

application form



Anglicanfunds
SOUTH AUSTRALIA

COMMUNITY FUND
TERM INVESTMENT ACCOUNT

Issued 1 April 2019

Please complete, detach and forward the Community Fund Term Investment Account Form to:

Anglican Funds South Australia
18 King William Road
North Adelaide SA 5006

or email enquiries@anglicanfundssa.com.au

Please retain the Terms and Conditions in the remainder of this document for your reference.

For more information visit our website www.anglicanfundssa.com.au or call (08) 8305 9305.

A cost-effective alternative to traditional Term Deposits or Fixed Interest Investments

ABOUT US

Anglican Funds South Australia (AFSA) is an activity of the Anglican Church of Adelaide. We provide a range of investment products and services to Parishes, Anglican Schools, Anglicare-SA and Anglican Agencies who wish to support the work of these organisations.

Our investors receive competitive interest rates with funds Capital Guaranteed by the Anglican Diocese of Adelaide. All funds are invested according to the ethical investment guidelines of the Anglican Church of Australia.

We differ from other financial institutions in where our money goes. Through the support of our investors, AFSA is able to support the work of Parishes, Anglican Schools, Anglicare-SA and Anglican Agencies, with profits going directly back to these organisations.

By issuing AFSA Community Fund debentures, the Synod promotes the charitable purposes of the Anglican Church in the Diocese of Adelaide. Investment in the AFSA Community Fund directly increases the share of surplus generated by the AFSA community Fund. This surplus is distributed to Anglican Parishes and associated entities at the end of the financial year. The issue of debentures in the AFSA Community Fund also leads to a reduction in the marginal costs of raising external funds. This saving is passed on to Anglican Parishes and associated entities when they borrow from the AFSA Community Fund to undertake charitable activities within their communities.

The Term Investment Account provides investors with a guaranteed rate of return for a fixed term.

The Term Investment Account offers competitive interest rates for various terms. At the end of the term you have the option of either reinvesting all or part of interest earned or have it paid to into a bank account.

The Term Investment Account may be opened with as little as \$1,000 and can be added to at the completion of the term.

Supporting your Anglican Organisation

A key feature of the Community Fund Term Investment Account is clients can opt to further assist the work of an Anglican organisation of your choice.

Whether it be a Parish, School or Anglicare there are two simple ways this can be achieved.

1. Nomination

You can also nominate a specific Anglican organisation to receive surplus earnings from the operation of the Community Fund in the form of a participant distribution. There is no cost to the account holder for nominating the organisation and it doesn't alter the return from the investment.

2. Investor

Although greatly appreciated, the above is not compulsory. By simply choosing to invest with us it will be helping the religious, educational and charitable works of the Anglican community.

KEY FEATURES AND BENEFITS

- Competitive interest rates with a guaranteed fixed rate of return
- Funds are Capital Guaranteed by the Anglican Diocese of Adelaide
- No account keeping fees or charges are incurred by the investor
- Minimum investment \$1,000
- Interest is calculated and paid at the end of selected term
- Additional investments can be added at the end of each term
- Various Terms: 3, 6, 9 months or 1 year
- For investments over \$100,000 please contact AFSA on (08) 8305 9305 for special rates.

FREQUENTLY ASKED QUESTIONS

IS THE INVESTMENT ACCOUNT SECURE?

Yes. Your money is Capital Guaranteed by the Anglican Diocese of Adelaide and is managed to professional standards.

Anglican Funds South Australia (the Fund) is not prudentially supervised by the Australian Prudential Regulation Authority. Therefore, an investment in the Fund will not receive the benefit of the financial claims scheme or the depositor protection provisions in the Banking Act 1959. Investments in the Fund are intended to be a means for investors to support the charitable purposes of the fund.

HOW IS MONEY INVESTED?

Monies will be invested in a range of diversified cash products, and will also be used to support the work of Anglican organisations through loans managed by Anglican Funds South Australia.

HOW DOES MY INVESTMENT HELP THE ANGLICAN COMMUNITY?

An investment through Anglican Funds South Australia is supporting the religious, educational and charitable works of the Anglican community as well as helping in the provision of loans to Anglican organisations.

Surplus earnings from operation of the Community Fund are distributed in the form of a participant distribution to Anglican organisations such as schools, parishes, and Anglicare aiding and benefiting the wider social needs of our community.

AFSA products are only intended to attract investors whose primary purpose for making the investment is to support the Synods charitable purposes.

HOW DOES NOMINATION WORK?

Nomination is simple and there is no cost to select an Anglican organisation to receive a share from surplus earnings from the operation of the Community Fund in the form of participant distribution. The average credit balance of the account together with those of others who have nominated a specific Anglican organisation will be aggregated to calculate the proportional share of each relevant participant entitlement at the end of each financial year. An account with a credit balance as at June 30 is eligible for a share of the participant distribution.

DOES NOMINATION REDUCE MY EARNINGS?

No. The earning rates received from your investments are not reduced for distribution paid to nominated Anglican organisations as this is paid from surplus earnings from the operation of the Community Fund.

DOES NOMINATION NEED TO BE TO AN ANGLICAN ORGANISATION?

Yes. Only Anglican organisations such as Parishes, Schools, or Anglicare-SA are eligible to receive participant distributions from the Community Fund.

WHAT HAPPENS IF I DON'T NOMINATE AN ORGANISATION?

Nomination of an organisation is optional. If you choose not to nominate an organisation, any participant benefit is added to the surplus funds pool and distributed to Anglican organisations on the basis of the nominations made by other members.

CAN I GET ACCESS TO MY MONEY IN THE CASE OF AN EMERGENCY PRIOR TO MATURITY DATE?

Yes. However a reduction of 0.5% on the interest rate applicable to your Term Investment Account will apply.

There are no other fees charged to your account.

ARE THERE ANY FEES OR CHARGES?

No. A key benefit of having money in an Anglican Funds South Australia account is that there are no establishment, ongoing account keeping, or transaction fees or charges. We do however pass on third party charges such as bank dishonour fees on a cost basis.

DO I NEED TO BE AN ANGLICAN TO INVEST MONEY INTO ANGLICAN FUNDS SOUTH AUSTRALIA?

Yes. As described in the Identification Information document, only Associates & Retail associated clients may invest. Investments by individuals who are non-associated retail is not supported by AFSA.

WHAT HAPPENS IF I DIE?

For associated retail clients, as occurs with other financial organisations, if your account is in joint names then the surviving retail associated account holder may continue to operate the account in their name.

If the account is held in a single name, your monies will be paid to your estate once your executor has provided copies of your death and probate certificates. To assist in the payment of funeral expenses, on the production of your death certificate and funeral account(s), Anglican Funds South Australia will withdraw the amount required to cover these expenses and pay it directly to the organisations involved.

The balance of your account will be paid to your estate at the end of the term.

DOES ANYONE HAVE ACCESS TO MY PERSONAL INFORMATION?

No, other than employees of Anglican Funds South Australia who are required to comply with privacy laws. Under the *Privacy Act (Cth 2004)* your account(s) and personal details are kept confidential and are not available to others.

Except that, as with all other financial institutions, Anglican Funds South Australia is required to provide information to the Australian Taxation Office or other law enforcement bodies as legally required.

DO I NEED TO PROVIDE A TAX FILE NUMBER?

No. However Government legislation requires that Anglican Funds South Australia deduct taxation at the top marginal rate plus Medicare levy, from interest earned if a depositor does not provide a Tax File Number or ABN, or proof that they are a tax exempt entity.

WHAT HAPPENS TO MY ACCOUNT AT MATURITY?

Unless you have requested payment, your investment will be re-invested for a similar fixed term, at interest rates and on terms and conditions then applying.

