

# Terms and Conditions

Part 2: Schedule of Fees,  
Charges and Daily Limits  
for the Business Cheque  
Account, Business Cash  
Management Account,  
Club Account and  
Trust Accounts

Dated: 1 March 2010

Newcastle Permanent Building Society Limited ABN 96 087 651 992.



- ✧ **Business Cheque Account**
- ✧ **Business Cash Management Account**
- ✧ **Club Account**
- ✧ **Trust Accounts**
  - Real Estate Trust Account
  - Solicitor's Trust Account

This document is Part 2 of the Terms and Conditions for Business Cheque Account, Business Cash Management Account, Club Account, Trust Accounts and associated Payment Facilities. The other parts that make up the Terms and Conditions are:

- ✧ **Part 1:** Key Features Statement and general terms and conditions for the Business Cheque Account, Business Cash Management Account, Club Account, Trust Accounts and associated Payment Facilities.
- ✧ **Part 3:** Schedule of Interest Rates for the Business Cheque Account, Business Cash Management Account, Club Account and Trust Accounts.

However, we may give this document on its own (without the other documents that make up the Terms and Conditions). In that case, this document does not form part of the Terms and Conditions unless we tell you otherwise.

The issuer of the products in the Terms and Conditions is Newcastle Permanent Building Society Limited ABN 96 087 651 992, AFSL 238273. To obtain a copy of the Terms and Conditions, please call our Member Support Centre on 13 19 87 or visit one of our branches.

# Schedule of Fees, Charges and Daily Limits

**This schedule is divided into 3 sections:**

**Section 1** contains information about:

- ✦ account keeping fees (see section 1.1);
- ✦ transaction fees for the Business Cheque Account and Club Account (see section 1.2);
- ✦ how you can earn free transactions on a Business Cheque Account and Club Account (see section 1.3);
- ✦ transaction fees for the Real Estate Trust Account and Solicitor's Trust Account (see section 1.4);
- ✦ transaction fees for the Business Cash Management Account (see section 1.5);
- ✦ how you can earn free transactions on a Business Cash Management Account (see section 1.6).

**Section 2** contains information about:

- ✦ fees and charges for general services (see section 2.1); and
- ✦ fees and charges for foreign currency transactions (see section 2.2).

**Section 3** contains information about daily limits.

# Section 1: Fees and Charges

## for the Business Cheque Account, Business Cash Management Account, Club Account and Trust Accounts

If you have a Business Cheque Account fees will be charged to your Business Cheque Account.

If you have a Business Cash Management Account fees will be charged to your Business Cash Management Account.

If you have a Club Account, fees will be charged to your Club Account.

If you have a Real Estate Trust Account or Solicitor's Trust Account, fees will be charged to your associated Business Cheque Account.

### 1.1 Account Keeping Fees

Account Type	Fee Amount	What the fee is for
Business Cheque Account Real Estate Trust Account Solicitor's Trust Account	\$10.00 per month.	This fee applies each month the account remains open.
Club Account Business Cash Management Account	NIL	N/A

<b>How calculated and when charged</b>	<b>Minimum balance to avoid fee</b>
Fee charged to your account after the close of business on the last day of the month.	If in any 1 month the minimum credit balance of your account is \$10,000 or more the fee for that month will be waived.
N/A	N/A

## 1.2 Transaction Fees for the Business Cheque Account and Club Account

Transaction fees will accrue during the calendar month in the order in which the transactions are made. Transaction fees payable at the end of the month will be charged to your account after the close of business on the last day of each month unless otherwise specified.

You must ensure you have sufficient funds available in your account to cover the cost of any transaction fees payable. If there are insufficient funds available in your account, your account may become overdrawn.

You are entitled to some transactions for free on your Business Cheque Account and Club Account (see section 1.3 below).

Fee Name	Fee Amount
*Newcastle Permanent ATM Withdrawal Fee	\$0.50 ea.
*Newcastle Permanent ATM Enquiry Fee	\$0.25 ea.

\*You may be entitled to some of these transactions for free. See Section 1.3 for details.

