

## Application Form

### Funeral Fund



#### How to complete this form

1. Read the Offer Document for the Fund  
*The offer document is available at [www.ucafunds.com.au/DisclosureDocuments](http://www.ucafunds.com.au/DisclosureDocuments)*
2. Complete relevant sections in this application form.
3. Collect and certify required documentation  
*Refer to section 10 for details on certifying identification documents.*
4. Mail or submit your completed Application Form, together with supporting identification documents, and a completed Direct Debit Request Form or cheque for your initial investment, to:  
UCA Funds Management, Level 5, 130 Little Collins Street, Melbourne, VIC, 3000.

#### Questions about this Application Form?

Phone: 1800 996 888

In person: Level 5, 130 Little Collins Street, Melbourne

## Section 1. Investor details

Are you an existing client:  No  Yes

If yes, list an account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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*Certified copy of personal identification is mandatory (see section 10 for details). Please refer to section 11 for more information about how we use your details.*

Title  Given name  Surname / Family name

Date of birth *DD / MM / YYYY*  /  /  Place of birth

Tax File Number\*  Or advise exemption reason below (e.g. Pensioner)

*\* To prevent withholding tax being deducted, a tax file number is required.*

### Residential address (PO Box not accepted)

Unit number (if applicable)  Street number and name

Suburb / City  State  Postcode

**Postal address**  Same as residential

Unit number (if applicable)  Street number and name

Suburb / City  State  Postcode

### Contact details

Mobile  Other phone number

Email

## Communications

We will send future communications to you by the method selected below. This includes statements, investment notices, reports and other materials which may be of interest.

### Please select your preferred communication method

Email  Mail

Please refer to section 11 for more information about how we use your details and our privacy policy. You can change your communication preference at any time by contacting Client Services.

## Section 2. Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standard (CRS) self certification



This section is to declare your tax residency. This information will be provided to the Australian Taxation Office (ATO) as part of FATCA and CRS requirements. For more information about how we use your details, please view our Privacy Policy at [www.ucafunds.com.au/Privacy](http://www.ucafunds.com.au/Privacy)

### Are you solely a resident of Australia for income tax purposes?

Yes Continue to section 3  No Go to section 13 "FATCA and CRS individuals self certification"

## Section 3. Initial investment

### Initial investment amount *Minimum initial investment for the Funeral Fund is \$100*

\$

### Investment method

Investments are made by one of the following.

- Cheque *Made payable to UCA Funds Management and submitted with this application form.*
- Direct Debit (transfer from a bank account) *Please complete section 7 "Initial investment from bank account"*
- Funds transfer (from an existing UCA Funds Management account)  
*Please complete section 7 "Initial investment from existing UCA Funds Management account"*

## Section 4. Interest rate

- Interest at current rate
- Reduced rate

*By choosing to earn a reduced rate of interest, the balance of your interest will be granted to support the mission of The Uniting Church in Australia.*

Specify the percentage of interest rate you wish to earn   %

- No interest

*Note, all income is reinvested.*

## Section 5. Registered signatories

Only the registered signatory or their attorney will be authorised to make changes to the account.

*Certified copy of personal identification is mandatory (see section 10 for details). Please refer to section 11 for more information about how we use your details.*

By signing the below, I acknowledge the important declarations, acknowledgements and disclosures listed in section 11.

For all additional investments, I confirm that I understand the disclosures required by sections 7(11) and 7(12) of the ASIC Corporations (Charitable Investment Fundraising) Instrument 2016/813, that investments in the Funeral Fund will be used to support the charitable purposes of the Funeral Fund; that I can view the Identification Statement including Terms and Conditions at [www.ucafunds.com.au/disclosedocuments](http://www.ucafunds.com.au/disclosedocuments) or by contacting UCA Funds Management and that the Funeral Fund and their offering are not subject to the usual protections for investors under the Corporations Act and or regulation by ASIC.

Signature

Date DD / MM / YYYY

  /   /    

### Office use only

Client Code	ID	TFN	INT	Investment	Sig	Account No	BV	Input	Authorised	Verified

## Section 6. Direct Debit Request (if required)

### Initial investment from bank account

Please provide the bank account details that you wish your initial investment (listed in section 3) to be transferred from.

BSB

Account number

Bank account name

### Initial investment from existing UCA Funds Management account

UCA Funds Management account number

Account name *Accounts must be in the name, individually or jointly of the account holder/s*

Signatory 1

Given name

Surname / Family name

Signature

Date *DD / MM / YYYY*

/   /

Signatory 2

Given name

Surname / Family name

Signature

Date *DD / MM / YYYY*

/   /

## Section 7. Direct Debit Request (continued)

### Regular Direct Debit Request (if required)

By establishing a direct debit, a specified amount will be automatically debited from your bank account and transferred into your UCA Funds Management account according to the instructions below.

