



ACCOUNT AND ACCESS FACILITY

Conditions of Use

Railways Credit Union Limited trading as MOVE Bank

ABN 91 087 651 AFSL 234536

Effective Date

12 April 2019

HOW TO CONTACT US



movebank.com.au



1300 362 216
+61 7 3221 2216



info@movebank.com.au



GPO Box 648, Brisbane QLD 4000



07 3221 1672



Brisbane Central Station Concourse
Ground Floor, RC2, Plaza Level
Central Station

To report the loss, theft or unauthorised use of your Visa card



- **Australia**

During normal business hours all MOVE Bank on 1300 362 216.

Outside business hours call Visa card hotline 1800 621 199. This service is available 7 days a week, 24 hours a day.

- **Overseas**

Call MOVE Bank on +61 7 3221 2216 during normal business hours or call the Visa Hotline located in other countries.

Please contact us before you travel overseas for the current contact details for your destination country.

To report a loss resulting from any other unauthorised use of an access facility, contact us directly.

This document should be read in conjunction with our:

- Interest Rate Schedule
- Summary of Accounts, Access Facilities and Transaction Limits brochure
- Fees and Charges Schedule

Together these brochures form the conditions of use for the MOVE Bank Account and Access Facility.

PLEASE NOTE THAT BY OPENING AN ACCOUNT OR USING AN ACCESS FACILITY YOU BECOME BOUND BY THESE CONDITIONS OF USE.

Please keep these conditions of use in a safe place so you can refer to it when needed. Alternatively, you can obtain information set out in this document and download this document by visiting our website at movebank.com.au.

CUSTOMER OWNED BANKING CODE OF PRACTICE

We warrant that we will comply with the Customer Owned Banking Code of Practice. Please see the section About the Customer Owned Banking Code of Practice at the end of these Conditions of Use for more detail.

EPAYMENTS CODE

We warrant that we will comply with the ePayments Code.

FINANCIAL CLAIMS SCHEME

Under the Financial Claims Scheme (FCS) administered by APRA, the Australian Government has provided a guarantee of deposits held in regulated authorised deposit-taking institutions (ADIs) incorporated in Australia, subject to a limit for each account holder.

Depositors with MOVE Bank may be entitled to receive a payment from the FCS, subject to a limit per depositor. For further information about the FCS visit the website fcs.gov.au

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ACCOUNT OPERATIONS

What is the Account and Access Facility?

Our Account and Access Facility is a facility that gives you transaction, savings and term deposit accounts as well as facilities for accessing these accounts, including:

- Visa card
- Chequing
- BPAY® (registered to BPAY Pty Ltd ABN 69 079 137 518)
- Osko® payments
- Telephone and internet banking
- EFTPOS and ATM access
- Direct debit requests
- Quick debits
- Periodical payments

Please refer to the *Summary of Accounts, Access Facilities and Transaction Limits* brochure for available account types, the conditions applying to each account type and the access methods attached to each account type.

How do I open an account?

Before you can open account, you will need to apply to join the Credit Union. To join you must be an Australian resident and meet other eligibility requirements.

To apply, you need to provide your:

- Full name
- Australian residential address
- Australian mobile phone number
- date of birth
- email address
- information that we require in order to determine your tax residency status, and
- any other details requested by us, including documents and information to verify your identity.

We may use a third party provider to verify some or all of this information.

If you don't any provide information we require within an acceptable time frame, we may place a stop on your account. We also reserve the right to refuse admission at our absolute discretion.

Proof of identity required

The law requires us to verify your identity when you open an account or when you become a signatory to an account.

In most cases you can prove your identity by supplying photo identity documents. If you do not have photo ID please contact us to discuss what other forms of identification may be acceptable.

If you change your name, for example, upon marriage, you will need to give us a change of name statement. We will give you guidance on how to go about this.

Opening an account

Prior to opening an account, you should first check the *Interest Rate Schedule* and *Summary of Accounts, Access Facilities and Transaction Limits* brochure for the different account types available, any conditions that apply, and the features and benefits of each account type to ensure that it meets your needs.

We reserve the right not to provide an account or related access facility at our absolute discretion.

What fees and charges are there?

We may debit your account with fees and charges as set out in our *Fees and Charges Schedule* along with any applicable government fees and charges.

We may vary fees or charges from time to time. See *Notifying changes* for details of how and when we must notify you.

What interest can I earn on my account?

Full information on our current savings and term deposit interest rates is provided in our *Interest Rates Schedule* and it is also available on our website.

We calculate and credit interest to your account as set out in the *Interest Rate Schedule*. We may vary savings or term deposit interest rates from time to time. Interest rates on term deposits remain fixed for the agreed term of the deposit.

What are the taxation consequences?

Interest earned on an account is income and may be subject to income tax.

Disclosing your tax file number (TFN)

When you apply for the Account and Access Facility we will ask you for your tax file number or exemption.

We apply your tax file number to all accounts held with the Credit Union when supplied, unless you instruct us not to do so.

You are not obliged to disclose your tax file number to us however, if you do not, we are obliged to deduct withholding tax from any interest you earn at the highest marginal rate.

For a joint account, all holders must quote their tax file numbers and/or exemptions, otherwise withholding tax applies to the whole of the interest earned on the joint account.

Children under 16 are exempt from tax earned on interest, provided they do not exceed the amount allowed by the Australian Tax Office (ATO). If the interest earned by a child exceeds the allowed limit, the child may need to supply a tax file number. Further details can be obtained from the ATO website.

For business accounts, you need only quote your ABN instead of a tax file number.

Foreign tax residency status

We are required by law to collect certain information about you in order to determine your Foreign Tax Residency Status, and where required, report that information, as well as information about any account you hold, to the ATO. The ATO is required to exchange that information with equivalent foreign country tax authorities.

If you believe that there has been a change to your Foreign Tax Residency Status, you need to let us know within 30 days.

We may require you to provide additional information including documentation and certifications. If you don't provide any information we reasonably requires by the time we require it, we may seek information from a third party or place a stop on your account(s).

Joint accounts

A joint account is an account in the name of more than one person. The important legal consequences of holding a joint account are:

- the right of survivorship – when one joint holder dies, the surviving joint holders automatically take the deceased joint holder's interest in the account;
- joint and several liability – each joint holder is individually liable for the full amount owing on the joint account.

You can operate a joint account on an 'all to sign' or 'either to sign' basis:

- 'all to sign' means all joint holders must sign or otherwise authorise withdrawals, cheques, etc;
- 'either to sign' means any one joint holder can sign or otherwise authorise withdrawals, cheques, etc.

All joint account holders must consent to the joint account being operated on an 'either to sign' basis, however any one joint account holder can cancel this arrangement, making it 'all to sign'.

In the case of 'either to sign', any party to the account may instruct the Credit Union to close the account at any time.

Should there be a dispute between joint account holders, the Credit Union may restrict access to the account so that all parties have authorised transactions.

Trust accounts

You can open an account as a trust account, however:

- we are not taken to be aware of the terms of the trust;
- we do not have to verify that any transactions you carry out on the account are authorised by the trust.

You agree to indemnify us against any claim made upon us in relation to, or arising out of that trust.

Third party access

You can authorise us at any time to allow another person to operate on your accounts, however, we will need to verify this person's identity before they can access your account.

You can specify which of your accounts under the Account and Access Facility you give the authorised person authority to operate on. You are responsible for all transactions your authorised person carries out on your account. **You should ensure that the person you authorise to operate on your account is a person you trust fully.**

You may revoke the authorised person's authority at any time by giving us written notice.

Making deposits to the account

You can make deposits to the account by:

- direct credit from your employer or external bank account. To arrange this you need to provide the MOVE Bank BSB (724-100) and your account number
- transfer from another financial institution
- transfer from another account with us
- cheque at our branch (no cash accepted)
- cash or cheque at selected ATMs or EFTPOS, if your account is linked to a Visa card
- cash or cheque at Australia Post's Bank@Post if you have a Visa card
- cash or cheque at a Westpac branch, you may need a specially encoded deposit book for this service

unless otherwise indicated in the *Summary of Accounts, Access Facilities and Transaction Limits* brochure.

Please note that we can reverse a direct credit if we do not receive full value for the direct credit.

Deposits through Westpac will take at least 1 business day to reach your account.

Electronic deposits may not be processed on the same day.
Please refer to ePayments Conditions of Use.

Deposits using electronic equipment

We are responsible for a deposit into a facility received by our electronic equipment or device, from the time you complete the deposit, subject to verification of the amount or amounts deposited.

If there is a discrepancy between the amount recorded as being deposited by the electronic equipment and the amount recorded by us as being received, we will contact you as soon as practicable about the difference.

Note that electronic deposits may not be processed on the same day.

Depositing cheques

You can only access the proceeds of a cheque when it has cleared. All cheques are subject to clearance times regardless of the origin of the cheque however, you can ask us for a special clearance for which we may charge a fee.

