

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 Community 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 <https://myccf.com.au/forms/>;
4. send a cheque to Diocese of Maitland-Newcastle Catholic Community 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.

CCF Online Member Access

You can manage your Saver, Cheque and Trust Accounts with CCF Online. To be setup on CCF Online you will need to complete the CCF Online Access Request located at <https://myccf.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 CCF Online or by request to the CCF staff via cheque, Bpay, direct debit and cash.

Interest

Interest rates are published at <https://myccf.com.au/interest-rates>. The interest payable on your Saver, Cheque and Trust Accounts is a variable interest rate and is subject to change.

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 CCF 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 <https://myccf.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 Community Fund

841 Hunter St, Newcastle West NSW 2302

Phone (02) 4979 1160

Email ccf@mn.catholic.org.au

5. Privacy Policy

Our Privacy Policy can be found at <https://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

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 Australian Financial Complaints Authority (**AFCA**):

AFCA

Telephone: 1800 931 678

Email: info@afca.org.au

Internet: <https://afca.org.au>

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

7. Important information

Disclosure 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;
- ▶ there is a risk that you may not get any of your money back from us;
- ▶ 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 <https://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.

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.