TERM INVESTMENT ACCOUNT APPLICATION FORM

Please use black or blue ink and print within the boxes in CAPITAL letters. Mark all answer boxes with a cross (X).

1. ACCOUNT HOLDER IDENTIFICATION (Only applicable to new investors)

If you do not currently hold an investment with Anglican Funds South Australia or you are not currently a listed signatory with Anglican Funds South Australia, then you will need to complete the Account Holder Identification Procedure overleaf. You will need to lodge this information at the same time as this application to enable your request to be processed.

2a. SIGNATORY DETAILS

Signatory 1

Title:

Given Names:

Surname:

Date of Birth:

Tax File Number:

If Signatory 1 is exempt from Australian taxation please write EXEMPT in this space:

Signatory 2

Title:

Given Names:

Surname:

Date of Birth:

Tax File Number:

If Signatory 2 is exempt from Australian taxation please write EXEMPT in this space:

Note: Tax File Numbers will be destroyed once recorded. Government legislation requires that Anglican Funds South Australia deduct taxation at the top marginal rate, plus Medicare levy, from interest earned if the depositor does not provide a tax file number and is not exempt. Any tax deducted will be sent to the Australian Tax Office.

Home Address:

Suburb:

State: Postcode:

Postal Address:

Suburb:

State: Postcode:

Email:

Home Phone:

Work Phone:

Mobile:

AFSA Online Access Yes No

Level of Access Full View Only

Home Address:

Suburb:

State: Postcode:

Postal Address:

Suburb:

State: Postcode:

Email:

Home Phone:

Work Phone:

Mobile:

AFSA Online Access Yes No

Level of Access Full View Only

SIGNING AUTHORITY

For joint accounts please indicate your required signing authority. If this section is left blank Anglican Funds South Australia will nominate that only one signature is required to operate your account.

One signature required Two signatures required

2b. INVESTOR DETAILS

ANGLICAN ENTITY DETAILS

Name of Entity:

Tax File Number:

or ABN:

If the Organisation, Company or Trust is exempt from Australian taxation please write EXEMPT in this space:

Note: Tax File Numbers and Australian Business Numbers (ABN) will be destroyed once recorded. Government legislation requires that Anglican Funds South Australia deduct taxation at the top marginal rate, plus Medicare levy, from interest earned if the depositor does not provide a tax file number or ABN or is not exempt. Any tax deducted will be sent to Australian Tax Office.

Contact Person:

Phone:

Email:

Position:

Entity Address:

Suburb:

State: Postcode:

Postal Address:
(if different to above)

Suburb:

State: Postcode:

3. INVESTMENT TERM

3 Months 6 Months 9 months 12 months

4. INITIAL INVESTMENT

Open the account with the initial sum of: (NB. Minimum \$1000)

Amount in figures: \$

5. METHOD OF INITIAL INVESTMENT

Cheque made payable to Anglican Funds South Australia.

Direct Debit (To be debited from external account nominated in section 8)

From AFSA Community Fund Account Number:

Start date of Direct Debit:

6. INTEREST PAYMENT METHOD

Upon maturity I/We wish interest earned to be:

Reinvested

Paid to financial institution account (nominated in section 8)

7. NOMINATION

I/We wish to nominate the following Anglican Organisation to receive any participant distribution of surplus earnings from the Community Fund.

Anglicare

Parish Parish Name:

Anglican School School Name:

Mission and Ministry Fund

Other

8. EXTERNAL ACCOUNT

Please provide your account details below. This account will be used to debit your initial deposit from your account, or credit your account with any payments due as per your nomination in Sections 5 and 6 respectively. By supplying these details, and completing the declaration on the final page of this document, you authorise Anglican Funds South Australia (User ID: 383750) to debit or credit your account as appropriate under the Terms and Conditions set out in the attached **Direct Debit Client Service Agreement**.

Bank or Credit Union:

Branch:

Account Name:

BSB Number:

Account Number:

Please ensure the details above are correct.

Financial Institutions may take up to 48 hours to clear funds. If incorrect details are entered, financial institutions may charge a fee. This fee will be payable by the AFSA client.

ACCOUNT HOLDER IDENTIFICATION PROCEDURE

If you do not currently hold an investment with Anglican Funds South Australia or you are not currently a listed signatory with Anglican Funds South Australia, then you will need to complete the form below.

The information requested is required under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML Act) and any related rules, regulations and other instruments in each case as in force from time to time. The information collected will be used to verify your identity. In accordance with the AML Act, if you **do not** provide the information or if we require additional information to be collected we will contact you and we may:

- delay the opening of your Account until we are satisfied that the information received fully verifies your identity; or
- return your investment.

Each Account holder must:

- Verify their full name; and **EITHER** their date of birth **or** residential address.
- Provide a document from **EITHER Option 1** or two documents from **Option 2**. (Note: Option 2 should only be completed if the individual **does not** own a document from Option 1.)
- Provide certified copies of the required documents to Anglican Funds South Australia, or contact us on (08) 8305 9305 or email us - enquiries@anglicanfundssa.com.au.

1. IDENTITY VERIFICATION DOCUMENTS

Documents that are written in a language other than English, must be accompanied by an English translation prepared by an accredited translator.

All copied documents must be certified on each page as a true copy. For persons who may certify a document refer to section 2 (right). **PLEASE DO NOT SEND ORIGINALS.**

OPTION 1

If you can provide **one** primary photo identification document then **no** further documents are required.

Signatory 1 | Signatory 2

Primary Photo ID documents

| | | |
|--|-------------------------------------|-------------------------------------|
| Driver's Licence | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Passport | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Proof of age card/ photo card (Government issued) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

OPTION 2

If you **cannot** provide a document from Option 1 then **you must** provide **one** primary non-photo ID document and **one** secondary document.

Signatory 1 | Signatory 2

Primary Non-Photo ID documents

| | | |
|-------------------------|-------------------------------------|-------------------------------------|
| Birth certificate | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Citizenship certificate | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Pension card | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Secondary ID documents

| | | |
|-------------------------------|-------------------------------------|-------------------------------------|
| Marriage certificate | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Utilities notice | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Council rates notice | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Bank or credit card statement | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

REMEMBER to attach your certified documents to this application

2. PERSONS WHO MAY CERTIFY DOCUMENTS

A certified copy means a document that has been certified as a true copy of an original document by one of the following persons:

- Your Priest.
(An Anglican Priest licensed by the Archbishop of Adelaide.)
- A person who is on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (*however described*).
- A judge of a court or magistrate.
- A chief executive officer of a Commonwealth court.
- A registrar or deputy registrar of a court.
- A Justice of the Peace.
- A notary public.
(For the purposes of Statutory Declaration Regulations 1993)
- A police officer
- An agent of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public.
- An officer with two or more continuous years of service with one or more financial institution(s). (*for the purposes of Statutory Declaration Regulations 1993*)
- An officer with, or authorised representative of, a holder of an Australian financial service license, having two or more continuous years of service with one or more licensees.
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years of continuous membership.

THE CERTIFIER MUST:

- Write the following wording, or similar, on the copy of the documents:
Example for documents in Option 1 - "I certify that I have seen the original documentation and that the photograph is a true likeness and this copy is a complete and accurate copy of that original."
Example for documents in Option 2 - "I certify that I have seen the original documentation and this copy is a complete and accurate copy of that original."
- Sign and date each page of the photocopy
- Add their name in block letters along with their position/capacity, address and daytime contact phone number. The certifier may be contacted by Anglican Funds South Australia.
- Add the official stamp of their office, if applicable.