Any cheques deposited through Westpac Bank or Australia Post will be subject to additional clearance times. Some cheques (such as overseas cheques) will take longer to clear.

For full details of clearance times, please refer to our *Summary of Accounts, Access Facilities and Transaction Limits* brochure.

Cheques deposited to your account will be credited conditionally. If a cheque deposited is refused payment by the paying bank, your account will be debited, a fee may apply and accruing interest adjusted.

We will only accept cheques for deposit to your account, in the following circumstances:

- Cheque payable to account holder
- Cheque payable to Railways Credit Union Ltd and/or MOVE Bank
- Cheque payable to cash

We may accept a cheque into a joint account which is made payable to one of the account holders, however we do not accept cheques into an individual account if the cheque is payable to joint payees, even if one payee has endorsed the cheque to the other. We do not accept cheques payable to a third party which have been endorsed to the account holder.

Stale cheques

A cheque may be deemed stale and refused by the paying bank where the date of the cheque is more than:

- 15 months old when drawn on an Australian Bank
- 3 months old when drawn on an overseas bank

Withdrawing or transferring from the account

You can make withdrawals from the account:

- over the counter at our branch (cash facilities not available)
- by direct debit or periodical payment
- by cheque, if your account is linked to a cheque book
- via telephone or internet banking
- via BPAY to make a payment to a biller
- at selected ATMs, if your account is linked to a Visa card
- via selected EFTPOS terminals, if your account is linked to a Visa card
- by fax/mail to our office or branch location
- Bank@Post if your account is linked to a Visa card

unless otherwise indicated in the *Summary of Accounts, Access Facilities and Transaction Limits* brochure.

In the case of EFTPOS transactions, merchants may impose restrictions on withdrawing cash.

We will require acceptable proof of your identity before processing withdrawals in person or acceptable proof of your authorisation for other types of withdrawal transactions.

Debiting transactions generally

We will debit transactions received on any one day in the order we determine in our absolute discretion. Transactions will not necessarily be processed to your account on the same day.

We have the right to decline to accept your authorisation for any transaction if we are uncertain for any reason of the authenticity or validity of the authorisation or your legal capacity to give the authorisation. We will not be liable to you or any other person for any loss or damage which you or such other person may suffer as a result of our action.

If you close your account before a transaction debit is processed, you will remain liable for any dishonour fees incurred in respect of that transaction.

Withdrawals using our corporate cheques

This is a cheque the Credit Union draws payable to the person you nominate. You can purchase a corporate cheque from us, however we may charge you a fee for this service: see the *Fees and Charges Schedule*.

If a corporate cheque is no longer required, we can arrange to refund the value of the cheque to your account when the cheque is returned to us.

If a corporate cheque is lost or stolen, you can ask us to stop payment on it. You will need to complete a form of request, giving us evidence of the loss or theft of the cheque. You will also be required to give us an indemnity – the indemnity protects us if someone else claims that you wrongfully authorised us to stop the cheque.

We cannot stop payment on our corporate cheque if you used the cheque to buy goods or services and you are not happy with them. You must seek compensation or a refund directly from the provider of the goods or services. You should contact a Government Consumer Agency if you need help.

Transaction limits

We limit the amount of daily withdrawals or payments you may make using electronic methods, either generally or in relation to a particular facility.

These transaction limits are set out in the *Summary of Accounts, Access Facilities and Transaction Limits* brochure.

Please note that merchants, billers or other financial institutions may impose additional restrictions on the amount of funds that you can withdraw, pay or transfer.

We may also require you to apply for new transaction limits if you change any pass code. We will require you to provide proof of identity that satisfies us. We may reduce transaction limits to zero for security reasons.

Overdrawing an account

You must keep sufficient **cleared** funds in your account to cover your cheque, direct debit, periodical payment and EFT transactions. If you do not, we can dishonour the transaction and charge dishonour fees: see the *Fees and Charges Schedule*.

Alternatively, we may honour the transaction and overdraw your account.

We may charge you:

- interest at our current overdraft rate, calculated on the daily closing balance
- an honour fee: see the *Fees & Charges Schedule*
- an ongoing fee if the account remains overdrawn for an extended period

If we honour a transaction by overdrawing your account, it does not mean that we have any obligation to do so in the future.

'Cleared funds' means the proceeds of cheque deposits to your account (once the cheque is cleared), cash deposits and direct credits.

Sweep facility

A sweep is an automatic transfer of funds service available if you open more than one savings account. The sweep will transfer funds from a nominated account into another account to cover transactions which might otherwise overdraw your account.

We are not obliged to transfer funds if there are insufficient funds in the nominated account.

We will endeavour to effect sweep transfers in accordance with your instructions, however the Credit Union will accept no responsibility from a failure to do so.

Account statements

We will send you account statements at least every 6 months. You can ask us for an account statement at any time. We may charge a fee for providing additional statements or copies.

In the case of joint account holders, a statement will be sent to the first named account holder only.

We can also provide your statements electronically. When we provide access to internet banking account we may automatically change the delivery of your statements to electronic. You can request to revert back to paper based statements at any time, subject to this feature being available for the account type: see *Summary of Accounts, Access Facilities and Transaction Limits* brochure.

We recommend that you check your account statement as soon as you receive it and immediately notify us of any unauthorised transactions or errors: see *How to Contact Us* on page 2.

What happens if I change my address?

We recommend that if you change your address, you let us know immediately. You can update your new contact details online if you are registered for internet banking.

Dormant accounts

If no deposits or withdrawals are carried out on your account for at least 12 months (other than transactions initiated by the Credit Union, such as crediting interest or debiting fees and charges) we may write to you asking if you want to keep the account open. If you do not reply or transact on the account, we may treat your account as dormant.

Once your account becomes dormant, we may:

- charge a dormancy fee
- stop paying interest or reduce the amount of interest
- cancel any attached access facilities
- close the account

If your account remains dormant for 7 years, we have a legal obligation to remit balances exceeding \$500 to the Australian Securities and Investment Commission (ASIC) as unclaimed money.

Account combination

If you have more than one account with us, we may apply a deposit balance in any account to any other deposit account in the same name, including joint accounts. This may happen if one of the accounts is overdrawn or to satisfy any other debt owing to the Credit Union.

Where a duplicate membership is held with the Credit Union, we may transfer all accounts and attached access facilities of the duplicate membership to one membership number. Unless you notify us of a preferred membership number, we can determine which membership number is to be retained.

When you cease to be a member, we may combine all your accounts (whether deposit or loan accounts) you have with us provided the accounts are all in the same name.

If we combine accounts, we'll comply with any applicable requirement of the Code of Operation for the Department of Human Services and Department of Veterans' Affairs Centrelink Direct Credit Payments.

We will give you written notice promptly after exercising any right to combine your accounts, this may include advice on your next statement.

Closing accounts and cancelling access facilities

You can close your Account and Access Facility at any time, however you will have to surrender your cheque book and any access card at the time. We may defer closure and withhold sufficient funds to cover payment of outstanding cheques, electronic transactions and fees, if applicable.

You will be responsible for any transactions that have been authorised by you prior to the account closure, such as regular Visa debits.

We can close any Account and Access Facility without any notice to you if:

- your account has a nil or debit balance and there have been no transactions (except for fees, charges and interest) on the account for more than 2 months
- the conduct of your account is considered unsatisfactory
- you breach these Conditions of Use
- we believe security has been compromised
- any other reason the Credit Union considers appropriate

Where the Credit Union exercises its right to close an account and a credit balance exists, we will credit the funds to another account held in your name or forward a cheque to your last known address.

Notifying changes

We may change fees, charges, interest rates and other conditions at any time. The following table sets out how we will notify you of any change:

Type of change	Notice
Increasing any fee or charge	20 days
Adding a new fee or charge	20 days
Reducing the number of fee-free transactions permitted on your account	20 days
Changing the minimum balance to which an account keeping fee applies	20 days
Changing the method by which interest is calculated	20 days
Changing the circumstances when interest is credited to your account	20 days
Increasing your liability for losses relating to ePayments: see <i>ePayments Section</i>	20 days
Imposing, removing or changing any periodic transaction limit	20 days
Changing any other term or condition	when we next communicate with you

We may use various methods, and combinations of methods, to notify you of these changes, such as:

- notification by letter
- notification on or with your next statement of account
- notification on or with the next newsletter
- advertisements in the local or national media
- notification on our website

We will always select a method or methods appropriate to the nature and extent of the change, as well as the cost effectiveness of the method of notification.

Notices and returned mail

We may send you notices and statements by:

- post, to the address recorded in our records or to a mailing address you nominate; or
- email or other electronic message eg. via internet banking

If you are registered for online statements, we will tell you when your statement is available for you to retrieve from internet banking.

If you change address and don't tell us, we can still give notice to you to the address last recorded with us. If we receive returned mail because you haven't advised us of your change of contact details, we may place a stop on your account(s).

