

IMPORTANT INFORMATION

Equity Trustees Charitable Foundation, a public ancillary fund

ABOUT THE EQUITY TRUSTEES CHARITABLE FOUNDATION

Whether you are seeking to make a difference in the world, nurturing your next generation's charitable responsibilities or looking for tax efficiencies, activating a structured giving vehicle during your lifetime may be the right option for you, your family or your organisation.

Significant giving doesn't just happen via your Will. You can start right now to create impact that reaches beyond today. With as little as \$5,000 you can kick-start your structured giving journey with a named sub-account*.

Giving you and your family a way to support the causes you care about for many years to come.

Start today. Invest with Equity Trustees. Change tomorrow.

HOW DOES IT WORK?



Step 1: Establish a named sub-account within the *Equity Trustees Charitable Foundation*, a public ancillary fund managed by Equity Trustees

A public ancillary fund is a type of charitable trust. Contributions are held in "trust" and each sub-account must adhere to the trust deed.

Step 2: Seed your sub-account with at least \$5,000. This and all future contributions are tax-deductible.

These contributions are irrevocable and cannot be returned to the original donor. Contributions are earmarked for 'charitable purposes' (i.e. your favourite causes and charities). Please also consult with a registered tax agent for professional tax advice prior to establishing a sub-account with Equity Trustees.

Step 3: Equity Trustees will invest your contribution/s, alongside other donors to the *Equity Trustees Charitable Foundation*, and take care of all the compliance, governance, administration, investment and distribution responsibilities – now and into the future. Each sub-account will have access to an easy-to-use Philanthropy Portal, and you and your nominated representatives can manage your giving on a day-to-day basis.

Step 4: Any investment income generated (interest, dividend income and franking credits) stays in your account, for the ongoing benefit of your nominated eligible charities.



Step 5: On 30 June of each year, each sub-account's value will be assessed – 4% of your account's value will be calculated – which becomes the “giving” balance for the following financial year.

Your giving (or “spendable”) balance in the Portal must be distributed by the next 30 June.

Step 6: Over the course of the following year, you will be able to recommend to Equity Trustees, that we donate your spendable giving balance to eligible charities nominated by you.

Step 7: Additional tax-deductible contributions into the account and any investment market changes, will allow the account balance to improve over time which means the 4% calculation should grow as well. Increasing your giving over time to create change tomorrow.

Past performance is not an indicator of future results and your sub- account may be subject to market volatility.

*(sometimes referred to as a ‘giving account’)

WHY USE THE EQUITY TRUSTEES CHARITABLE FOUNDATION?

- Start your giving legacy during your lifetime, and benefit from the joy of giving: for yourself, your family and the generations that may follow
- Enhance your giving capacity through investment returns in a tax-exempt structure and minimal fees
- Receive tax benefits now, and give in the future – allowing you time and space to carefully identify your chosen eligible charities
- Any member of the public can contribute to your sub-account, not just you or your family. And anyone who contributes may be eligible to receive a tax deduction for that contribution
- There are no establishment fees, and ongoing fees to manage the sub-account are deducted from within the account
- Access to an online Philanthropy Portal which gives you 24/7 visibility of your account and ability to manage your giving from year to year
- You, your family and even your professional advisers can have access to your account via the Philanthropy Portal
- If desired, clients can access the Equity Trustees team of 20+ granting specialists for additional support around your giving*
- Practice philanthropy and give back to your community, alongside 320+ families within the Equity Trustees Charitable Foundation
- The Equity Trustees Charitable Foundation is looked after by a professional licensed trustee company, with over 145 years of experience.

*choose a different fee to access this additional support

A WORKING EXAMPLE

As the Equity Trustees Charitable Foundation has now been in place for almost three decades, it is interesting to look back at one of the Foundation's early contributors.

This philanthropist established a sub-account back in 1998, with an initial contribution of \$1m and no further contributions since – an almost textbook illustration of the power of structured giving.

In 2024, this philanthropist's account is now valued at more than \$2.7m and over the past 25 years, the income generated has allowed distributions of \$1.83m to the philanthropist's chosen eligible charities.

Had they simply donated the original \$1m directly to charities back in 1998, that donation would have been allocated and deployed by the recipients. But by using a structured giving vehicle, leveraging the power of investments and a tax-exempt trust structure, the impact will continue well into the future, even beyond the philanthropist's lifetime.



