

# ONLINE APPLICATION / REPLACEMENT

(FOR CATHOLIC CHURCH ORGANISATIONS)

## SECTION 1 – TYPE OF REQUEST

Please tick (✓) the appropriate box

Application for a new service (complete all sections)

Replacement of existing authority

*Daily payment limit (complete sections 2, 3 & 6)*

*Nominated accounts (complete sections 2, 4 & 6)*

*Nominated users (complete sections 2, 5 & 6)*

## SECTION 2 – BUSINESS/ORGANISATION DETAILS

I/we hereby apply to become a user of DDF Online/replace our existing service:

Organisation name:

Client No:

Organisation email address:

Phone No:

## SECTION 3 – DAILY PAYMENT LIMIT

The standard daily payment limit for each account registered in DDF Online is \$30,000.00 per day. If you would like to apply for or change a customised limit, please enter the amount here:

\$

## SECTION 4 – NOMINATED ACCOUNTS

We request access to the account/additional accounts as listed below and in the case of accounts yet to be opened, we authorise the DDF to complete the account details required below once available:

Account Number	Account Name	View only access	Value access (for transacting and data entry users)
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

## SECTION 5 – USERS

### User 1

Existing  Add

View only user  Data entry user  Transacting user: Authorisation limit \$\_\_\_\_\_.00 (Default \$5,000)

User to have access to all accounts under this client?  Yes  No

If no, list accounts required: \_\_\_\_\_

Title: \_\_\_\_\_ Full name (no initials): \_\_\_\_\_

Residential address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Personal email address: \_\_\_\_\_

Work email address: \_\_\_\_\_

I have provided required identification to the DDF.

Signature: \_\_\_\_\_

I have read and understood the Terms & Conditions.

### User 2

Existing  Add

View only user  Data entry user  Transacting user: Authorisation limit \$\_\_\_\_\_.00 (Default \$5,000)

User to have access to all accounts under this client?  Yes  No

If no, list accounts required: \_\_\_\_\_

Title: \_\_\_\_\_ Full name (no initials): \_\_\_\_\_

Residential address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Personal email address: \_\_\_\_\_

Work email address: \_\_\_\_\_

I have provided required identification to the DDF.

Signature: \_\_\_\_\_

I have read and understood the Terms & Conditions.

### User 3

Existing  Add

View only user  Data entry user  Transacting user: Authorisation limit \$\_\_\_\_\_.00 (Default \$5,000)

User to have access to all accounts under this client?  Yes  No

If no, list accounts required: \_\_\_\_\_

Title: \_\_\_\_\_ Full name (no initials): \_\_\_\_\_

Residential address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Personal email address: \_\_\_\_\_

Work email address: \_\_\_\_\_

I have provided required identification to the DDF.

Signature: \_\_\_\_\_

I have read and understood the Terms & Conditions.

## User 4

Existing  Add

View only user  Data entry user  Transacting user: Authorisation limit \$\_\_\_\_\_.00 (Default \$5,000)

User to have access to all accounts under this client?  Yes  No

If no, list accounts required: \_\_\_\_\_

Title: \_\_\_\_\_ Full name (no initials): \_\_\_\_\_

Residential address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Personal email address: \_\_\_\_\_

Work email address: \_\_\_\_\_

I have provided required identification to the DDF.

Signature: \_\_\_\_\_

I have read and understood the Terms & Conditions.

---

## User 5

Existing  Add

View only user  Data entry user  Transacting user: Authorisation limit \$\_\_\_\_\_.00 (Default \$5,000)

User to have access to all accounts under this client?  Yes  No

If no, list accounts required: \_\_\_\_\_

Title: \_\_\_\_\_ Full name (no initials): \_\_\_\_\_

Residential address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Personal email address: \_\_\_\_\_

Work email address: \_\_\_\_\_

I have provided required identification to the DDF.

Signature: \_\_\_\_\_

I have read and understood the Terms & Conditions.

---

## User 6

Existing  Add

View only user  Data entry user  Transacting user: Authorisation limit \$\_\_\_\_\_.00 (Default \$5,000)

User to have access to all accounts under this client?  Yes  No

If no, list accounts required: \_\_\_\_\_

Title: \_\_\_\_\_ Full name (no initials): \_\_\_\_\_

Residential address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Personal email address: \_\_\_\_\_

Work email address: \_\_\_\_\_

I have provided required identification to the DDF.

Signature: \_\_\_\_\_

I have read and understood the Terms & Conditions.

