

October 2014

## Investment Instructions

Use this form to indicate which investments you wish to invest in, how you want to manage your income distributions, your preferred top up cash option, to switch between existing investment options or provide a Re-weight Instruction, to establish new Investment Instructions, make an initial or one-off contribution and/or to invest in a term deposit.

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

### Step 1: Your personal details

#### Account type

- ☐ IOOF Pursuit Select Personal Superannuation  
☐ IOOF Pursuit Select Allocated Pension  
☐ IOOF Pursuit Select Term Allocated Pension

#### Status of applicant/member

- ☐ New member  
☐ Existing member

#### Applicant/member details

Account number (if known)	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>									
Title (Dr/Mr/Mrs/Ms/Miss)	<input type="text"/>	Surname	<input type="text"/>											
Given name(s)	<input type="text"/>													
Date of birth	<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"/>		

## Step 2: Investment Instructions – Specific/Initial, Primary, Re-weight and Distribution

Please note:

- Please ensure that the Primary Instruction or the Initial Investment Instruction (if applicable) include at least the default minimum allocation of 1% for personal super and 3% for an allocated pension or term allocated pension, against the Cash Account. The percentages allocated to the Cash Account and your selected investment option(s) must be whole numbers and add up to 100%.
- For a full list of investment options available for selection within IOOF Pursuit Select go to our website and select from the IOOF Pursuit Select investment guide (PSE.11) and list your selections in the space provided below.
- To ensure your investment option selections are processed correctly please add the correct APIR code along with the name of the investment option.
- Where you supply an Initial Instruction in Step 2(b), this instruction only applies to a contribution made by cheque attached to this form OR the Initial contribution details noted in your Application.

APIR code	Asset code	Name of investment option(s)	Step 2(a)	Step 2(b)			Step 2(c)	Step 2(d)
			Primary Instruction	Specific/Initial Investment Instruction			Re-weight Instruction	Distribution Instruction
–	CA0001	Cash Account (mandatory)	MANDATORY %	\$ MANDATORY	OR	MANDATORY %	MANDATORY %	%
<b>Easy Choice</b>								
<b>IOOF Diversified Multi – Conservative</b>								
IOF0094AU	UU1154	IOOF MultiMix Capital Stable Trust	%	\$	OR	%	%	%
IOF0095AU	UU1148	IOOF MultiMix Conservative Trust	%	\$	OR	%	%	%
<b>IOOF Diversified Multi – Balanced</b>								
UFM0051AU	UU1417	IOOF MultiMix Moderate Trust	%	\$	OR	%	%	%
IOF0090AU	UU1105	IOOF Multi Series Balanced Trust	%	\$	OR	%	%	%
IOF0093AU	UU1149	IOOF MultiMix Balanced Growth Trust	%	\$	OR	%	%	%
<b>IOOF Diversified Multi – Growth</b>								
IOF0097AU	UU1147	IOOF MultiMix Growth Trust	%	\$	OR	%	%	%
<b>IOOF Sectoral Multi – Cash</b>								
AUX0021AU	UU1471	IOOF Cash Management Trust	%	\$	OR	%	%	%
IOF0091AU	UU1153	IOOF MultiMix Cash Enhanced Trust	%	\$	OR	%	%	%
<b>IOOF Sectoral Multi – Fixed Interest</b>								
IOF0096AU	UU1152	IOOF MultiMix Diversified Fixed Interest Trust	%	\$	OR	%	%	%
<b>IOOF Sectoral Multi – Australian Shares</b>								
IOF0092AU	UU1150	IOOF MultiMix Australian Shares Trust	%	\$	OR	%	%	%
<b>IOOF Sectoral Multi – Global Shares</b>								
IOF0098AU	UU1151	IOOF MultiMix International Shares Trust	%	\$	OR	%	%	%
<b>Please list your investment options as selected from the IOOF Pursuit Select investment guide (PSE.11)</b>								
			%	\$	OR	%	%	%
			%	\$	OR	%	%	%
			%	\$	OR	%	%	%
			%	\$	OR	%	%	%

APIR code	Asset code	Name of investment option(s)	Step 2(a)	Step 2(b)		Step 2(c)	Step 2(d)	
			Primary Instruction	Specific/Initial Investment Instruction		Re-weight Instruction	Distribution Instruction	
Please list your investment options as selected from the IOOF Pursuit Select investment guide (PSE.11)								
			%	\$	OR	%	%	%
			%	\$	OR	%	%	%
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			%	\$	OR	%	%	%
			%	\$	OR	%	%	%
			%	\$	OR	%	%	%

If % used, must add up to 100% including the Cash Account allocation

Must add up to 100% including the Cash Account allocation

Must add up to 100% including the Cash Account allocation

### Step 3: Changing your Primary instruction (for existing members only)

I direct the Trustee to change my Primary Instruction (my main Investment Instruction) in accordance with:

☐ the instructions provided in the Primary Instruction column in the table in Step 2 (a).

