

**Email:** [info@cdf.org.au](mailto:info@cdf.org.au) [www.cdf.org.au](http://www.cdf.org.au)  
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**ABN:** 28 953 930 342

#### Section A – Account Holder- Church of Christ in Queensland (CofCQ) Church or Entity Details:

Entity name: *(as per registration)*

Address – Postal:

#### Primary Contact Person's Details:

Name:

Position:

Email:

Mobile:

#### Section B – Employee's Details:

Surname:

Title:

Christian names: *(in full)*

Date of birth:

Telephone number:

Mobile:

Email:

Home address:

City or Town:

State:

Postcode:

Position:

Specimen signature:

Date employee commenced employment with entity listed above:

Commencement date: *(date employee commenced employment with their first CofCQ employer/church/entity, without any interruption in employment with CofCQ employer/s except for the grace period.)*

#### Section C – Funding the new LSL provision savings account

The initial contribution of:

\$

To be funded by:

Cheque *(made payable to 'Centenary Development Foundation')*

Internet Transfer *(the office will contact you with the details)*

Please debit the account on the Direct Debit Request (DDR) Form on \_\_\_\_\_  
*(DDR form must be completed for this option)*

### Recommended Calculation for Long Service Leave Contribution

Contributions for Long Service Leave Provision Savings Accounts are due on 1<sup>st</sup> March each year. The annual contribution calculation formula is shown below. Payment of the long service leave contribution may be deferred until 1<sup>st</sup> September if desired – reminder notices are not issued.

\*\* If paid in **MARCH**, the amount is **1.3 TIMES** the Actual Weekly Salary  
(including any fringe benefit component and housing allowance)

\*\* If paid in **SEPTEMBER**, the amount is **1.4 TIMES** the Actual Weekly Salary  
(including any fringe benefit component and housing allowance)

**Please note that Superannuation is not part of “Actual Weekly Salary”**

### Section D – To be signed as per the authorised signatories instructions of the account on behalf of the employer in Section A.

By signing this form you:

1. acknowledge having read and understood the General Terms and Conditions and the LSL Terms and Conditions governing the LSL Provision Savings Account arrangements between you and **Churches of Christ in Queensland – Centenary Development Foundation**, and confirm that the information you have provided is correct;
2. authorise Centenary Development Foundation (CDF) to open the LSL Provision Savings Account and action the instructions contained on this form;
3. undertake to provide CDF any additional information or documentation that we may request at any time to enable us to provide you with the best service possible and/or maintain legislative compliance;
4. acknowledge the long service leave legal obligations remain with you as the employer and not CDF;
5. acknowledge that by agreeing to open the CDF LSL Provision Savings Account, the balance transferred plus any future contributions and income credited to this account will be held in our name for the employee’s long service leave provision. After a period of seven years, including any previous employment periods attached to this account, we will not be entitled to request a refund of contributions, and can only withdraw funds from this account when accompanied by the employee’s signature to cover salary payments and benefits for Long Service Leave and Long Service Leave Like payments;
6. agree to process funds released for Long Service Leave and Long Service Leave Like payments for the designated employee. Any funds paid to the employee are paid as salary payments including withholding tax, any fringe benefit arrangements and making superannuation payments, if applicable and in compliance with any applicable Queensland legislation and any applicable industrial agreement. Superannuation is not included in contributions or funds withdrawn from the account;
7. acknowledge that when the employee moves to another Church of Christ in Queensland employer, we shall advise you by completing and submitting an ‘Account Transfer to New CofCQ Employer Form’;
8. acknowledge that upon submission of a completed ‘Account Transfer to New CofCQ Employer Form’ the account will be transferred into the name of the new employer; and
9. confirm we shall notify CDF when the employee ceases employment by completing and submitting a ‘Notification of Termination of Employment Form’.

#### Authorised signatories

<b>1. Full name:</b>			
Signature:		Date:	
<b>2. Full name:</b>			
Signature:		Date:	

### A Ministry of Churches of Christ in Queensland Legal Structure & Disclosure

- All investments will be administered by Centenary Development Foundation (CDF) 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).
- CDF 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](http://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 Centenary Development 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 CDF 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. CDF 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 in Queensland, CDF undertakes to repay investments upon request, subject to our Terms and Conditions

### Tax File Number Information-

- 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](http://www.ato.gov.au) search "Reporting exemptions from quoting a TFN/ABN"

**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.

**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 Centenary Development Foundation (CDF) acknowledges and respects the privacy of individuals. CDF supports and endorses the National Privacy Principles contained in the Privacy Act 1988, 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.

