

1. ADF Account Authority

The purpose of the Account Authority form is to provide the ADF with the Customer's authorised signatories, their specimen signatures as well as details the level of access that is required to ADF Online (internet account access). All ADF accounts require two (2) authorised signatories to sign at all times and all transactions initiated through ADF Online will require two authorisers. There are 3 levels of access that a user can have;

- a) Transactional – This is full access and will allow the user to view account activity, statements, set up new payments/transfers and authorise payments they have set up or those set up by another user. All users with Transactional access must also be listed as a signatory on the Account Authority;
- b) 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, this is the level that Finance Staff normally have; or
- c) Enquiry – This level of access will only allow the user to view account activity and statements.

Section 5 of this form should be authorised by two authorised signatories in line with the delegation structure of the Customer, for example:

- Parishes - The Parish Priest is required to sign the Account Authority
- BCEO Schools – The Principal and BCE approving officer
- Parish Schools – The Principal and the Parish Priest
- Archdiocesan agencies – The Agency Director and another signatory
- Public Juridic Person – Two delegated officers
- Other Catholic Entities – Two delegated officers

Please note, each individual who is listed on the Account Authority must also provide certified identification and a completed Document Certification Form if they have not previously done so.

2. ADF Identification Policy

The ADF Identification Policy specifies the ADF's identification requirements, including the requirement for all individuals linked to accounts held by the ADF, in any capacity, to be verified through the ADF Online Identity Verification System.

PURPOSE OF THIS FORM

For the authorised officers of the below named client to advise who the approved account signatories and online users are, which accounts they have authority to act upon and the method of approved operation.

INSTRUCTIONS FOR COMPLETION

- **This form supersedes all previous account authorities held.**
- This form is for use by individuals and online users to provide details of their identity verification and online users (Full, Data and Enquiry only) to the ADF online verification system. The link to complete the online verification will be provided via email by the ADF to all new individuals once the completed Account Authority has been submitted.
- All fields are mandatory and must be completed before forwarding the form to the Archdiocesan Development Fund (ADF).
- **Digital signatures are not accepted. Form to be authorised with wet ink signatures.**

IMPORTANT INFORMATION, TERMS AND CONDITIONS

Overview

- These terms and conditions apply to your ADF Account referred to in your Account Authority or Request for Additional Sub Account.
- You and your means the person or entity nominated as the Client in this request.
- These terms and conditions do not apply to any merchant services, corporate card facilities, ecommerce facilities, BPAY, ADF Online access, cheque accounts, electronic payments or international transfers, all of which are governed by separate terms and conditions.

How Your Investment Works

- Your ADF S Account/s is/are a debenture issued by The Corporation of the Trustees of the Roman Catholic Archdiocese of Brisbane ABN: 25 328 758 007 on behalf of the Archdiocesan Development Fund (us, we or our). The balance held in your ADF S Account/s is a debt owed to you by us with a promise to return your principal sum to you, along with interest (where applicable).

Who Can Invest

- Only persons and organisations which are Catholic entities acceptable to us can invest in an ADF S Account.

Key Terms

- The ADF does not offer overdraft facilities. However should there be insufficient funds in an account held to honour a debit, the ADF will process a transfer from the client's operating account to cover the debit amount.
- The balance of your ADF S Account is held 'at call'.
- We can vary the interest rate applicable to your 'at call' ADF S Account at any time without prior notice to you. We will notify you in writing of any change to the interest rate applicable to your 'at call' ADF S Account.
- Information on current interest rates is available on request.
- Interest will accrue daily on the opening balance of your 'at call' ADF Account. Accrued interest will be paid to your ADF Account on a six (6) monthly basis.
- All ADF S Accounts and transactions on these accounts are able to be viewed, accessed and transacted upon via ADF Online.
- We may, but are not obliged to, provide holders of ADF S Accounts with monthly or bi-annually statements detailing all transactions on accounts for the relevant period.
- We do not charge you any fees, however fees may be charged by third parties for the provision of products and services you have requested that have been facilitated through us.

Change in Your Details

- You must promptly notify us if there are any changes to your entity name, structure, approved and delegated officers/signatories or contact details.

Tax File Numbers

- You are not obliged to provide us with your Tax File Number (TFN) / TFN exemption or Australian Business Number (ABN). However, if you fail to do so, the Fund is required by law to withhold tax from interest where a TFN, TFN exemption or ABN has not been quoted on an investment, and where interest is payable to a non-resident.

Closure of Your Account

- We or you may close your ADF Account by giving written notice to the other at any time.
- Upon closure of your ADF Account we will pay all funds in your ADF Account to your nominated bank account held in your name no later than the next business day after closure.



Changes to Terms and Conditions

- To the extent permitted by law, we may change the features or other terms and conditions of your ADF Account. We'll act reasonably when exercising these rights and only do so for legitimate business purposes.
- If we make a change to the terms and conditions of your ADF Account we will tell you of the change by publishing updated terms at <https://adf.brisbanecatholic.org.au/documents-forms/> and/or updating our identification statement which may be viewed at <https://adf.brisbanecatholic.org.au/disclosure-statement/> no later than the day of change.
- If you are unhappy with a change we make to the terms and conditions of your account, you have the right to close your account in accordance with the applicable terms and conditions of your account.

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.

