

RE TURN IT

CONTAINER DEPOSIT SCHEME

RETURN-IT

Thank you for your interest in the Victoria's Container Deposit Scheme (CDS Vic)

- By registering your organisation for the scheme, you can raise funds in a new way and help the environment.
- This scheme launches November 1, 2023
- For every eligible drink container return, you can receive a 10c refund
- By registering as a donation partner, people can choose to donate their refund to your organisation in a number of different ways, including via zone app, sharing your Donation Partner ID (or barcode) or using a handy search function on the CDS-Vic website (coming soon).
- Once registered you can host your own collection drive, by encouraging your members and supporters to collect and deposit the containers to your organisation.
- To learn more about the scheme, you can visit <https://cdsvic.org.au/fundraising>
- To register your organisation, follow these step-by-step instructions.



RETURN-IT Register with CDS Vic

Step 1

Register with CDS Vic



You will be able to obtain your Donation Partner ID by completing our registration form. You will require a valid ABN.

If you are not registered with an ABN, you may need to provide a statutory declaration.

Sign Up As A Donation Partner →

STEP 1: Click on this link: <https://cdsvic.org.au/donation-partner-registration>

You will need:

- Organisations contact email
- ABN
- If you don't have an ABN you will need to sign a statutory declaration declaring you are either a registered entity or a sporting, community, education or environmental body

Once you have registered with the CDS-Vic, you should receive an email with a donation partner ID and a link to register through Return-It's member Portal.

Be aware that if you are a State-wide organisations you may wish to activate with all three Zone Operators.

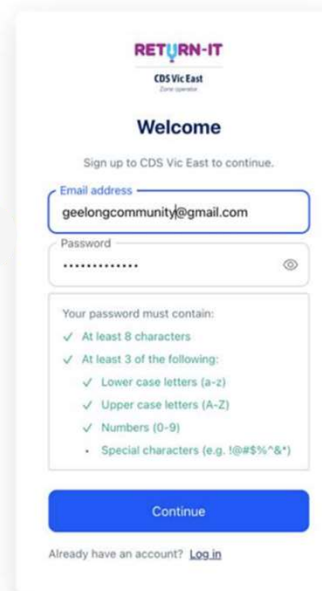
RETURN-IT Activate your ID with a Zone Operator

STEP 2: Follow the link provided in the email from CDS-Vic, or by clicking this link [Return-It Sign Up](#)

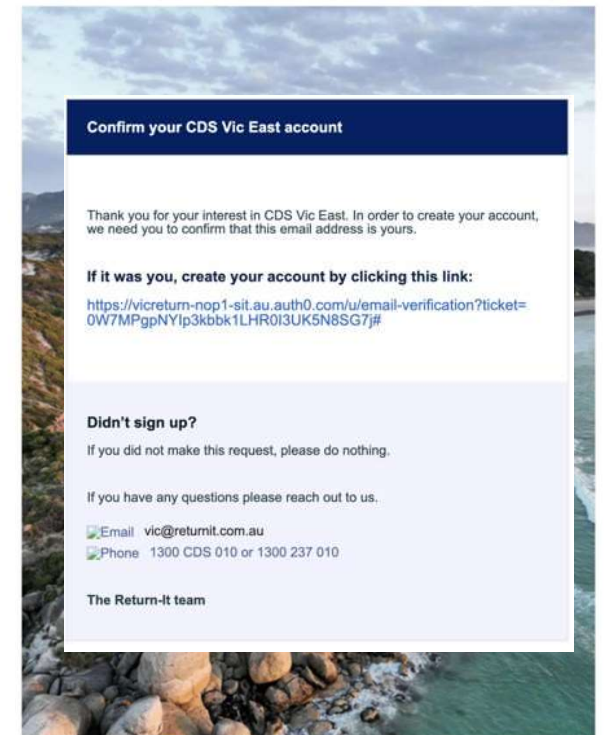
You will need to enter your credentials to create an account and set a new password. This will be your organisation's contact email.

A verification email will be sent to the inbox for the email account you provided.

Click on the link in this email to verify your email address.

