



IOOF

PERSONAL SUPER

Application form

Dated: 10 February 2025

Issuer: IOOF Investment Management Limited | ABN 53 006 695 021 | AFS Licence No. 230524
as Trustee of the IOOF Portfolio Service Superannuation Fund | ABN 70 815 369 818.
Unique Superannuation Identifier: SMF0126AU

How to get started

In this guide you will find out about:

- the steps you need to follow to set up your account
- how to make additional contributions to your account (once it has been set up) using BPAY®.

Additional forms to complete

The forms below are optional and can be sent in with the application form where required. These additional forms are available at ioof.com.au/forms.

You can also review and update your account by logging in to your online account or mobile app.

Form name	When to complete this form
Request to Transfer	To transfer monies from another super fund or income stream into IOOF Personal Super.
Beneficiary Nomination	To make a Non-lapsing Binding nomination, Binding nomination or Non-Binding nomination (online functionality available once account is established).
Application for Insurance	To apply for or change insurance cover.
Family Member Application – IOOF Personal Super	When a family member of an existing IOOF Employer Super member who wishes to become a member of IOOF Personal Super.
Family Fee Aggregation Application	To apply for Family Fee Aggregation.

Before you complete any forms, please ensure you have read the Product Disclosure Statement (PDS). If you require further information or any assistance in completing the forms, please contact ClientFirst on 1800 913 118 or your financial adviser. Please note that ClientFirst is not authorised to give you investment or financial product advice.

Step-by-step guide to opening your account

Once you have read the PDS and discussed your investment strategy with your financial adviser (if applicable), you are ready to set up your account.

How to set up your account	
Step 1	Complete the Application form and all other forms that are relevant to you.
Step 2	<p>Payment can be made via BPAY, direct debit, rollovers or transfers.</p> <p>IPS – IOOF Personal Super – [your full name or account number]</p> <p>For example, if your name is Robert Brown, your cheque should be made payable as follows:</p> <p>IPS – IOOF Personal Super – Robert Brown</p> <p>If you have completed one or more Request to Transfer forms, attach the signed original(s) to the Application.</p>
Step 3	<p>Attach your cheque to your Application, and post the Application and all other completed forms to the following address:</p> <p>IOOF Personal Super Reply Paid 264 Melbourne VIC 8060</p>

We will send you a Welcome Pack, normally within seven business days of joining, confirming your personal details and investment strategy.

BPAY details

Once your account has been set up you can make additional deposits using BPAY.

How to use BPAY	
Step 1	Through your nominated financial institution's telephone or internet banking service, choose the BPAY option.
Step 2	<p>To make contributions via the BPAY facility, simply log in to your personal account on our website www.ioof.com.au to obtain your biller code and unique Customer Reference Number (CRN) information.</p> <p>If you are not registered to access your account details, this information is also available by calling ClientFirst on 1800 913 118.</p>
Step 3	Record the receipt number provided for your transaction. Please keep this for your personal records.

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10 February 2025

Personal Superannuation Application

Before you sign this Application form, the Trustee or your licensed financial adviser is obliged to give you a Product Disclosure Statement (PDS), which is a summary of important information relating to the Fund. The PDS will help you to understand the product and decide if it is appropriate to your needs. A target market determinations (TMD) has been issued by us and describes the target market for this product. A copy of the TMD for the this product is available at ioof.com.au.

Please note: In accordance with the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF), the Trustee may require proof of identity documents prior to you opening this account. It is important for the Trustee to follow this process to help protect the money in your account from potential fraud and to comply with legislative requirements. For further information on the types of identification which can be attached, please refer to the 'Completing Proof of Identity' document on ioof.com.au. It also includes a list of persons authorised to certify copies of original documents.

Please complete these instructions in BLACK INK using CAPITAL LETTERS (except for your email address) and ✓ boxes where provided.

Step 1: Product suitability (required)

Please answer each of the following questions.

Q1 Have you received personal financial advice in relation to IOOF Personal Super?

- Yes, proceed to Step 2 – Member details
- No, please complete the following mandatory questions.

Q2 Reason for opening this account (tick all that apply as relevant):

- Combine existing superannuation accounts
- Save for retirement by contributing and investing within a superannuation environment (excluding SMSF).
- Want to open an account to access investment capital before retirement
- A temporary Australian resident (other than a New Zealand citizen or permanent resident) looking to open a superannuation account

Q3 What level of decision-making are you seeking when selecting your investment strategy?

- Extensive Investment menu: Seeking to invest in a product with investments chosen from an extensive investment menu (access to a range of managed investments, separately managed account, listed securities and maturing investments)
- Limited Investment menu: Seeking to invest in a product with investments chosen from a limited investment menu (access to a limited range of multi-manager investment options only)
- Default Option only: Seeking to invest in a product with a default investment strategy applied where no investments selection is made.

