

Catholic Development Fund

Tel: (02) 9390 5200 Email: enquiries@sydneycdf.org.au Website: www.sydneycdf.org.au



Identity Verification

The Catholic Development Fund (CDF) is required to verify the identity of:

- All new persons authorised to Operate/Transact on an account held with the CDF.
- All new additional authorised CDF Online users requiring DATA ENTRY or ENQUIRY only access.

Identity Verification Form

The CDF requires all identification documents used in the identification process to be "Certified" as a true and accurate copy of the original document by an independent approved certifier.

The following Identity Verification Form provides relevant information on how documents have to be certified and who can certify documents etc.

The person being identified is able to complete sections 1 and 2 of the form online, then print the form to date and sign section 3, and arrange for the certifier to complete their details and sign and date section 4.

This form is to be completed for each individual being identified and returned to the CDF, together with the "original" certified copy of identification document, preferably via email attachment, if possible, or else mailed.



Catholic Development Fund

Tel: (02) 9390 5200 Email: enquiries@sydneycdf.org.au Website: www.sydneycdf.org.au



Identity Verification Form

1. Details of Individual being identified												
Personal Details									Date of I			
Full Name and Title (Mr/Mrs/Miss/	ull Name and Title (Mr/Mrs/Miss/Ms/Rev etc)					Other Names known by					_	
						/		╛				
Full Residential Address (No PO.	Box addres	sses)						State	Po	stcode	4	
											╛	
Mailing Address (if different)								State	Po	stcode	_	
											╛	
Telephone Number(s) Home: ()		Busine	ess: ()			Mobil	e:				
Email Address:												
Occupation			Em	ipioyer/Parisr	i/Agency	Entity					\neg	
2. Identification Details												
We need to see a certified photocopy of <u>any one</u> of your identification documents listed below. The documents you provide must be valid and clearly show your full name and either or both of your residential address and/or date of birth as well as your signature and photograph.												
Please Indicate which form of iden							_			арп.		
Current Australian Drive			_					• •				
Current Australian Drivers Licence Current Foreign Passport Current Australian Passport Photo ID proof of age card issued by a State or Territory Government												
Note: If you are unable to provide any o		documents. contact th										
3. Signature of Individual being					(02)	,,,						
		ŗ						7			7	
I certify the above particulars	are true an	d correct.										
		Signature:	×					Date	e: /	/		
		-										
4. Details & Signature of Docun	nent Certi	fier (Please ensure ti	he follow	ving details are	completed	l by the cert	ifier of	your iden	tification do	cument).		
4. Details & Signature of Docun Full Name and Title (Mr/Mrs/Miss/M			he follow	ving details are	completed	l by the cer	tifier of	your iden	tification do	cument).		
Full Name and Title (Mr/Mrs/Miss/N	/Is/Rev etc):		he follow	ving details are	completed	l by the cert					<u>_</u>]	
_	/Is/Rev etc):		he follow	ving details are	completed	l by the cert		your iden State		ostcode		
Full Name and Title (Mr/Mrs/Miss/N Full Address (No PO. Box addre	/Is/Rev etc):							State	Po	ostcode]	
Full Name and Title (Mr/Mrs/Miss/N	/Is/Rev etc):							State		ostcode		
Full Name and Title (Mr/Mrs/Miss/N Full Address (No PO. Box addre	/Is/Rev etc):							State	Po	ostcode		
Full Name and Title (Mr/Mrs/Miss/M Full Address (No PO. Box addre Occupation (capacity to certify - r	/Is/Rev etc):							State	Po	ostcode		
Full Name and Title (Mr/Mrs/Miss/N Full Address (No PO. Box addre	/Is/Rev etc):							State	Po	ostcode		
Full Name and Title (Mr/Mrs/Miss/Miss/Miss/Miss/Miss/Miss/Mis	As/Rev etc): esses) efer overlea	f "Who can Certify Do	cuments	<i>"</i>)	Date:	elephone) /		State	Po	ostcode		
Full Name and Title (Mr/Mrs/Miss/Miss/Miss/Miss/Miss/Miss/Mis	As/Rev etc): esses) efer overlea	f "Who can Certify Do ne certifier or request	cuments [.]	<i>"</i>)	Date:	elephone) /		State	Po	ostcode		
Full Name and Title (Mr/Mrs/Miss/M Full Address (No PO. Box address) Occupation (capacity to certify - received by the certification of the certif	As/Rev etc): esses) efer overlea eo contact th	f "Who can Certify Do	cuments ^a addition CDF Colle mation (i	") al documentary ection Notice including your n	Date:	relephone / / from you.	Numbe	State er (Daytin	ne contact n	umber) dress),		
Full Name and Title (Mr/Mrs/Miss/M Full Address (No PO. Box address) Occupation (capacity to certify - recommended) Certifier's Signature x Please note: We reserve the right to	As/Rev etc): esses) efer overlea co contact the is collecting and occupate	f "Who can Certify Do	addition CDF Collemation (if	") al documentary ection Notice including your n n (such as credi	Date:	felephone / from you. act details (sils) so that	Number /	State er (Daytin	ne contact n	umber) dress), r purposes o	f	
