

## 1. Overview

This Information Statement is about the Term Investment Account that the Diocese of Maitland-Newcastle Catholic Community Fund (CCF) offers.

## 2. Terms and Conditions

### How your investment works?

The Term Investment Account is a debenture 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 Community Fund ABN 59 728 447 508. The balance held in your Term Investment Account is a debt owed to you by us with a promise to return your principal sum and interest only to you.

### Who can invest?

Any person or entity can invest in our Term Investment Account. The Term Investment Account is designed for investors who wish to support the charitable and religious works of the Catholic Church.

### What is the minimum initial investment?

The minimum initial investment required to open a Term Investment Account is \$500 or \$200 for a Student Term Investment. All investments must be made in Australian Dollars.

### How to make an investment?

The investment may be made by:

1. establish a direct debit from your bank account with an Authorised Deposit-taking Institution (ADI) (an example of an ADI is a bank) with us by filling out the form at [www.myccf.com.au/forms](http://www.myccf.com.au/forms) or
2. send a cheque to Diocese of Maitland-Newcastle Catholic Community Fund, Attn. Customer Service Team, 841 Hunter St, Newcastle West NSW 2302; or
3. authorise a withdrawal from another CCF investment.

If you are making your initial investment by direct debit, the bank account nominated must be in the same name as the name in which your Term Investment Account is held.

### Can additional investments be made before the maturity date?

Prior to the maturity date, you cannot make additional investments of any amount to your Term Investment Account as it is a product fixed for a pre-defined time until maturation on a pre-defined date.

You can at the maturity date of your Term Investment Account choose to add additional amounts and/or rollover your term investment (principal) including interest.

### Member Acknowledgement Statement

Unless you qualify as an Associate, any person investing in a Term Investment Account must first sign a Member Acknowledgement Statement before we can open the Term Investment Account. This is located at [www.myccf.com.au/forms](http://www.myccf.com.au/forms).

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).

If you are no longer eligible to be an Associate (for example, you are no longer employed by a Catholic Organisation), you must promptly notify us by no later than 10 working days of cessation of your eligibility.

Once we receive your notification, you will need to sign an Investor Acknowledgement Statement (see below).

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

Requests for investments into your Term Investment 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 an Investment Term Account for any reason. We are not required to advise you of our reasons for any particular decision.

## CCF Online

You can view your Term Investment Account with CCF Online. To be setup on CCF Online you will need to complete the CCF Online Access Request located at [www.myccf.com.au/forms](http://www.myccf.com.au/forms).

## How to withdraw your money?

Term Investment Accounts are for a fixed term (minimum of 3 months).

Upon maturity of a Term Investment Account, you may:

1. renew your investment for another fixed term;
2. withdraw your investment to be paid either by:
  - (a) a transfer to a nominated ADI bank account, our Notice Saver Account, our Associate Saver Account (provided you are eligible) via CCF Online; or
  - (b) cheque in which case, the cheque will be issued in the same name as the account holder(s) and posted to you.

You can also instruct us to do any of the above things by completing the maturity instructions on our application form or by contacting us before the Term Investment Account matures.

We will also provide you with a notice through the mail as to your reinvestment instructions.

If we receive no instructions regarding how you wish to deal with your money on maturity of the Term Investment Account, the investment will roll over for the same term and at the current interest rate for this term.

Unless you can demonstrate that you are suffering financial hardship, withdrawal requests prior to maturity for Term Investments Accounts will require 31 days notice before you can withdraw your funds. An early redemption penalty will be applied to the withdrawal amount as follows:

- Where greater than 50% of the fixed term is yet to expire - 50% interest reduction.
- Where greater than 31 days and less than 50% of the fixed term is yet to expire - 25% interest reduction.
- Where 31 days or less of the fixed term is yet to expire - 10% interest reduction.

## Financial Hardship

You may request that we repay the Term Investment Account before its maturity where the request is to alleviate financial hardship that you are suffering. If you are suffering financial hardship, please contact us so that we may understand your need to withdraw your investment before maturity. For more information about our hardship policy please go to: [www.myccf.com.au/regulatory](http://www.myccf.com.au/regulatory). No early redemption penalty will apply.

## Interest

The rate of interest payable to you will be stated in our confirmation. Current rates are displayed at [www.myccf.com.au/interest-rates](http://www.myccf.com.au/interest-rates).

Interest is calculated daily and compounded upon the maturity date.

## What about fees and charges?

We do not charge any fees to you for investing in a Term Investment Account.

Investors should be aware that fees may be charged by third parties that issue products and services that relate and facilitate your use of your Term Investment.

## 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 CCF Online no later than the day of change.

### 3. How to apply for a Term Investment

You may apply to open a Term Investment by completing our application form available on our website [www.myccf.com.au/forms](http://www.myccf.com.au/forms). 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).

Opening funds may be contributed via a direct debit authority for the initial investment amount as indicated on our application form, or alternatively a cheque posted to CCF, Customer Service Team, 841 Hunter St, Newcastle West NSW 2302. 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.

Please feel free to contact us at:

Diocese of Maitland-Newcastle Catholic Community Fund  
841 Hunter St, Newcastle West NSW 2302

**Phone** (02) 4979 1160

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

### 5. Privacy Policy

Our privacy policy can be found at [www.myccf.com.au/regulatory](http://www.myccf.com.au/regulatory).

### 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

**Email** [ccf@mn.catholic.org.au](mailto:ccf@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 Australian Financial Complaints Authority (**AFCA**):

AFCA

Telephone: 1800 931 678

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

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

Mail: Australian Financial Complaints Authority Limited, GPO Box 3, Melbourne, VIC 3001

## 7. Important information

### Disclaimer Statement

CDPF Limited, a company established by the Australian Catholic Bishops Conference, has indemnified the Diocese of Maitland-Newcastle Catholic Development Fund for the Catholic Community Fund ABN 59 728 447 508 (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 the Maitland-Newcastle Diocese. Money invested with the Fund is used to support the charitable works of the Catholic Church. This is achieved by providing a return on your investment that enables us to provide low-cost funding to assist Catholic organisations, including Catholic schools.

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.

The Fund is not regulated by the Australian Prudential Regulation Authority (APRA) nor has it been examined or approved by the Australian Securities and Investments Commission (ASIC) because we have been granted exemptions.

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

- ▶ you will not receive the benefit of the financial claims scheme or the depositor protection provisions in the Banking Act 1959 (Cth);
- ▶ investments that the Fund offers are not subject to the usual protections for investors under the Corporations Act (Cth) or regulation by ASIC;
- ▶ investments that the Fund offers are intended to attract investors whose main investment objective is to support our charitable work;
- ▶ we have an identification statement which contains information about us which may be viewed at [www.myccf.com.au/regulatory/](http://www.myccf.com.au/regulatory/);
- ▶ the Fund does not hold an Australian Financial Services Licence but the Fund has entered into an intermediary authorisation with CDFMN AFSL Limited ABN: 74 623 033 830, AFSL No. 504182 to issue and deal in debentures.;
- ▶ there is a risk that you may not get any of your money back from us.

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.