

## 1. Overview

This Information Statement is about the:

- ▶ Saver Account
- ▶ Cheque Account
- ▶ Trust Account

These accounts are restricted to Associates of the Diocese and in particular Catholic Schools, Parishes and associated organisations. The APRA and ASIC definition of Associate is:

- a) a body constituted by or under the authority of a decision of the charity or which is controlled by the charity;
- b) a person or body that constituted the charity or under whose authority the charity was constituted or that controls the charity;
- c) a charity with a charitable purpose (related charitable purpose) which is the same as or similar to the charity;
- d) a person acting as a trustee of a trust for the charity or a charity with a related charitable purpose;
- e) a member of clergy, employee or voluntary staff member who works for a person mentioned in any of paragraphs (a) to (d);
- f) a person undertaking training or education to enable them to be a person mentioned in paragraph (e) who receives money or money's worth from a person mentioned in any of paragraphs (a) to (e).

Associates do not need to give us 31 days' notice to withdraw from these accounts.

## 2. Terms and Conditions

### How your investment works

The Saver, Cheque and Trust Accounts are debentures issued by The Trustees of the Roman Catholic Church for the Diocese of Maitland-Newcastle ABN 62 089 182 027 on behalf of the Diocese of Maitland-Newcastle Catholic Development Fund ABN 59 728 447 508. The balance held in your Account is a debt owed to you by us with a promise to return your principal sum and interest.

### Who can invest in the Saver, Cheque and Trust Accounts

These accounts are restricted to Associates of the Diocese and in particular Catholic Schools, Parishes and associated organisations.

### What is the minimum initial investment

The minimum initial investment required to open a Saver, Cheque or Trust Account is \$100.00.

All investments must be made in Australian Dollars.

### How to make an investment

You have four options to arrange for payments into your Saver, Cheque or Trust Account:

1. Electronic Funds Transfer (EFT) or direct credit to your Account;
2. you can establish a regular payment arrangement (for example, weekly, fortnightly or monthly) directly from an Authorised Deposit Taking Institution (ADI) (an example of an ADI is a bank) via a periodical payment;
3. establish a Direct Debit with us by filling out the form at <http://www.cdfmn.com.au/forms>;
4. send a cheque to Diocese of Maitland-Newcastle Catholic Development Fund, Attn. Customer Service Team, 841 Hunter St, Newcastle West NSW 2302.

### How long will it take for my money to be invested

Requests for investments into your Saver, Cheque or Trust Account received by us before 11am on any working day will usually be processed on that day.

If your request is unable to be processed for any reason (for example if you have provided us with insufficient or incorrect details of your transactional banking account held with an ADI), requests will be processed as soon as reasonably practical after we receive complete or correct information.

We reserve the right to refuse your request to invest in a Saver, Cheque or Trust Account for any reason. We are not required to advise you of our reasons for any particular decision.

### **CDF Online Member Access**

You can manage your Saver, Cheque and Trust Accounts with CDF Online. To be setup on CDF Online you will need to complete the CDF Online Access Request located at <http://www.cdfmn.com.au/forms>

### **How to withdraw your money from your Saver, Cheque and Trust Account**

You do not need to provide us with any period of notice to withdraw money from your Saver, Cheque or Trust Account. You can withdraw your money online using CDF Online or by request to the CDF staff via cheque, Bpay, direct debit and cash.

### **Interest**

Interest rates are published at <http://www.cdfmn.com.au/interest-rates>. The interest payable on your Saver, Cheque and Trust Accounts is a variable interest rate and is subject to change. The interest rate is set using the formula set out in the CDF Interest Rate Policy.

Interest on the Saver, Cheque and Trust Accounts is calculated daily at the daily percentage rate based on the balance in account at the end of each day. The 'daily percentage rate' is the annual interest rate divided by 365. Interest is credited to the account on the last day of each quarter.

### **What about fees and charges**

Transaction fees charged by the CBA are not passed on. However, stop cheque and dishonour fees are passed on.

### **Change in your details**

You must promptly notify us if you change your name or address.

### **Tax File Numbers**

You are not obliged to provide us with your Tax File Number (TFN) / TFN exemption or Australian Business Number (ABN). However, if you fail to do so, the Fund is required by law to withhold tax from interest where a TFN, TFN exemption or ABN has not been quoted on an investment, and where interest is payable to a non-resident.

### **Changes to Terms and Conditions**

We may change some of the terms and conditions of your investment with us. We will tell you of the change by publishing the change on our website and on CDF Online no later than the day of change.