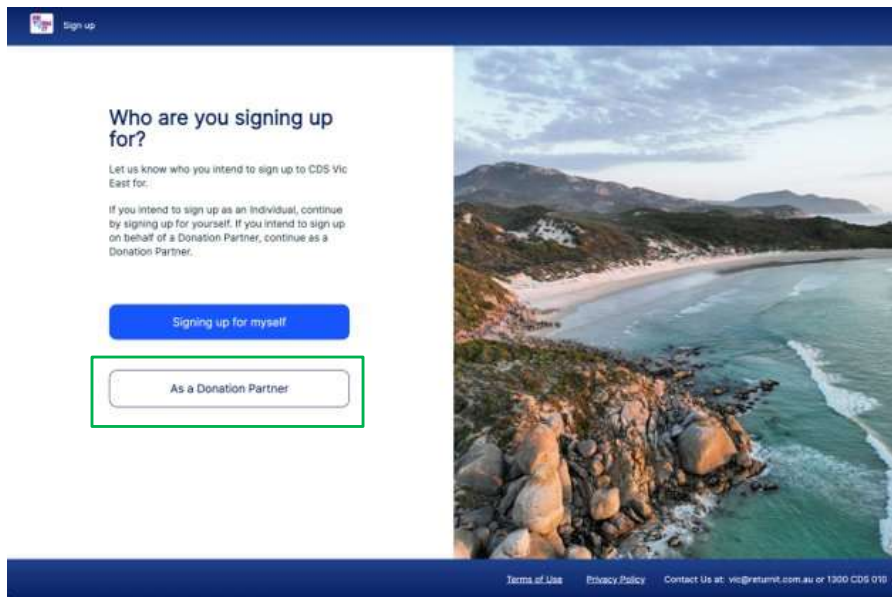


The screenshot shows the RETURN-IT CDS Vic East sign-up page. At the top, it says "RETURN-IT CDS Vic East". Below that is a "Welcome" heading and a sub-heading "Sign up to CDS Vic East to continue." There are two input fields: "Email address" with the value "geelongcommunity@gmail.com" and "Password" with a masked password "*****". Below the password field, there is a list of password requirements: "Your password must contain:" followed by a checklist: "At least 8 characters", "At least 3 of the following:" (with sub-items: "Lower case letters (a-z)", "Upper case letters (A-Z)", "Numbers (0-9)", "Special characters (e.g. !@#%&*')"). At the bottom of the form is a blue "Continue" button and a link "Already have an account? Log in".



RETURN-IT Sign Up with Return It

STEP 3: Make sure to select “As a Donation Partner” to continue your sign-up journey



Sign up

Who are you signing up for?

Let us know who you intend to sign up to CDS Vic East for.

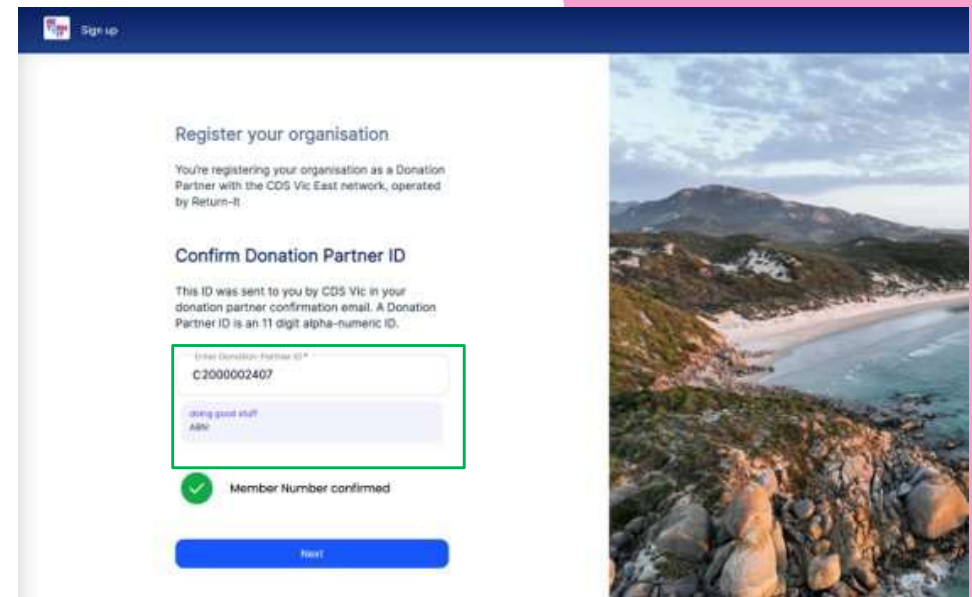
If you intend to sign up as an individual, continue by signing up for yourself. If you intend to sign up on behalf of a Donation Partner, continue as a Donation Partner.

