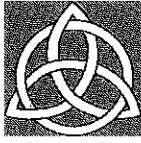



# OUR LADY OF GRACE

	Direct Debit Request  <b>AMMENDMENT / NEW</b>	
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Request and Authority to debit the account named below to pay  
**The Roman Catholic Archbishop of Perth**  
**CATHOLIC DEVELOPMENT FUND (CDF)**

<b>Request and Authority to debit</b>	Surname (or company name) _____ <b>The Roman Catholic Archbishop of Perth –</b> _____  Given names (or ACN/ARBN) _____ as above _____ ("you")  Request and authorise <i>CDF – User ID No.72796</i> to arrange for any amount <i>CDF</i> may debit or charge you to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement.
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<b>Insert the name and address of financial Institution at which account is held</b>	Financial institution name _____ _____  Address _____ _____ _____
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<b>Frequency of Debits</b>	Maximum amount ( _____ ). The first debit may be made on ____/____/____ and at Weekly / fortnightly / monthly / quarterly / half yearly / intervals thereafter, with the Final Payment Date (optional) ____ / ____ / ____
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<b>Acknowledgement</b>	By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and <i>CDF</i> as set out in this Request and in your Direct Debit Request Service Agreement.
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<b>Insert your signature and address</b>	Signature _____ (If signing for a company, sign and print full name and capacity for signing eg. director)  Address _____ _____ _____  Date ____ / ____ / ____
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<b>Insert details of account to be debited</b>  <b>NO CREDIT CARDS OR ACCESS CARDS</b>	Name of account _____  BSB number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Always 6 digits  Account number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> If the number doesn't fit in the spaces it means that it is wrong – maximum 9 digits
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<b>CREDIT</b>			
ACCOUNT NAME		CDF A/C No.	<b>6751 S4</b>
REFERENCE			



## Direct Debit Request Service Agreement



### The Roman Catholic Archbishop of Perth CATHOLIC DEVELOPMENT FUND (CDF)

#### Definitions

*account* means the account held at *your financial institution* from which *we* are authorised to arrange for funds to be debited.

*agreement* means this Direct Debit Request Service Agreement between *you* and *us*.

*business day* means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

*debit day* means the day that payment by *you* to *us* is due.

*debit payment* means a particular transaction where a debit is made.

*direct debit request* means the Direct Debit Request between *us* and *you*

*us* or *we* means CDF *you* have authorised by signing a *direct debit request*.

*you* means the customer who signed the *direct debit request*.

*your financial institution* is the financial institution where *you* hold the *account* that *you* have authorised *us* to arrange to debit.

- |                                 |     |   |
|---------------------------------|-----|---|
| <b>1. Debiting your account</b> | 1.1 | By signing a <i>direct debit request</i> , <i>you</i> have authorised <i>us</i> to arrange for funds to be debited from <i>your account</i> . <i>You</i> should refer to the <i>direct debit request</i> and this <i>agreement</i> for the terms of the arrangement between <i>us</i> and <i>you</i> .  |
|                                 | 1.2 | <i>We</i> will only arrange for funds to be debited from <i>your account</i> as authorised in the <i>direct debit request</i> .   |
|                                 | 1.3 | If the <i>debit day</i> falls on a day that is not a <i>business day</i> , <i>we</i> may direct <i>your financial institution</i> to debit <i>your account</i> on the following <i>business day</i> . If <i>you</i> are unsure about which day <i>your account</i> has or will be debited <i>you</i> should ask <i>your financial institution</i> . |
| <b>2. Changes by us</b>         | 2.1 | <i>We</i> may vary any details of this <i>agreement</i> or a <i>direct debit request</i> at any time by giving <i>you</i> at least fourteen (14) days' written notice.  |