WORKING WITH YOU TO GIVE WITH IMPACT AND PURPOSE

For over 145 years, Equity Trustees has been proudly stewarding the giving legacies of thousands of philanthropists and currently looks after more than 1,200 charitable trusts across Australia, with more than \$100m in charitable distributions supporting the for-purpose sector each year.

We look forward to working with you to invest and give back to the causes and charities of greatest importance to you.



IMPORTANT INFORMATION

Setting up a named sub-account within the Equity Trustees Charitable Foundation (ECF) is a simple way to start structured giving during your life as well as creating an impactful legacy, without the administrative burden of maintaining a standalone charitable trust yourself.

Investments are managed together with other accounts within the ECF, allowing you to focus on philanthropic giving and your impact within community.

The information contained is for informational purposes only and is not intended to be a substitute for personalised tax advice. Please consult with a registered tax agent for professional tax advice prior to establishing a sub-account with Equity Trustees.

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SUB-ACCOUNT STRUCTURE

What is the Equity Trustees Charitable Foundation (ECF)?

The Equity Trustees Charitable Foundation (ECF) (ABN 23 598 387 218) is a Public Ancillary Fund and complies with the [Taxation Administration \(Public Ancillary Fund\) Guidelines 2022 \(Cth\)](#) and the *Trustee Act (VIC) 1958*.

Public Ancillary Funds are a type of charitable trust structure and structured giving vehicle, established for the purpose of providing benefit to eligible charitable entities and seeking tax deductible donations from members of the public.

They are different to Private Ancillary Funds (PAF) where contributions are restricted to a single family and their close associates. If you are interested in a PAF structure, then please contact the [Active Philanthropy team](#).

What is a sub-account?

The ECF is the umbrella fund, that allows multiple donors to pool their contributions together into a single fund. Currently, the ECF is made up of over 320 sub-accounts.

Each sub-account is established by different individuals, families, corporations and even for-purpose organisations.

All contributions and giving distributions are tracked at a sub-account level within the ECF. This is to ensure that each family's contributions and granting are tracked separately within their own sub-account.

How does a sub-account work?

Once seeded, the initial and any subsequent contributions into a sub-account are invested in the common investment pool, with dividends, franking credits, compound interest and market growth all contributing to the growth of the ECF. Each year a portion, usually representing the net investment returns of your sub-account is distributed to eligible charities in accordance with your wishes.

The minimum distribution each year is 4% of the value of the sub-account, as at 30 June of the previous financial year. Distributing more than 4% is subject to Trustee approval. Please refer to the *Giving Distribution Recommendations* section below for more information.

The ECF investment strategy is devised with the objective to generate and distribute mainly income and to preserve the real value of the corpus (the value of the account). This is so the sub-account can continue to build, supporting your favourite charities, and for some accounts, in perpetuity.

Who are the Trustees or Directors of the Equity Trustees Charitable Foundation (ECF)?

Australian Executor Trustees Limited (AETL) (ABN 84 007 869 794 AFSL 240023) is the Trustee of the ECF. AETL is a part of the Equity Trustees group of companies.

As a professional licensed trustee company, AETL is sole trustee for the ECF as well as the "responsible persons" as required under the *Guidelines*, and legally responsible for all decisions of the Foundation as well as all administration, compliance and governance.

As the initial donor of a sub-account, you can focus on your giving, while Equity Trustees takes care of the rest.



What is my responsibility as an initial donor of a named sub-account?

As the initial donor of a named sub-account, you are responsible for indicating which eligible charities you would like your sub-account to donate to each financial year, and making this recommendation/s to the Trustee of the *Equity Trustees Charitable Foundation* by 30 June each year.

Does the Equity Trustees Charitable Foundation (ECF) have a product disclosure statement (PDS)?

The ECF is a Public Ancillary Fund and each named sub-account is intended to provide individuals, families or organisations with a structure for philanthropic purposes. As a registered charity, the ECF is regulated by the Australian Charities and Not-for-profits Commission (ACNC) and subject to the requirements of relevant commonwealth and state laws.