Weekly    Fortnightly    Monthly    Quarterly    Half-yearly

Start date *DD / MM / YYYY*      End date *DD / MM / YYYY*  
 /  /          /  /         or    Until further notice

Amount \$

Amount in words

BSB

Account number

Account name

#### Bank account validation.

Please provide one of the following validations for this bank account: A cancelled cheque, deposit slip or copy of a statement from your bank showing the BSB, account number and account name.

For associated terms and conditions, please refer to section 11 "Direct Debit Terms and Conditions". Please also refer to the Direct Debit Request Service Agreement (page 10) for more information about this service.

## Section 8. Online account access

Along with the establishment of this account, you will be registered for our online account tool 'Online Investor'. This gives you 24-hour online access to your accounts – making it easy to see all your investments at a glance. Online Investor allows you to:

- > View the value of your investments
- > Check current unit prices
- > Generate and export transaction statements
- > View transaction histories
- > View and edit your personal account details

*If you have not been registered with another account, a unique registration code will be sent to you once your application is processed, with instructions about how to set-up your Online Investor access.*

## Section 9. Other

### How did you hear about UCA Funds Management?

- Family member or friend       Advertisement       Through a Uniting Church in Australia congregation, school or agency
- Website/online       UCA Funds Management staff or board member

## Section 10. Certified identification documents

### Acceptable identification standard (personal customer)

To comply with Anti-money Laundering and the Counter-Terrorism Financing legislation, all applications and signatories must provide certified copies of personal identification according to either option A or B.

#### Option A

Provide one **current** primary photographic identification document.

*Documents must include your photograph.*

- › Australian or overseas driving licence or permit
- › Australian passport
- › International passport
- › Proof of Age Card (government issued)

Please contact us to discuss other primary photographic identification documents that will be accepted.

#### Option B

Provide one **current** primary and one current secondary non-photographic identification document.

#### Primary non-photographic identification documents

- › An Australian or foreign birth certificate or birth extract
- › An Australian or foreign citizenship certificate
- › A Centrelink pension or health card

#### Secondary non-photographic identification documents

*Document must include your current residential address.*

- › A utility bill (issued within the last three months)
- › A property rates notice (issued within the last three months)
- › A taxation notice (issued by the ATO within the last 12 months)
- › A Centrelink statement (issued within the last 12 months)
- › In relation to a person under the age of 18 years of age, a notice by a school principal (issued within the last three months)

Please contact us to discuss other primary and secondary non-photographic identification documents that will be accepted.

Please see page 11 for who can certify identification documents.

### Important declarations

#### I have made an informed decision to invest, and have read and understood the following:

- › Product Disclosure Statement (PDS) or Offer Document for the relevant Trust or Fund (provided to me directly, electronically or obtained from UCA Funds Management's website).
- › Additional Information Booklet for the relevant Trust or Fund incorporated by reference in the PDS or Offer Document (provided to me directly, electronically or obtained from UCA Funds Management's website).
- › Financial Services Guide (provided to me directly, electronically or obtained from UCA Funds Management's website).
- › Product Disclosure Statement (PDS) for Non-cash Payment Products (*Funeral Fund applications only*) (provided to me directly, electronically or obtained from UCA Funds Management's website).

#### I am responsible for my decision to make this application and acknowledge that:

- › No representation has been made to me by or on behalf of UCA Funds Management other than those contained in the PDS or Offer Document.
- › This application has not resulted from an unsolicited meeting with or phone call from another person.

#### My application is lawful because.

- › All details provided within this application form are true and correct.
- › I received and accepted this offer in Australia.

#### If signing under a power of attorney, I am authorised to sign this application form and:

- › I declare that I have not received notice of revocation of that power and I hereby supply a certificated copy of the power of attorney.

#### I am aware and give consent for UCA Funds Management to collect, use and disclose my personal information in accordance with its Privacy Policy and the law in order to\*:

- › Manage my accounts
- › Communicate with me about my investment
- › Provide loans
- › Meet statutory and taxation requirements
- › Provide marketing materials relating to products and services which may be of interest (subject to my right to opt-out of receiving direct marketing at any time).

