



December 2015

# Switching Instruction form

Complete this form if you wish to switch your investments from one IOOF WealthBuilder Fund to another.

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

**Important information:**

- Please complete these instructions in BLACK INK using CAPITAL LETTERS (except for your email address) and ✓ boxes where provided.
- The minimum switch amount is \$500 applicable to each IOOF WealthBuilder Fund. You must maintain a minimum balance of \$500 in each Fund.
- 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 on page 2.

## Step 1: Investor details

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** (all notices and correspondence will be forwarded to the address of Investor 1)

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

Given name(s)

Residential address

Suburb  State  Postcode

Date of birth  /  /

**Investor 2** (if applicable)

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

Given name(s)

Date of birth  /  /

**Investor 3** (if applicable)

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

Given name(s)

Date of birth  /  /

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

Name of company/entity	<input type="text"/>
Name of trust (if applicable)	<input type="text"/>

### Name of contact person or identified trustee<sup>1</sup>:

Title (Dr/Mr/Mrs/Ms/Miss)	<input type="text"/>	Surname	<input type="text"/>
Given name(s)	<input type="text"/>		
Mailing address	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Nominated representative or Power of Attorney<sup>2</sup>

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)	<input type="text"/>	Surname	<input type="text"/>
Given name(s)	<input type="text"/>		

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](http://www.ioof.com.au)).

## Step 2: Financial adviser details (if applicable)

Dealer group	<input type="text"/>		
License name	<input type="text"/>		
Financial adviser name	<input type="text"/>		
Financial adviser number	<input type="text"/>	AFS licence number	<input type="text"/>
Dealer stamp	<input type="text"/>		

**For assistance, financial advisers can contact our adviser services team on 1800 659 634.**

<sup>1</sup> As previously nominated for the IOOF WealthBuilder account listed in Step 1.

<sup>2</sup> As previously nominated in writing and accepted by IOOF as authority to act on the IOOF WealthBuilder account.

### Step 3: Switching instruction

Please indicate which Fund(s) you wish to switch out of and into which Fund(s) you wish your money to be invested.

IOOF WealthBuilder Fund	Switch from my existing Fund(s) (\$ or %)	Switch to the following Fund(s) (\$ or %)	Regular Savings Plan change (if applicable)
<b>Diversified</b>			<b>Monthly amount (\$)</b>
Conservative – IOOF MultiMix	<input type="text"/>	<input type="text"/>	<input type="text"/>
Moderate – IOOF MultiMix	<input type="text"/>	<input type="text"/>	<input type="text"/>
Balanced Growth – IOOF MultiMix	<input type="text"/>	<input type="text"/>	<input type="text"/>
Growth – IOOF MultiMix	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Cash and Income</b>			<b>Monthly amount (\$)</b>
Cash Management – IOOF	<input type="text"/>	<input type="text"/>	<input type="text"/>
Income – Henderson	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Property</b>			<b>Monthly amount (\$)</b>
International Property Index – Vanguard	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Australian shares</b>			<b>Monthly amount (\$)</b>
Australian Shares Emerging Leaders – Ausbil	<input type="text"/>	<input type="text"/>	<input type="text"/>
Australian Shares Geared – Colonial First State	<input type="text"/>	<input type="text"/>	<input type="text"/>
Australian Shares Core – Fidelity	<input type="text"/>	<input type="text"/>	<input type="text"/>
Australian Shares Long Short – Perpetual	<input type="text"/>	<input type="text"/>	<input type="text"/>
Australian Shares Index – Vanguard	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>International shares</b>			<b>Monthly amount (\$)</b>
International Shares – Magellan	<input type="text"/>	<input type="text"/>	<input type="text"/>
International Shares – Platinum	<input type="text"/>	<input type="text"/>	<input type="text"/>
International Shares Hedged – Walter Scott	<input type="text"/>	<input type="text"/>	<input type="text"/>
International Shares Index – Vanguard	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Other (please specify Fund name)</b>			<b>Monthly amount (\$)</b>
<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"/>
<b>Total</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Must add up to 100%

**Important note:**

- Complete the Regular Savings Plan column if you wish to change your Regular Savings Plan to include/exclude Funds as a result of this switch request. If the value in any Fund is zero as a result of the switch, you **MUST** complete this section.
- Minimum monthly investment is \$100 per Fund.
- Contributions net of any applicable fees will be invested in your nominated IOOF WealthBuilder Fund(s).
- If your financial institution account details have changed, you will need to complete and return the Direct Debit Request Form. This form can be obtained by contacting our client services team on 1800 002 217 or by visiting our website ([www.ioof.com.au](http://www.ioof.com.au)).

## Step 4: Investor declaration

I/we wish to switch investments between the IOOF WealthBuilder Funds (the Funds) as nominated in this Switching Instruction Form.

I/we declare that:

- all details in this Switching Instruction Form are true and correct and I/we undertake to inform IOOF of any changes to the information supplied as and when they occur
- any previously agreed adviser remuneration instructions will continue to apply to my account in respect of any Fund changes
- I/we have read the applicable IOOF WealthBuilder Product Disclosure Statement (PDS) (and any Supplementary Product Disclosure Statement (SPDS)) in full and agree to the fees and costs applicable in respect of any new Funds included in my account as a result of this switch instruction.

### 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 behalf<sup>3</sup>
- a Power of Attorney can sign on your behalf,<sup>3</sup> 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 switch.

### Power of Attorney

If signed under a Power of Attorney, the attorney certifies that they have 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](http://www.ioof.com.au)), or alternatively call our client services team on 1800 002 217.

### Corporate investors

This Switching Instruction Form must be signed either:

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

<sup>3</sup> 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.

<b>Investor/signatory 1</b>	<div style="border: 1px solid black; width: 330px; height: 35px;"></div>	Date	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">D</div>	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">D</div>	/	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">M</div>	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">M</div>	/	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">Y</div>	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">Y</div>	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">Y</div>	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">Y</div>
Title (if applicable)	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>											
Full name	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>											
<b>Investor/signatory 2</b> (for joint investor or additional trustees, if applicable)	<div style="border: 1px solid black; width: 330px; height: 35px;"></div>	Date	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">D</div>	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">D</div>	/	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">M</div>	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">M</div>	/	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">Y</div>	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">Y</div>	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">Y</div>	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">Y</div>
Title (if applicable)	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>											
Full name	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>											
<b>Investor/signatory 3</b> (for joint investor or additional trustees, if applicable)	<div style="border: 1px solid black; width: 330px; height: 35px;"></div>	Date	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">D</div>	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">D</div>	/	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">M</div>	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">M</div>	/	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">Y</div>	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">Y</div>	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">Y</div>	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">Y</div>
Title (if applicable)	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>											
Full name	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>											
<b>Investor/signatory 4</b> (for additional trustees, if applicable)	<div style="border: 1px solid black; width: 330px; height: 35px;"></div>	Date	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">D</div>	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">D</div>	/	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">M</div>	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">M</div>	/	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">Y</div>	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">Y</div>	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">Y</div>	<div style="border: 1px solid black; width: 25px; height: 25px; text-align: center;">Y</div>
Title (if applicable)	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>											
Full name	<div style="border: 1px solid black; width: 100%; height: 20px;"></div>											
Common seal (if required)	<div style="border: 1px solid black; width: 330px; height: 60px;"></div>											

**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