

Financial Services Guide

30 July 2018

1. Contact details

UCA Funds Management

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2. Purpose and contents of this Financial Services Guide (FSG)

This FSG is designed to assist you in deciding whether to use any of our financial services, by including important information such as:

- › Who we are;
- › How you can contact us;
- › What services and types of products we are authorised to provide;
- › How we are remunerated for these services;
- › Ability to negotiate fees;
- › Any (potential) conflicts of interest we may have;
- › How we deal with privacy; and
- › Our internal and external dispute resolution process.

If you would like further information, please ask us.

This FSG is not intended for wholesale clients as defined by the Corporations Act 2001 (Cth) (Corporations Act), or professional investors. The information contained in this FSG is general information only and has been prepared without taking into account any particular person's objectives, financial situation or needs. UCA Funds Management Limited provides no warranty regarding the suitability of any of the products or services described in this FSG for any person.

3. Name of service provider and related companies

This FSG is provided by UCA Funds Management, which is a registered business name of UCA Funds Management Limited (UCA Funds), ABN 46 102 469 821, a company limited by guarantee. It is wholly owned by The Uniting Church in Australia Property Trust (Victoria) ABN 39 703

442 583 and The Uniting Church in Australia Property Trust (Tas.) ABN 88 774 033 774 (the Church).

UCA Funds is also the parent company of UCA Cash Management Fund Limited ABN 41 075 948 444 and UCA Growth Fund Limited ABN 39 075 948 435.

4. Australian Financial Services Licence (AFSL) details and financial services and products provided

UCA Funds holds an AFSL 294147 under the Corporations Act, and is authorised to provide financial product advice for the following classes of financial products:

- › basic deposit products;
- › deposit products other than basic deposit products;
- › non-cash payment products;
- › derivatives;
- › debentures, stocks or bonds issued or proposed to be issued by a government;
- › interests in managed investment schemes excluding investor directed portfolio services; and
- › securities.

We are authorised to deal in a financial product by issuing, applying for, acquiring, varying or disposing of a financial product in respect of the following classes of financial products:

- › deposit and payment products limited to non-cash payment products;
- › interests in managed investment schemes limited to our own managed investment schemes.

We are also authorised to apply for, acquire, vary or dispose of a financial product on behalf of another person in respect of the following classes of products:

- › deposit and payment products including:
- › basic deposit products;
- › deposit products other than basic deposit products; and
- › non-cash payment products;

- › derivatives;
- › debentures, stocks or bonds issued or proposed to be issued by a government;
- › interests in managed investment schemes excluding investor directed portfolio services; and
- › securities.

UCA Funds is responsible for the financial services we provide to you under our AFSL, and does not act as a representative of any other licensee.

The Trusts

UCA Funds is authorised to operate two named registered managed investment schemes, which only hold financial assets, as the Responsible Entity. UCA Funds is also the issuer, manager and administrator of these registered managed investment schemes:

- › Uniting Ethical Australian Equities Trust; and
- › Uniting Ethical Enhanced Cash Trust (the Trusts).

UCA Funds, although a charitable body, will issue Product Disclosure Statements for the Trusts because they are fully regulated under the Corporations Act.

Charitable Fundraising Exemption

UCA Funds is also the issuer and manager of the Funeral Fund which caters for persons who wish to promote the charitable purposes, and support the work of the Uniting Church in Australia and for whom profit considerations are not of primary relevance in their decision to invest.

UCA Funds relies on ASIC Corporations (Charitable Investment Fundraising) Instrument 2016/813 (ASIC Instrument) in operating the Funeral Fund and is therefore exempt from the normal disclosure and scheme registration provisions of the Corporations Act. For this reason UCA Funds is not required to issue a Product Disclosure Statement for the Funeral Fund and **ASIC has not approved or examined UCA Funds, the interests in the Fund or the Fund's Offer Document**. An Identification Statement for the Funeral Fund (as accepted by ASIC under the ASIC Instrument) is available on UCA Funds's website.

The Funeral Fund is not prudentially supervised by the Australian Prudential Regulation Authority. Therefore, an investor in the Funeral Fund will not receive the benefit of the financial claims scheme or the depositor protection provisions in the Banking Act 1959. Investments in the Funeral Fund are intended to be a means for investors to support the charitable purposes of the Church.

Ethical Investing

All investments are managed by UCA Funds within the Ethical Investment Policy approved by the Uniting Church in Australia. Surpluses are applied towards the charitable objects, and promotion of interests, of the Church.

UCA Funds will also act as an intermediary under s91A(2)

(b) of the Corporations Act 2001 (Cth) to enable the following entities to issue non-cash payment products, such as direct debit/credit facilities and telephone transactions:

- › UCA Cash Management Fund Limited
 - › UCA Growth Fund Limited
- (collectively referred to as UCAFM Companies)

UCA Funds also provides general financial product advice and dealing by arranging services to retail and wholesale clients in relation to investments in the following:

- UCA Enhanced Cash Portfolio
 - UCA Growth Portfolio
 - UCA Australian Equities Portfolio
- (collectively referred to as the Charitable Portfolios).

The Charitable Portfolios are also issued under ASIC Corporations (Charitable Investment Fundraising) Instrument 2016/813.

Investments in the UCA Enhanced Cash Portfolio represent debentures issued by UCA Cash Management Fund Limited and investments in the UCA Growth Portfolio and UCA Australian Equities Portfolio represent debentures issued by UCA Growth Fund Limited. These debentures represent a liability of the respective company to investors that must be satisfied out of that company's assets but investors do not have a beneficial entitlement to the assets of these companies.