[Signing up for myself](#)

[As a Donation Partner](#)

Terms of Use | Privacy Policy | Contact Us at: vic@returnit.com.au or 1300 CDS 016

STEP 4: Enter the Donation Partner ID that was provided in the email form CDS-Vic when you have completed the registration process with them.



Sign up

Register your organisation

You're registering your organisation as a Donation Partner with the CDS Vic East network, operated by Return-It.

Confirm Donation Partner ID

This ID was sent to you by CDS Vic in your donation partner confirmation email. A Donation Partner ID is an 11 digit alpha-numeric ID.

Enter Donation Partner ID *

C2000002407

doing good stuff
ABN

Member Number confirmed

[Next](#)

RETURN-IT Sign Up with Return It

STEP 5: Read and accept Return-Its Donation Partner Criteria

Register your organisation

You're registering your organisation as a Donation Partner with the CDS Vic East network, operated by Return-It.

Confirm Donation Partner ID

This ID was sent to you by CDS Vic in your donation partner confirmation email. A Donation Partner ID is an 11 digit alpha-numeric ID.

Enter Donation Partner ID *

C2000002407

doing good stuff
ABN:



Member Number confirmed

Next

Donation Partner Criteria

The criteria to participate in the Container Deposit Scheme ("CDS") as a donation partner with Return It (Victoria) Collection Points Pty Ltd ("Return-It") is as follows:

1. The organisation is willing to enter into Return-It's standard form agreement for placement as a donation partner. This agreement sets out the terms and conditions of participating as a donation partner, including Return-It's payment and reporting obligations to donation partners.
2. Demonstrate the following:
 - a. a community benefit within Victoria or Australia;
 - b. a willingness to use its own networks and resources to promote awareness of its presence on the VIC CDS scheme to mutual advantage;
3. The organisation has been operating for 3 years and is reputable and of good standing in the community.
4. The organisation must not be:
 - a. a political party or an organisation associated with current political issues or political activism;

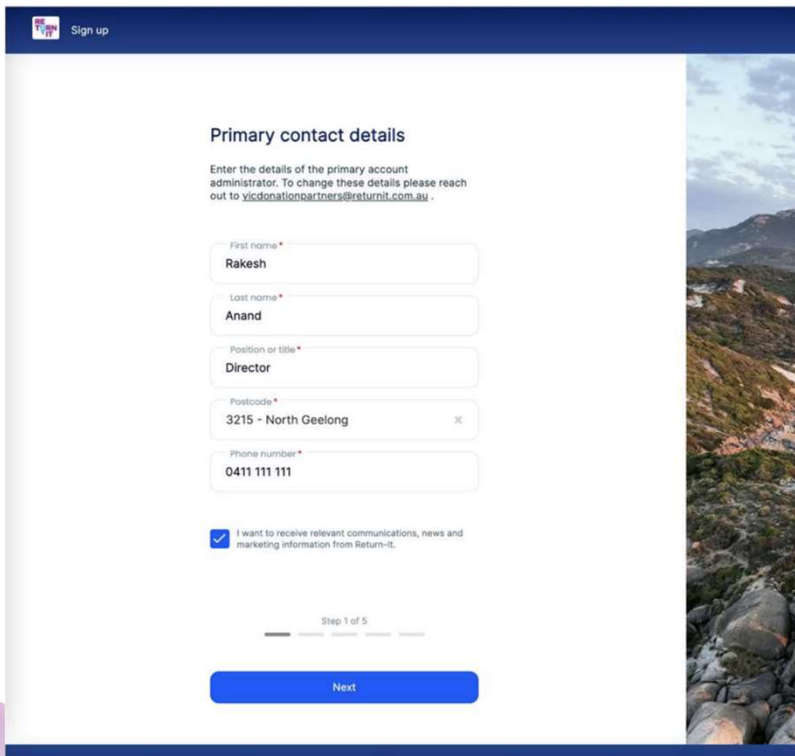
The organisation adheres to all criteria to become a Return-It donation partner.

