



“Here is something to remember. The one who plants only a little will gather only a little. And the one who plants a lot will gather a lot”.
2 Corinthians 9:6

CATHOLIC DEVELOPMENT FUND
TERM DEPOSITS FOR CATHOLICS
DIOCESE OF BROKEN BAY

Terms and Conditions

1. GENERAL TERMS AND CONDITIONS FOR TERM DEPOSITS

A. Account Applications in General

1. The minimum investment amount is \$5,000.
2. Term deposit applications may be for personal or business reasons. Catholic Church entities cannot invest in this product. Contact the CDF for the term deposit product for Catholic Church entities.
3. A term deposit is an agreement by the investor to make an investment of money for a fixed term at a fixed interest rate. If a deposit is withdrawn before its maturity date a reduced amount of interest will apply.
4. The Catholic Development Fund (CDF) retains the right not to accept an application to invest from an investor or applicant, and reasons for not accepting an application or a deposit do not need to be provided.
5. Applications for a deposit must be made on the Term Deposit Application Form (Application Form).
6. Investors and signatories to the term deposit account are required to be identified using the identification programme adopted by the CDF. Refer to Section K of the Application Form, page (iii) and (iv).
7. Investors may choose to make the investment by a direct debit transfer of funds from their external accounts with other financial institutions using the direct debit request through the Bulk Electronic Clearing System. If using this option instead of providing a cheque then we will need to verify the account details. You must provide a copy of your external financial institution account statement or an encoded deposit slip from your deposit book.
8. Applications will not be processed until documentation mentioned in the points above, or additional documentation that might be required, have been produced to the CDF.
9. Applications will be acknowledged by a Certificate of Investment mailed to the mailing address completed on the application form in Section B or Section D on the Application Form.

Additional general terms and conditions for personal investors

10. No more than two joint account holders can be named to an account.
11. If you have a joint account you and your joint account holder can operate the account independently of each other.
12. You are individually and jointly liable with your other joint account holder to us for:
 - your share of an amount owing to us; and
 - the share of an amount owing to us by your joint account holder.
13. If one joint account holder passes away, we treat the balance of the account as belonging to the living account holder.
14. Only Australian residents for taxation purposes with an Australian residential address may open a CDF term deposit account.
15. Account holders must be 18 years or older.

Additional general terms and conditions for business, associations and self managed (or DIY) superannuation fund investors etc.

16. Term Deposits for non personal investors can only be opened by Australian-resident businesses and trusts (must have an Australian registered address) and operated:
 - in a business name (including sole traders, partnerships, companies, trusts or non-profit associations); and - for business purposes (not in a personal, domestic or household capacity, or by bare/informal trusts, unincorporated associations, public companies or as a statutory account)
 - Must be registered with the Australian Taxation Office.
17. One of the following documents are to be provided with the Application:
 - Certificate of Registration; or Tax File Number (TFN) advice; or (if you choose to provide one of the following documents, it must be issued within the last 2 years) Australian Tax Office Tax Assessment Notice; or Australian Tax Office Notice of Refund; or Business Activity Statement; or Instalment Activity Statement; or Annual or quarterly PAYG Instalment Notice

18. Persons who can sign the Application Form :

Account Holder Type	Required Signatory/ies
Sole Trader	Owner of the business
Partnerships	Minimum of two partners, one must be the managing partner (or general partner in the case of a limited partnership).
Company or Company as Trustee	Two directors OR a director and company secretary. For a sole director company must be a sole director/ secretary.
Individual(s) as Trustee(s):	All trustees
Association	A copy of the rules of the Association to be provided to the CDF and office bearers to sign in accordance with rules governing the association. Otherwise a minimum of three office bearers to sign, e.g. treasurer, chairman, secretary (or equivalent office).

