

NOTICE OF AUTHORITY

New/Replacement

(Only for use in relation to DDF accounts that do not require a supporting Westpac account)

Please tick (✓) the appropriate box

- Establish new signatories to **all** accounts (complete sections A, C, D, and either F or G. Read Section E)
- Establish new signatories to **one or more** accounts (complete sections A, B, C, D, and either F or G. Read Section E)

NOTE: THE PERSONS AUTHORISED ON THIS FORM WILL REPLACE ANY EXISTING PERSONS AUTHORISED ON THE ACCOUNT(S) LISTED BELOW

SECTION A – ACCOUNT HOLDER NAME(S)

Account holder name (provide the full names of the individuals, trustees, business proprietors or organisations (company, society, club or association)) and ABN, ACN, ARSN or ARBN (if applicable)

Full name

Full name

Full name

Full name

Trading Name (if applicable)

- If more space is required, complete another Notice of Authority and write 'This is Annexure A to Notice of Authority dated/...../.....' at the top of **that** authority.
- At the top of **this** authority write 'See Annexure A dated/...../.....'

SECTION B – SELECT ACCOUNT(S)

Add the authorised person(s) as signatory(ies) to the account(s) listed below:

DDF account number:

DDF account number:

DDF account number:

SECTION C – ADD AUTHORISED PERSON(S) DETAILS AND SIGNATURE(S)

Details of Authorised Person(s)

Provide the details of **each** authorised person to operate and sign on behalf of the Account holder in accordance with the Operating Rule in Section D and Authorisation in Section E:

- Full name
- Residential address
- For *organisational customers*, the office held of that person (eg *Director, Company Secretary, Treasurer*)
- Specimen signature

Full name	
Residential address	
Office held (if applicable)	Signature

Full name	
Residential address	
Office held (if applicable)	Signature

Full name	
Residential address	
Office held (if applicable)	Signature

Full name	
Residential address	
Office held (if applicable)	Signature

Full name	
Residential address	
Office held (if applicable)	Signature

Full name	
Residential address	
Office held (if applicable)	Signature

- If additional persons are to be authorised, complete another Notice of Authority and write 'This is Annexure A to Notice of Authority dated/...../.....' at the **top** of that authority.
- At the top of **this** authority write 'See Annexure A dated/...../.....'

PRIVACY CONSENT OF PERSON AUTHORISED

I, the person authorised, agree that the DDF any other member of the Catholic Diocese of Rockhampton (the 'Parties') may exchange with each other any information about me including:

- Any information provided by me in this document;
- Any other personal information I provided to any of them or which they otherwise lawfully obtain about me; and
- Transaction details or transaction history arising out of my arrangements to the DDF.

If the Parties engaged anyone (a 'Service Provider') to do something on their behalf (for example a mailing house or a data processor) then I agree that any of the Parties and the Service Provider where it is required or allowed by law or where I have otherwise consented.

I agree that any information referred to above can be used by the Parties and any Service Provider to allow me to act on the Account holder's behalf and for account administration, planning, product development and research purposes.

I agree that documents presented for identification purposes may be verified by the DDF with an appropriate authority.

I understand that I can access most personal information that the Parties hold about me (sometimes there will be a reason why that is not possible, in which case I will be told why).

I understand that if I fail to provide any information requested in the form, or do not agree to any of the possible exchanges or uses detailed above, this notice may not be accepted by the DDF.

I understand that I can find out what sort of personal information the Parties have about me, or make a request for access, by contacting 07 4887 3090.

I understand that the Parties would like to be able to contact me, or send me information, regarding products and services. If I do not wish to receive this information, I can call 07 4887 3090, write to PO Box 611, Rockhampton Q 4700, or visit 170 William St, Allenstown Q 4700.

SECTION D – NUMBER OF PERSON(S) AUTHORISED

Please tick (✓) the appropriate box

Apply the Operating Rule for the authorised persons in Section C. If more than one person has been authorised, they will act in the following manner:

- Any authorised person can operate and sign independently
- All authorised persons must operate and sign together
- At least ____ authorised persons are required to operate and sign jointly
- Other (eg 'any two directors', or 'a director and company secretary') provide details below

SECTION E – AUTHORISATION TO THE BANK

Authorised persons may operate on the Account holder's account(s) on their behalf as follows, subject to the relevant operating rule and the terms and conditions of the relevant account:

1. To draw cheques and other instruments
2. To stop any cheque or other instrument drawn on the account(s).
3. To overdraw an account to any approved limit, and to the extent permitted by the DDF.
4. To authorise periodical payments or direct debits and debit that account with any charges or costs relating to such payments.
5. To operate and enter into agreements to operate on the account in any way permitted by the DDF including transactions by electronic, mechanical and other means including methods of access which may be introduced in the future.
6. To close all or any of the accounts.

