

## ACCOUNT AUTHORITY

New Account ☐ Existing Account ☐ Existing Account Nos.

*Full Account Name*

*Address* *Postcode*

*Mailing Address, if different* *Postcode*

*Phone No.* *Email*

### Accounts to Open

Please tick the account type(s) you wish to open and, if applicable, the amount of initial investment.

☐ S5 Savings Everyday Transactional ☐ I/We require an encoded deposit book for use at the Commonwealth Bank

☐ S6 Money Market Investment

☐ Fixed Term Investment ☐ Month Term (please contact DDF for terms & rates) Amount

**Section 1 - This Authority will apply to all account types and will encompass Parishes, Schools - both Diocesan and Non-Diocesan, and Staff. The Authority will require two to operate jointly for DDF Online and signed instruction**

### Section 2 - DDF ONLINE ACCESS

**Full Access** – allows authorised persons nominated in Section 3 of this account authority to operate/transact on current accounts and cash management 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 DDF Online requires the following limits to be established:

**Authorisation Limits** – **Minimum default** daily limits (per single transaction or total batch payment amount) will apply as follows:

CEDP Primary Schools - \$100,000  
CEDP Secondary Schools and Non-Diocesan Schools - \$400,000  
Parishes - \$50,000  
Other Religious Institutions and Ministries - \$20,000  
Staff Accounts - \$2,000

**Accounts not listed above; or if above limits to be increased:**

<i>Account Name and Account Type (e.g. Building Renovation Account – S123.1)</i>	<i>Daily Account Limit</i>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

**Data Entry Access** – allows additional persons nominated in Section 4 of this account authority to perform administrative tasks such as preparing payments and importing batches ready for authorisation, maintain address book, downloading statement information etc., however they will be unable to authorise payments.

**View Only Access** - allows additional persons nominated in Section 4 of this account authority to perform basic enquiry tasks only such as viewing and downloading account/statement information etc.

### DDF USE ONLY

DDF Operator No:  Checked and Scanned: *Initials*  *Date*

### Section 3 - AUTHORISED PERSONS TO OPERATE/TRANSACTION ON ACCOUNTS

The persons nominated below will be able to authorise DDF Online payments, and provide signed instructions to the DDF, in accordance with the method of operation of this account authority. For DDF Online, the maximum default Authorisation Limit (per transaction/batch total, as specified in Section 2, will be applied for each person to enable the authorisation of online payments.

#### **Authorised Person 1**

Full Name:

Position/Title

Email/Address

Mobile number

Signature

X.....

Identity Verification: ☐ Completed and attached OR ☐ Previously provided

#### **DDF USE ONLY**

ID Verified & Details Loaded:

Client No:

Linked to account(s)  
as ATO:

DDF Online  
Access loaded:

#### **Authorised Person 2**

Full Name:

Position/Title

Email/Address

Mobile number

Signature

X.....

Identity Verification: ☐ Completed and attached OR ☐ Previously provided

#### **DDF USE ONLY**

ID Verified & Details Loaded:

Client No:

Linked to account(s)  
as ATO:

DDF Online  
Access loaded:

#### **Authorised Person 3**

Full Name:

Position/Title

Email/Address

Mobile number

Signature

X.....

Identity Verification: ☐ Completed and attached OR ☐ Previously provided

#### **DDF USE ONLY**

ID Verified & Details Loaded:

Client No:

Linked to account(s)  
as ATO:

DDF Online  
Access loaded:

#### **Authorised Person 4**

Full Name:

Position/Title

Email/Address

Mobile number

Signature

X.....

Identity Verification: ☐ Completed and attached OR ☐ Previously provided

#### **DDF USE ONLY**

ID Verified & Details Loaded:

Client No:

Linked to account(s)  
as ATO:

DDF Online  
Access loaded:

### Section 3 - AUTHORISED PERSONS TO OPERATE/TRANSACTION ON ACCOUNTS

The persons nominated below will be able to authorise DDF Online payments, and provide signed instructions to the DDF, in accordance with the method of operation of this account authority. For DDF Online, the maximum default Authorisation Limit (per transaction/batch total, as specified in Section 2, will be applied for each person to enable the authorisation of online payments.

#### **Authorised Person 5**

Full Name:

Position/Title

Email/Address

Mobile number

Signature

X.....

Identity Verification: ☐ Completed and attached OR ☐ Previously provided

#### **DDF USE ONLY**

ID Verified & Details Loaded: ☐

Client No:

Linked to account(s)  
as ATO: ☐

DDF Online  
Access loaded: ☐

#### **Authorised Person 6**

Full Name:

Position/Title

Email/Address

Mobile number

Signature

X.....