<b>What the fee is for</b>	<b>How calculated and when charged</b>
This fee applies when you withdraw funds or perform a funds transfer at a Newcastle Permanent ATM.	Fee incurred at time of transaction, accrues during month and is charged after the close of business on the last day of the month.
This fee applies when you perform an account enquiry or request a mini statement at a Newcastle Permanent ATM.	Fee incurred at time of transaction, accrues during month and is charged after the close of business on the last day of the month.

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Fee Name	Fee Amount
*Newcastle Permanent ATM Deposit Fee	\$5.00 ea.
*Newcastle Permanent Branch Withdrawal Fee	\$1.75 ea.
*Transaction Fee	\$0.50 per item.
Financial Institution Cheque	\$4.00 ea.
Cash Advance Fee	\$5.00 ea.

**Important Information about Cash Advances:** If using your Visa Debit card overseas, in some instances the overseas institution may levy a “terminal” charge. The amount of this charge will vary from institution to institution but is in addition to the cash advance fee.

What the fee is for	How calculated and when charged
This fee applies when you make a deposit at a Newcastle Permanent ATM.	Fee incurred at time the transaction is processed, accrues during month and is charged after the close of business on the last day of the month.
This fee applies when you make a cash withdrawal over the counter at a Newcastle Permanent branch.	Fee incurred at time of transaction, accrues during month and is charged after the close of business on the last day of the month.
<p>This fee applies to each:</p> <ul style="list-style-type: none"> <li>- purchase and/or cash withdrawal through EFTPOS / Visa Card.</li> <li>- cheque you write, when it is presented for payment;</li> <li>- deposit over the counter at a Newcastle Permanent branch; and</li> <li>- cheque deposited into your account.</li> </ul>	Fee incurred at time of transaction, accrues during month and is charged after the close of business on the last day of the month.
This fee applies when you draw a Financial Institution Cheque over the counter at any Newcastle Permanent branch.	Fee incurred at time of transaction, accrues during month and is charged after the close of business on the last day of the month.
<p>This fee applies in the following instances:</p> <ul style="list-style-type: none"> <li>- cash withdrawals performed at some foreign ATMs and ATMs overseas (depending on processing system of institution); and</li> <li>- cash advance over the counter at other financial institutions.</li> </ul>	Fee incurred and charged at time of transaction.

\*You may be entitled to some of these transactions for free. See Section 1.3 for details.

## 1.3 Earning Free Transactions on your Business Cheque Account and Club Account

### (a) Free Transaction Limit

If you have a Business Cheque Account or Club Account you will automatically receive 40 free transactions each month. If in any 1 month the minimum credit balance of your account is \$50,000 or more then you will receive 60 free transactions for that month. You can use your free transactions for any combination of the following:

- ✦ Newcastle Permanent ATM Withdrawal
- ✦ Newcastle Permanent ATM Enquiry
- ✦ Newcastle Permanent ATM Deposit
- ✦ EFTPOS Transaction
- ✦ Newcastle Permanent Branch Withdrawal
- ✦ Newcastle Permanent Branch Cash Deposit
- ✦ Cheque deposit into your account
- ✦ Cheque presented

These free transactions can only be used for transactions performed on your Business Cheque Account or Club Account. They cannot be used for transactions performed on your Solicitor's Trust Account or Real Estate Trust Account.

The period for calculating free transactions commences on the first day of each month and ends on the last day of each month.

### (b) Unused Free Transactions

If you have not used all the free transactions you are entitled to in any calendar month the remaining free transactions will not be carried forward for use in a subsequent month.

### (c) Exceeding the Free Transaction Limit

Once you exceed your monthly free transaction limit, you will incur transaction fees for any additional transactions performed during the month.

## 1.4 Transaction Fees for the Real Estate Trust Account and Solicitor's Trust Account

Transaction fees will accrue during the calendar month in the order in which the transactions are made.

Transaction fees payable at the end of the month will be charged to your associated Business Cheque Account after the close of business on the last day of each month unless otherwise specified.

You must ensure you have sufficient funds available in your Business Cheque Account to cover the cost of any transaction fees payable. If there are insufficient funds available in your account, your account may become overdrawn.

