

# ADIG

ARMIDALE DIOCESAN INVESTMENT GROUP

Join us and Make a Difference

**ADIG Products Terms and Conditions  
(Retail Investors)**

**ADIG Online Terms and Conditions**

**ADIG Financial Services Guide**

29 May 2026

You should read all sections of this document before making a decision to acquire any financial product.

As the information in this document has been prepared without considering your objectives, financial situation or needs, you should, before acting on the information, consider its appropriateness to your circumstances.

ABN 20 375 580 300

Intermediary authorisation with CDF AFSL NSW Ltd ACN 617 161 805, AFSL No. 497040

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## GENERAL

### I. Overview/about this document

1.1 In this document 'you' and 'your' refers to customers of the Trustees of the Roman Catholic Church for the Diocese of Armidale on behalf of Armidale Diocesan Investment Group ABN 20 375 580 300 (ADIG), and 'we', 'us' and 'our' refers to ADIG.

1.2 This document sets out the terms and conditions of ADIG products and to assist you in deciding whether these products are right for you.

1.3 Our policies also govern our ADIG products. You may request a copy(s) of our publicly available policies by contacting us.

1.4 You should read these Terms and Conditions carefully and completely before making any decision about opening an account. You should also keep a copy of these Terms and Conditions.

1.5 These Terms and Conditions apply to Retail Investors. If you are employed by a Catholic entity or are otherwise an Individual Associate, please ask us for the terms and conditions that apply to Individual Associates.

1.6 Our accounts are debentures issued by ADIG to you. The balance held in your account is a debt owed to you by us with a promise to return your

principal sum and interest only to you.

1.7 These Terms and Conditions are correct as at the date stated on the cover.

1.8 We reserve the right to change/update these Terms and Conditions from time to time. Customers will be notified of changes to these Terms and Conditions on ADIG's website [www.adig.com.au](http://www.adig.com.au) or if we consider necessary, by us otherwise contacting you using another method of communication as determined by us.

### How to Contact us

#### **Armidale Office**

Monday-Friday 9AM-5PM

In person: Unit 1/131 Barney St, Armidale NSW 2350

Phone: (02) 6772 8311

Email: [armidale@adig.com.au](mailto:armidale@adig.com.au)

#### **Tamworth Office**

Monday-Friday 9AM-5PM

In person: Shop 1/426 Peel St, Tamworth NSW 2340

Phone: (02) 6765 9256

Email: [tamworth@adig.com.au](mailto:tamworth@adig.com.au)

### 2. Opening an Account

2.1 You may open an account through any method which we allow from time to time.

2.2 You may open an account using the 'Account Opening Form'.

2.3 You can obtain a copy of this form by contacting us.

2.4 In order to open an account you must provide us with any information we reasonably require.

2.5 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, we are 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.

2.6 All investments must be made in Australian Dollars.

### 3. Who can open an Account

3.1 Accounts may be opened by Retail Investors and Individual Associates.

3.2 The specific account type may also determine who is able to invest in that product. Please see below for details on each product type.

## 4. Customer Acknowledgement

4.1 Any person investing with ADIG must first sign a *Customer Acknowledgement Statement* form before we can open the account.

## 5. Interest

5.1 We apply interest on the credit balance of your account at the interest rates set by us from time to time.

5.2 The account type will determine the method of calculating interest on your account and how the interest will be paid.

5.3 Our current interest rates are available on our website [www.adig.com.au/](http://www.adig.com.au/)

## 6. Overdrawn Accounts

6.1 You cannot overdraw on any investment accounts held with ADIG.

## 7. Closing your Account by you or us

7.1 You may close your account only if it is in credit or has a zero balance.

7.2 You can close your account by contacting us.

7.3 Account closures may have stipulations due to the product type. Please see the Terms and Conditions of the specific product for further information.