Identity Verification: ☐ Completed and attached OR ☐ Previously provided

#### **DDF USE ONLY**

ID Verified & Details Loaded: ☐

Client No:

Linked to account(s)  
as ATO: ☐

DDF Online  
Access loaded: ☐

#### **Authorised Person 7**

Full Name:

Position/Title

Email/Address

Mobile number

Signature

X.....

Identity Verification: ☐ Completed and attached OR ☐ Previously provided

#### **DDF USE ONLY**

ID Verified & Details Loaded: ☐

Client No:

Linked to account(s)  
as ATO: ☐

DDF Online  
Access loaded: ☐

#### **Authorised Person 8**

Full Name:

Position/Title

Email/Address

Mobile number

Signature

X.....

Identity Verification: ☐ Completed and attached OR ☐ Previously provided

#### **DDF USE ONLY**

ID Verified & Details Loaded: ☐

Client No:

Linked to account(s)  
as ATO: ☐

DDF Online  
Access loaded: ☐

## Section 4 – ADDITIONAL PERSONS REQUIRING DDF ONLINE DATA ENTRY/ENQUIRY ONLY ACCESS

The persons nominated below are provided with DDF 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 Only access will be able to perform basic enquiry tasks only, such as viewing and downloading account/statement information etc.

### Additional Person 1

Full Name:

Position/Title

Email

Mobile number

DDF Online Access Required:

☐

Data Entry

OR

☐

Enquiry Only

DDF USE ONLY

Linked to Accounts as Multi:

☐

DDF Online

Access loaded:

☐

### Additional Person 2

Full Name:

Position/Title

Email

Mobile number

DDF Online Access Required:

☐

Data Entry

OR

☐

Enquiry Only

DDF USE ONLY

Linked to Accounts as Multi:

☐

DDF Online

Access loaded:

☐

### Additional Person 3

Full Name:

Position/Title

Email

Mobile number

DDF Online Access Required:

☐

Data Entry

OR

☐

Enquiry Only

DDF USE ONLY

Linked to Accounts as Multi:

☐

DDF Online

Access loaded:

☐

## Section 5 – DECLARATION AND ACKNOWLEDGEMENT

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

I have read the Account Authority Terms and Conditions including the DDF Online Risk Management Issues for Consideration and agree that those Terms and Conditions govern the operation of our accounts by signing below and returning this form.

Full Name

Position/Title

Signature

X.....

Parish Priest/School Principal/Authorised Officer

Date

**Disclosure:** The Diocesan Development Fund Catholic Diocese of Parramatta (DDF) (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 Catholic Diocese of Parramatta 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://parracatholic.org> or by contacting the Fund. The Fund does not hold an Australian Financial Services Licence.

#### DDF Collection Notice

The Diocesan Development Fund – Diocese of Parramatta (DDF) is collecting your personal information (including your name, contact details (such as phone number and address), demographic information (such as age and occupation) and financial information (such as credit card details) so that we can verify your identity (for purposes of the accounts of our church entity clients), contact you, verify signatories on deposits and loan accounts and provide our clients with services and information (including providing clergy with accounts and loan facilities) and transactional services (such as charge cards).

If you do not provide us with the personal information we have requested, we may not be able to provide our clients with services or information. DDF may disclose your personal information to our related entities, contractors providing services to us and to other third-party service providers we use in conducting our business. We may also disclose your personal information where we are required or authorised by Australian law to do so, including the *Income Tax Assessment Act 1997* (Cth).

Further information about how we handle your personal information, including details about how you can access your information and how you can complain about a breach of the Australian Privacy Principles (as well as how we will deal with any complaint) can be found in our Privacy Policy available at <https://parracatholic.org/ddf-about/#privacy>.

You can contact us by getting in touch with our Head of Lending and Operations, using the following details: (02) 8839 4500, [enquiries@parraddf.org.au](mailto:enquiries@parraddf.org.au), Bethany Centre, 470 Church St, Parramatta NSW 2150.

## Account Authority Terms and Conditions

Authority is given for the persons (Authorised Persons) as named in this Account Authority in accordance with the stated method of operation and on behalf of the Client to:

- Operate/transact on account(s) of the client to be/already opened with the Diocesan Development Fund Diocese of Parramatta (DDF).
- Place money on term deposit for any term and to withdraw on maturity or by arrangement with the DDF prior to maturity any such monies held on term deposit and give valid discharges for interest paid and principal repaid.
- Obtain Cheque books/Cheque forms and issue cheques upon the account(s) of the client with the DDF.
- Give and cancel authorities in the DDF's usual form for periodical payments from such account(s).
- Instruct the DDF as to the disbursement of any loan facilities which may be provided by the DDF to the Client.
- Make arrangements with the DDF for the issue of Encashment Authorities, Documentary Credits, authorities to negotiate and all matters incidental hereto.
- Make arrangements with the DDF for the provision of third-party facilities (Merchant, Credit Cards etc), as required.
- Change the mailing address of the account(s).
- Open new account(s) with the DDF by mutual agreement.

