

## To transfer money from a nominated financial institution or Credit Card account to an ADF account...

Please complete:

New Request  Amend Existing Request

### Contact Details

Title  Surname

Given Name/s

Street

Suburb  Postcode

Phone (day)

Email

Please transfer from the financial institution account or Credit Card account below to my / our ADF account the sum of \$

once  weekly  fortnightly  monthly  quarterly  half yearly  yearly

Commencing on  /  /  and ending on  /  /

*(If no end date is provided, the transfer will continue until further notice in writing is received from you)*

<p><b>Transfer from my / our financial institution account:</b></p> <p>Account Name <input type="text"/></p> <p>Bank Name <input type="text"/></p> <p>Branch <input type="text"/></p> <p>BSB <input type="text"/> Acct No <input type="text"/></p> <p style="text-align: center;"><b>OR</b></p> <p><b>Transfer from my / our Credit Card account:</b></p> <p>Cardholder's Name <input type="text"/></p> <p>Credit Card Number <input type="text"/></p> <p><input type="checkbox"/> MasterCard <input type="checkbox"/> Visa Card</p> <p>Card Expiry Date <input type="text"/> / <input type="text"/></p>	→	<p><b>Transfer to my / our ADF account:</b></p> <p>ADF Account Name <input type="text"/></p> <p>ADF Account No <input type="text"/></p>
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I / We confirm that the terms and conditions applying to this Electronic Transfer Request (as set out in this document) have been read and understood.

Name of Signatory 1

Name of Signatory 2   
(if required)

Signature 1 / Cardholder's  
Signature

Signature 2 (if required)

**Please note: Two authorised signatures are required for parish accounts.** Date  /  /

For assistance completing this form, please email [adf@anglicanfunds.com.au](mailto:adf@anglicanfunds.com.au) or phone (03) 9653 4220.

### Electronic Transfer Request Service Agreement

#### Our commitment to you

This document outlines our service commitment to you, in respect of the Electronic Transfer Request arrangements made between Anglican Development Fund (Diocese of Melbourne) ABN 79 866 748 591 (User ID 187736) and you. It sets out your rights, our commitment to you and your responsibilities to us, together with where you should go for assistance.

#### Initial terms of the arrangements

In terms of the Electronic Transfer Request arrangements made between us and signed by you, we undertake to periodically debit your nominated account with the agreed amount.

#### Drawing arrangements

The first drawing under the Electronic Transfer arrangement will occur on the nominated date.

If any drawing falls due on a non-business day, it will be debited to your account on the next business day following the scheduled drawing date.

We will give you at least 14 days notice in writing when changes to the initial terms of the arrangement are made. This notice may include the new amount, frequency, next drawing date and/or any other changes to the initial terms.

If you wish to discuss any changes to the initial terms, please contact us by telephone on (03) 9653 4220 during business hours or by email to [adf@anglicanfunds.com.au](mailto:adf@anglicanfunds.com.au)

#### Your rights

##### Changes to the arrangement

If you make changes to the drawing arrangements, please contact us by telephone on (03) 9653 4220 during business hours or by email to [adf@anglicanfunds.com.au](mailto:adf@anglicanfunds.com.au)

These changes may include:

- deferring the drawing; or
- altering the schedule; or
- stopping an individual debit; or
- suspending the Electronic Transfer Request; or
- cancelling the Electronic Transfer Request completely

##### Enquiries

Direct enquiries to us, rather than to your financial institution, and these should be made at least 10 working days prior to the next scheduled drawing date. All communication addressed to us should include your account number.

All personal customer information held by us will be kept confidential except that information provided to our financial institution to initiate the drawing from your

nominated account. Where an investor has signed a release, information will be supplied to the Parish upon request.

#### Disputes

If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with us by contacting us by telephone on (03) 9653 4220 during business hours. You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing.

#### Your commitment to us

It is your responsibility to ensure that:

- your nominated account can accept electronic transfers (your financial institution can confirm this); and
- that on the drawing date there is sufficient cleared funds in the nominated account; and
- that you advise us if the nominated account is transferred or closed
- If your drawing is returned or dishonored by your financial institution, we will contact you and depending upon your response, may need to cancel this arrangement. Appropriate action will be taken to recover any transaction fees payable by us in respect of the foregoing.