**OR**

☐ the instructions provided in the Re-weight column in the table in Step 2 (c)

Please indicate which investment option(s) you wish to redeem units in and which investment option(s) you wish to purchase units in.

1. Please ensure that the total amount is equal to 100%.

## Step 5: Regular Contribution Plan and BPAY® Instruction

(for IOOF Pursuit Select Personal Superannuation members only)

Would you like to set up a Regular Contribution Plan and BPAY Instruction that is different to your Primary Instruction?

☐ No

I acknowledge that my contributions will be invested in accordance with my Primary Instruction.

OR

☐ Yes

I would like all my contributions to be invested via a Regular Contribution Plan and BPAY Instruction as provided in the table below, and acknowledge that it will override my Primary Instruction.

The percentage allocation against the Cash Account must be at least the default minimum or the higher percentage nominated in your Primary Instruction (if applicable).

Step 6: Income distributions

I direct the Trustee to manage any income distributions that I receive from my investment option(s) as follows:

☐ **Re-invest (default option)**

Re-invest 100% of the income distributions back into the same managed investment that made the income distribution. This is the default option, which means it will apply automatically even if a selection is not made.

OR

☐ **Retain in Cash Account**

Leave all income distributions to accumulate in my Cash Account.

OR **Distribution Instruction**

☐ Income distributions are to be invested in accordance with my Distribution Instruction. Please complete Step 2 (d) Distribution Instruction.

**If you select the 'Distribution Instruction' as your re-investment/distribution method but do not provide a Distribution Instruction in Step 2(d), income distributions will be invested in accordance with your Primary Instruction.**

Step 7: Cash Account top-up

If the balance in your Cash Account is likely to fall below zero in the next seven days, you authorise the Trustee to top up the balance to the minimum Cash Account requirement of:

- 1% of your account balance for IOOF Pursuit Select Personal Superannuation
- 3% of your account balance for IOOF Pursuit Select Allocated Pension and IOOF Pursuit Select Term Allocated Pension.

**PLUS** amounts expected to fall due within the next seven days.

If you would like to set a higher minimum Cash Account requirement, please specify the percentage amount here:

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

☐ **Highest balance (default option)**

Redeem funds from the managed investment with the highest balance.  
This is the default option, which means it will apply automatically even if a selection is not made.

OR

☐ **Pro-rata**

Redeem funds across all managed investments according to the proportion invested in each managed investment.

OR

☐ **Pecking order**

Redeem funds from my managed investment(s) according to a prioritised list specified.

If you selected 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. Please note, you can not include listed investments, term deposits or restricted investments.

Pecking order	APIR code	Asset code	Name of investment option(s)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Step 8: Term deposit details

Please select the timeframe of the term deposit to be opened:

☐ 6 months

**OR**

☐ 12 months

Amount of term deposit \$

Please indicate how the term deposit is to be opened:

☐ By transfer(s) from other superannuation funds  
(Please ensure you complete and attach a Request to Transfer form(s)).

**OR**

☐ By cheque attached to this form.

**AND/OR** one of the following options (for existing members only)

Amount \$

**OR**

☐ Redeem funds using my existing nominated Cash Account top up method.

**OR**

☐ Redeem funds from all of my existing investment options proportionately (excluding listed investments).

**OR**

☐ Redeem funds from all of my existing investment options or from the Cash Account as per the instructions in the table below.

**From**

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

Where you elect to redeem assets to open the term deposit, we will not purchase your term deposit until the proceeds from all redemptions necessary have been received into the Cash Account. Please ensure you have read the IOOF Pursuit Select investment guide (PSE.11) available from our website.

