

# ACCOUNT AUTHORITY (Eligible Catholic Entities, Clergy Only) CDF Client No.

**Please Tick the box that applies:**

- ☐ The account holder is an individual or an unincorporated body (e.g. Parishes, Clergy, systemic school P&F Assoc.)  
**Proceed to section 1A OR:**
- ☐ The account holder is an incorporated body (e.g. company limited by guarantee) – **Proceed to section 1B**

## Section 1A: UNINCORPORATED ASSOCIATIONS

Client Name: \_\_\_\_\_ ABN: \_\_\_\_\_

Trading Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(if different)

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Method of Operation:** (CDF Online payment authorisations, signed instructions, cheque signing)

- ☐ Solely (**Only Sydney Archdiocesan Parishes and Clergy may operate Solely**)
- ☐ Two to Operate Jointly
- ☐ Other (please specify)

### Declaration and acknowledgement:

All previous authorities as to authorised persons are hereby cancelled except as regards cheques and other instruments dated prior to the date hereof and presented for payment on or after such date. I/We hereby request you to recognise and act upon this authority until the CDF receives notice in writing of the cancellation thereof.

I/We have read a copy of the Terms and Conditions and the CDF's Privacy Policy (and have ensured that the Authorised Persons have read the Terms and Conditions and the CDF's Privacy Policy) and agree that those Terms and Conditions govern the operation of our Accounts, by signing below and returning this form.

The CDF's Privacy Policy can be found here: **CDF Sydney customers** - [http://www.sydneycdf.org.au/privacy\\_statement.php](http://www.sydneycdf.org.au/privacy_statement.php), or **CDF Broken Bay customers** - <https://www.bbcatholic.org.au/privacy-policy>

Full Name

Position/Title

Signature

X  
.....  
(Authorised Officer 1)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Full Name

Position/Title

Signature

X  
.....  
(Authorised Officer 2)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Proceed to section 2.**

## Section 1B: INCORPORATED BODIES

Full Name of  
Incorporated Body:

ACN/ABN:

Contact Phone No.:

Trading Address:

Mailing Address:  
(if different)

Email Address:

Please tick appropriate box:

☐

We hand you herewith

**OR**

☐

You have also already received

a copy of the Constitution as at present in force of *(insert full name below)*

(hereinafter referred to as "the Incorporated Body") ☐ We also hand you herewith **OR** ☐ You have also already received for inspection and return the current Certificate of Incorporation of the Incorporated Body.

The Incorporated Body warrants that:

- No alterations have been made in the said Constitution (except such (if any) as are printed in the copy handed to you) and no regulation or regulations have been made by the Incorporated Body in a General Meeting purporting to restrict or having the effect of restricting the rights of the Board of Directors of the Incorporated Body to exercise the powers of the Incorporated Body as regards to the signing of cheques drawn on joint banking accounts, operations on banking accounts, and generally dealing with the property of the Incorporated Body.
- Authority has been duly given by resolution passed at a legally constituted meeting of the Directors of the Incorporated Body in accordance with the said Constitution for: **METHOD OF OPERATION** (*CDF Online payment authorisations, signed instructions, cheque signing*)

☐

Any two jointly

☐

Other

*(please specify)*

All previous authorities as to Authorised Persons are hereby cancelled except as regards cheques and other instruments dated prior to the date hereof and presented for payment on or after such date. I/We hereby request you to recognise and act upon this authority until the CDF receives notice in writing of the cancellation thereof.

I have read a copy of the Terms and Conditions and the CDF's Privacy Policy (and have ensured that the Authorised Persons have read the Terms and Conditions and the CDF's Privacy Policy) and agree that those Terms and Conditions govern the operation of our Accounts, by signing below and returning this form.

The CDF's Privacy Policy can be found here: **CDF Sydney customers** - [http://www.sydneycdf.org.au/privacy\\_statement.php](http://www.sydneycdf.org.au/privacy_statement.php)  
**or CDF Broken Bay customers** - <https://www.bbcatholic.org.au/privacy-policy>

**Signature of Chairperson of Board**

x

Authority to be executed under seal  
if and as required by the Constitution

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Proceed to section 2.**

## Section 2: ACCOUNTS COVERED UNDER THIS ACCOUNT AUTHORITY

☐ All Accounts

OR ☐ The following Listed Account(s) only

Account Name


Account Type (e.g. S52.3)


## Section 3: CDF ONLINE ACCESS

- a.) **Full Access** – allows Authorised Persons nominated in Section 4 of this Account Authority to operate/transact on current accounts and cash management accounts by way of initiating and authorising payments, as well as perform other tasks such as maintaining address book, downloading account/statement information on all accounts etc.