Please note that the UCAFM Companies are charitable bodies under the ASIC Instrument and therefore exempt from the normal disclosure, fundraising and licensing provisions of the Corporations Act. For this reason the UCAFM Companies are not required to issue a Product Disclosure Statement for the Charitable Portfolios and **ASIC has not approved or examined the UCAFM Companies, the debentures relating to the Portfolios or the Portfolios' Offer Documents**. An Identification Statement for each of the Portfolios (as accepted by ASIC under the ASIC Instrument) is available on UCA Funds's website.

The Charitable Portfolios are not prudentially supervised by the Australian Prudential Regulation Authority. Therefore, an investor in the Portfolios will not receive the benefit of the financial claims scheme or the depositor protection provisions in the Banking Act 1959. Investments in the Portfolios are intended to be a means for investors to support the charitable purposes of the Portfolios.

5. Documentation

Before investing in any of our products, you will need to obtain a copy of the relevant Product Disclosure Statement (PDS) or Offer Document:

- › Uniting Ethical Australian Equities Trust PDS
- › Uniting Ethical Enhanced Cash Trust PDS
- › Funeral Fund Offer Document

- › UCA Enhanced Cash Portfolio Offer Document
- › UCA Growth Portfolio Offer Document
- › UCA Australian Equities Portfolio Offer Document
- › Non-cash Payment Products PDS

A PDS or Offer Document includes information about fees and charges which may apply, including (if applicable) any fees, commission or other benefits, investment strategies, risks, taxes, dispute resolution and cooling-off rights amongst other things.

UCA Funds will also provide clients with all other relevant documentation to facilitate and confirm requested transactions. This includes the Additional Information Booklet, the PDS, Offer Document and this FSG. You can download a copy of the relevant documents from our website or contact our team.

6. Providing instructions to us

If you wish to utilise our services you may issue us with instructions in any of the following ways:

- › in person; or
- › in writing (including email or facsimile, subject to specified conditions).

7. Nature of advice

Please note that UCA Funds does not provide personal advice to retail clients (advice which takes into consideration one or more of your objectives, financial situation, circumstances or needs). Accordingly we are not required to give you a Statement of Advice (SOA).

We are obliged to provide you with our General Advice Warning:

“The information is provided without taking account of your objectives, financial situation or needs. Before acting on the information or deciding whether to acquire or hold a product, you should consider the appropriateness of the information based on your own objectives, financial situation or needs or consult a professional adviser. You should also consider the relevant Product Disclosure Statement (PDS) or Offer Document which can be found on our website www.ucafunds.com.au or by calling us on 1800 996 888.”

8. Fees, Charges and Commissions

UCA Funds is remunerated by way of a management fee for its general advice and arranging services, which is payable as part of the fees and costs of each product. Applicable fees and costs are detailed in the applicable PDS for the Trusts or the Offer Document for the Funeral Fund or Portfolio, with further information set out in the Additional Information Booklet. You may request within a reasonable time of receiving this FSG and before any financial services are provided, particulars of remuneration or other benefits

relating to our financial services.

Our remuneration is generally calculated by applying a management fee percentage to the value of the net assets in each Trusts, Funeral Fund or Portfolio.

There are no commissions payable to UCA Funds or any of our staff for any general advice or service delivered. Our staff receive salaries and we do not offer bonuses.

9. Ability to negotiate fees

UCA Funds may negotiate reduced fees with any wholesale investor (as defined in the Corporations Act 2001). We may also offer discounted fees in accordance with Australian Securities and Investment Commission (ASIC) policy.

10. Conflicts of Interest

UCA Funds operates under the umbrella of The Uniting Church in Australia, Synod of Victoria and Tasmania, and does not have any other relationships or associations which might influence us in providing you with our services.

11. Professional indemnity insurance

Under the Corporations Act and regulations made under that Act, UCA Funds as the holder of an AFSL is required to have professional indemnity insurance that is adequate having regard to the nature of our business and the potential for compensation claims. UCA Funds maintains adequate professional indemnity insurance to cover the financial services it provides under its AFSL in accordance with the Corporations Act requirements and reviews insurance coverage and policies annually.

Further information is available upon request.

12. Dispute resolution

UCA Funds has an internal dispute resolution process in place to resolve any complaints or concerns you may have, quickly and fairly. Any complaints or concerns should be directed to the UCA Funds Complaints Officer (by email, telephone, fax or letter) at the addresses and telephone/fax numbers provided on the front of this FSG.

We will seek to resolve and respond to complaints promptly and fairly within 10 business days of receipt, and will investigate your complaint, and provide you with our decision, and the reasons on which it is based, in writing within 30 days. If you are dissatisfied with the outcome, you have the right to lodge a complaint with the Australian Financial Complaints Authority at the contact details below, an approved external dispute resolution scheme, of which UCA Funds is a member.

Australian Financial Complaints Authority

GPO Box 3, Melbourne VIC 3001

Phone: 1800 931 678

Email: info@afca.org.au

Website: www.afca.org.au

13. Privacy

UCA Funds is committed to compliance with the Privacy Act and the Australian Privacy Principles, and providing you with financial products and services in a manner which ensures your right to privacy is respected.

We only collect, use and retain personal information which is necessary to provide you with access to, and information about, our services. If you wish to access or update information we hold about you, please ask us and we will make arrangements for you to do so.

A copy of our privacy policy is available from us. Please contact us if you have any concerns.

For complaints concerning privacy matters which have not been resolved to your satisfaction, you can then lodge your complaint with the Office of the Australian Information Commissioner via their online Privacy Complaint Form, available at <http://www.oaic.gov.au/privacy/making-a-privacy-complaint>.