## **3. How to apply for an Associate Saver Account**

You may apply to open a Saver, Cheque or Trust Account by completing our application form available on our website <http://www.cdfmn.com.au/forms> or by contacting us directly. Please ensure that all fields on our application form are correctly completed. Please ensure that you sign and date our application form.

Your Application must be accompanied by ID documents and signature samples as per the ID requirements specified in the account application form. Investing with the Fund is conditional upon you providing the necessary identification information and the Fund carrying out any necessary verification check(s).

Please see Section 2 (Terms and Conditions) for detailed information on how to invest and use your account. Please note that your application cannot be processed until all of our requirements are met to our satisfaction.

## **4. Contact Us**

We are pleased to answer any questions that you may have about our accounts.

Please feel free to contact us at:

Diocese of Maitland-Newcastle Catholic Development Fund

841 Hunter St, Newcastle West NSW 2302

**Phone** (02) 4979 1160

**Toll free** 1800 810 330

**Email** [cdf@mn.catholic.org.au](mailto:cdf@mn.catholic.org.au)

## **5. Privacy Policy**

Our Privacy Policy can be found at <http://www.cdfmn.com.au/about/regulations>

## 6. Complaints

We are committed to resolving any problem or dispute you may have with us. Please let us know if you have any problem, dispute or complaint by contacting our complaints officer as follows:

Complaints Officer

841 Hunter St, Newcastle West NSW 2302

**Phone** (02) 4979 1160 **Toll free** 1800 810 330

**Email** [cdf@mn.catholic.org.au](mailto:cdf@mn.catholic.org.au)

Our complaints officer will deal with your complaint in an efficient and timely manner. Our complaints officer will provide you with information about how your complaint will be processed and the expected time frame for resolving the complaint.

If you feel that your complaint has not been resolved properly by us or in a timely manner, then you can refer your complaint to the Credit and Investments Ombudsman (**CIO**) or the Australian Securities and Investments Commission (**ASIC**):

CIO

Telephone: 1800 138 422

Email: [info@cio.org.au](mailto:info@cio.org.au)

Internet: [www.cio.org.au](http://www.cio.org.au)

Mail: Credit and Investments Ombudsman, Reply Paid 252, South Sydney NSW 1234

ASIC

Information line 1300 300 630

Fax: 03 5177 3999

Email: [infoline@asic.gov.au](mailto:infoline@asic.gov.au)

Internet: [www.asic.gov.au](http://www.asic.gov.au)

## 7. Important information

### Disclosure

Your investment with the Diocese of Maitland-Newcastle Catholic Development Fund ABN 59 728 447 508 (Fund/we/us) will be used to generate a return to the Fund that will be applied to further the charitable works of the Catholic Diocese of Maitland-Newcastle. Accordingly, we are required by law to tell you that your investment with us is not comparable to those with banks, finance companies or fund managers.

We have been granted certain exemptions by the Australian Prudential Regulation Authority (APRA) and the Australian Securities and Investments Commission (ASIC).

Under these exemptions, we are required by law to tell you:

- ▶ The Fund is not prudentially supervised by APRA. Therefore, an investor in the Fund will not receive the benefit of the financial claims scheme or the depositor protection provisions in the Banking Act 1959. Investments in the Fund are intended to be a means for investors to support the charitable purposes of the Fund.
- ▶ Investments that the Fund offers are not subject to the usual protections for investors under the Corporations Act 2001 or regulation by ASIC.
- ▶ Investment in the Fund is only intended to attract investors whose primary purpose for making their investment is to support the charitable purposes of the Fund.
- ▶ We have an identification statement which contains information about us which may be viewed at <http://www.cdfmn.com.au/media/20392/201702282-Maitland-Newcastle-CDPF-Identification-Statement.pdf>.
- ▶ The Fund does not operate under an Australian Financial Services Licence. The Fund will enter into an intermediary authorisation with an Australian financial services licensee, CDFMN AFSL Limited ABN 74 623 033 830, AFSL No. 504182 which has an authorisation to issue and deal in debentures which will enable the Fund to rely upon the licensing exemption contained in section 911A(2)(b) of the Corporations Act 2001.

The Fund is required by law to tell you that you may be unable to get your money back. However, CDPF Limited, a company established by the Australian Catholic Bishops Conference, has indemnified the Fund against any liability arising out of a claim by investors in the Fund. In practice, this means your investment is backed by the assets of Catholic Diocese of Maitland-Newcastle.

Terms and conditions for your investment are contained in our application forms.

### Updates to this Information Statement

We reserve the right to change this Information Statement. We will notify you of these changes by publishing the change on our website.