

**School, Parish, Organisation or Business
Application for Linking ADIG Accounts to**



Please tick one	<input type="checkbox"/> New Authority, or	<input type="checkbox"/> Supplementary to Existing Authority, or	<input type="checkbox"/> Replacement of Existing Authority
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I/We	
(Full Names)	
Being	
(Position)	
Of	
(Name of Principal Account Holder)	
(Address & Telephone Number)	(Email Address)

I/We have read and acknowledge the Risk Management Issues of [ADIGonline](#), outlined on pages 1-2 of this document, and apply for access to my/our accounts through the [ADIGonline](#) service. I/We authorise the following users to have access to my/our accounts as listed below.

I/We understand that Sole Account Access will enable the nominated personnel to view account information and singularly perform transactions on the nominated accounts including the transfer of funds to accounts of external organisations and individuals. Other Users will be able to access account information singularly but will need authorisation from a second User for value transactions.

I/We acknowledge that anyone who has access to the Passwords may be able to transact on these accounts and it is the responsibility of the undersigned to protect the Passwords and not disclose them to anyone else.

I/We accept full responsibility on behalf of the nominated users for ensuring that payment details are correct, and acknowledge that ADIG has no liability for any payment made in accordance with details provided.

I/We will inform ADIG immediately there is any suspicion that the security of any Passwords has been breached.

Details of accounts to be linked to [ADIGonline](#) and mode of operation of the accounts through [ADIGonline](#) :

	Name of Account(s) (in full)	Member No.	Other Member No.s you wish to transfer to from this Member No.	Operation of Value transactions * (transfers) :	Daily Limit for value Transactions (\$)	
					Internal	External
1				Sole / Joint (delete one) Login	\$	\$
2				Sole / Joint (delete one) Login	\$	\$
3				Sole / Joint (delete one) Login	\$	\$
4				Sole / Joint (delete one) Login	\$	\$
5				Sole / Joint (delete one) Login	\$	\$

Note:

- The above details are required for all depositors as you may have a number of member numbers with the ADIG, but may only want to view and transact via the internet on some of those accounts.
- [ADIGonline](#) is not intended to override existing signatory arrangements. For example, if an account currently requires two signatures for withdrawals or signing of cheques, then value transactions via [ADIGonline](#) should also require two Logins. If account access is required for a person who is not a current account signatory, ADIG will need to identify them under the normal 100 points procedures.
- * Note that Sole or Joint Login selected for value transactions applies to all accounts under that Member number.

Risk Management Issues to be considered before linking your accounts to [ADIGonline](#) :

1. Important issues the Principal Account Holder must be aware of when authorising access to [ADIGonline](#).

- 1.1. The Principal Account Holder authorises the ADIG to allow access to each member number to specific access levels for each user. Access to [ADIGonline](#) may be terminated by the Principal Account Holder at any time by giving notice to the ADIG in writing.

- 1.2. The Principal Account Holder authorises the Login Name (Member Number) and Password used by the user(s) with the authority to operate, to be the authorised signatories on the nominated accounts through **ADIGonline**.
- 1.3. The Principal Account Holder indemnifies the ADIG and takes full responsibility for all value and non-value transactions through **ADIGonline** that use the Principal Account Holder's or user(s)' correct Login Name and Password.
- 1.4. ADIG may terminate or suspend access to **ADIGonline** by the Principal Account Holder or the user(s) for any reason.
- 1.5. The Principal Account Holder acknowledges and accepts that the ADIG cannot verify by way of signature comparison whether **ADIGonline** access was correct and accepts that the use of the correct Login Name and Password is the equivalent of a signature.
- 1.6. The Principal Account Holder acknowledges that ADIG is not liable for any loss or inconvenience experienced by the Principal Account Holder as a result of **ADIGonline** being unavailable for any reason. ADIG will endeavour to maintain **ADIGonline** to reflect the most up to date account information and the availability of the system. However, ADIG cannot be held responsible for any loss or liability, real or contingent, by lack of access availability or superseded account information.
- 1.7. ADIG will endeavour to ensure all transfer instructions are carried out in accordance with your or your authorised users' instructions but cannot be held responsible for any loss, real or contingent.
- 1.8. You agree that accounts nominated for access through **ADIGonline** will not receive account statements by mail. **ADIGonline** allows you to view and/or print transaction lists or account statements at any time and at any frequency of your choosing.
- 1.9. The use of **ADIGonline** is also subject to the terms and conditions of the individual account products.
- 1.10. These conditions will be available for viewing on the ADIG web site www.adig.com.au. Variations to these terms and conditions will be notified on this web site. Your use of **ADIGonline** internet access after notification will constitute acceptance of the variation.