7.4 We may close your account if it has a zero balance or if you no longer meet the conditions required for the account.

7.5 Funds from your closed account may only be processed to a bank account held with an Australian authorised deposit-taking institution (ADI), and in the same name as the relevant account with us. We cannot make payments to third-party accounts. For joint investment accounts, the nominated bank account must be held in the names of one or more of the joint account holders.

Where the account name does not match our records, we may reject the withdrawal request or require further verification before processing the payment.

## 8. Changes in name or address

8.1 If you change your name or address (residential, mailing or where relevant, email), you must notify us as soon as possible. You must do so on your own behalf and you cannot change the mailing address of another account holder.

8.2 For a change of name we will require notification in writing and supporting evidence.

## 9. Making a complaint

9.1 If you wish to make a complaint, or discuss a query, please contact us via the contact details contained in this document.

9.2 Our Customer Complaints Policy can be found on our website [www.adig.com.au/compliments-and-complaints](http://www.adig.com.au/compliments-and-complaints)

# FIXED TERM INVESTMENT (FTI)

## 10. Minimum and Maximum Balances

10.1 To open a Fixed Term Investment you need to make a minimum investment of \$1,000.

10.2 There is no 'maximum cap' for Fixed Term Investments.

## 11. Making an investment

11.1 Investments into your Fixed Term Investment are made via a one off payment by any of the following methods:

- a. by transferring funds electronically to your account using internet banking, if you have access to these payments facilities;
- b. by arranging a transfer from an account held with an Authorised Deposit-taking Institution (ADI);
- c. by transferring funds you already hold with ADIG in a separate account;
- d. by cheque.

11.2 No additional investment can be made to a Fixed Term Investment during the term of the investment.

11.3 Any instructions for changes to Fixed Term Investments are required prior to/or on the day of maturity. Should no instructions be received, upon maturity, your Fixed Term Investment will be reinvested under its existing conditions at the interest rate then applicable to the FTI.

11.4 Additional funds may only be added to an FTI on the maturity date.

11.5 If the maturity date of an FTI falls on a weekend or public holiday the instructions for changes

and/or additional funds may be processed the next business day.

## 12. Making a withdrawal

12.1 Fixed Term Investments are for a fixed term. If you make a Fixed Term Investment then you should not anticipate the need to break the investment before the conclusion of the term.

12.2 An account holder may request full or partial repayment of a Fixed Term Investment before its maturity date to alleviate financial hardship. To request that a Fixed Term Investment be broken prior to maturity, an application must be made upon an *Early Payment Request Form (Financial Hardship)* in accordance with our Financial Hardship Policy and be submitted to ADIG with supporting evidence for consideration. If a genuine financial hardship is approved, these funds may be repaid without the need for 31 days' notice and without penalty.

12.3 A request for early repayment of funds from a Fixed Term Investment that does not meet the criteria of financial hardship:

12.3.1 may not be entitled to interest and may attract an early redemption fee; and

12.3.2 require at least 31 days' notice for early redemption.

12.4 Withdrawals may only be processed to a bank account held with an Australian authorised deposit-taking institution (ADI), and in the same name as the relevant account with us. We cannot make payments to third-party accounts. For joint investment accounts, the nominated bank account must be held in the names of one or more of the joint account holders.

Where the account name does not match our records, we may reject the withdrawal request or require further verification before processing the payment.

## 13. Interest

13.1 The interest on Fixed Term Investments is paid on January 31<sup>st</sup>, July 31<sup>st</sup> (each year) and upon maturity of the investment.

13.2 Interest on FTIs can be compounded, transferred to another ADIG account, or transferred electronically to an account owned by the investor at an ADI.

13.3 Instructions regarding the payment of interest must be provided by the customer at the time the investment is opened. These instructions may be modified prior to, or on, the maturity date.

13.4 Fixed Term Investments carry different rates

dependent on the length of the investment term.

13.5 Our current interest rates are available on our website [www.adig.com.au/](http://www.adig.com.au/)

## 14. Fees

14.1 We do not charge an account fee for investing in a Fixed Term Investment.

14.2 You should be aware, however, that fees may be charged by third parties for services that relate to your use of your Fixed Term Investment.