The DDF undertakes to repay such monies held on deposit in the account referred to in the Account Authority to the Client or the Authorised Persons, or to pay or reinvest such monies as directed by the Client, pursuant to the terms of the Account Authority. Any money deposited with the DDF shall be treated and regarded as an unsecured deposit note.

Authority has also been duly given by the same resolution for cheques, bills and promissory notes payable to the Client and lodged for collection or for discount or negotiation and credit of proceeds to its account(s) with the DDF to be solely endorsed by any one of the Authorised Persons, mentioned in the Account Authority.

The Account Authority is to remain in force until the DDF receives notice in writing of the cancellation or variation thereof from the Client.

All previous account authorities are hereby cancelled except as regards to cheques and other instruments dated prior to the date hereof and presented for payment on or after such date.

The DDF shall not be obliged to enquire into the circumstances of any instructions given to it in accordance with the Account Authority and is released from all liability for any loss or damage suffered by the Client as a result of the DDF acting on the Account Authority in good faith.

It is understood that the law requires signatories to state all the names by which they are commonly known and prohibits the use of false names and it is declared that all the details shown in the Account Authority are true and correct.

In consideration of the DDF agreeing to open an account in the name of the Client and provide a cheque facility to the Client, the Client hereby releases the DDF from all liability whatsoever arising out of the dishonour of any cheques(s) drawn on the account of the Client with the DDF and hereby indemnifies and agrees to keep indemnified the DDF against all claims that may be made or brought by any person or body arising from such action.

## **Risk Management Issues to be considered before linking your accounts to DDF Online**

### **Important issues the Client must be aware of when authorising access to DDF Online**

- The Client authorises the DDF to allow access to each account to specific access levels for each user. Access to DDF Online may be terminated by the Client at any time by giving notice to the DDF in writing.
- The Client authorises the Logon Name and Password used by the user(s) with the authority to operate, to be the authorised signatories on the nominated accounts through DDF Online.
- The Client indemnifies the DDF and takes full responsibility for all value and non-value transactions through DDF Online that use the Client's or user(s)' correct Logon Name and Password.
- DDF may terminate or suspend access to DDF Online by the Client or the user(s) for any reason.
- The Client acknowledges and accepts that the DDF cannot verify by way of signature comparison whether DDF Online access was correct and accepts that the use of the correct Logon Name and Password is the equivalent of a signature.

### **Security**

- Browser based and uses the latest 128-bit encryption technology and Verisign security which is the same high level of encryption technology as many of the leading Financial Institutions. The user can confirm their DDF Online session is encrypted by the appearance of a "lock" symbol at the foot of the browser.
- User(s) are issued with a Logon Name and Password only after the Client's authorisation has been received. The first time a user logs on to DDF Online (with a new or replacement Password they will be automatically prompted to change their Password.
- As additional security user(s) have the option to change their Logon Name to their own preference
- User(s) are able to transfer funds within the Client's own accounts or to other clients' accounts with your DDF but are unable to transfer funds to external financial institutions or other DDFs unless authorised by the Client.
- If a user suspects there has been or may be unauthorised access, the DDF can disable access immediately upon receipt of advice.
- After 5 minutes an inactive web page will be automatically logged off by the system. A new internet session must be commenced if the host session is inactive for a further 2 minutes.
- Access will be blocked if there are 3 successive unsuccessful login attempts during a 24-hour period (from Midnight daily). Access may only be restored through the DDF who will restore access after ascertaining identity of user.
- There are two levels of authorised access available for each account for each user.
- There is a record of all communication on DDF Online. All transactions processed through DDF Online are processed with normal "batch" transactions and will show on DDF hard copy reports.
- Credit external Payments will be subject to a daily limit which must be authorised by the Client.
- Debit external accounts will be subject to a transactional limit authorised by the Client and accounts must be pre-nominated.

### **Key precautions that should be observed by Clients and users when using DDF Online**

- Password must be kept secret and secure.
- Never leave a computer unattended while logged on to DDF Online
- Do not use date of birth, telephone number, address, name or names of friends, relatives or associates in a Password
- Change Password regularly, at least monthly is recommended
- Always exit DDF Online when finished
- Use a reputable Internet provider
- Always use the latest available virus scanning software or virus signature file.
- Keep complete and accurate records of daily transactions initiated through DDF Online
- The Client is to ensure the DDF has a current and accurate account operating authority.