You are not entitled to any free transactions on your Real Estate Trust Account or Solicitor's Trust Account

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Fee Name	Fee Amount
Transaction Fee	\$0.50 per item.
Financial Institution Cheque	\$4.00



<b>What the fee is for</b>	<b>How calculated and when charged</b>
This fee applies to each: <ul style="list-style-type: none"><li>- cash deposit over the counter at a Newcastle Permanent branch;</li><li>- cheque deposited into your account;</li><li>- cheque you write, when it is presented for payment</li></ul>	Fee incurred at the time the transaction is processed, accrues during the month and is charged to your associated Business Cheque Account after the close of business on the last day of the month.
This fee applies when you draw a Financial Institution Cheque over the counter at any Newcastle Permanent branch.	Fee incurred at time of transaction, accrues during month and is charged to your associated Business Cheque Account after the close of business on the last day of the month.

## 1.5 Transaction Fees for the Business Cash Management Account

Transaction fees will accrue during the calendar month in the order in which the transactions are made. Transaction fees payable at the end of the month will be charged to your account after the close of business on the last day of each month unless otherwise specified.

You must ensure you have sufficient funds available in your account to cover the cost of any transaction fees payable. If there are insufficient funds available in your account, your account may become overdrawn.

You are entitled to some transactions for free on your Business Cash Management Account (see Sections 1.6 below).

Fee Name	Fee Amount
*Newcastle Permanent ATM Withdrawal Fee	\$1.00 ea.
*Newcastle Permanent ATM Enquiry Fee	\$0.25 ea.
*Newcastle Permanent ATM Deposit Fee	\$5.00 ea.
*Newcastle Permanent Branch Withdrawal Fee	\$1.75 ea.
*Transaction Fee	\$1.00 per item.

\* You may be entitled to some of these transactions for free. See Section 1.6 for details.

What the fee is for	How calculated and when charged
This fee applies when you withdraw funds or perform a funds transfer at a Newcastle Permanent ATM.	Fee incurred at time of transaction, accrues during month and is charged after the close of business on the last day of the month.
This fee applies when you perform an account enquiry or request a mini statement at a Newcastle Permanent ATM.	Fee incurred at time of transaction, accrues during month and is charged after the close of business on the last day of the month.
This fee applies when you make a deposit at a Newcastle Permanent ATM.	Fee incurred at time the transaction is processed, accrues during month and is charged after the close of business on the last day of the month.
This fee applies when you make a cash withdrawal over the counter at a Newcastle Permanent branch.	Fee incurred at time of transaction, accrues during month and is charged after the close of business on the last day of the month.
<p>This fee applies to each:</p> <ul style="list-style-type: none"> <li>– purchase and/or cash withdrawal through EFTPOS/ Visa Card.</li> <li>– cheque you write, when it is presented for payment;</li> <li>– deposit over the counter at a Newcastle Permanent branch; and</li> <li>– cheque deposited into your account.</li> </ul>	Fee incurred at time of transaction, accrues during month and is charged after the close of business on the last day of the month.

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Fee Name	Fee Amount
Financial Institution Cheque	\$4.00 ea.
Cash Advance Fee	\$5.00 ea.

**Important Information about Cash Advances:** If using your Visa Debit card overseas, in some instances the overseas institution may levy a "terminal" charge. The amount of this charge will vary from institution to institution but is in addition to the cash advance fee.

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What the fee is for	How calculated and when charged
This fee applies when you draw a Financial Institution Cheque over the counter at any Newcastle Permanent branch.	Fee incurred at time of transaction, accrues during month and is charged after the close of business on the last day of the month.
This fee applies in the following instances: <ul style="list-style-type: none"><li>– cash withdrawals performed at some foreign ATMs and ATMs overseas (depending on processing system of institution); and</li><li>– cash advance over the counter at other financial institutions.</li></ul>	Fee incurred and charged at time of transaction.

