

# ELECTRONIC FUNDS TRANSFER (EFT) REQUEST

## PLEASE READ BEFORE COMPLETING THIS FORM

- You can manage all of your transactional needs in ADF Online. It is simple and secure. For step-by-step instructions, refer to the **ADF Online User Guide** or contact the Service Delivery team on 07 3324 3777 to discuss your specific transfer requirement.
- Should your transaction exceed your permanent Daily Limit, you can apply for a temporary increase. Please complete an **Application for Variation of Standard Daily Limits** form and email to [adf@adf.catholic.net.au](mailto:adf@adf.catholic.net.au).

## PURPOSE OF THIS FORM

For authorised officers of the below named client to request the electronic funds transfer as detailed in this form.

## INSTRUCTIONS FOR COMPLETION

- All fields are mandatory and must be completed by two account signatories on the debit account before returning the form to the ADF.
- Digital signatures are not accepted. Form to be authorised with wet ink signatures.**

### SECTION 1 – ADF ACCOUNT TO BE DEBITED

Account Name:		
Member No:	Account No. (S A/c):	Amount: \$

### SECTION 2 – ACCOUNT TO BE CREDITED

Account Name:	
BSB:	Account No.:
Reference (to appear on Client Statement):	
<input type="checkbox"/> I confirm the EFT details as listed above have been validated either verbally with the vendor, against prior payment details or by using a validation system.	

### SECTION 3 – AUTHORISATION

I/We the below authorised signatories on the above listed ADF account, approve the ADF to complete the requested transaction and debit the specified ADF account for the value of the transaction and any associated fees.

Name of Authorised Person 1:	Name of Authorised Person 2:
Wet Ink Signature of Authorised Person 1:	Wet Ink Signature of Authorised Person 2:
Date:     /     / 20	Date:     /     / 20

## FOR SAME DAY PROCESSING REQUESTS MUST BE RECEIVED AT THE ADF BY 2:30PM (AEST)

#### DISCLOSURE STATEMENT

The Archdiocesan Development Fund (the Fund) is required by law to make the following disclosure. The Fund 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 Fund will not receive the benefit of the financial claims scheme or the depositor protection provisions in the *Banking Act 1959* (Cth). Investments in the Fund are intended to be a means for investors to support the charitable, religious and educational works of the Archdiocese of Brisbane and for whom the consideration of profit are not of primary relevance in the investment decision. The investments that the Fund 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 Fund are not comparable to investments with banks, finance companies or fund managers. The Fund's identification statement may be viewed at <https://adf.brisbanecatholic.org.au/disclosure-statement/> or by contacting the Fund. The Fund does not hold an Australian Financial Services Licence.

#### ADF Privacy Collection Statement

The ADF collects, holds, uses and discloses personal information about you. The ADF collects personal information directly from you for the purposes of providing services and products, including processing of payments and transactions and managing accounts. If the personal information you provide is incomplete or inaccurate, we may not be able to provide you with the services or products you seek.

The ADF may disclose personal information about you to parishes, schools and agencies within the Archdiocese, and external third parties, including service providers and other financial institutions that assist the ADF in providing services and products. The ADF does not disclose personal information overseas, but the ADF may engage with third parties who use service providers with overseas infrastructure.

Our Privacy Policy (available on our website or on request) sets out how you can access and ask for correction of your personal information, how you can complain about privacy-related matters and how we respond to complaints.

Contact details: Privacy Officer, GPO Box 282, Brisbane, Queensland, 4001.  
Email: [privacyofficer@bne.catholic.net.au](mailto:privacyofficer@bne.catholic.net.au), telephone +61 7 3324 3579

### ADF USE ONLY

Signatures Verified:	Checked:
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EFT 2024/12