Public Ancillary Funds are not financial products and therefore the establishment of a named sub-account within the ECF is not accompanied by a Product Disclosure Statement (PDS). The operation of the ECF and its sub-accounts are governed by the terms of its trust deed, which can be found on the ACNC website. AETL is the sole trustee of the ECF. As AETL is licensed to act as trustee of the ECF under its Australian Financial Services Licence, its Financial Services Guide can be found [here](#).

ACCESSING YOUR SUB-ACCOUNT VIA THE PHILANTHROPY PORTAL

How can I get access to my sub-account? What is the Philanthropy Portal?

The Philanthropy Portal offers initial donors, successors and other connected stakeholders (like professional advisers), 24/7 online access to your sub-account via unique, secure logins.

Once logged into the Portal, you'll be able to see the balance of your sub-account, make giving distribution recommendations, download reports and receipts and much more.

During the on-boarding process, login details will be provided.

How is security managed on the Portal?

Each user is provided with unique login details.

Two-factor authentication has also been activated on the Philanthropy Portal, to provide extra security for sub-accounts. Mobile numbers are collected during the on-boarding process and during the two-factor authentication process, users will be provided with a code to access the Portal.

Is there a mobile app for the Portal that I can download?

The Philanthropy Portal is mobile-friendly (ie. you can easily view all the features of the Portal via your mobile device) however there is no mobile app available for download.

Does the Portal interact with my social media or my LinkedIn?

The Portal is designed for account holders (you and your nominated stakeholders) to view account details, store information about your historical granting as well as contributions. The Portal doesn't currently facilitate interaction with external platforms like Facebook, Instagram and LinkedIn.

Equity Trustees publishes a quarterly newsletter with Portal users and contains stories about charities, and these can be shared with your network via the Equity Trustees website.



FEES FOR YOUR SUB-ACCOUNT

How do the fees work?

We appreciate that individuals, families and organisations are at varying stages of their philanthropic and giving journey – and fees and service levels should take this into account. There are four options that you can choose from, based on the level of interaction you'd like to have with the Equity Trustees Philanthropy team. Each service level leverages the online Philanthropy Portal which assists with the day-to-day administration of your philanthropy.

Fees can be found [here](#).

Fees are based on the value of the sub-account, and cover the following services:

- legal, governance and compliance of the fund and each client's sub-account
- administration, including giving distributions
- investment management
- philanthropic advice (if selected).

No fees are charged to establish a sub-account.

The sub-account is charged the nominated fee on a monthly basis. And no additional fees are paid directly by the initial donor, once a sub-account is established.

Please note that some compliance costs, like audit, accounting and tax services are shared expenses and these are charged at the total Fund level. These shared expenses are allocated on a pro-rata basis.

The investment strategy of the ECF is designed to cover fees (trustee, investment management, philanthropic advice if applicable, and expenses) and minimum granting distributions.

INVESTMENT OF YOUR SUB-ACCOUNT

Do I have any control of the investment strategy, asset allocation or individual holdings?

No, Equity Trustees manages all aspects of the operations of the ECF, including the investment strategy and the underlying holdings, on behalf of all sub-accounts within the ECF.

Sub-accounts are unable to choose how their individual contribution is invested. Contributions into a sub-account are invested in one investment portfolio, according to the outlined investment strategy of the ECF.

How is the ECF portfolio invested?

The Equity Trustees Asset Management team draws on decades of experience, taking a prudent, disciplined and long-term approach to manage more than \$4 billion across Australian shares, global shares, credit and fixed income portfolios. They are specialists in managing tax-exempt portfolios that are often invested into perpetuity, and the Equity Trustees approach across all charitable investment portfolios is to invest in quality companies at a reasonable price.

With over \$340m in funds under management, the ECF's investment strategy is long-term, and designed to create a high level of income that grows over time to fund distributions to DGR1 endorsed charities.

The current investment objective of the ECF is to achieve a total return of CPI + 4.75% (before fees and including franking credits) over a ten-year period. The ECF is a diversified portfolio comprising of Australian Equities, fixed income and international funds. This strategy is designed to ensure that fees, expenses and the minimum distribution is covered by investment returns.



Please note that past performance is not an indication of future results.

If you are interested in the ECF's current investment performance, please reach out to the Equity Trustees [Active Philanthropy team](#).

Is the ECF investment portfolio invested in a responsible way?

