



December 2015

# Additional Investment Form

Applicable only for accounts established prior to 28 February 2013.

Complete this form if you wish to make an additional contribution to your existing IOOF WealthBuilder account by cheque.

**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 additional investment amount is \$500 per 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

Name of trust (if applicable)

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

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

Given name(s)

Mailing address

Suburb  State  Postcode

Date of birth  /  /

**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)  Surname

Given name(s)

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)).

**Did you know?**

WealthBuilder offers more convenient ways to add to your investment. You can easily make additional contributions to your investment by **BPAY<sup>®3</sup>** or the **Regular Savings Plan facility**. Instructions on utilising these features are included on our website ([www.ioof.com.au](http://www.ioof.com.au)) or alternatively you can contact our client services team on 1800 002 217.

1 As previously nominated for the IOOF WealthBuilder account listed in Step 1.  
 2 As previously nominated in writing and accepted by IOOF as authority to act on the IOOF WealthBuilder account.  
 3 Registered to BPAY Pty Ltd ABN 69 079 137 518. Only available if your nominated financial institution offers this service.

## Step 2: Additional investment instruction

Please specify the additional investment(s) you would like to make to your existing investment in IOOF WealthBuilder:

Name of Fund	Additional contribution to be invested (\$)
<b>Diversified</b>	
IOOF WealthBuilder Conservative – IOOF MultiMix	\$ <input type="text"/>
IOOF WealthBuilder Moderate – IOOF MultiMix	\$ <input type="text"/>
IOOF WealthBuilder Balanced Growth – IOOF MultiMix	\$ <input type="text"/>
IOOF WealthBuilder Growth – IOOF MultiMix	\$ <input type="text"/>
<b>Cash and Income</b>	
IOOF WealthBuilder Cash Management – IOOF	\$ <input type="text"/>
IOOF WealthBuilder Income – Henderson	\$ <input type="text"/>
<b>Property</b>	
IOOF WealthBuilder International Property Index – Vanguard	\$ <input type="text"/>
<b>Australian shares</b>	
IOOF WealthBuilder Australian Shares Emerging Leaders – Ausbil	\$ <input type="text"/>
IOOF WealthBuilder Australian Shares Geared – Colonial First State	\$ <input type="text"/>
IOOF WealthBuilder Australian Shares Core – Fidelity	\$ <input type="text"/>
IOOF WealthBuilder Australian Shares Long Short – Perpetual	\$ <input type="text"/>
IOOF WealthBuilder Australian Shares Index – Vanguard	\$ <input type="text"/>
<b>International shares</b>	
IOOF WealthBuilder International Shares – Magellan	\$ <input type="text"/>
IOOF WealthBuilder International Shares – Platinum	\$ <input type="text"/>
IOOF WealthBuilder International Shares Hedged – Walter Scott	\$ <input type="text"/>
IOOF WealthBuilder International Shares Index – Vanguard	\$ <input type="text"/>
<b>Other (please specify Fund name)</b>	
	\$ <input type="text"/>
	\$ <input type="text"/>
	\$ <input type="text"/>
	\$ <input type="text"/>
	\$ <input type="text"/>
	\$ <input type="text"/>
<b>Total</b>	\$ <input type="text"/>

**Important note:**

- A contribution fee of up to 3.00% may be charged on your contributions depending on arrangements in place with your financial adviser. If applicable, the contribution fee will be deducted from your gross contribution(s). Contributions net of applicable contribution fees will be invested in your nominated IOOF WealthBuilder Funds. Refer to **Step 3 'Financial adviser remuneration'**.
- Where there is no financial adviser linked to your account you will not be charged a contribution fee.

**125% rule considerations:**

- It is important to consider the 125% rule when making any additional contributions to your account. If your additional contributions exceed the 125% limit of your previous policy anniversary year's contributions, this will result in the resetting of your start date for the 10 year tax period of your account to the year in which the excess contribution is made.
- If no contributions are made in a policy year, any additional contribution made to your account in the subsequent policy anniversary year will be treated for tax purposes as exceeding the 125% limit and result in the recommencement of the start date of the 10 year tax period.
- For more information on the 125% rule, please refer to the IOOF WealthBuilder Product Disclosure Statement (PDS) (and any Supplementary Product Disclosure Statement (SPDS)), speak to your financial/tax adviser or call our client services team on 1800 002 217.

Please make your cheque payable to 'IIML Application Trust A/C Applicant(s) Name' marked 'Not Negotiable'.

**Please send your completed form to:**

**IOOF WealthBuilder**  
**Reply Paid 264**  
**Melbourne VIC 8060**



## Step 5: Investor declaration and signature(s)

I/we wish to add to my/our existing investment in IOOF WealthBuilder as detailed in this Additional Investment Form. I/we declare that:

- all details provided in this Additional Investment Form are true and correct and I undertake to inform IOOF of any changes to the information supplied as and when they occur.

### 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.

### 125% rule

If the additional contribution exceeds the 125% rule and you would still like us to process your additional contribution, please tick this box.

I/we understand, that by ticking this box, I/we acknowledge and accept that the start date of my/our 10 year tax period will be reset to the policy anniversary date in the year in which the excess additional contribution is processed.

### 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>4</sup>
- a Power of Attorney can sign on your behalf<sup>4</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 additional investment.

### 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 Additional Investment 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>4</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>	<input style="width: 330px; height: 35px;" type="text"/>	Date <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>
Title (if applicable)	<input style="width: 640px; height: 20px;" type="text"/>	
Full name	<input style="width: 640px; height: 20px;" type="text"/>	
<b>Investor/signatory 2</b> (for joint investor or additional trustees, if applicable)	<input style="width: 330px; height: 35px;" type="text"/>	Date <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>
Title (if applicable)	<input style="width: 640px; height: 20px;" type="text"/>	
Full name	<input style="width: 640px; height: 20px;" type="text"/>	
<b>Investor/signatory 3</b> (for joint investor or additional trustees, if applicable)	<input style="width: 330px; height: 35px;" type="text"/>	Date <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>
Title (if applicable)	<input style="width: 640px; height: 20px;" type="text"/>	
Full name	<input style="width: 640px; height: 20px;" type="text"/>	
<b>Investor/signatory 4</b> (for additional trustees, if applicable)	<input style="width: 330px; height: 35px;" type="text"/>	Date <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> / <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>
Title (if applicable)	<input style="width: 640px; height: 20px;" type="text"/>	
Full name	<input style="width: 640px; height: 20px;" type="text"/>	
Common seal (if required)	<input style="width: 330px; height: 60px;" type="text"/>	

**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