

Investment Application Form - Non-individual

Churches of Christ Foundation (the Foundation)

Entity details <i>(Investment holder)</i>	
Entity name: <i>(as per registration)</i>	
Address - registered office:	
Address – principal place of business:	
Address – postal:	
Country of establishment:	Australia Other:
Tax file number: <i>(or exemption)</i>	
ACN:	<i>(Australian Company Number, if applicable)</i>
ABN:	<i>(Australian Business Number)</i>
Company: <i>(if a company)</i>	Proprietary (Pty) company Public company <i>(If Pty, list the name of each company director in the relevant section)</i>
Association - unique identification no: <i>(if an association)</i>	<i>(issued by the relevant incorporating body)</i>
Trust: <i>(if a trust)</i>	<i>(full business name of the trustee of the trust - if trading as a business)</i>
Trust type: <i>(if a trust)</i>	Unit Discretionary (including family) Testamentary Other: <i>(list the name of each trustee in the relevant section)</i>
Trust – name of the settlor of the trust: <i>(if a trust with settlor)</i>	
Primary contact person's details	
Name:	
Position title:	
<i>Additional Party Identification form and certified identification documents must be provided, if not previously supplied.</i>	

Industry:		<i>(This section assists with our compliance with the AML/CTF legislation)</i>							
Core purpose/business:									
Source of funds:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Investment income <i>(eg rent, dividends)</i></td> <td style="width: 50%;">Sale of assets/property</td> </tr> <tr> <td>Business/operating income</td> <td>Inheritance</td> </tr> <tr> <td>Congregational giving, if church</td> <td>Superannuation</td> </tr> <tr> <td>Other:</td> <td>Donation</td> </tr> </table>		Investment income <i>(eg rent, dividends)</i>	Sale of assets/property	Business/operating income	Inheritance	Congregational giving, if church	Superannuation	Other:
Investment income <i>(eg rent, dividends)</i>	Sale of assets/property								
Business/operating income	Inheritance								
Congregational giving, if church	Superannuation								
Other:	Donation								
How did you hear about the Foundation?									

Investment type						
Select the investment to open: <i>(Product information sheets are available)</i>						
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Fixed Term Investment for 31 days <i>(auto-rollover)</i></td> <td style="width: 50%;">N31 (31 days' notice)</td> </tr> <tr> <td>Fixed Term Investment for months</td> <td>Chaplaincy Fund for months</td> </tr> <tr> <td>Foundation Building Fund for months</td> <td></td> </tr> </table>	Fixed Term Investment for 31 days <i>(auto-rollover)</i>	N31 (31 days' notice)	Fixed Term Investment for months	Chaplaincy Fund for months	Foundation Building Fund for months	
Fixed Term Investment for 31 days <i>(auto-rollover)</i>	N31 (31 days' notice)					
Fixed Term Investment for months	Chaplaincy Fund for months					
Foundation Building Fund for months						
Designation: <i>If any, such as Operating a/c, Building Fund, Insurance, etc</i>						

Funding the new investment	
The initial credit of:	\$
To be funded by: <i>(tick one option only)</i>	
Direct Debit: The Foundation is authorised to debit the bank account on the Direct Debit Request (DDR) Form on New DDR Form enclosed DDR Form already provided: account ending	
Internet banking transfer <i>(the office will contact you with the details)</i>	
Cheque <i>(payable to 'Churches of Christ in Queensland')</i>	

