



IOOF Portfolio Service Superannuation Fund

Electronic Communications: How to view your communications online

Please use this form to:

- **register for electronic communications – see Part A;**
- **change your electronic communication preferences to receive different communications than you are currently receiving – see Part B; and**
- **change your preferred email address – see Part C.**

Part A: Registering for electronic communications

If you would like to receive all of your superannuation (super) statements and other communications (communications) electronically by accessing them using the Portfolio Online web site (online), then IOOF electronic communications is for you. By signing up, you'll enjoy the benefits of accessing your communications online, at any time, from any secure internet connection.

Simply complete Steps 1 to 5 of the Electronic Communications Form and you will receive:

- quick, convenient access to your communications online;
- an email notification from IOOF when a communication is available online;
- the ability to retrieve past communications as often as you like;
- the freedom to print your communications when you require; and
- paperless, stress-free and environmentally friendly record keeping.

Are you signed up for Portfolio Online?

If you already use Portfolio Online (IOOF's online portfolio management tool) to access your account information, all you need to do is complete the Electronic Communications Form and return it to us. We'll email you as soon as your next communication becomes available online.

If you do not currently use Portfolio Online, you'll need to register to receive your electronic communications from us. Registering is easy – simply apply online at www.ioof.com.au and we will send you an email allowing you to create your own password. Be sure to have your Client Number on-hand. You can find your Client Number in your welcome pack or last statement.

When will I start to receive electronic communications from IOOF?

We are putting the finishing touches on our electronic communications process and will email you when communications become available online.

Will I receive any marketing material from IOOF?

IOOF does not send marketing material to clients. Your email address will only be used to send emails notifying you that a communication is available online. It will not be added to any other mailing lists without your prior consent by way of a specific request in writing. We will not use or disclose your email address for any other purpose without your prior written consent.

Can I opt out of electronic communications?

You have the option to opt out of receiving our electronic communications at any time. Simply send us a written request stating you no longer wish to receive electronic communications, and you will receive future communications from IOOF in the mail. Alternatively, should you wish to receive a one-off paper copy of a communication at any time in the future, you can call one of our Client Service Officers on 1800 062 963 to request a copy.

Part B: Changing your electronic communication preference

If you have previously registered to receive your communications online, and you now wish to change some of the communications you receive online, simply complete Steps 1, 2, 3 and 5 of the Electronic Communications Form.

Part C: Changing your preferred email address

If you have previously registered to receive your communications online, and you now wish to provide us with an updated preferred email address, simply log into Portfolio Online and update your preferred email address or complete Steps 1, 2, 4 and 5 of the Electronic Communications Form.

Step 5: Declaration (mandatory)

I understand, acknowledge and agree:

- to receive the communications selected in Step 3 from the Trustee electronically by accessing them using Portfolio Online;
- to register or be registered and remain registered as a user of Portfolio Online;
- any communication given to me electronically by making it available to me to access using Portfolio Online will be taken to be delivery of the communication to me;
- the Trustee will send an email notification to my preferred email address when a communication is available for me to access using Portfolio Online;
- I must provide my preferred email address in Step 4 and am responsible to notify the Trustee of any change to my preferred email address;
- I will be able to access such communications at any time while I am a member and registered user of Portfolio Online;
- I can download a copy of any such communication;
- you will send me a free paper copy of any communication I request;
- Portfolio Online is a 'facility' for the purposes of section 1017F(5) of the *Corporations Act 2001*; and
- the Trustee may give me any communication in any other method permitted by law.

Signature

X

Date

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Post to: IOOF Portfolio Service, Reply Paid 264, Melbourne VIC 8060

Enquiries: 1800 062 963

Facsimile: 1800 558 539

Trustee: IOOF Investment Management Limited, ABN 53 006 695 021, AFS Licence No. 230524