7. To make, accept, endorse or discount cheques and other instruments made payable to, or to the order of, the Account holder or, where the Account holder is a trustee, to the estate or trust.
8. To make enquiries, to give instructions and generally to request and receive information in relation to the accounts.

Authorised persons may also act on the Account holder's behalf as follows:

1. In relation to property held by the DDF on the Account holder's behalf (including any property held in joint names on behalf of the organisation):
 - To have access to, and receive from the DDF such property; and

- To give the DDF instructions regarding such property
2. To arrange the issue and negotiation of letters of credit.
 3. To give or sign any documents given by the DDF, including guarantees and indemnities relating to:
 - missing documents;
 - guarantees or undertakings given or to be given by the DDF in the Account holder's favour or on the Account holder's behalf at their request;
 - letters of credit issued or to be issued by the DDF on the Account holder's behalf at their request, or in favour of any of their officers or agents.
 4. To pledge, assign, give security over or make arrangements with the DDF regarding the Account holder's property and to receive any such property from the DDF.

AUTHORITY AGREEMENT

This authority continues to apply to the accounts listed in **Section A or Section B** (as applicable) and the authorised persons until the DDF receives written notice in a form satisfactory to the DDF from me, or any one or more of us, or the organisation ("the Account holder") that it has been cancelled or amended.

This authority cancels any previous authority the Account holder has given to the Bank regarding the persons authorised to act except in relation to:

- instruments dated before the date of this authority and presented for payment after you receive this authority, and
- any act done under the previous authority.

Joint Accounts

- Each Account holder acknowledges if any one or more of us dies,
 - any credit balance in any account held in our joint name will be payable to the surviving Account holder(s);
 - any property held by the DDF on our joint behalf will be deliverable to the survivor(s), and the DDF shall be free from all responsibility in paying or delivering any money or property to the survivor(s).
- Our liability is joint and several if any of our accounts is or becomes overdrawn.
- The DDF may accept for the credit of any of our accounts any instruments payable to any one or more of us.

Business Accounts

- There is no other person or organisation interested as proprietor of the business. I/We will write to the DDF immediately if there is a change of ownership of the business.
- If there is more than one proprietor of the business:
 - our liability is joint and several if any of our accounts is or becomes overdrawn; and

- the DDF may credit any of our accounts with any instruments payable to any one or more of us.

Organisational Accounts

- For any type of organisation other than a company – we have given the DDF an up-to-date copy of the rules, by-laws, constitution or other document (if any) constituting the body named on this authority and authorising the signatory(ies) to act.
- For a company, on request from the DDF, we have provided an up-to-date copy of the certificate of registration (if any) or any other document requested to verify the company's registration.

Interpretation

In this authority:

- account includes a deposit account
- except in the Privacy Consent of Person Authorised Section, I, me, my, we, our and similar words refer to the organisation, persons or proprietor(s) of the business named above as the Account holder.
- 'instruments' means cheques, drafts, bills of exchange, promissory notes and other instruments.
- 'joint account' means an account held by two or more natural persons but does not include an account held by the trustees of a trust or the proprietor(s) of a business.
- 'letters of credit' includes documentary letters of credit and stand-by letters of credit.
- 'organisation' refers to the company, society, club, institution or other association named above as the Account holder.
- 'property' includes packets, boxes, deeds, securities, bills of exchange, promissory notes, drafts, bills of lading, warehouse certificates, insurance policies, insurance bonds, deferred annuity policies, and any other documents or property of any kind.
- 'trustee account' means an account in the name of the trustees of a trust or the executors or administrators of a deceased estate.

AUTHORISED BY: COMPLETE SECTION F OR G (WHICHEVER IS APPLICABLE)

SECTION F

Complete this section if the authority is for an **organisation**.

By a legally constituted meeting of the organisation or directors of the company, as the case may be authority was given to the person(s) named to act in accordance with the terms of this authority. This authority is signed for and on behalf of:

Organisation name:	
by (<i>signature</i>)	by (signature)
Full name:	Full name:
Office held (<i>eg. director</i>):	Office held (<i>eg. director</i>):
Date: / /	Date: / /

OR

SECTION G

Complete this section for any **personal, joint, trustee, or business** (*but not for organisation*) account. All persons named as the 'Account Holder' must sign.

Account Holder 1 - Full name	
Signature	Date: / /

Account Holder 2 - Full name	
Signature	Date: / /

Account Holder 3 - Full name	
Signature	Date: / /

Account Holder 4 - Full name	
Signature	Date: / /

PLEASE FORWARD COMPLETED FORM TO:

Diocesan Development Fund

In Person: 170 William Street
Rockhampton Q 4700

Mail: PO Box 611
Rockhampton Q 4700

Email: ddf@rok.catholic.net.au

OFFICE USE ONLY		
Date received:	Approved:	Processed: