



Product Information Brochure

Call 1300 133 673 or visit
unitingfinancial.com.au

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Sydney NSW 2000

PO Box A2178
Sydney South NSW 1235

uniting
Financial Services

Important Note

Financial services are provided by The Uniting Church (NSW) Trust Association Limited ACN 000 022 480, ABN 89 725 654 978, AFSL 292186 and by The Uniting Church in Australia Property Trust (NSW) ABN 77 005 284 605 pursuant to a s.911A *Corporations Act 2001 (Cth.)* authorisation and APRA Banking Exemption No. 1 of 2011 ("Uniting Financial Services"), for The Uniting Church in Australia, Synod of NSW and the ACT pursuant to ASIC Regulatory Guide 87 exemptions. Uniting Financial Services® is a registered trademark of The Uniting Church (NSW) Trust Association Limited and is used with permission by The Uniting Church in Australia Property Trust (NSW). Neither The Uniting Church in Australia, Synod of NSW and the ACT nor Uniting Financial Services is prudentially supervised by APRA. An investment with or contributions will not benefit from the depositor protection provisions of the *Banking Act 1959*. All financial services and products are designed for investors who wish to promote religious and charitable purposes and for whom profit considerations are not of primary importance in their decision to invest.

This Product Information Brochure (PIB) may only be used by persons who receive it in Australia. The information in this PIB does not constitute an offer in any jurisdiction other than Australia.

The debenture products available are not subject to the same *Corporations Act 2001 (Cth.)* disclosure requirements as generally apply to debentures or registered managed investment schemes, and we are not required to issue a Product Disclosure Statement, nor lodge such a document with the Australian Securities and Investments Commission. In accordance with APRA Banking (Exemption) Order No 96:

- Uniting Financial Services is exempted from and not authorised under the *Banking Act*;
- Uniting Financial Services is not supervised by APRA; and
- Any investment with Uniting Financial Services will not be covered by the depositor protection provisions in section 13A of the *Banking Act*.

Part 1 of 3

This PIB is dated as of the latest date borne by any of the documents which comprise it. This core document is dated 1 November 2010.

This document should be read in full before you make a decision to acquire any of the products described in it from The Uniting Church in Australia Property Trust (NSW). All information provided in this document is general information and does not take into account your individual financial objectives, situation or specific needs. We do not provide personal advice and we recommend you should obtain independent advice to ensure that you understand the products offered and that they are appropriate for your objectives and needs.

We recommend that after reading this document you establish whether, given your circumstances, the products described in it are suitable to you. If you do decide to obtain one of the products described in this document, then we strongly recommend you retain this document for future reference.

Information in this PIB is subject to change from time to time and may be updated as described in this document.

If you received this document electronically or if you received any updated information other than in writing, we will provide a paper copy free on request.

If you would like further information, please ask us. Further information about our products and services is available on our website unitingfinancial.com.au.

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Dated 1 November 2010

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Refer separate schedule which forms part of the PIB Document.

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Refer separate schedule which forms part of the PIB Document.

PART 1

1. Definitions

Access Code means the code used in conjunction with your Login Code to access Uniting Online or Uniting by Phone.

Account means the account/investment held at your financial institution from which we are authorised to arrange for funds to be debited.

APCA means Australian Payments Clearing Association.

AFSL means Australian Financial Services Licence.

APRA means Australian Prudential Regulation Authority.

ASIC means Australian Securities and Investments Commission.

At Call Investment means any investment that has funds available for withdrawal at any time subject to the individual terms and conditions and is subject to a variable interest rate.

Authorised Signatory means you or any person authorised to operate your investment.

BPAY® Payments is an electronic bill payment service which enables bills to be paid to various billers participating in the BPAY® Scheme. BPAY® is available to Uniting Financial Services, investors via Uniting Online. BPAY® – ® Registered to BPAY Pty Ltd ABN 69 079 137 518.

Business Day means a day other than a Saturday or Sunday or a public holiday in the Sydney metropolitan area.

Cheque Facility means facility where you can write cheques as the drawer of that cheque.

Direct Debit means a payment facility through which regular payments are made from your Account or investment to any Uniting Financial Services investment or other financial institution account.

Fixed Term Investment means any investment made for a specific term and interest rate.

GST means any tax imposed on the supply of any goods or services, real or personal property or other similar things or similar tax.

ID Number means the unique number we use to identify you on Uniting Financial Services computer systems.

Login Code means either your ID number or any alpha numeric combination assigned (and within the set limits in relation to length and mix of characters) as a Login Code for access to Uniting Online or Uniting by Phone.

Maturity Date in respect of a Fixed Term Investment means the date until which the interest rate applicable to that investment was fixed at the date of investment.

Periodic Payment means an automated payment which enables a specified amount to be debited from specific Uniting Financial Services At Call Investments and then be credited to another party on a pre-arranged basis. This can be a regular or one-off payment.

PIB means this Product Information Brochure.

Self Help Scheme means the scheme which is created to provide a benefit to the Uniting Church entity through the Self Help At Call Investments of individual investors.

