



COMMUNITY FIRST CREDIT UNION LTD

Customer Terms for Creating and Using Your PayID

Effective: February 2018

Definitions:

<i>word or expression ...</i>	<i>means ...</i>
account	your account with us
Authorised User	you and any person you have authorised to operate your account
Misdirected Payment	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
Mistaken Payment	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
NPP	the New Payments Platform operated by NPP Australia Limited
NPP Payments	payments cleared and settled via the NPP
Organisation ID	an identifier for a customer that is a business customer or organisation, constructed in accordance with specified rules, and capable of independent verification of your entitlement to that ID
PayID	the identifier you choose to use to receive NPP Payments
PayID Name	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
PayID service	the central payment addressing service which is available for addressing NPP Payments
PayID Type	the type of identifier you select for receiving NPP Payments, which may be your telephone number, mobile number, email address, Australian Company Number, Australian Business Number or Organisation ID #
Privacy Law	the <i>Privacy Act 1988 (Cth)</i> and regulations made under the Act
We, us and our	Community First Credit Union Ltd
You and your	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)

Making and receiving NPP Payments using a PayID:

1. 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.
2. 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.
3. 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:
 - (a) we and the payee's financial institution support the NPP Payment service;
 - (b) the payee's account is able to receive the particular NPP Payment; and
 - (c) the PayID is not locked.
4. For terms of:
 - (a) 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; and
 - (b) your rights in relation to the investigation and recovery of Mistaken Payments, Misdirected Payments and unauthorised (including fraudulent) NPP Payments, go to; <https://www.communityfirst.com.au/support/important-information/disclosure-documents>.

Choosing a PayID and PayID Name

5. You may create a PayID as long as it is a supported PayID Type. You can review the full list of PayID Types we support on our website. We may update this list from time to time.
6. You can self register a mobile number or email address as a PayID. We will send you a Verification Code either via SMS or email which you will need to input to complete the registration process.
7. 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.
8. 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.
9. 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:

- (a) confirm your selection of a PayID Name for display to payers; or
 - (b) select an alternative PayID Name, such as your business name, for display.
10. 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.

Creating your PayID

- 11. Instructions on how to self register a mobile number or email address, or request set-up of another PayID type can be found on our website. We will not create a PayID for you without your prior consent.
- 12. You may choose to create more than one PayID for your account.
- 13. If your account is a joint account, you and each other joint account holder can create a unique PayID for the account.
- 14. If you have Authorised Users on your account, each Authorised User may create a unique PayID for the account.
- 15. 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 18 and 20 for details on transferring PayIDs.
- 16. 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. We cannot disclose details of any personal information in connection with duplicate PayIDs.

Transferring your PayID to another account

- 17. You can transfer your PayID to another account with us, or to an account with another financial institution by submitting a written request to us.
- 18. A transfer of your PayID to another account with us will generally be effective immediately unless we notify you otherwise.
- 19. 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.
- 20. A PayID which we have temporarily disabled cannot be transferred: see clause 25.

Transferring your PayID from another Financial Institution to your account

21. 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.

Closing a PayID

22. To close your PayID, go to Internet banking or submit a written request to us.
23. You must notify us immediately if you no longer own or have authority to use your PayID.

Locking and Unlocking a PayID

24. 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.
25. Request to unlock a locked PayID may be made by submitting a written request to us.

NPP Payments

26. We will ensure that your PayID and account details are accurately recorded in the PayID service.

Privacy

27. By creating your PayID you acknowledge that you authorise:
 - (a) us to record your PayID, PayID Name and account details (including full legal account name) (**PayID Record**) in the PayID service;
 - (b) 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.
28. 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.