B. Deposit interest

1. Interest rates are “per cent per annum”.
2. Interest is calculated from the date of lodgement until maturity at the rate applicable for the term of the deposit at the date of lodgement on the principal or any subsequent renewal of the deposit.
3. Current interest rates can be obtained by contacting the CDF office on (02) 9847 0748 or writing to the CDF at PO Box 340 Pennant Hills NSW 1715, or on the CDF web site www.cdf.dbb.org.au
4. Interest due to be paid on a weekend or on a public holiday will be paid the following business day in NSW.
5. The applicable interest rate for deposits for the relevant term at the time of receipt of the application by the CDF office is the rate that will apply to the deposit for the entire term of the deposit. Interest rates quoted are subject to change.

6. Interest is paid at maturity of the deposit. A notification will be sent to your registered address advising the amount of interest to be paid at maturity. You may need to keep this for taxation and other purposes.
7. Interest may be compounded to the principal amount or paid to the account holder's account with a financial institution in accordance with your instructions in Section G of the Application Form. If interest is to be paid to the account holder's account with a financial institution, details of the account holder's account will need to be provided in the relevant section of the Application Form.

C. Deposit Maturity, repayment and renewal

1. Prior to maturity of the deposit we will endeavour to contact investors by mail to receive instructions.
2. Unless we have been instructed otherwise in writing prior to maturity, the deposit will be renewed for the same term at the then prevailing rate of interest offered by the Fund unless we do not offer term deposits for the same period at that time. Repayment or renewal of the investment must be made in writing and signed by the investors or the authorised signatories listed on the Application Form.
3. Where a deposit is due to mature on a weekend or a public holiday and the investor/s has nominated not to renew the deposit, the funds will mature on the following business day in NSW after the maturity date.
4. If the investment was made by a cheque payment and the investor requests repayment of the investment, then the CDF will make the repayment by a CDF corporate cheque payable to the name of the investor.
5. If investment was made by a direct debit from an investor's external financial institution account and the investor requests repayment of the investment, then the CDF will repay the investment by electronic payment to the investor's external financial institution account.

D. Early repayment (redemption)

1. The CDF may but is not obliged to consider requests for early redemption and, if in its sole discretion it allows an early redemption, then the withdrawn funds will receive interest at the rate of 2% pa less than the fixed term rate for the deposit, payable for the period the amount was held on deposit.

E. General note about terms and conditions

1. The CDF reserves the right to change these terms and conditions at any time and to issue other terms and conditions without notice to depositors. These terms and conditions supersede any previous terms and conditions issued for the term deposit product or parishioner term deposit product. The CDF may also require further information or documentation in support of any application for an investment or deposit.

F. Change of details

1. Depositors should advise the CDF of a change of postal address and phone number in writing to PO Box 340 Pennant Hills NSW 1715.

G. Direct Debit Request Service Agreement

If you need to make the initial deposit by electronic transfer from your bank account you'll need to give us your authority to make that request. Contact us for any concerns you have about this agreement or any drawings made under it by calling us on (02) 9847 0748.

We will keep your direct debit records confidential, except where the disclosure of certain information to your financial institution is necessary to enable us to act in accordance with your drawing arrangements.

It is your responsibility to:

- Ensure your external bank account can accept direct debits and so check with your financial institution before completing the direct debit request authority;
- Check the account details for your external bank account against a recent statement from your financial institution where it is held or check with your financial institution;
- Ensure there are sufficient clear funds in your external bank account by the due date to enable drawings to be made in accordance with your request;
- Ensure that the authority given to us to draw on your external bank account is consistent with the account authority or signing instructions held by your financial institution for that account.

2. TERMS AND CONDITIONS IN RELATION TO THE TERM DEPOSIT INCENTIVE SCHEME FOR PARISHES

1. The scheme is called the term deposit incentive scheme for parishes (incentive scheme).
2. The incentive scheme involves Catholic parishes in the Broken Bay Diocese promoting

CDF term deposits to increase the level of CDF term deposits and in return receive a commission from the CDF in respect of term deposits introduced to the CDF.

