



## Switching Instruction

- **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 **existing members only**. For new members, please complete a New Member Investment Authority which is available from our website or by contacting our Client Services Team.

Use this form to:

- switch between being a MySuper member and a Choice member (Alternatively use the MySuper opt-out on IOOF Online)
- switch between existing investment options
- change your Standing Instructions, or
- set an Automatic reweight instruction to your portfolio.

Please note that when changing investment options you will not necessarily have the most recent product disclosure statement for that investment option and accordingly may not have information about material changes and significant events affecting that investment option. You can obtain a product disclosure statement from [www.ioof.com.au](http://www.ioof.com.au) or your licensed financial adviser.

### Step 1: Member details

Account number	<input type="text"/>	
Title (Dr/Mr/Mrs/Ms/Miss)	<input type="text"/>	Surname <input type="text"/>
Given name(s)	<input type="text"/>	
Phone (home)	<input type="text"/>	Phone (work) <input type="text"/>
Mobile	<input type="text"/>	
Email	<input type="text"/>	

### Step 2: Opt-out of MySuper (if applicable)

- Please tick this box if you are classified as a MySuper member and wish to opt-out of MySuper and become a Choice member.  
Please note that if you do not complete Step 6 to update your deposit instructions, all deposits will remain in the Cash Account.

**Please note:** This action will result in you becoming a Choice member and gives you access to the Core and Full Investment Menus and will also result in Choice fees applying. Please refer to the PDS for further information.

### Step 3: Pending transactions

To provide you with an efficient service we will not wait for pending transactions to complete before we process your instructions. If you have a pending transaction (a redemption or purchase) currently in progress at the time we receive new instructions (Step 4: Investment redemptions or Step 5: Investment purchases) it may result in a variance to your instruction and your request may not be fully completed. This may result in a balance remaining in an investment where you intended to redeem 100 per cent.

By ticking the box below you can instruct us to wait for all pending transactions on investment options included in your new instructions to complete before we process your instructions.

- I acknowledge my request will not be actioned until all pending transactions on investment options included in my new instructions are completed.

- If you only want to **switch investment options**, please complete Steps 4 and 5.
- If you only want to initiate a **Deposit Instruction**, please skip to and complete Step 6.
- If you only want to initiate an **Automatic Re-weight Instruction**, please skip to and complete Step 7.

## Step 4: Investment redemptions

### Managed investment options

Please specify either a percentage, unit or dollar allocation. Unless otherwise stipulated, we will process the switch as a dollar value. If you wish to sell a specific asset and use the proceeds to purchase another asset, indicate this by placing corresponding numbers in the boxes provided. When not specified, we will sell all assets detailed in Step 4 and use the proceeds as per the instructions in Step 5.

**Please note:** Your Deposit Instruction and Cash Account preferences will not be automatically updated to reflect the purchase or redemption of a managed investment option from your account. If you want to change your Deposit Instruction and/or Cash Account preferences, please ensure you complete Steps 6 and 8 respectively.

No	APIR code <sup>1</sup>	Investment option	\$ or units (please specify) of investment option	OR	% of investment option
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
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<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
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<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
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<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

<sup>1</sup> Refer to the **IOOF investment menu (IOF01)** list for available APIR codes. This is available from your licensed financial adviser, our website or by contacting our Client Services Team.

## Listed investments

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

ASX code	Units	OR	Investment amount	At market price	OR	At nominated 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"/>

## Step 5: Investment purchases

### Managed investment options

Please specify either a percentage, unit or dollar allocation to be invested as a result of the Investment Redemptions in Step 4. Unless otherwise stipulated, we will process the switch as a dollar value.

**Please note:** Your Deposit Instruction and Cash Account preferences will not be automatically updated to reflect the purchase or redemption of a managed investment option from your account. If you want to change your Deposit Instruction and/or Cash Account preferences, please ensure you complete Steps 6 and 8 respectively.

No	APIR code <sup>2</sup>	Investment option	\$ or units (please specify) of investment option	OR	% of investment option
<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"/>
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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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

<sup>2</sup> Refer to the **IOOF investment menu (IOF.01)** for available APIR codes. This is available from your licensed financial adviser, our website or by contacting our Client Services Team.

## 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"/>

**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.

## 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: 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 menu (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%)**

**If you are opting-out of IOOF MySuper to become a Choice member (Step 2), please provide us with your Deposit Instruction.**

## Step 7: Automatic reweight instructions (for Choice members only – optional)

Use this to automate a reweight of all the investment options in your portfolio, according to a percentage-based instruction at a set frequency.

### Reweight frequency

(Choose one)

Quarterly
  Half yearly
  Yearly

### Commencement date

(will commence on the 20th of the chosen month).

/

### Your investment options

Please copy my choices from **Step 5**.

**Please note:** you cannot use this tick box if your investment purchase instruction at Step 5 is different to your automatic reweight instruction, or the investment purchase instruction contained units or \$.

Please list **all** investment options in your portfolio below (including any term deposits).

APIR Code or ASX Code	Investment option	Allocation (%)
<input type="text"/>	Cash Account (Mandatory)	<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"/>
<b>Total (must = 100%)</b>		<input type="text"/>

### Important notes:

- Term deposits cannot be traded as part of the automatic reweight facility; however, they need to be included in your Automatic reweight instructions to ensure your portfolio allocation (%) equals 100%.
- If your portfolio contains term deposits, then the instruction submitted will be applicable to the remaining investment options within the portfolio.

## Step 8: 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"/>
<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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total (must = 100%)</b>		<input type="text"/>

## Step 9: 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 10: Additional comments


## Step 11: 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](http://ioof.com.au/privacy).

If you do not provide all of the requested information we may not be able to action your request.

- **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.
- **Automatic Reweight Instructions** – I acknowledge that reweighting my investments may trigger capital gains and/or losses and understand that this may impact my tax position or benefit in the Fund.
- 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, listed 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.
- **Opting-out IOOF MySuper members (if applicable)** – I understand that completing this form will result in me becoming a Choice member and Choice fees will apply to my account.

Member/Authorised  
Officer signature

Date   /   /

**Please forward all correspondence and enquiries to**

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**Email** [clientfirst@ioof.com.au](mailto:clientfirst@ioof.com.au)  
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**Fax** 03 6215 5800  
**Web** [www.ioof.com.au](http://www.ioof.com.au)