

# Baptist Financial Services Australia Ltd

ABN 56 002 861 789 – AFSL 311062



## eStatement Church/Business Registration Form

Send to: Baptist Financial Services Australia Ltd (BFS)

Ph - 1300 650 542

Fax - 1300 784 699

Email [clients@bfs.org.au](mailto:clients@bfs.org.au)

Web [www.bfs.org.au](http://www.bfs.org.au)

**NSW/ACT** PO Box 122 Epping NSW 1710

**VIC/TAS** PO Box 377 Hawthorn VIC 3122

**SA/NT** PO Box 432 Unley SA 5061

**WA** PO Box 57 Burswood WA 6100

A delegated body of Australian Baptist Ministries

**Church or  
Business Name:**

Client No.

\_\_\_\_\_

**Email address**

**On behalf of the above Church/Business, I/we hereby apply to register for eStatement Business for the above client.**

**I/We I acknowledge having read, understood and accepted the terms and conditions as contained in our 'Product Information Statement – Offer Document' and 'Financial Services Guide and Product Disclosure Statement – BFS Non Cash Payment Products' and the terms and conditions attached to this form.**

**Authorised Person signature**

**Authorised Person signature**

<b>SIGN HERE</b>	<b>SIGN HERE</b>
Name	Name
Date	Date

(print details clearly)

## **eStatements Church/Business Terms and Conditions**

1. Any Church or Business clients that wish to access BFS eStatements are required to be registered for BFSOnline. Access to BFSOnline is via the BFS website. ([www.bfs.org.au](http://www.bfs.org.au))
2. For a Church or Business to register to receive BFS eStatements they are required to complete this form.
3. BFS will then issue the Church or Business with a login code and password for BFSOnline. This access will only allow enquiry access to the products with BFS and the ability to register for BFS eStatements.
4. It is the Church or Business responsibility to provide the login code and password to those who have authority to use such codes and BFS accepts no responsibility as to who these codes are issued to by the Church or Business.
5. It is up to the Church or Business to amend the password as and when required i.e. when the authorised persons are changed, etc
6. The Church or Business must register to receive eStatements and provide an email address to receive notification that a new eStatement is available to view in BFSOnline.
7. The Church or Business is required to have a compatible PDF viewer such as Adobe Acrobat to view your eStatements and any accompanying BFS information online.
8. The Church or Business must ensure that your email address is updated, if it changes. This is to ensure notification of eStatements is always sent to the correct email address. A change to an email address can be completed at BFSOnline.
9. Should the email notification "bounce back" we will contact the Church or Business requesting a new email address.
10. Once the Church or Business is registered to receive eStatements, paper statements will no longer be sent.
11. The Church or Business agrees to regularly check their email for notices that eStatements are available.
12. If the Church or Business locate any errors, discrepancies, or unauthorised transactions they must notify BFS immediately by calling BFS on 1300 650 542.
13. The Church or Business will be responsible for maintaining and checking their electronic equipment.
14. The Church or Business will be responsible for printing or saving important information and we strongly recommend that they do so.
15. The Church or Business can cancel the registration to receive eStatements at any time. By deregistering for this service they will revert to receiving paper statements.
16. Access to eStatements is subject to system availability. If for any reason we are unable to provide an eStatement we may send a paper statement to your nominated postal address.
17. If the investment/loan is closed the final statement will be provided in paper form.
18. Archived statements prior to the implementation of eStatements will only be available starting from January 2015. The eStatement archive in BFSOnline will grow month by month following the implementation of eStatements. eStatements will be available for up to 7 years.