

December 2015

Withdrawal form

Complete this form if you wish to make a withdrawal from your IOOF WealthBuilder account(s).

For assistance please contact our client services team on 1800 002 217

Important information:

- Please complete these instructions in BLACK INK using CAPITAL LETTERS and ✓ boxes where provided.
- The minimum withdrawal amount is \$500 per Fund.
- If you are less than 16 years of age, you cannot withdraw funds from your IOOF WealthBuilder investment.
- 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

 Complete either **PART A** or **PART B** below depending on your investor type.

Part A – Individual or joint investors
Investor 1 (all correspondence, including withdrawal proceeds paid by cheque, will be forwarded to the address of Investor 1 as originally registered on the account(s))

Title (Dr/Mr/Mrs/Ms/Miss)					Surname											
Given name(s)																
Residential address																
Suburb										State			Postcode			
Date of birth	D	D	/		M	M	/		Y	Y	Y	Y				

Investor 2 (if applicable)

Title (Dr/Mr/Mrs/Ms/Miss)					Surname											
Given name(s)																
Date of birth	D	D	/		M	M	/		Y	Y	Y	Y				

Investor 3 (if applicable)

Title (Dr/Mr/Mrs/Ms/Miss)					Surname											
Given name(s)																
Date of birth	D	D	/		M	M	/		Y	Y	Y	Y				

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 trustee¹:

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

Given name(s)

Mailing address

Suburb State Postcode

Date of birth / /

Nominated representative or Power of Attorney²

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).

Step 2: Payment options

Indicate your preferred payment method below:

Cheque³

Please issue a cheque payable to:

OR

Financial institution

Please deposit the proceeds into my financial institution account below.

Name of financial institution

Account name

BSB - Account number

To transfer to another IOOF investment, indicate IOOF as the financial institution above and include your account number(s).

Please note:

- Withdrawals can be paid for the investor(s) benefit to a financial institution nominated by the investor(s) by cheque only.
- Withdrawals cannot be paid to third parties.

¹ As previously nominated for the IOOF WealthBuilder account(s) listed in Step 3.

² As previously nominated in writing and accepted by IOOF as authority to act on the IOOF WealthBuilder account(s) listed in Step 3.

³ Allow up to 10 working days (including mail time) from the date IOOF receives your request to process your payment by cheque.

Step 3: Withdrawal details

Please list below your IOOF WealthBuilder account number(s) from which you wish to withdraw, the name of the Funds and withdrawal amount.

WealthBuilder account number(s)	Name of fund	Withdrawal amount (\$500 minimum) Please indicate either \$ or units ⁴ below. If full withdrawal, write FULL	To be paid post 10 year tax period ⁵ ?																																								
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If you have more than four accounts or Funds from which you wish to withdraw, please attach a list with the additional account(s)/Fund(s) to this Withdrawal Form.

If you withdraw within your 10 year tax period, you may need to include your investment growth as assessable income in your personal tax return.

4 Unit value withdrawals are not applicable for the Capital Guaranteed Fund.
 5 If your account is approaching the end of its 10 year tax period and you require withdrawal proceeds to be paid out **immediately after** reaching the 10 year policy anniversary date for tax purposes, then please tick the box next to the applicable account number(s).

Step 4: Investor(s) declaration and signature(s)

I/we wish to make a withdrawal from my/our IOOF WealthBuilder account(s) as detailed in this Withdrawal Form. I/we declare that:

- I/we have read and understand the tax implications of withdrawals made from my/our IOOF WealthBuilder account(s) as detailed in the IOOF WealthBuilder Product Disclosure Statement (PDS) (and any Supplementary Product Disclosure Statement (SPDS))
- all details provided in this Withdrawal Form are true and correct and I/we undertake to inform IOOF of any changes to the information supplied as and when they occur
- I/we may be required to provide additional proof of identification information for the purposes of AML/CTF Law.

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.

Who needs to sign?

All original investors registered on the account(s) 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 behalf⁶
- a Power of Attorney can sign on your behalf⁶ 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 withdrawal.

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 the IOOF website (www.ioof.com.au) or alternatively call our client services team on 1800 002 217.

Corporate investors

This Withdrawal Form must be signed either:

- by the representative previously nominated for your IOOF WealthBuilder account(s)
- under common seal
- by two directors or a director and company secretary
- by the sole director (where applicable).

⁶ 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.

Investor/signatory 1 Date / /

Title (if applicable)

Full name

Investor/signatory 2
(for joint investor or additional trustees, if applicable) Date / /

Title (if applicable)

Full name

Investor/signatory 3
(for joint investor or additional trustees, if applicable) Date / /

Title (if applicable)

Full name

Investor/signatory 4
(for additional trustees, if applicable) Date / /

Title (if applicable)

Full name

Common seal (if required)

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