Q4 Are you seeking insurance cover within IOOF Employer Super?

- Yes, seeking automatic default insurance cover without undergoing a health and medical assessment
- Yes, seeking to apply for insurance cover subject to underwriting and acceptance by the insurer.
- No

Step 2: Applicant details

Title (Dr/Mr/Mrs/Ms/Miss) Surname

Given name(s)

Tax file number - -

Residential address

Suburb State Postcode

Country if not Australia

Mailing address (if different from above)

Suburb State Postcode

Country if not Australia

Phone (home) Phone (work)

Mobile

Email

Date of birth / / Gender Male Female

Occupation

Employment status Permanent Casual If casual, number of hours worked per week

If you are residing overseas, you must complete:

- an Overseas Investor form (www.ioof.com.au)
- Certified copies of your identification documents

Please provide your tax file number (TFN) when acquiring this product. Under the *Superannuation Industry (Supervision) Act 1993*, we are authorised to collect your TFN, which will only be used for lawful purposes and in accordance with the *Privacy Act 1988*. It is not an offence if you choose not to provide your TFN, but providing it has its advantages, including:

- we will be able to accept all permitted contributions
- other than the tax that may ordinarily apply, you will not pay more tax than you need to, and
- it will be easier to find different super accounts in your name.

We require your TFN to process your Personal Superannuation Application.

Anti-Money Laundering and Counter-Terrorism Financing (AML/CTF) requirements

In accordance with the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF), please advise the following: (Note: your application cannot be processed unless this section is completed and you may be requested to provide additional information and documentation to facilitate our compliance with the AML/CTF legislation).

Please confirm your source of wealth (how you've obtained your wealth).

- Income from employment (eg regular and/or bonus)
- Investment income (eg rent, dividends, pension)
- Business income
- one-off payment (eg matured investment, court settlement, redundancy, inheritance)
- Sale of assets (eg shares, property)
- Windfall (eg gift, lottery, gambling)

Please confirm your source of funds. (Source of funds is where the funds for the opening of the account have originated from).

- Income from employment (eg regular and/or bonus)
- Investment income (eg rent, dividends, pension)
- Business income
- One-off payment (eg matured investment, court settlement, redundancy, inheritance)
- Sale of assets (eg shares, property)
- Windfall (eg gift, lottery, gambling)

Politically Exposed Person (PEP)

Politically Exposed Persons are individuals who occupy a prominent public position or function in a government body or international organisation, either within or outside Australia. This definition also extends to their immediate family members and close associates.

Are you a Politically Exposed Person?

- Yes No

If you have nominated yourself to be a Politically Exposed Person, you must complete and attach:

- a Politically Exposed Persons form (www.ioof.com.au)
- certified copies of your identification documents

Step 3: Nomination of beneficiaries

You may complete a Beneficiary Nomination form available in this forms booklet, from our website or by contacting ClientFirst. Where you do not have a valid death benefit nomination on your account, in the event of your death, the Trustee will use its discretion to determine who will receive the death benefit. Alternatively you can log on to IOOF Online and submit the signed and dated nomination electronically.

Step 4b: Listed investments

Please provide details of any listed investments you would like to purchase as part of your initial application.

Minimum trade is \$500 per listed investment.

ASX code	Investment option	Units	OR	Investment amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>

Please note:

- If additional space is required, please attach a separate signed sheet.
- These investments cannot form part of your Standing Instructions.
- The maximum per listed investment is 30% of your account balance, with no more than 99% of your account balance invested in listed investments.

Step 4c: Term Deposits (minimum \$5,000)

Please provide details of any term deposits you would like to purchase as part of your initial application.

Term Deposit Provider	Term (months)	Amount	Maturity Instructions				Re-invest principal and interest
			Pay to cash account	Re-invest principal	Re-invest partial principal		
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	OR <input type="text"/>	OR <input type="text"/>	\$ <input type="text"/>	OR <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	OR <input type="text"/>	OR <input type="text"/>	\$ <input type="text"/>	OR <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	OR <input type="text"/>	OR <input type="text"/>	\$ <input type="text"/>	OR <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	OR <input type="text"/>	OR <input type="text"/>	\$ <input type="text"/>	OR <input type="text"/>

Please note:

A minimum of \$5,000 per term deposit applies. For a list of available term deposits, please visit ioof.com.au/maturing-investments.

Where an investment instruction for a term deposit or listed investment is made at the same time as a new application, these investment instructions will be processed before any other Investment Instructions relating to this new account are processed.

Step 5: Cash Account preferences

Cash Account limits

You must maintain a minimum percentage allocation to the Cash Account.

Please specify one of the following options:

Cash Account default minimum of 1%

OR

Cash Account percentage nominated in your Deposit Instruction

OR

Custom Cash Account minimum of %

Cash Account dollar-based minimum (optional)

You may also nominate a dollar-based minimum on the amount held in your Cash Account (subject to a \$5,000 minimum) that will be used in conjunction with your percentage-based minimum stated above.

