

Investment Application Form - Staff

Churches of Christ Foundation (the Foundation)

Personal details <i>(Investment holder)</i>			
Surname:		Title:	
Christian names:			
Date of birth:			
Tax file number:	<i>(or exemption)</i>		
Mobile number:		Daytime phone:	
Email address:			
Residential address:			
Postal address: <i>If different from above.</i>			
How did you hear about the Foundation?			
Church affiliation:			

Employment details	
CofC church/entity:	
CofC service/area:	
Position title:	

Investment type <i>(Product information sheets are available)</i>	
Select the investment you'd like to open:	
Fixed Term Investment for 31 days <i>(auto-rollover)</i> Fixed Term Investment for months N31 (31 days' notice)	At Call/Growth At Call Funeral Assistance Plan <i>(no joint plans)</i> Foundation Building Fund for months Chaplaincy Fund for months

Designation: <i>If any, such as Holiday, Bills, Health, etc</i>	
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Funding the new investment

The initial credit of:	\$
To be funded by: <i>(tick one option only)</i>	<p>Direct Debit: The Foundation is authorised to debit the bank account on the Direct Debit Request (DDR) Form on <i>(DDR form must be completed for this option)</i></p> <p>Internet banking transfer <i>(the office will contact you with the details)</i></p> <p>Payroll deduction authority <i>(We'll provide the details for the payroll form)</i></p> <p>Cheque <i>(payable to 'Churches of Christ in Queensland')</i></p>

Linked bank account details

(must be in the investment holder's name)

Link the Foundation investment/s to the external financial institution savings or cheque account below:

(Withdrawals not available for Funeral Assistance Plan)

For credits and withdrawals, from and to the bank account on the Direct Debit Request Form
(enclosed)

For withdrawals only, from the Foundation investment/s to the bank account below:

Account holder's name:		Financial Institution:	
BSB Number:		Account Number:	
Authorisations can be received by email: <i>Please note: generic email addresses are not to be used and only instructions from the email address on file for the signatory will be accepted.</i>			Yes No

Documentation required

New Clients- Identification documents enclosed: Driver's Licence *(both sides)* or Passport:

Original clear certified copy

Tick when completed.

Contact the office for other acceptable forms of identification, if the above is not available.

Acknowledgement, authorisation and agreement

By signing this Investment Application Form you:

1. acknowledge having read and understood the attached General Terms and Conditions and the specific Terms and Conditions governing the investment arrangements between you and Churches of Christ in Queensland – Churches of Christ Foundation, and confirm information you have provided is correct.
2. authorise Churches of Christ Foundation to open the investment and action the instructions on the form.
3. undertake to provide Churches of Christ Foundation any additional information or documentation that we may request at any time to enable us to provide you with the best service and/or maintain legislative compliance.

Full name:	
Signature:	
Date:	

Email: Foundation@cofcqld.com.au

Web: www.cofc.com.au/Foundation

Phone: (07) 3327 1628 1300 659 644

Mail: Reply Paid 469, Kenmore QLD 4069

General Terms and Conditions

A Ministry of Churches of Christ in Queensland

Legal Structure & Disclosure

- All investments will be administered by Churches of Christ Foundation (the Foundation) which operates as a ministry of Churches of Christ in Queensland (ABN 28953930342) of 41 Brookfield Road, Kenmore, QLD 4069. Churches of Christ in Queensland (ARBN 147481436) is a body corporate pursuant to the grant of letters patent issued under the Religious, Educational and Charitable Institutions Acts 1861 to 1959 (QLD).
- The Foundation is a religious charitable development fund that operates under an exemption to the Banking Act 1959 (for current exemption see the Australian Prudential Regulation Authority (APRA) website: www.apra.gov.au).
- This scheme has not been examined or approved by ASIC and investments in the fund are intended to be a means for investors to support the charitable work of Churches of Christ in Queensland, and for whom the considerations of profit are not of primary relevance in their investment decisions. Furthermore, neither Churches of Christ in Queensland nor Churches of Christ Foundation are prudentially supervised by the Australian Prudential Regulation Authority (APRA). An investor in the fund will not receive the benefit of the Financial Claims Scheme nor the depositor protection provisions of the Banking Act 1959.
- Investments are not specifically secured but repayment is underwritten by the overall funds & assets of Churches of Christ in Queensland.
- Churches of Christ in Queensland is not licensed to provide financial product advice in relation to investments mentioned in this form. This form contains factual information about the availability of the Foundation's products. It is not intended to provide any legal, accounting or other advice to potential investors but, to the extent that it does, such advice is general advice only and has not taken into account the potential investor's specific relevant personal circumstances, including their objectives, financial situation or needs. Each investor should seek independent advice relating to their circumstances. The Foundation does not accept responsibility for any loss or damage caused to anyone who relies on the information in this form.
- No cooling-off period applies to the issue of the investments mentioned within this form. Churches of Christ Foundation undertakes to repay investments upon request, subject to our Terms and Conditions.