Transacting on CDF Online requires the following limits to be established:

### **Authorisation Limit**

The maximum amount (per single transaction or total batch payment amount) that each authorised person may authorise at any one time. **This limit will be the same as the Daily Account Limit unless stated otherwise overleaf.**

### **Daily Account Limit**

The maximum total aggregate amount per business day that may be debited from a current account, in respect to BPAY and EFT payments made to external third party accounts with other financial institutions.

**Note:** The Daily Account Limit does not apply to Internal account transfers or transfers to other CDF client accounts.

Please apply the following Daily Account Limit(s):

Account Name and Account Type (e.g. Operating account-S52.3)


Daily Account Limit

\$
\$
\$
\$
\$
\$
\$
\$
\$

- b.) **Data Entry Access** – allows additional persons nominated in Section 5 of this Account Authority to perform administrative tasks such as preparing payments and importing batches ready for authorisation, maintaining address book, downloading statement information etc., however they will be unable to authorise payments.
- c.) **View/Enquiry Only Access** – allows additional persons nominated in section 5 of this Account Authority to perform basic enquiry tasks only such as viewing and downloading account/statement information etc.

## Section 4: AUTHORISED PERSONS TO OPERATE/TRANSACTION ON CDF ACCOUNTS

The persons nominated below will be able to authorise CDF Online payments, provide signed instructions to the CDF, and sign cheques, in accordance with the method of operation of this account authority. For CDF Online, an *Authorisation Limit* (per transaction/batch total) is required to be specified for each person to enable the authorisation of online payments. **Please Note: By default, this limit will be the same as the *Daily Account Limit* stated in Section 3, unless an alternative limit is stated for any of the Authorised persons below.**

### Authorised Person 1:

Full Name & Title (Mr/Mrs/Miss/Ms/Rev etc.):

Position/Occupation (if Director, insert the DIN)

DIN (Director Identification Number)

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Mobile Phone Number:

Email Address:

**Optional Only** (i.e. if non default authorisation limit required)

☐

Please apply an alternative authorisation limit of

(per Transaction/batch total)

**Identity Verification:**

☐

Completed and attached **OR**

☐

Previously Provided

**Signature:**

X .....

### CDF OFFICE USE ONLY

ID Verified & Details Loaded:

☐

Client No:

Linked to account(s) as ATO:

☐

CDF Online Access loaded:

☐

### Authorised Person 2:

Full Name & Title (Mr/Mrs/Miss/Ms/Rev etc.):

Position/Occupation (if Director, insert the DIN)

DIN (Director Identification Number)

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Mobile Phone Number:

Email Address:

**Optional Only** (i.e. if non default authorisation limit required)

☐

Please apply an alternative authorisation limit of

(per Transaction/batch total)

**Identity Verification:**

☐

Completed and attached **OR**

☐

Previously Provided

**Signature:**

X .....

### CDF OFFICE USE ONLY

ID Verified & Details Loaded:

☐

Client No:

Linked to account(s) as ATO:

☐

CDF Online Access loaded:

☐

### Authorised Person 3:

Full Name & Title (Mr/Mrs/Miss/Ms/Rev etc.):

Position/Occupation (if Director, insert the DIN)

DIN (Director Identification Number)

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Mobile Phone Number:

Email Address:

**Optional Only** (i.e. if non default authorisation limit required)

☐

Please apply an alternative authorisation limit of

(per Transaction/batch total)

**Identity Verification:**

☐

Completed and attached **OR**

☐

Previously Provided

**Signature:**

X .....