COMPLAINTS

We have a dispute resolution system to deal with any complaints you may have in relation to our Accounts and Access Facilities, or transactions on the account. Our dispute resolution policy requires us to deal with any complaint efficiently and sympathetically. If you are not satisfied with the way in which we resolve your complaint, or if we do not respond promptly, you may refer the complaint to our external dispute resolution centre.

If you want to make a complaint, contact staff at our branch or contact centre and tell them that you want to make a complaint. Our staff have a duty to deal with your complaint under our dispute resolution policy. Our staff must also advise you about our complaint handling process and the timetable for handling your complaint. We also have an easy to read guide to our dispute resolution system is provided in our Financial Services Guide which is available on our website or on request.

CHEQUING

Chequing is a facility which allows you to make payments by cheque. Under our chequing facility, we issue you with a cheque book and authorise you to draw cheques on your account with us. We will debit your account for the value of cheques you draw.

If you have insufficient funds in your nominated account, we may dishonour your cheque. However, we have the discretion to allow the cheque to be paid and to overdraw your account for this purpose. If you overdraw your account, we may charge you interest and fees. Please refer to the section *Overdrawing an account*.

We may not give you access to chequing if your banking history with the Credit Union is not satisfactory or you are under 18.

DIRECT DEBITS, PERIODICAL PAYMENTS, PAYPAL AND QUICK DEBITS

Direct Debits

You can authorise a participating biller to debit amounts from your account, as and when you owe those amounts to the biller. The biller will provide you with a Direct Debit Request (DDR) Service Agreement for you to complete and sign to provide them with this authority.

To cancel the DDR Service Agreement, you can contact either the biller or us. If you contact us, we will promptly process your instruction to cancel the biller's authority.

Please ensure that at least 3 business days' prior notice is given for cancellation requests. When you cancel a DDR Service Agreement for a biller, all future direct debit requests for that biller will be dishonoured and a fee will be charged on each occasion. We suggest that you also contact the biller to cancel the DDR Service Agreement.

If you believe a direct debit initiated by a biller is wrong, you should contact the biller to resolve the issue. Alternatively, you may contact us. If you give us the information we require we will forward your claim to the biller. However, we are not liable to compensate you for your biller's error.

If you set up the payment on your Visa card, please contact us directly about unauthorised or irregular debits.

We can cancel your direct debit facility, in our absolute discretion, if any 3 direct debit instructions are dishonoured. If we do this, billers will not be able to initiate a direct debit from your account under their DDR Service Agreement. Under the terms of their DDR Service Agreement, the biller may charge you a fee for each dishonour of their direct debit request.

Periodical Payments

A periodical payment is an automatic transfer of funds from your account to a specified recipient account with the Credit Union, another financial institution or biller, on a regular basis.

Periodical payments can be established through internet banking, or by contacting us or completing a periodical payment form.

If your periodical payment falls on a non-business day, we may process your authority on the business day immediately preceding or succeeding the due date.

If there are insufficient funds held in your account to cover a periodical payment on 5 occasions, the Credit Union may cancel the authority.

We do not have to advise you if a periodical payment is not made or an authority is cancelled by us.

A periodical payment authority can be cancelled by the same means by which it was established, that is, through internet banking or by contacting the Credit Union. Please ensure that at least 3 business days' prior notice is given for cancellation requests.

PayPal

When you use PayPal you are authorising PayPal to debit amounts from your account as a biller under direct debit. Please note that:

- you are responsible for all PayPal debits to your account
- if you dispute a PayPal debit, you can contact PayPal directly or ask us to
- we are not responsible for compensating you for any disputed PayPal debit, or for reversing any disputed PayPal debit to your account
- if you want to cancel your direct debit arrangement with PayPal, you can contact PayPal directly or ask us to do so
- when you ask us to pass on a disputed transaction to PayPal, or your request to cancel your direct debit arrangement with PayPal, we will do so as soon as practicable but we are not responsible if PayPal fails to respond as soon as possible or at all.

Other third party payment services may operate in a similar way to PayPal.

Quick Debits

By signing the Quick Debit request or by such other authorisation we accept, you authorise us to arrange for funds to be regularly debited from your external account.

You must have authority to withdraw funds from the external account without the need for authority from any other person or entity. You indemnify us against all loss or damage suffered by us if you do not have authority to withdraw funds from the external account.

It is your responsibility to ensure that there are sufficient clear funds available in your external account on a debit day to allow a debit payment to be made in accordance with the Quick Debit request.

If there are insufficient clear funds in your external account to meet a debit payment:

- You will be charged a dishonour fee to reimburse us for costs we have incurred for the failed transaction (Please see our Fees & Charges Schedule); and
- You may be charged a fee and/or interest by your other financial institution.

If the day that a Quick Debit payment authorised by you falls on a day that is not a business day, we may direct your financial institution to debit your external account on the business day immediately preceding or succeeding the due date. If you are unsure about which day your external account has been or will be debited, please check with your financial institution.

You may cancel your Quick Debit request, stop a debit payment, defer a debit payment or change the arrangements under a Quick Debit request by giving us at least 3 days' notice. We may require this notice to be in writing signed by you.

Quick debit services may not be available on all accounts. You should check:

- with your financial institution whether direct debiting is available from your external account.
- your external account details which you have provided to us are correct by checking them against a recent account statement from your financial institution.

We may also request a statement from you to verify external account details provided in your Quick Debit request.

TERM DEPOSITS

A term deposit can be established online through internet banking, by calling our contact centre or visiting our branch.

Deposit Restrictions

You may only increase the value of your term deposits on maturity.

We have the right to refuse to accept any deposit and may set maximum and minimum amounts for deposits and terms.

Interest

The interest rate on your term deposit is fixed for the term of your investment. If we quote you a rate for a term deposit the rate may differ if the deposit is not made on the same day.

Interest will be calculated on closing daily balances. The daily interest rate is the relevant annual rate divided by the number of whole days in the year. We will not change the method of interest calculation during the term of the deposit.

Withdrawal Restrictions

The term deposit is issued on terms that the funds will be available on maturity.

If you wish to withdraw the whole or part of the balance of a Term Deposit prior to maturity, you must give us 31 days' notice.

If you wish to withdraw the whole or part of the balance early, the interest rate applied to the withdrawn amount from the beginning of the term will be reduced by a rate up to 2% p.a. If we have already paid you interest during the term that exceeds the total interest you are entitled to under the reduced rate then the difference is due and payable by you and we may deduct it from the funds withdrawn early.

In special circumstances, such as hardship, we may allow you to withdraw the whole or part of the balance of a Term Deposit prior to maturity without the 31 days' notice period, however the reduced interest rate may still apply.

In the case of partial redemptions, the amount remaining will continue to earn the interest rate originally agreed until the date of maturity. If the amount remaining is less than the minimum allowed for that type of term deposit, the whole balance must be redeemed and reduced interest will apply.

No interest rate reduction shall apply where the term deposit is released early due to the death of a depositor.

Maturity

If you do not contact us, we will automatically reinvest your funds for the same term as the previous term deposit at the current rate of interest applicable. If the same term is not available, we will reinvest your deposit for the closest term. We will accept your instructions up to 7 days after the maturity date.

ELECTRONIC ACCESS FACILITIES AND EPAYMENTS CONDITIONS OF USE

SECTION 1. INFORMATION ABOUT EPAYMENT FACILITIES

You should follow the guidelines in the box below to protect against unauthorised use of your access card and pass code.

These guidelines provide examples of security measures only and will not determine your liability for any losses resulting from unauthorised ePayments.

Liability for such transactions will be determined in accordance with the ePayments Conditions of Use and the ePayments Code.

IMPORTANT INFORMATION YOU NEED TO KNOW BEFORE USING A DEVICE TO MAKE ELECTRONIC PAYMENTS

- Sign the access card as soon as you receive it
- Familiarise yourself with your obligations to keep your access card and pass codes secure
- Familiarise yourself with the steps you have to take to report loss or theft of your access card or to report unauthorised use of your access card, BPAY or telephone or internet banking
- Immediately report loss, theft or unauthorised use
- If you change a pass code, do not select a pass code which represents your birth date or a recognisable part of your name
- Never write the pass code on the access card Never record any pass code on a device used to carry out ePayments, unless a reasonable attempt has been made to protect the security of the pass code. (see: *Section 6.3*)
- Never write the pass code on anything which is kept with or near the access card
- Never lend the access card to anybody
- Never tell or show the pass code to another person
- Use care to prevent anyone seeing the pass code being entered on a device
- Keep a record of the access card number and the Card Hotline telephone number for your area with your usual list of emergency telephone numbers
- Check your statements regularly for any unauthorised use
- Immediately notify us when you change your residential, postal or email address
- ALWAYS access the telephone banking or internet banking service only using the OFFICIAL phone numbers and URL addresses

- If accessing internet banking on someone else's PC, laptop, tablet or mobile phone, ALWAYS DELETE your browsing history
- ALWAYS REJECT any request to provide or to confirm details of your pass code. We will NEVER ask you to provide us with these details

IF YOU FAIL TO ENSURE THE SECURITY OF YOUR ACCESS CARD, ACCESS FACILITY AND PASS CODES YOU MAY INCREASE YOUR LIABILITY FOR UNAUTHORISED TRANSACTIONS

These ePayment Conditions of Use govern all electronic transaction made using any one of our access cards or facilities, listed below:

- Visa card
- BPAY®
- Osko ® payments
- Internet banking
- Telephone banking

You can use any of these electronic access facilities to access an account, as listed in the *Summary of Accounts, Access Facilities and Transaction Limits* brochure.