If your Cash Account falls below zero, we will top-up your Cash Account to the lower of your dollar-based minimum or percentage-based minimum.

To set a Cash Account dollar-based minimum please specify the amount here \$

Cash Account top-up

If the balance in your Cash Account is zero or below, the Trustee will top up the balance to the lower of:

- the Cash Account default minimum of 1% or the Cash Account percentage nominated in your Deposit Instruction; or
- the Cash Account dollar-based minimum

We will top up your Cash Account balance by redeeming the necessary amount from your investments (without prior notice to you) in accordance with the method you have selected below:

Pro-rata (default option) – Redeem funds across all managed investments according to the proportion of the portfolio that they represent.

OR

Redemption instruction – percentage – Redeem funds from specified managed investments according to the percentage allocation nominated below.

OR

Pecking Order – Redeem funds from managed investment(s) according to a prioritised list specified below.

If you don't indicate a top-up method, the default option of pro-rata will be applied.

Redemption instruction – percentage and pecking order

Please note:

- If you select the pecking order option, please specify which managed investments are to be used and the pecking order in which the funds are to be redeemed, one at a time.
- If you select to have a percentage redemption instruction, the percentages allocated for your selected investment option(s) must add up to 100% not including the Cash Account.
- To ensure the investment option selections are listed correctly, please add the APIR code along with the name of the investment option.
- Restricted investments, certain listed investments, investment options with extended redemption periods, and term deposits (maturing investments) cannot form part of your redemption instruction and pecking order.

APIR Code	Investment option	Allocation (%)	Pecking order
			1
			2
			3
			4
			5
			6
			7
			8
			9
			10
Redemption Instruction % total (must = 100%)			

Step 6: Income preferences

I direct the Trustee to manage income distributions that I receive from managed investments as follows:

Re-invest (default option) – Re-invest 100% of the income distributions back into the same managed investment that made the income distribution.

OR

Retain in Cash Account – Leave all income distributions to accumulate in my Cash Account.

OR

Income Instruction – percentage – Re-invest the income into managed investments selected below

If you have selected the Income Instruction – percentage, please specify which managed investments are to be used and the respective allocations. Please ensure that the Income Instruction does not contain listed or maturing investments.

If you don't indicate your income preference, the default option of re-invest will be applied.

Income instruction – percentage

APIR Code	Investment option	Allocation (%)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total (must = 100%)		<input type="text"/>

Step 7: Automatic Re-weight Facility

Use this to automate a re-weight of all the eligible investments in your portfolio, according to a percentage-based instruction at a set frequency.

I direct the Trustee to manage my portfolio as follows:

Re-weight frequency (choose one):

Quarterly Half-yearly Yearly

Commencement date (will commence on the 20th of the chosen month):

/

Please note that if the portfolio contains investment options which cannot be selected as part of a Re-weight (for example maturing investments or investments which cannot be sold), the Re-weight preference submitted will be applied to the remaining investment options within the portfolio.

Please ensure that the Re-weight preference includes at least the default minimum allocation to the Cash Account. The default Cash Account minimum is 1%.

Any asset sales associated with your Automatic Re-weight instructions will be actioned in accordance with your tax optimisation method. To view and update your chosen method, please log into IOOF Online.

Re-weight preference:

Deposit Instruction: Re-weight my portfolio in accordance with my Deposit Instruction in Step 4a.

OR

Re-weight Instruction: Re-weight my portfolio in accordance with my Re-weight Instruction specified in the table below.

If you have selected the Re-weight Instruction option, please specify which are to be used and the respective allocations. Please list all investments in your portfolio below.

APIR code or ASX code	Name of investment option	% allocation
<input type="text"/>	Cash Account	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
	Total	<input type="text"/>

Must add up to 100% including the Cash Account allocation

Step 8: Initial contribution details

Details of the contribution included with this application

Rollovers/transfers	\$	<input type="text"/>
Personal contribution ¹	\$	<input type="text"/>
Salary sacrifice contribution	\$	<input type="text"/>
Superannuation guarantee contribution	\$	<input type="text"/>
Spouse contribution	\$	<input type="text"/>
Downsizer contribution ²	\$	<input type="text"/>
Total contribution amount	\$	<input type="text"/>

¹ If you want to claim a tax deduction for your personal contribution, please complete a Tax Deduction Notice form which can be obtained from our website.

² You must provide us with a completed ATO downsizer contribution form before or at the time of making your downsizer contribution. The form is available from the ATO website.

Step 9: Insurance cover

The fund offers Death, Death and Total & Permanent Disablement and Income Protection insurance. You may apply for insurance cover by completing the Application for Insurance available in this forms booklet, from our website or by contacting ClientFirst.

