catholicdevelopmentfund

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CDF Online Authority

I/We	

(FULL NAME/S)

being	

(POSITION)

of	

(NAME OF principal ACCOUNT HOLDER)

(ADDRESS)

I/We have read and acknowledge the Risk Management Issues of CDF Online, outlined on page 4 of this document, and apply for access to our accounts through the CDF Online service. I/We authorise the following users to have access to our accounts as listed below.

I/We understand that Full Access will enable the nominated personnel 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.

Details of accounts to be linked to CDF Online:

Name of Account(s) (in full)	Client No & Account Type	Operation Sole/Jointly
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Note: The above details are required for all Individual class customers and Business class customers as you may have a number of accounts with the CDF, but may only wish to view and transact on a few of those accounts.

The users authorised for "FULL ACCESS" are:

Full Name of User & Title/Position	List of Individual Accounts for Access Or ALL (as per page 1)	Authority Limit	Office Use Only: Access Details
Name: Position/Title:		$	Login ID: User Client No:
Name: Position/Title:		$	Login ID: User Client No:
Name: Position/Title:		$	Login ID: User Client No:
Name: Position/Title:		$	Login ID: User Client No:
Name: Position/Title:		$	Login ID: User Client No:
Name: Position/Title:		$	Login ID: User Client No:
Name: Position/Title:		$	Login ID: User Client No:
Name: Position/Title:		$	Login ID: User Client No:
Name: Position/Title:		$	Login ID: User Client No:
Name: Position/Title:		$	Login ID: User Client No:

The users authorised for "DATA ENTRY ACCESS" are:

Full Name of User & Title/Position	List of Individual Accounts for Access Or ALL (as per page 1)	Office Use Only: Access Details
Name: Position/Title:		Login ID: User Client No:
Name: Position/Title:		Login ID: User Client No:
Name: Position/Title:		Login ID: User Client No:
Name: Position/Title:		Login ID: User Client No:

I/We wish to have the following daily transactional limits for external transfers placed on the following account(s):

Daily Transaction Limits (External Account Transfers Only):

	Client No and Account Type	Daily Account Limit
1.		$
2.		$
3.		$
4.		$
5.		$

Note: Copy of Drivers Licence (front & back) for each person being given the authority to operate is to accompany this authority. Copy to be certified a true copy of the user's licence by the Authorised account signatory.

The users authorised for "VIEW ONLY ACCESS" are:

Full Name of User & Title/Position	List of Individual Accounts for Access Or ALL (as per page 1)	Office Use Only: Access Details
Name: Position/Title:		Login ID: User Client No:
Name: Position/Title:		Login ID: User Client No:
Name: Position/Title:		Login ID: User Client No:
Name: Position/Title:		Login ID: User Client No:

Note: *This authority must be signed in terms of the existing Authority to Operate held by the CDF. This Authority for CDF Online access will be held with the normal authority to operate on the accounts.*

-- Authorised Account Signatory   Date: _____ / ____ / _____

-- Authorised Account Signatory   Date: _____ / ____ / _____

CDF Office Use Only:

		Initials
Details entered	**YES/NO**	
Records noted and system lodged	**YES/NO**	
Ultracs Online Administrator Client No: (Business version only)		

Checked & Authorised for filing by:

_____   Date: _____ / ____ / _____

Risk Management Issues to be considered before linking your accounts to CDF Online

1. Important issues the Principal Account Holder must be aware of when authorising access to CDF Online.

1.1. The Principal Account Holder authorises the CDF to allow access to each account to specific access levels for each user. Access to CDF Online may be terminated by the Principal Account Holder at any time by giving notice to the CDF in writing.

1.2. The Principal Account Holder 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 CDF Online.

1.3. The Principal Account Holder indemnifies the CDF and takes full responsibility for all value and non-value transactions through CDF Online that use the Principal Account Holder's or user(s)' correct Logon Name and Password.

1.4. CDF may terminate or suspend access to CDF Online by the Principal Account Holder or the user(s) for any reason.

1.5. The Client acknowledges and accepts that the CDF cannot verify by way of signature comparison whether CDF Online access was correct and accepts that the use of the correct Logon Name and Password is the equivalent of a signature.

2. Security

2.1. 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 CDF Online session is encrypted by the appearance of a "lock" symbol at the foot of the browser.

2.2. User(s) are issued with a Logon Name and Password only after the Principal Account Holder's authorisation has been received. The first time a user logs on to CDF Online (with a new or replacement Password they will be automatically prompted to change their Password.

2.3. As additional security user(s) have the option to change their Logon Name to their own preference

2.4. User(s) are able to transfer funds within the Principal Account Holder's own accounts or to other clients' accounts with your CDF but are unable to transfer funds to external financial institutions or other CDFs unless authorised by the Principal Account Holder.

2.5. If a user suspects there has been or may be unauthorised access, the CDF can disable access immediately upon receipt of advice.

2.6. Transfer of funds to external financial institutions will be processed once daily at 2:30 p.m. on a banking day.

2.7. 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.

2.8. 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 CDF who will restore access after ascertaining identity of user.

2.9. There are two levels of authorised access available for each account for each user .

2.10. There is a record of all communication on CDF Online. All transactions processed through CDF Online are processed with normal "batch" transactions and will show on CDF hard copy reports

2.11. Credit external Payments will be subject to a daily limit which must be authorised by the Principal Account Holder.

2.12. Debit external accounts will be subject to a transactional limit authorised by the Principal Account Holder and accounts must be pre-nominated.

3. Principal Account Holder's Security Precautions

There are several key precautions that should be observed by Principal Account Holders and users when using CDF Online

3.1. Password must be kept secret and secure.

3.2. Never leave a computer unattended while logged on to CDF Online

3.3. Do not use date of birth, telephone number, address, name or names of friends, relatives or associates in a Password

3.4. Change Password regularly, at least monthly is recommended

3.5. Always exit CDF Online when finished

3.6. Use a reputable Internet provider

3.7. Always use the latest available virus scanning software or virus signature file.

3.8. Keep complete and accurate records of daily transactions initiated through CDF Online

3.9. The Principal Account Holder is to ensure the CDF has a current and accurate account operating authority.