



Please return this form to:
Diocesan Development Fund (DDF)
 Bethany Centre, 470 Church Street, Parramatta NSW 2150.
 Post Office Box 2605 Nth Parramatta NSW 1750.
 Ph: 8839 4500. Email: enquiries@parraddf.org.au

Application for a CommBank SMART TERMINAL (EFTPOS) & DONATION APP

DDF Client Number and Name		
Registered Business Name		
ABN		
Address		
Phone Number		
Business Email		
Business Web Address		
Name and Position of Primary Contact		
Mobile and Email address of Primary Contact		
One-off Event	YES/NO	Dates required: From To
Number of devices required		
Number of Stands required		
New merchant facility?	YES/NO	
Existing CBA merchant no. (if applicable) 5353109		
Do you require MOTO functionality? (see over) ?	YES/NO	
Do you require Cash Out functionality?.	YES/NO	
Please provide estimates of weekly trading information as required by CommBank.		
1. Weekly Debit card turn over- estimate	\$	
2. Weekly credit card turn over - estimate	\$	
3. Average transaction value – estimate	\$	

Fee Schedule Summary (please see attached full details)

Terminal fee	\$29.50 per month per terminal
Chargeback processing fee	\$30.00 per chargeback
Merchant Service Fee (MSF)	0.165%

This form must be signed in accordance with the signing authority held on file at the DDF

I/We wish to apply for CommBank Smart Terminal & Donation App

Name	Position	Signature	Date
Name	Position	Signature	Date

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.

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Further Information

MOTO (mail order or telephone order) enables acceptance of cards where the card isn't available.

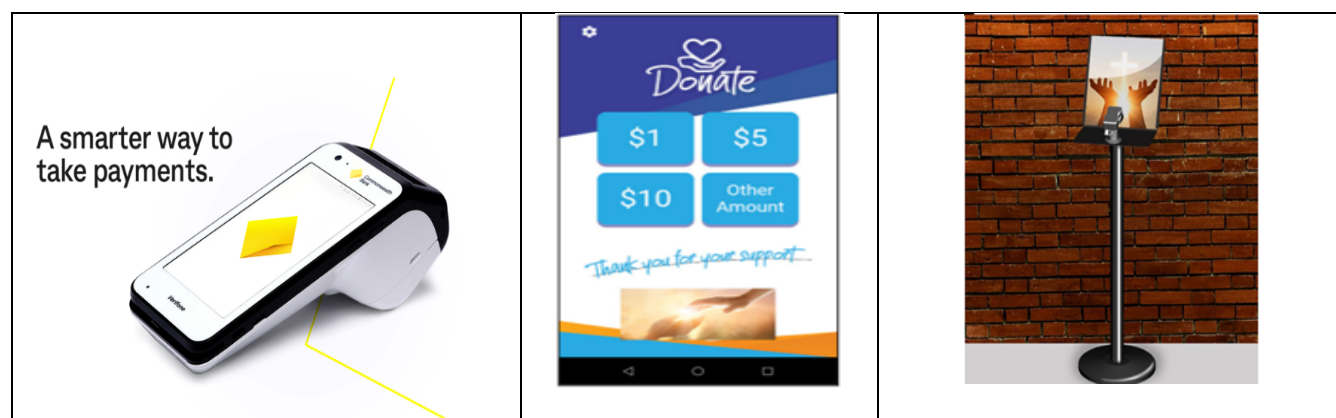
When the card isn't available (for a phone order or the card is damaged) the card number can be manually keyed into the device. Hand keyed transactions do not require you to verify a signature or PIN to be processed. This level of anonymity provides an environment in which fraudsters regularly operate. Most credit card fraud is committed in a card not present environment when the physical credit card is not made available to the merchant. Instead, card details may be provided over the phone or internet. The Commonwealth Bank of Australia website has a 'Protecting you and your customers' page available. The information provided will assist merchants in understanding the risks involved with hand keyed transactions, as well as actions merchants can take to reduce the risk of fraud.

MOTO Declaration and authorisation

If you have selected YES to MOTO on page 1 of this application, by signing this document, you accept all responsibility for the risks involved in having the Hand key Functionality enabled on your merchant facility. Additionally, you agree to repay any costs or expenses which may be incurred against the bank because of chargebacks (cardholder-disputed transactions) related to your merchant facility. You also acknowledge that if any cardholder dispute is not satisfactorily resolved or you don't provide supporting evidence within the required time frame, the disputed amount plus a chargeback fee will be debited to your DDF account.

CommBank Smart Terminal & Donation App

The Donation app comes pre-loaded onto the Smart Terminal prior to delivery. The app reflects on the home screen of the Smart Terminal device and will support the ease of donations by allowing the individual to choose a specific or custom amount to donate or make a payment in a simple and user-friendly format. You will be able to open the Donation App to take donations and use the main app of the terminal (Home App) to enter amounts and take payments like an EFTPOS terminal. The images below show the terminal and how the app will show on the terminal and the terminal stand.



Merchant Fees and Stands

Please contact the DDF for current pricing