



Step 2 – Switching Instructions

**FROM**

Name of investment option(s)	APIR code	Asset code	Amount % OR \$
	<input type="text"/>	U U <input type="text"/>	<input type="text"/>
	<input type="text"/>	U U <input type="text"/>	<input type="text"/>
	<input type="text"/>	U U <input type="text"/>	<input type="text"/>
	<input type="text"/>	U U <input type="text"/>	<input type="text"/>
	<input type="text"/>	U U <input type="text"/>	<input type="text"/>
	<input type="text"/>	U U <input type="text"/>	<input type="text"/>
	<input type="text"/>	U U <input type="text"/>	<input type="text"/>
	<input type="text"/>	U U <input type="text"/>	<input type="text"/>

**TO**

Name of investment option(s)	APIR code	Asset code	Amount %
	<input type="text"/>	U U <input type="text"/>	<input type="text"/>
	<input type="text"/>	U U <input type="text"/>	<input type="text"/>
	<input type="text"/>	U U <input type="text"/>	<input type="text"/>
	<input type="text"/>	U U <input type="text"/>	<input type="text"/>
	<input type="text"/>	U U <input type="text"/>	<input type="text"/>
	<input type="text"/>	U U <input type="text"/>	<input type="text"/>
	<input type="text"/>	U U <input type="text"/>	<input type="text"/>
	<input type="text"/>	U U <input type="text"/>	<input type="text"/>

**Total**

Must add up to 100%

**Please note:**

When you are redeeming all units in an investment option, that investment option will be removed from any Investment Instruction you have in place. In this instance, unless you instruct us otherwise, we will automatically re-weight your Investment Instruction in proportion to the remaining investment option(s) you had nominated in your previous Investment Instruction. Refer to the relevant PDS or Offer Document which explains this process in full.

## Step 3 – Member/Investor declaration

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- I/We direct the Trustee/Service Operator, IOOF Investment Management Limited (IOOF), ABN 53 006 695 021, AFS Licence No. 230524, to process the instructions specified in this form.
- I/We acknowledge that the Trustee/Service Operator provided me/us with the product disclosure statements for the underlying managed funds I/we have selected via the IOOF web site ([www.ioof.com.au](http://www.ioof.com.au)) and I/we agree to receive these product disclosure statements by obtaining them from the web site.
- I/We confirm that I/we received (either from the IOOF web site or from a financial adviser), read and understood the current Product Disclosure Statement (PDS)/Offer Document and any Supplementary PDS/Offer Document for the relevant product or service, and the current product disclosure statement of the underlying managed funds I/we have selected.
- I/We acknowledge that I/we have obtained financial advice from a financial adviser concerning my/our investment option(s) or chosen not to seek such advice.
- I/We acknowledge that I/we understand the risks and effects of this investment and take full responsibility for my/our choice of investment options.
- I/We acknowledge that the Investment Instruction provided in this form overrides any previous Investment Instruction.
- I/We understand that my/our investment does not constitute an investment in, or with, IOOF or any of its related or associated entities.
- I/We acknowledge that I/we have read and understood the privacy information entitled 'Your privacy' contained in the relevant PDS/Offer Document and consent to the collection, use, storage and disclosure of my/our personal information as described in the relevant PDS/Offer Document. I/We also acknowledge that a copy of the IOOF Group Policy is available on the web site [www.ioof.com.au](http://www.ioof.com.au) or can be obtained from a **Client Services Officer** on **1800 062 963**.
- I/We acknowledge that I/we may not have the most current product disclosure statement and continuous disclosure information for a managed fund when switches and/or further investments are made into the fund.

### For superannuation and pension members only

#### Restricted Investments

- I acknowledge that if I make an investment in an investment option that is designated as a restricted investment (in the investment menu as updated on our web site at [www.ioof.com.au](http://www.ioof.com.au)), I have been informed that:
  - (a) the Trustee is not required to transfer the whole of my withdrawal benefit (or a partial amount requested to be transferred) within 30 days after receiving all information prescribed by super law (including all information that is necessary to process my request);
  - (b) the reasons why an investment is illiquid is due to the underlying fund manager imposing withdrawal restrictions or having the ability to extend the withdrawal period in certain market conditions;
  - (c) the maximum period in which a transfer must be effected is the period set out in the underlying product disclosure statement for the restricted investment which may be up to 365 days for some restricted investments.
- I understand and accept that a period longer than the 30 days mentioned in (a) above is required (possibly in respect of the whole of the requested transfer amount) because of the illiquid nature of the investment.

### For investment service investors only

#### Investments with extended redemption periods

- I/We acknowledge that if I/we make an investment in an investment option that is designated as an investment option with an extended redemption period (in the investment menu as updated on our web site at [www.ioof.com.au](http://www.ioof.com.au)), I/we have been informed that:
  - (a) the Service Operator is not required to transfer the whole of my/our withdrawal amount (or partial amount requested to be transferred) until after receiving all that is necessary to process my/our request;
  - (b) the reasons why an investment is illiquid is due to the underlying fund manager imposing withdrawal restrictions or having the ability to extend the withdrawal period in certain market conditions;
  - (c) the maximum period in which a transfer must be effected is the period set out in the underlying product disclosure statement which may be up to 365 days for some investment options with an extended redemption period.
- I/We understand and accept the conditions as outlined above when investing in an investment option with an extended redemption period because of the illiquid nature of the investment.

#### Switching

I/We acknowledge that if I/we have given IOOF a switching instruction, it:

- must satisfy the minimum requirements as set out in the relevant PDS/Offer Document;
- cannot be finalised until proceeds from all redeemed investment options have been deposited into my/our Cash Account;
- will normally be finalised within 10 business days following the receipt of my/our switching request;
- may give rise to a buy/sell spread or capital gains tax.

#### Note for Power of Attorney

If this form is signed under a Power of Attorney, please enclose a certified copy of the Power of Attorney with this form. If signed under Power of Attorney, the attorney certifies that he/she has not received notice of revocation of that power.

#### Note for corporate investors

This declaration must be signed either:

- under common seal; and/or
- by two directors or a director and the company secretary; or
- by the sole director (where applicable) who is also the sole company secretary.

