

Form: F011 Form must be completed by an **acceptable referee** for **any new** signatory to an account and then forwarded to the **CDF**.

REFEREE REFERENCE



Catholic Development Fund

ACCOUNT:	Catholic Development Fund
NUMBER:	062902 903419

PART A: (To be completed by the signatory in the presence of the referee)

Surname: _____ **Given names:** _____

Address: _____ **Suburb:** _____ **Phone:** _____

Email: _____ **Signature:** _____

PART B: Acceptable referee statement

Surname: _____

Given names: _____

Occupation: _____

Address: _____
(State & postcode)

Category of referee:
(Refer to the back of this form) _____

I have known the signatory for
(minimum period 12 months) _____

I have examined the identification
documents, the details of which are set out in
Part C of this statement.

Where the name on the primary identification document differs from the name used by the 'signatory' in relation to the account, state the explanation given by the 'signatory'.

Signed: _____

Date: _____

PART C: Details of documents (any one of three) examined

Birth Certificate			
Name on certificate:	_____		
Date of birth:	_____	Date of issue:	_____
Office of issue:	_____		

Citizenship Certificate			
Name on certificate:	_____		
Date of birth:	_____	Date of issue:	_____
Office of issue:	_____		

Passport	
Name on passport:	_____
Date of birth:	_____
Passport number:	_____
Country of Issue:	_____
Date of issue:	_____
Date of expiry:	_____

Form: F011 Form must be completed by an **acceptable referee** for **any new** signatory to an account and then forwarded to the **CDF**.

NOTES FOR GUIDANCE OF ACCEPTABLE REFEREES

Under the Government's Cash Transactions Reports Act, all new cheque account signatories, or new replacement signatories on existing cheque accounts, have to be identified.

For each new or replacement signatory a separate identification reference form must be completed by the referee and returned to the CDF.

An identification reference is to be provided by signatory to an account and comprises a written and signed reference by a person within a specified class of acceptable referees as defined in the Cash Transaction Reports Act 1988 regulations (see list below), stating that:

- the referee has known the signatory for a specified period (minimum 12 months);
- that the signatory has been commonly known by the relevant name; and
- that they have examined **one** primary identification document for the signatory in that name or

Primary identification documents are:

- birth certificate
- citizenship certificate
- passport

NOTES:

- 1. It is an offence under the *Cash Transaction Reports Act* to make a false or misleading statement.**
- 2. The reference form should be signed by the 'signatory' in the presence of the 'referee'.**
- 3. Although many categories of 'referees' are acceptable, the Catholic Development Fund would prefer either the parish priest, school principal or any full-time teacher who has been teaching for more than five years. If this is not possible a list of acceptable referees is on the reverse of the enclosed forms.**

CATEGORY OF ACCEPTABLE REFEREES:

1. Accountants (members of the Institute of Chartered Accountants, the Australian Society of Accountants or the National Institute of Accounts)
2. Aldermen or Councillors of Municipal or Shire Councils
3. Bank, Building Society & Credit union employees and agents authorised by their institution to open accounts
4. International Bank employees authorised by their institution to open accounts, where the International Bank engages in a transaction with a cash dealer
5. Bailiffs
6. Barristers
7. Clerk of Courts
8. Clerk of petty sessions
9. Commissioned officers currently serving in the Defence Forces
10. Dentists
11. Diplomatic or Consular officers of an Australian Embassy, High Commission or Consulate, either in Australia or overseas.
12. Holders of statutory offices for which an annual salary is payable
13. Insurance Company full-time employees who have employed continuously for at least 5 years by such company
14. Judges and Masters of Federal, State and Territory Courts
15. Justices of the Peace
16. Members of an aboriginal community, elders of an aboriginal community
17. Medical practitioners
18. Members of Federal or State Parliament
19. Members of the Legislative Assembly of the ACT, Northern Territory or Norfolk Island
- 20. Ministers of Religion who are authorised Marriage Celebrants**
21. Notaries public
22. Nursing sisters
23. Pharmacist
24. Police officers in charge of Police Stations
25. Police officers of the rank of Sergeant and above
26. Postal managers
27. Public employees - current full-time employees of Commonwealth, State, Territory or Local Governments or Statutory Authorities who have been employed for at 5 years by one or more of those employers
28. Registrars of Federal or State Courts
29. Sheriffs
30. Solicitors
31. Stipendiary magistrates
- 32. Teacher full-time who have been teaching for more than 5 years at schools or tertiary institutions**
33. Veterinary surgeon