



New Member Investment Authority

- IOOF Employer Super
- IOOF Personal Super
- IOOF Pension

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

This form is for **new members only** and will effect your Standing Instructions. For existing members, please complete a Switching Instructions form which is available from our website or by calling our Client Services Team.

Prior to selecting your investment strategy, the Trustee strongly recommends that you consider obtaining professional advice from a licensed financial adviser. Before making any decisions regarding an investment option, please read the relevant Product Disclosure Statement (PDS), which is available at www.ioof.com.au, by contacting our Client Services Team or from your licensed financial adviser. Our website provides a detailed list of available investments and underlying investment manager fees.

Step 1: Member details

Member type IOOF Employer Super IOOF Personal Super IOOF Pension Account number

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

Given name(s)

Step 2a: Default investment strategy

- When you apply for membership in **IOOF Employer Super**, you must nominate your investment choice. If you are an IOOF Employer Super member and you do not select an available option or your choice is unclear, the investment will be allocated to the MySuper default investment strategy. **The MySuper default investment strategy is 100% IOOF Balanced Investor Trust.**
- When you apply for membership in **IOOF Personal Super** or **IOOF Pension**, you can nominate an investment choice. If you do not select an available option or your choice is unclear the investment will be allocated to the Cash Account.

Step 2b: Transferring investments

- Transfer my existing investments.
- Invest as per the allocation listed in Step 3.

Step 3: Deposit Instruction

Please advise us of your Deposit Instruction.

Please note:

- Please ensure that the Deposit Instruction includes at least the default minimum allocation of 1% against the Cash Account. The percentages allocated to the Cash Account and your selected investment option(s) must add up to 100%.
- For a full list of investment options available for selection within **IOOF Employer Super, IOOF Personal Super** and **IOOF Pension** go to our website to view the **IOOF investment guide (IOF.01)** and list your selections in the space provided.
- To ensure the investment option selections are listed correctly please add the APIR code along with the name of the investment option.
- Term deposits and listed investments cannot form part of your Deposit Instruction. Please refer to Step 4 and 5 to specify these instructions.

APIR Code	Investment option	Allocation (%)
	Cash Account (Mandatory)	
Total (must = 100%)		

Step 4: Listed investments

Minimum trade is \$2,000 per listed investment.

ASX code	Units	OR	Investment amount	At market price	OR	At maximum price (\$)
<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"/>
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<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 investments and/or listed investments are required, 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 95% of your account balance invested in listed investments.
- The maximum buy price will be valid for 30 days, after which the amount for the purchase of your selected listed investments will be retained in your Cash Account until we receive further instructions from you.

Step 5: Fixed rate/fixed term investments (minimum \$20,000)

Months	<input type="text"/>	Amount	\$ <input type="text"/>
Months	<input type="text"/>	Amount	\$ <input type="text"/>
Months	<input type="text"/>	Amount	\$ <input type="text"/>
Months	<input type="text"/>	Amount	\$ <input type="text"/>

Please select your provider (if no selection is made, Adelaide Bank will be used)

- Adelaide Bank
- NAB
- ANZ

Please note:

- 3, 6 and 12 month terms are offered.
- The maximum overall investment is 95 per cent of your account balance.

Step 6: Cash Account preferences (Choice members only)

If you are a MySuper member, we will top up your Cash Account from the IOOF Balanced Investor Trust. You do not have a 1% minimum cash requirement.

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% (default option)

OR

Cash Account percentage nominated in your Deposit Instruction

You may also nominate a dollar based cap on the amount held in your Cash Account, subject to a \$5,000 minimum.

To set a Cash Account cap, 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 cap.

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 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.

Please note:

- The percentages allocated to 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, annuity funds, term deposits and listed investments cannot form part of redemption 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"/>
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<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: Income preferences (Choice members only)

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.

Step 8: Member declaration

Important note: The Trustee collects the information in this form in order to process your investment instructions. Any personal information provided in this form will be handled in accordance with the Trustee's privacy policy, available at ioof.com.au/privacy.

- **Managed investments** – I confirm that all investment information, including the objectives and relative risk of each of the strategies, has been made available to me. I am fully informed of the range of investment strategies that can be chosen and the circumstances in which they can be changed.
- **Listed investments** – I hereby authorise that the designated investments be executed on my behalf and acknowledge that this authority is provided on the basis that the Trustee will effect it according to the terms and conditions within the Trust Deed. I also acknowledge these assets will be held in the name of the Fund.
- **Fixed rate/fixed term investments** – I understand these investments are fixed term and penalties will be incurred if terminated prior to maturity.
- I consent that where I have chosen an investment with a long withdrawal period (illiquid investments) or there are delays receiving proceeds from selling my investments, any withdrawal or transfer request may be delayed for more than 30 days.
- I understand that the Trustee may, in its discretion, sell illiquid/direct managed investments and fixed rate/fixed term investments to fund pension payments and restore Cash Account levels.
- I confirm that I have received and considered the PDS for each of the investment options selected.
- I consent to the collection and use of the above information by the Trustee for the purposes specified in the PDS.
- I understand that by electing a Choice investment strategy I have access to the Full and Core Menu and the appropriate fees will apply to my account. Please refer to the relevant PDS for fees and costs for this product.

Member signature

Date

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Please forward all correspondence and enquiries to

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