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**APPLICATION TO *CHANGE* AUTHORITIES FOR FULL ACCESS TO CDF ONLINE PARISH, SCHOOL OR AGENCY. This form replaces any previous document, all people requiring access must be listed and have Identification Form (F11) lodged with CDF.**

**Institution**

**Client No:**

**Address**

**Email Address**

**Phone:**

**Fax:**

**Authority to Operate**

I authorise the following persons to act as Authorities to Operate for the accounts listed. I acknowledge that these persons are authorised to transfer funds using CDF Online to a limit pre-determined below. Identification forms have been provided for those listed.

Name	Email Address

**Accounts for Full Access**

I authorise the following daily limits on funds able to be transferred to apply to the accounts accessible via CDF Online.

<b>Client No.</b>	<b>Account</b>	<b>Daily Limit</b>
		\$
		\$
		\$
		\$
		\$

I have read and acknowledge the terms and conditions for CDF Online access as attached. I especially acknowledge that access will be gained by use of a Login and Password that will be issued to me and that the security of the Login and Password will be my responsibility.

*Name* \_\_\_\_\_

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_  
*Parish Priest/ Principal/Executive Officer*

***TERMS, CONDITIONS AND RISKS  
FULL ACCESS TO CDF ONLINE***

1. **General**

- CDF Online has been upgraded to allow our corporate clients to manage access, set limits and to authorise payments online. This full access version is now being offered to selected institutions and agencies.
- This paper seeks to detail the terms, conditions and risks associated with full access to CDF Online to suit the corporate operation of our catholic institutions and agencies.

2. **Added Features**

- Same portal as CDF Online with password and login required.
- Electronic transfers can be made to internal CDF Accounts and to external commercial accounts providing authorisation from two registered signatories is obtained.
- The major change is that account management is conducted locally and not centrally at the CDF. .

3. **Authority to operate on Account**

- Two signatories are always required to authorise any transfer.
- Those authorised to operate on the account are identified in a similar manner to cheque signatories by completing Form 010 and Form 011.
- CDF Staff will then register those with an Authority to Operate (ATO) onto the account.

4. **Limits on Authorisation**

- A daily limit for transfer for each account is required and this will set the maximum funds that can be transferred from the account in any one day. This limit is authorised when access to CDF Online is requested using Form 003.

5. **Data Entry Operators**

- The CDF can authorise access to the account for Data Entry Operators. These operators have access to the accounts, listing items for transfer but cannot authorise any transactions.

6. **Risks**

- Electronic transfers from the account are impossible to reverse and every care should therefore be taken and accurate approval protocols should be followed.
- The bank identity and account number to which funds are being transferred are the critical pieces of information (even if the account name is incorrect) so every effort to check and validate this detail should occur before the transfer is authorised.
- **All liability for electronic transfers rests with the Account Holder.**

**\*\*All BBA roles will be performed by the CDF.**