

PURPOSE OF THIS FORM

For the authorised officers of the below named client to request the Archdiocesan Development Fund (ADF) to arrange for a CBA Corporate Card to be issued under the facility belonging to the client. If the client does not have an existing Corporate Card facility, this form also acts as authorisation to establish a facility.

INSTRUCTIONS FOR COMPLETION

- This form is to be completed if a Corporate Card is to be issued to a new cardholder.
- 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.**
- The ADF strongly recommends that the ability to withdraw cash from the Corporate Card is switched off. If you wish for the cardholder to have cash access, please indicate in Section 2.
- The ADF has the ability to block the cardholder from making purchases from certain merchant types, please contact the ADF if there are categories you wish to block spending.
- The ADF recommends a transaction limit be applied.

IMPORTANT INFORMATION

- Once this form has been submitted to and approved by the ADF, the ADF will issue an electronic card application to one of the email addresses provided by the cardholder.
- The cardholder will only have **72 hours** to enter the details in the CommBank website for linking to Netbank.
- The cardholder will then have 21 days to complete their online digital identification, which may include attending a CBA branch if the online process cannot be completed.
- Personal contact information will only be used for the expressed purpose of contacting cardholders in regards to their card or transactions conducted on said card.

SECTION 1 – CLIENT AND FACILITY DETAILS

Member Name:		Member No:
Business Address:		Postcode:
Postal Address:		Postcode:
Phone:	Email:	
Facility Name:		
Facility Number:		

SECTION 2 – FACILITY/CARD DETAILS AND LIMITS

Current Facility Details:

Card to be approved under our existing Facility limit

Current Limit:

Facility Limit to be increased to cover new Card

New Limit:

New Facility Required:

Required Limit:

Card Limit and Controls:

Monthly Card Limit:	Cash Access:	Yes, able to withdraw cash.	No, not able to withdraw cash.
Transaction Limit [^] :	MCC Blocking* Code:		

[^] Maximum allowable value per transaction.

*MCC Blocking refers to the ability to block purchases from particular groups of merchants. Please contact the ADF if you would like to discuss this option further.

SECTION 3 – CARDHOLDER INFORMATION AND ACKNOWLEDGEMENT

Title of Cardholder:	Date of Birth:
First name/s of Cardholder*:	
Last name of Cardholder*:	
Residential Address (PO Box not acceptable):	
Mobile Number:(work)	Email Address:(work)
Mobile Number:(Personal)	Email Address:(Personal)
*Name must be exactly as it appears on your official identification documents.	
I, the above listed cardholder acknowledge the following:	
<ul style="list-style-type: none"> • If I am an existing CBA Netbank customer, I confirm my name on my Netbank Profile matches exactly to the name provided in Section 3. • The CBA MasterCard that is to be provided to me is for work related expenses and is not available for my personal use. • I will be held personally liable for any transactions deemed non work related expenses by the facility holder. • The facility holder reserves the right to revoke and/or cancel my Corporate Card at any time. • The CBA Corporate Card Terms and Conditions must be adhered to at all times. 	
Specimen Signature:	Date:
X	Office Use Only: Client Number:

SECTION 4 – AUTHORISATION

We, the below listed authorised officers, hereby authorise the Archdiocesan Development Fund to request a Corporate Card for the individual listed in Section 3 to be issued under the facility specified in Section 1. We further authorise for the below listed account to be deducted for any expenses incurred on the Corporate Card.

Account Name:	Account No:
Name Authorised Person 1	Name Authorised Person 2
*Digital signatures are not accepted - to be authorised with wet ink signatures.	
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:

CORPORATE CARD REQUEST 2025/01