3. Term deposit investors can nominate a Catholic parish in Broken Bay to receive the commission from the CDF in respect of the term deposit, by inserting the parish name in the box in Section E of the Application Form. Once the nomination is made, the investor cannot change the parish he/she has nominated during the initial term of the investment. The nominated parish may be changed by the investor only after the first term of investment. The request must be in writing and given to the CDF at least four (4) weeks before the date of maturity of the deposit.
4. If a term deposit is renewed, the CDF will continue to pay commission to the parish nominated by the investor in the Application Form, unless instructed otherwise in writing. The instruction must be received by the CDF at least four (4) weeks before the maturity date of the investment.
5. Catholic parishes will be paid their commission entitlements (if any) by direct credit into their general CDF account after the maturity of the deposit. No personal details of the nominating investor will be provided to the parish.
6. The CDF will determine the commission rate from time to time at its discretion and reserves the right to withdraw the scheme at anytime. If the scheme is withdrawn during the term of a deposit, parishes will receive the commission they are entitled to at the maturity of the deposit but will not receive any further commission after the expiry of the term if the deposit is renewed.

Disclosure statement

We welcome your investment with the CDF rather than with a profit oriented commercial organisation. Your support enables the CDF to assist the charitable, religious and educational works of the Diocese of Broken Bay and the Catholic Church generally. Deposits with the CDF are guaranteed by CDPF Limited, a company established by the Australian Catholic Bishops Conference for this purpose but deposits do not obtain the benefit of the depositor protection provisions of the Banking Act 1959. The CDF and the Trustees of the Roman Catholic Church for the Diocese of Broken Bay (Diocese) are not subject to the provisions of the Corporations Act 2001 nor are they examined, approved or supervised by the Australian Securities and Investments Commission or by the Australian Prudential Regulation Authority.

Effective date August 2010.

Privacy Policy

The provisions of the Privacy Amendment (Private Sector) Act 2000 are designed to protect your rights with respect to personal information held by the Catholic Development Fund - Diocese of Broken Bay (CDF).

Personal Information

The CDF collects the following personal information from its clients - name, address, date of birth, contact information and information so that our clients' identity can be verified. To provide services to you in connection with your accounts we may require you to provide your bank account details such as BSB and account number.

Collection of Personal Information

The information mentioned above is generally collected when a client opens an account using an account application form or requests the CDF to provide a service. The Fund may ask clients to update their personal information to ensure their records are accurate.

How the Fund Uses Personal Information

Your personal information is only used to provide you with the products and services you have requested from the Fund. It will only be used for the purposes for which you tell the CDF it can be used, or to contact you to respond to your needs or enquiries. Information collected from authorised account signatories is used for identity verification and

to enable services to be provided to them at the request of the account holders, such as CDF Online.

Information we collect will be stored securely.

Transfer of Information

Your personal information will be treated with respect and will not be provided to any individual or organisation unconnected with the CDF without your express written consent, unless we are required by law to do so. Sometimes a client's personal information may be transferred to or handled by:

- The CDF's auditors;
- Government bodies, such as the Australian Tax Office;
- The client's accountants, solicitors or other professional advisers they have authorised to act on their behalf.
- Our service providers such as the Catholic Development Fund, Archdiocese of Sydney and their banker.

The CDF does not sell or rent out any of the personal information it holds and protects the security of that information in accordance with regulatory requirements.

Access to Personal Information

You have a right to access your personal information at any time. You may also request that the Fund update your personal information if it is ever inaccurate or incomplete.

Resolution of Privacy Concerns

If you wish to gain access to your personal information, raise a concern or lodge a complaint about the Fund's privacy policy, please put your request in writing and mail it to The Manager, Catholic Development Fund, Diocese of Broken Bay, PO Box 340 Pennant Hills NSW 1715.

August 2010





Contact us

Catholic Development Fund
Diocese of Broken Bay
PO Box 340 Pennant Hills NSW 1715
Phone: (02) 9847 0748
Fax: (02) 9847 0731
Email: cdf@dbb.org.au
Web: www.cdf.dbb.org.au