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## 1.6 Earning Free Transactions on your Business Cash Management Account

### (a) Free Transaction Limit

If you have a Business Cash Management Account you will automatically receive 2 free transactions each month. You can use your free transactions for any combination of the following:

- ✦ Newcastle Permanent ATM Withdrawal
- ✦ Newcastle Permanent ATM Enquiry
- ✦ Newcastle Permanent ATM Deposit
- ✦ EFTPOS Transaction
- ✦ Newcastle Permanent Branch Withdrawal
- ✦ Newcastle Permanent Branch Cash Deposit
- ✦ Cheque deposit into your account
- ✦ Cheque presented

These free transactions can only be used for transactions performed on your Business Cash Management Account.

The period for calculating free transactions commences on the first day of each month and ends on the last day of each month.

### (b) Unused Free Transactions

If you have not used all the free transactions you are entitled to in any calendar month the remaining free transactions will not be carried forward for use in a subsequent month.

### (c) Exceeding the Free Transaction Limit

Once you exceed your monthly free transaction limit, you will incur transaction fees for any additional transactions performed during the month.

# Section 2: Other Fees and Charges

## 2.1 Fees and Charges for General Services

If you have a Business Cheque Account, fees will be charged back to your Business Cheque Account, unless otherwise specified.

If you have a Business Cash Management Account, fees will be charged back to your Business Cash Management Account, unless otherwise specified.

If you have a Club Account, fees will be charged back to your Club Account, unless otherwise specified.

If you have a Real Estate Trust Account or Solicitor's Trust Account, fees will be charged to your associated Business Cheque Account, unless otherwise specified.

Fee Name	Fee Amount	What the fee is for
Account Combination Fee	\$5.00	This fee applies if we combine two or more of your accounts or transfer funds to replenish your account because there are insufficient funds to meet items presented.
Account Overdrawn Fee	\$17.50	This fee applies when the closing balance of your account at the end of the day is overdrawn (or in debit).
Deposit Book Fee	\$8.50 ea.	This fee applies if we issue you with a deposit book for your account.
Direct Debit Request Fee	\$0.70 ea.	This fee applies where we debit an account at another financial institution at your request.
Direct Debit Dishonour Fee	\$12.50 ea.	This fee applies to direct debits where the financial institution (on whom the direct debit request payment is drawn) will not pay. (This may be us, or another financial institution).

How calculated and when charged	Other Information
Charged to your account at time of transfer or closure.	We are under no obligation to combine your accounts or transfer funds if one account is overdrawn and another is in credit.
Fee is incurred at the time your account becomes overdrawn, or further overdrawn, and is charged to your account after the close of business on the last day of the month.	Charged a maximum of once per day. Fee will not apply where debit interest, bank or government fees or charges or taxes cause your account to become overdrawn, or further overdrawn.
Charged to your account at time book is requested.	Reflects the cost of producing a deposit book for your account.
Charged on each transaction at the time the transaction is effected. Fee is charged to your receiving account with us.	N/A
Charged on each dishonour at the time we become aware of the dishonour. Fee is charged to your account.	A direct debit may be dishonoured because there are insufficient funds in the account at the agreed time the debit is to occur.

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Fee Name	Fee Amount	What the fee is for
Dishonoured Cheque Fee (Outward) – cheque drawn by you and dishonoured by us.	\$17.50 ea.	This fee applies to cheques which are drawn by you and dishonoured by us.
Document Fee	\$60.00 per hour. Minimum \$10.00 each copy.	This fee applies if you request copies of documents such as withdrawal slips or statements, or you ask us to verify a transaction performed on your account. E.g. a purchase using your Visa Debit card.
Certificate Fee	\$60.00 per hour. Minimum \$10.00 per document.	This fee applies if you require a Certificate of Balance or Audit Certificate.