Self Help Scheme organiser is the nominated person from the Uniting Church entity who manages the administration of the Uniting Church entity's Self Help Scheme.

Times in these Terms and Conditions are based on NSW Eastern Standard Time or Eastern Daylight Saving Time when in operation.

Uniting by Phone means any service we offer through the telephone to enable you to receive information from us and to transmit instructions to us, in relation to investments with Uniting Financial Services.

Uniting Financial Services Cheque is a cheque which is issued by us and drawn on us.

Uniting Online means any service we offer through the internet to enable you to receive information from us and to transmit instructions to us electronically, in relation to investments with Uniting Financial Services.

User means you and (where permitted by us) any person you authorise to be an authorised signatory to an investment.

We, us and our means Uniting Financial Services.

You and your means the investor who is subject to these terms and conditions or if there is more than one of you then all of you jointly and each of you severally. You includes your successors and assigns. The singular includes the plural and vice versa.

2. Purpose and Contents of this Product Information Brochure ("PIB")

This PIB is designed to provide you with important information regarding the Uniting Financial Services investment products we offer, including the following information:

- Who we are;
- How you can contact us;
- Which products we are authorised to offer;
- Key features/risks/benefits of these products;
- Any (potential) conflicts of interest we may have;
- Our internal and external dispute resolution process; and
- Applicable fees and charges for these products.

The information in this PIB is subject to change from time to time. Where changes are material, we will issue a revised or supplementary PIB to all investors. This PIB does not constitute an offer or solicitation to anyone outside Australia.

If you would like further information, this is available at unitingfinancial.com.au or by calling our friendly Service Team on 1300 133 673.

3. Issuer, Australian Financial Services License (AFSL) and products offered

The issuer is The Uniting Church (NSW) Trust Association Limited ACN 000 022 480 AFSL 292186. Financial services are provided by The Uniting Church (NSW) Trust Association Limited and by The Uniting Church in Australia Property Trust (NSW) ABN 77 005 284 605 pursuant to a s.911A *Corporations Act 2001 (Cth.)* authorisation and APRA Banking Exemption No. 1 of 2006 ("Uniting Financial Services"), for the The Uniting Church in Australia, Synod of NSW and the ACT pursuant to ASIC Regulatory Guide 87 and ASIC Class Order O2/184 exemption. The Uniting Church in Australia Property Trust (NSW) is the issuer of the following debenture described in this PIB to investors who wish to promote religious and charitable purposes and for whom profit is not a primary consideration:

- At Call Investment;
- Fixed Term Investment;
- Higher Values Online Investment;
- Self Help Investment; and
- Funeral Investment.

The Uniting Church (NSW) Trust Association Limited is the issuer of the debenture products described in this PIB and the Cheque Facility to Uniting Church organisations, where applicable, and the non-cash payment products to investors which include:

- Uniting Online;
- Uniting by Phone;
- BPAY®;
- Direct Debit; and
- Periodic Payment.

Our non-cash payment facilities are set out in our Product Disclosure Statement for non-cash payment facilities. Please ensure you obtain and read this document prior to operating a non-cash payment facility with Uniting Financial Services.

The Uniting Church (NSW) Trust Association Limited is authorised to "provide general financial product advice, and deal, in relation to non-cash payment products to retail and wholesale clients".

The Uniting Church (NSW) Trust Association Limited utilises loan and credit facilities provided by licensed banks from time to time, and one such provider, Australia and New Zealand Banking Group, currently holds a registered fixed and floating charge over the assets of The Uniting Church (NSW) Trust Association Limited in respect of any outstanding payment obligations owing to them. If you have any questions or concerns regarding this charge, please contact us using the details provided in Section 4 below.

This PIB has been prepared by Uniting Financial Services, and has not been, and is not required to be, lodged with ASIC (and ASIC takes no responsibility for the contents of this PIB or for the products offered herein).

In the following sections we provide further detail as to the nature, key benefits and significant risks of utilising our products. This information is a summary of the significant issues, and is not intended to be exhaustive. We recommend that, if you are not fully familiar with such products, you obtain independent advice before proceeding with an investment.

The specific contractual terms and conditions which will apply to your dealings in these products are detailed later in this PIB.

4. Contact details of Uniting Financial Services

Uniting Financial Services
Level 3, 222 Pitt Street Sydney NSW 2000
Mail: PO Box A2178 Sydney South, NSW 1235
Telephone: 1300 133 673
Fax: 02 9267 4965
Email: contactus@unitingfinancial.com.au
Website: unitingfinancial.com.au

5. At Call Investments

This investment provides easy access to your funds with all investments available at call.

You will be required to complete an application form, and provide the requested identification documentation. Forms are available at unitingfinancial.com.au or by calling our friendly Service Team on telephone 1300 133 673.