### General Terms & Conditions

- Interest is calculated on a daily basis from the date of receipt of monies by CDF. 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 the initial funding. 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.
- Requests for partial or full withdrawal of an investment for an entity 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 CDF.
- No cash handling at CDF.
- Additional funds of any amount may be lodged at any time and will appear on the statement. Please check your statements & retain for taxation purposes.
- Cheques sent to CDF must be made out to "Centenary Development Foundation".
- A Direct Debit Request Form must be completed before CDF can transfer funds from an external bank account to CDF (including Easy Save).
- External bank account of the Direct Debit Request Form must be in the investment holder's name.
- CDF Investments may be linked to an appropriate savings/cheque account in the investment holder's name.
- CDF does not have fees or charges. External charges may be passed on. Client will be made aware before action is taken.
- CDF 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.
- CDF reserves the right to refuse any investment without assigning a reason.

### LSL Provision Account (\$10 minimum balance)

- Available to Church of Christ in Queensland employers/churches/entities for paid staff long service leave provision only.
- Accounts will be opened in the name of the employer with the designation “‘Employee’s Name’ LSL Provision”.
- The LSL Provision Savings Account is a savings account for future Long Service Leave and Long Service Leave Like payments.
- Compliance with Long Service Leave obligations and associated superannuation and taxation obligations remain with the employer and not CDF.
- Funds released for long service leave include when an employee takes long service leave and long service leave balance payments at termination of employment, if applicable.
- By opening a LSL Provision Savings Account with CDF, the employer agrees to transfer the account to the new employer, if the employee finishes employment and commences employment with another Church of Christ in Queensland employer.
- By opening a LSL Provision Savings Account with CDF, the employer agrees to process funds released for long service leave. Any funds paid to the employee are paid as salary payments as per the employee’s employment agreement including any fringe benefit arrangements, withholding tax and making superannuation payments, if applicable. This includes any contributions from prior contributing employers and earnings in the account.
- Approving long service leave is at the employer’s discretion as per normal employment arrangements.
- A “grace period” of 6 months is permitted if the employee has terminated employment but looking to continue employment with another Church of Christ in Queensland employer/church/entity. The Termination Date is still applicable, if the employee is unable to find work with a new Church of Christ in Queensland employer/church/entity in the 6 month grace period. Note: the grace period will be excluded when determining Termination Date in the event that the employee is unable to find work by the end of the grace period.
- Contributions (funds) can be added at any time.
- Annual contribution notices will be sent to contributing employers as a reminder to add funds to the LSL Provision Savings Account.
- A recommended contribution rate is provided by CDF. This rate does not include Superannuation as not all long service leave payments have a superannuation component.
- The account can only be transferred to another Church of Christ in Queensland employer/church/entity for the named employee’s long service leave provision.
- Account transfer requests will only be actioned upon completion of the necessary documentation to the satisfaction of CDF.
- Funds will only be released for long service leave payments for the employee after the Waiting Period.
- Funds are available at call for long service leave payments after the Waiting Period or for a refund, if applicable.
- Funds will only be released once the required documentation has been completed to the satisfaction of CDF.
- If an employee has accumulated seven (7) years or more of service with the same employer, upon termination of employment with this employer, the employer must withdraw sufficient funds to cover their long service leave obligation and pay the funds as a salary payment to the employee as required by the legislation.
- Employers must notify CDF when an employee terminates employment by submitting a Notification of Termination of Employment Form. Depending on the circumstances, an Account Transfer to New CofCQ Employer Form may also need to be completed and sent to CDF.
- Amounts up to the balance of the account are available for withdrawal for long service leave payments. If insufficient contributions have been made any shortfall is the responsibility of the employer.
- Refund is only available to the contributing employer/s if the employee’s Termination Date is under seven (7) years from their Commencement Date.
- Variable Interest Rate. Interest paid in June and December. Statements issued thereafter to both the employer and the employee.
- No joint accounts. i.e. 1 account per employee.
- Should an employee die, the employer must provide CDF with a certified copy of the Death Certificate and request closure of the account. The employer must then process the closing balance received in accordance with the total number of years of accumulated service of that employee. When this period exceeds seven (7) years, the funds must be processed as a salary payment to the estate of the deceased employee.

### Definitions:

- Commencement Date is the date the employee commenced employment with their first Church of Christ in Queensland employer/church/entity, without any subsequent interruption in service. Any interruption in service for whatever reason other than a grace period, will automatically mean commencement date will restart from the date employment commences with a new employer after interruption of service. Thereafter, a new waiting period will also begin again
- Long Service Leave means long service leave entitlements as per the applicable Queensland legislation and any applicable industrial agreement.
- Long Service Leave Like implies long service leave for employees who have worked over seven (7) years with multiple Church of Christ in Queensland employers but not with the same employer for seven (7) or more continuous years. This means they do not qualify for long service leave under the legislation. As their multiple employers have placed funds in the CDF LSL Provision Savings Account, the balance available in the account can be used for Long Service Leave Like payments.
- Termination Date is the date the employee finishes employment after continuous services with one or more Church of Christ in Queensland employers/churches/entities. i.e. the employee will no longer be working for a Church of Christ in Queensland employer.
- Waiting Period is seven (7) years from the Commencement Date.