Visa card

Visa card allows you to make payments at any retailer displaying the Visa card logo, anywhere in the world.

You can also withdraw cash from your account, anywhere in the world, using an ATM displaying the Visa card logo. We will provide you with a PIN to use with your Visa card. Visa card also allows you to:

- check your account balances (at participating ATMs)
- withdraw cash from your account
- make purchases at retailers, including over the phone and on the internet
- transfer money between accounts (at participating ATMs)
- deposit cash or cheques into your account (at limited participating ATMs, Bank@Post and Westpac branches)

We may choose not to give you a Visa card if your banking history with the Credit Union is not satisfactory or if you are under 18 years.

Limit on Visa credit card use

You must not transact:

- For the purpose of gambling;
- In connection with unlawful activities; and
- With an unregistered foreign cryptocurrency exchange or broker

We may also restrict any transaction if we have reasonable grounds, including if the transaction will breach these conditions of use or any law.

IMPORTANT INFORMATION ABOUT CHARGEBACKS FOR VISA CARD

If you believe a Visa card transaction was:

- unauthorised
- for goods or services and the merchant did not deliver them
- for goods and services which did not match the description provided by the merchant

then you can ask us to 'chargeback' the transaction, by reversing the payment to the merchant's financial institution. In the case where you have a dispute with a merchant over goods and services you have ordered, you should contact us as soon as possible, as timeframes and/or requirements may apply.

You are not able to reverse a transaction authenticated using Visa Secure unless we are liable as provided in the ePayments Conditions of Use.

YOU SHOULD INFORM US AS SOON AS POSSIBLE IF YOU BECOME AWARE OF CIRCUMSTANCES WHICH MIGHT ENTITLE YOU TO A CHARGEBACK AND LET US HAVE THE CARDHOLDER'S COPY OF THE VISA TRANSACTION RECEIPT IN QUESTION.

SECTION 2. DEFINITIONS

- access card** means an ATM card, debit card or credit card and includes our Visa card
- ATM** means automatic teller machine
- business day** means a day that is not a Saturday, a Sunday, a public holiday or bank holiday in the state of NSW
- device** means a device we give to a user that is used to perform a transaction. Examples include:
 - ATM card
 - debit card or credit card
 - token issued by a subscriber that generates a pass code
- EFTPOS** means electronic funds transfer at the point of sale – a network for facilitating transactions at point of sale
- facility** means an arrangement through which you can perform transactions

- (g) **home banking service** means internet banking and telephone banking
- (h) **identifier** means information that a user:
 - (i) knows but is not required to keep secret
 - (ii) must provide to perform a transaction
 Examples include an account number, member number or Osko payments PayID.
- (i) **manual signature** means a handwritten signature, including a signature written on paper and a signature written on an electronic tablet
- (j) **pass code** means a password or code that the user must keep secret, that may be required to authenticate a transaction or user. A pass code may consist of numbers, letters, a combination of both, or a phrase. Examples include:
 - (i) personal identification number (PIN)
 - (ii) internet banking password
 - (iii) telephone banking password
 - (iv) code generated by a security token such as one time password sent via SMS
 - (v) A pass code does not include a number printed on a device (eg. A security number printed on a credit or debit card).
- (k) **regular payment arrangement** means either a recurring or an instalment payment agreement between you (the cardholder) and a Merchant in which you have preauthorised the Merchant to bill your account at predetermined intervals (eg. monthly or quarterly) or at intervals agreed by you. The amount may differ or be the same for each transaction
- (l) **transaction** means a transaction to which these ePayment Conditions of Use apply, as set out in Section 3
- (m) **unauthorised transaction** means a transaction that is not authorised by a user
- (n) **user** means you or an individual you have authorised to perform transactions on your account, including:
 - (i) a third party signatory to your account
 - (ii) a person you authorise us to issue an additional card to
- (o) **we, us, or our** means Railways Credit Union Limited trading as MOVE Bank
- (p) **you** means the person or persons in whose name this account and access facility is held

SECTION 3. TRANSACTIONS

- 3.1 These ePayment Conditions of Use apply to payment, funds transfer and cash withdrawal transactions that are:
- (a) initiated using electronic equipment
 - (b) not intended to be authenticated by comparing a manual signature with a specimen signature

- 3.2 These ePayment Conditions of Use apply to the following transactions:
- (a) electronic card transactions, including ATM, EFTPOS, credit card and debit card transactions that are not intended to be authenticated by comparing a manual signature with a specimen signature
 - (b) telephone banking and bill payment transactions
 - (c) internet banking transactions, including 'Pay Anyone'
 - (d) online transactions performed using a card number and expiry date
 - (e) online bill payments (including BPAY)
 - (f) direct debits
 - (g) transactions using mobile devices
 - (h) Osko Payments
 - (i) Other payment or transfers using the New Payments Platform

SECTION 4. WHEN YOU ARE NOT LIABLE FOR A LOSS

- 4.1 You are not liable for loss arising from an unauthorised transaction if the cause of the loss is any of the following:
- (a) fraud or negligence by our employee or agent, a third party involved in networking arrangements, or a merchant or their employee or agent
 - (b) a device, identifier or pass code which is forged, faulty, expired or cancelled
 - (c) a transaction requiring the use of a device and/or pass code that occurred before the user received the device and/or pass code (including a reissued device and/or pass code)
 - (d) a transaction being incorrectly debited more than once to the same facility
 - (e) an unauthorised transaction performed after we have been informed that a device has been misused, lost or stolen, or the security of a pass code has been breached
- 4.2 You are not liable for loss arising from an unauthorised transaction that can be made using an identifier without a pass code or device. Where a transaction can be made using a device, or a device and an identifier, but does not require a pass code, you are liable only if the user unreasonably delays reporting the loss or theft of the device.
- 4.3 You are not liable for loss arising from an unauthorised transaction where it is clear that a user has not contributed to the loss.
- 4.4 In a dispute about whether a user received a device or pass code

- (a) there is a presumption that the user did not receive it, unless we can prove that the user did receive it
- (b) we can prove that a user received a device or pass code by obtaining an acknowledgement of receipt from the user
- (c) we may not rely on proof of delivery to a user's correct mailing or electronic address as proof that the user received the device or pass code

SECTION 5. WHEN YOU ARE LIABLE FOR A LOSS

5.1 If Section 4 does not apply, you may only be made liable for losses arising from an unauthorised transaction in the circumstances specified in this Section 5.

5.2 Where we can prove on the balance of probability that a user contributed to a loss through fraud, or breaching the pass code security requirements in Section 6:

- (a) you are liable in full for the actual losses that occur before the loss, theft or misuse of a device or breach of pass code security is reported to us
- (b) you are not liable for the portion of losses:
 - (i) incurred on any one day that exceeds any applicable daily transaction limit
 - (ii) incurred in any period that exceeds any applicable periodic transaction limit
 - (iii) that exceeds the balance on the facility, including any pre-arranged credit
 - (iv) incurred on any facility that we and you had not agreed could be accessed using the device or identifier and/or pass code used to perform the transaction

5.3 Where:

- (a) more than one pass code is required to perform a transaction
- (b) we prove that a user breached the pass code security requirements in Section 6 for one or more of the required pass codes, but not all of the required pass codes

you are liable under clause 5.2 only if we also prove on the balance of probability that the breach of the pass code security requirements under Section 6 was more than 50% responsible for the losses, when assessed together with all the contributing causes.

5.4 You are liable for losses arising from unauthorised transactions that occur because a user contributed to losses by leaving a card in an ATM, as long as the ATM incorporates reasonable safety standards that mitigate the risk of a card being left in the ATM.

Note: Reasonable safety standards that mitigate the risk of a card being left in an ATM include ATMs that capture cards that are not removed after a reasonable time and ATMs that require a user to swipe and then remove a card in order to commence a transaction.

5.5 Where we can prove, on the balance of probability, that a user contributed to losses resulting from an unauthorised transaction by unreasonably delaying reporting the misuse, loss or theft of a device, or that the security of all pass codes has been breached, you:

- (a) are liable for the actual losses that occur between:
 - (i) when the user became aware of the security compromise, or should reasonably have become aware in the case of a lost or stolen device, and
 - (ii) when the security compromise was reported to us
- (b) are not liable for any portion of the losses:
 - (i) incurred on any one day that exceeds any applicable daily transaction limit
 - (ii) incurred in any period that exceeds any applicable periodic transaction limit
 - (iii) that exceeds the balance on the facility, including any pre-arranged credit
 - (iv) incurred on any facility that we and you had not agreed could be accessed using the device and/or pass code used to perform the transaction.