14.3 Early redemption of Fixed Term Investment may be subject to an early redemption penalty. See clause 12.

## 15. Special Offers

15.1 From time to time ADIG may offer special Fixed Term Investments.

15.2 These specials will offer customers a non-standard term with an Interest Rate as determined by ADIG.

15.3 The special offers will generally only be available for a limited time as specified by ADIG.

15.4 All other terms and conditions as stated above apply, with exception of the following.

15.5 These products will only be available to Retail Customers and Individual Associates. They will not be available to Catholic entities.

15.6 Any instructions for changes to Fixed Term Investments are required prior to/or on the day of maturity. Should no instructions be received, upon maturity, your Fixed Term Investment will be reinvested into a Premium Saver account.

# FIXED TERM INVESTMENT—Monthly Income

## 16. Further Conditions

16.1 Where your Fixed Term Investment Account is a FTI Monthly Income, the following further conditions apply:

16.2 Interest is calculated and paid monthly on the last date of the month.

16.3 Interest cannot be compounded.

16.4 Interest must be paid into an ADI account in your name.

16.5 All other conditions are as per “Fixed Term Investments” above.

## PREMIUM SAVER ACCOUNT

### 17. Minimum and Maximum Balances

17.1 There is no minimum investment for opening, or maintaining, a Premium Saver Account. There is no ‘maximum cap’ on a Premium Saver Account.

### 18. Making an investment

18.1 Investments into your Premium Saver Account can be made by any of the following methods:

- a. by arranging a periodic transfer of your salary (or part thereof) or other income to be paid directly into your account;
- b. by transferring funds electronically to your account via internet banking;
- c. by arranging a transfer from an account held with an ADI. These can be arranged as regular ongoing transfers;
- d. by transferring funds you already hold with ADIG in a separate account. These can be arranged as regular ongoing transfers;
- e. by cheque.

### 19. Making a withdrawal

19.1 The Premium Saver Account is a 31-day notice of withdrawal account. You will need to provide ADIG with notice to withdraw money from your Premium Saver Account at least 31 days before the funds are to be released. The notice is to be provided using a *31 Day Notice of Withdrawal Form*. This form can be provided via email, post or in person.

19.2 The 31 day notice of withdrawal period starts on the day your request for withdrawal is received by ADIG. If the 31 day notice of withdrawal date falls outside our normal business operational period, your withdrawal will be processed the next business day.

19.3 An account holder may request full or partial repayment of a Premium Saver Account before 31 day notice period expires to alleviate financial hardship. To

request that a Premium Saver Account be paid prior to expiry of the 31 day notice period, an application must be made upon an *Early Payment Request Form (Financial Hardship)* in accordance with our Financial Hardship Policy and be submitted to ADIG with supporting evidence for consideration. If a genuine financial hardship is approved, these funds may be repaid without the need for 31 days’ notice and without penalty.

19.4 Withdrawals may only be processed to a bank account held with an Australian authorised deposit-taking institution (ADI), and in the same name as the relevant account with us. We cannot make payments to third-party accounts. For joint investment accounts, the nominated bank account must be held in the names of one or more of the joint account holders.

Where the account name does not match our records, we may reject the withdrawal request or require further verification before processing the payment.

### 20. Interest

20.1 Interest is paid on Premium Saver Accounts on January 31<sup>st</sup>, July 31<sup>st</sup> and upon account closure.

20.2 The Premium Saver Account has a tiered interest rate dependent on the amount of funds in the account.

20.3 What this means is when your balance reaches a higher tier you will receive the interest rate for that tier on the entire balance of your account.