Full Name and Title (Mr/Mrs/Miss/M Full Address (No PO. Box address) Occupation (capacity to certify - received by the certification of	As/Rev etc): esses) efer overlea to contact the is collecting and occupants), contact	f "Who can Certify Do	addition CDF Colle mation (i formatio es on dep	al documentary ection Notice including your n n (such as credi	Date:	felephone / from you. act details (sils) so that and provide	Number /	State er (Daytin	ne contact n	umber) dress), r purposes o	f	
Full Name and Title (Mr/Mrs/Miss/Miss/Miss/Miss/Miss/Miss/Mis	As/Rev etc): esses) efer overlea to contact the and occupants), contact and loa sonal inform	f "Who can Certify Do ne certifier or request ng your personal information) and financial information, verify signatories on facilities) and transa	addition CDF Colle mation (i formatio es on dep	mal documentary ection Notice including your nin (such as credit posits and loan as services (such as may not be able	Date: v evidence ame, conta t card deta accounts a c charge ca	from you. act details (sils) so that and provide ards).	Number /	State er (Dayting phone nur verify your its with services or	mber and acridentity (foervices and i	dress), r purposes onformation	f	
Full Name and Title (Mr/Mrs/Miss/Miss/Miss/Miss/Miss/Miss/Mis	efer overlea	f "Who can Certify Do	addition CDF Colle formation es on departional sested, we providing	ection Notice including sour eni posits and loan a posits and loan a posits and services (such as may not be able g services to us	Date:	from you. act details (sils) so that and provide ards). e our clients er third par	Number /	State or (Dayting ohone nurverify you not with services or e provides	mber and acridentity (foervices and i	dress), r purposes or nformation CDF may conducting	f	
Full Name and Title (Mr/Mrs/Miss/Miss/Miss/Miss/Miss/Miss/Mis	efer overlea	f "Who can Certify Do	addition CDF Colle formation es on departional sested, we providing	ection Notice including sour eni posits and loan a posits and loan a posits and services (such as may not be able g services to us	Date:	from you. act details (sils) so that and provide ards). e our clients er third par	Number /	State or (Dayting ohone nurverify you not with services or e provides	mber and acridentity (foervices and i	dress), r purposes or nformation CDF may conducting	f	
Full Name and Title (Mr/Mrs/Miss/M Full Address (No PO. Box address) Occupation (capacity to certify - received by - received	As/Rev etc): esses) efer overlead to contact the is collecting and occupents), contact unts and loa sonal inform to our related our personal andle your p	f "Who can Certify Do ne certifier or request ng your personal information) and financial information, verify signatorien facilities) and transaction we have request entities, contractors I information where we personal information,	addition CDF Collimation (if formation es on departional sectional section (including section sec	mal documentary ection Notice including your n in (such as credit posits and loan as ervices (such as may not be able g services to us quired or autho	Date: y evidence ame, cont. t card deta accounts a c charge ca e to provid and to oth rised by An	felephone / from you. act details (sils) so that and provide ards). e our clients er third par ustralian law	Number / such as pwe can vour clier swith setty service v to do sur inform	State Pr (Daytin Chone numberify younts with services or the provide oo, including mation and the state of the provide of th	mber and acridentity (for ervices and information ers we use in fing the Incom	dress), r purposes o nformation CDF may conducting ne Tax an complain		
Full Name and Title (Mr/Mrs/Miss/M Full Address (No PO. Box addrest Occupation (capacity to certify - received Certifier's Signature Please note: We reserve the right to demographic information such as agong the accounts of our church entity clie (including providing clergy with accounts of our church entity clie (including providing clergy with account If you do not provide us with the perdisclose your personal information to our business. We may also disclose your business are the formation about how we habout a breach of the Australian Private.	As/Rev etc): esses) efer overlead to contact the is collecting and occupents), contact unts and loa sonal inform to our related our personal andle your pacy Principle	f "Who can Certify Do ne certifier or request ng your personal information) and financial information we have request nation we have request dentities, contractors I information where we personal information,	addition CDF Colle mation (i formatio es on dep actional s sted, we providing we are re- including will deal	ection Notice including your not services (such as may not be able g services to us quired or autho	Date: y evidence ame, cont. t card deta accounts a c charge ca e to provid and to oth rised by Ai	felephone / from you. act details (sils) so that and provide ards). e our clients er third par ustralian law an access your efound in co	Number / such as pwe can vour clier swith setty service v to do sur informur Priva	ohone nurverify your ats with services or re provide o, including mation an cy Policy	mber and acridentity (for ervices and information ers we use in the lincon district the line of the li	dress), r purposes o nformation CDF may conducting ne Tax an complain CDF Sydney		
