

TEMPORARY USER AUTHORITY

PURPOSE OF THIS FORM

For authorised officers of the below named client to provide the specified level of access to the below listed accounts for the individual named below in Section 4.

INSTRUCTIONS FOR COMPLETION

- This form is required to be completed at each time temporary access is to be granted to an account.
- Any temporary users that require full signatory and or full ADF Online access, that have not previously been identified, must have their identity verified through the ADF online verification system. The link to complete the online verification will be provided via email by the ADF once this completed form has been submitted.
- If specified level of access for temporary user is Data or Enquiry, and the user is not listed as a temporary signatory, identification is not required.
- 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.**

IMPORTANT INFORMATION

- This form cannot be used to add new permanent users.
- Temporary access cannot be granted for a period longer than 3 months unless an exemption is granted by the ADF in writing.
- To change a temporary user to a permanent user the temporary user must be added to a new Account Authority along with all new and continuing signatories and data users.
- Temporary user will be removed from the account/s by close of business on the finish day listed.
- All personal and contact information provided will only be used for the express purpose of contacting users regarding: the accounts they are authorised to act on; transactions on said accounts; or the access of the accounts via ADF Online.

SECTION 1 – DURATION OF ACCESS

Start Date:	Finish Date:
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SECTION 2 – CLIENT DETAILS

Client Name:	Member No:
Account Title:	
Address:	Postcode:
Postal Address:	Postcode:
Email:	Phone:

SECTION 3 – ACCOUNT DETAILS

All Accounts (including any Loans) **OR** Only the Accounts listed below
If you select this option, please proceed to Section 4

Account Number	Account Name	Account Number	Account Name



SECTION 4 – TEMPORARY USER DETAILS

Full name:		Date of Birth:	
Address:			
Ph:	Position:		
Wet Ink Specimen Signature:			
Email:			
Full Signatory:	<input type="checkbox"/> Yes <input type="checkbox"/> No	ADF Online Access:	<input type="checkbox"/> Yes <input type="checkbox"/> No
ADF Online Access Level:	<input type="checkbox"/> Full Access	<input type="checkbox"/> Data View & Create Payments	<input type="checkbox"/> Enquiry View Only
Date:			

SECTION 5 – AUTHORITY

We, the below authorised signatories approve the addition of the temporary user as named in Section 4 of this Temporary 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:

