

Professional Standards Office

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

Postal Address: GPO Box 1364
Adelaide 5001

Address: Catholic Diocesan Centre
39 Wakefield Street Adelaide 5000

Telephone: 08 8223-5890
Fax : 08 8223 1572

Email Address: professionalstandards@adelaide.catholic.org.au

ABN: 29 608 297 01

26th November 2003

LO

REDACTED

Dear LO

Re: Form of Acceptance

Thank you for your completed Form of Acceptance. We note that you have signed on behalf of your son LE

In order to process the payment for LE we require some further information as follows:

1. Who, or what entity, is responsible for administering LE financial affairs?
2. Are you able to provide any formal documentation in support of same, such as Guardianship Order?
3. If there is no formal order, and you as LE mother are accepting on his behalf, when we would need some evidence that LE is not legally competent to handle his own financial affairs. This would include: a letter from LE G.P. in support of the fact that he is not able to manage his financial affairs (ie not legally competent).
4. Advice as to his current banking arrangements. Does he have a bank account? If so please provide the account number and location at which it is held? Who are the signatories to the account?

Would you also please provide number of any account you may wish to nominate to receive the funds under the Form of Acceptance and confirm whether electronic transfer is acceptable.

Once you have provided the above information, we will contact you by telephone and make a time for us to sight your personal ID (e.g. Driver's license, passport etc).

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 that it will not be too difficult for you to comply with and look forward to hearing further from you.

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

Yours sincerely,



Sue Cain
Director