Full Name and Title (Mr/Mrs/Miss/M Full Address (No PO. Box addrest Occupation (capacity to certify - reserve the right to The Catholic Development Fund (CDI demographic information such as agong the accounts of our church entity clie (including providing clergy with account so If you do not provide us with the perdisclose your personal information to our business. We may also disclose your personal information to our business. We may also disclose your personal information to our business. We may also disclose your personal information to our business. We may also disclose your personal information to our business. We may also disclose your personal information to our business. We have also disclose your personal information to our business. We have also disclose your personal information to our business. We have also disclose your personal information to our business. We have also disclose your personal information to our business. We have also disclose your personal information to our business. We have also disclose your personal information to our business. We have also disclose your personal information to our business. We have also disclose your personal information to our business. We have also disclose your personal information to our business. We have also disclose your personal information to our business. We have also disclose your personal information to our business. We have also disclose your personal information to our business.	efer overleases occupants and loa sonal inform our related our personal andle your pacy Principle org.au/priva	ne certifier or requesting your personal information and financial introduction and financial introduction facilities) and transalation we have request entities, contractors information where we personal information, ses (as well as how we have statement.php or	addition CDF Colle mation (i formatio es on dep actional s sted, we e providing we are re- including will deal CDF Bro	ection Notice including your n in (such as credit posits and loan a services (such as may not be able g services to us quired or autho g details about h with any compla iken Bay custon	Date: y evidence ame, cont. t card deta accounts a c charge ca e to provid and to oth rised by Ai	felephone / from you. act details (sils) so that and provide ards). e our clients er third par ustralian law an access your efound in co	Number / such as pwe can vour clier swith setty service v to do sur informur Priva	ohone nurverify your ats with services or re provide o, including mation an cy Policy	mber and acridentity (for ervices and information ers we use in the lincon district the line of the li	dress), r purposes o nformation CDF may conducting ne Tax an complain CDF Sydney		
Full Name and Title (Mr/Mrs/Miss/M Full Address (No PO. Box addrest Occupation (capacity to certify - received Certifier's Signature Please note: We reserve the right to demographic information such as agong the accounts of our church entity clie (including providing clergy with accounts of our church entity clie (including providing clergy with account If you do not provide us with the perdisclose your personal information to our business. We may also disclose your business are the formation about how we habout a breach of the Australian Private.	efer overleasesses) efer overleases occupation of the contact the contact the contact the contact in the conta	ne certifier or request ag your personal information) and financial information we have request entities, contractors information where we determine the contractors in facilities and transaction we have request entities, contractors information where we contract on the contractors in the contractor in the contrac	addition CDF Colle mation (i formatio es on dep actional s sted, we e providing we are re- including will deal CDF Bro he follow	ection Notice including your n n (such as credi posits and loan a services (such as may not be able g services to us quired or autho g details about h with any compla iken Bay custom	Date: y evidence ame, conta t card deta accounts a c charge ca e to provid and to oth rised by Ar now you ca aint) can b ners - http	felephone / from you. act details (sils) so that and provide ards). e our clients er third parastralian lavurs access your access your efound in cost of the c	Number / Such as power can wood court clier we can wood court clier with see the service to do so ur inform ur Priva ocatholic	State Pr (Daytin Pohone nurverify yourness or the provides or, including the provides or, including the provides or the prov	mber and acridentity (for ervices and information ers we use in the Incoming the In	dress), r purposes on formation CDF may conducting the Tax an complain CDF Sydney		
