

CASH MANAGEMENT FUND ONLINE (CMF ONLINE)

TERMS AND CONDITIONS OF USE

Please read carefully before you sign.

Thank you for your interest in CMF Online. This system has been designed to assist CMF account holders manage their cash needs in a secure and efficient manner.

As a user of the system it is important to outline the key terms and conditions associated with the use of the software. Please take the time to read this information, before completing the request for access at the end of this document.

1. Acceptance of Terms of Use and Amendments.

Each time you use CMF Online, you agree to abide by these terms of use and any amendments that are made and notified to you over time.

2. Our Service.

This program is web-based and as such you will need a computer with adequate internet access. Every effort is made to ensure this program will operate on readily available web-browsers.

If you experience difficulties using this program, please contact Division CCMF via email on cmf@adventist.org.au or +61 2 9487 3333.

3. Your Responsibilities and Registration Obligations.

In order to use the CMF Online, you must request access from the Conference Office. You agree to provide truthful information when requested. When registering, you explicitly agree to these terms of use.

In order to process any funds transfers, two signatories will be required to sign-off. Local Church Board action will be required to nominate these individuals as signatories. At least two (2) individuals must be appointed per entity.

4. Privacy Policy.

Registration data and other personally identifiable information that we may collect is subject to the terms of our Privacy Policy.

5. Registration and Password.

You have requested access to use the CMF Online to manage your cash needs. Access to the system is provided via an activation email sent to your nominated email address. Your password will be set by you when you first log in. Your password is to remain confidential and must not be shared with anyone.

You accept responsibility for all use of the CMF Online using your email and password (your login ID) and for preventing unauthorised use of your login ID.

You agree to immediately notify the Helpdesk if you believe there has been any breach of security such as the disclosure, theft or unauthorised use of your username and password.

You should never leave the computer you are using without logging out first.

I have read this document and understand that my signature constitutes my acceptance of the terms of the agreement. I understand that my username and password is not to be used by anyone other than myself.

Applicant's Signature: _____ Date: _____

As a part of the application process, your identity must be verified. You must complete all of the application form (Part A and Part B). Part B requires an original certified copy of one of the nominated documents listed and requires a specific certifier to sign the form as well.

PART A

CMF Online - ACCESS REQUIRED

(please tick boxes as applicable)

A) Define Role (User may have more than 1 role)

Local Church Treasurer	Union Administrator	_____
Local Church Assistant Treasurer	Union Treasury Staff	
Conference Administrator	Division Administrator	
Conference Treasury Staff	Division Treasury Staff	

B) Define Permission

Read Only Signatory

Date: _____ Pastor/Head Elder Signature: _____

Applicant's Signature: _____ Administrator's Signature: _____

Applicant's Name: _____ Applicant's Church: _____
(First name, last name)

Applicant's Position: _____ Applicant's Email: _____

Applicant's Phone: _____ Applicant's Address: _____

Applicant's Fax: _____

Applicant's Birth Date: _____

Security Question: _____ Security Answer: _____

(Security question and answer to be used when contacting Division CCMF – ie What primary school I went to, Mother's maiden name, etc)

Local Church Treasurer – forward this form to your Conference Office

Conference Staff – forward this form to Division CCMF by fax - **+61 2 9489 0943**

PART B – Supporting Document(s)

Step A: Choose identification documents

You need to choose 1 document from the following list:

Please note that documents will not be returned.

Certified copy document

- Driver's Licence (must be current, shows current residential address and photograph)
- Birth Certificate or Birth Extract (issued by the Government)
- Proof of Age Card (must be current, shows current residential address and photograph)
- Pension Card (must be current and issued by the Government entitling financial benefits)

THE IDENTIFICATION DOCUMENT PROVIDED MUST DISPLAY YOUR FULL NAME

Step B: Select a Certifier

Take the original and copy of your identification document to a document certifier from the list below:

(Ask them to follow the instructions in Step C)

- A credentialed Minister of Religion
- A Justice of the Peace
- A Bank Officer with 2 or more years continuous service
- An Accountant who is a member of a Professional Accounting body
- A Solicitor or Barrister
- A Judge
- A Police Officer

Step C: Document Certifier to complete

To certify the copy of the identification document to be a true copy of the original document, on the copied document complete the following:

1. Write these words: "I hereby certify this document is a true copy of the original document shown to me on [date]"
2. Sign the document
3. Provide name and certifier classification (as per Step B). For example, John Smith, Accountant, Reg. No. (if applicable)

Then complete the following section:

I have examined the identification document of the person(s) listed in Step 1.

If Division CCMF Ltd has any questions regarding this verification, you may contact me at the details provided below:

(this may be your work or residential contact details).

Document Certifier

First name

Middle Initial

Surname/Family Name

Primary phone number

Unit number

Street number

Street Name

Suburb

State

Postcode

Certifier Classification (as per Step B)

Signature of certifier

Date (DD/MM/YY)

Note: It is an offence under the Anti-Money Laundering / Counter-Terrorism financing Act 2006 to provide a false or misleading statement, or to produce a false or misleading document.