## Step 9: Member/Applicant declaration and signature

In signing this Investment Instructions form, I declare that:

### Investment Instructions<sup>2</sup>

- The Trustee, IOOF Investment Management Limited (IIML), ABN 53 006 695 021, AFS Licence No. 230524 is directed to process the Investment Instructions specified on this form.
- The Investment Instructions provided in this form override any previous Investment Instructions.
- My main Investment Instruction will be my Primary Instruction and will be used for my initial contribution and all additional contributions (less any Member Advice Fee – Upfront) and income distributions (if applicable), unless I provide the Trustee with alternate instructions. I understand that this does not apply to the transfer of investments from any existing account within the IOOF Pursuit or IOOF Portfolio Service product suite.
- If I have omitted to insert an amount against the Cash Account in my Investment Instruction, I authorise the Trustee to deduct the amount necessary from the investment option with the highest percentage allocation to satisfy the required minimum allocation to the Cash Account.
- If there are two or more investment options that share the highest percentage allocation, I authorise the Trustee to deduct the amount necessary from the first of such investment options that share the highest percentage allocation and that is listed in the table to satisfy the default minimum allocation to the Cash Account.

### 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 the IOOF website), I have been informed that:
  - 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)
  - 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
  - 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 above is required (possibly in respect of the whole of the requested transfer amount) because of the illiquid nature of the investment.

### Product disclosure statement for managed investment options

- I have received (either from the IOOF website or from a financial adviser), read and understood the current product disclosure statement(s) of the underlying managed investments I have selected.
- The Trustee provided me with the product disclosure statement(s) for the underlying managed investments I have selected via the IOOF website and I agree to receive these product disclosure statement(s) by obtaining them from the website.
- I may not have the most current product disclosure statement and continuous disclosure information for a managed investment when switches and/or further investments are made into the Fund.

### Investment options

- If I have acquired the services of a licensed financial adviser concerning my choice of investment options, I have been fully informed of the nature and risks of the selected investment options and am satisfied these investments are suitable for my investment needs.
- If I choose not to acquire the services of a financial adviser, I understand the risks and effects of this investment and take full responsibility for my choice of investment options.
- I acknowledge that certain investment options are only available if I am a client of a particular financial adviser or AFS Licensee, and if I cease to be a client of that financial adviser or AFS Licensee, I will not be able to make any new investments into those exclusive investment options (see the notes to the Investment Options Menu in the IOOF Pursuit Select investment guide (PSE. 11) for information on these exclusive investment options).

### Switch Instruction

- If I have given the Trustee a switch instruction, it:
  - must satisfy the minimum requirements as set out in the relevant PDS
  - cannot be finalised until proceeds from all redeemed investment options have been deposited into my Cash Account
  - will normally be finalised within 10 business days following the receipt of my switch request
  - may give rise to a buy/sell spread or capital gains tax.

<sup>2</sup> Investment Instruction refers to your Primary Instruction, Re-weight Instruction, Specific Instruction and/or Regular Contribution Plan and B<sub>PAY</sub> Instruction as applicable.

## Term deposits

If I have invested in term deposits:

- I have read, understood and agree to the terms and conditions regarding investing in term deposits as set out in the PDS
- the Trustee provided me with the product guide for the underlying term deposit I have selected via the IOOF website and I agree to receive the product guide by obtaining it from the website
- I have received (either from the IOOF website or from a financial adviser), read and understood the current product guide and any supplementary product guide for the relevant product or service, and the current product guide statements of the underlying term deposit I have selected
- I acknowledge that where this Investment Instruction for a term deposit is made at the same time as a new application for an IOOF product or service, this Investment Instruction will be processed before any other Investment Instruction relating to my new account is processed.

## Privacy

The Trustee collects the information in this form for the purpose of updating the information it holds about you. The information provided in this form will be used in accordance with the Privacy Policy at [www.ioof.com.au/privacy](http://www.ioof.com.au/privacy).

## 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.

<b>Member/Applicant signature</b>	
Signature	<div></div>
Date	<div></div> / <div></div> / <div></div>

Please sign and return this form to:

**Post** IOOF Pursuit, Reply Paid 264, Melbourne, VIC 8060  
**Email** PursuitApplications@ioof.com.au  
**Facsimile** 1800 558 539  
**Enquiries** 1800 062 963  
**Trustee** IOOF Investment Management Limited, ABN 53 006 695 021, AFS Licence No. 230524