

## ACCOUNT SIGNATORY FORM

School/Parish/Institution Name \_\_\_\_\_

School/Parish/Institution Member Number \_\_\_\_\_

Signatories on this form apply to all accounts under the above member name and number. If you wish to limit the signatories' authorisation to specific accounts held under the member number, list the accounts below (e.g. S2, S99, S99.1 etc).

Accounts \_\_\_\_\_

Please list all persons authorised to operate:

Full Name	Date of Birth	Email Address	CDF Online Full Access		
			Yes	No	Limit (\$)

Important: all new signatories on accounts are required to complete the 'Personal Information Card' and provide 100 points of I.D. to the CDF before transacting on accounts (see '100 points I.D. form'). This does not apply if you have previously completed a card and provided I.D. to the CDF.

Method of Operation (please tick one only)

- ☐ Any One to Sign  
☐ Any Two to sign  
☐ Other instructions, Please Specify.....  
 .....

This form is authorised by (must be existing signatories or Parish Priest, in accordance with existing signing authority):

SIGNED:		
DATE:		

## TERMS AND CONDITIONS

- a) The use 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 you or your authorised users' 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 use 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 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.

Variations to these terms and conditions will be notified on the web site:

<https://ibank.melbcdcf.com.au/cairnsmyviewpoint/login.asp>

Your use of CDF Online Internet Access after notification will constitute acceptance of the variation.

The cut off time for all transactions and multi trans batches will be 2.30pm (Australian Eastern Standard Time). Transactions completed after this time may be processed on the following CDF business day.

A standard daily limit of \$ 15,000.00 per transaction per account applies to all credits to external bank accounts.