3. DECLARATION

I/We apply for an account of the type nominated with Anglican Funds South Australia and agree that:

- The information I/we have provided in this application is true and correct.
- I/we have read the Terms and Conditions contained in this document.
- If I/we have viewed and understood the Terms and Conditions from the internet or other electronic means, I/we declare that I/we have received it personally, or a printout of it, accompanied by or attached to this application form.
- I/we are subject to the Terms and Conditions as amended from time to time.
- I/we have no reason to suspect that the deposit lodged with this application form or any subsequent deposits is or will be derived from or related to any money laundering, terrorism financing or other illegal activities.
- If I/we have elected to have our initial deposit made by direct debit, I/we authorise Anglican Funds South Australia (User ID: 383750) to debit the nominated account with the initial deposit I/we have elected in Section 5. I/we have read the Direct Debit Client Service Agreement attached to this document, and agree with those Terms and Conditions. I/we acknowledge that this authority will remain in force until Anglican Funds South Australia receives written notice to cancel/alter this authority.
- The signatories are authorised to act on behalf of the Anglican Entity (please attach copy of minutes)

Please sign below confirming that all information being forwarded is correct.

Note: If you are signing this form under a Power of Attorney please attach a certified copy of the document to this application.

As a Power of Attorney you will also need to complete an Identity Verification Form.

If you are signing as an authorised signature from a Parish, please provide Parish Council minutes to support this application.

SIGNED BY

Parish Officers Power of Attorney Company Officer Trustee

All signatories must sign and date this application form.

Signature of Account Holder 1

Print Name

Position Title

Date

Signature of Account Holder 2

Print Name

Position Title

Date

PRIVACY STATEMENT

Access and usage of all information collected by Anglican Funds South Australia is governed by our Privacy Policy. Full details of this policy are available on our website www.anglicanfundssa.com.au. If you are a signatory to an investment we collect and use your information to substantiate your identity and enable us to provide and manage that investment. If you are an acceptable certifier we may also use your information to substantiate the signatory's identity. We may also use your information to provide you with details about other products provided by Anglican Funds South Australia unless you explicitly instruct us in writing not to do so. We do not provide your information to any other organisation without your consent, other than to those organisations that provide administrative or other operational services to Anglican Funds South Australia.

**After completing this Application Form, please forward with your cheque or Electronic Transfer Request to:
Anglican Funds South Australia - 18 King William Road North Adelaide, SA 5006
or email enquiries@anglicanfundssa.com**

REMEMBER: IF YOU'RE INCLUDING IDENTITY VERIFICATION DOCUMENTS

**A certified copy of each document is to be attached to this completed application form (Please, do not send originals).
Also, check that each page of a multi-page copy has been certified.**