20.4 The rate is variable and may change at any time.

20.5 Our current interest rates are available on our website [www.adig.com.au/](http://www.adig.com.au/)

### 21. Fees

21.1 We do not charge any account fees for investing in the Premium Saver Account.

## BONUS SAVER ACCOUNT

### 22. Minimum and Maximum Balances

22.1 To open a Bonus Saver account you need to make a minimum initial investment of \$20.

22.2 The Bonus Saver Account is not capped with a maximum balance, however the balance that attracts Bonus Interest is capped at \$25,000. Any amount

above this capped amount will only attract the Base Rate of interest payable on the Bonus Saver Accounts.

## 23. Making an investment

23.1 Investments into your Bonus Saver Account can be made by any of the following methods:

- a. by arranging a periodic transfer of your salary (or part thereof) or other income to be paid directly into your account;
- b. by transferring funds electronically to your account via internet banking;
- c. by arranging a transfer from an account held with an ADI. These can be arranged as regular ongoing transfers;
- d. by transferring funds you already hold with ADIG in a separate account. These can be arranged as regular ongoing transfers;
- e. by cheque.

## 24. Making a withdrawal

24.1 The Bonus Saver Account is a 31-day notice of withdrawal account. You will need to provide the ADIG with notice to withdraw money from your Bonus Saver Account at least 31 days before the funds are to be released. The notice is to be provided using a *31 Day Notice of Withdrawal Form*. This form can be provided via email, post or in person.

24.2 The 31 day notice of withdrawal period starts on the day your request for withdrawal is received by ADIG. If the 31 day notice of withdrawal date falls outside our normal business operational period, your withdrawal will be processed the next business day.

24.3 An account holder may request full or partial repayment of a Bonus Saver Account before 31 day notice period expires to alleviate financial hardship. To request that a Bonus Saver Account be paid prior to expiry of the 31 day notice period, an application must be made upon an *Early Payment Request Form (Financial Hardship)* in accordance with our Financial Hardship Policy and be submitted to ADIG with supporting evidence for consideration. If a genuine financial hardship is approved, these funds may be repaid without the need for 31 days' notice and without penalty.

24.4 Withdrawals may only be processed to a bank account held with an Australian authorised deposit-taking institution (ADI), and in the same name as the relevant account with us. We cannot make payments to third-party accounts. For joint investment accounts, the nominated bank account must be held in the names of one or more of the joint account holders.

Where the account name does not match our records, we may reject the withdrawal request or require further verification before processing the payment.

## 25. Interest

25.1 We apply interest on the credit balance of your account at the interest rates set by us from time to time.

25.2 Interest is accrued daily and paid monthly to your Bonus Saver accounts.

25.3 The Bonus Saver Account has a base interest rate and a bonus interest rate subject to certain eligibility requirements.

25.4 This rate is variable and can change at any time.

25.5 Access to any bonus interest is subject to meeting the eligibility requirements.

25.6 To qualify for any bonus interest, you are required to:

- a. Make an investment into the account of at least \$10 or more within the month; AND
- b. Not make any withdrawals during that same month.

25.7 If the above requirements are not met, you will only receive the Bonus Saver base interest rate.

25.8 Our current interest rates are available on our website [www.adig.com.au/](http://www.adig.com.au/)

## 26. Fees

26.1 We do not charge any account fees for investing in the Bonus Saver Account.

## 27. Restrictions on Accounts

27.1 Customers are restricted to one Bonus Saver Account per customer.

# DEFINITIONS

## 26. Definitions

In this document:

26.1 ADI means an Authorised Deposit-taking Institution. (Refer to APRA website for list of ADI's)

26.2 ASIC Instrument means ASIC Corporations (Charitable Investment Fundraising) Instrument 2016/813.

26.3 Retail Investor has the same meaning as “retail client” in the ASIC Instrument.

26.4 Individual Associate means a natural person who is an “associate” as defined in the ASIC Instrument. You can ask us to determine whether you are an associate.