Full Name and Title (Mr/Mrs/Miss/M Full Address (No PO. Box addrest Occupation (capacity to certify - reserve the right to The Catholic Development Fund (CDI demographic information such as agong the accounts of our church entity clies (including providing clergy with account so If you do not provide us with the perdisclose your personal information to our business. We may also disclose your personal information to our business. We may also disclose your personal information to our business. We may also disclose your personal information to our business. We may also disclose your personal information to our business. We may also disclose your personal information to our business. We may also disclose your personal information to our business. We may also disclose your personal information to our business. We may also disclose your personal information to our business. We may also disclose your personal information to our business. We may also disclose your personal information to our business. We may also disclose your personal information to our business. We may also disclose your personal information to our business. We may also disclose your personal information to our business. We may also disclose your personal information to our business. We may also disclose your personal information to our business. We may also disclose your personal information to our business. We may also disclose your personal information to our business. We may also disclose your personal information to our business. We may also disclose your personal information to our business your personal information to	efer overleage to contact the	ne certifier or request ag your personal information) and financial information we have request dentities, contractors information where we have request dentities, contractors information where we have request dentities, contractors information where we have requested the contractors of the contractors of the contractors information where we have seen as well as how we have statement.php or the contractor of the contractor	addition CDF Colle mation (i formatio es on dep actional s sted, we e providing we are re- including will deal v CDF Bro he follow eycathol	ection Notice including your not not seem as credit posits and loan as is ervices (such as quired or authout g details about howith any compleken Bay custon ving details:	Date: y evidence ame, conta t card deta accounts a c charge ca e to provid and to oth rised by Ar now you ca aint) can b ners - http	from you. act details (sils) so that and provide ards). be our clients or third parastralian law access you found in control of the control	Number / Such as power can wood court clier we can wood court clier with see the service to do so ur inform ur Priva ocatholic	State Pr (Daytin Pohone nurverify yourness or the provides or, including the provides or, including the provides or the prov	mber and acridentity (for ervices and information ers we use in the Incoming the In	dress), r purposes on formation CDF may conducting the Tax an complain CDF Sydney		
Full Name and Title (Mr/Mrs/Miss/M Full Address (No PO. Box addrest Occupation (capacity to certify - reserve the right to The Catholic Development Fund (CDI demographic information such as agong the accounts of our church entity clie (including providing clergy with account of the county	efer overleage to contact the	ne certifier or request ag your personal information) and financial information we have request dentities, contractors information where we have request dentities, contractors information where we have request dentities, contractors information where we have requested the contractors of the contractors of the contractors information where we have seen as well as how we have statement.php or the contractor of the contractor	addition CDF Colle mation (i formatio es on dep actional s sted, we i providing we are red including will deal CDF Bro the follow eycathol Box 340,	ection Notice including your nand locumentary exition Notice including your nand it is services (such as may not be able go services to us quired or authout with any completen Bay custom in godetails: ic.org, Level 16, Pennant Hills, I	Date: y evidence ame, cont. t card deta accounts a c charge ca e to provid and to oth rised by Ai now you ca aint) can b ners - http	from you. act details (sils) so that and provide ards). be our clients or third parastralian law access you found in control of the control	Number / Such as power can wood court clier we can wood court clier with see the service to do so ur inform ur Priva ocatholice	State Pr (Daytin Pohone nurverify yourness or the provides or, including the provides or, including the provides or the prov	mber and acridentity (for ervices and information ers we use in the Incoming the In	dress), r purposes on formation CDF may conducting the Tax an complain CDF Sydney		