List all who are			
<p>Persons that are beneficial owners, hold significant positions/office bearers such as public officer, chairman, secretary, treasurer, etc. or equivalent positions, shareholders, partners. For Associations - list all beneficial owners. For Trusts - list all trustees. If a Director – include Director Identification Number (DIN).</p> <p>Definition of ‘beneficial owner’ in the T&Cs <i>(list all persons that qualify below. This is required for AML/CTF legislative compliance)</i></p>			
1. Full legal name:			
Position title:			
<p><i>Tick all that apply:</i></p> <p>Beneficial owner Significant position holder/office bearer</p> <p>Director, Director Identification Number (DIN):</p> <p>Trustee Settlor of the trust Partner Shareholder</p> <p><i>Additional Party Identification form and certified identification documents must be provided, if not previously supplied.</i></p>			
2. Full legal name:			
Position title:			
<p><i>Tick all that apply:</i></p> <p>Beneficial owner Beneficial owner</p> <p>Director, Director Identification Number (DIN):</p> <p>Trustee Settlor of the trust Partner Shareholder</p> <p><i>Additional Party Identification form and certified identification documents must be provided, if not previously supplied.</i></p>			
3. Full legal name:			
Position title:			
<p><i>Tick all that apply:</i></p> <p>Beneficial owner Beneficial owner</p> <p>Director, Director Identification Number (DIN):</p> <p>Trustee Settlor of the trust Partner Shareholder</p> <p><i>Additional Party Identification form and certified identification documents must be provided, if not previously supplied.</i></p>			
4. Full legal name:			
Position title:			
<p><i>Tick all that apply:</i></p> <p>Beneficial owner Beneficial owner</p> <p>Director, Director Identification Number (DIN):</p> <p>Trustee Settlor of the trust Partner Shareholder</p> <p><i>Additional Party Identification form and certified identification documents must be provided, if not previously supplied.</i></p>			

5. Full legal name:	
Position title:	

Tick all that apply:

<input type="checkbox"/> Beneficial owner	<input type="checkbox"/> Beneficial owner		
<input type="checkbox"/> Director, Director Identification Number (DIN):			
<input type="checkbox"/> Trustee	<input type="checkbox"/> Settlor of the trust	<input type="checkbox"/> Partner	<input type="checkbox"/> Shareholder

Additional Party Identification form and certified identification documents must be provided, if not previously supplied.

Documentation required
(tick when completed)

Certified copies - original clear documents enclosed:

For **Church/Business** - your registration certificate.

Australian Charities and Not-for-profits Commission Certificate *(if registered with the ACNC)*

For **Company** – your Certificate of Incorporation and/or annual statement including amendments submitted to ASIC.

For **Trusts** including self-managed superannuation funds – your Australian Securities and Investment Commission (ASIC) registration certificate and full Trust Deed, if applicable

For **Incorporated Association** – official documentation issued by the relevant incorporating body stating your unique identifying number

For **Unincorporated Association** – Certified copy or certified extract of the constitution or rules of the association; a certified copy or certified extract of minutes of meeting of the association.

Signed copies - documents enclosed:

Minutes or extract of the minutes outlining the approval to open the investment, signed by the Chairperson.

Authorised Signatories Form, if a new client or changes to the existing arrangement are required.

Identification documents - required for all persons listed on this form:

Required for all beneficial owner's, persons holding significant positions/office bearers, trustees, directors listed above and contact person.

1. Additional Party Identification Form.
2. Identification document - Original clear **certified copy**: Driver's Licence *(front and back)* or passport.

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

Acknowledgement, authorisation and agreement:

(to be signed by two authorised representatives)

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
2. confirm information you have provided is complete and accurate, and
3. will advise the Churches of Christ Foundation if this entity's details change including changes to its address, and
4. authorise Churches of Christ Foundation to open the investment and action the instructions on this form, and
5. undertake to provide Churches of Christ Foundation with 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.

	<i>Authorised signatory 1</i>	<i>Authorised signatory 2</i>
Signature:		
Full legal name:		
Position title:		
Date:		

Email: this form and Minutes to: Foundation@cofcqld.com.au

Post: Entity's registration document (certified copy) and all persons listed on this form:

Identification documents (certified copies) and Additional Party Identification forms
to: **Churches of Christ Foundation, Reply Paid 469, Kenmore QLD 4069**

Web: www.cofc.com.au/Foundation

Phone: (07) 3327 1628 1300 659 644

- **Kindly note:** this instruction will only be accepted and actioned, once it is completed to the satisfaction of the Foundation and all supporting documents that fulfil the requirements have been received.

