

Additional Party Identification Form

Churches of Christ Foundation (the Foundation)

Investment holder's name:			
<i>(If entity - as per registration or if person - their full legal name.)</i>			
Individual's details			
<i>Tick all that apply for the person below in relation to the investment holder above:</i>			
Beneficial owner – see definition in T&Cs		Significant position holder/office bearer	
Authorised signatory		Enduring Power of Attorney (EPOA)	
Trustee	Settlor of the Trust	Shareholder	Sole trader
Partner		Contact person only	
Director: DIN #		Other:	
Position title or relationship:		<i>(to the investment holder)</i>	
Full legal name:			
Preferred name:		Title:	
Date of birth:		Gender:	M F Undisclosed
Mobile:			
Email address:		<i>(registered for email authorisations)</i>	
Residential address:			
Postal address:			
Preferred method of communication:		Email	Post
Political Exposed Person (PEP) status <i>(This section is for AML/CTF legislation compliance).</i>			
Are you a Politically Exposed Person (PEP)?		Yes	No
<i>(See definition of PEP in the T&Cs)</i>			
Documentation required – certified copy			
Original clear certified copies of documents enclosed:			
<i>(tick when completed)</i>			
Identification document/s: Driver's Licence <i>(front and back)</i> or Passport			
Enduring Power of Attorney document, if relevant.			
<i>Contact the office for other acceptable forms of identification, if the above is not available.</i>			

Acknowledgement and agreement:

(to be signed by the individual-additional party person)

By signing this form, you:

1. acknowledge having read and understood the attached General Terms and Conditions governing the investment arrangements between you and Churches of Christ in Queensland – Churches of Christ Foundation, and
2. understand this form does not give you authority to access or provide instructions for the investment/s with the Churches of Christ Foundation unless the investment holder has provided valid signed authority and any applicable supporting documentation to the Churches of Christ Foundation's satisfaction, and
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, and
4. will advise the Churches of Christ Foundation if your details change including changes to your address, PEP status, and
5. confirm the information you have provided is complete and accurate.

Signature:

Full legal name:

(individual)

Date:

Post to: Churches of Christ Foundation, Reply Paid 469, Kenmore QLD 4069

Enclosed are: original clear certified copies of: identification document/s EPOA document

Email: Foundation@cofcqld.com.au

Web: www.cofc.com.au/Foundation

Phone: (07) 3327 1628 1300 659 644

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.