Step 10: Transfer of existing super

Do you have any previous super funds that you would like to transfer into the Fund?

Yes No

If Yes, please complete a 'Request to Transfer' form available in the forms booklet, from our website or by contacting ClientFirst.

Step 11: SuperMatch search and consolidation using IOOF Online

SuperMatch makes consolidating your super easy by using the ATO's automatic electronic search facility.

You can log on to IOOF Online and consolidate your super with a few clicks of a mouse. Using the SuperMatch online functionality you can conduct a search for your super monies with other superannuation funds including lost member accounts or any ATO-held super (such as super guarantee payments, superannuation holding accounts, Government super contributions or unclaimed superannuation monies).

Step 12: Fees for financial advice (if applicable)

Choose your fee option. Fees should be provided including GST. Blank boxes will default to nil.

- IOOF Investment Management Limited (IIML), as trustee of the IOOF Portfolio Service Superannuation Fund, is required to obtain specific written consent before a fee for personal financial advice can be deducted from your account. You are not under any obligation to consent to the fee being deducted.
- You may choose not to give your consent to the arrangement or revoke your consent at any time by notifying your adviser or IIML. If your consent is not given or is revoked, the arrangement will terminate, no further advice will be provided and no further fees will be charged from your account. However, any amounts before you revoke your consent will not be automatically refunded.
- You cannot request a fee to be deducted from your IOOF Employer Super, IOOF Personal Super or IOOF Pension account for advice provided, if it is:
 - not related to your IOOF Employer Super, IOOF Personal Super or IOOF Pension account; or
 - related to another member or non-member, including a spouse; or
 - for general advice.
- On termination of a fee arrangement, accrued but undeducted Advice Fees may be deducted after the termination date.
- Where advice fees are deducted monthly they are deducted monthly in arrears.
- The default value for each advice fee is 0% or \$0, unless you agree and specify otherwise below in conjunction with your financial adviser.
- Advice fees can only be deducted from your super or pension account if they relate to personal financial advice you receive about your super or pension benefits, insurance and investments within your IOOF Employer Super, IOOF Personal Super or IOOF Pension account.
- Advice fee(s) paid to your financial adviser and their Licensee are inclusive of GST
- For further information on advice fees, please refer to the Product Disclosure Statement.

Which fee type would you like to establish?

- Member Advice Fee – One-Off (please complete Section A)
- Member Advice Fee – Ongoing (please complete section B)
- Member Advice Fee – Upfront (please complete Sections C)
- Member Advice Fee – Insurance (please complete Section D)
- Member Advice Fee – Fixed Term Arrangement (please complete Section E)

If you have selected a Member Advice Fee – Ongoing, Member Advice Fee – Upfront (IOOF Employer Super and IOOF Personal Super only) or Member Advice Fee – Insurance please provide your consent end date below.

The start date is optional, if no start date is provided fees will commence on the date this form is processed with the start date applying to all ongoing upfront and insurance advice fees. This form must be signed no more than 90 days prior to the start date.

Start date (optional) / /

Consent end date (required) / /

Client consent to an ongoing fee arrangement will end and we will stop charging fees on the consent end date. Note: The consent end date cannot be more than 12 months plus 150 days after the date of the below member consent, or where the member has agreed to the ongoing fee arrangement commencing on the start date selected above, 12 months plus 150 days from that date..

Section A – Member Advice Fee – One-Off

As agreed with your nominated financial adviser, you authorise \$ (inclusive of GST) to be applied to your account for personal financial advice.

We will only deduct a maximum of 10% of the account balance up to a fee of \$11,000 (inclusive of GST), OR a maximum fee of \$3,300 (inclusive of GST) where the fee is greater than 10% of the account balance. A new request for advice fee form must be supplied each time you wish this fee to be applied, and must be for a separate advice requested.

Please select the services being provided – Advisers only to complete:

- | | |
|--|--|
| <input type="checkbox"/> Review of your account | <input type="checkbox"/> Contribution strategy |
| <input type="checkbox"/> Strategic super or pension advice | <input type="checkbox"/> Insurance in super strategy |
| <input type="checkbox"/> Investment advice on your account | <input type="checkbox"/> Withdrawal advice |

Section B – Member Advice Fee – ongoing

Note: Please note this fee cannot be offered in conjunction with a fixed term arrangement.

The available fee options are:

(a) Percentage-based fee

Flat percentage fee

Up to a maximum of 2.2% per annum (inclusive of GST) of your account balance % per annum (inclusive of GST)

Your adviser has estimated a fee of \$ for the 12 months commencing / /

This fee will be calculated daily using the percentage fee above applied against your daily account balance and will be charged to your account monthly.

AND/OR

(b) Flat dollar fee

Up to a maximum of \$18,000 per annum (inclusive of GST). \$ per annum (inclusive of GST)

This fee will be pro-rated based on the number of days in the month and deducted monthly.