### CDF OFFICE USE ONLY

ID Verified & Details Loaded:

☐

Client No:

Linked to account(s) as ATO:

☐

CDF Online Access loaded:

☐

#### Section 4: AUTHORISED PERSONS TO OPERATE/TRANSACTION ON CDF ACCOUNTS

The persons nominated below will be able to authorise CDF Online payments, provide signed instructions to the CDF, and sign cheques, in accordance with the method of operation of this account authority. For CDF Online, an *Authorisation Limit* (per transaction/batch total) is required to be specified for each person to enable the authorisation of online payments. **Please Note: By default, this limit will be the same as the *Daily Account Limit* stated in Section 3, unless an alternative limit is stated for any of the Authorised persons below.**

##### Authorised Person 4:

Full Name & Title (Mr/Mrs/Miss/Ms/Rev etc.):

Position/Occupation (if Director, insert the DIN)

DIN (Director Identification Number)

Mobile Phone Number:

Email Address:

**Optional Only** (i.e. if non default authorisation limit required)

☐ Please apply an alternative authorisation limit of \$ (per Transaction/batch total)

**Identity Verification:**

☐

Completed and attached **OR**

☐

Previously Provided

**Signature:**

X .....

##### CDF OFFICE USE ONLY

ID Verified & Details Loaded:

☐

Client No:

☐

Linked to account(s) as ATO:

☐

CDF Online Access loaded:

☐

##### Authorised Person 5:

Full Name & Title (Mr/Mrs/Miss/Ms/Rev etc.):

Position/Occupation (if Director, insert the DIN)

DIN (Director Identification Number)

Mobile Phone Number:

Email Address:

**Optional Only** (i.e. if non default authorisation limit required)

☐ Please apply an alternative authorisation limit of \$ (per Transaction/batch total)

**Identity Verification:**

☐

Completed and attached **OR**

☐

Previously Provided

**Signature:**

X .....

##### CDF OFFICE USE ONLY

ID Verified & Details Loaded:

☐

Client No:

☐

Linked to account(s) as ATO:

☐

CDF Online Access loaded:

☐

##### Authorised Person 6:

Full Name & Title (Mr/Mrs/Miss/Ms/Rev etc.):

Position/Occupation (if Director, insert the DIN)

DIN (Director Identification Number)

Mobile Phone Number:

Email Address:

**Optional Only** (i.e. if non default authorisation limit required)

☐ Please apply an alternative authorisation limit of \$ (per Transaction/batch total)

**Identity Verification:**

☐

Completed and attached **OR**

☐

Previously Provided

**Signature:**

X .....

##### CDF OFFICE USE ONLY

ID Verified & Details Loaded:

☐

Client No:

☐

Linked to account(s) as ATO:

☐

CDF Online Access loaded:

☐

**Section 5: ADDITIONAL AUTHORISED ONLINE USERS REQUIRING DATA ENTRY/VIEW ONLY ACCESS (OPTIONAL)**

The persons nominated below are provided with CDF Online access only and are not able to operate/transact on accounts. Persons Nominated for **DATA ENTRY** access will be able to perform administrative tasks such as preparing payments ready for authorisation, downloading statement information etc., however will not be able to authorise payments. Persons nominated for **VIEW/ENQUIRY Only** access will be able to perform basic enquiry tasks only, such as viewing and downloading account/ statement information etc.

**Additional Authorised Online User 1:**

Full Name &amp; Title (Mr/Mrs/Miss/Ms/Rev etc.):

Position/Occupation:

Mobile Phone Number:

Email Address::

CDF Online Access Required: ☐ DATA ENTRY (NO authority to authorise payments) OR ☐ VIEW/ENQUIRY ONLYAccounts to be accessed: ☐ ALL OR ☐ Following specific accounts only

Account Name and Account Type (e.g. Operating account – S52.1)

Identity Verification: ☐ Completed and attached OR ☐ Previously Provided**CDF OFFICE USE ONLY**ID Verified & Details Loaded: ☐ Client No:  Linked to Business Client: ☐ CDF Online Access Loaded: ☐**Additional Authorised Online User 2:**

Full Name &amp; Title (Mr/Mrs/Miss/Ms/Rev etc.):

Position/Occupation:

Mobile Phone Number:

Email Address::

CDF Online Access Required: ☐ DATA ENTRY (NO authority to authorise payments) OR ☐ VIEW/ENQUIRY ONLYAccounts to be accessed: ☐ ALL OR ☐ Following specific accounts only

Account Name and Account Type (e.g. Operating account – S52.1)