How calculated and when charged	Other Information
<p>Charged to your account when cheque is dishonoured.</p>	<p>The cheque may be dishonoured for various reasons including:</p> <ul style="list-style-type: none"> <li>- it may be signed incorrectly;</li> <li>- words do not correspond to the written figures;</li> <li>- there are insufficient funds available in the account; or</li> <li>- the account has been closed.</li> </ul>
<p>Calculated on an hourly rate for the time we spend locating the documents you have requested. We will charge on a pro-rata basis if the request takes less than an hour. A minimum charge applies. Fee is charged to your account after search is undertaken.</p>	<p>N/A</p>
<p>Calculated on an hourly rate for the time we spend locating the documents you have requested, with a minimum amount to be charged. We will charge on a pro-rata basis if the request takes less than an hour. Fee is charged to your account after search is undertaken.</p>	<p>N/A</p>

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Fee Name	Fee Amount	What the fee is for
Miscellaneous Service Fee	\$60.00 per hour.	This fee applies if you request information not covered by the Document Fee or Certificate Fee.
Excess Cash Deposit Fee	\$5.00 per 10 mins. Minimum \$5.00	This fee applies to loose coin deposits of \$50 or more.
Financial Institution Cheque Replacement Fee	\$15.00 ea.	The fee applies if you request us to replace a lost/stolen/destroyed Financial Institution Cheque we have drawn on your behalf.
Overdraft Excess Fee	\$17.50	This fee applies when your account becomes overdrawn (or further overdrawn) beyond the approved overdraft limit.
Replacement Card and PIN Fee	\$10.00 per card.	This fee will apply if you request a replacement Visa Debit card or PIN.
Special Clearance on Cheque Fee	\$25.00 ea.	This fee applies if you request a special clearance on a cheque deposited into your account.
Stop Payment Fee	\$5.00 ea.	This fee applies if we stop a cheque in accordance with a request made by you.
Unclaimed Moneys Administration Fee	\$20.00	This fee applies if your account becomes unclaimed due to the application of the Banking Act 1959.

How calculated and when charged	Other Information
<p>Calculated on an hourly rate for the time we spend locating the information you have requested. We will charge on a pro-rata basis if the request takes less than an hour.</p> <p>Fee is charged to your account after search is undertaken.</p>	N/A
<p>Fee is charged to your account at the time of the deposit. We will charge on a pro-rata basis if the request takes more than 10 minutes.</p>	N/A
<p>Fee applies for each replacement cheque and is payable on request.</p>	N/A
<p>Fee is incurred at the time your account becomes overdrawn or further overdrawn and is charged to your account after the close of business on the last day of the month.</p>	N/A
<p>Fee applies for each replacement card and is payable on request.</p>	<p>You must have sufficient cleared funds available in your account to cover the cost of the card otherwise a card will not be issued.</p>
<p>Fee is charged to your account at the time the request is made.</p>	N/A
<p>Fee is charged to your account after the cheque has been stopped.</p>	N/A
<p>The fee reflects our costs in checking any known contracts and the search of related accounts. The fee is charged to your account on closure of account.</p>	N/A

## 2.2 Fees and Charges for Foreign Currency

Where an account to which a fee in this section relates is a Business Cheque Account or Cash Management Account the fee will be included in the total amount of the foreign currency transaction. Otherwise, the fee will not be included in the transaction and will be debited to your Business Cheque Account.

Fee Name	Fee Amount
Travellers Cheque Fee – issued	1% (Min \$10.00)
Travellers Cheque Fee – cashed	1% (Min \$2.00)
Foreign Currency Fee – issued	1% (Min \$5.00)
Foreign Currency Fee – cashed	1% (Min \$2.00)
International Transfer Fee – (Inward)	At Cost.
International Draft /Cheque Fee – (Inward)	1% (Min \$2.00)
International Transfer Fee – (Outward)	Overseas Telegraphic Transfer. \$30.00 ea. Overseas Draft \$15.00 ea.
Overseas Transaction Conversion Fee	2%

