transfers or transfers to other CDF client accounts.* Please apply the following Daily Account Limit(s):

| Account Name and Account Type (e.g. Operating account-S82.3) | Daily Account Limit |
|--|---------------------|
| | \$ |
| | \$ |
| | \$ |
| | \$ |

b.) Data Entry Access – allows additional persons nominated in Section 4 of this account authority to perform administrative tasks such as preparing payments and importing batches ready for authorisation, maintaining address book, downloading statement information etc., however they will be unable to authorise payments.

c.) View Only Access – allows additional persons nominated in section 4 of this account authority to perform basic enquiry tasks only such as viewing and downloading account/statement information etc.

Section 3: AUTHORISED PERSONS TO OPERATE/TRANSACTION ON ACCOUNTS

The persons nominated below will be able to authorise CDF Online payments, provide signed instructions to the CDF, and sign cheques, in accordance with the method of operation of this account authority. For CDF Online, an Authorisation Limit (per transaction/batch total) is required to be specified for each person to enable the authorisation of online payments.

Authorised Person 1:

Full Name:

Position/Title

Email Address

Signature

X

☐ Please apply a CDF Online **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 a CDF Online **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 3:

Full Name:

Position/Title

Email Address

Signature

X

☐ Please apply a CDF Online **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 4:

Full Name:

Position/Title

Email Address

Signature

X

☐ Please apply a CDF Online **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:

☐

Section 3: AUTHORISED PERSONS TO OPERATE/TRANSACTION ON ACCOUNTS

The persons nominated below will be able to authorise CDF Online payments, provide signed instructions to the CDF, and sign cheques, in accordance with the method of operation of this account authority. For CDF Online, an Authorisation Limit (per transaction/batch total) is required to be specified for each person to enable the authorisation of online payments.

Authorised Person 5:

Full Name:

Position/Title

Email Address

Signature

X

☐ Please apply a CDF Online **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 6:

Full Name:

Position/Title

Email Address

Signature

X

☐ Please apply a CDF Online **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 7:

Full Name:

Position/Title

Email Address

Signature

X

☐ Please apply a CDF Online **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 8:

Full Name:

Position/Title

Email Address

Signature

X

☐ Please apply a CDF Online **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:

☐

Section 4: ADDITIONAL PERSONS REQUIRING CDF ONLINE DATA ENTRY/VIEW ONLY ACCESS (OPTIONAL)

The persons nominated below are provided with CDF Online access only and are not able to operate/transact on accounts. Persons nominated for **DATA ENTRY** access will be able to perform administrative tasks such as preparing payments ready for authorisation, downloading statement information etc., however will not be able to authorise payments. Persons nominated for **VIEW Only** access will be able to perform basic enquiry tasks only, such as viewing and downloading account/ statement information etc.

Additional Person 1:

Full Name:

Position/Title

Email Address

CDF Online Access Required:

☐

Data Entry (**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. S82.2 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 (**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. S82.2 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 3:

Full Name:

Position/Title

Email Address

CDF Online Access Required:

☐

Data Entry (**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. S82.2 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 4:

Full Name:

Position/Title

Email Address

CDF Online Access Required:

☐

Data Entry (**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. S82.2 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:

☐

Section 4: ADDITIONAL PERSONS REQUIRING CDF ONLINE DATA ENTRY/VIEW ONLY ACCESS (OPTIONAL)

The persons nominated below are provided with CDF Online access only and are not able to operate/transact on accounts. Persons nominated for **DATA ENTRY** access will be able to perform administrative tasks such as preparing payments ready for authorisation, downloading statement information etc., however will not be able to authorise payments. Persons nominated for **VIEW Only** access will be able to perform basic enquiry tasks only, such as viewing and downloading account/ statement information etc.

Additional Person 5:

Full Name:

Position/Title

Email Address

CDF Online Access Required:

☐

Data Entry (**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. S82.2 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 6:

Full Name:

Position/Title

Email Address

CDF Online Access Required:

☐

Data Entry (**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. S82.2 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 7:

Full Name:

Position/Title

Email Address

CDF Online Access Required:

☐

Data Entry (**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. S82.2 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:

☐

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

Previous Authority cancelled

☐

Records Noted & System Updated

☐

CDF Online Administrator No.

Checked for Scanning and filing

Initials

Date:



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.



Catholic Development Fund - Diocese of Broken Bay

Level 15, Polding Centre, 133 Liverpool Street, Sydney NSW 2000

Tel: (02) 9390 5200 Fax: (02) 9261 1271

Email: enquiries@sydneycdf.org.au

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.

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 |
| <input type="text"/> | <input type="text"/> |
| Date of Birth | |
| <input type="text"/> / <input type="text"/> / <input type="text"/> | |
| Full Residential Address (No PO. Box addresses) | State |
| <input type="text"/> | <input type="text"/> |
| Postcode | <input type="text"/> |
| Mailing Address (if different) | State |
| <input type="text"/> | <input type="text"/> |
| Postcode | <input type="text"/> |
| Telephone Number(s) Home: (<input type="text"/>) | Business: (<input type="text"/>) |
| Mobile: <input type="text"/> | |
| Email Address: | <input type="text"/> |
| Occupation | Employer/Parish/Agency/Entity |
| <input type="text"/> | <input type="text"/> |

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.

| | |
|---|---|
| <input type="checkbox"/> Current Australian Drivers Licence | <input type="checkbox"/> Current Foreign Passport |
| <input type="checkbox"/> Current Australian Passport | <input type="checkbox"/> 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: x

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): | |
| <input type="text"/> | |
| Full Address (No PO. Box addresses) | State |
| <input type="text"/> | <input type="text"/> |
| Postcode | <input type="text"/> |
| Occupation (capacity to certify - refer overleaf "Who can Certify Documents") | Telephone Number (Daytime contact number) |
| <input type="text"/> | (<input type="text"/>) <input type="text"/> |
| Certifier's Signature | Date: |
| <input type="text"/> x | <input type="text"/> / <input type="text"/> / <input type="text"/> |

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) | <input type="text"/> | Form of ID validated & details recorded | YES/NO | Date | <input type="text"/> / <input type="text"/> / <input type="text"/> | Initials | <input type="text"/> |
|--------------------------------------|----------------------|---|--------|------|--|----------|----------------------|

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; | (8) a magistrate; |
| (2) Teacher employed <u>on a full-time basis</u> at a school or tertiary education institution; | (9) a registrar or deputy registrar of a court; |
| (3) a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants. | (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); |
| (4) Medical Practitioner; | (11) a notary public (for the purposes of the Statutory Declaration Regulations 1993); |
| (5) a Justice of the Peace; | (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. |
| (6) a police officer; | |
| (7) a judge of a court; | |

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:

- 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.

Tick Box

☐☐☐☐