



Please return this form to:
Diocesan Development Fund (DDF)
 Email: enquiries@parradddf.org.au
 470 Church Street, Parramatta, 2150. P.O. Box 2605, Nth Parramatta, 1750. Ph: 8839 4500.

APPLICATION FOR CommBank BPOINT Merchant Facility

DDF Client Name:		Client Number:
If this application is to upgrade from Bpoint Backoffice to Checkout, please provide your existing Bpoint Merchant Number		
Street Address:		Post Code:
Postal Address:		Post Code:
Business email address:		
Business web address: www		
Business phone number:		Business Mobile:
ABN:	Registered Trading Name (must match ABN Lookup):	
Contact Name (<i>in full</i>):		
Phone	Email	Mobile
Please provide payment estimates below as required by CBA		
• Amount collected weekly by credit card – estimate only		\$ _____
• Average transaction value – estimate only		\$ _____
Your website must include the following:		
<ul style="list-style-type: none"> <u>Australia</u> shown as part of the address in the 'Contact Us' section. A <u>valid contact number or email</u> address and the trading or registered business address (<i>must match the ABN name</i>). <u>Terms and Conditions</u> must be included on the webpage with one of the below refund policies added: <div style="margin-left: 40px;"> <p><u>Refund Policy:</u> If you are seeking a refund, please contact (<i>eg: Parish office and contact details such as phone and/or email</i>). Please note any approved refunds will be credited to the card used for the original transaction.</p> <p>Or</p> <p><u>Refund Policy:</u> All payments made to the (<i>organisation name</i>) are non-refundable.</p> </div> 		
YES / NO (<i>please circle</i>)	Please confirm that your website has been updated with the above requirements	

IMPORTANT – PLEASE READ: I/We understand that access to cardholder information should be limited to those individuals ONLY whose job requires such access. I/We understand that ALL staff are aware of the sensitivity of cardholder information and are responsible for protecting it. I/We understand that cardholder details, once loaded on BPOINT, MUST be destroyed by secure shredding. Your signature/s below will indicate that you have read and understand the above security requirements as well as the attached Terms and Conditions.

We wish to apply for the following Bpoint package. **Please tick appropriate box**

	Basic Package - for collection of credit card payments via mail, in person or over the phone.
	Checkout Package – includes basic package plus access for customers to make a payment via your webpage.

SIGNATURE (This Application must be signed by the Principal Account Holder/s)		
Authorised Signatory: _____	Name: _____	Date: _____
Authorised Signatory: _____	Name: _____	Date: _____

TERMS AND CONDITIONS

General Information

- a) You acknowledge and accept that DDF cannot verify by way of signature comparison whether access was correct but accept that the use of the login and password is the equivalent to the use of a signature.
- b) You may terminate your BPOINT access at any time by giving notice in writing to the DDF.
- c) You are using the Commonwealth Bank of Australia BPOINT system to process credit card transactions set up by you.
- d) The BPOINT facility is browser based and uses the latest 128 bit encryption technology which can be verified by the appearance of a 'lock' symbol on the web page
- e) The BPOINT facility is a separate facility from any existing merchant facilities you may already hold. Each merchant will be issued a new merchant number exclusive to BPOINT.
- f) Merchant Service Fees will be debited each month to your nominated account.
- g) Settlement amounts and monthly merchant service fees for BPOINT will be processed separately from any other merchant settlements and monthly merchant service fees will show in your DDF account as a separate credit or debit entry. Value for BPOINT transactions will be credited to your account the following working day after processing of the transactions through BPOINT.

Principal Account Holder's Security/Liability Precautions

- a) You agree to take full responsibility for all transactions through BPOINT that use your or your authorised users correct agent number and password.
- b) You agree to ensure that all credit card details are correct and are solely responsible for inputting correct card and proposed transaction details. DDF has no liability for any payment made in accordance with details you enter in BPOINT.
- c) You agree to periodically change your password on a regular basis. It is recommended that the password is changed at least monthly.
- d) You agree to advise DDF immediately if the password becomes known to unauthorised persons or if you suspect it has become known to unauthorised persons.
- e) You acknowledge that it is the responsibility of the BPOINT Agent (you) to enter all data required for creating, amending and cancelling requested transactions in BPOINT. The DDF is unable to access your Login and Password and cannot create, amend or cancel transactions on your behalf.
- f) You acknowledge that once a transaction is created by you in BPOINT you are required to ensure that cardholder details (ie. card number) have been appropriately destroyed (eg secure shredding).
- g) The merchant understands that if a cardholder disputes a transaction and you do not have sufficient evidence to show that the cardholder authorised the transaction, the liability for the chargeback rests with the merchant (you). You may also be required to pay fees associated with investigating and processing the chargeback.
- h) Transactions should be checked regularly via the Bpoint portal. Unknown transactions should immediately be refunded back to the card that made the payment using the Refund option in the Bpoint portal.
- i) To reduce fraud the Bpoint portal should be set up to block overseas credit cards.

End of Document

Disclosure: The Diocesan Development Fund Catholic Diocese of Parramatta (DDF) (the **Fund**) is required by law to make the following disclosure. The Fund is not prudentially supervised by the Australian Prudential Regulation Authority nor has it been examined or approved by the Australian Securities and Investments Commission. An investor in the Fund will not receive the benefit of the financial claims scheme or the depositor protection provisions in the *Banking Act 1959* (Cth). Investments in the Fund are intended to be a means for investors to support the charitable, religious and educational works of the Catholic Diocese of Parramatta and for whom the consideration of profit are not of primary relevance in the investment decision. The investments that the Fund offers are not subject to the usual protections for investors under the *Corporations Act* (Cth) or regulation by Australian Securities and Investments Commission. Investors may be unable to get some or all of their money back when the investor expects or at all and any investment of the Fund are not comparable to investments with banks, finance companies or fund managers. The Fund's identification statement may be viewed at <https://parracatholic.org> or by contacting the Fund. The Fund does not hold an Australian Financial Services Licence.