**Signatories initial here if attaching additional nominated users:** \_\_\_\_\_

## SECTION 6 – ACCEPTANCE AND ACKNOWLEDGEMENT

In signing the application for DDF Online, I/we authorise the DDF to issue a login code and password together with designated access capabilities to each person nominated on this application, and/or amend designated access capabilities for each person nominated who is currently registered as a user of DDF Online for our business/organisation, and in so doing, I/we acknowledge and agree to the following conditions:

1. I/we understand that Transacting User access will enable the nominated personnel to perform transactions on the nominated accounts, including the transfer of funds to external accounts of organisations and individuals.
2. 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 and the nominated persons who have been issued Passwords to protect and not disclose them and to inform the DDF immediately if there is any suspicion that the security of the Passwords has been breached.
3. I/We understand that transfers to/from external accounts performed before 3.00 p.m. on a business day will be processed to the account overnight; transfers to/from external accounts performed after 3.00 p.m. may not be processed to the account until the following business day.
4. I/We accept full responsibility on behalf of the nominated users for ensuring the details of payments made or collected are correct and acknowledge that the DDF has no liability for any direct electronic payment made via DDF Online in accordance with details provided.
5. As a registered DDF Online user accessing the services available through DDF Online, I/we accept full responsibility to abide by the DDF Online Terms and Conditions and further agree to indemnify the DDF against any and all claims, liabilities, expenses and losses which may arise out of or in connection with any direct electronic payment performed through DDF Online.
6. This authority shall stand until revoked by me/us in writing, and it is my/our responsibility to inform the Authorised User of that revocation.

Signed:

---

Name:

---

Date:

---

*(Must be a current authorised signatory for the organisation)*

Signed:

---

Name:

---

Date:

---

*(Must be a current authorised signatory for the organisation)*

### PLEASE MAIL ORIGINAL TO:

**Diocesan Development Fund**

PO Box 611

(170 William Street)

Rockhampton Q 4700

[ddf@rok.catholic.net.au](mailto:ddf@rok.catholic.net.au)



OFFICE USE ONLY		
Date received:	Approved:	Processed:

# DDF ONLINE TERMS & CONDITIONS

---

## 1. KEEP ACCURATE RECORDS OF DAILY TRANSACTIONS COMPLETED ON DDF ONLINE AND RECONCILE ACCOUNT DETAILS REGULARLY

- 1.1. The Diocesan Development Fund (“the DDF”) will endeavour to maintain DDF Online to reflect the most up-to-date account information and the availability of the system. However, the DDF cannot be held responsible for any loss or liability, real or contingent, by lack of access, availability or out-of-date account information.
- 1.2. The DDF does not maintain a “mirror processing” backup system for transactions entered in DDF Online during the day. Transactions are backed-up during the end of day processing which normally occurs after midnight. If, for some unforeseen reason, the DDF is required to restore account files back to the end of the previous day’s processing and re-enter the current day’s transactions, all DDF Online transactions will have to be re-entered by the client.
- 1.3. The client will not be advised immediately if account numbers are incorrect and they are fully responsible if they direct credit/debit the wrong account at another financial institution. The DDF has no liability for any payment made in accordance with details entered by the client. Any fees associated with the incorrect debit/credit of an external account will be passed on.

## 2. IMPORTANT ISSUES THE CLIENT MUST BE AWARE OF WHEN AUTHORISING ACCESS TO DDF ONLINE

- 2.1. The DDF may terminate or suspend access to DDF Online for any reason.
- 2.2. The client may terminate their DDF Online access at any time by giving written notice to the DDF.
- 2.3. The client acknowledges and accepts that the use of the Correct Log-on Name and Password is the equivalent of a signature.

## 3. SECURITY

- 3.1. Browser based using the latest encryption technology and Verisign security. The user can confirm their DDF Online session is encrypted by the appearance of a “lock” symbol at the foot of the browser.
- 3.2. User(s) are issued with a Log-on Name and Password only after authorisation has been received. The first time a user logs on to DDF Online with a new or replacement Password they will be automatically prompted to change their Password.
- 3.3. User(s) are able to transfer funds within their own accounts or to other clients’ accounts with the DDF and to accounts held at another Financial Institution. Direct Debit will only be allowed from an account that has been specifically registered with the DDF.
- 3.4. If a user suspects there has been or may be unauthorised access, the DDF can disable access immediately upon receipt of advice.
- 3.5. Download of previous day’s data will be available from 10.00am each business day.
- 3.6. Transfer of funds to external Financial Institutions will be processed once daily at 3.00pm on each business day.
- 3.7. 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.
- 3.8. 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 DDF who will restore access after ascertaining identity of user.
- 3.9. There are two levels of authorised access available for each account for each user.

- 3.10. There is a record of all communication on DDF Online. All transactions processed through DDF Online are processed with normal “batch” transactions and will show on DDF hard copy reports.
- 3.11. Credit/Debit External Payments will be subject to a daily default limit (\$30,000), unless another limit is specified on the application form.

#### **4. USER(S) SECURITY PRECAUTIONS**

- 4.1. Password must be kept secret and secure.
- 4.2. Never leave a computer unattended while logged on to DDF Online.
- 4.3. Do not use date of birth, telephone number, address, name or names of friends, relatives or associates' names in a Password.
- 4.4. Change Password regularly, at least monthly is recommended.
- 4.5. Always exit DDF Online when finished by clicking on the log off button.
- 4.6. Use a reputable Internet provider.
- 4.7. Always use the latest available virus scanning software or virus signature file.
- 4.8. Keep complete and accurate records of daily transactions initiated through DDF Online.