Note: You may be liable under clause 5.5 if you were the user who contributed to the loss, or if a different user contributed to the loss.

5.6 Where a pass code was required to perform an unauthorised transaction, and clauses 5.2 to 5.5 do not apply, you are liable for the least of:

- (a) \$150, or a lower figure determined by us
- (b) the balance of the facility or facilities which we and you have agreed can be accessed using the device and/or pass code, including any pre-arranged credit
- (c) the actual loss at the time that the misuse, loss or theft of a device or breach of pass code security is reported to us, excluding that portion of the losses incurred on any one day which exceeds any relevant daily transaction or other periodic transaction limit

5.7 In deciding whether on the balance of probabilities we have proved that a user has contributed to losses under clauses 5.2 and 5.5:

- (a) we must consider all reasonable evidence, including all reasonable explanations for the transaction occurring
- (b) the fact that a facility has been accessed with the correct device and/or pass code, while significant, does not, of itself, constitute proof on the balance of probability that a user contributed to losses through fraud or a breach of the pass code security requirements in Section 6
- (c) the use or security of any information required to perform a transaction that is not required to be kept secret by users (for example, the number and expiry date of a device) is not relevant to a user's liability

5.8 If a user reports an unauthorised transaction on a credit card account, debit card account or charge card account we will not hold you liable for losses under Section 5 for an amount greater than your liability if we exercised any rights we had under the rules of the card scheme at the time the report was made, against other parties to the scheme (for example, charge-back rights).

This clause does not require us to exercise any rights we may have under the rules of the card scheme. However, we cannot hold you liable under this clause for a greater amount than would apply if we had exercised those rights.

SECTION 6. PASS CODE SECURITY REQUIREMENTS

6.1 Section 6 applies where one or more pass codes are needed to perform a transaction.

6.2 A user must not:

- (a) voluntarily disclose one or more pass codes to anyone, including a family member or friend
- (b) where a device is also needed to perform a transaction, write or record pass code(s) on a device, or keep a record of the pass code(s) on anything:
 - (i) carried with a device
 - (ii) liable to loss or theft simultaneously with a device

unless the user makes a reasonable attempt to protect the security of the pass code.

- (c) where a device is not needed to perform a transaction, keep a written record of all pass codes required to perform transactions on one or more articles liable to be lost or stolen simultaneously, without making a reasonable attempt to protect the security of the pass code(s).

- 6.3 For the purpose of clauses 6.2(b) to 6.2(c), a reasonable attempt to protect the security of a pass code record includes making any reasonable attempt to disguise the pass code within the record, or prevent unauthorised access to the pass code record, including by:
- (a) hiding or disguising the pass code record among other records
 - (b) hiding or disguising the pass code record in a place where a pass code record would not be expected to be found
 - (c) keeping a record of the pass code record in a securely locked container
 - (d) preventing unauthorised access to an electronically stored record of the pass code record

This list is not exhaustive.

- 6.4 A user must not act with extreme carelessness in failing to protect the security of all pass codes where extreme carelessness means a degree of carelessness that greatly exceeds what would normally be considered careless behaviour.

Note 1: An example of extreme carelessness is storing a user name and pass code for internet banking in a diary, mobile phone or computer that is not password protected under the heading 'Internet banking codes'.

Note 2: For the obligations applying to the selection of a pass code by a user, see clause 6.5.

- 6.5 A user must not select a numeric pass code that represents their birth date, or an alphabetical pass code that is a recognisable part of their name, if we have:
- (a) specifically instructed the user not to do so
 - (b) warned the user of the consequences of doing so
- 6.6 The onus is on us to prove, on the balance of probability that we have complied with clause 6.5.
- 6.7 Where we expressly authorise particular conduct by a user, either generally or subject to conditions, a user who engages in the conduct, complying with any conditions, does not breach the pass code security requirements in Section 6.
- 6.8 Where we expressly or implicitly promote, endorse or authorise the use of a service for accessing a facility (for example, by hosting an access service on our electronic address), a user who discloses, records or stores a pass code that is required or recommended for the purpose of using the service does not breach the pass code security requirements in Section 6.

SECTION 7. LIABILITY FOR LOSS CAUSED BY SYSTEM OR EQUIPMENT MALFUNCTION

- 7.1 You are not liable for loss caused by the failure of a system or equipment provided by any party to a shared electronic network to complete a transaction accepted by the system or equipment in accordance with a user's instructions.
- 7.2 Where a user should reasonably have been aware that a system or equipment provided by any party to a shared electronic network was unavailable or malfunctioning, our liability is limited to:
- (a) correcting any errors
 - (b) refunding any fees or charges imposed on the user

SECTION 8. NETWORK ARRANGEMENTS

- 8.1 We must not avoid any obligation owed to you on the basis that:
- (a) we are a party to a shared electronic payments network
 - (b) another party to the network caused the failure to meet the obligation.
- 8.2 We must not require you to:
- (a) raise a complaint or dispute about the processing of a transaction with any other party to a shared electronic payments network
 - (b) have a complaint or dispute investigated by any other party to a shared electronic payments network.

SECTION 9. MISTAKEN INTERNET PAYMENTS

- 9.1 In this Section 9:
- (a) **direct entry** means a direct debit or direct credit
 - (b) **mistaken internet payment** means a payment by a user through a 'Pay Anyone' internet banking facility and processed by an ADI through direct entry where funds are paid into the account of an unintended recipient because the user enters or selects a Bank/State/Branch (BSB) number and/or identifier that does not belong to the named and/or intended recipient as a result of:
 - (i) the user's error, or
 - (ii) the user being advised of the wrong BSB number and/or identifierThis does not include payments made using BPAY.
 - (c) **receiving ADI** means an ADI whose customer has received an internet payment
 - (d) **unintended recipient** means the recipient of funds as a result of a mistaken internet payment

9.2 When you report a mistaken internet payment, we must investigate whether a mistaken internet payment has occurred.

9.3 If we are satisfied that a mistaken internet payment has occurred, we must send the receiving ADI a request for the return of the funds

Note: Under the ePayments Code, the receiving ADI must within 5 business days:

- (i) acknowledge the request by the sending ADI for the return of funds, and
- (ii) advise the sending ADI whether there are sufficient funds in the account of the unintended recipient to cover the mistaken internet payment

9.4 If we are not satisfied that a mistaken internet payment has occurred, we will not take any further action.

9.5 We must inform you of the outcome of the reported mistaken internet payment in writing and within 30 business days of the day on which the report is made.

9.6 You may complain to us about how the report is dealt with, including that we and/or the receiving ADI:

- (a) are not satisfied that a mistaken internet payment has occurred
- (b) have not complied with the processes and timeframes set out in clauses 9.2 to 9.5, or as described in the box overleaf

9.7 When we receive a complaint under clause 9.6 we must:

- (a) deal with the complaint under our internal dispute resolution procedures
- (b) not require you to complain to the receiving ADI

9.8 If you are not satisfied with the outcome of a complaint, you are able to complain to our external dispute resolution scheme provider.

Note: If we are unable to return funds to you because the unintended recipient of a mistaken internet payment does not cooperate, you can complain to our external dispute resolution scheme provider.

INFORMATION ABOUT A RECEIVING ADI'S OBLIGATIONS AFTER WE REQUEST RETURN OF FUNDS

The information set out in this box is to explain the process for retrieving mistaken payments under the ePayments Code, setting out what the processes are, and what you are entitled to do.

This information does not give you any contractual entitlement to recover the mistaken payment from us or to recover the mistaken payment from the receiving ADI.

Process where funds are available and report is made within 10 business days

- If satisfied that a mistaken internet payment has occurred, the receiving ADI must return the funds to the sending ADI, within 5 business days of receiving the request from the sending ADI if practicable or such longer period as is reasonably necessary, up to a maximum of 10 business days.
- If not satisfied that a mistaken internet payment has occurred, the receiving ADI may seek the consent of the unintended recipient to return the funds to the holder.
- The sending ADI must return the funds to the holder as soon as practicable.

Process where funds are available and report is made between 10 business days and 7 months

- The receiving ADI must complete its investigation into the reported mistaken payment within 10 business days of receiving the request.
- If satisfied that a mistaken internet payment has occurred, the receiving ADI must:
 - (a) prevent the unintended recipient from withdrawing the funds for 10 further business days, and
 - (b) notify the unintended recipient that it will withdraw the funds from their account, if the unintended recipient does not establish that they are entitled to the funds within 10 business days commencing on the day the unintended recipient was prevented from withdrawing the funds
- If the unintended recipient does not, within 10 business days, establish that they are entitled to the funds, the receiving ADI must return the funds to the sending ADI within 2 business days after the expiry of the 10 business day period, during which the unintended recipient is prevented from withdrawing the funds from their account.
- If the receiving ADI is not satisfied that a mistaken internet payment has occurred, it may seek the consent of the unintended recipient to return the funds to the holder.
- The sending ADI must return the funds to the holder as soon as practicable.

