

31 Days' Notice (N31)

Available to: Investors such as individuals, churches, businesses and self-managed super funds.

Features	
Variable interest rate calculated daily, credited monthly	Funds are available with minimum of 31 days' notice
\$250 minimum balance	Statements issued quarterly
Add funds at any time: internet banking, direct debit, cheque	Phone or email transfer instructions

Funds invested in a N31 investment have restricted access, as withdrawals can only occur a minimum 31 days after a valid instruction is received.

Funds can be added to the investment at any time.

With time restricted access for withdrawals, there is potential for the investment to grow.

Adding funds to the investment

Direct debit: An investor may opt for the Churches of Christ Foundation (the Foundation) to direct debit their nominated linked bank account to add funds to their Foundation investment. When instructions are received before 3pm, the transfer will occur overnight. After 3pm the transfer will occur the next business day. An investor may nominate any future date for the transfer to occur. A completed Direct Debit Request form must be provided to the Foundation for Direct Debit.

Recurring Direct Debit Instruction: Provides an option for regular saving. The Foundation can automatically bring funds into an investor's N31 investment at regular intervals from their bank account provided on the completed Direct Debit Request form. The investor sets the frequency and the amount on the simple to complete Recurring Direct Debit Instruction form or via an email from their registered email address, and ensures there are enough funds in their linked bank account. We do the rest. The investor can give an instruction to make changes to the arrangement or stop the transfers at their discretion.

Phone/email: Transfer instructions may be given over the phone or in an email when the investor has a nominated linked bank account with a completed Direct Debit request form. The investor may opt to send a signed instruction as an attachment to an email.

Internet banking: An investor can transfer funds into their Foundation investment by using their internet banking. Our staff will provide bank details and reference requirements, upon request from an investor.

Post and in person: A completed credit form or signed written instruction can be posted or delivered in person to the Kenmore office. Enclosed cheques are to be made payable to 'Churches of Christ in Queensland'.

Withdrawing funds from the investment

Withdrawal instructions can be sent to the Foundation at any time, but allowances must be made for the 31 days' notice period. Options available to request a withdrawal of funds are:

- Phone or email the request to our office and we'll transfer the funds to the investor's linked bank account.
- Post, or email as an attachment, a completed and signed withdrawal form or written instruction. Funds must be sent to a bank account in the investor's name.

The transfer will occur 31 days after receipt of the request, although a longer notice period may also be provided if that suits the investor.

Early access to funds from the investment

If early access to funds is necessary, an application must be made under financial hardship. If granted, the interest rate will be penalised.

More information, interest rates and forms: are available by contacting the office or on the website: cofc.com.au/Foundation.

We would love to hear from you!

FOR MORE INFORMATION CONTACT US ON 1300 659 644

Please note-

***Office Hours:** The Foundation office is open Monday to Friday, 9am to 4pm and observes Brisbane, Queensland and Australian public holidays. Phone calls, emails and the Foundation initiated funds transfers will only be responded to or occur on business days.

‡Individuals including CofCQ paid staff: must reside in Queensland.

‡Entity: must have its registered office and place of business in Queensland.

^ Instructions: will only be actioned after verifying the request is in accordance with the signing arrangements on file such as checking the signature/s, phone password/s or email address/es.

#Linked bank accounts: We can link a Foundation investment to an investor's bank savings or cheque account with a signed written letter/instruction with the bank details for withdrawals only, or by completing a *Direct Debit Request (DDR) form to enable transfers to and from the Foundation investment and the external bank account. Linked bank accounts must be in the investor's name.

***Direct Debit Request (DDR) form:** must be completed before the Foundation can transfer funds from a bank account.

§Early withdrawal of funds: Due to restrictions imposed on the Foundation by the Australian Prudential Regulation Authority (APRA), the investor may submit a written request for an early withdrawal of funds from their N31 Investment before the minimum 31 day wait period has ended, if they will experience financial hardship without the release of the funds. If approved, interest will be paid at a rate reduced by up to 2%p.a. (eg 3%p.a. reduces to 1%p.a.; 1%p.a. reduces to 0%p.a.) for the interest period. The Early Release of Funds - Hardship information sheet is available on the website or by contacting the office.