Tax File Number Information-

- You will be required to give your Tax File Number or give the appropriate exemption information.
- If you are exempt but have a Tax File Number, it is safer to give your Tax File Number just in case your circumstances change.
- Exemptions: For details about who is exempt, please refer to the Australian Taxation Office website– www.ato.gov.au search "Reporting exemptions from quoting a TFN/ABN"
 - a) Pensioner- In the space for Tax File Number write the full name of the pension received: age pension, widow B pension, disability support pension, parenting payment – that is, a pension PP (single), wife pension, special benefit, carer payment, special needs pension, or service pension or income support supplement.
 - b) Organisation not required to lodge a Tax Return- In the space for Tax File Number write 'Nil' and the reason why the organisation is not required to lodge a Tax Return.
- **Please Note-** The collection of Tax File Number information is authorised and its use and disclosure are strictly regulated by the tax laws and the Privacy Act.
- **Please Note-** It is not against the law if you choose not to give your Tax File Number or Exemption but tax may be withheld from your interest.

Privacy Policy-

- Churches of Christ in Queensland and Churches of Christ Foundation (the Foundation) acknowledge and respect the privacy of individuals. The Foundation supports and endorses the Australian Privacy Principles contained in the Privacy Act 1988 (Cth) (**Act**), and will comply with these principles whenever personal information as defined by the Act is collected by us.
- For full Privacy Policy, please see the website: <http://www.cofc.com.au/legal-and-privacy> or contact the office.

Terms and Conditions of Investments

- Interest is calculated on a daily basis from the date of receipt of monies by the Foundation. Upon full withdrawal/closure, interest will be calculated to the day prior to the date of repayment.
- The investor will receive a written acknowledgement for each Fixed Term Investment and for the initial funding for other investment types. Then statements will be issued according to the investment type.
- An acknowledgement of investment is not a document of title but its surrender may be requested on repayment of the investment.
- Investments are not transferable. Where a change of ownership is requested, the Foundation will consider requests to invest the funds again in the new name.
- Requests for partial or full withdrawal of an investment for an entity or in joint names must be signed by all parties concerned unless a written authority signed by all parties to allow for one signatory or other instructions have been received by the Foundation.

Investment Application Form - Staff – Version 2.0 as at 04/05/22

All funds derived from activities of Churches of Christ Foundation are used for wider work of Churches of Christ in Queensland (ABN: 28 953 930 342) and its constituted Churches

- No cash handling at the Foundation.
- For all investments, except for Fixed Term Investments, additional funds of any amount may be lodged at any time and will appear on the statement for the investment. Please check your statements & retain for taxation purposes.
- Cheques sent to the Foundation must be made out to "Churches of Christ in Queensland".
- A Direct Debit Request Form must be completed before the Foundation can transfer funds from an external bank account to the Foundation (including Easy Save).
- External bank account on the Direct Debit Request Form must be in the investment holder's name.
- Requests for electronic transfer of funds into your Foundation investment are transferred overnight. Requests for fund transfers received after 3pm will occur the following business day. Transfers for Fixed Term Investments can only occur on the day of maturity.
- Requests for withdrawals will occur as per the investment type restrictions.
- Requests for early release of funds must qualify and be assessed under the Hardship Policy. Notification of whether the application has been approved or declined will be given upon completion of the assessment. No early release of funds for Funeral Assistance Plans.
- Requests for withdrawals from At Call or Growth At Call received after 3pm will occur the following business day.
- The Foundation's Investments may be linked to an appropriate savings/cheque account in the investment holder's name.
- The Foundation does not have fees or charges. External charges may be passed on. Client will be made aware before action is taken.
- The Foundation reserves the right to repay any or all investments together with the interest earned up to the date of repayment on giving one calendar months' notice of its intention to do so by letter forwarded to the last known address of the investor.
- The Foundation reserves the right to refuse any investment without assigning a reason.
- As required by legislation, unclaimed moneys will be sent to the Public Trustee of Queensland after two years of unsuccessfully trying to contact the client. Once this occurs, persons wishing to claim the funds will need to communicate directly with the Public Trustee of Queensland.
- For individuals, in the event of the death of the investor, the Foundation will pay the investment(s) with accrued interest to the personal representative, Executor or Administrator on completion of legal formalities to the satisfaction of the Foundation, except in the case of a joint Investment of spouses where the investment will be closed and a new investment opened in the surviving investor's name, upon receipt of a certified copy of the Death Certificate.