Key Features and Benefits

- No transaction or investment maintenance fees.
- Interest is calculated daily and credited on the last Business Day of the month.
- Investment accessible via Uniting Online and Uniting by Phone. Uniting Online and Uniting by Phone are non-cash payment facilities issued by The Uniting Church (NSW) Trust Association Limited as described in Section 3 of this PIB and are set out in our Product Disclosure Statement. Please ensure you obtain and read this document prior to operating a non-cash payment facility with Uniting Financial Services.
- There is no minimum investment amount.
- Withdrawals can be made at any time.
- Statements are issued on the last Business Day of June and December each year.
- Investments are underwritten by the assets and resources of the Uniting Church in Australia Property Trust (NSW).
- The Uniting Church benefits from every dollar invested with Uniting Financial Services.

Key Risks

- Interest rates may fall if market rates fall. The rate of interest may be varied by Uniting Financial Services from time to time without prior notice.

Costs

- Interest rates and fees are detailed in Part 2 and Part 3 respectively of this PIB.

Please ensure you read Section 17 in this PIB for the specific terms and conditions which will apply to this product.

6. Fixed Term Investments

Investments are generally accepted for a fixed term of up to 60 months.

You will be required to complete an application form, and provide the requested identification documentation. Forms are available at unitingfinancial.com.au or by calling our friendly Service Team on 1300 133 673.

Key Features and Benefits

- Minimum investment of \$2000.
- Interest is calculated daily.
- No transaction or investment maintenance fees.
- Interest is payable either at maturity, annually or monthly (when choosing the payable monthly interest option refer to Section 17 – Fixed Term Investments, paragraph 'e.' in this PIB).
- Interest payments may be directed into a nominated investment with a financial institution (approved by the APCA) or added to the investment.
- Additional investments can not be made during the fixed term.
- Statements are issued on the last Business Day of June and December each year.
- Investments are underwritten by the assets and resources of the Uniting Church in Australia Property Trust (NSW).
- The Uniting Church benefits from every dollar invested with Uniting Financial Services.

Key Risks

- Interest rates are fixed for the term of the nominated lodgement period.
- An Early Repayment Adjustment cost may be applied if the Fixed Term Investment is redeemed prior to its scheduled Maturity Date.

Costs

- Interest rates and fees are detailed in Part 2 and Part 3 respectively of this PIB.

Please ensure you read Section 17 in this PIB for the specific terms and conditions which will apply to this product.

7. Higher Values Online Investments (personal investors only)

Invest in a Higher Values Online Investment and you receive a good rate of return whilst helping the charitable work of the church with easy access to your investment via Uniting Online at any time of any day.

You will be required to complete an application form, and provide the requested identification documentation. Forms are available at unitingfinancial.com.au or by calling our friendly Service Team on 1300 133 673.

Key Features and Benefits

- Investments are available and at call.
- Funds can be transferred electronically to this investment.
- Funds can only be transferred from your investment using Uniting Online or Uniting by Phone. Uniting Online and Uniting by Phone are non-cash payment facilities issued by The Uniting Church (NSW) Trust Association Limited as described in Section 3 of this PIB and are set out in our Product Disclosure Statement. Please ensure you obtain and read this document prior to operating a non-cash payment facility with Uniting Financial Services.
- Investment accessible via Uniting Online any time of the day, everyday.
- No transaction or investment maintenance fees.
- Interest is calculated daily and credited on the last Business Day of the month.
- Statements are issued on the last Business Day of June and December each year.
- Investments are underwritten by the assets and resources of the Uniting Church in Australia Property Trust (NSW).
- The Uniting Church benefits from every dollar invested with Uniting Financial Services.

Key Risks

- Interest rates may fall if market rates fall. The rate of interest may be varied by Uniting Financial Services from time to time without prior notice.
- Funds are only accessible through Uniting Online and Uniting By Phone. Uniting Online and Uniting by Phone are non-cash payment facilities issued by The Uniting Church (NSW) Trust Association Limited as described in Section 3 of this PIB and are set out in our Product Disclosure Statement. Please ensure you obtain and read this document prior to operating a non-cash payment facility with Uniting Financial Services.

Costs

- Interest rates and fees are detailed in Part 2 and Part 3 respectively of this PIB.

Please ensure you read Section 17 in this PIB for the specific terms and conditions which will apply to this product.

8. Self Help Investments

The Self Help Investment is an at call investment with a difference. The investment enables supporters to financially assist the charitable works of their nominated Uniting Church organisation, by foregoing interest on their investment and redirecting this benefit to the Uniting Church organisation of their choice.

The benefit can go to the Uniting Church organisation's Self Help loan or where a loan does not exist their Self Help Settlement Facility. This enables the Uniting Church organisation to use the benefits for any mission purpose it deems appropriate.

You will be required to complete an application form, and provide the requested identification documentation. Forms are available at unitingfinancial.com.au or by calling our friendly Service Team on 1300 133 673.

Key Features and Benefits

- Investments are available and at call.
- Minimum initial investment amount is \$100.
- Additional funds may be added or withdrawn at any time.
- No transaction or investment maintenance fees.
- Interest is calculated daily and credited quarterly on the last Business Day of March, June, September and December each year.