A Ministry of Churches of Christ in Queensland

1. All investments will be administered by Churches of Christ Foundation (the Foundation) which operates as a ministry of Churches of Christ in Queensland (ABN 28953930342) of 41 Brookfield Road, Kenmore, QLD 4069. Churches of Christ in Queensland (ARBN 147481436) is a body corporate pursuant to the grant of letters patent issued under the Religious, Educational and Charitable Institutions Acts 1861 to 1959 (QLD).
2. The Foundation is a religious charitable development fund (the Fund) that operates under an exemption to the Banking Act 1959 (for current exemption see the Australian Prudential Regulation Authority (APRA) website: www.apra.gov.au).
3. Neither Churches of Christ in Queensland nor the Foundation are prudentially supervised by the APRA. Therefore, an investor in the Fund will not receive the benefit of the Financial Claims Scheme nor the depositor protection provisions of the Banking Act 1959. Investments in the Fund are intended to be a means for investors to support the charitable work of Churches of Christ in Queensland, and for whom the considerations of profit are not of primary relevance in their investment decisions. (See Condition 11 of the Banking Exemption.)
4. This scheme has not been examined or approved by ASIC. No Product Disclosure Statement is available.
5. The Foundation does not hold an Australian Financial Services License. Therefore, the Foundation is not licensed to provide financial product advice. This document and/or the Foundation website contains factual information about the availability of the Foundation's products. It is not intended to provide any legal, accounting or other advice to potential investors but, to the extent that it does, such advice is general advice only and has not taken into account the potential investor's specific relevant personal circumstances, including their objectives, financial situation or needs. Each investor should seek independent advice relating to their circumstances.
6. To the maximum extent permitted by law, the Foundation does not accept responsibility for any loss or damage (including negligence) caused to anyone who relies on the information in this document/on the Foundation website.
7. No cooling-off period applies to the investments issued by the Foundation. The Foundation undertakes to repay investments upon request, subject to our Terms and Conditions.
8. Repayment of investments is underwritten by the overall funds & assets of Churches of Christ in Queensland.
9. The information and services available through the Foundation are only intended to be available to persons in the jurisdiction of Queensland. You must satisfy yourself that the laws and regulations of your jurisdiction allow access to the services the Foundation provides.
10. Your use of, and access to the Foundation website and/or this document, and your agreement to enter into products offered by the Foundation (using Foundation information) is conditional upon your acceptance and compliance with the terms, conditions and disclaimers contained within this document and elsewhere on the website. Any person using Foundation information is responsible for making their own assessment of the material and should verify all relevant representations, statements and information with their own professional advisers.
11. The Foundation does not represent, warrant, guarantee that the information in this document or on our website is complete, accurate or suitable for your intended use. The Foundation does not accept any responsibility to inform you of any matter that subsequently comes to its notice, which may affect the information in this document or on our website.
12. We may need to make changes to our terms and conditions (The Foundation terms) from time to time for many reasons. This may include, for example, changes required for updates to our products and changes to the law. You should look at the Foundation terms regularly, which are posted on the Foundation website. If we make a material change to these Foundation Terms, we will notify you in writing by letter, if you are registered with us as a Foundation product holder. We will attempt to send you the letter by email or post to the contact details you most recently provided to us prior to the material change taking effect. Any material changes to these Foundation Terms will be effective automatically 14 days after the revised Terms are first posted or, the letter is sent, whichever is the latter.
13. The Foundation is unable to guarantee files and attachments in our emails or on our website are free from contamination. Recipients of emails and/or visitors to our website should ensure they have precautions in place.