



December 2015

Regular Withdrawal form

Complete this form if you wish to make regular withdrawals from your IOOF WealthBuilder account(s) under the Regular Withdrawal Facility or change your current instructions.

For assistance please contact our client services team on 1800 002 217

Important information:

- Please complete these instructions in BLACK INK using CAPITAL LETTERS and boxes where provided.
- If you are less than 16 years of age, you cannot withdraw funds from your IOOF WealthBuilder investment.
- If this instruction is being made through a nominated representative or under a Power of Attorney, please complete **PART A** or **PART B** (as applicable) as well as the 'Nominated representative or Power of Attorney' section page 2.

Step 1: Investor details

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IOOF WealthBuilder account number

Complete either **PART A** or **PART B** below depending on your investor type.

Part A – Individual or joint investors

Investor 1

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

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 Surname

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Given name(s)

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Residential address

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Suburb

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 State

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 Postcode

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Date of birth

D	D
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 /

M	M
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 /

Y	Y	Y	Y
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Investor 2 (if applicable)

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

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 Surname

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Given name(s)

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Date of birth

D	D
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M	M
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Y	Y	Y	Y
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Investor 3 (if applicable)

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

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 Surname

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Given name(s)

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Date of birth

D	D
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M	M
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Y	Y	Y	Y
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Part B – Non-individual Investors such as companies, trusts, partnerships, associations, registered co-operatives or government entities

Name of company/entity

Name of trust (if applicable)

Name of contact person or identified trustee¹:

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

Given name(s)

Mailing address

Suburb State Postcode

Date of birth / /

Nominated representative or Power of Attorney²

To be completed if a nominated representative or Power of Attorney is acting on behalf of the current policy owner(s).

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

Given name(s)

If your Power of Attorney has not previously been registered by IOOF, we will require a certified copy of the Power of Attorney document as well as the appropriate proof of identification documents in accordance with the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Law)*. Please refer to the 'Completing Proof of Identity' for a list of documents. This document can be obtained by calling our client services team on 1800 002 217 or can be downloaded from our website (www.ioof.com.au).

Step 2: Type of instruction

Please tick the applicable box(es) depending on your type of instruction(s) and complete the relevant Steps as indicated.

This is:

a **new request** to set up a Regular Withdrawal Facility (RWF) from my/our WealthBuilder account nominated in **Step 1**. Please complete **all Steps** of this form.

OR

an **alteration** to an existing RWF. Please select from the following:

change regular withdrawal amount(s). Please complete **Steps 3 and 6** and/or

change regular withdrawal frequency. Please complete **Steps 4 and 6** and/or

change financial institution account details. Please complete **Steps 5 and 6**.

OR

a cancellation of an existing RWF. Please complete **Step 6**.

Please indicate the **effective date** for the above RWF instruction(s) to be applied: / /

¹ As previously nominated for the IOOF WealthBuilder account listed in Step 1.

² As previously nominated in writing and accepted by IOOF as authority to act on the IOOF WealthBuilder account listed in Step 1.

Step 3: Regular withdrawal amount

Please indicate from which of your Funds you wish your regular withdrawals to be made and the amount(s) to be withdrawn and credited to your nominated financial institution account.

Name of Fund	Regular amount to be withdrawn (\$)
Diversified	
IOOF WealthBuilder Conservative – IOOF MultiMix	\$ <input type="text"/>
IOOF WealthBuilder Moderate – IOOF MultiMix	\$ <input type="text"/>
IOOF WealthBuilder Balanced Growth – IOOF MultiMix	\$ <input type="text"/>
IOOF WealthBuilder Growth – IOOF MultiMix	\$ <input type="text"/>
Cash and Income	
IOOF WealthBuilder Cash Management – IOOF	\$ <input type="text"/>
IOOF WealthBuilder Income – Henderson	\$ <input type="text"/>
Property	
IOOF WealthBuilder International Property Index – Vanguard	\$ <input type="text"/>
Australian shares	
IOOF WealthBuilder Australian Shares Emerging Leaders – Ausbil	\$ <input type="text"/>
IOOF WealthBuilder Australian Shares Geared – Colonial First State	\$ <input type="text"/>
IOOF WealthBuilder Australian Shares Core – Fidelity	\$ <input type="text"/>
IOOF WealthBuilder Australian Shares Long Short – Perpetual	\$ <input type="text"/>
IOOF WealthBuilder Australian Shares Index – Vanguard	\$ <input type="text"/>
International shares	
IOOF WealthBuilder International Shares – Magellan	\$ <input type="text"/>
IOOF WealthBuilder International Shares – Platinum	\$ <input type="text"/>
IOOF WealthBuilder International Shares Hedged – Walter Scott	\$ <input type="text"/>
IOOF WealthBuilder International Shares Index – Vanguard	\$ <input type="text"/>
Other (please specify Fund name)	
	\$ <input type="text"/>
	\$ <input type="text"/>
	\$ <input type="text"/>
	\$ <input type="text"/>
	\$ <input type="text"/>
Total	\$ <input type="text"/>

Please Note:

- The minimum regular withdrawal for a RWF is \$200 per withdrawal.
- IOOF reserves the right to reject the withdrawal request and cancel the RWF if the account balance falls below the current minimum balance of \$2,000 (\$500 per Fund).
- Please refer to the current IOOF WealthBuilder Product Disclosure Statement (PDS) (and any Supplementary Product Disclosure Statement (SPDS)) for more information on making withdrawals from your WealthBuilder account.