Continue

RETURN-IT Sign Up with Return It

STEP 6: Provide the details of your primary contact of your organisation here.

These are the details Return-It will use to communicate to your organisation.

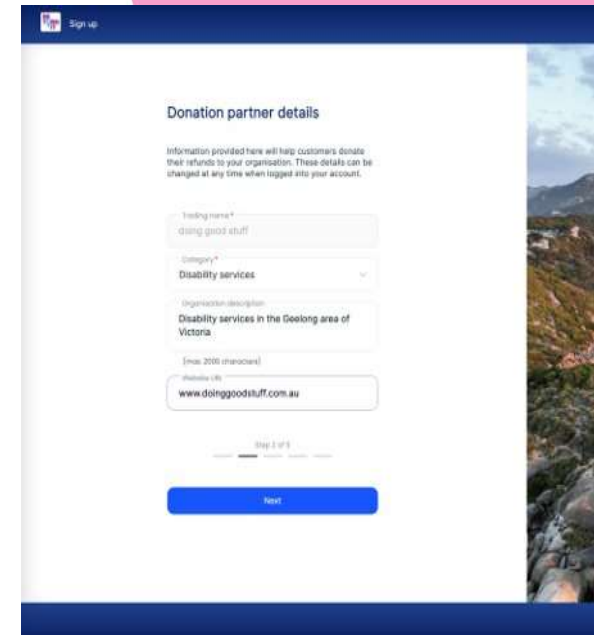


The screenshot shows the 'Primary contact details' section of the Return-It sign-up process. It includes a header with the Return-It logo and 'Sign up' text. Below the header is a sub-header 'Primary contact details' and a note: 'Enter the details of the primary account administrator. To change these details please reach out to vicdonationpartners@returnit.com.au'. The form contains several input fields: 'First name*' with the value 'Rakesh', 'Last name*' with 'Anand', 'Position or title*' with 'Director', 'Postcode*' with '3215 - North Geelong', and 'Phone number*' with '0411 111 111'. There is a checkbox for 'I want to receive relevant communications, news and marketing information from Return-It.' which is checked. At the bottom, there is a progress indicator 'Step 1 of 5' and a blue 'Next' button.

STEP 7: Provide details about your organisation.

You will need:

1. The Trading name is the one that you provided during your registration with Vic Return.
2. Select the category here which can be used to find your organisation by customers making returns.
3. Provide a description for your organisation so that people selecting your organisation to donate their refund to can understand what you do.