The ECF is managed in compliance with the Equity Trustees Responsible Investing [Policy](#). To read more about this policy, visit [here](#). ESG (Environmental, Social, Governance) practices are integrated into the investment process, and a negative screen is applied to the Fund, excluding investment companies considered to have significant business involved in the manufacture of alcohol, tobacco, gambling, weapons and adult entertainment.

Will I receive regular investment reporting?

Yes, you'll receive quarterly investment reporting with investment market commentary and fund performance. These reports are available via the Portal. Account balances are updated on business days and available via the Portal.

What happens if there is insufficient growth in the ECF portfolio to meet the minimum distribution to my recommended charities?

The ECF is subject to market conditions no different to any other investment portfolio. The *Public Ancillary Fund Guidelines* mandates a minimum 4% distribution to eligible charities and if there is insufficient investment returns (from dividends, interest and franking credits) in a particular financial year, then the Trustee will access a portion of the capital growth within each sub-account to meet the required minimum 4% distribution.

SUB-ACCOUNT ESTABLISHMENT

What can I name my sub-account?

When naming sub-accounts within a public ancillary fund (like the Equity Trustees Charitable Foundation), Australian Tax Office (ATO) guidance is that words like 'foundation', 'trust' and 'fund' are not permitted.

Consider using words like: Gift, Charitable Gift, Bequest, Account, Legacy, Donation, Endowment or Benefaction.

Legally your sub-account will be referred to as:

The Equity Trustees Charitable Foundation – sub-account name.

How long does a sub-account take to establish?

Initial donors complete an online form which commences the on-boarding process. The online on-boarding process allows for the initial donor to add a joint adviser, along with other stakeholders. This process includes risk screening and compliance checks for all included parties. The initial donor along with the joint adviser (if applicable) will receive emails with updates around the process.

A sub-account can be established in less than seven business days, pending the outcome of compliance checks. Once established, the initial donor and joint adviser (if applicable) will receive a Welcome Email which includes instructions on how to login to the Portal as well as how to "seed" your sub-account.



What is the minimum establishment contribution?

\$5,000 is the minimum amount for establishment of your sub-account. There is no maximum balance that a sub-account can reach.

All contributions into your sub-account must be in cash.

Are contributions tax deductible?

Yes, and once reconciled, tax-deductible receipts are available for download from the Portal.

Contributions can be made via electronic funds transfer (EFT) or credit card donation (fees may apply).

Using the 'Election to Spread Gift Deduction' form on the [ATO website](#), you can spread your tax deduction over five financial years, in even or uneven amounts. Please consult your tax adviser to see if this is appropriate for you.

Can I ever access my contributed funds?

No, your seed contribution (the contribution you made to start the sub-account), as well as any subsequent contributions are irrevocable and cannot be transferred back to the donor. By seeding a sub-account, these funds are designated for 'charitable purpose'.

Once "donated", contributed funds are no longer your money and cannot be returned to the donor.

Investment income generated from your contributed funds stays in your account and cannot be accessed by you. Income is generated for the sole benefit of your nominated eligible charitable beneficiaries.

ONGOING CONTRIBUTIONS INTO YOUR SUB-ACCOUNT

Can I make additional contributions?

Yes, you can contribute funds in any amount and receive a tax-deduction each time you do. Once contributions are reconciled, tax receipts are available for download from the Philanthropy Portal.

Contributions can be made via electronic funds transfer (EFT) or credit card donation (fees may apply).

These additional contributions are irrevocable and cannot be returned to the donor.

The frequency of additional contributions is entirely up to you. There is no obligation to make annual contributions.

Can I make automatic contributions into my sub-account?

Once your account's on-boarding is complete, you will receive instructions on how to contribute to your account.

For all contributions (ad hoc and regular), you will be required to generate a "contribution notification", to advise Equity Trustees that a funds transfer is pending. You can then proceed with an electronic funds transfer (EFT) via your personal online banking platform or via Shout for Good, our credit card payment partner.

For automatic contributions, you can set up regular transfer via your bank or the Shout for Good platform.



Is each contribution to my sub-account tax deductible?

A tax deduction for a contribution can only be claimed by an individual Australian taxpayer. A tax receipt will be provided for each contribution.

Using the 'Election To Spread Gift Deduction' form on the [ATO website](#), you can spread your tax deduction over five financial years, in even or uneven amounts. Please consult with your tax adviser to see if this is appropriate for you.