- Investment is accessible via Uniting Online and Uniting By Phone. Uniting Online and Uniting by Phone are non-cash payment facilities issued by The Uniting Church (NSW) Trust Association Limited as described in Section 3 of this PIB and are set out in our Product Disclosure Statement. Please ensure you obtain and read this document prior to operating a non-cash payment facility with Uniting Financial Services.
- Statements are issued on the last Business Day of June and December each year for investors and quarterly for Self Help Scheme organisers.
- Benefits generated may assist in funding a specific Uniting Church project or the charitable objects, and promotion of the interests of the Uniting Church.
- The Uniting Church in Australia, Synod of NSW and the ACT benefits from every dollar invested with Uniting Financial Services.

Key Risks

- Interest rates may fall if market rates fall. The rate of interest may be varied by Uniting Financial Services from time to time without prior notice.

Costs

- Interest rates and fees are detailed in Part 2 and Part 3 respectively of this PIB.

Please ensure you read Section 17 in this PIB for the specific terms and conditions which will apply to this product.

9. Funeral Investments (personal investors only)

The Funeral Investment is a special purpose investment that allows the investor to put money aside to help meet the cost of their own funeral up to a maximum as defined by the *Social Security Act 1991(Cth)*. Money invested can only be withdrawn to assist with costs relating to the funeral of the investment holder.

You will be required to complete an application form, and provide the requested identification documentation. Forms are available at unitingfinancial.com.au or by calling our friendly Service Team on 1300 133 673.

Key Features and Benefits

- Provides funds to assist with payment of the investment holder's funeral expenses at a time of grief for those bereaved.

- Monies cannot be invested into the Funeral Investment by regular Direct Debit or Periodic Payment facilities. Direct Debit Requests and Periodic Payment Requests are non-cash payment facilities issued by The Uniting Church (NSW) Trust Association Limited as described in Section 3 of this PIB and are set out in our Product Disclosure Statement. Please ensure you obtain and read this document prior to operating a non-cash payment facility with Uniting Financial Services.
- Investments must be in the name of an individual only. Joint investments are not available.
- No transaction or investment maintenance fees.
- Interest is calculated daily and credited on the last Business Day of June and December each year.
- Any residual funds [after funeral costs have been met] are paid to the estate of the deceased investment holder.
- Additional funds may be lodged to the investment at any time up to the maximum defined by the *Social Security Act 1991(Cth)*.
- Exempt from Social Security income and assets tests (subject to special conditions).
- The Uniting Church benefits from every dollar invested with Uniting Financial Services.

Key Risks

- Once funds have been lodged into the Funeral Investment, they cannot under any circumstances be withdrawn prior to the death of the investment holder.
- Funeral Investments are limited to a maximum capital balance as defined by the *Social Security Act 1991(Cth)* (plus any interest).
- Interest rates may fall if market rates fall. The rate of interest may be varied by Uniting Financial Services from time to time without prior notice.

Costs

- Interest rates and fees are detailed in Part 2 and Part 3 respectively of this PIB.

Please ensure you read Section 17 in this PIB for the specific terms and conditions which will apply to this product.

10. Cheque Facility (Uniting Church organisations only)

A cheque is an unconditional written order to pay a sum of money by one party to another. It is signed and requires the financial institution to pay the sum specified therein, upon presentation of the cheque.

Uniting Financial Services provides Uniting Church organisations with a cheque facility.

You must always ensure that:

- Sufficient available funds are held when you draw a cheque; and
- You draw a cheque in a way that does not facilitate fraud.

If at any time you believe a cheque or cheque book has been misused, lost or stolen, you must inform us immediately.

Full details, and terms and conditions regarding our Cheque Facility are provided in our Product Disclosure Statement for non cash payment facilities. Please ensure you obtain and read this document prior to opening a cheque facility with Uniting Financial Services.

Uniting Church organisations will be required to complete an application form and signatories to the facility will be required to be identified. Forms are available at unitingfinancial.com.au or by calling our friendly Service Team on 1300 133 673.

11. Documentation

Uniting Financial Services will provide you with an application form in order to facilitate your utilisation of our investment products, which you will need to complete, sign and return, prior to using these services. Uniting Financial Services reserves the right to request any additional information or documentation it needs. This may include, but is not limited to, information required to confirm the identity of the investment holder and authorised signatories to any product. Any additional requirements will be advised at the time of your enquiry. An application form may be accepted or rejected by Uniting Financial Services in its absolute discretion.

Forms are available at unitingfinancial.com.au or by calling our friendly Service Team on 1300 133 673. You should read the terms and conditions detailed in this PIB carefully and seek independent legal and/or financial advice should you have any concerns, prior to signing the relevant form. Our non-cash payment facilities are

issued by The Uniting Church (NSW) Trust Association Limited as described in Section 3 of this PIB and are set out in our Product Disclosure Statement. Please ensure you obtain and read this document prior to operating a non-cash payment facility with Uniting Financial Services.

