

# CMF Online Application Form



## *Cash Management Fund (CMF) Online*

CMF Online has been designed to assist CMF account holders to manage their cash needs in a secure and efficient manner.

As part of the application process, all applicants must be identified and complete all of the application form (Part A and B).

Please forward completed form, with supporting documentation, to NNSW Conference for processing – by post to PO Box 7, Wallsend NSW 2287 or email it to [nswlcscs@adventist.org.au](mailto:nswlcscs@adventist.org.au) which the Conference Administration will endorse the documents and forward them to CMF for processing.

## **Terms and Conditions of Use**

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*Before completing your application, please read carefully the CMF Online Terms and Conditions of Use.*

### **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](mailto: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 [servicedesk@adventist.org.au](mailto:servicedesk@adventist.org.au) 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.

# CMF Online Application – Part A

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Applicant's Name: \_\_\_\_\_

Applicant's Church & CMF account Number: \_\_\_\_\_

Applicant's Position: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Birth Date: \_\_\_\_\_

Security Question\*: \_\_\_\_\_

Security Answer\*: \_\_\_\_\_

*\*Security question and answer can be used anytime for identification purposes e.g. What primary school I went to, Mother's maiden name*

## Define Role

- Local Church Treasurer
- Local Church Assistant Treasurer
- Local Church – Other \_\_\_\_\_
- Others (please specify) \_\_\_\_\_

## Define Permission

- Read Only
- Signatory

## CMF Online Application – Part A continued

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### Declaration

I have read the Terms and Conditions of Use and understand that my signature constitutes my acceptance of these terms and conditions. I understand that my username and password is not to be used by anyone other than myself. I agree that the personal information I have supplied is correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Approved by Pastor/Head Elder

On behalf of \_\_\_\_\_ [print name of Church] Church, as passed by the Board/Business Meeting, I, \_\_\_\_\_ [print name], as the Pastor/Head Elder [please circle] allow \_\_\_\_\_ [print name of applicant] to be given access to CMF Online.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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### Conference Use Only

Name of Administrator: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

- Applicant's Church Membership Checked
- Application forwarded to CMF – Date \_\_\_\_\_

# CMF Online Application – Part B Proof of Identity

## Step 1: Choose Identification Document

Choose TWO or more identification documents from the following list, to equal at least 100 points, take a copy and have them certified (refer Steps 2 & 3 below). Please note that the documents must display your full name and the copy will not be returned to you.

- Driver’s Licence (must be current, shows current residential address and photograph) 40 points
- Birth Certificate or Birth Extract (issued by the Government) 70 points
- Passport (must be current and show photograph) 70 points
- Proof of Age Card (must be current, shows current residential address and photograph) 40 points
- Pension Card (must be current and issued by the Government entitling financial benefits) 40 points
- Medicare Card 25 points

## Step 2: Select a Document Certifier

Take the original and copy of your identification document to a Document Certifier from the list below and ask them to follow the instructions in Step 3.

- Credentialed Minister of Religion
- Justice of the Peace
- Bank Officer with 2 or more years continuous service
- Solicitor or Barrister
- Accountant who is a member of a Professional Accounting Body
- Current Serving Police Officer
- Defence Force Officer

## Step 3: Document Certifier to complete

Document certifier to sight the original and copy of the identification documents and then complete the following on the copy to certify it:

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

Document certifier also to include their personal details below:

First name	Middle Initial	Surname/Family Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Primary phone number	Unit number	Street number	Street Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb	State	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Certifier Classification (as per Step B)	Signature of certifier	Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

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.