

PURPOSE OF THIS FORM

For authorised officers of the named client in Section 1 to request Data or Enquiry levels of access to the listed accounts in Section 2 for the individual named in Section 3.

Data – This level of access will allow the user to view account activity, statements and set up new payments/transfers. Users with a data level of access cannot authorise payments/transfers.

Enquiry – This level of access will only allow the user to view account activity and statements.

INSTRUCTIONS FOR COMPLETION

- This form is required to be completed when Data or Enquiry access is requested for an individual outside of the completion of a full Account Authority form.
- All fields are mandatory and must be completed before forwarding the form to the ADF.
- Section 4 of this form is required to be signed by two authorised signatories.
- **Digital signatures are not accepted. Form to be authorised with wet ink signatures.**

IMPORTANT INFORMATION

- The online verification process is not required for data and enquiry access levels.
- This form cannot be used to add persons for full ADF online access and or full signatory rights, nor to change a data or enquiry user to a full user. For these actions a new Account Authority must be completed along with all new and continuing signatories and data users.
- All personal and contact information provided will only be used for the express purpose of contacting users regarding the access of the accounts via ADF Online.
- For additional information, refer to the [Important Information, Terms and Conditions](#) of your full Account Authority document.

SECTION 1 – CLIENT DETAILS	
Client Name:	Member No:
Business Address:	Postcode:
Postal Address:	Postcode:
Phone:	
Email:	
Website:	

SECTION 2 – ACCOUNTS COVERED UNDER THIS AUTHORITY			
<input type="checkbox"/>	All Accounts including any loans. If you select this option, please proceed to Section 3.		
	OR		
<input type="checkbox"/>	Only the Accounts listed below		
Account Number	Account Name	Account Number	Account Name



SECTION 3 – DATA OR ENQUIRY USER DETAILS

Full name:		Date of Birth:		
Residential Address (<i>PO Box not acceptable</i>):				
Mobile Number:	Position:	Wet Ink Specimen Signature:		
Email:				
ADF Online Access Level:	<input type="checkbox"/> Data View & Create Payments	<input type="checkbox"/> Enquiry View Only	Date:	

SECTION 4 – AUTHORITY

We, the below authorised signatories approve the addition of the data / enquiry user as named in Section 3 of this User Authority.

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:	Date:

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, telephone +61 7 3324 3579

ADF USE ONLY

Signatures Verified:

