

CMF Online Application Form

This form is used by Seventh-day Adventist Churches in Australia and New Zealand to request access to CMF Online for nominated persons. In CMF Online the nominated person can transact and/or access information related to a church's CMF account/s.

Instructions to help you complete this form

Step 1: Please read the CMF Online Terms of Use in Section A. If you are willing to comply with the Terms of Use please sign the declaration and then move to Section B.

Step 2: Please provide the requested personal information in Section B and then move to Section C.

Step 3: Please take the form (with Sections A and B completed) to a Document Certifier together with the required identification documents and ask them to complete Section C for you. The table below shows who is a Document Certifier and which identification documents you need to take with you.

What identification document/s do you take?

Take identification documents from the list in Section C that together equal at least 100 points.

Important: *If your name differs from that shown on your ID document/s please also take your original name change document (such as a marriage certificate).*

Who is a Document Certifier?

- Credentialed minister of religion for the Seventh-day Adventist Church
- Justice of the Peace or Commissioner of Declarations
- Accountant who is a member of a Professional Accounting body
- Solicitor or Barrister
- Police Officer
- Bank Officer with two or more years continuous service
- Australia Post Officer

Step 4: Please take the form (with Sections A, B and C completed) and ask two of your local church officers (Pastor, Head Elder, Church Clerk) to complete and sign Section D.

Step 5: Please email or post the form (with Sections A, B, C and D completed) to your Conference Office. The Conference will authorise the form in Section E and securely send it to CMF.

Step 6: CMF will send you a CMF Online activation email once your application has been processed. Please click on the link and follow the instructions in the activation email to start your CMF Online profile.

Section A

CMF Online Terms of Use

This section sets out the CMF Online Terms of Use. Please read the Terms of Use carefully and if you agree to comply with them, please sign the declaration at the bottom of this page.

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

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

If you experience difficulties using CMF Online, please contact Division CCMF via email at cmf@adventist.org.au or +61 2 9847 3333.

3. Your Responsibilities and Registration Obligations

In order to use CMF Online, you must request access from your 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 or payments, two signatories will be required to sign. 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 CMF Online. 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 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 if you believe there has been any breach of security such as the disclosure, theft or unauthorised use of your login ID.

You agree to always log out of CMF Online before leaving your computer.

6. Declaration

I have read the CMF Online Terms of Use and understand that my signature constitutes my acceptance of these terms. 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



Section B

Your Personal Details

Please provide the following personal information. To comply with the CMF Online Terms of Use, your email address must be private and not a shared email address.

First Name	Surname		
Have you been known by any other names (please insert any previous names):		Date of birth	
Residential Street Address (not PO Box)			
Suburb		State	Postcode
Email		Phone Number	
Security Question		Security Answer	

(Security question & answer may be used for identification purposes – eg. Mother's maiden name).

Section C

Confirming your Identity

In this section we ask you to confirm your identity. Please take this form and the required identification documents to a Document Certifier and ask them to complete this section for you.

Important: 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.

To be completed and signed by the Document Certifier

I have sighted the following original identification document/s that together equal at least 100 points and confirm that the document/s match the personal details shown in Section B above (certifier, please sign initials next to each document sighted):

Document	Points	Certifier Initials
Driver's License (must be current, show residential address & photograph)	40	
Passport (must be current or expired for less than 2-years & show photograph)	70	
Birth Certificate or Birth Extract (must be issued by Government)	70	
Proof of Age Card (must be current, issued by Government & show photograph)	40	
Pension Card (must be current and issued by Government)	40	
Medicare Card (must be current)	25	

Personal details of document certifier

First Name	Surname		
Residential Street Address (not PO Box)		Suburb	
State	Postcode	Phone	
Document Certifier Qualification (see list on cover page)		Document Certifier's Registration Number or Stamp	
Signature of Document Certifier		Date	



Section D

Church Authorisation

In this section your church officers authorise your access to CMF Online. Please take this form and have it signed by your Pastor, Head Elder, or Church Clerk (any two must sign).

Important: a person signing this section must not be the same person that confirmed your identity in Section C.

On behalf of (insert church name), as passed by the Board/Business Meeting, we authorise the undermentioned person to be given the requested access to CMF Online:

Name of Applicant	Type of access (Please tick one box only)
Applicant's role/position at Church	<input type="checkbox"/> Read-only (can view information but not authorise payments)
	<input type="checkbox"/> Signatory (can view information and authorise payments)
Signature	Signature
Name	Name
Position	Position
Date	Date

Section E

Conference Authorisation

In this section your Conference Office will confirm and second authorise your access to CMF Online. Please send this completed form to your Conference Office. Your Conference Office will securely forward the form to CMF.

We have reviewed this CMF Online Application form and authorise CMF to start a CMF Online profile according to the details below:

Name of Applicant	
Applicant's church membership confirmed <input type="checkbox"/> Yes	CMF accounts to be given access to (insert name and/or number)
Daily Payment Limit* (insert dollar amount)	<i>* If signatory access has been ticked in Section D, please specify a daily payment limit for this CMF Online user. The daily payment limit is the total value of payments the user can authorise in a 24-hour period.</i>
Signature	Signature
Name	Name
Position	Position
Date	Date

END OF FORM