*\*For more detailed information about how we collect, secure, use and disclose your personal information (including how to access and/or request amendments to the information we hold), please read our Privacy Policy at [www.ucafunds.com.au/Privacy](http://www.ucafunds.com.au/Privacy)*

#### I have read all the terms and conditions contained in the PDS or Offer Document and understand and acknowledge the following:

- › I agree to the terms and conditions contained within the PDS or Offer Document relevant to my application and to be bound by the provisions of the Constitution and/or Terms and Conditions governing the Trust or Fund.
- › I understand that UCA Funds Management has the right to refuse an application, initial or future investments, or switches without assigning a reason.
- › I agree that UCA Funds Management will not be responsible for any incorrect communications, and that UCA Funds Management will not compensate me for my losses.
- › I understand the nature of risk attached to the investments I am applying for and that the value of my investments may rise or fall and acknowledge that neither UCA Funds Management nor its related parties nor its custodians, guarantees a return of capital or the investment performance or earnings of my investment.

#### For any additional amounts invested:

- › I agree that before making an additional investment into a UCA Funds Management Trust or Fund I will obtain the current version of the PDS or Offer Document by downloading the most recent version from the website or by contacting UCA Funds Management for a copy to be sent to me.



### Additional disclosures for investments in the Funeral Fund

- › **The Funeral Fund is only intended to attract investors whose primary purpose for making the investment is to support the Funeral Fund's charitable purpose.**
- › **Investors may be unable to get some or all of their money back when the investor expects or at all.**
- › **The investment is not comparable to investments with banks, finance companies or fund managers.**
- › The Identification Statement including Terms and Conditions for the Fund is available from the UCA Funds Management website ([www.ucafunds.com.au/disclosuredocuments](http://www.ucafunds.com.au/disclosuredocuments)) or on request by calling 1800 996 888.
- › UCA Fund Management Limited is required by law to notify investors that interests in the Funeral Fund and their offering are not subject to the usual protections for investors under the Corporations Act or regulation by ASIC.

### Direct Debit Terms and Conditions

Our Direct Debit facility is an automated payment system enabling a specified amount to be automatically debited from your account with your financial institution, on a prearranged, periodical basis, and then credited to a nominated UCA Cash Management Fund Limited or UCA Growth Fund Limited account.

#### Key features and benefits

- › The convenience and ease of pre-arranging regular debits so you do not have to arrange individual transfers.
- › Automatic debits can be one-off or periodic/regular payments.

#### Key risks

- › You will need to ensure that you have sufficient funds in your account to cover the transfer amount.
- › If you wish to cease the debit, you need to do so by notifying UCA Funds Management.
- › Any refund of funds transferred will need to be organised directly with the party you are paying, unless the transfer was the result of an error made by UCA Funds Management.
- › Disruption to computer and/or telecommunications systems may occur from time to time resulting in the temporary unavailability of this service.

#### Costs

- › UCA Funds Management does not charge any transaction fees for direct debit. However, some banks and credit unions may charge you transaction fees, depending on the type of account. Please check with your financial institution, as you will be responsible for any transaction or dishonour fees charged thereby.

### Direct Debit Declaration

I acknowledge I have read and understood the terms and conditions governing the direct debit arrangements as set out in the terms and conditions above and in the Direct Debit Request Service Agreement located on page 17.

I request and authorise UCA Funds Management (user 128251 / 244008) to arrange for any amount UCA Funds Management may debit or charge you to be debited through the Bulk Electronic Clearing system from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement (and any further instructions provided above).

## Definitions

- › Account means the account held at your financial institution from which we are authorised to arrange for funds to be debited.
- › Agreement means this Direct Debit Request Service Agreement between you and us.
- › Business day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
- › Debit day means the day that payment by you to us is due.
- › Debit payment means a particular transaction where a debit is made.
- › Direct debit request means the Direct Debit Request between us and you.
- › Us or we means UCA Funds Management
- › You means the customer who signed the direct debit request.
- › Your financial institution is the financial institution where you hold the account that you have authorised us to arrange to debit.

## 1. Debiting your account

- 1.1 By signing a direct debit request, you have authorised us to arrange for funds to be debited from your account. You should refer to the direct debit request and this agreement for the terms of the arrangement between us and you.
- 1.2 We will only arrange for funds to be debited from your account as authorised in the direct debit request.
- 1.3 If the debit day falls on a day that is not a business day, we may direct your financial institution to debit your account on the following business day. If you are unsure about which day your account has or will be debited you should contact us directly.

## 2. Changes by us

- 2.1 We may vary any details of this agreement or a direct debit request at any time by giving you at least fourteen (14) days written notice.

## 3. Changes by you

- 3.1 Subject to 3.2 and 3.3, you may change the arrangements under a direct debit request by contacting us
- 3.2 If you wish to stop or defer a debit payment, you must notify us in writing at least seven (7) days before the next debit day.
- 3.3 You may also cancel your authority for us to debit your account at any time by giving us seven (7) days notice in writing before the next debit day.