What the fee is for	How calculated and when charged
This fee applies if we arrange the purchase of Travellers Cheques for you.	Calculated as a percentage of the total value of the Travellers Cheques purchased. Minimum fee applies. Fee payable when cheques are ordered.
This fee applies if we arrange for the cashing of Travellers Cheques for you.	Calculated as a percentage of the total value of the Travellers Cheques cashed. Minimum fee applies. Fee payable when cheques are cashed.
This fee applies if we arrange for the purchase of Foreign Cash for you.	Calculated as a percentage of the total value of the Foreign Cash purchased. Minimum fee applies. Fee payable when Foreign Currency is ordered.
This fee applies if we arrange for the cashing of Foreign Currency for you.	Calculated as a percentage of the total value of the Foreign Currency cashed. Minimum fee applies. Fee payable when Foreign Currency is cashed.
This fee applies if we arrange for the conversion of international transfers in a foreign currency to Australian dollars.	We do not charge a fee for this service, however there will be outside bank costs which will be passed on to you.
This fee applies if we arrange for the conversion of international drafts or international cheques in a foreign currency to Australian dollars.	Calculated as a percentage of the total value of the draft or cheque. Minimum fee applies. Fee payable when draft or cheque is converted.
This fee applies if we agree to arrange for funds to be sent overseas for you or we produce an overseas draft for you, in a currency appropriate for that country.	Charged to your account at the time of request.
This fee applies when you use your Visa Debit card to perform a transaction overseas in a currency other than Australian dollars.	Calculated as a percentage of the total transaction amount. Fee is added to the total transaction amount and then charged to your account.

# Schedule of Daily Limits

## General Information about Daily Limits Applying to Your Account

We have restrictions in place on the amount you can withdraw from your account(s) either over the counter or using different access methods (such as an ATM, EFTPOS facility, Internet Banking). These restrictions are exclusive of one another, except for Pay Any One payments and Batch Payments performed via Internet Banking. Accordingly:

- ❖ Cash or purchases obtained through EFTPOS will not be included as part of the daily limit available through ATMs, over the counter at our branches, or the Pay Any One payment facility and Batch Payment facility within Internet Banking.
- ❖ Cash obtained through ATMs will not be included as part of the daily limit available through EFTPOS, over the counter at our branches, or the Pay Any One payment facility and Batch Payment facility within Internet Banking.

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- ❖ Cash withdrawals made over the counter at our branches will not be included as part of the daily limit available through ATMs or through EFTPOS, or the Pay Any One payment facility and Batch Payment facility within Internet Banking.
  - ❖ Batch Payments and Pay Any One payments will not be included as part of the daily limit available through ATMs or through EFTPOS or over the counter at our branches.

## Daily Limits Applying to Your Account

Transaction Method	Minimum Daily Limit
Newcastle Permanent Branch Cash Withdrawal	No minimum.
Newcastle Permanent ATM Cash Withdrawal	\$20 <sup>1</sup>
EFTPOS Transaction (where PIN is used)	Determined by merchant <sup>2</sup> .
Foreign ATM Cash Withdrawal	Determined by the entity that owns the ATM.
Batch Payments and/or Pay Any One payments.	No minimum.

- 1 Subject to note denominations being available at the ATM.
- 2 A merchant may impose further restrictions, including but not limited to restrictions on the amount of cash you can withdraw.
- 3 This amount can be reduced or may be increased by applying at any branch. Increasing the amount will increase your potential liability for unauthorised transactions, and, subject to clause 60 of the general terms and conditions in Part 1 of the Terms and Conditions, means you indemnify us for all liability for unauthorised transactions occurring as a result of that increase irrespective of whether you otherwise contributed to that liability.

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Maximum Daily Limit	Daily Limit Applies to:
\$1,000 (unless you have made prior arrangements with us).	Each individual account.
\$1,000	Each individual account.
\$1,000 (combined purchase and cash withdrawal limit). <sup>2</sup>	Each individual account.
\$1,000 or other lesser amount as determined by the entity that owns the ATM.	Each individual account.
Standard limit \$10,000 <sup>3</sup> . You can request an increase to your standard daily limit by applying at any branch.	The total you can withdraw from all accounts registered under a member number.

Drop into your local  
branch, visit the website  
or call 13 19 87  
[newcastlepermanent.com.au](http://newcastlepermanent.com.au)

**Here's some more information for you:** The issuer of the products referred to in and governed by the Terms and Conditions is Newcastle Permanent Building Society Limited ABN 96 087 651 992, AFSL 238273. To obtain a copy of the Terms and Conditions, please call our Member Support Centre on 13 19 87 or visit one of our branches. e# 26456 03/10