Process where funds are available and report is made after 7 months

- If the receiving ADI is satisfied that a mistaken internet payment has occurred, it must seek the consent of the unintended recipient to return the funds to the user.
- If not satisfied that a mistaken internet payment has occurred, the receiving ADI may seek the consent of the unintended recipient to return the funds to the holder.
- If the unintended recipient consents to the return of the funds:
 - (a) the receiving ADI must return the funds to the sending ADI, and
 - (b) the sending ADI must return the funds to the holder as soon as practicable

Process where funds are not available

- Where the sending ADI and the receiving ADI are satisfied that a mistaken internet payment has occurred, but there are not sufficient credit funds available in the account of the unintended recipient to the full value of the mistaken internet payment, the receiving ADI must use reasonable endeavours to retrieve the funds from the unintended recipient for return to the holder (for example, by facilitating repayment of the funds by the unintended recipient by instalments).

SECTION 10. USING TELEPHONE AND INTERNET BANKING

10.1 We do not warrant that:

- (a) the information available to you about your accounts through our home banking service is always up to date
- (b) you will have 24 hours a day, 7 days per week, access to telephone banking or internet banking
- (c) data you transmit via telephone banking or internet banking is totally secure

10.2 We may cancel your access to Internet Banking if you do not access this service by the use of your Access Code:

- (a) within 30 days of our provision of that Access Code, or
- (b) for a period of 90 days.

SECTION 11. HOW TO REPORT LOSS, THEFT OR UNAUTHORISED USE OF YOUR ACCESS CARD OR PASS CODE

11.1 If you believe your access card has been misused, lost or stolen or the pass code has become known to someone else, you must immediately report contact us during business hours or the access card Hotline at any time. *Please refer to How to Contact Us on page 2 for contact details.*

- 11.2 We will acknowledge your notification by giving you a reference number that verifies the date and time you contacted us. Please retain this reference number.
- 11.3 The access card hotline is available 24 hours a day, 7 days a week.
- 11.4 If the access card hotline is not operating when you attempt notification, nevertheless, you must report the loss, theft or unauthorised use to us as soon as possible during business hours. We will be liable for any losses arising because the access card hotline is not operating at the time of attempted notification, provided you report the loss, theft or unauthorised use to us as soon as possible during business hours.
- 11.5 If the loss, theft or misuse, occurs OUTSIDE AUSTRALIA you must notify an organisation displaying the Visa sign and also then confirm the loss, theft or misuse of the card:
- (a) with us by telephone or email as soon as possible
 - (b) by telephoning the Visa Card Hotline number for the country you are in

VISA CARD HOTLINE	
AUSTRALIA	OVERSEAS
During business hours 1300 362 216	Brisbane business hours +61 7 3221 2216
Outside business hours 1800 621 199	Outside business hours Visa Card Hotline number for the country you are in

SECTION 12. HOW TO REPORT UNAUTHORISED USE OF TELEPHONE OR INTERNET BANKING

- 12.1 If you believe that your pass codes for telephone or internet banking transactions have been misused, lost or stolen, or, where relevant, your pass code has become known to someone else, you must contact us immediately.
- Please refer to How to Contact Us on page 2 for our contact details. We will acknowledge your notification by giving you a reference number that verifies the date and time you contacted us. Please retain this reference number.
- 12.2 If you believe an unauthorised transaction has been made and your access method uses a pass code, you should change that pass code.

SECTION 13. USING THE ACCESS CARD

- 13.1 You agree to sign the access card immediately upon receiving it and before using it as a means of preventing fraudulent or unauthorised use of access card. You must ensure that any other cardholder you authorise also signs their access card immediately upon receiving and before using it.
- 13.2 We will advise you from time to time:
- (a) what transactions may be performed using the access card
 - (b) what ATMs of other financial institutions may be used
 - (c) what the daily cash withdrawal limits are
- Please refer to the Summary of Accounts, Access Facilities and Transaction Limits brochure for details of current transaction limits.
- 13.3 You may only use your access card to perform transactions on those accounts we permit. We will advise you of the accounts which you may use your access card to access.
- 13.4 The access card always remains our property.

SECTION 14. USING VISA CARD OUTSIDE AUSTRALIA

- 14.1 All transactions made in a foreign currency on the Visa card will be converted into Australian currency by Visa Worldwide, and calculated at a wholesale market rate selected by Visa from within a range of wholesale rates or the government mandated rate that is in effect one day prior to the Central Processing Date (that is, the date on which Visa processes the transaction).
- 14.2 All transactions made in a foreign currency on the Visa card are subject to a conversion fee.
- Please refer to the Fees and Charges Schedule brochure for the current conversion fee.
- 14.3 Some overseas merchants and electronic terminals charge a surcharge for making a transaction using your Visa card. Once you have confirmed that transaction you will not be able to dispute the surcharge. The surcharge may appear on your statement as part of the purchase price.
- 14.4 Some overseas merchants and electronic terminals allow the cardholder the option to convert the value of the transaction into Australian dollars at the point of sale, also known as Dynamic Currency Conversion. Once you have confirmed the transaction you will not be able to dispute the exchange rate applied.

SECTION 15. ADDITIONAL ACCESS CARD

- 15.1 You may authorise us, if we agree, to issue an additional access card to an additional cardholder provided this person is over the age of 18 (unless we agree to a younger age).
- 15.2 You will be liable for all transactions carried out by this cardholder.
- 15.3 We will give each additional cardholder a separate pass code.
- 15.4 You must ensure that any additional cardholders protect their access card and pass code in the same way as these ePayment Conditions of Use require you to protect access card and pass code.
- 15.5 To cancel the additional access card you must notify us in writing. However, this cancellation may not be effective until the additional access card is returned to us or you have taken all reasonable steps to have the additional access card returned to us.
- 15.6 You will not be liable for the continued use of the additional access card from the date that you have:
- (a) notified us that you want it cancelled; and
 - (b) taken all reasonable steps to have the additional access card returned to us

Please note that if you are unable to return the additional access card to us, we may require you to make a written statement describing the steps you have taken to return the card.

SECTION 16. USE AFTER CANCELLATION OR EXPIRY OF ACCESS CODE

- 16.1 You must not use your access card:
- (a) before the valid date or after the expiration date shown on the face of access card
 - (b) after the access card has been cancelled
- 16.2 You will continue to be liable to reimburse us for any indebtedness incurred through such use whether or not you have closed your account.

SECTION 17. EXCLUSIONS OF ACCESS CARD WARRANTIES AND REPRESENTATIONS

- 17.1 We do not warrant that merchants or ATMs displaying access card signs or promotional material will accept access card.
- 17.2 We do not accept any responsibility should a merchant, bank or other institution displaying access card signs or promotional material, refuse to accept or honour access card.

- 17.3 We are not responsible for any defects in the goods and services you acquire through the use of the Visa card. You acknowledge and accept that all complaints about these goods and services must be addressed to the supplier or merchant of those goods and services.

SECTION 18. CANCELLATION OF ACCESS CARD OR OF ACCESS TO HOME BANKING SERVICE, BPAY OR OSKO

- 18.1 You may cancel your access card, your access to telephone banking, internet banking, BPAY or Osko at any time by calling our contact centre or visiting our branch.
- 18.2 We may immediately cancel or suspend your access card or your access to telephone banking, internet banking, BPAY or Osko at any time:
- (a) for security reasons,
 - (b) if you breach these Conditions of Use,
 - (c) if you, or someone acting on your behalf, is being fraudulent
 - (d) if we suspect that you are using Osko in a manner that is likely to affect our ability to continue providing Osko to you or our other customers
 - (e) if we cease to be a participant in Osko
 - (f) in the case of access card, we may cancel the access card by capture of the access card at any ATM.
- 18.3 We may cancel your access card or your access to telephone banking, internet banking, BPAY or Osko for any reason by giving you 30 days' notice. The notice does not have to specify the reasons for cancellation.
- 18.4 In the case of access card, you will be liable for any transactions you make using your access card before the access card is cancelled but which are not posted to your account until after cancellation of access card.
- 18.5 In the case of telephone banking, internet banking, BPAY or Osko, if, despite the cancellation of your access to telephone banking, internet banking, BPAY or Osko, you carry out a transaction using the relevant access method, you will remain liable for that transaction.
- 18.6 Your access card or your access to telephone banking, internet banking, BPAY or Osko will be terminated when:
- (a) we notify you that we have cancelled your access card or your access method to the account with us
 - (b) you close the last of your accounts with us to which the access card applies or which has telephone banking, internet banking, BPAY or Osko access
 - (c) you cease to be our member

- (d) you alter the authorities governing the use of your account or accounts to which the access card applies or which has telephone banking, internet banking or BPAY or Osko access (unless we agree otherwise)

18.7 In the case of access card, we may demand the return or destruction of any cancelled access card.

SECTION 19. USING BPAY

19.1 You can use BPAY to pay bills bearing the BPAY logo from those accounts that have the BPAY facility.

19.2 When you tell us to make a BPAY payment you must tell us the biller's code number (found on your bill), your Customer Reference Number (eg. your account number with the biller), the amount to be paid and the account from which the amount is to be paid.

