



CDF ONLINE BUSINESS APPLICATION
New Authority-Diocesan Schools/Colleges

| | | |
|-------------------------------------|------------------|---------------------|
| School/College Name | | |
| School/College Email Address | | |
| Client No | Telephone | Facsimile No |

I/We have read and acknowledge the Terms and Conditions of CDF Online, outlined on page 3 of this document, and apply for access to my/our accounts through the CDF Online service. I/We authorise the following users to have access to my/our accounts as listed on below.

| <u>ACCOUNTS TO ACCESS</u> |
|---------------------------|
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I/We understand that Full Access will enable the nominated personnel or person(s) to view account information and perform transactions on the nominated accounts including the transfer of funds to external Organisations and Individuals.

I/We acknowledge that anyone who has access to the Passwords may be able to transact on these accounts and it is the responsibility of the undersigned to protect the Passwords and not disclose them to anyone else.

I/We accept full responsibility on behalf of the nominated users for ensuring that payment details are correct, and acknowledge that CDF has no liability for any payment made in accordance with details provided.

I/We will inform CDF immediately there is any suspicion that the security of the Passwords has been breached.

I/We understand that transactions performed before 1.30 p.m. on a business day will be processed overnight; transactions performed after 1.30 p.m. will be processed on the next business day.

I/We will advise the CDF immediately of any changes to the online authority.

_____ **Authorising Party** **Date**

ROMAN CATHOLIC ARCHBISHOP OF PERTH – TIMOTHY COSTELLOE, SDB

_____ **Date**

SCHOOL/COLLEGE PRINCIPAL

In the case of Diocesan Schools and Colleges, we require the Principal to sign with the Archbishop. This authority for linking accounts to CDF Online will be held with the normal authority to operation accounts. By signing this, the authorised account signatory, has read and understood all terms and conditions.

NB: A full 100 points ID will be required for each person being given the authority to operate on the account, unless previously identified

USERS AUTHORISED FOR “FULL ACCESS” ON THE ABOVE ACCOUNT ARE:

| | | |
|----------------------|---------------------------------|-------------------------|
| Full Name | | Signature |
| Residential. Address | | Post Code |
| Telephone | | Email |
| Date of Birth | Position | Daily Limit |
| Officer Use Only | Account to Access: Login ID: | Client No: Password: |

| | | |
|----------------------|---------------------------------|-------------------------|
| Full Name | | Signature |
| Residential. Address | | Post Code |
| Telephone | (H) (W) | Email |
| Date of Birth | Position | Daily Limit |
| Officer Use Only | Account to Access: Login ID: | Client No: Password: |

| | | |
|----------------------|---------------------------------|-------------------------|
| Full Name | | Signature |
| Residential. Address | | Post Code |
| Telephone | (H) (W) | Email |
| Date of Birth | Position | Daily Limit |
| Officer Use Only | Account to Access: Login ID: | Client No: Password: |

METHOD OF OPERATION FOR CDF ONLINE

(Please Circle)

SOLE / JOINTLY / OTHER

THE “VIEWING ONLY” USERS WILL BE:

| | | |
|----------------------|---------------------------------|-------------------------|
| Full Name | | Signature |
| Residential. Address | | Post Code |
| Telephone | (H) (W) | Email |
| Date of Birth | Position | Daily Limit |
| Officer Use Only | Account to Access: Login ID: | Client No: Password: |

| | | |
|----------------------|---------------------------------|-------------------------|
| Full Name | | Signature |
| Residential. Address | | Post Code |
| Telephone | (H) (W) | Email |
| Date of Birth | Position | Daily Limit |
| Officer Use Only | Account to Access: Login ID: | Client No: Password: |

| | | |
|----------------------|--------------------|----------------|
| Full Name | | Signature |
| Residential. Address | | Post Code 6000 |
| Telephone | (H) (W) | Email |
| Date of Birth | Position | Daily Limit |
| Officer Use Only | Account to Access: | Client No: |

| | | |
|------|-----------|-----------|
| Only | Login ID: | Password: |
|------|-----------|-----------|

N.B. NEW USER(S) WILL BE REQUIRED TO PROVIDE 100 POINTS IDENTIFICATION DETAILS

CDF Use Only Date Received Date Processed Processed by
TERMS **AND** **CONDITIONS**

- a) The user of CDF Online Internet Access signifies your acceptance of these terms and conditions.
- b) The use of CDF Online Internet Access is subject to the terms and conditions of the individual account products.
- c) CDF will provide you with your client Number and Password, as well as individual Client Numbers and Passwords to each of your authorised users' if applicable.
- d) You may terminate your CDF Online Internet Access at any time by giving notice in writing to CDF.
- e) CDF may at any time terminate or suspend your or your authorised user's access to CDF Online Internet Access for any reason.
- f) You authorise CDF to allow access to each of your accounts to the access level requested for each of your authorised users'.
- g) You acknowledge and accept that CDF cannot verify by way of signature comparison whether access was correct but accept that the use of the correct client number and password is the equivalent to the use of a signature
- h) You authorise the use of the Client Number and Password used by users' to be the authorised signatories for operations on your account(s)
- i) You agree to take full responsibility for all transactions through CDF Online Internet Access that uses your or your authorised users correct Client Number and Password.
- j) You agree to ensure that all payment details are correct and are solely responsible for providing correct payment details including amount and payee details. CDF has no liability for any payment made in accordance with details provided.
- k) You agree to change the initial Password issued by CDF upon receipt and maintain the confidentiality of that Password and ensure your authorised users do likewise.
- l) You agree to periodically change your Password on a regular basis not exceeding 365 days and ensure your authorised users' do likewise.
- m) You agree to advise CDF immediately if your Password or that of your authorised users' becomes known to unauthorised persons or if you suspect that they have become known to unauthorised persons.
- n) You agree that accounts nominated for access through CDF Online Internet Access will no longer be issued statements on a regular basis.
- o) Information available through CDF Online Internet Access will reflect the most up to date account information possible but will display at least the previous business days account information.
- p) CDF will endeavour to maintain CDF Online Internet Access to reflect the most up to date account information and the availability of the system. However, CDF cannot be held responsible for any loss or liability, real or contingent, by lack of access availability or out of date account information
- q) CDF will endeavour to ensure all transfer instructions are carried out in accordance with your or your authorised users' instructions but cannot be held responsible for any loss, real or contingent.

These terms and conditions shall not restrict or modify the provisions of the Trade Practices Act 1974 or any equivalent State or Territory legislation and the rights conferred by such provisions.

These conditions will be available for viewing on the CDF web site <https://cdfperth.org.au> Variations to these terms and conditions will be notified on this web site. Your use of CDF Online Internet Access after notification will constitute acceptance of the variation.

The cut off time for all external value transactions and multi Trans batches will be 1.30 p.m Perth Time.

The cut off time for all internal value transactions will be 4.00pm (Australian Western Standard Time)
Transactions completed after these times will be processed on the following CDF business day.

An application of a daily limit for transactions will need to be applied from CDF Office.