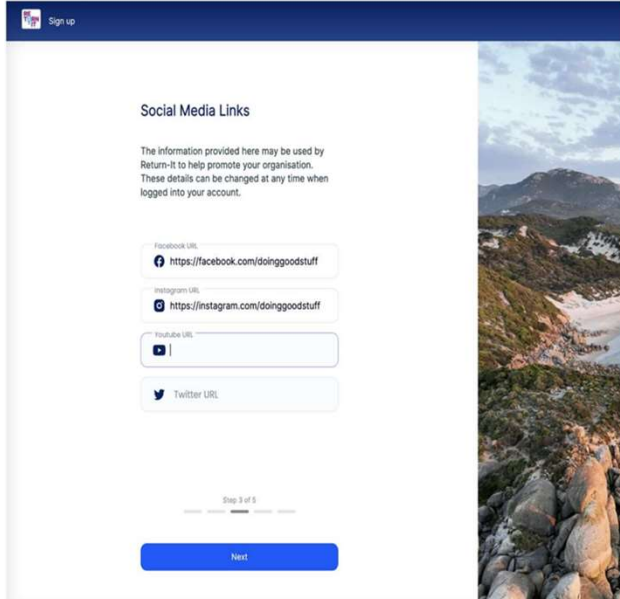


The screenshot shows the 'Donation partner details' section of the Return-It sign-up process. It includes a header with the Return-It logo and 'Sign up' text. Below the header is a sub-header 'Donation partner details' and a note: 'Information provided here will help customers donate their refunds to your organisation. These details can be changed at any time when logged into your account.' The form contains several input fields: 'Trading name*' with 'doing good stuff', 'Category*' with 'Disability services', 'Organisation description' with 'Disability services in the Geelong area of Victoria', 'ABN (6)' with '123456789', and 'Website (URL)' with 'www.doinggoodstuff.com.au'. At the bottom, there is a progress indicator 'Step 2 of 5' and a blue 'Next' button.

RETURN-IT Sign Up with Return It

STEP 8: Provide any social medial links to your organisation here.

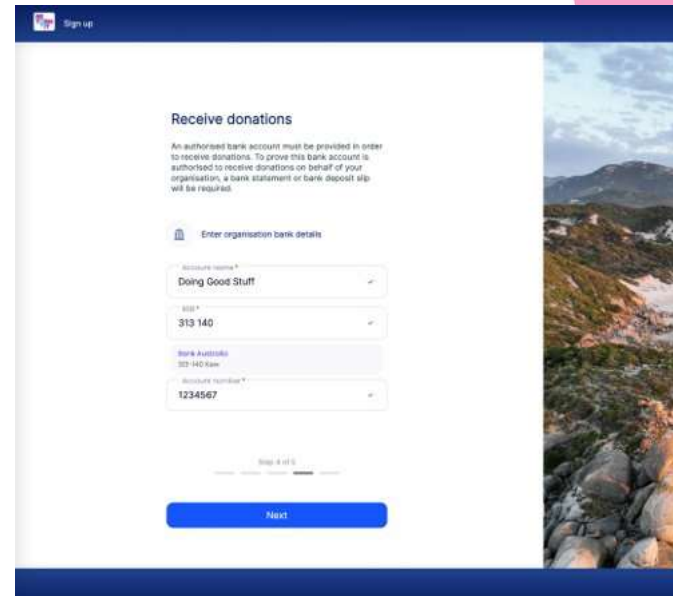
These links may be used by Return-It to help promote your organisation.



The screenshot shows the 'Social Media Links' step of the sign-up process. The page has a dark blue header with 'Sign up' and a small profile icon. The main content area is white and features a title 'Social Media Links' followed by a short explanatory paragraph. Below this are four input fields for social media URLs: Facebook, Instagram, YouTube, and Twitter. The Facebook and Instagram fields are pre-filled with example URLs. A progress indicator at the bottom shows 'Step 3 of 5' with a blue 'Next' button.

STEP 9: Provide your organisations bank details.

This is where donations will be paid to.



The screenshot shows the 'Receive donations' step of the sign-up process. The page has a dark blue header with 'Sign up' and a small profile icon. The main content area is white and features a title 'Receive donations' followed by a short explanatory paragraph. Below this is a section titled 'Enter organisation bank details' with four input fields: 'Account name', 'BIC', 'Bank', and 'Account number'. The fields are pre-filled with 'Doing Good Stuff', '313 140', 'Bank Australia', and '1234567' respectively. A progress indicator at the bottom shows 'Step 4 of 5' with a blue 'Next' button.

RETURN-IT Sign Up with Return It

STEP 10: In order to verify your organisation, you will need to provide some supporting evidence.

Provide these details and submit your application

Key:

1. An application letter on your organisation's letterhead, download a template here.
2. Evidence that the bank account you have provided belongs to your organisation.

Optional: You may also choose to optionally add any other supporting documentation you think might be useful in verifying your organisation.

Verification documents

An application letter is required in order to verify your organisation. You can use the template provided here to draft an application letter.

The letter must be provided on your organisation letterhead. Once completed please sign and upload on this page.

1

Application letter (template)

File type: pdf
File size: 123KB

Download

Upload signed application letter *

File types: pdf, docx, doc, ppt, docm, png
File size: 5MB

Add application letter

2

To prove the bank account provided is authorised to receive donations on behalf of your organisation, a document in one of the following formats is required:

- Pre-printed bank deposit slip
- Bank statement header (remove any transaction information)
- Bank information in PDF format on company letterhead signed by an authorised person.