19.3 We cannot effect your BPAY instructions if you do not give us all the specified information or if you give us inaccurate information.

Please note that, legally, the receipt by a biller of a mistaken or erroneous payment does not necessarily discharge, wholly or in part, the underlying debt you owe that biller.

SECTION 20. PROCESSING BPAY PAYMENTS

20.1 We will attempt to make sure that your BPAY payments are processed promptly by participants in BPAY, and you must tell us promptly if:

- (a) you become aware of any delays or mistakes in processing your BPAY payment
- (b) you did not authorise a BPAY payment that has been made from your account
- (c) you think that you have been fraudulently induced to make a BPAY payment

Please keep a record of the BPAY receipt numbers on the relevant bills.

20.2 A BPAY payment instruction is irrevocable.

20.3 Except for future-dated payments you cannot stop a BPAY payment once you have instructed us to make it and we cannot reverse it.

20.4 We will treat your BPAY payment instruction as valid if, when you give it to us, you use the correct access method.

20.5 You should notify us immediately if you think that you have made a mistake (except for a mistake as to the amount you meant to pay).

Please note that you must provide us with written consent addressed to the biller who received that BPAY payment.

If you do not give us that consent, the biller may not be permitted under law to disclose to us the information we need to investigate or rectify that BPAY payment.

- 20.6 A BPAY payment is treated as received by the biller to whom it is directed:
- (a) on the date you direct us to make it, if we receive your direction by the cut off time on a banking business day, that is, a day in Sydney when banks can effect settlements through the Reserve Bank of Australia
 - (b) otherwise, on the next banking business day after you direct us to make it

Please note that the BPAY payment may take longer to be credited to a biller if you tell us to make it on a Saturday, Sunday or a public holiday or if another participant in BPAY does not process a BPAY payment as soon as they receive its details.

- 20.7 Notwithstanding this, a delay may occur processing a BPAY payment if:
- (a) there is a public or bank holiday on the day after you instruct us to make the BPAY payment
 - (b) you tell us to make a BPAY payment on a day which is not a banking business day or after the cut off time on a banking business day
 - (c) a biller, or another financial institution participating in BPAY, does not comply with its BPAY obligations

- 20.8 If we are advised that your payment cannot be processed by a biller, we will:
- (a) advise you of this
 - (b) credit your account with the amount of the BPAY payment
 - (c) take all reasonable steps to assist you in making the BPAY payment as quickly as possible

- 20.9 You must be careful to ensure you tell us the correct amount you wish to pay. If you make a BPAY payment and later discover that:
- (a) the amount you paid was greater than the amount you needed to pay - you must contact the biller to obtain a refund of the excess
 - (b) the amount you paid was less than the amount you needed to pay - you can make another BPAY payment for the difference between the amount you actually paid and the amount you needed to pay

- 20.10 If you are responsible for a mistaken BPAY payment and we cannot recover the amount from the person who received it within 20 banking business days of us attempting to do so, you will be liable for that payment.

SECTION 21. FUTURE-DATED BPAY PAYMENTS

Please note that this is an optional facility depending on whether we offer it.

21.1 You may arrange BPAY payments up to 60 days in advance of the time for payment. If you use this option you should be aware of the following:

- (a) You are responsible for maintaining, in the account to be drawn on, sufficient cleared funds to cover all future-dated BPAY payments (and any other drawings) on the day(s) you have nominated for payment or, if the account is a credit facility, there must be sufficient available credit for that purpose
- (b) If there are insufficient cleared funds or, as relevant, insufficient available credit, the BPAY payment will not be made and you may be charged a dishonour fee
- (c) You are responsible for checking your account transaction details or account statement to ensure the future-dated payment is made correctly
- (d) You should contact us if there are any problems with your future-dated payment
- (e) You must contact us if you wish to cancel a future-dated payment after you have given the direction but before the date for payment. You cannot stop the BPAY payment on or after that date

SECTION 22. CONSEQUENTIAL DAMAGE FOR BPAY PAYMENTS

22.1 This clause does not apply to the extent that it is inconsistent with or contrary to any applicable law or code of practice to which we have subscribed. If those laws would make this clause illegal, void or unenforceable or impose an obligation or liability which is prohibited by those laws or that code, this clause is to be read as if it were varied to the extent necessary to comply with those laws or that code or, if necessary, omitted.

22.2 We are not liable for any consequential loss or damage you suffer as a result of using BPAY, other than loss due to our negligence or in relation to any breach of a condition or warranty implied by the law of contracts for the supply of goods and services which may not be excluded, restricted or modified at all, or only to a limited extent.

SECTION 23. USING OSKO

23.1 You can use Osko® to make payments from those accounts that have the Osko facility to:

- (a) make an Osko payment
- (b) make scheduled and recurring Osko payments

- (c) pay bills bearing the Osko logo.
- 23.2 When you tell us to make an Osko payment you must tell us the payee's PayID or the details of the payee's account, the amount to be paid and the account from which the amount is to be paid.
- 23.3 We cannot effect your Osko instructions if you do not give us all the specified information or if you give us inaccurate information.

SECTION 24. PROCESSING OSKO PAYMENTS

- 24.1 We will attempt to make sure that your Osko payments are processed promptly by participants in Osko, and you must tell us promptly if:
 - (a) you become aware of any delays or mistakes in processing your Osko payment;
 - (b) you did not authorise an Osko payment that has been made from your account; or
 - (c) you think that you have been fraudulently induced to make an Osko payment.
- 24.2 A Osko payment instruction is irrevocable.
- 24.3 Except for scheduled and recurring Osko payments, you cannot stop an Osko payment once you have instructed us to make it and we cannot reverse it.
- 24.4 We will treat your Osko payment instruction as valid if, when you give it to us, you use the correct access method.
- 24.5 You should notify us immediately if you think that you have made a mistake (except for a mistake as to the amount you meant to pay).
- 24.6 If we are advised that your payment cannot be processed by a biller, we will:
 - (a) advise you of this;
 - (b) credit your account with the amount of the Osko payment; and
 - (c) take all reasonable steps to assist you in making the Osko payment as quickly as possible.

SECTION 25. SCHEDULED AND RECURRING OSKO PAYMENTS

Please note that this is an optional facility depending on whether we offer it.

- 25.1 You may schedule Osko payments up to 60 days in advance of the time for payment and you can also schedule recurring Osko payments. If you use this option you should be aware of the following:

- (a) you are responsible for maintaining, in the account to be drawn on, sufficient cleared funds to cover all scheduled and recurring Osko payments (and any other drawings) on the day(s) you have nominated for payment or, if the account is a credit facility, there must be sufficient available credit for that purpose;
- (b) if there are insufficient cleared funds or, as relevant, insufficient available credit, the Osko payment will not be made and you may be charged a dishonour fee;
- (c) you are responsible for checking your account transaction details or account statement to ensure that the scheduled or recurrent Osko payment is made correctly;
- (d) you should contact us if there are any problems with your scheduled or recurrent Osko payments;
- (e) you must contact us if you wish to cancel a scheduled or recurrent Osko payment after you have given the direction but before the date for payment.

SECTION 26. REGULAR PAYMENT ARRANGEMENTS

- 26.1 You should maintain a record of any regular payment arrangement that you have entered into with a Merchant.
- 26.2 To change or cancel any regular payment arrangement you should contact the Merchant or us at least 15 days prior to the next scheduled payment. If possible you should retain a copy of this change/cancellation request.
- 26.3 Should your card details be changed (for example if your Visa card was lost, stolen or expired and has been replaced) then you must request the Merchant to change the details of your existing regular payment arrangement to ensure payments under that arrangement continue. If you fail to do so your regular payment arrangement may not be honoured, or the Merchant may stop providing the goods and/or services.
- 26.4 Should your Visa card or your accounts with us be closed for any reason, you should immediately contact the Merchant to change or cancel your regular payment arrangement, as the Merchant may stop providing the goods and/or services.

SECTION 27. AUTHORITY TO RECOVER MISTAKEN OR MISDIRECTED PAYMENTS

27.1 Where we and the sending financial institution determine that an NPP Payment made to your Account is either a Mistaken Payment or a Misdirected Payment, we may, without your consent, and subject to complying with any other applicable Terms and Conditions, deduct from your Account, an amount up to the original amount of the Mistaken Payment or Misdirected Payment. We will notify you if this occurs.