Catholic Development Fund

Tel: (02) 9390 5200 Email: enquiries@sydneycdf.org.au Website: www.sydneycdf.org.au



Certifying your documents

This checklist will take you through exactly how your documents have to be certified. All documents you supply must be:

- A clear photocopy showing relevant page(s) or front & back of document as applicable to document type
- Certified in English
- The date of certification must be no older than 3 months ago
- The "original" certified copy (we will not accept copies of a copy) as signed by the Certifier

Who can certify documents?

The person who certifies your documents must be independent of your application and one of the following:

- Minister of Religion registered under Subdivision A of Division 1 of Part 1V of the Marriage Act 1961;
- Teacher employed on a full-time basis at a school or tertiary education institution;
- (3) a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants.
- (4) Medical Practitioner:
- (5) a Justice of the Peace;
- (6) a police officer;

The certifier must:

(7) a judge of a court;

- (8) a magistrate;
- (9) a registrar or deputy registrar of a court;
- (10) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described);
- (11) a notary public (for the purposes of the Statutory Declaration Regulations 1993);
- (12) an officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees.

Please Note: The above list of certifiers are those we consider to be the most readily available. Should you experience any difficulties sourcing any of the above certifiers, contact the Catholic Development Fund (CDF) to obtain details of alternative certifiers.

How to certify documents - checklist

d) Add the official stamp of their office, if possible.

a)	Write the following wording, or similar, on your documents:	Tick Box
"I c	mple, for identity verification documents that contain a photograph of the signatory ertify that I have seen the original document and that the photograph is a true likeness and this by is a complete and accurate copy of that original."	
b)	Sign and date the copy.	
c)	Add their name in block capitals along with their position and capacity to certify.	

Disclosure Statement

The Catholic Development Fund (the **Fund**) is required by law to make the following disclosure. The Fund is not prudentially supervised by the Australian Prudential Regulation Authority nor has it been examined or approved by the Australian Securities and Investments Commission. An investor in the Fund will not receive the benefit of the financial claims scheme or the depositor protection provisions in the *Banking Act 1959* (Cth). Investments in the Fund are intended to be a means for investors to support the charitable, religious and educational works of the Archdiocese of Sydney and Catholic Diocese of Broken Bay and for whom the consideration of profit are not of primary relevance in the investment decision. The investments that the Fund offers are not subject to the usual protections for investors under the *Corporations Act* (Cth) or regulation by Australian Securities and Investments Commission. Investors may be unable to get some or all of their money back when the investor expects or at all and any investment of the Fund are not comparable to investments with banks, finance companies or fund managers. The Fund's identification statement may be viewed for <u>CDF Sydney customers</u> at: www.bbcatholic.org.au, or by contacting the Fund. The Fund does not hold an Australian Financial Services Licence.