Please select the services being provided – Advisers only to complete:

- | | |
|--|--|
| <input type="checkbox"/> Review of your account | <input type="checkbox"/> Contribution strategy |
| <input type="checkbox"/> Strategic super or pension advice | <input type="checkbox"/> Insurance in super strategy |
| <input type="checkbox"/> Investment advice on your account | <input type="checkbox"/> Withdrawal advice. |

Section C – Member Advice Fee – Upfront

Note: Please note this fee cannot be offered in conjunction with a fixed term arrangement.

Up to a maximum of 5.5% (inclusive of GST) of each contribution.

Contributions	<input type="text"/>	% (inclusive of GST)
Transfers/rollovers (not applicable to transfers from existing accounts within eXpand)	<input type="text"/>	% (inclusive of GST)

Your adviser has estimated a fee of \$ for the 12 months commencing / /

This fee will be calculated using the percentage fee above, applied against your contribution and/or rollover amount and will be charged to your account as contributions and/or rollovers are received.

Please select the services being provided – Advisers only to complete:

- | | |
|--|--|
| <input type="checkbox"/> Review of your account | <input type="checkbox"/> Contribution strategy |
| <input type="checkbox"/> Strategic super or pension advice | <input type="checkbox"/> Insurance in super strategy |
| <input type="checkbox"/> Investment advice on your account | <input type="checkbox"/> Withdrawal advice. |

Section D – Member Advice Fee – Insurance

Advice fees for reviewing your insurance requirements and providing a superannuation insurance strategy are limited to a maximum of 50% per annum (inclusive of GST) of each insurance premium.

Percentage fee	Primary: Death or Death and TPD cover	<input type="text"/>	% per annum (inclusive of GST)
	Additional: Death or Death and TPD cover	<input type="text"/>	% per annum (inclusive of GST)
	Income protection cover	<input type="text"/>	% per annum (inclusive of GST)

Your adviser has estimated a fee of \$ for the 12 months commencing / /

This fee will be calculated as a percentage of your insurance premium, using the percentage fee above, and will be charged to your account monthly.

OR

Up to a maximum of \$18,000 per annum (inclusive of GST).

Flat fee (dollar amount)

\$ per annum (inclusive of GST)

This fee will be pro-rated based on the number of days in the month and deducted monthly.

Section E – Member Advice Fee – fixed term arrangement

A Fixed Term Arrangement is for fees that cover a twelve month period or less. The form must be signed within 90 days of the start date. If the supplied start date is in the past, the date will default to the date the application is processed.

Start date / /

End date / /

The fees available under a Fixed Term Arrangement are listed below. If you have selected a Fixed Term Arrangement you must complete the services being provided for at the bottom of this section.

(a) Percentage-based fee

Flat percentage fee

Up to a maximum of 2.2% per annum (inclusive of GST) of your account balance

% per annum (inclusive of GST)

Your adviser has estimated a fee of \$ for the term of the Fixed Term Arrangement

This fee will be calculated daily using the percentage fee above, your daily account balance and will be charged to your account monthly.

AND/OR

(b) Flat dollar fee

Up to a maximum of \$18,000 per annum (inclusive of GST).

\$ per annum (inclusive of GST)

This fee will be pro-rated based on the number of days in the month and deducted monthly.

AND/OR

(c) Member Advice Fee – Insurance

Up to a maximum of 50% per annum (inclusive of GST) of each insurance premium.

Percentage fee

Primary: Death or Death and TPD cover

% per annum (inclusive of GST)

Additional: Death or Death and TPD cover

% per annum (inclusive of GST)

Income protection cover

% per annum (inclusive of GST)

Your adviser has estimated a fee of \$ for the term of the Fixed Term Arrangement.

This fee will be calculated using the percentage fee above, your insurance premium and will be charged to your account monthly.

OR

Up to a maximum of \$18,000 per annum (inclusive of GST).

Flat fee (dollar amount)

\$ per annum (inclusive of GST)

This fee will be pro-rated based on the number of days in the month and deducted monthly.

