

## PURPOSE OF THIS FORM

For authorised officers of the below named client to request the closure of the ADF account as named in Section 1 and provide deposit instructions for remaining funds (if applicable).

## INSTRUCTIONS FOR COMPLETION

- All fields are mandatory and must be completed before forwarding the form to the ADF.
- **Digital signatures are not accepted. Form to be authorised with wet ink signatures.**
- If there are any incoming CBA merchant settlements, requirements for redirection of loan repayments or deposit books please complete the *AUTHORITY TO ALTER SETTLEMENT ACCOUNT* form.

## IMPORTANT INFORMATION

- Please ensure that you contact any external vendors that are either debiting or crediting your account and provide them with the new account number.
- If you require formal bank confirmation to provide to the vendor, please contact the ADF on [adf@bne.catholic.net.au](mailto:adf@bne.catholic.net.au)

SECTION 1 – DETAILS OF ACCOUNT FOR CLOSURE	
Name of Account:	
Address:	
Member No:	Sub "S" Account:

SECTION 2 – DETAILS OF ADF ACCOUNT TO BE CREDITED	
<b>ADF ACCOUNT</b>	
Name of Account:	
Member No:	Sub "S" Account:
<b>EXTERNAL ACCOUNT</b> I/We as authorised signatories to the above listed ADF account, hereby authorise the ADF to close the account and return deposit funds as indicated.	
Name of Financial Institution:	Branch Location:
BSB No.:	Account No.:
Account Name:	

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

### 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:

CLOSE ACCOUNT 2025/01





# AUTHORITY TO ALTER SETTLEMENT ACCOUNT

## PURPOSE OF THIS FORM

For authorised officers of the below named client to request the redirection of merchant settlements and loan repayments (*if necessary*).

## INSTRUCTIONS FOR COMPLETION

- All fields in Section 1 and 3 are mandatory and must be completed before forwarding the form to the ADF.
- **Digital signatures are not accepted. Form to be authorised with wet ink signatures.**
- If there are any other account actions that require alteration that are not listed below, please provide these on a separate document authorised by two account signatories.

## IMPORTANT INFORMATION

- If you require the change of account details for external vendors either debiting or crediting your account, you will need to provide them with the new account number, ADF will not be able to facilitate this for you.
- If you require formal bank confirmation to provide to the vendor, please contact the ADF on [adf@adf.catholic.net.au](mailto:adf@adf.catholic.net.au)

### SECTION 1 – ADF ACCOUNT DETAILS

Name of Account:	
Address:	
Member No:	

### SECTION 2 – NEW ACCOUNT TO DEBIT / CREDIT (MERCHANT & BPAY FACILITIES - SETTLEMENTS AND FEES)

Qkr Facility	Merchant Facility No.:	Alter from Acc:	To Acc:
BPoint Facility	Merchant Facility No.:	Alter from Acc:	To Acc:
Eftpos Facility 1.	Merchant Facility No.:	Alter from Acc:	To Acc:
Eftpos Facility 2.	Merchant Facility No.:	Alter from Acc:	To Acc:
Eftpos Facility 3.	Merchant Facility No.:	Alter from Acc:	To Acc:
<small>*Please attach separate listing for more Merchant Facilities</small>			
BPay Facility	Biller Code:	Alter from Acc:	To Acc:
Loan Repayments	All loans - interest payments and principal & interest repayments	Alter from Acc:	To Acc:
Deposit Books	Agent No.                      Agent No.                      Agent No.	Alter from Acc:	To Acc:

### SECTION 3 – AUTHORITY

I/We as authorised signatories to the ADF Accounts, hereby authorise the ADF to alter the settlement account(s) as indicated above.

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

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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.  
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Email: [privacyofficer@bne.catholic.net.au](mailto:privacyofficer@bne.catholic.net.au), telephone +61 7 3324 3579

### ADF USE ONLY

Signatures Verified:
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