Uniting Financial Services provides general advice ONLY (which does not take into account your financial objectives, situation or needs) in relation to all products offered.

12. Remuneration/Benefits/Commissions expected to be received by Uniting Financial Services in relation to the provision of our financial services

Employees and directors of Uniting Financial Services are remunerated by way of salary, and other benefits. No commissions are paid.

13. Disclosure of any relevant conflicts of interest

We do not have any relationships or associations which might influence us in providing you with our services.

14. Dispute Resolution

Uniting Financial Services 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 Complaints Handling Officer (by telephone, fax, or letter) at the address and telephone/fax numbers provided in Section 4 of this PIB.

We will seek to resolve and respond to complaints promptly and fairly. We will investigate your complaint, and provide you with our decision, and the reasons on which it is based, in writing. If you are dissatisfied with the outcome, you have the right to lodge a complaint with the Financial Ombudsman Service (contact details below), an approved external dispute resolution scheme, of which Uniting Financial Services is a member.

Financial Ombudsman Service

GPO Box 3
Melbourne, Victoria 3001
Telephone: 1300 780 808
Fax: 03 9613 6399
Email: info@fos.org.au
Website: fos.org.au

15. Privacy and Collection of Information

If you make an application for investment or you are a signatory to the investment, we collect and use the information and documents provided to substantiate your identity, authenticate your signature and to enable us to provide investment services to you and manage your investment. We may use your information to provide you with information and marketing material about other products and services provided by Uniting Financial Services, unless you have ticked the opt-out box on the application form. You may ask to be removed from our mailing list at any time by contacting us on the telephone numbers or by writing to our Privacy Officer at the address provided in Section 4 of this PIB.

We do not provide your information to any other organisation without your consent, other than to those organisations which provide administrative or other services as part of the operation of our business or as otherwise disclosed above. You may request access to information held by us about you or you may wish to update your personal or financial information by writing to our Privacy Officer. Our privacy policy is available on our website.

If at any time you provide information about another person to us, then you must first ensure that that person has read and understood this statement and has consented to that information being used and disclosed by us as set out above.

16. Anti-Money Laundering and Counter-Terrorism Financing Act Obligations

Uniting Financial Services must meet regulatory and compliance obligations and you should be aware and agree that from time to time we may require additional information from you to assist us in the above compliance process and you must provide that information.

You agree that Uniting Financial Services may disclose the information gathered to regulatory and/or law enforcement agencies or where required by law.

You declare and undertake to Uniting Financial Services and indemnify Uniting Financial Services against any potential losses arising from any breach by you of such undertakings. You declare that you will not initiate, engage in or effect a transaction that may be in breach of any Australian laws (or the law of any other country).

17. Terms and Conditions

General terms and conditions applicable to all investments

- a. Lodged funds may be invested by Uniting Financial Services in secured or unsecured loans, debentures, the money market, mortgage loans, government or semi government stocks, real estate, equities and loans to Uniting Church agencies or organisations.
- b. Investments are accepted on an at call basis or for a fixed term generally up to 60 months. It is requested that, where possible, early notice of the intended date of withdrawal of at call investments is given to assist with our funds management.
- c. An application form must be completed to open an investment. The completed application form must specify the investment operating instructions authorised by the applicant.
- d. Uniting Financial Services may credit to a joint investment the proceeds of a cheque or other negotiable instrument received in the name of any one of the joint investment holders.
- e. By opening an investment, the investment holder and any authorised signatories specified on the application form, or subsequently notified to Uniting Financial Services by the investment holder, are bound by these Terms and Conditions.
- f. The operating instructions (including the authorised signatories) specified in the application form are conclusive evidence of the manner in which the investment holder wishes Uniting Financial Services to operate the investment holder's investment and may only be varied by the completion of an Authority Form signed by the investment holder[s] and provided to Uniting Financial Services.
- g. The investment holder must immediately inform Uniting Financial Services in writing of any changes to the details specified on the application form (such as an address change) on a Change of Details Form signed by the investment holder(s). A separate Change of Details form must be completed by each investment holder, if they require their information to be changed.
- h. Uniting Financial Services reserves the right to decline any investment application.

