

Dear parents,

You are reading this as you are looking to register your child's CDA usage with us.

Here are some points about the CDA to help you in the process.

1. listed below are the fees that the CDA can be used for

Approved uses of CDA monies	
1	Uniforms and attire - we do not have uniforms
2	Insurance - we pay that for you
3	Registration fee - we do not collect a fee
4	Bedding Materials - we do not collect a fee
5	Local Excursion / Field Trips
6	Transport
7	Deposit (must be refunded back into CDA) - we collect from you.
8	Lunch costs

2. The bank form needs to be printed, filled and given to us. We need an original signature. Should you not be able to print, please let us know. We can help print one for you.
3. We will not be taking deposits from the CDA. The deposit will be reflected in your first invoice and will be returned directly to you in your last term with us.
4. All ECAs and GST amounts that you may sign your child/ren to and incur, are also not deductible from the CDA so will be collected separately via bank transfer into The Little House's bank account. The account number is found on the invoice.

CHILD DEVELOPMENT ACCOUNT (CDA) INTERBANK GIRO APPLICATION FORM

Please **FILL IN PART 1** of this form, **PRINT** it out, **SIGN** and **RETURN** to the Approved Institution.

PART 1: FOR TRUSTEE'S COMPLETION (FILL IN THE SPACES INDICATED WITH A *)		
* Date (DD/MM/YYYY):	* Name Of Approved Institution ("AI"):	
* To: Name Of Trustee:	* Child's Name (as in CDA):	
* Mobile Number:	* Child's Birth Certificate:	
* Home Number:	* Child's CDA Number:	
(a) I/We hereby instruct you to process the AI's instructions to debit my/our account. (b) You are entitled to reject the AI's debit instruction if my/our account does not have sufficient funds. (c) This authorisation will remain in force until terminated by your written notice sent to my/our address last known to you or upon receipt of my/our written revocation through the AI.		
Trustee's Signature/Thumbprint**:		
<small>(As In Bank/Finance Company's Records) **For thumbprints, please go to the branch with your identification.</small>		
PART 2: FOR APPROVED INSTITUTION'S COMPLETION		
SWIFT BIC:	Approved Institution's Account No.:	Approved Institution's Customer Ref No.:
SWIFT BIC:	Account No. To Be Debited:	
PART 3: FOR BANK/FINANCE COMPANY'S COMPLETION		
To: The Manager		(Name and Address of Approved Institution)
Attn:		
This application is hereby REJECTED (please tick) for the following reason(s):		
<input type="checkbox"/> Signature/Thumbprint# differs from bank's/finance co's records	<input type="checkbox"/> Wrong account number	
<input type="checkbox"/> Signature/Thumbprint# incomplete/unclear#	<input type="checkbox"/> Amendments not countersigned by customer	
<input type="checkbox"/> Account operated by signature/thumbprint#	<input type="checkbox"/> Others: _____	
Name Of Approving Officer	Authorised Signature	Date (DD/MM/YYYY)
<small>#Please delete where inapplicable</small>		

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