



INTERNATIONAL MONEY TRANSFER (IMT) REQUEST

*Mandatory fields - must be completed in full before forwarding to ADF for processing.
**Digital signatures are not accepted. Form to be authorised with wet ink signatures.

Notes on Completing this Form

The Archdiocesan Development Fund (ADF) assumes no responsibility for circumstances beyond its control, including but not limited to actions of other parties connected to the transaction. In the absence of its proven negligence, the ADF shall not be liable for any loss or damage suffered as a result of the ADF acting on these instructions in good faith.

Subject to circumstances beyond the ADF's control (such as international communications breakdown and problems or delays in the processing of the payments to or by the overseas bank), money sent overseas is normally credited to the beneficiary within seven business days (Australian time) of the Commonwealth Bank (CBA) releasing the payment instructions. Payment of the transferred money to the beneficiary is the responsibility of overseas banks. The timing of the payment and conversion to a local or other currency is subject to the domestic payment regulations and individual Correspondent Bank practices in the country of the beneficiary and therefore beyond the ADF's control. All inquiries to overseas banks concerning payment will be at the cost of the sender.

By applying for an International Money Transfer:

- I/We acknowledge that, in order for the ADF to make payment it may have to utilise the services of other banks, other than the one(s) requested.
- I/We acknowledge that the ADF will be obliged to accept the return of proceeds of a money transfer if acceptance of those proceeds is refused for any reason by any party connected with or having jurisdiction over the transaction.
- Any proceeds so received may be credited to the account to which the money transfer was originally debited. The ADF will not be liable to any party for any losses or damage whatsoever as a result of the return of proceeds in such circumstances.
- I/We also acknowledge that the ADF has an absolute discretion to decline to process my/our application for a money transfer if the ADF believes (whether on reasonable grounds or otherwise) in good faith that processing the application would offend against any policy or law relating to money laundering and/or the national interests and/or the national security of any State. The ADF will not be liable to any party for any loss or damage whatsoever arising from any decision based on any of the above grounds not to process my/our application.
- I/We acknowledge that exchange rates are indicative only and are subject to change. The exchange rate will be determined when my/our transaction is confirmed and the rate printed on my/our confirmation receipt is the rate that will apply to my/our payment, regardless of when my/our payment is processed.

Foreign currency funds returned to the ADF for any reason will be converted back to Australian dollars using the CBA carded exchange rate applicable on the day the notification of the return is received and will be credited to the remitter's account specified in the international money transfer application.

FEES & CHARGES

A fee will apply for each money transfer remitted in Foreign Currency and for each Money transfer remitted in Australian Currency - refer to the ADF Fee Schedule. Fees will be charged separately to the remitter's ADF account. In addition to this fee, the processing of this payment to the beneficiary will be the subject of fees and charges imposed by overseas banks involved in the transaction. There may be more than one overseas bank involved, each of which may seek reimbursement for its services. Overseas banks will be instructed to deduct their fees from the payment.

Where such fees and charges are deducted, you must assume that the beneficiary will receive a lower amount than the amount sent. If for whatever reason the overseas bank or their correspondent bank fails to observe these instructions, the remitter will reimburse the ADF for any fees or charges which an overseas bank may separately levy against the ADF.

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, telephone +61 7 3324 3579

CLIENT DETAILS

Client Name:		Client No.:	
Address:			Postcode:
Contact Name:		Telephone:	
We wish to request the following International Money Transfer which is to be debited from our ADF account.			*ADF Account Number:
Amount to be remitted (Australian dollars):	\$	OR	
Amount to be remitted (Foreign Currency):		Please specify currency:	
Beneficiary's Account to be credited in:		Please specify currency:	

IMT REQUEST 2025/01





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BENEFICIARY'S OVERSEAS DETAILS & FULL ADDRESS

*Entity Name:

*Primary Business Activity:

*Full Street Address (Po Box not acceptable):

*Countries of Operation:

BENEFICIARY'S BANK DETAILS

Please attach a copy of the Tax Invoice and/or additional information to this application (eg:emails)

*Account Name:

*Account No. or IBAN:

*Bank Name:

*Full Branch Address:

*Bank Code - BIC/Swift (required for all payments):

IFSC/CNAPS Code:

The **Bank Code** is used to identify the banks and branches around the world and is equivalent to the Australian 'BSB' code. A Bank Code may also be known as a BIC/Swift (Bank Identifi cation Code), 'BSC' (Bank Sort Code). **Note: For payments to India, the 'IFSC Code' (Indian Financial System Code) and China CNAPS (China National Advanced Payment System) must be provided.**

I confirm the Beneficiary's bank details as listed above have been validated either verbally with the vendor, against prior payment details or by using a validation system.

INTERMEDIARY BANK DETAILS (IF APPLICABLE)

Bank Name:

Full Address:

Bank Code (required for all payments):

PURPOSE / NATURE OF PAYMENT

*Type of goods / service purchased:

Is it a donation: YES NO

Is the Invoice attached to this form: YES NO

Additional Information to support this request:

REFERENCE FOR BENEFICIARY (PAYEE REFERENCE)

AUTHORITY BY CUSTOMER

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.

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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

ADF USE ONLY

Signatures Verified:

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