Who can contribute to my sub-account?

Anyone, family friends or general public can contribute to your sub-account and they will receive a tax deductible receipt for their donation.

Fundraising Licenses are in place for all states where it is a requirement.

This also means that initial donors and successors can ask their network to fundraise into their account. For example, you may wish to host an event inviting contributions into your account.

For more information, please contact the Equity Trustees [Active Philanthropy team](#).

When will I see my contribution on the Portal?

Once your account has been established, you will be provided with instructions on how to seed your account and how to make future contributions.

Reconciliation of your contribution to your account may take up to 10 business days, depending on individual banking institution timelines.

If contributing via credit card, our credit card partner, *Shout for Good* transfers contributions twice a month. Once received, Equity Trustees will reconcile to your account.

Can I contribute crypto currencies, transfer shares or property, or other types of assets into my sub-account?

Sub-accounts can only receive cash.

If you are interested in a structured giving vehicle that can cater for other investment types, please contact the [Active Philanthropy team](#).

Can I include my sub-account in my will?

Many families consider additional contributions into their sub-account, via their Estate Plan.

You can include your sub-account as a beneficiary under your Will. Equity Trustees can provide the appropriate clauses for your legal adviser to include in your Will documents.

This may have favourable tax outcomes for the Estate, but please seek independent tax advice with respect to this.

If you would like assistance with your Estate Planning, please contact the [Active Philanthropy team](#) who can connect you with the appropriate expert.



Can I start my structured giving ONLY after I have passed away?

For various reasons, you may choose to activate your giving only after your passing.

An individual can instruct (via their Will) to establish a sub-account via their estate. In these circumstances, it is recommended that a Letter of Wishes be prepared and be included with the estate planning documents, to provide guidance around any giving wishes.

The Estate would be the initial donor to the sub-account and in doing so may have favourable tax outcomes for the philanthropist's estate, however we strongly recommend that independent taxation advice is sought.

For more information, please contact the Equity Trustees [Active Philanthropy team](#).

ONGOING OPERATION OF YOUR SUB-ACCOUNT

I've forgotten my login and password. Help!

The Philanthropy Portal offers a "forgot password" option, but if you don't know your Portal unique identification number, you will need to email the [Active Philanthropy team](#).

How do I update my details if they change?

Each user, via their unique login, will be able to update their personal details via the Philanthropy Portal.

What if I (or a nominated stakeholder) move overseas?

The Philanthropy Portal is accessible worldwide, as long as you use the same mobile number as provided during the on-boarding process. If you change mobile numbers after moving overseas, you will need to email the [Active Philanthropy team](#).

Please note that if your tax status changes, this may also change how your sub-account contributions are treated for the purposes of your personal tax return. Please consult your registered tax agent for professional tax advice pertaining to your personal situation.

GIVING DISTRIBUTION RECOMMENDATIONS

Who can I distribute to?

Initial donors and successors make giving distribution recommendations to the Trustee via the Portal. All eligible charities are searchable in the Portal.

Your sub-account can ONLY distribute to *Deductible Gift Recipient – Item 1* (DGR1) charities. It cannot distribute to any other entities that do not have this endorsement.

Under the ECF Trust Deed, eligible beneficiaries must be DGR1 charities and they must also do work that is "charitable" in purpose. To find out more about eligible charities and know if your favourite charity has the right status, click [here](#).

There is a small subset of for-purpose beneficiaries that fall outside the "charitable purpose" definition – organisations in the area of sport, certain types of advocacy and animals (animal welfare is within the definition). Please reach out to Equity Trustees if your giving might fall within these cause areas.

Why is it a giving distribution "recommendation"?

As the Sole Trustee of the *Equity Trustees Charitable Foundation*, Equity Trustees is solely responsible for making distributions from the ECF to eligible charities.



While initial donors and successors are able to make recommendations to the Trustee for consideration, these recommendations are not technically binding.

What is a DGR1 and what is a DGR2?

DGR1 is *deductible gift recipient item 1*. DGR2 is *deductible gift recipient item 2*

Organisations endorsed as a DGR1 are commonly referred to as “doing” charities – so are entitled to receive donations that are deductible from the donor’s income tax and normally directly engage in activities that serve the public.