Please select the services being provided in relation to the Fixed Term Arrangement – Advisers only to complete

- | | | |
|--|--|--|
| <input type="checkbox"/> Review of your account | <input type="checkbox"/> Investment advice on your account | <input type="checkbox"/> Insurance in super strategy |
| <input type="checkbox"/> Strategic super or pension advice | <input type="checkbox"/> Contribution strategy | <input type="checkbox"/> Withdrawal advice |

Step 13: Financial adviser declaration

By arranging for the deduction of the advice fee detailed in this form, I confirm and agree to the matters set out below and understand my agreement is taken to be given from the date this form is submitted to IIML:

- The above advice fees have been fully explained to the applicant and any advice fees charged on the super or pension accounts relate to personal financial advice about the applicant’s super or pension benefits, insurance and investments within the member’s IOOF Employer Super, IOOF Personal Super or IOOF Pension account.
- The above advice fees are equal to, or in any event do not exceed, the amount to be paid for the super advice provided to the member about their nominated IOOF super or pension account in the Fund.
- The fees to be charged to the client in this form relates solely to services and advice regarding the account to which this consent relates and not any of their other super or pension accounts. I also confirm that if the split of services provided in relation to each account changes in the future that I will update the portion of advice fee charged to each account accordingly.
- Where the advice fee is being charged on a super or pension account, I confirm that the arrangement is not part of an early release scheme.
- Advice documentation has or will be made available to the member relating to this fee request.
- I am required to provide the advice services outlined in the agreement between myself and the member, and as detailed in this form.
- The advice fee charged is within the agreed limits contained in this form or any other agreement as amended or varied from time to time between the AFS Licensee named in Step 13 and IIML.
- IIML reserves the right to decline requests to deduct advice fee(s) from the member’s IOOF account(s) (including any future requests) where required to comply with relevant laws or where the fee deduction is not permitted or inconsistent with any agreement between the AFS Licensee named in Step 13 and IIML.
- Upon request from IIML, I will provide all the necessary documentation to support or substantiate the fee deduction from the member’s IOOF account(s), including but not limited to advice documentation, and any other agreements or consent forms relating to the payment of advice fees.

Adviser name	<input type="text"/>		
AFSL name	<input type="text"/>		
AFS license number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Adviser contact details			
Phone (bh)	<input type="text"/>	Phone (mobile)	<input type="text"/>
Email	<input type="text"/>		
Business address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>

Please forward all correspondence and enquiries to

Post: IOOF, GPO Box 264, Melbourne VIC 8060
Email: clientfirst@ioof.com.au
Telephone: 1800 913 118
Web: ioof.com.au

Step 14: Member declaration and signature

Proof of identity

It is important that you provide the appropriate documents and details of your identity as outlined in the 'Completing Proof of Identity' document on ioof.com.au. This information may be required for the purposes of the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Law). The Trustee may subsequently require you to provide a certified copy of your identification.

Privacy

Your personal information (including sensitive information, where required and authorised) provided to the Trustee is used for the purpose of opening a Super account and for other related purposes. For the purpose of providing you with the product or service you have requested, the Trustee may disclose your personal information to its related bodies corporate, your employer, your financial adviser, insurers, professional advisers, businesses that have referred you to the Trustee, medical professionals where you have applied for insurance cover, banks and other financial institutions, or to provide you with information about other products or services that may be of interest to you. The Trustee is required to collect your personal information under the *Superannuation Industry (Supervision) Act 1993* and the AML/CTF Law. If you do not provide all of the requested information, the Trustee may not be able to action your request. To verify your identity for Know Your Customer (KYC) purposes, the Trustee may also solicit personal information about you from reliable identity verification service providers.

Your personal information will be handled in accordance with the Trustee's privacy policy. The privacy policy contains information about how you may access or correct your personal information held by the Trustee, information on any likely overseas disclosure of your personal information, and how you may complain about a breach of the Australian Privacy Principles. You may request a copy of the Trustee's privacy policy by contacting ClientFirst on 1800 913 118 or at ioof.com.au/privacy. By signing and submitting this application form, you acknowledge that the personal information you have provided will be handled by the Trustee as outlined in the PDS and the privacy policy.

Transferring from another product within the Fund

If you are transferring from another product within the Fund, then you do so on the terms and conditions outlined in the PDS.

Financial adviser (if applicable)

If details of your financial adviser have been included in this application form (or an adviser appointed at a later date), by signing and submitting this form, you:

- Request the Trustee to acquire the services of the financial adviser to advise you about your superannuation or pension benefits and to act on your behalf in relation to this account.
- Authorise your adviser and their staff to act as your agent to operate your account, to give any instructions on your behalf in relation to your account to the Trustee by any methods as set out in the PDS and to request and authorise payment of a withdrawal benefit to your nominated bank account.
- Instruct the Trustee to follow your adviser's instructions until the Trustee receives notice that you have cancelled your adviser's authority.
- Release and indemnify the Trustee and any member of the Insignia Financial Group from and against all demands, actions, proceedings, claims, losses, liabilities and costs arising directly or indirectly out of or in connection with the Trustee acting or omitting to act on instructions given by your financial adviser and their staff under this authority, except to the extent caused or contributed to by the Trustee's fraud, negligence or wilful default.

Deposit Instruction

The Trustee, IOOF Investment Management Limited (IIML), ABN 53 006 695 021, AFSL 230524 is directed to process the Deposit Instructions specified on this form. The Instructions provided in this form override any previous Instructions.