- i. All instructions relating to the invested funds must be given to Uniting Financial Services in writing or via Uniting Online (unitingfinancial.com.au) or Uniting by Phone (1300 133 673) services. Uniting Online and Uniting by Phone are non-cash payment facilities issued by The Uniting Church (NSW) Trust Association Limited as described in Section 3 of this PIB and are set out in our Product Disclosure Statement. Please ensure you obtain and read this document prior to operating a non-cash payment facility with Uniting Financial Services.
- j. A confirmation is issued for each transaction that the *Corporations Act 2001 (Cth.)* requires be confirmed, unless Uniting Financial Services offers a facility through which investment holders can obtain confirmation of the transaction in accordance with the *Corporations Act 2001*. Such confirmation is neither a document of title nor a condition of repayment of the investment.
- k. The proceeds of funds invested by way of cheque, other instrument or Direct Debit are not available until cleared. Our non-cash payment facilities are issued by The Uniting Church (NSW) Trust Association Limited as described in Section 3 of this PIB and are set out in our Product Disclosure Statement. Please ensure you obtain and read this document prior to operating a non-cash payment facility with Uniting Financial Services.
- l. Withdrawals can be made by providing Uniting Financial Services with a letter or withdrawal form signed in accordance with the investment operating instructions or by any other approved method of instruction such as through Uniting Online (unitingfinancial.com.au) or Uniting by Phone (1300 133 673) services where applicable. Uniting Online and Uniting by Phone are non-cash payment facilities issued by The Uniting Church (NSW) Trust Association Limited as described in Section 3 of this PIB and are set out in our Product Disclosure Statement. Please ensure you obtain and read this document prior to operating a non-cash payment facility with Uniting Financial Services. Uniting Financial Services will not action withdrawal requests which do not comply with the relevant investment operating instructions.
- m. Additional terms and conditions apply to the Uniting Online (unitingfinancial.com.au) and Uniting by Phone (1300 133 673) services and use of those services requires a Login and Access Code. Uniting Online and Uniting by Phone are non-cash payment facilities issued by The Uniting Church (NSW) Trust Association Limited as described in Section 3 of this PIB and are set out in our Product Disclosure Statement. Please ensure you obtain and read this document prior to operating a non-cash payment facility with Uniting Financial Services.
- n. Withdrawals will be paid by direct deposit or by BPAY® into a nominated account of a financial institution approved by the APCA or by cheque either posted to the mailing address last notified to Uniting Financial Services by the investment holder (or in the case of joint investment or business holders to the address that statements are sent to). Our non-cash payment facilities are issued by The Uniting Church (NSW) Trust Association Limited as described in Section 3 of this PIB and are set out in our Product Disclosure Statement. Please ensure you obtain and read this document prior to operating a non-cash payment facility with Uniting Financial Services.
- o. All withdrawal requests for issue of a cheque(s) whether to Uniting Financial Services or using Uniting Online must be received by 10:00 am (Sydney, NSW time). Requests received by 10:00 am will usually be processed the same day. Requests received after 10:00 am will usually be processed the following Business Day. Investment holders may make a request to Uniting Financial Services directly for withdrawn funds to be made available in the form of a bank cheque, but payment by this method is at the sole discretion of Uniting Financial Services. If Uniting Financial Services agrees to payment by bank cheque, the investment holder must pay the cost of the bank cheque and make arrangements to collect it from the Uniting Financial Services office or elsewhere as otherwise agreed. Our non-cash payment facilities are issued by The Uniting Church (NSW) Trust Association Limited as described in Section 3 of this PIB and are set out in our Product Disclosure Statement. Please ensure you obtain and read this document prior to operating a non-cash payment facility with Uniting Financial Services.

- p. All other withdrawal requests for transfer of funds whether to Uniting Financial Services or using Uniting Online must be received by:-
- Transfers to external institutions – 4.30pm cut-off for transfer same day
 - Transfers to internal investments – 4.30pm cut-off for transfer same day

All times are Sydney NSW time. Requests received by 4.30pm will usually be processed the same day. Requests received after 4.30pm will usually be processed the following Business Day.

- q. Upon request, withdrawals paid by cheque crossed 'not negotiable' can be made payable to third parties and will be remitted to the mailing address of the investment holder as known to Uniting Financial Services. Cheques cannot be made payable to cash.
- r. Uniting Financial Services may remit any funds payable to an investment holder directly to an investment nominated by the investment holder. Uniting Financial Services may accept funds forwarded by a bank transfer or any other authorised means. Uniting Financial Services will not be liable for any delays or errors in the transmission of such funds or for delays in receipt of cheques that are posted.
- s. If a cheque lodged with Uniting Financial Services is dishonoured, Uniting Financial Services may charge a fee to the investment affected.
- t. Investment statements will generally be issued twice yearly as at the last Business Day of June and December.
- u. Investment holders will be required to pay certain fees and charges for the provision of ancillary services such as copies of additional statements, tax or financial audit certificates, bank cheques and same day urgent electronic funds transfers. These costs may be debited to the investment holder's nominated investment.
- v. Interest rates that apply from time to time appear on the current Interest Rate Schedule in Part 2 of this PIB and may also be obtained at unitingfinancial.com.au or by calling our friendly Service Team on 1300 133 673.
- w. Uniting Financial Services may, at its sole discretion, withdraw the availability of any investment without notice. An existing Fixed Term Investment however will not be closed before the Maturity Date.

- x. The Terms and Conditions that apply to investments may be changed at any time, but the interest rate payable on a Fixed Term Investment already accepted will not be changed. Changes will be notified on the Uniting Financial Services' website (unitingfinancial.com.au). To obtain a free up-to-date copy of the Terms and Conditions that apply to your investment please visit our website at unitingfinancial.com.au or call our friendly Service Team on 1300 133 673.
- y. Uniting Financial Services may engage the services of external parties in the administration of your investments.
- z. Interest is calculated daily on all investments and is based on the balance of the investment as at close of business (Sydney, NSW time).
- zz. Where the investment is held jointly by two or more persons, they shall each be jointly (together) and severally (individually) liable for any obligations arising in relation thereto.