## IMPORTANT INFORMATION

### 27. Disclosure

32.1 The Armidale Diocesan Investment Group (ADIG) is required by law to make the following disclosure.

Investment in ADIG is only intended to attract investors whose primary purpose for making their investment is to support the charitable purposes of ADIG. Investor’s funds will be used to generate a return to ADIG that will be applied to further the charitable, religious and educational works of the Catholic Diocese of Armidale. ADIG is not prudentially supervised by the Australian Prudential Regulation Authority nor has it been examined or approved by the Australian Securities and Investments Commission (ASIC). An investor in ADIG will not receive the benefit of the financial claims scheme or the depositor protection provisions in the Banking Act 1959 (Cth).

The investments that ADIG offers are not subject to the usual protections for investors under the Corporations Act (Cth) or regulation by ASIC. Investors may be unable to get some or all of their money back when the investor expects or at all and investments in ADIG are not comparable to investments with banks, finance companies or fund managers. To obtain ADIG’s identification statement view on the following link [www.adig.com.au](http://www.adig.com.au) or by contacting ADIG.

# TERMS AND CONDITIONS OF ADIG ONLINE ACCESS

## I. General

1. Important issues the Primary Account Holder must be aware of when authorising access to ADIG Online.

1.1 The Online Administrator authorises the ADIG to allow access to each member number to specific access levels for each Authorised user. Access to ADIG online may be terminated by the Online Administrator at any time by giving notice to ADIG in writing.

1.2 The Online Administrator is to ensure ADIG has a current and accurate account operating authority.

1.3 The Online Administrator authorises the Login Name (Account Number) and password to be used by the user(s) with the authority to operate, to be the authorised signatories on the nominated accounts through ADIG Online.

1.4 The Online Administrator indemnifies ADIG and takes full responsibility for all value and non-value transactions through ADIG Online that use the Online Administrator's or Online user(s)' correct Login Name and Password.

1.5 ADIG may terminate or suspend access to ADIG Online of the Online Administrator or the Online user(s) for any reason.

1.6 The Online Administrator acknowledges and accepts that ADIG cannot verify by way of signature comparison whether ADIG Online access was correct and accepts that the use of the correct Login Name and Password is the equivalent of a signature.

1.7 ADIG will endeavour to maintain ADIG Online to reflect the most up to date account information and the availability of the system. However, ADIG cannot be held responsible for any loss or liability, real or contingent, by lack of access availability or superseded account information.

1.8 ADIG will endeavour to ensure all transfer instructions are carried out in accordance with the Online Administrator or online users' instructions but cannot be held responsible for any loss, real or contingent.

1.9 You agree that accounts nominated for

access through ADIG Online will not receive account statements by mail. ADIG Online allows you to view and/or print transaction lists or account statements at any time and at any frequency of your choosing.

1.10 The use of ADIG Online is also subject to the Terms and Conditions of individual account products.

1.11 These conditions will be available for viewing on the initial login screen on the ADIG website: [www.adig.com.au](http://www.adig.com.au). Variations to these terms and conditions will be notified on this website. The use of ADIG Online after notification will constitute acceptance of the variation.

## 2. Security

2.1 Browser based and uses the latest 128 bit encryption technology and security. A user can confirm their ADIG Online session is encrypted by the appearance of a 'lock' symbol at the top of the browser.

2.2 Online user(s) are issued with a login name and password only after the Online Administrator authorisation has been received. The first time the Online Administrator logs into ADIG Online with a new or replacement password, issued by ADIG, they will be automatically prompted to change their password to one of their own devising within the set password parameters. It is the Online Administrator's responsibility to inform all Authorised users of the login password.

2.3 Online user(s) are able to transfer funds within the nominated account/s and are able to transfer funds to accounts at external financial institutions as per the authority set by the Online Administrator.

2.4 If a user suspects unauthorised access, the ADIG can disable access immediately upon receipt of notification.

2.5 Transfer of funds to external financial institutions will be processed once daily at 4:00pm on a banking day.

2.6 After 5 minutes an inactive webpage will be automatically logged off by the system. A new internet session must be commenced if the host session is inactive for a further 2 minutes.

2.7 Access will be blocked if there are 3 successive unsuccessful login attempts during a 24 hour period (from midnight daily). Immediate access may be restored through ADIG.