General Terms and Conditions

A Ministry of Churches of Christ in Queensland

Legal Structure & Disclosure

1. 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).
2. The Foundation is a religious charitable development fund (the 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).
3. Neither Churches of Christ in Queensland nor the Foundation are prudentially supervised by the APRA. Therefore, 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 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. (See Condition 11 of the Banking Exemption.)
4. This scheme has not been examined or approved by ASIC. No Product Disclosure Statement is available.
5. The Foundation does not hold an Australian Financial Services License. Therefore, the Foundation is not licensed to provide financial product advice. This document/website 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.
6. To the maximum extent permitted by law, the Foundation does not accept responsibility for any loss or damage (including negligence) caused to anyone who relies on the information in this document/on the Foundation website.
7. No cooling-off period applies to the investments issued by the Foundation. The Foundation undertakes to repay investments upon request, subject to our Terms and Conditions.
8. Repayment of investments is underwritten by the overall funds & assets of Churches of Christ in Queensland.
9. The information and services available through the Foundation are only intended to be available to persons in the jurisdiction of Queensland. You must satisfy yourself that the laws and regulations of your jurisdiction allow access to the services the Foundation provides.
10. Your use of, and access to the Foundation website and/or this document, and your agreement to enter into products offered by the Foundation (using Foundation information) is conditional upon your acceptance and compliance with the terms, conditions and disclaimers contained within this document and elsewhere on the website. Any person using Foundation information is responsible for making their own assessment of the material and should verify all relevant representations, statements and information with their own professional advisers.
11. The Foundation does not represent, warrant, guarantee that the information in this document or on our website is complete, accurate or suitable for your intended use. The Foundation does not accept any responsibility to inform you of any matter that subsequently comes to its notice, which may affect the information in this document or on our website.
12. We may need to make changes to our terms and conditions (The Foundation terms) from time to time for many reasons. This may include, for example, changes required for updates to our products and changes to the law. You should look at the Foundation terms regularly, which are posted on the Foundation website. If we make a material change to these Foundation Terms, we will notify you in writing by letter, if you are registered with us as a Foundation product holder. We will attempt to send you the letter by email or post to the contact details you most recently provided to us prior to the material change taking effect. Any material changes to these Foundation Terms will be effective automatically 14 days after the revised Terms are first posted or, the letter is sent, whichever is the latter.
13. The Foundation is unable to guarantee files and attachments in our emails or on our website are free from contamination. Recipients of emails and/or visitors to our website should ensure they have precautions in place.

Tax File Number Information-

1. You will be requested to give your Tax File Number or give the appropriate exemption information.
2. 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.
3. 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, disability support pension, Parent Payment (PP single), special benefit pension, carer allowance, service pension (DVA), income support supplement, etc.
 - 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.
4. **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.
5. **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-

1. 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.
2. For full Privacy Policy, please see the website: <http://www.cofc.com.au/legal-and-privacy> or contact the office.

Anti-Money Laundering/Counter-Terrorism Financing (AML/CTF) Act 2006 and Rules Instrument 2007

1. The Foundation must comply with the AML/CTF legislation.
2. Identification documents must be provided to the Foundation's satisfaction before funds will be accepted and investments opened.
3. The Foundation may request information or documentation to maintain compliance with the AML/CTF legislation.
4. All personal information will be treated as per requirements of the AML/CTF legislation, Privacy Act and our Privacy Policy.

Beneficial owner

5. The 'Beneficial Owner' means the individual or individuals who ultimately own or control (directly or indirectly) the investment holder (client/entity).
6. In the case of a company, trust, partnership, association, organisation or foundation:
 - a. Owns: this means owning 25% or more of the entity.
 - b. Owns: this could be directly such as through shareholdings or indirectly such as through a broker or bank or by way of another company's ownership.
 - c. Control: relates to having the ability to make decisions regarding the entity's finances and operations. This control may be through formal arrangements such as trusts, agreements, understanding, policies or practices.
 - d. It could be the case that the investment holder (client/entity) has more than one beneficial owner.
7. Beneficial owners may be the individual investment holder or sole trader, significant position holders or office bearers, directors, senior managers, shareholders, partners, trustees, persons with transactional authority, etc.
8. More information is available on the AUSTRAC website: www.austrac.gov.au search 'beneficial owner'.