2. Security

- 2.1. The software is browser based and uses the latest 128 bit encryption technology and security which is the same high level of encryption technology as many of the leading Financial Institutions. The user can confirm their **ADIGonline** session is encrypted by the appearance of a "lock" symbol at the foot of the browser.
- 2.2. User(s) are issued with a Login Name and Password only after the Principal Account Holder's authorisation has been received. The first time a user logs in to **ADIGonline** with a new or replacement Password issued by ADIG they will be automatically prompted to change their Password to one of their own devising within the set password parameters.
- 2.3. User(s) are able to transfer funds within the Principal Account Holder's own accounts or to other ADIG accounts, and are also able to transfer funds to accounts at external financial institutions as per the authority set by you.
- 2.4. If a user suspects there has been or may be unauthorised access, the ADIG can disable access immediately upon receipt of advice.
- 2.5. Transfer of funds to external financial institutions will be processed once daily at 2:30 p.m. on a banking day.
- 2.6. After 5 minutes an inactive web page will be automatically logged off by the system. A new internet session must be commenced if the host session is inactive for a further 2 minutes.
- 2.7. Access will be blocked if there are 3 successive unsuccessful login attempts during a 24 hour period (from Midnight daily). Access may only be restored through ADIG who will restore access after ascertaining identity of user.
- 2.8. There are two levels of authorised access available for each member number.
- 2.9. There is a record of all communication on **ADIGonline**. All transactions processed through **ADIGonline** are processed with normal "batch" transactions and will show on ADIG hard copy reports.
- 2.10. Credit external Payments will be subject to a daily limit which must be authorised by the Principal Account Holder.
- 2.11. All transfers will be confirmed by an email sent immediately to the Principal Account Holder.

3. Principal Account Holder's Security Precautions

There are several key precautions that should be observed by Principal Account Holders and users when using **ADIGonline**

- 3.1. Password must be kept secret and secure.
- 3.2. Never leave a computer unattended while logged on to **ADIGonline**.
- 3.3. Do not use date of birth, telephone number, address, name or names of friends, relatives or associates in a Password
- 3.4. Change Password regularly, at least monthly is recommended
- 3.5. Always exit **ADIGonline** when finished
- 3.6. Use a reputable Internet provider
- 3.7. Always use the latest available virus scanning software or virus signature file.
- 3.8. Keep complete and accurate records of daily transactions initiated through **ADIGonline**
- 3.9. The Principal Account Holder is to ensure the ADIG has a current and accurate account operating authority.

The users authorised for account enquiry access are:

The users to authorise transactions (funds transfers) are:

Full Name	
Contact Details Address :	
Telephone Number(s):	Wk: _____ Hme: _____ Mobile: _____
Email: (important)	
Member Numbers For Access:	

Full Name	
Contact Details Address :	
Telephone Number(s):	Wk: _____ Hme: _____ Mobile: _____
Email: (important)	
Member Numbers For Authorisation:	

Full Name	
Contact Details Address :	
Telephone Number(s):	Wk: _____ Hme: _____ Mobile: _____
Email: (important)	
Member Numbers For Access:	

Full Name	
Contact Details Address :	
Telephone Number(s):	Wk: _____ Hme: _____ Mobile: _____
Email: (important)	
Member Numbers For Authorisation:	

Full Name	
Contact Details Address :	
Telephone Number(s):	Wk: _____ Hme: _____ Mobile: _____
Email: (important)	
Member Numbers For Access:	

Full Name	
Contact Details Address :	
Telephone Number(s):	Wk: _____ Hme: _____ Mobile: _____
Email: (important)	
Member Numbers For Authorisation:	

Full Name	
Contact Details Address :	
Telephone Number(s):	Wk: _____ Hme: _____ Mobile: _____
Email: (important)	
Member Numbers For Access:	

Full Name	
Contact Details Address :	
Telephone Number(s):	Wk: _____ Hme: _____ Mobile: _____
Email: (important)	
Member Numbers For Authorisation:	

Important Notes:

- 1) For security and control reasons the same person should not appear in both left and right columns **for the same member number**. Doing so will enable that user to perform transfers without a second authorisation. If such a person is nominated, the Primary Account Holder acknowledges this person(s) will have the ability to transfer funds to internal and external accounts without a second authorisation.
- 2) If more ADIGonline users are required than will fit on this form, simply use another form in addition to this one.

I/We acknowledge as I/We now have full access to transaction details at any time, passbooks will not be updated by ADIG and statements will not be mailed.

Signature _____ Name of Authorised Account Signatory* _____ Date ____/____/____

Signature _____ Name of Authorised Account Signatory* _____ Date ____/____/____

Signature _____ Name of Authorised Account Signatory* _____ Date ____/____/____

**This authority must be signed in terms of the existing Authority to operate the member numbers nominated, held by the ADIG. This authority for linking accounts to ADIGonline will be held with the normal authority to operate on the accounts.*