ACCOUNT AUTHORITY

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

SECTION 2 – ACCOUNTS COVERED UNDER THIS AUTHORITY			
☐	All Accounts including any loans. If you select this option, please proceed to Section 3.		
	OR		
☐	Only the Accounts listed below		
Account Number	Account Name	Account Number	Account Name



SECTION 3 – AUTHORISED SIGNATORIES – Authority is given to any 2 of the below signatories.

Please ensure you have read the Instructions for Completion on Page 1 of the Account Authority before completion.

Full name of Signatory:				Date of Birth:	
Residential Address (PO Box not acceptable):					
Mobile Number:			Email Address:		
Position:			Wet Ink Specimen Signature:		
Full Signatory:	Yes	No	ADF Online Access :	Yes	No
ADF Online Access Level :		Full Access	Data (view & create payments)	Enquiry (view only)	Date:
				Office Use Only: Client Number:	

Full name of Signatory:				Date of Birth:	
Residential Address (PO Box not acceptable):					
Mobile Number:			Email Address:		
Position:			Wet Ink Specimen Signature:		
Full Signatory:	Yes	No	ADF Online Access :	Yes	No
ADF Online Access Level :		Full Access	Data (view & create payments)	Enquiry (view only)	Date:
				Office Use Only: Client Number:	

Full name of Signatory:				Date of Birth:	
Residential Address (PO Box not acceptable):					
Mobile Number:			Email Address:		
Position:			Wet Ink Specimen Signature:		
Full Signatory:	Yes	No	ADF Online Access :	Yes	No
ADF Online Access Level :		Full Access	Data (view & create payments)	Enquiry (view only)	Date:
				Office Use Only: Client Number:	

Full name of Signatory:				Date of Birth:	
Residential Address (PO Box not acceptable):					
Mobile Number:			Email Address:		
Position:			Wet Ink Specimen Signature:		
Full Signatory:	Yes	No	ADF Online Access :	Yes	No
ADF Online Access Level :		Full Access	Data (view & create payments)	Enquiry (view only)	Date:
				Office Use Only: Client Number:	

Full name of Signatory:				Date of Birth:	
Residential Address (PO Box not acceptable):					
Mobile Number:			Email Address:		
Position:			Wet Ink Specimen Signature:		
Full Signatory:	Yes	No	ADF Online Access :	Yes	No
ADF Online Access Level :		Full Access	Data (view & create payments)	Enquiry (view only)	Date:
				Office Use Only: Client Number:	

ARCHDIOCESAN DEVELOPMENT FUNDTel: 07 3324 3777 GPO Box 282, Brisbane QLD 4001 Email: adf@adf.catholic.net.auadf.brisbanecatholic.org.au

SECTION 3 – AUTHORISED SIGNATORIES – Authority is given to any 2 of the below signatories.

Please ensure you have read the Instructions for Completion on Page 1 of the Account Authority before completion.

Full name of Signatory:				Date of Birth:	
Residential Address (PO Box not acceptable):					
Mobile Number:			Email Address:		
Position:			Wet Ink Specimen Signature: X		
Full Signatory: Yes No ADF Online Access : ☐ Yes ☐ No					
ADF Online Access Level :			Date:		Office Use Only: Client Number:
Full Access ☐ Data (view & create payments) Enquiry (view only)					

Full name of Signatory:				Date of Birth:	
Residential Address (PO Box not acceptable):					
Mobile Number:			Email Address:		
Position:			Wet Ink Specimen Signature: X		
Full Signatory: Yes No ADF Online Access : ☐ Yes ☐ No					
ADF Online Access Level :			Date:		Office Use Only: Client Number:
Full Access ☐ Data (view & create payments) Enquiry (view only)					

Full name of Signatory:				Date of Birth:	
Residential Address (PO Box not acceptable):					
Mobile Number:			Email Address:		
Position:			Wet Ink Specimen Signature: X		
Full Signatory: Yes No ADF Online Access : ☐ Yes ☐ No					
ADF Online Access Level :			Date:		Office Use Only: Client Number:
Full Access ☐ Data (view & create payments) Enquiry (view only)					

Full name of Signatory:				Date of Birth:	
Residential Address (PO Box not acceptable):					
Mobile Number:			Email Address:		
Position:			Wet Ink Specimen Signature: X		
Full Signatory: Yes No ADF Online Access : ☐ Yes ☐ No					
ADF Online Access Level :			Date:		Office Use Only: Client Number:
Full Access ☐ Data (view & create payments) Enquiry (view only)					

Full name of Signatory:				Date of Birth:	
Residential Address (PO Box not acceptable):					
Mobile Number:			Email Address:		
Position:			Wet Ink Specimen Signature: X		
Full Signatory: Yes No ADF Online Access : ☐ Yes ☐ No					
ADF Online Access Level :			Date:		Office Use Only: Client Number:
Full Access ☐ Data (view & create payments) Enquiry (view only)					



SECTION 4 – CANCELLATION OF CORPORATE CARDS

We currently hold an ADF Corporate Card Facility Yes No - move to Section 5

We consent to the cancellation of all corporate cards of previous signatories not currently listed in Section 3 of this Account Authority.

 Yes No - Please provide further information below

Further information:

SECTION 5 – AUTHORITY

We, the below authorised signatories approve the new signatories as outlined in Section 3 and consent to the ADF actioning the required Corporate Card actions as noted in Section 4 of this Account Authority.

Wet Ink Signature of Authorised Person 1:

X

Wet Ink Signature of Authorised Person 2:

X

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



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.

