

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

**ADF USE ONLY**

Signatures Verified:
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## ADF Identification Policy Individuals

*The ADF does not allow individuals to hold accounts in their own names or for personal use.*

The following identification requirements apply to individuals opening accounts on behalf of Catholic entities and individuals who are delegated officers of, signatories on, and/or authorised users on accounts held with the Archdiocesan Development Fund (ADF).

The ADF requires that the identity of all individuals who are to be attached to accounts held with the ADF in any capacity be verified prior to operating on the accounts. The only exception to this requirement is for existing customers/signatories - refer to Section 3 – Existing Customer/Signatories for additional information.

### 1. Online Verification of Identification

The ADF requires that the identity of all new individuals who are to be attached to accounts held with the ADF in any capacity, be verified via the ADF's online identification verification system before they commence operating on an account.

The individual being identified is required to enter their identification document/s into the online identification verification system. The details entered will be validated against external agencies information to confirm the individual's identity. The ADF will receive confirmation from the system of the individual's identity which is then used to finalise the establishment of the individual's access to the required accounts.

The following documents may be utilised for the online verification.

- Australian Passport
- Australian Drivers Licence
- Medicare Card

The ADF will provide any new individuals with the link to the online identification system via email upon receipt of the completed Account Authority.

**\*\*\*NOTE: The ADF does not receive identification data that was entered as part of the online verification. The ADF will only receive a summary report confirming that identification requirements were met.**

### 2. Identification for Individuals Unable to Complete the Online Verification

If an individual is unable to complete the online identity verification, they are to contact the ADF on 07 3324 3777 for assistance.

If an individual is unable to be identified through the the online identity verification, they will be required to have their identity verified directly with the ADF by providing the following:

- 1 x Primary Identification document (must contain a photo); **or**
- 2 x Secondary Identification documents.

See section 2.1 below for the types of documents we accept as Primary and Secondary Identification Documents.

These documents can be provided to the ADF either:

- In person
  - ADF staff must sight originals (i.e. copies/certified copies not accepted)
- Via post
  - Certified copies of identification can be mailed to the ADF.
  - Certified copies must be certified by an Acceptable Certifier and accompanied by a completed Document Certification Form. The Document Certification Form contains a list of the people who qualify as an Acceptable Certifier. The Document Certification Form can be obtained by contacting the ADF.
  - DO NOT EMAIL CERTIFIED COPIES OF IDENTIFICATION DOCUMENTS.

## 2.1 - Type of Documents for Individuals Unable to Complete the Online Verification

### 2.1.1 - Primary: (Only need to produce one (1) of the following documents for acceptable identification).

- Australian Passport (current or expired up to 2 years)
- Australian Drivers Licence
- Australian Proof of Age Cards
- International Passport (If not in English it must be accompanied by a certified English translation)
- National Identity Card (If not in English it must be accompanied by a certified English translation)

### 2.1.2 - Secondary: (Must have two (2) of the following documents for acceptable identification)

- Australian Birth Certificate or Birth Extract
- Foreign Birth Certificate (If not in English it must be accompanied by a certified English translation)
- Australian Citizen Certificate
- Foreign Citizen Certificate (If not in English it must be accompanied by a certified English translation)
- Pension Card issued by Centrelink
- Australian Drivers Licence with no photo
- Taxation Assessment Notice (no more than 12 months old)
- A local government public utility bill (rates, electricity, gas) no more than 3 months old
- Overseas Drivers Licence
- Medicare Card

**\*\*\*NOTE: The ADF will not retain identification information or copies provided post completion of the identification process. All identifying information will be securely destroyed.**

## 3. Existing Customer/Signatories

Individuals who have been previously identified and are current delegated officers of, signatories on, and/or authorised to access, open ADF accounts need not be re-identified.

Examples:

- Opening another account in the same name;
- Person transferring between schools who is an existing signatory.

If an individual has previously been identified by the ADF but has not been a delegated officer of, signatory on, and/or authorised to access, any ADF accounts for a period greater than twelve (12) months, they will be required to be re-identified using the online verification system.