The document must display the following:

- Bank account name
- BSB
- Account number

Upload proof of bank details *

File types: pdf, docx, doc, ppt, docm, png
Max file size: 5MB

Add

3

Additional supporting documents may help Return-It verify your organisation is a genuine fundraiser.

Additional supporting documents

File types: pdf, docx, doc, ppt, docm, png
File size: 5MB

Add

I agree to the [terms & conditions](#) and [privacy policy](#).

Step 5 of 6

Submit

Terms of Use Privacy Policy Contact Us at: vic@returnit.com.au or 1300 CDIS 010

RETURN-IT Application Letter

You'll need to save this template letter to your organisations letter head, complete it, sign it and upload it.

If you need time to complete this or the other steps, you can exit and return later using the username and password you have created. Check the Return-It website for a link to sign up as a donation partner, or use the link provided in the email you received from CDS-Vic with your donation partner ID.

[Your Organisation's Letterhead]

[Date]

Return-It Victoria
Level 1, 11/270 Ferntree Gully Road
Notting Hill VIC 3168

Subject: Application to Participate as a Donation Partner in the Victorian Container Deposit Scheme

To whom it may concern,

We, [Organisation Name], hereby submit our application to participate as a donation partner in the Container Deposit Scheme Victoria (CDS VIC) with Return-It. As an authorized representative of the [Organisation Name], I am writing this letter to provide the necessary information and express our interest in becoming a donation partner.

a) The entity or its local branch is applying to participate in the Scheme

We confirm that [Organisation Name] or its local branch is seeking to participate in the Victorian Container Deposit Scheme as a donation partner. Our organisation is committed to promoting environmental sustainability and believes in the positive impact that container deposit scheme can have on our community.

b) It is a Charity or a Not-for-Profit organisation and is authorised to fundraise.

[Organisation Name] is a registered [Charity/Not-for-Profit/School/ Sporting club/Social enterprise]

RETURN-IT You have almost finished your application...

- Your account has now been created! It will be in a pending state initially. Once Return-It have reviewed your application and the supporting documentation you have provided, they will be in touch to confirm your account is active. There you will be able to see and share your Donation Partner ID to start receiving donations.

The screenshot displays the Return-It user dashboard for a user named Rakash. The dashboard is divided into several sections:

- Top Bar:** "Welcome Rakash" on the left and "Manage account" with a user profile icon on the right.
- Left Column:**
 - Donation history:** Shows "\$0.00 total received" and "0 total transactions".
 - No donations received yet:** A message stating "Donations will appear here" and "Share your organisation ID".
- Middle Column:**
 - Donation Partner ID:** A button labeled "Show Zone ID Barcode" is visible.
 - Awaiting approval:** A message: "We will inform you via email when your organisation has been approved."
 - Refund type:** Shows "Doing Good Stuff" with a masked ID "**** *567".
 - Download the CDS Vic East app:** Includes a link to "Find refund points and get help" and buttons for the App Store and Google Play.
- Right Column:**
 - Donation history:** Shows "\$0.00 total received" and "0 total transactions".
 - Donation Partner ID:** A button labeled "Show Zone ID Barcode" is highlighted with a green box, and the ID "C2000002407" is displayed below it. A note explains: "Share your Donation Partner ID or barcode with customers who use CDS Vic East refund points to receive donations directly to your bank account."
 - Refund type:** Shows "Doing Good Stuff" with a masked ID "**** *567".

At the bottom of the dashboard, there are links for "Terms of Use", "Privacy Policy", and "Contact Us at: vic@returnit.com.au or 1300 CDS 010".

RETURN-IT Download the app – CDS- VIC EAST

- The CDS-VIC East app is on all App stores from October 1.
- You will need to sign up and confirm your email address via your email account.
- You will also need to select what account you would like your refunds to be awarded to.
- Once you have confirmed these details, log out and log back into your account to receive your ID number and barcode.



STILL NEED HELP?

Reach out via

Email: vic@returnit.com.au