Identity Verification: ☐ Completed and attached OR ☐ Previously Provided**CDF OFFICE USE ONLY**ID Verified & Details Loaded: ☐ Client No:  Linked to Business Client: ☐ CDF Online Access Loaded: ☐**Additional Authorised Online User 3:**

Full Name &amp; Title (Mr/Mrs/Miss/Ms/Rev etc.):

Position/Occupation:

Mobile Phone Number:

Email Address::

CDF Online Access Required: ☐ DATA ENTRY (NO authority to authorise payments) OR ☐ VIEW/ENQUIRY ONLYAccounts to be accessed: ☐ ALL OR ☐ Following specific accounts only

Account Name and Account Type (e.g. Operating account – S52.1)

Identity Verification: ☐ Completed and attached OR ☐ Previously Provided**CDF OFFICE USE ONLY**ID Verified & Details Loaded: ☐ Client No:  Linked to Business Client: ☐ CDF Online Access Loaded: ☐

**Section 5: ADDITIONAL AUTHORISED ONLINE USERS REQUIRING DATA ENTRY/VIEW ONLY ACCESS (OPTIONAL)**

The persons nominated below are provided with CDF Online access only and are not able to operate/transact on accounts. Persons Nominated for **DATA ENTRY** access will be able to perform administrative tasks such as preparing payments ready for authorisation, downloading statement information etc., however will not be able to authorise payments. Persons nominated for **VIEW/ENQUIRY Only** access will be able to perform basic enquiry tasks only, such as viewing and downloading account/ statement information etc.

**Additional Authorised Online User 4:**

Full Name &amp; Title (Mr/Mrs/Miss/Ms/Rev etc.):

Position/Occupation:

Mobile Phone Number:

Email Address::

CDF Online Access Required: ☐ DATA ENTRY (NO authority to authorise payments) OR ☐ VIEW/ENQUIRY ONLYAccounts to be accessed: ☐ ALL OR ☐ Following specific accounts only

Account Name and Account Type (e.g. Operating account – S52.1)


Identity Verification: ☐ Completed and attached OR ☐ Previously Provided**CDF OFFICE USE ONLY**ID Verified & Details Loaded: ☐ Client No:  Linked to Business Client: ☐ CDF Online Access Loaded: ☐**Additional Authorised Online User 5:**

Full Name &amp; Title (Mr/Mrs/Miss/Ms/Rev etc.):

Position/Occupation:

Mobile Phone Number:

Email Address::

CDF Online Access Required: ☐ DATA ENTRY (NO authority to authorise payments) OR ☐ VIEW/ENQUIRY ONLYAccounts to be accessed: ☐ ALL OR ☐ Following specific accounts only

Account Name and Account Type (e.g. Operating account – S52.1)


Identity Verification: ☐ Completed and attached OR ☐ Previously Provided**CDF OFFICE USE ONLY**ID Verified & Details Loaded: ☐ Client No:  Linked to Business Client: ☐ CDF Online Access Loaded: ☐**Additional Authorised Online User 6:**

Full Name &amp; Title (Mr/Mrs/Miss/Ms/Rev etc.):

Position/Occupation:

Mobile Phone Number:

Email Address::

CDF Online Access Required: ☐ DATA ENTRY (NO authority to authorise payments) OR ☐ VIEW/ENQUIRY ONLYAccounts to be accessed: ☐ ALL OR ☐ Following specific accounts only

Account Name and Account Type (e.g. Operating account – S52.1)


Identity Verification: ☐ Completed and attached OR ☐ Previously Provided**CDF OFFICE USE ONLY**ID Verified & Details Loaded: ☐ Client No:  Linked to Business Client: ☐ CDF Online Access Loaded: ☐

## Section 6: DISCLOSURE STATEMENT

The Catholic 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 Sydney and Catholic Diocese of Broken Bay 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 for CDF Sydney customers at: [www.sydneycdf.org.au](http://www.sydneycdf.org.au) and for CDF Broken Bay customers at: [www.bbcatholic.org.au](http://www.bbcatholic.org.au), or by contacting the Fund. The Fund does not hold an Australian Financial Services Licence.

### CDF OFFICE USE ONLY

Previous Authority cancelled ☐

Records Noted & System Updated ☐

CDF Online Administrator No.

Checked for Scanning and filing

Initials

Date:

/ /