



CORPORATE CARD LIMIT AMENDMENT REQUEST

PURPOSE OF THIS FORM

For the authorised officers of the below named facility to request the Catholic Development Fund (CDF) to arrange for an amendment to the limit of the CBA Corporate Card. This form also acts as authorisation to increase the Facility Limit if necessary.

INSTRUCTIONS FOR COMPLETION

- This form is to be completed if an alteration to the limit of the Corporate Card is requested.
- The form must be completed in full before forwarding to the CDF.
- Digital signatures are not accepted. Form to be authorised with wet ink signatures.

SECTION 1 – CARDHOLDER INFORMATION

Please accept this as our authority to amend the limit for the following Credit Card:

Client Name:		Member No:
Facility Name:	Facility Number:	
Current Monthly Card Limit:	Increase to be approved under our existing Facility limit.	
New Monthly Card Limit:	Facility Limit to be increased.	
Transaction Limit:	Current Facility Limit:	
Cash Access: Yes, able to withdraw cash. No, not able to withdraw cash.	New Facility Limit:	
MCC Blocking* Code:		

SECTION 2 – CARDHOLDER INFORMATION AND ACKNOWLEDGEMENT

Full name of Cardholder:	Date of Birth:
Residential Address (PO Box not acceptable):	
Mobile Number:	Email Address:
I, the above listed cardholder acknowledge the following:	
- The CBA MasterCard provided to me is for work related expenses and is not available for my personal use. - I will be held personally liable for any transactions deemed non work related expenses by the facility holder. - The facility holder reserves the right to revoke and/or cancel my Corporate Card at any time. - The CBA Corporate Card Terms and Conditions must be adhered to at all times.	
Specimen Signature:	Date:
	Office Use Only: Client Number:

SECTION 3 – AUTHORISATION

We, the below listed authorised officers, hereby authorise the Archdiocesan Development Fund to amend the limit of the Corporate Card for the individual listed in Section 2 to be issued under the facility specified in Section 1. We further authorise for the below listed account to be deducted for any expenses incurred on the Corporate Card.

Account Name:	Account No:
Name Authorised Person 1	Name Authorised Person 2
Signature of Authorised Person 1 Date:	Signature of Authorised Person 2 Date:

DISCLOSURE STATEMENT

The Archdiocesan 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 Brisbane 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 at <https://cdf.org.catholic.org.au/governance/disclosure-statement/> or by contacting the Fund. The Fund does not hold an Australian Financial Services Licence.

CDF Privacy Collection Statement

The CDF collects, holds, uses and discloses personal information about you. The CDF collects personal information directly from you for the purposes of providing services and products, including processing of payments and transactions and managing accounts. If the personal information you provide is incomplete or inaccurate, we may not be able to provide you with the services or products you seek.

The CDF may disclose personal information about you to parishes, schools and agencies within the Archdiocese, and external third parties, including service providers and other financial institutions that assist the CDF in providing services and products. The CDF does not disclose personal information overseas, but the CDF may engage with third parties who use service providers with overseas infrastructure.

Our Privacy Policy (available on our website or on request) sets out how you can access and ask for correction of your personal information, how you can complain about privacy-related matters and how we respond to complaints.

Contact: Privacy Officer, GPO Box 3089, Canberra ACT 2601. Email: cdf@cg.org.au, telephone 02 6239 9870

CDF USE ONLY

Signatures Verified:	Checked:
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