Organisations endorsed as a DGR2 are referred to as “giving” charities – they disperse funds to DGR1 organisations to support them to carry out their charitable purposes. The ECF is a DGR2 as are all private and public ancillary funds.

DGR2s (ancillary funds) cannot give to another DGR2.

[This guide](#) provides insight on how to determine whether an entity has the right endorsement.

Please note that some charities manage separate entities that have DGR2 status. Sub-accounts cannot give to DGR2 entities. DGR2 charities are also NOT listed on the Portal so if you are having issues locating charities under ‘*Make a Grant*’, please reach out to the [Active Philanthropy team](#).

When I make a ‘recommendation’ to the Trustee around my giving, does the Trustee have to distribute to my nominated charities?

Where a granting recommendation is compliant with the ECF’s Trust Deed, i.e. a project / organisation is:

- endorsed as a deductible gift recipient Item 1 (DGR1), AND
- charitable in purpose

then the Trustee may implement the granting recommendation as submitted.

The Trustee will not implement a recommendation where:

- The recommendation is not an eligible beneficiary per the Trust Deed; and/or
- If the nominated beneficiary is in breach of compliance and regulatory obligations, eg. ACNC reporting.

How much do I have to distribute each year?

Each account must distribute a minimum of 4% of the value of your individual sub-account (as at 30 June the previous year). This is known as the “spendable balance”. Spendable Balances for each sub-account are calculated at the start of each financial year and available to view via the Portal.

The spendable balance must be distributed by 30 June of each financial year.

For example, if the initial donor were to seed with \$20,000. This would be invested immediately, then each year, we would calculate the value of the sub-account at the end of the financial year (30 June) and calculate 4% - which becomes your spendable balance for the following year. So in Year 1, you would be distributing \$800. In Year 2, this might be a little more than \$800 depending on the growth of the account balance. Any additional contributions would add to the sub-account balance, which would also increase the 4% calculation.



When I first seed my sub-account, how quickly can I start giving?

New sub-accounts will receive their spendable balance from the start of the **next** financial year. Spendable balances are calculated and made available for distribution from around August each year.

When and how frequently can I recommend grants?

At the start of each financial year, the spendable balance is calculated for each sub-account. Once this calculation is complete, the spendable balance will be made available in the Portal and granting can proceed for the year. Balances are normally updated around August of each year.

Families can grant as frequently as they wish, noting that the minimum distribution amount is \$100.

Once the recommendation is made in the Portal, if Equity Trustees have confirmed bank details for the nominated beneficiary, distributions will be made within 7 business days. There may be delays if validated bank details have not been received from the beneficiary.

Spendable balances must be distributed in full by 30 June of each financial year.

When I distribute to my chosen eligible beneficiary, do I get a tax receipt?

As you are leveraging a structured giving vehicle to give to your chosen beneficiary, the tax benefit for the donor is generated when the initial contribution is made to the Ancillary Fund (and into your sub-account), NOT when the distribution is made from year to year to your chosen beneficiary. Tax benefit can only happen once.

Tax receipts are obtained from the beneficiary, and this is retained by Equity Trustees for ATO audit purposes. Tax receipts from the beneficiary are not provided to initial donor / other stakeholders to the sub-accounts as this is not required for your personal tax returns. Tax receipts for the contributions into your sub-account, are available for download in the Philanthropy Portal.

How do I know that my granting distribution is making a difference to my chosen charity?

Equity Trustees encourages sub-accounts to reach out to their chosen beneficiary and engage with the organisations on a more personal level. We would be happy to make introductions to the right person – so that you can find out more about the impact of your support.

Signing up to the beneficiary organisation's supporter newsletters and participating in their events is a great way of learning more about the impact.

For donations of more significant value, acquittal reports are appropriate and can be sourced from the charities.

What is a Default Charity?

During the on-boarding process, the initial donor will be asked to nominate a default charity. A default charity must be an eligible, deductible gift recipient item 1 (DGR1) organisation.

If your giving recommendations are not added to the Portal throughout the year, Equity Trustees can apply its discretion and distribute the sub-account's spendable balance in June of each year to the nominated default charity. As the ECF as a total fund must meet the minimum 4% distribution, this means all sub-accounts need to distribute their allocated spendable balance annually.

Default charities can also be added or changed after your account is established.



