

Update account details

We can only accept your request if the form is correctly completed.

Please don't photocopy this form as it contains unique information to help us process your request quickly.

1. Your account details

Account number

Customer number (if known)

Contact telephone (business hours)

Account name

Email

Date of birth (DD/MM/YYYY) (If applicable)

2. Your changes

Please select and complete **the sections where you want to add or make changes** then **sign Section 12** to authorise the changes.

MLC MasterKey Unit Trust accounts are automatically issued with confirmations for changes.

If you want to change your name, address or contact details, please use the **Update personal details** form for individuals or **Update entity details** form for trusts or businesses on mlc.com.au

| | | |
|--|--------------------------|---------------------|
| Regular investment | <input type="checkbox"/> | Complete Section 3 |
| Regular withdrawal | <input type="checkbox"/> | Complete Section 4 |
| Income distribution | <input type="checkbox"/> | Complete Section 5 |
| Tax File Number (TFN) / Australian Business Number (ABN) | <input type="checkbox"/> | Complete Section 6 |
| Bank details | <input type="checkbox"/> | Complete Section 7 |
| Authorised representative | <input type="checkbox"/> | Complete Section 8 |
| Client linking | <input type="checkbox"/> | Complete Section 9 |
| Joint account signing instructions | <input type="checkbox"/> | Complete Section 10 |
| Investment suitability | <input type="checkbox"/> | Complete Section 11 |
| Your confirmation | <input type="checkbox"/> | Complete Section 12 |

Full information on the services listed above is available in the **How to Guide** on mlc.com.au

3. Regular investment

- Add a new regular investment
 Update details of your existing regular investment
 Cancel your regular investment

Amount \$

Start date (DD/MM/YYYY)

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

If you haven't given us a date, the direct debit will occur on the first business day of the month.

End date (DD/MM/YYYY) If applicable

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

You only need to provide an end date if you want your investments to stop at a specified date.

If your request isn't processed in time to meet this date, we'll use the next available, date for the frequency you have selected.

Frequency

Please indicate the preferred frequency of your regular investment. If this isn't specified the frequency of **monthly** will apply.

- Weekly
 Fortnightly
 Monthly
 Quarterly
 Half yearly
 Yearly

Your investment strategy

Do you want to nominate a new investment strategy for your regular investment and any future additional investments?

No Please use the existing pre-nominated investment strategy.

Yes Please list your investment options in the table below. This will apply to all future additional and regular investments unless you tell us otherwise.

If you have more investment options, please attach a separate list.

Please write the full name of the investment option

For full details of all investment options and who can invest in them, please **see page 9**.

| | Percentage |
|-------------------------------------|----------------|
| | % |
| | % |
| | % |
| | % |
| | % |
| | % |
| | % |
| | % |
| | % |
| | % |
| | % |
| Percentage amounts must total 100%. | Total % |

Automatic increase

If you want this amount to increase automatically **each year** or you want to change your automatic increase percentage, please choose one of the following:

- 0%
 1%
 2%
 3%
 4%
 5%
 10%

Are you adding or changing the bank details for your regular investment?

No If you have no other changes, please go to **Section 12** to authorise your request.

Yes Please go to **Section 7**.

5. Income distribution

If you want to change your income distribution method, please choose one of the following:

- Pay your distributions to your pre-nominated bank account. Please complete **Section 7** for **Payments to your bank account**
- Reinvest your distributions back into the same investment option
- Reinvest your distributions into the MLC Cash Fund

Note: If you've requested a regular withdrawal, distributions will automatically be reinvested into the MLC Cash Fund.

If you have no other changes, please go to **Section 12** to authorise your request.

6. Tax File Number (TFN)/Australian Business Number (ABN)

You are not obliged to quote either a TFN, ABN or claim an exemption; however, where a valid TFN, ABN or exemption has not been provided we will deduct tax from distributions of income made to you at the highest marginal tax rate plus Medicare levy.

TFN/ABN Investor 1

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Name

If you are exempt from quoting a Tax File Number, tick the appropriate box:

- I receive an Age, Service, Invalid or Veteran's Pension
- I receive a Wife, Carer, Widow, Sole Parent or Special Benefit Pension
- I am a resident of one of Australia's external territories
- I represent an entity not required to lodge a tax return (eg association)
- I am an overseas resident
Country of Residency:

TFN/ABN Investor 2

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Name

If you are exempt from quoting a Tax File Number, tick the appropriate box:

- I receive an Age, Service, Invalid or Veteran's Pension
- I receive a Wife, Carer, Widow, Sole Parent or Special Benefit Pension
- I am a resident of one of Australia's external territories
- I represent an entity not required to lodge a tax return (eg association)
- I am an overseas resident
Country of Residency:

If your country of residency changes, please notify MLC.

If you have no other changes, please go to **Section 12** to authorise your request.

7. Bank details

Please provide your bank details below, and let us know how you want to use the account for direct debits or payments to the account. For payments and withdrawals the bank account can either be solely or jointly in the name of the investor/entity registered on the investment account.