2.8 There is a record of all transactions on ADIG Online. All transactions processed through ADIG Online are processed with normal 'batch' transactions and will show on ADIG hard copy reports.

2.9 Credit external payments will be subject to a daily limit which must be authorised by the Primary Account Holder.

2.10 Debit external accounts will be subject to a transactional limit authorised by the Primary Account Holder and must be pre nominated.

### **3. Online Administrator and Online User Security Precaution**

3.1 Passwords must be kept secret and secure.

3.2 We use two-factor authentication as an added security measure.

3.2 Never leave a computer unattended while logged onto ADIG Online.

3.3 Do not use date of birth, telephone number, address, name or names of friends, relatives, pets or associates in a password.

3.4 Change password regularly, at least monthly is recommended.

3.5 Always log off ADIG Online when finished.

3.6 It is the responsibility of the Online Administrator and Online users to ensure the security of their electronic device/s are current.

## Armidale

PO Box 509 Armidale NSW 2350  
Phone 1800 040 903

ABN 20 375 580 300 | AFSL No. 497040

## Tamworth

PO Box 2 Tamworth NSW 2340  
Phone 1800 803 194

## Financial Services Guide

This Financial Services Guide describes the services offered by CDF AFSL NSW Limited ABN 80 617 161 805, Australian Financial Services Licence 497040 (CDF AFSL) and is designed to assist you in deciding whether to use any of our services. It describes how we are remunerated for our services, our professional indemnity insurance and how we handle any complaints you may have. We give you the FSG before you acquire financial services from us.

### Our Services

We are authorised to provide general advice on, and to issue, apply for, acquire, vary or dispose of, basic investment products and securities.

If we provide you with advice, it is general in nature and does not take into account your objectives, needs or financial situation. Before making a decision on purchasing any security or basic deposit product we advise you about, you should consider the appropriateness of the advice for your objectives, needs and financial situation.

### Who we act for

When we arrange for the issue of debentures to you, we act as the agent of The Trustees of the Roman Catholic Church for the Catholic Diocese of Armidale on behalf of the Armidale Diocesan Investment Group and The Trustees of the Roman Catholic Church for the Catholic Diocese of Bathurst on behalf of the Bathurst Catholic Development Fund (CDFs). This means that when we arrange for the issue of debentures to you or provide general advice we are acting for the CDFs and not on your behalf.

### Remuneration

CDF AFSL is a registered charity. We receive no remuneration from the CDFs and we charge no fees to you. The CDFs cover our expenses only.

### Associations

We arrange for the issue of debentures on behalf of the CDFs. The Bishop of the Roman Catholic Diocese of Armidale, Most Reverend Peter Mel Murphy and the Bishop of the Roman Catholic Diocese of Bathurst, Most Reverend Michael McKenna, are the owners and shareholders of CDF AFSL.

### Our Professional indemnity Insurance

We, our employees and our authorised representatives are covered under professional indemnity insurance that complies with the requirements of section 912B of the Corporations Act. The insurance (subject to its terms and conditions) will continue to cover claims in relation to our employees and authorised representatives who no longer work for us (but who did at the time of the relevant conduct).

### What to do if you have a complaint

If you wish to complain about our services, contact our Complaints Officer by email at [armidale@adig.com.au](mailto:armidale@adig.com.au). We will acknowledge receipt of your complaint immediately, and attempt to resolve it within 21 days.

If you are unhappy with our decision, you may refer your dispute to the Australian Financial Complaints Authority (AFCA). You can contact them on 1800 931 678 or visit their website at [www.afca.org.au](http://www.afca.org.au). You can access this scheme for free and any decision they make is binding on us but not on you.

### How can you contact us?

We can be contacted at:

CDF AFSL NSW Limited  
ABN: 80 617 161 805  
AFS Licence No: 497040  
1/131 Barney Street, Armidale NSW 2350  
Ph: (02) 6772 8311  
Fax: (02) 6771 2270