Can I distribute more than the spendable balance?

Sub-accounts in the ECF are designed to give into perpetuity, and typically account holders distribute the minimum 4% spendable balance.

Should you wish to distribute more than the spendable balance on an ongoing basis, please discuss your wishes with Equity Trustees, at establishment.

If in a particular year you wish to spend more than the spendable balance allocated, this is certainly possible but will be at the Trustee's discretion. Requests can be made via the Portal.

Will my granting beneficiaries know that we have made the donation?

Beneficiaries will be advised of a pending bank transfer. Grant notifications will include your sub-account name, ie. *The Equity Trustees Charitable Foundation – sub-account name*.

If you would like your grant to remain anonymous, this can be advised when making the grant recommendation in the Portal.

Can I set up a “recurring” granting instruction?

Yes, the Portal allows sub-accounts to create *recurring* grant distribution plans – these can be “set and forget” arrangements if you know exactly which charities you would like to support each year. One payment per year can be automatically generated – either an exact dollar amount or a percentage calculation of your spendable balance. The recurring grant plan can be set up for a set period of time (eg. 10 years) or it can be in place forever, with no expiry.

Recurring plans can be created once you're on-boarded in the Portal.

This recurring grant instruction can be changed at any time by emailing the [Active Philanthropy team](#).

CONTINUING YOUR LEGACY

What happens when I die?

At establishment, you'll be able to nominate 'successor/s' for your sub-account. This might be a child, extended family, or even close associates. Your successor can be changed or updated at any stage via the Portal. We encourage initial donors to engage successors in the management of the sub-account, as soon as is practical.

If you do not have a successor or do not wish to nominate anyone, you can provide your granting wishes to Equity Trustees as your Professional Trustee, who will then steward your giving in perpetuity.

Can I include my sub-account in my will?

Many families consider additional contributions into their sub-account, via their Estate Plan.

You can include your sub-account as a beneficiary under your Will. Equity Trustees can provide the appropriate clauses for your legal adviser to include in your Will documents.

This may have favourable tax outcomes for the Estate, but please seek independent tax advice with respect to this.

Can I direct my giving after I die?

Successors can have full rights to express their preferences of charitable distributions as well appoint their own successor when the time comes.



It is recommended that initial donors document your vision and charitable intentions for your sub-account in a *Letter of Wishes* to provide guidance to your successor/s as well as the Trustee.

If I don't have a successor to take over, what will happen?

Equity Trustees will honour any instructions you nominate during your lifetime.

It is recommended that you prepare a *Letter of Wishes*, during your lifetime which will guide all charitable distributions into the future. Templates are available for use via the Portal.

If a *Letter of Wishes* is not in place at the time of the initial donor or joint adviser's passing, and there are no successors in place, then the Trustee will refer to available documentation (including Estate Planning documents and historical granting) to inform future granting.

What should I do if I want to close my account?

Contributions into the sub-account are irrevocable donations and can never be returned to the original donor. Distributions from the sub-account can only be to eligible charities.

If you have a wish for your account to cease operation after a certain period of time, please reach out to Equity Trustees at establishment to discuss your wishes. An agreement can then be made around "winding down" your sub-account at the appropriate time.

Requests to wind down an account after you have established your sub-account, must be discussed with the Trustee.

What should I do if I want to move to another Trustee?

The Public Ancillary Fund Guidelines allow for sub-accounts to be moved to another public ancillary fund, pending approval from all parties and the ATO. All "portability" requests must be made in writing to the Trustee and undergo a dispute resolution process, if appropriate. The portability process can take up to 18 months to complete.

FOR MORE INFORMATION

Reach out to Equity Trustees [here](#) or activephilanthropy@eqt.com.au

ABOUT US

Equity Trustees was established in 1888 for the purpose of providing independent and impartial trustee and executor services to help families throughout Australia protect their wealth. As one of Australia's largest and oldest listed independent trustees, we offer a diverse range of services to individuals, families and corporate clients including asset management, financial advice, estate planning and philanthropic services.

In 2022, Australian Executor Trustees (AET) joined the Equity Trustees group of companies, expanding our network of offices into all major cities, and the capability of our specialist teams. Together we share a deep commitment to our purpose of helping people take care of the future.

This information is current as at May 2025 v5.

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