Terms applicable to At Call Investments only

- a. There is generally no minimum investment amount for At Call Investments except where otherwise specified.
- b. Funds may be invested into an At Call Investment at any time. Invested funds may be withdrawn at any time except for those funds which are the proceeds of any cheques, other instruments or direct credits where we debit another financial institution, which have not yet been cleared.
- c. Interest is paid on investments on the last Business Day of the month and when an investment is closed. The investment holder must specify on the application form whether the interest is paid directly to the existing At Call Investment balance or if it is then directed into a nominated investment. If the application form is silent on this matter interest will be added to the existing At Call Investment balance.
- d. Withdrawals will be paid by direct deposit or by BPAY® into a nominated account of a financial institution approved by the APCA or by cheque either posted to the mailing address last notified to Uniting Financial Services by the investment holder (or in the case of joint investment or business holders to the address that statements are sent to). Our non-cash payment facilities are issued by The Uniting Church

(NSW) Trust Association Limited as described in Section 3 of this PIB and are set out in our Product Disclosure Statement. Please ensure you obtain and read this document prior to operating a non-cash payment facility with Uniting Financial Services.

- e. Interest is calculated daily on all investments and is based on the balance of the investment as at close of business (Sydney, NSW time).
- f. The rate of interest may be varied by Uniting Financial Services from time to time without prior notice.

Terms applicable to Fixed Term Investments only

- a. The minimum investment amount for Fixed Term Investment is \$2,000.
- b. The invested funds are generally lodged for a fixed term of up to 60 months, or such other terms that may be offered by us from time to time, as nominated by the investment holder, which commences on the date of lodgement. Invested funds are not available for withdrawal during the period of the fixed term.
- c. Interest is calculated from the date of lodgment until Maturity Date at the rate applicable at the date of lodgement on the principal or any subsequent renewal of the investment.
- d. The investment holder must nominate on the application form whether the interest is to be paid directly to the existing investment balance or if it is to be directed into a nominated investment. Once nominated, this decision is irrevocable. In the absence of investor instructions or nomination, interest will be added to the existing investment balance. If the due date for the payment of interest is not a Business Day, the payment will be made on the Business Day immediately following the due date for payment.
- e. Investors who choose the monthly interest option will receive interest monthly. When the investment holder has chosen the monthly interest payment option, the following special conditions also apply:
 - Minimum investment (refer to interest rate schedule available at unitingfinancial.com.au or by calling our friendly Service Team on 1300 133 673);
 - Minimum term (refer to interest rate schedule available at unitingfinancial.com.au or by calling our friendly Service Team on 1300 133 673);
 - Interest cannot be compounded; and

- Interest on the investment shall be calculated daily from the date of the lodgement of the investment and posted monthly as nominated. Where the interest date is not a Business Day, interest will be paid to the nominated investment on the first Business Day thereafter.
- f. All other investors shall be paid interest annually and upon maturity, or such other interest frequencies as may be offered from time to time.
- g. The rate of interest applicable to new Fixed Term Investments may be varied by Uniting Financial Services from time to time without notice.
- h. A notice will be sent to the investor prior to maturity of the term specifying the Maturity Date.
- i. At the completion of the fixed term, if notice of reinvestment or withdrawal has not been received by Uniting Financial Services from the investor the investment will be reinvested. Should the investor wish to add to their investment the additional funds to be invested on the fixed term with the maturing investment must be provided prior to the Maturity Date with written instructions.
- j. A reinvested Fixed Term Investment is invested for a period equal to the fixed term that the investment was previously lodged, and carries the interest rate offered by Uniting Financial Services for Fixed Term Investments at the time of the reinvestment and on the terms and conditions applicable to Fixed Term Investments at that time.
- k. Reinvestment is not available if at the time the fixed term expires Uniting Financial Services is not offering a Fixed Term Investment of that term.
- l. No additional funds can be added to a Fixed Term Investment during the term of the investment except where the investor has elected to credit interest payable on the investment to the same Fixed Term Investment.
- m. Notwithstanding clause (b) above, Uniting Financial Services may consider requests for early redemption and if, in its sole discretion, it allows an early redemption, the withdrawn funds will receive interest at the rate of 2% p.a. less than the fixed term rate for the relevant investment, payable for the period the amount was held on fixed term. Where an over-payment of interest has occurred to the investor in a case of early withdrawal, the difference will be deducted from the amount withdrawn.

