

DDF

Diocesan Development Fund Parramatta

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C D F O N L I N E

The Diocesan Development Funds CDF Online Internet service makes possible easy access to your DDF account 24 hours a day, seven days a week. It provides the convenience of on-demand account balance enquiries and transaction listings securely over the Internet.

Main features of CDF Online:

- View up to date account balances including savings, cheque and term deposits.
- View transactions (data currently held for up to two years).
- Print transaction details directly from CDF Online.
- Export transaction details to a PC for use in other applications. Export formats supported are Microsoft Money 98 (OFC), Quicken 99 (QIF) and Comma separated Values (CSV) (eg Microsoft Excel).
- View interest received/paid during the current financial year and previous financial year.

Getting Started

Should you wish to use CDF Online, please complete the attached CDF Online Application. The enclosed Terms and Conditions of Use should be read before completing this form.

Users who are not current or past signatories to DDF accounts need to provide 100 points of identification. Please complete an Identification Reference form. The easiest way to complete this form is to fill out details of Passport (70 points) or Birth Certificate (70 points) together with a Drivers Licence (40 points) on the back of the form, then the school principal, a teacher, priest, accountant, etc (as referee) and person being identified both sign the front of the form where indicated.

Also, please provide a copy of each CDF Online user's driver's licence (front and back).

When your CDF Online Application has been received (original copy not faxed) and recorded by the DDF we will phone you with your Logon Name and Password and issue you with a Users Guide.

To Logon to CDF Online

<https://ibank.melbcbdf.com.au/parramattamyviewpoint/login.asp>

Please contact us should you require further details or assistance with filling out the forms.

Disclosure: The Diocesan Development Fund Catholic Diocese of Parramatta (DDF) is not subject to the provisions of the Corporation Act 2001 nor has it been examined or approved by the Australian Securities and Investments Commission. Deposits with DDF are guaranteed by CDPF Limited, a company established by the Australian Catholic Bishops Conference for this purpose. We welcome your investment with the DDF rather than with a profit oriented commercial organisation as a conscious commitment by you to support the Charitable, Religious and Educational works of the Catholic Church. Neither the DDF nor the Trustees of the Roman Catholic Church for the Diocese of Parramatta are prudentially supervised by the Australian Prudential Regulation Authority; contributions to the DDF do not obtain the benefit of the depositor protection provisions of the Banking Act 1959; the DDF is designed for investors who wish to promote the charitable purposes of the DDF.

Diocesan Development Fund

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New
Authority

OR

Alteration to
Existing Authority

I/We (full name/s)	
Client Number (if known)	

I/We have read and acknowledge the Terms and Conditions of CDF Online, outlined in page 2 of this document, and apply for access to my/our accounts through the CDF Online service.

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

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

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

Authority to Operate:

I/We hereby request DDF issue a CDF Online Password together with access capabilities to the following persons:

Client Details		
Account Holder 1		
Name		
Address		
Telephone No.		Mobile
Email		
Account Holder 2 (joint account)		
Name		
Address		
Telephone No.		Mobile
Email		
Details of accounts		
to be linked to CDF Online and method of operation of the accounts through CDF Online		
DDF Client Number	Type of account (eg: Savings, AutoSave, Christmas Saver)	Method of Operation (1 password to view or both passwords to view)

Authorised Account Signatory _____ Date _____

Authorised Account Signatory (IF JOINT A/C) _____ Date _____

I/We have attached a copy of my/our driver's licence (front and back).
I/we are new signatories to the DDF and have included 100 points of identification.
I/We acknowledge that I/we will no longer receive a DDF statement for the above accounts as I/we have the ability to print transaction listings from CDF Online.

This authority must be signed in terms of the Authority to operate held by the DDF. This authority for linking accounts to CDF Online will be held with other authorities to operate on accounts.

TERMS AND CONDITIONS

Definitions:

Client means an entity holding an account with the DDF.

User(s) means the Client and third parties nominated by the Client to access each account.

Important Issues the Client must be aware of when authorising access to CDF Online.

1. The Client authorises the DDF to allow access to each account for each user. The Client may terminate access to CDF Online at any time by giving notice to the DDF in writing.
2. 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 CDF Online.
3. The Client indemnifies the DDF and takes full responsibility for all value and non-value transactions through CDF Online that use the Clients or user(s) correct Logon Name and Password.
4. The DDF may terminate or suspend access to CDF Online by the Client for the user(s) for any reason.
5. The Client acknowledges and accepts that the DDF 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 to a signature.

Security

1. CDF Online is browser based and uses 28-bit encryption technology and version security.
2. User(s) are issued with a Logon Name and Password only after the Clients authorisation has been received.
3. If a user suspects there has been or may be unauthorised access, the DDF can disable access immediately upon receipt of advice.
4. 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.
5. Access will be blocked if there are 3 unsuccessful logon attempts during a 24-hour period (from Midnight daily). Access may only be restored through the DDF.

Clients Security Precautions

1. Password must be kept secret and secure.
2. Never leave a computer unattended while logged on to CDF Online.
3. Do not use date of birth, telephone number, address, name or names of friends, relatives or associates in a Password.
4. Change Password regularly, at least monthly is recommended.
5. Always exit CDF Online when finished by clicking on the log off button.
6. Use a reputable Internet provider.
7. Always use the latest available virus scanning software or virus signature file.
8. The Client is to ensure the DDF has a current and accurate account operating authority.

End of Document

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