Politically Exposed Person (PEP)

9. A Politically Exposed Person (PEP) is an individual/person who holds a prominent public position in an:
 - a. Australian/domestic government body (Heads of state, government ministers or equivalent politicians, senior government executives, high-ranking judges, high-ranking military officers, central bank governors, or board members)
 - b. International/foreign government body (as listed above but for a foreign government body)
 - c. International organisation. (United Nations (UN), World Trade Organisation (WTO), North Atlantic Treaty Organisation (NATO), board members or executives)
 - d. The examples listed above are not an exhaustive list of PEP position/role types.
10. Immediate family members and/or close associates of these individuals are also considered PEPs.
11. More information available on the AUSTRAC website: www.austrac.gov.au (search - PEP)

Terms and Conditions of Investments

1. 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.
2. 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.
3. An acknowledgement of investment is not a document of title but its surrender may be requested on repayment of the investment.
4. 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.
5. 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 valid instructions have been received by the Foundation.
6. Instructions will only be actioned, if they comply with the investor's signing arrangements to the satisfaction of the Foundation.
7. No cash handling at the Foundation.
8. 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.
9. For Fixed Term Investments additional funds of any amount may be lodged at maturity.
10. Please check your statements and/or certificates and retain for taxation purposes.
11. Cheques sent to the Foundation must be made out to "Churches of Christ in Queensland".
12. A Direct Debit Request Form must be completed before the Foundation can transfer funds from an external bank account to the Foundation.
13. External bank account on the Direct Debit Request Form must be in the investment holder's name.
14. Requests for an electronic transfer to add funds to your Foundation investment are transferred overnight. If a request is received after 3pm, the transfer will occur the following business day. Requests for a transfer to add funds to your Fixed Term Investments will occur overnight on the day of maturity.
15. Requests for withdrawals will occur overnight as per the investment type restrictions.
16. Requests for early release of funds must either:
 - a. give 31 days' notice or
 - b. 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.
17. Individuals including CofCQ paid staff must reside in Queensland.
18. Entities must have their registered office and place of business in Queensland.
19. An investment holder may link their Foundation investment/s to an appropriate savings/cheque bank account in the investment holder's name.
20. The Foundation does not have fees or charges. External charges may be passed on. Client will be made aware before action is taken.
21. 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.
22. The Foundation reserves the right to refuse any investment without assigning a reason.

23. 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.
24. 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 held by 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)

25. A certificate will be issued for each Fixed Term Investment.
26. 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.
27. The maturity date can only be set for a business day.
28. 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.
29. 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.
30. 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.
 - c. Or as otherwise agreed.
31. 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.
32. Funds including donations can only be added or withdrawn on the day of maturity.
33. [§]Early redemption: You may submit a written request for an early redemption of your Fixed Term Investment before the term has ended by:
 - a. Giving 31 days' notice or
 - b. Applying under financial hardship - see our Hardship Policy.
34. [§]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.
35. Any withdrawals from an investor's Fixed Term Investment as donations to Churches of Christ in Queensland for Chaplains are tax deductible and a receipt will be issued.
36. Donations can be made from the interest and/or principal.

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

37. Terms and Conditions for Fixed Term Investment apply
38. All terms may not be on offer.

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

39. 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.
40. All terms may not be on offer.
41. A maturity notice will be sent to the investment holder before maturity requesting their instructions.
42. In the absence of a request for repayment or renewal, the investment and interest will be re-invested in a Fixed Term Investment for a similar term at the interest rate that applies on the maturity date.

N31 (\$250 minimum balance.)

43. Variable interest rate. Interest paid monthly & statements issued quarterly.
44. Funds can be added at any time. Minimum 31 days' notice required for withdrawals.
45. Earlier withdrawals are only available by applying under financial 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)

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