Terms applicable to Higher Values Online Investments (personal investors only)

The same terms and conditions that apply for other At Call Investments also apply for the Higher Values Online Investment with the following exceptions:

- a. Withdrawals will be made by Uniting Online and transferred into a nominated account of a financial institution approved by the APCA or by cheque either posted to the mailing address last notified to Uniting Financial Services by the investment holder (or in the case of joint investment or business holders to the address that statements are sent to).
- b. Funds can only be transferred from your investment using Uniting Online. Our non-cash payment facilities are issued by The Uniting Church (NSW) Trust Association Limited as described in Section 3 of this PIB and are set out in our Product Disclosure Statement. Please ensure you obtain and read this document prior to operating a non-cash payment facility with Uniting Financial Services.

Terms applicable to Self Help Investments

The same terms and conditions that apply for At Call Investments also apply for the Self Help Investment with the following exceptions:

- a. The investment holder(s) may choose to remain anonymous by specifying on the investment application form so the investment holder's personal information is not made available to their Self Help Scheme organiser.
- b. The minimum investment amount required to open a Self Help Investment is \$100. Once a Self Help Investment is opened additional funds may be added to the investment at any time. Funds are at call and may be withdrawn at any time.
- c. The investment holder(s) must specify on the application form that interest be foregone at the rate applicable to the Self Help Investment at the time.
- d. The Self Help Investment rate may be varied by Uniting Financial Services without prior notice.
- e. Withdrawals can be transferred into another Uniting Financial Services investment or nominated account of a financial institution approved by the APCA or by cheque either posted to the mailing address last notified to Uniting Financial Services by the investment holder (or in the case of joint investment or business holders to the address that statements

are sent to). Our non-cash payment facilities are issued by The Uniting Church (NSW) Trust Association Limited as described in Section 3 of this PIB and are set out in our Product Disclosure Statement. Please ensure you obtain and read this document prior to operating a non-cash payment facility with Uniting Financial Services.

Terms applicable to Funeral Investments (personal investors only)

The same terms and conditions that apply for At Call Investments also apply for the Funeral Investment with the following exceptions:

- a. A Funeral Investment can only be opened in the name of one individual investment holder. It cannot be opened in joint names, the name of a partnership or a business name. An investment holder can only hold one Funeral Investment.
- b. A Funeral Investment cannot be closed until all the funds in the investment have either been withdrawn to finance the investment holder's funeral or have been released to the estate of the investment holder after costs relating to the funeral of the investment holder have been paid. Requests for the withdrawal of funds prior to the death of the investment holder will be declined.
- c. Funds lodged to the Funeral Investment cannot be withdrawn at any time during the life of the investment holder.
- d. Funds lodged into the Funeral Investment will be an 'Exempt Funeral Investment' for the purposes of the *Social Security Act 1991(Cth.)* and therefore interest earned on the investments will not be assessable under the income test or the assets test for the purposes of that Act, provided there is no other investment in the name of the investment holder or jointly with the investment holder's partner (or both):
 - Which will mature on the death of the investment holder if it does not mature on the death of the investment holder's partner;
 - On which the investment (including returns) cannot be realised before maturity;
 - Which on maturity is to be applied to the expenses of the funeral of the person on whose death it matures; and
 - Expenses have not been paid in advance in relation to the investment holder's funeral.

- e. There is no minimum investment amount.
- f. Additional funds may be added into the Funeral Investment to a maximum capital balance limit as defined by the *Social Security Act 1991 (Cth.)* (refer Part 2 of this PIB). The balance of such investment may only exceed this limit where the excess is caused by accumulation of interest. Additional investments exceeding the limit will be returned to the investment holder.
- g. Lodgement of funds by Periodic Payment or Direct Debit from any investment in set defined periods into a Funeral Investment are prohibited. After the investment is opened, lodgment of additional funds may be made on an ad hoc basis, at varying times. Direct Debit Requests and Periodic Payment Requests are non-cash payment facilities issued by The Uniting Church (NSW) Trust Association Limited as described in Section 3 of this PIB and are set out in our Product Disclosure Statement. Please ensure you obtain and read this document prior to operating a non-cash payment facility with Uniting Financial Services.
- h. Upon the death of the investment holder, the investment balance (together with interest earned) forms part of the investment holder's estate. Funds in the investment will be applied to pay costs relating to the funeral of the investment holder before any remaining balance can be withdrawn payable to the estate.
- i. The following documents must be presented to Uniting Financial Services before any withdrawal of funds can be made:
 - Either the original or certified copy of the Medical Certificate of Cause of Death of the investment holder OR the original or certified copy of the Death Certificate of the investment holder; and
 - Original or certified copies of invoices relating to the funeral of the investment holder and/or proof of payment of such invoices.
- j. Payment of funds from the investment holder's investment will be made by cheque and posted. Our non-cash payment facilities are issued by The Uniting Church (NSW) Trust Association Limited as described in Section 3 of this PIB and are set out in our Product Disclosure Statement. Please ensure you obtain and read this document prior to operating a non-cash payment facility with Uniting Financial Services.

PART 2

Interest Rate Schedule

Refer separate schedule which forms part of the PIB Document.

PART 3

Fee Schedule

Refer separate schedule which forms part of the PIB Document.

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