## 4. Your obligations

- 4.1 It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the direct debit request.
- 4.2 If there are insufficient clear funds in your account to meet a debit payment:
  - a) you may be charged a fee and/or interest by your financial institution;
  - b) you may also incur fees or charges imposed or incurred by us; and
  - c) you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.
- 4.3 You should check your account statement to verify that the amounts debited from your account are correct.

## 5. Dispute

- 5.1 If you believe that there has been an error in debiting your account, you should notify UCA Funds Management directly and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.
- 5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for a credit to your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.
- 5.3 If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding.
- 5.4 Any queries you may have about an error made in debiting your account should be directed to us so that we can attempt to resolve the matter between us and you. If we cannot resolve the matter you can still refer it to your financial institution which will obtain details from you of the disputed transaction and may lodge a claim on your behalf.

## 6. Accounts

- 6.1 You should check:
  - a) with your financial institution whether direct debiting is available from your account, as direct debiting is not available on all accounts offered by financial institutions;
  - b) your account details which you have provided to us are correct by checking them against a recent account statement; and
  - c) with your financial institution before completing the direct debit request if you have any queries about how to complete the direct debit request.

## 7. Confidentiality

- 7.1 We will keep any information (including your account details) in your direct debit request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
- 7.2 We will only disclose information that we have about you:
  - a) to the extent specified in our privacy policy (see [www.ucafunds.com.au/Privacy](http://www.ucafunds.com.au/Privacy)) or otherwise as required by law; or
  - b) for the purposes of this agreement (including disclosing information in connection with any query or claim).

## 8. Notice

- 8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to UCA Funds Management, Level 5, 130 Little Collins Street, Melbourne VIC 3000.
- 8.2 We will notify you by sending a notice in the ordinary post to the address you have given us in the direct debit request.
- 8.3 Any notice will be deemed to have been received two business days after it is posted.

## Who can certify documents?

- 1) Accountant (where a member of a recognised association or institute)
- 2) Agent in charge of an Australian Post Office supplying postal services to the public.
- 3) Building Society officer with 2 or more years of continuous service.
- 4) Chiropractor\*
- 5) Dentist\*
- 6) Finance industry officer (including Bank, Credit Union or Finance Company) with 2 or more years of continuous service.
- 7) Officer with, or authorised representative of, the holder of an Australian Financial Services licence, having 2 or more years of continuous service with one or more licences
- 8) Justice of the Peace
- 9) Judge or Master of a Federal, State or Territory court
- 10) Legal practitioner\*
- 11) Magistrate
- 12) Marriage celebrant registered under Subdivision C or Division 1 of the Part IV of the Marriage Act 1961
- 13) Medical practitioner\*
- 14) Member of Chartered Secretaries Australia
- 15) Member of Engineers Australia, other than at the grade of student
- 16) Member of Parliament (Commonwealth, State or Territory legislature or Local government)
- 17) Member of the Australian Defence Force who is
  - a) An officer
  - b) A non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 2 more years of continuous service
  - c) A warrant officer within the meaning of that Act
- 18) Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- 19) Notary public
- 20) Nurse\*
- 21) Optometrist\*
- 22) Patent attorney\*
- 23) Permanent Employee of a Post Office supplying postal services to the public with 2 or more years of continuous service.
- 24) Permanent employee of:
  - a) The Commonwealth or a Commonwealth authority
  - b) A State or Territory or a State or Territory authority;
  - c) A local government authority

With 2 or more years of continuous service
- 25) Pharmacist\*
- 26) Physiotherapist\*
- 27) Police officer
- 28) Psychologist\*
- 29) Teacher employed on a full-time basis at a school or tertiary education institution
- 30) Trademarks attorney\*
- 31) Veterinary surgeon\*

Additional categories of prescribed person can be obtained from our Client Service Representatives by calling 1800 996 888.

*\* These persons must be licenced or registered to practice in this occupation under Australian State or Territory law.*

## Section 13: Application Form Appendix

### FATCA and CRS self certification

Please provide details of all countries, other than Australia, in which you are a tax resident (note that certain countries, including the US, treat all citizens as residents for tax purposes):

**Country of tax residence**

**Tax Identification Number (TIN)**

*If no TIN available, Reason Code\**

*If you need to list more than two countries, please provide details above on a separate sheet of paper and submit with this application form.*

**Go to section 4 (page 7)**

*\*Reason Codes:*

*A – The country/jurisdiction where you are a resident does not issue TINs to its residents*

*B – Unable to obtain a TIN (Please provide explanation)*

*C – No TIN is required. (i.e., the domestic law of the relevant jurisdiction does not require the collection of TINs).*