Fixed Term Investment (\$250 minimum balance)

- A certificate will be issued for each Fixed Term Investment.
- Interest rate guaranteed for the term of the investment. Interest paid at maturity on terms 12 months or less. Interest paid annually on terms longer than 12 months.
- The maturity date can only be set for a business day.
- For terms of 31 days, the investment will automatically roll for another 31 days at the interest rate current at maturity and a certificate will be issued. If the 31-day period places maturity on a weekend or public holiday, the period will be extended to the next business day.
- For all other terms, unless an auto rollover has been requested, a maturity notice will be sent to the investment holder before maturity requesting their instructions.
- An investor may request the interest due to be:
 - a) Added to the amount of the investment.
 - b) Credited to the investor's nominated bank account as per the investor's signed instructions.
 - c) Or as otherwise agreed.
- In the absence of a request for repayment or renewal, the investment will be re-invested for a similar term at the interest rate that applies on the maturity date. Interest earned at maturity will be either reinvested or paid out as per previous instruction held.
- Funds can only be added or withdrawn on the day of maturity with the exception of the *grace period.
- *Grace period: valid instructions received by CDF up to and including the 7th business day after maturity will be accepted and actioned without penalty. For withdrawals requested after the date of maturity and grace period, the early redemption terms and conditions apply.
- Early redemption: You may submit a written request for an early redemption of your Fixed Term Investment before the term has ended by:
 - d) Giving 31 days' notice or
 - e) Advising if you are under hardship - see our hardship policy.
- Early redemptions will incur an interest rate penalty. Interest will be paid at a rate reduced by up to 2%pa (e.g. 3%pa reduces to 1%pa, 1%pa reduces to 0%pa) from the date the term began to the day prior to the date of withdrawal. For terms over 12 months, any interest paid at the higher rate will be recalculated at the reduced rate and the difference deducted from interest on withdrawal, or if this is not sufficient, from the balance at the time of withdrawal.

Chaplaincy Fund (CCF) (\$3,000 minimum balance)

- Terms and Conditions for Fixed Term Investment apply
- All terms may not be on offer.
- Any withdrawals from an investor's CCF as donations to Churches of Christ in Queensland for Chaplains are tax deductible and a receipt will be issued.
- Donations can be made from the interest and/or principal.
- Withdrawals including donations can only occur at maturity.

Foundation Building Fund (FBF) (\$5,000 minimum balance, new funds only)

- Terms and Conditions for Fixed Term Investment apply except not all terms over 12 months will have interest paid annually. i.e. interest on a 13-month FBF will only be paid at maturity.
- All terms may not be on offer.

At Call & Growth At Call (Initial credit \$10 min)

- Variable Interest Rate. Interest paid monthly & statements issued thereafter.
- Fund are available at call.
- Funds can be added at any time.
- Available to Churches of Christ churches, affiliates, and paid staff only.

N31 (\$250 minimum balance.)

- Variable Interest Rate. Interest paid monthly & statements issued quarterly.
- Funds can be added at any time. Minimum 31 days' notice required for withdrawals.
- Earlier withdrawals are only available if you are under hardship. See our Hardship Policy. If early withdrawal is approved due to hardship, interest will be paid at a rate reduced by up to 2% for the interest period. e.g. 3%pa reduces to 1%pa, 1%pa reduces to 0%pa)

Funeral Assistance Plan

- Variable Interest Rate. Interest capitalised on 30 June & 31 December each year & statements issued thereafter.
- Available to individuals only.
- No joint investments.
- Funds in a Funeral Assistance Plan are not accessible prior to the plan holder's death.
- Credits allowed at any time up to the allowable limit.
- The funeral home will be paid directly upon receipt of a copy of the Notice of Death Certificate or Death Certificate and tax invoice for the plan holder's funeral expenses.
- Total funds available equal the Funeral Assistance Plan's balance plus accrued interest to the date prior to closure. If the funeral invoice is for more than this amount the difference is the responsibility of the family. Any funds remaining after payment of the funeral invoice will be paid to the estate, upon completion of formalities.
- Interest earned is exempt from Deeming and Income Tax provisions (subject to limits imposed by the Social Security Act 1991) as funds are only released to cover funeral expenses or paid to the estate.
- ^Note: It's your responsibility to contact the Australian Government Dept. of Human Services or access their website with regards to Centrelink rules applicable to funeral bonds, before making the decision to invest in the Foundation Funeral Assistance Plan. The Dept. also caps the total amount that can be invested, by setting a Funeral Bond Allowable Limit that is reviewed in line with CPI pension increases every 1 July.

From time to time, we have new investments and information to share with our valued clients. All investments support the charitable works of Churches of Christ in Queensland and our churches. You don't need to decide now and can opt out at any time by sending us an email, but if you really do not wish to receive promotional material, please tick