TERMS AND CONDITIONS

TERM INVESTMENT ACCOUNT

Effective 1 April 2019

GENERAL

1. All investments are made with and will be administered by The Synod of the Diocese of Adelaide of the Anglican Church of Australia Incorporated of 18 King William Road, North Adelaide, South Australia 5006 ("the Diocese") in its capacity as the owner of Anglican Funds South Australia ("AFSA").
2. AFSA is not subject to the normal requirement to have a disclosure document or Product Disclosure Statement and be registered or have a trust deed under the *Corporations Act 2001* (Cth). AFSA has not been examined or approved by the Australian Securities and Investments Commission ("ASIC"). Further, neither the Diocese or AFSA is prudentially supervised by the Australian Prudential Regulation Authority ("APRA") and investments in AFSA are not deposits and do not obtain the benefit of the depositor protection provisions of the *Banking Act 1959* (Cth).
3. An investment in AFSA is designed for investors who wish to promote the religious and charitable purposes of the Anglican Church and who do not make investment decisions primarily based on considerations of profit.
4. Such investments are not specifically secured but repayment is supported by AFSA. Funds are capital-guaranteed by the Diocese. AFSA is guaranteed by The Synod of the Diocese of Adelaide of the Anglican Church of Australia Incorporated as trustee of AFSA, with the guarantee of investment backed by the substantial asset base of the Anglican Diocese of Adelaide. The liability of the Diocese to investors in AFSA is limited to the assets of the Diocese.
5. All profits derived from the activities of AFSA are used for the wider educational, charitable and religious work of the Anglican Church.
6. Investments are made within the ethical investment guidelines established by the Diocese. In keeping with the educational, religious and charitable purposes of the Diocese, investments are also used to make loans to parishes, schools, Anglicare-SA and other Anglican Entities.
7. The minimum acceptable initial investment and minimum balance to be maintained at all times depends on the type of account opened.
8. AFSA reserves the right to repay any or all investments (including interest) up to the day prior to the date of the repayment by giving you one (1) calendar month's notice of its intention to repay. Investments in a monthly income account will be repaid in whole or in part if you request repayment.
9. Investments are **NOT TRANSFERABLE**. Where a change of ownership is requested, AFSA will consider a request to invest the funds again in the new name.
10. AFSA reserves the right to refuse any initial investment without providing a reason for the refusal.
11. Investments can only be made by a negotiable instrument such as a cheque or fund transfer. Cash investments will not be accepted.
12. Additional investments can be lodged at any time except where funds are held in a Term Investment Account.
13. You can arrange for interest due on an investment to be added to the amount of your investment, transferred to your nominated bank account or gifted.
14. Interest is calculated on a daily basis from the date of receipt of monies by AFSA, provided that the relevant investment is received before 2pm on that day. When an investment is closed, interest will be calculated to the day prior to the date of repayment and then paid in full.
15. A signed withdrawal form or letter of request is the only authority required for you to make a withdrawal. You can provide a signed document to AFSA by email, provided that the signature(s) on the document are legible. This will enable AFSA to verify the signature(s) against its records. Requests for withdrawal of investments in joint names must be signed by the joint account holders unless authority has been given where only one joint account holder is required to sign.
16. AFSA will repay an investment by electronic funds transfer on the day that repayment of the investment is requested, provided AFSA receives the withdrawal form or letter of request by 10.30am on that day.
17. A withdrawal by electronic transfer will only be paid to the account holder(s) who is named on the signed withdrawal form or letter of request. No third party payments will be made.
18. In the event of your death, AFSA will pay the investment and accrued interest to your duly and properly appointed legal or personal representative upon that person's request. However, payment will only be made once AFSA is satisfied that all legal formalities have been completed.
19. You agree to fully indemnify the Diocese and AFSA against all loss suffered by the Diocese and AFSA as a result of your failure to observe these terms and conditions, or as a result of the Diocese or AFSA acting on your instructions.
20. The Diocese or AFSA is entitled to change or add to these terms and conditions at any time by providing you with written notice. If you are provided with such notice, you will be taken to have accepted the new terms and conditions in respect of all of your investments if you maintain your investments with AFSA.
21. By completing this application form, you agree to AFSA collecting and using the personal information you provide to us, to enable us to provide you with:
 - 21.1 the services you have requested;
 - 21.2 information about your investment(s);
 - 21.3 general information;
 - 21.4 information about AFSA and the Diocese; and
 - 21.5 information as required by law.

TERMS AND CONDITIONS APPLYING TO THE TERM INVESTMENT ACCOUNT

22. You can invest in a Term Investment Account for a fixed term of either three (3) months, six (6) months, nine (9) months or twelve (12) months.
23. The interest rate will be fixed for the term of the investment.
24. As provided in condition 15, interest will be calculated on daily balances. Interest will be paid in full on the date the investment matures and upon withdrawal unless AFSA notifies you otherwise.
25. A penalty interest amount of 0.5% will apply if you withdraw your investment from a Term Investment Account before the investment has matured.
26. Unless otherwise notified one (1) month before your investment is due to mature, your investment will be re-invested for a similar fixed term, at interest rates and on terms and conditions then applying.
27. On maturity, the Term Investment will automatically re-invest for the same period and at AFSA's standard prevailing Term Investment rate for the same term, should no maturity instructions prior to maturity received.