

PURPOSE OF THIS FORM

For the parishes to enter an agreement with Archdiocesan Development Fund (ADF) to allow them to be able to accept and receive cash gifts and recurring donations through the Parish Giving App and associated portal. The completion of this Agreement allows parishes to apply for and provide all required information to the ADF to enable the establishment of the App.

INSTRUCTIONS FOR COMPLETING THIS FORM

- All fields are mandatory and must be completed before forwarding the Agreement to the ADF.
- **Digital signatures are not accepted. Form to be authorised with wet ink signatures.**
- The Agreement must be authorised in line with the current Account Authority held by the ADF.
- The information listed in Additional Requirements below must be provided to the ADF before we can commence the establishment of the Parish Giving App and associated portal.

ADDITIONAL REQUIREMENTS

The below requirements must be provided to the ADF before we can establish the Parish Giving App for your parish. These will assist potential givers to easily identify and select your parish when making their gift.

- A current colour parish logo. For example:



- 2 to 3 colour images that represent your parish. For example:



Please note: Only PNG, JPG or GIF files are acceptable."

SECTION 1 – PARISH DETAILS

Parish Name:	Member No:
Parish Name to Appear on the App:	
Parish Address to Appear on the App:	
Email*:	Phone*:
Please provide the contact details that will be registered in the App and portal and will be where all communication is issued to.	
GPS (ADF Use Only):	

SECTION 2 – PORTAL USERS

Please provide the details of any user who requires access to the Parish Giving Portal for the day to day administration and reconciliation of gifts received through the App. A minimum of one portal user is required, however additional users can be established.

Full name of Portal User:	
Email:	Phone:
Full name of Portal User:	
Email:	Phone:
Full name of Portal User:	
Email:	Phone:



SECTION 3 – SETTLEMENT ACCOUNT DETAILS

Please indicate the account that you would like gifts/donations made through the Parish Giving App to be deposited to.

Please open a new Parish Giving App account and deposit all gifts/donations here. This new account will be opened with the same signatories as your current Planned Giving account.

New ADF Acct: ADF Use Only

OR

Please deposit gifts/donations to the below ADF account.

ADF Account Name:

ADF Account No:

SECTION 4 – TERMS AND CONDITIONS AND AGREEMENT AUTHORITY

Terms and Conditions:

- Disbursement amounts will be the gross giving amount less the Merchant Service Fee (MSF) which is 1.50% per \$1 donation plus a flat fee of \$0.20. For example a donation of \$10 will incur a MSF of \$0.35, meaning the net value of \$9.65 will be received by the parish.
- A flat fee of \$0.20 applies to all refunded or declined transactions.
- Disbursements will be managed by the ADF and will be paid to the account details provided within this Agreement via Electronic Funds Transfer (EFT) no less than once a week.
- Giver information available to the parish through the Parish Giving App portal will not be copied, shared or used in any way other than for the purpose it was provided. All aspects of the Archdiocesan Privacy Policy must be adhered to at all times.
- The parish will adhere to the ADF Refund Policy at all times which can be found on the ADF website at adf.brisbanecatholic.net.au.
- The parish will advise the ADF immediately of any changes in portal users.
- The parish is responsible for ensuring their current logo and images are provided to the ADF for publishing to the Parish Giving App at all times.
- The parish will refer any giver complaints they are unable to rectify within two (2) working days to the ADF where they will be managed in line with the Archdiocesan Dispute Resolution Policy.

By signing this Agreement, we, the below authorised signatories acknowledge that we have read and understood the terms and conditions of the Parish Giving App detailed above and approve the establishment of our Parish on the Parish Giving App.

Name of Authorised Person:

Name of Authorised Person:

Position of Authorised Person:

Position of Authorised Person:

X

Wet Ink Signature of Authorised Person:

X

Wet Ink Signature of Authorised Person:

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