Step 4: Regular withdrawal frequency

Please select your preferred regular withdrawal frequency:

Monthly Quarterly Half-yearly Yearly

Please Note:

- Regular withdrawals will be processed on the first business day of the month for the period chosen. Where the withdrawal day is not a business day, the withdrawal will be made on the following business day.
- Monthly withdrawals will be made on the first business day of the month.
- Quarterly withdrawals will be processed every three months after the nominated commencement date of the RWF (for example, if the first payment is in February, the following withdrawals will be in May, August and November).
- Half-yearly and yearly withdrawals will be processed every six or twelve months from the commencement date of the RWF.
- Payments to your nominated financial institution account will be made as soon as practicable after the withdrawal date.

Step 5: Financial institution details

Please provide your nominated financial institution account details into which you wish your withdrawal proceeds to be paid.

Please note that proceeds of regular withdrawals cannot be paid to third parties.

Name of financial institution

Account name

BSB - Account number

Step 6: Signature(s)

I/we wish to commence a RWF or change/cancel my/our existing RWF as detailed in this Regular Withdrawal Form.

I/we declare that:

- I/we have read and understand the tax implications of withdrawals made from my/our WealthBuilder account(s) as detailed in the IOOF WealthBuilder PDS (and any SPDS)
- all details provided in this Regular Withdrawal Form are true and correct and I/we undertake to inform IOOF of any changes to the information supplied as and when they occur.

Privacy

I/We understand, that:

- IOOF is required to collect my/our personal information under the *Corporations Act 2001* and the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*
- information provided to IOOF is primarily used for the purpose of opening an investment account and for other related purposes as detailed in the PDS (and any SPDS) and IOOF Privacy Policy
- IOOF may disclose my/our personal information to internal and external parties as described in the PDS (and any SPDS)
- if I/we do not provide all of the information requested in this application form, IOOF may not be able to open my/our account
- the IOOF Privacy Policy contains information about how I/we may access or correct the personal information held by IOOF and how I/we may complain about a breach of the Australian Privacy Principles.

Who needs to sign?

All original investors registered on the account must sign this section unless previous authority has been provided in writing and accepted by IOOF, such that:

- a single joint investor can sign on behalf of a joint investor account
- a representative nominated to act and operate on the account can sign on your behalf³
- a Power of Attorney can sign on your behalf,³ in which case a certified copy of the Power of Attorney must have been previously provided to IOOF and retained on file for us to process your regular withdrawal instructions.

Power of Attorney

If signed under a Power of Attorney, the attorney certifies that he/she has not received notice of revocation of that power.

If the Power of Attorney has not previously been registered with IOOF, please attach a certified copy of the Power of Attorney and the required proof of identification documents in accordance with AML/CTF Law. For further information, please refer to the 'Completing Proof of Identity' on our website (www.ioof.com.au) or alternatively call our client services team on 1800 002 217.

Corporate investors

This Regular Withdrawal Form must be signed either:

- by the representative previously nominated for your IOOF WealthBuilder account
- under common seal
- by two directors or a director and company secretary
- by the sole director (where applicable).

³ If signed by a nominated representative or Power of Attorney, please ensure that the 'Nominated representative or Power of Attorney' section in Step 1 is completed.

If not signing under common seal, please state your title, such as Director, Company Secretary or Sole Director and Company Secretary.

Investor/signatory 1		Date	D	D	/	M	M	/	Y	Y	Y	Y
Title (if applicable)												
Full name												
Investor/signatory 2 (for joint investor or additional trustees, if applicable)		Date	D	D	/	M	M	/	Y	Y	Y	Y
Title (if applicable)												
Full name												
Investor/signatory 3 (for joint investor or additional trustees, if applicable)		Date	D	D	/	M	M	/	Y	Y	Y	Y
Title (if applicable)												
Full name												
Investor/signatory 4 (for additional trustees, if applicable)		Date	D	D	/	M	M	/	Y	Y	Y	Y
Title (if applicable)												
Full name												
Common seal (if required)												

Important information:

- An investment made in IOOF WealthBuilder does not represent an investment in IOOF Ltd (IOOF), ABN 21 087 649 625, AFS Licence No. 230522, nor any related body corporate within the IOOF group, nor any investment management company appointed to manage the investment assets of the IOOF WealthBuilder Funds (the Funds).
- Neither IOOF nor any related body corporate within the IOOF group, nor any investment management company appointed to manage the investment assets of the Funds, guarantees the performance of any Fund or the return or repayment of capital or income (except the Capital Guaranteed Fund where the return of capital is guaranteed).
- Investments in IOOF WealthBuilder are subject to investment risks including possible delays in repayment and loss of income and principal invested.

Post to: IOOF WealthBuilder, Reply Paid 264, Melbourne VIC 8060

Enquiries: 1800 002 217

Facsimile: 1800 558 539