Investment options with extended redemption periods

If you elect to make an investment in an investment option that is designated as a restricted investment in the IOOF Investment Menu as updated on the IOOF website (also referred to as an 'illiquid investment'), you need to be aware that:

- If you request to rollover or transfer the whole or part of your withdrawal benefit from the fund, the Trustee is not required to transfer the whole of your withdrawal benefit (or a partial amount requested to be transferred) which is invested in a restricted investment within the usual period of 30 days after receiving the request and all information prescribed by superannuation law (including all information that is necessary to process your request); and

- Unless specified otherwise, restricted investments are illiquid because the issuer of the investment has imposed withdrawal restrictions on the investment. By signing and submitting this application form, you consent that you understand and accept that a period longer than 30 days is required (in respect of the whole or part of the requested transfer amount) in which a transfer from a restricted investment must be effected because of the illiquid nature of restricted investments.

Product disclosure statements for managed investment options

The Trustee has made available to you, through the IOOF website, electronic versions of the product disclosure statement(s) (PDSs) for the underlying managed investments which are offered as investment options through this product. You can also obtain copies of the PDS at no additional charge on request by contacting your financial adviser or by calling our ClientFirst service on 1800 913 118.

By signing and submitting this application form, you confirm that you have obtained the PDSs for your selected underlying investment options. The PDS for a managed investment may be updated or replaced by the fund manager, responsible entity or issuer of the managed investment, from time to time. By signing and submitting this application form, you acknowledge that when further investments are made into a managed investment you have selected (including through investment switches or additional contributions), you may not have received the current PDS for the managed investment at that time and disclosure about certain material changes and significant events that the issuer of the managed investment product would be required to give you (under section 1017B(1) of the *Corporations Act 2001*) if you had made an equivalent direct acquisition of the managed investment.

Investment options and financial advice

It is important that you understand the risks for your selected investment options (see the information about the available categories and the typical investors that they could suit in the Investment Guide). We recommend that you seek advice from a financial adviser before selecting an investment option. Certain investment options are only available for clients of a particular financial adviser or AFS Licensee. These investments will no longer be available to you if you cease to be a client of that financial adviser or AFS Licensee. See the IOOF Investment Menu which indicates which investment options are available to 'advised clients' only and provides details in the footnotes about investment options available only to clients of particular financial advisers or AFS Licensees.

Maturing investments (term deposits or fixed-term annuities)

The Trustee has made available to you, through the IOOF website, electronic versions of the applicable PDS, terms and conditions or product guide (disclosure documents) for each maturing investment offered as an investment option through this product. You can also obtain copies of these documents at no additional charge on request by contacting your financial adviser or by calling our ClientFirst service on 1800 913 118. Where it may take longer than 30 days to redeem a maturing investment, 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). By signing and submitting this application form, you agree to access the disclosure documents in these ways and confirm that you have received the applicable disclosure documents for any maturing investment you have selected.

Source of wealth and funds

Under AML/CTF legislation, we are required to identify your source of wealth and funds and may request further information or evidence from you.

Document verification

The Trustee may seek to validate any government issued ID you have provided for identity purposes. This may include providing your personal details such as name, date of birth and address and any identification document to an external secure document verification service provider to validate. By signing and submitting the application you provide consent for the Trustee to verify your identity through their preferred external secure document verification service provider Green ID in the event the certified identification you have provided cannot be used to verify your identity. This includes disclosing your name, date of birth, residential address and email address to a credit reporting agency and by confirming the authenticity of my government issued ID with the relevant government departments. If you have not provided any required identification document, the identification document cannot be verified, or the Trustee is not satisfied the identity requirement has been met, the Trustee may not be able to process your application.

Power of Attorney

If your Application is signed under a Power of Attorney, please enclose a certified copy of the Power of Attorney and the proof of identity documents, as outlined in the 'Completing Proof of Identity' document on ioof.com.au, for both the Applicant and the Attorney, with your Application. If signed under Power of Attorney, the Attorney certifies that no notice of revocation of that Power of Attorney has been received.

PDS and Trust Deed

Before submitting this application, you should read the IOOF Employer Super PDS and contact us if you have any questions. You can also access the Trust Deed which governs the Fund at ioof.com.au or by calling ClientFirst on 1800 913 118. By signing and submitting this application, you confirm that you have obtained a copy of the PDS and apply for an IOOF Employer Super account and to become a member of the Fund. If your application is accepted, our relationship with you will be governed primarily by the Trust Deed and superannuation legislation, and we do not intend by this form to create a contractual relationship with you.

Information you provide

We will rely on the information you give us to process your request. By signing and submitting this application form, you represent that the information you have provided is true and correct. If you do not provide us with all of the requested information or if information provided is incorrect, we may not be able to comply with your request. If any of the information you have provided changes, you should inform the Trustee as soon as possible.