SECTION 28. CREATING AND USING YOUR PAYID

28.1 In this Section 28:

- (a) **account** means your account with us
- (b) **Eligible Account** means your savings account with us
- (c) **Misdirected Payment** means an NPP Payment erroneously credited to the wrong account because of an error in relation to the recording of the PayID or associated account information in the PayID service
- (d) **mistaken payment** means an NPP Payment, made by a payer who is a 'user' for the purposes of the ePayments Code, which is erroneously credited to the wrong account because of the payer's error
- (e) **NPP** means the New Payments Platform operated by NPP Australia Limited
- (f) **NPP Payments** mean payments cleared and settled via the NPP
- (g) **Organisation ID** means an identifier for a customer that is a business customer or organisation, constructed by us as <business name> and/or description of business/campaign/product and/or <geographic location/state>
- (h) **PayID** means the identifier you choose to use to receive NPP Payments
- (i) **PayID Name** means the name we give you or the name selected by you (with our approval) to identify you to Payers when your PayID is used to make an NPP Payment
- (j) **PayID service** means the central payment addressing service which is available for addressing NPP Payments
- (k) **PayID Type** means the type of identifier you select from receiving NPP Payments, which may be your telephone number, mobile number, email address, Australian Company Number, Australian Business Number or Organisation ID
- (l) **Privacy Law** means the *Privacy Act 1988 (Cth)* and regulations made under the Act

- (m) **We, us** and **our** means Railways Credit Union Ltd trading as MOVE Bank
- (n) **You** and **your** means a person who, at the time a PayID service is provided is an individual or a business organisation that is our customer (or prospective customer)

28.2 Making and receiving NPP Payments using PayID

- (a) The PayID service is the NPP Payment addressing service that enables payers to make NPP Payments to you using an alternative identifier instead of your account details.
- (b) Before you can create your PayID to receive NPP Payments into your account, you have to satisfy us that you either own or are authorised to use your chosen PayID and you have an Eligible Account.
- (c) Whether you choose to create a PayID for your account or not, you and each Authorised User, may use a payee's PayID to make particular types of NPP Payments to the payee from your account provided that:
 - (i) we and the payee's financial institution support the NPP Payment service;
 - (ii) the payee's account is able to receive the particular NPP Payment; and
 - (iii) the PayID is not locked.
- (d) For terms of:
 - (i) how PayID may be used for particular NPP Payment services, your obligations to input correct PayID details and to check the payee's PayID Name before sending an NPP Payment see our website; and
 - (ii) your rights in relation to the investigation and recovery of Mistaken Payments, Misdirected Payments and unauthorised (including fraudulent) NPP Payments, refer to section 9 of the ePayments section of Account & Access Facility Conditions of Use.

28.3 Choosing a PayID and PayID Name

- (a) You may create a PayID as long as it is a supported PayID Type. Some PayID Types, for example Organisation IDs, are restricted to business customers and organisations. Only eligible customers will be able to create a PayID that is a restricted PayID Type.
- (b) You must satisfy us that you own or are authorised to use your chosen PayID before you can use it to receive NPP Payments. This means we may ask you to provide evidence to establish this to our satisfaction, whether you are already registered for any other mobile or online banking or online payment services with us or not.

- (c) Depending on the policy of a payer's financial institution, your PayID Name may be displayed to payers who send NPP Payments to you. At the same time, you create your PayID, we will either enable you to:
 - (i) confirm your selection of a PayID Name for display to payers; or
 - (ii) select an alternative PayID Name, such as your business name, for display.
- (d) We will not permit selection of a PayID Name that is likely to mislead or deceive a payer into sending you NPP Payments intended for another payee, or which for any reason is inappropriate.

28.4 Creating your PayID

- (a) You can create a PayID for receiving NPP Payments by logging into internet banking. We will not create a PayID for you without your consent.
- (b) You may choose to create more than one PayID for your account.
- (c) If your account is a joint account, you and each other joint account holder can create a unique PayID for the account.
- (d) If you have Authorised Users on your account, each Authorised User may create a unique PayID for the account.
- (e) Once a PayID is created and linked to your account, it may not be used in relation to any other account with us or with any other financial institution. See clause 28.5 for details on transferring PayIDs.
- (f) The PayID service does not support duplicate PayIDs. If you try to create a PayID for your account which is identical to another PayID in the service, you will see the following message *Unable to Register PayID*. You can contact us to discuss duplicate PayIDs on 1300 362 216. We cannot disclose details of any personal information in connection with duplicate PayIDs.

28.5 Transferring your PayID to another account

- (a) You can transfer your PayID to another account with us, or to an account with another financial institution by submitting a request to us through internet banking.
- (b) A transfer of your PayID to another account with us will generally be effective immediately unless we notify you otherwise.
- (c) A transfer of your PayID to another financial institution is a two-step process initiated by you and completed by that financial institution. First, ask us to put your PayID into a transfer state and then

complete the transfer via your new financial institution. Until the transfer is completed, NPP Payments to your PayID will be directed to your account with us. If the other financial institution does not complete the transfer within 14 days, the transfer will be deemed to be ineffective and your PayID will remain with your account. You can request transfer of your PayID at any time.

- (d) A PayID which we have temporarily disabled cannot be transferred: see clause 28.8.

28.6 Transferring your PayID from another Financial Institution to your account

- (a) To transfer a PayID that you created for an account with another financial institution to your account with us, you will need to start the process with that financial institution.

28.7 Closing a PayID

- (a) To close your PayID, log into internet banking.
- (b) You must notify us immediately if you no longer own or have authority to use your PayID.

28.8 Locking and Unlocking a PayID

- (a) We monitor PayID use to manage PayID misuse and fraud. You acknowledge and consent to us locking your PayID if we reasonably suspect misuse of your PayID or use of your PayID to procure NPP Payments fraudulently.
- (b) Request to unlock a locked PayID may be made by logging into internet banking.

28.9 NPP Payments

- (a) We will ensure that your PayID and account details are accurately recorded in the PayID service.

28.10 Privacy

- (a) By creating your PayID you acknowledge that you authorise:
 - (i) us to record your PayID, PayID Name and account details (including full legal account name) (PayID Record) in the PayID service;
 - (ii) NPP Participants which are payers' financial institutions to use your PayID information for the purposes of constructing NPP payment messages, enabling payers to make NPP Payments to you, and to disclose your PayID Name to payers for NPP Payment validation.
- (b) To the extent that the creation and use of the PayID Record constitutes a disclosure, storage and use of your personal information within the meaning of the Privacy Law, you acknowledge and agree that you consent to that disclosure, storage and use.

ABOUT THE CUSTOMER OWNED BANKING CODE OF PRACTICE

Customer owned banking delivers customer-focused, competitive services. Credit unions and mutual building societies are customer-owned financial institutions committed to putting their members first.

The Customer Owned Banking Code of Practice, the code of practice for credit unions and mutual building societies, is an important public expression of the value we place on improving the financial wellbeing of our individual members and their communities.

Our 10 Key Promises to you are:

1. We will be fair and ethical in our dealings with you
2. We will focus on our members
3. We will give you clear information about our products and services
4. We will be responsible lenders
5. We will deliver high customer service and standards
6. We will deal fairly with any complaints
7. We will recognise member rights as owners
8. We will comply with our legal and industry obligations
9. We will recognise our impact on the wider community
10. We will support and promote the Customer Owned Banking Code of Practice

You can download a copy of the Customer Owned Banking Code of Practice at movebank.com.au/about/mutual-differences or coba.asn.au

If you have a complaint about our compliance with the Customer Owned Banking Code of Practice you can contact:

Code Compliance Committee Mutuals

PO Box 14240, Melbourne VIC 8001

Phone: 1800 367 287

Fax: 03 9613 7481

Email: info@codecompliance.org.au

Website: cobccc.org.au/for-consumers/resolving-complaints/

The Code Compliance Committee Mutuals (CCC) is an independent committee, established in accordance with the Code, to ensure that subscribers to the Code are meeting the standards of good practice that they promised to achieve when they signed up to the Code. The CCC investigates complaints that the Code has been breached and monitors compliance with the Code through mystery shopping, surveys, compliance visits and complaint handling.

Please be aware that the CCC is not a dispute resolution body. To make a claim for financial compensation we recommend you contact us first. You can contact our external dispute resolution provider, the Australian Financial Complaints Authority (AFCA), directly. However, they will refer the complaint back to us to see if we can resolve it directly with you before involving them.

You can contact AFCA :

- by calling 1800 931 678
- by visiting www.afca.org.au
- by emailing info@afca.org.au



Member Contact Centre

T. 1300 362 216 **F.** 07 3221 1672

W. movebank.com.au **E.** info@movebank.com.au

M. GPO Box 648, Brisbane QLD 4001

Railways Credit Union Limited trading as **MOVE Bank**
AFSL / Australian credit licence 234536
ABN: 91 087 651 090