3.	Changes by you	3.1	If <i>you</i> wish to stop or defer a <i>debit payment</i> <i>you</i> must notify <i>us</i> in writing at least one week before the next debit day. This notice should be given to the college/school/parish, as appropriate, in the first instance who will then advise CDF to make the amendment
		3.2	You may also cancel <i>your</i> authority for <i>us</i> to debit <i>your</i> account at any time by giving <i>the college/school/parish</i> , as appropriate, notice in writing before the next <i>debit day</i> . This notice should be given to <i>the college/school/parish</i> in the first instance, who will then advise CDF to process the cancellation
4.	Your obligations	4.1	It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your</i> account to allow a <i>debit payment</i> to be made in accordance with the <i>direct debit request</i> .
		4.2	If there are insufficient clear funds in <i>your</i> account to meet a <i>debit payment</i> : (a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i> ; (b) <i>you</i> may also incur fees or charges imposed or incurred by <i>us</i> ; and (c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your</i> account by an agreed time so that <i>we</i> can process the <i>debit payment</i> .
		4.3	You should check <i>your</i> account statement to verify that the amounts debited from <i>your</i> account are correct
		4.4	If National Australia Bank Limited A.C.N. 004 044 937 ("National") is liable to pay goods and services tax ("GST") on a supply made by the National in connection with this <i>agreement</i> , then you agree to pay the National on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.
5	Dispute	5.1	If you believe that there has been an error in debiting <i>your</i> account, <i>you</i> should notify <i>us</i> directly on 9427 0302(Perth) or 9921 3221(Geraldton) and confirm that notice in writing with <i>us</i> as soon as possible so that <i>we</i> can resolve <i>your</i> query more quickly.
		5.2	If <i>we</i> conclude as a result of our investigations that <i>your</i> account has been incorrectly debited <i>we</i> will respond to <i>your</i> query by arranging for <i>your financial institution</i> to adjust <i>your</i> account (Including interest and charges) accordingly. <i>We</i> will also notify you in writing of the amount by which <i>your</i> account has been adjusted.
		5.3	If <i>we</i> conclude as a result of our investigations that <i>your</i> account has not been incorrectly debited <i>we</i> will respond to <i>your</i> query by providing <i>you</i> with reasons and any evidence for this finding.
		5.4	Any queries <i>you</i> may have about an error made in debiting <i>your</i> account should be directed to <i>us</i> in the first instance so that <i>we</i> can attempt to resolve the matter between <i>us</i> and <i>you</i> . If <i>we</i> cannot resolve the matter <i>you</i> can still refer it to <i>your financial institution</i> which will obtain details from <i>you</i> of the disputed transaction and may lodge a claim on <i>your</i> behalf.

6.	<b>Accounts</b>	<i>You should check:</i>	<p>(a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available on all accounts offered by financial institutions.</p> <p>(b) <i>your account details</i> which <i>you</i> have provided to <i>us</i> are correct by checking them against a recent <i>account statement</i>; and</p> <p>(c) with <i>your financial institution</i> before completing the <i>direct debit request</i> if <i>you</i> have any queries about how to complete the <i>direct debit request</i>.</p>
7.	<b>Confidentiality</b>	7.1	<p><i>We will keep any information (including your account details) in your direct debit request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.</i></p>
		7.2	<p><i>We will only disclose information that we have about you:</i></p> <p>(a) to the extent specifically required by law; or</p> <p>(b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).</p>
8.	<b>Notice</b>	8.1	<p>If <i>you</i> wish to notify <i>us</i> in writing about anything relating to this <i>agreement</i>, you should write to Direct Debits Officer, Catholic Development Fund, GPO Box M962 Perth W A 6843</p>
		8.2	<p><i>We will notify you by sending a notice in the ordinary post to the address you have given us in the direct debit request.</i></p>
		8.3	<p>Any notice will be deemed to have been received two <i>business days</i> after it is posted.</p>

## *Catholic Development Fund*

<b><u>PERTH OFFICE:</u></b>  61 Fitzgerald Street Northbridge WA 6003  GPO Box M 962 Perth 6843  Telephone:- 9427 0333	<b><u>GERALDTON OFFICE:</u></b>  7 Maitland Street Geraldton  PO Box 46 Geraldton 6530  Telephone:- 9921 3221
Paul Anthony-Manager Banking Operations	Rose Balchin – Regional Manager
Mike Papineau – Account Manager	
Bill Gallagher – Account Manager	
Fax: 9427 0379	Fax: 9964 1097
e-mail address <a href="mailto:cdf@archdiocese-perth.org.au">cdf@archdiocese-perth.org.au</a>	e-mail address <a href="mailto:dioger@diocese-geraldton.org">dioger@diocese-geraldton.org</a>
Website	<a href="http://www.cdfcatholic.org.au">www.cdfcatholic.org.au</a>