Your instructions to us

We are not required to ask whether instructions are genuine or proper. You agree to release us from, and indemnify us against, any and all losses and liabilities arising from any payment or action we make based on any written instruction (even if not genuine) we receive bearing your account number and a signature we reasonably believe is yours or that of your representative. You also agree neither you, nor anyone claiming through you, has any claim against us or the Fund in relation to these payments or actions. Your release and indemnity does not apply where the loss or liability has been caused or contributed to by our fraud, negligence or wilful default.

We do not accept any liability whatsoever for an instruction not being implemented in these circumstances.

Investment suitability (mandatory)

To assess which investment options are right for you, please refer to the relevant disclosure documents for each investment option selected for investment objectives and timeframes, and risk measures. Please respond to the following questions for all investment products you've selected (excluding listed investments):

I have received personal financial advice in relation to the investments selected in this form.

OR

I am aware of the minimum suggested investment timeframes of the investments I have selected, and these investments have a risk measure I am prepared to accept.

Please note: if your investment objective(s), timeframe and/or risk profile are inconsistent with those of the investment(s) you have selected, then we suggest you seek financial advice that takes into account your personal circumstances.

AML/CTF legislation confirmation where I do not have a financial adviser

I confirm that I have provided the relevant applicant proof of identification in line with the obligations under the AML/CTF legislation and I have attached original certified copies of my identification document(s) with this Application. Providing certified ID is not mandatory when opening a super account unless you're also submitting any of the below documents.

Where relevant I have attached:

- An Overseas Investor form if I am not residing in Australia.
- A Politically Exposed Persons form if I am politically exposed.

Member advice fees (if you completed Step 12)

- You authorise IIML to charge the member advice fee(s) selected against your account. This fee, if charged on your super or pension account is for personal financial advice you have or will receive about your super or pension benefits, insurance and investments.
- Where you have consented to the deduction of advice fees from a super or pension account to be opened on your behalf and that account number is pending, you acknowledge and agree the account number will be issued to you when available and is deemed to be included in this consent.
- The amount of any member advice fee(s) that are paid to your financial adviser, as agreed by you, will be an additional cost to you and charged against your nominated account. A member advice fee will not be charged unless you tell IIML to do so.
- Any agreed member advice fee(s) will be charged to your account and paid in full to the financial adviser listed in this form, until you instruct IIML to cease payment, the fixed period ends, the one-off fee is paid or your ongoing fee consent expires.
- Where you have chosen Ongoing fees, you understand the consent for IIML to pay the ongoing fees to my adviser will cease at the earlier of:
 - the consent end date;
 - the date you terminate your ongoing fee arrangement; or
 - the day you give your financial adviser new valid consent in relation to the ongoing fee arrangement.
- You understand your consent for one-off fees will last until the one-off fee is paid.
- You understand your consent for a fixed term arrangement, will last until the earlier of:
 - the end date stated above;
 - the day you terminate your fixed-term arrangement; or
 - the day we process an update to your fixed-term arrangement where you have provided your adviser and IIML with a new consent.
- You understand you can withdraw your consent or vary the ongoing fee arrangement at any time by notice in writing to your adviser.
- You understand you can withdraw your consent at any time before the cost is passed on to you by contacting IIML before the fee is paid.

- If a super or pension account is referred to in this form (i.e., the superannuation interest) and that superannuation interest is transferred to another superannuation fund or to another product within the IOOF Portfolio Services Superannuation Fund, you agree that to the extent permitted by law, subject to the agreement of the receiving superannuation fund trustee and/or the rules of the receiving product:
 - you consent to the fee continuing to be deducted from your superannuation interest in that other fund, product or investment option until your consent expires as set out below;
 - in this consent:
 - a reference to your account includes both your existing account, and any subsequent account into which your superannuation interest is transferred;
 - a reference to the fund includes both the existing superannuation fund, and any other fund to which your superannuation interest is transferred; and
 - a reference to the trustee of your superannuation fund includes both the current trustee, and any future trustee holding your superannuation interest; and
 - you will treat this consent as being received by both your current trustee, and any future trustee holding your superannuation interest.
- By signing this form, you consent to your financial adviser and/or the licensee named in Step 13, providing IIML (on its request) all the necessary documentation to support or substantiate the fee deduction from your IOOF account, including but not limited to advice documentation, and any other agreements or consent forms relating to the payment of advice fees.

Member/applicant signature Date / /

If you are under 18 we require a parent/guardian to co-sign this application

Parent/guardian signature Date / /

Parent/guardian full name

Please forward all correspondence and enquiries to

Applications and forms

Post: IOOF Personal Super, Reply Paid 264, Melbourne VIC 8060

Email: clientfirst@ioof.com.au

Fax: 03 6215 5800

Enquiries

Telephone enquiries: 1800 913 118

Email enquiries: clientfirst@ioof.com.au