

### 1. Overview

This Information Statement is about two types of investments that the Diocese of Maitland-Newcastle Catholic Community Fund (CCF) offers:

- ▶ Associate Saver Account; and
- ▶ Notice Saver Account.

The key differences between these investments are that where you have a Notice Saver Account, you may only withdraw your funds upon giving us at least 31 days' notice and you must sign an Investor Acknowledgement Statement.

Provided you qualify as a person entitled to invest in an Associate Saver Account, you do not need to give us 31 days' notice to withdraw from your Associate Saver Account.

### 2. Terms and Conditions

#### How your investment works

The Associate Saver Account and Notice Saver Account 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 Associate Saver Account and Notice Saver Account is a debt owed to you by us with a promise to return your principal sum and interest.

#### Who can invest in the Associate Saver Account

The Associate Saver Account is only available to:

- ▶ a Catholic Employee;
- ▶ Catholic organisations
- ▶ Clergy

A 'Catholic Employee' is an employee of any Catholic Organisation.

'Catholic Organisations' are those organisations listed in the Catholic directory [www.catholicdirectory.com.au/](http://www.catholicdirectory.com.au/) including catholic education, orders, public juridic persons, congregations, clergy / training clergy who have a same or similar charitable purpose as The Catholic Diocese of Maitland-Newcastle.

Students and Parishioners who are not Catholic Employees are only eligible for the Notice Saver Account and cannot invest an Associate Saver Account.

If you are no longer eligible for an Associate Saver Account (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, your Associate Saver Account will be converted to a Notice Saver Account and you will need to give us 31 days' notice before you can withdraw your funds. You will also need to sign an Member Acknowledgement Statement (see below).

#### Who can invest in a Notice Saver Account

Any person or entity can invest in our Notice Saver Account. The Notice Saver 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 an Associate Saver Account or Notice Saver Account is \$100.00.

We also have a Notice Saver Account for students which we refer to as our "Notice Saver Student Account". The minimum investment amount for the Notice Saver Student Account is \$20.00.

All investments must be made in Australian Dollars.

#### How to make an investment

You have four options to arrange for payments into your Associate Saver Account or Notice Saver Account:

1. a one-off payment via Electronic Funds Transfer (EFT) or direct credit to your Associate Saver Account or Notice Saver Account;
2. you can establish a regular payment arrangement (for example, weekly, fortnightly or monthly) directly with your 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 [www.myccf.com.au/forms/](http://www.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; or

If you are making your investment by direct debit, the bank account nominated must be in the same name as the name in which your Associate Saver Account or Notice Saver Account is held.

## Additional requirement for investing in Notice Saver Account – Member Acknowledgement Statement

Any person investing in a Notice Saver Account must first sign an Member Acknowledgement Statement before we can open the Notice Saver Account. This is located at [www.mycf.com.au/forms/](http://www.mycf.com.au/forms/).

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

Requests for investments into your Associate Saver Account or Notice Saver 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 Associate Saver Account or Notice Saver 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 Associate Saver Account or Notice Saver Account with CCF Online. To be setup on CCF Online you will need to complete the CCF Online Access Request located at [www.mycf.com.au/forms/](http://www.mycf.com.au/forms/)

All electronic withdrawals for the Notice Saver Account must be linked to an ADI. The name of the ADI account must match the name on your account. If there is a joint Associate Saver Account or Notice Saver Account, it will need to be linked to a joint ADI account in the same names.

## How to withdraw your money from your Associate Saver Account

You do not need to provide us with any period of notice to withdraw money from your Associate Saver Account.

You can withdraw your money online via CCF Online.

Alternatively, you can request payment from your Associate Saver Account by cheque. Please note the cheque will be issued in the same name as the account holder(s) and will be posted to you.

### Notice of Withdrawal (NOW): CCF members

The process for submitting your Notice of Withdrawal is as follows:

1. Once you have logged onto CCF Online, select your 'Notice Saver' account number from the Accounts Tab - **Account List**  
Applies to **S6** or **S8** accounts

2. Within the Account Summary tab, click on the **Manage Notice** button



3. To create a new Notice of Withdrawal, select the **Add** button on the bottom-right of your **Manage Notice of Withdrawal** tab. Once clicked, populate the **Date** and **Amount** and click **Save**.



4. Your new Notice of Withdrawal should appear within the **Manage Notice of Withdrawal** tab. To delete a Notice of Withdrawal, simply click **Remove**, under the Action column.

Manage Notice Of Withdrawal					
Created	Funds Available From	Expiry	Amount	Undrawn	Action
29 AUG 2017	29 SEP 2017	30 OCT 2017	\$0.50	\$0.50	Remove

5. Once processed, your Notice of Withdrawal will appear within the **Notice History** section of the page.

## How to withdraw money from your Notice Saver Account

You must provide at least 31 days' written notice to us if you wish to withdraw any money held in your Notice Saver Account. This means the withdrawal will be processed no earlier than the 32nd day after we receive your written redemption request.

You can withdraw your money online via CCF Online.

However, once set up, your Notice Saver Account will have a 31 days' restriction showing on your account. To withdraw funds online, you will need to complete the Notice of Withdrawal (NOW) process which will alert you to when your funds are available to be able to transfer to your ADI account.

To illustrate, please see the screenshot example to the left.

You can also request payment from your Notice Saver Account by cheque by giving us at least 31 days' notice. Please note the cheque will be issued in the same name as the CCF Account Holder and will be posted to you.

### **Financial Hardship**

The requirement to give us at least 31 days' notice for the Notice Saver Account does not apply 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 on less than 31 days' written notice. For more information about our hardship policy please go to: [www.myccf.com.au/regulatory/](http://www.myccf.com.au/regulatory/)

Unless you can demonstrate that you are suffering financial hardship, redemption requests are subject to at least 31 days' written notice.

### **Interest**

Interest rates are published at [www.myccf.com.au/interest-rates/](http://www.myccf.com.au/interest-rates/). The interest payable on your Associate Saver Account or Notice Saver Account is a variable interest rate and is subject to change.

Interest on the Associate Saver Account or Notice Saver Account 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**

We do not charge any fees to you for investing in an Associate Saver Account or Notice Saver Account.

### **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, providing five days notice of the change.

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

You may apply to open a Associate Saver Account or Notice Saver Account by completing our application form available on our website at [www.myccf.com.au/forms/](http://www.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 your Associate Saver Account or Notice Saver Account.

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

### Disclosure

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.

### 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, providing five days notice of the change.