

Professional Standards Office

Established by the Bishops and Leaders of Religious Institutes
Of the Catholic Church
in South Australia

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ABN: 29 608 297 01

FILE COPY

26th November 2003

Mr
REDACTED

Dear

Re: Form of Acceptance –

We acknowledge receipt of the forms you faxed to this office on 21st November 2003.

However before the matter can progress we need you to return the whole Form of Acceptance document and it needs to be the original document, rather than a photocopy or a faxed copy.

We note that you have signed on behalf of and will need the following additional information:

1. Does attend to his own financial affairs? If not, who is responsible for assisting him?
2. Is there any documentation to support someone other than having responsibility for affairs? (e.g. Power of Attorney, Guardianship Order or similar)
3. If there is no formal documentation and you are accepting on behalf, then we would need some evidence that is not legally competent to handle his own affairs. This might be a letter from G.P. to evidence the fact that does not have the ability to handle his finances.
4. Would you also advise re current banking arrangements. Does he have an account in his own name? If so, please provide the location and number and advise whether you are also a signatory to the account? If this is the account which you nominate for the transfer of funds pursuant to the Form of Acceptance then would you confirm whether electronic transfer is acceptable or whether you require a cheque.
5. Would you please provide a certified copy of birth certificate. Once you have provided the above information, we will make a time for you to come in, in order for us to sight your personnel ID (driver's license, passport etc).

Further, in relation to point 2 of your letter, we refer you to clause 10 of the Form of Acceptance which confirms that the payment/acceptance is made without any admission of liability as advised.

We trust these formalities will not be too difficult for you to comply with and look forward to hearing further from you.

If you would like to clarify any of this, please phone me on 8223 5890.

Yours sincerely,

A handwritten signature in cursive script that reads "Sue Cain".

Sue Cain
Director