



## Step 2: Details required for transfer

### SECTION A: DETAILS OF YOUR FROM FUND

I request and direct that the benefit held in my super fund or income stream as detailed below, be transferred to my account in the nominated super or pension product specified in Step 1.

Name of your <b>FROM</b> fund	<input type="text"/>
ABN (if known)	<input type="text"/>
Account/membership/ policy name	<input type="text"/>
Address	<input type="text"/>
Suburb	<input type="text"/> State <input type="text"/> Postcode <input type="text"/>
Phone (bh)	<input type="text"/> Phone (ah) <input type="text"/>
Name of previous employer (if applicable)	<input type="text"/>
Date left employer (if applicable)	<input type="text"/> / <input type="text"/> / <input type="text"/>

### SECTION B: BENEFIT TO BE TRANSFERRED

Amount to be transferred	<input type="checkbox"/> Entire balance (account in the <b>FROM</b> fund will be closed)
	Approximate value \$ <input type="text"/>
	<input type="checkbox"/> Partial balance of \$ <input type="text"/>

You should be aware that a Capital Gains Tax (CGT) liability may arise and be deducted from your benefit prior to the transfer. We recommend that you seek taxation advice prior to authorising a transfer.

Payment instruction to **FROM** fund:

Please forward cheque made payable to 'IOOF IPS – full member name and/or account number' with any related documentation to:

**IOOF Portfolio Service, Reply Paid 264, Melbourne, VIC 8060**

## Step 3: Declaration

By signing this request form, I am making the following statements:

- I declare that I have fully read this form and declare that the information completed is true and correct.
- I am aware that I may ask my **FROM** fund for all the information that I need to understand my benefit entitlements in that fund (including any fees or charges that may apply and any other information about the effect this transfer may have on my benefit).
- I understand and acknowledge the implications of transferring my benefit from my **FROM** fund into my account in the nominated IOOF super product.
- I discharge the trustee of my **FROM** fund from all further liability in respect of the benefits paid and transferred from my **FROM** fund to my nominated IOOF account.
- I authorise the trustee to make arrangements to have my benefit (including any employer contributions still to be made to my **FROM** fund) transferred from my **FROM** fund to my nominated IOOF account and I authorise IOOF Investment Management Limited (IIML) (the Trustee) to act on my behalf in arranging and receiving information on this transfer.
- I am aware of and authorise the deduction of any fees or charges by my **FROM** fund and any tax payable from the benefit transferred to my account in the nominated IOOF super product (subject to legislative restrictions).

Signature

Date  /  /

Please sign and return this form by post to:

**IOOF Portfolio Service, Reply Paid 264, Melbourne, VIC 8060**

**Enquiries: 1800 062 963**

**Fax: 1800 558 539**

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

## Proof of identity requirements

You will need to provide documentation with this transfer request to prove you are the person to whom the superannuation entitlements belong.

### Acceptable documents

The following documents may be used. **EITHER one of the following documents only:**

- driver's licence issued under State or Territory law
- passport; **OR**

### One of the following documents:

- birth certificate or birth extract
- citizenship certificate issued by the Commonwealth
- pension card issued by Centrelink that entitles the person to financial benefits; **AND**

### One of the following documents:

- letter from Centrelink regarding a Government assistance payment
- notice issued by Commonwealth, State or Territory within the past twelve months that contains your name and residential address. For example:
  - Tax Office Notice of Assessment
  - Rates notice from local council

### Have you changed your name or are signing on behalf of another person?

If you have changed your name or are signing on behalf of the applicant, you will need to provide a linking document. A linking document is a document that proves a relationship exists between two (or more) names.

The following table contains information about suitable linking documents.

Purpose	Suitable linking documents
Change of name	Marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office.
Signed on behalf of the applicant	Guardianship papers or Power of Attorney.

### Certification of personal documents

All copied pages of ORIGINAL proof of identification documents (including any linking documents) need to be certified as true copies by any individual approved to do so (see below).

The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping 'certified true copy' followed by their signature, printed name, qualification (such as Justice of the Peace, Australia Post employee, etc) and date.

The following can certify copies of the originals as **true and correct** copies:

- Chiropractor
- Dentist
- A legal practitioner, who is on the roll of the Supreme Court of a State or Territory or the High Court of Australia
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney

### Other persons:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australia Diplomatic Officer (within the meaning of the Consular Fee Act 1955)
- Bailiff
- Bank officer with 2 or more continuous years of service
- Building society officer with 2 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 2 or more years of continuous service

- Employee of the Australian Trade Commission who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3(c) of the Consular Fees Act 1955; and
  - (c) exercising his or her function in that place
- Employee of the Commonwealth who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3(c) of the Consular Fees Act 1955; and
  - (c) exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- Finance company officer with 2 or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australian Defence Force who is:
  - (a) an officer; or
  - (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 2 or more years of continuous service; or
  - (c) a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

- Member of:
  - (a) the Parliament of the Commonwealth; or
  - (b) the Parliament of a State; or
  - (c) a Territory legislature; or
  - (d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary public
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service with one or more licences
- Permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
  - (a) the Commonwealth or a Commonwealth authority; or
  - (b) a State or Territory or a State or Territory authority; or
  - (c) a local government authority; with 2 or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
  - (a) the Commonwealth or a Commonwealth authority; or
  - (b) a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution
- Member of the Australasian Institute of Mining and Metallurgy

# Certificate of compliance

Please note: This letter can be provided to the fund you are transferring from to confirm that IOOF Portfolio Service Superannuation Fund is a complying superannuation fund.

## To whom it may concern

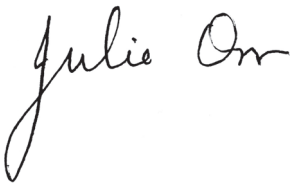
## CERTIFICATE OF COMPLIANCE

**IOOF Portfolio Service Superannuation Fund (SFN 3002/079/41), ABN 70 815 369 818, incorporating:**

- IOOF Portfolio Service Personal Superannuation (SPIN IOF0057AU)
- IOOF Portfolio Service Allocated Pension (SPIN IOF0059AU)
- IOOF Portfolio Service Term Allocated Pension (SPIN IOF0075AU)
- IOOF Portfolio Service Wholesale Personal Superannuation (SPIN IOF0057AU)
- IOOF Portfolio Service Employer Superannuation (SPIN IOF0056AU)
- IOOF Portfolio Service Corporate Superannuation (SPIN IOF0072AU)

We certify that:

1. IOOF Portfolio Service Superannuation Fund (**Fund**) is a complying superannuation fund within the meaning of the Superannuation Industry (Supervision) Act 1993 (Act)
2. the Trustee is IOOF Investment Management Limited (IIML) ABN 53 006 695 021, AFS Licence No. 230524
3. the Trustee of the Fund has not been directed by the Australian Prudential Regulation Authority to cease accepting contributions under Section 63 of the Act
4. the Trust Deed allows benefits to be transferred/rolled over to the Fund.



Julie Orr  
General Manager Operations  
On behalf of IOOF Investment Management Limited

### Trustee

IOOF Investment Management Limited  
ABN 53 006 695 021  
AFS Licence No. 230524  
Registered Address: Level 6, 161 Collins Street, Melbourne, VIC 3000

### Client Services

Postal Address: Reply Paid 264, Melbourne, VIC 8060  
Phone: 1800 062 963  
Fax: 1800 558 539  
Email: [clientservices@ioof.com.au](mailto:clientservices@ioof.com.au)