Account one

Name of bank

Name of account

BSB

| | | | | | | | |
|--|--|--|--|---|--|--|--|
| | | | | - | | | |
|--|--|--|--|---|--|--|--|

Account number

| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|

Direct debits from your nominated bank account

Please specify the type of investment to be drawn from this account

- Regular investment
- Additional investments

I, being the holder of the above account, request MLC Investments Ltd to draw money from my account. I acknowledge this direct debit arrangement is governed by the Direct Debit Request Service Agreement set out at mlc.com.au/ddrsa. I consent to the agreement being made available at mlc.com.au/ddrsa, as well as to the terms of the agreement.

Must be signed by all account holders if different to signatory in Section 12.

Signature of bank account holder

| | | | | | | |
|---|---|--|--|--|--|--|
| X | Date (DD/MM/YY) | | | | | |
| | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> | | | | | |
| | | | | | | |

Signature of bank account holder

| | | | | | | |
|---|---|--|--|--|--|--|
| X | Date (DD/MM/YY) | | | | | |
| | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> | | | | | |
| | | | | | | |

Payments to your bank account

Please select which type of payments you want us to make to the above account.

- Distribution to bank (also see **Section 5**)
- Regular withdrawal

Account two

Name of bank

Name of account

BSB

| | | | | | | | |
|--|--|--|--|---|--|--|--|
| | | | | - | | | |
|--|--|--|--|---|--|--|--|

Account number

| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|

Direct debits from your nominated bank account

Please specify the type of investment to be drawn from this account

- Regular investment
- Additional investments

I, being the holder of the above account, request MLC Investments Ltd to draw money from my account. I acknowledge this direct debit arrangement is governed by the Direct Debit Request Service Agreement set out at mlc.com.au/ddrsa. I consent to the agreement being made available at mlc.com.au/ddrsa, as well as to the terms of the agreement.

Must be signed by all account holders if different to signatory in Section 12.

Signature of bank account holder

| | | | | | | |
|---|---|--|--|--|--|--|
| X | Date (DD/MM/YY) | | | | | |
| | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> | | | | | |
| | | | | | | |

Signature of bank account holder

| | | | | | | |
|---|---|--|--|--|--|--|
| X | Date (DD/MM/YY) | | | | | |
| | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> | | | | | |
| | | | | | | |

Payments to your bank account

Please select which type of payments you want us to make to the above account.

- Distribution to bank (also see **Section 5**)
- Regular withdrawal

If you have no other changes, please go to **Section 12** to authorise your request.

8. Authorised representative

Add a new authorised representative

Update your existing authorised representative's details

Remove existing authorised representative

Your authorised representative's details

Title

Mr Mrs Miss Ms Other

Surname

Given name(s)

Date of birth (DD/MM/YYYY)

Mobile phone


Contact telephone (business hours)

Email

Address (we can't accept a PO Box)

Customer number (if existing customer)

Signature of authorised representative

| | |
|---|----------------------|
|  | Date (DD/MM/YY) |
| | <input type="text"/> |

What level of authority do you want your authorised representative to have on your account?

My authorised representative can make **enquiries only** on my account

I understand the information on appointing an authorised representative as set out in the current **How to Guide** on **mlc.com.au**

I release, discharge and indemnify MLC from all losses, liabilities, actions, proceedings, claims and demands (including in relation to negligence) in respect of acts or omission of my/our authorised representative, whether authorised by me or not.

Signature 1 Investor

| | |
|---|----------------------|
|  | Date (DD/MM/YY) |
| | <input type="text"/> |

My authorised representative can make **enquiries and transact** on my account

For this type of authorisation, we'll need to identify your authorised representative.

Please refer to the Proof of Identity Guide at **mlc.com.au** and attach certified identification documents for this person.

I understand the information on appointing an authorised representative as set out in the current **How to Guide** on **mlc.com.au**

I release, discharge and indemnify MLC from all losses, liabilities, actions, proceedings, claims and demands (including in relation to negligence) in respect of acts or omission of my/our authorised representative, whether authorised by me or not.

Signature 2 Investor

| | |
|--|----------------------|
|  | Date (DD/MM/YY) |
| | <input type="text"/> |

If you have no other changes, please go to **Section 12** to authorise your request.

9. Client linking

Please complete the following details if you want to link with one other investor with an eligible MLC MasterKey account, for the purpose of receiving the benefits of a fee refund.

Please see the relevant **How to Guide** on mlc.com.au for more information on eligible MLC MasterKey products.

Name of investor you'd like to link to

We may accept the nomination of a family trust, superannuation fund or business.

Customer number of nominated investor

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Date of birth of nominated investor (if applicable) (DD/MM/YYYY)

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Relationship to you

Spouse De facto Parent Trust Child Sibling Business

Signature of person or representative of the business or trust nominated above

| | | | | | | | | | | |
|--|---|--|--|--|--|--|--|--|--|--|
|  | Date (DD/MM/YY) | | | | | | | | | |
| | <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> | | | | | | | | | |
| | | | | | | | | | | |

If you have no other changes, please go to **Section 12** to authorise your request.

10. Joint accounts

Complete this section if you want to change the signing instructions on your account.

Are all investors required to sign when making a transaction (except for telephone and mlc.com.au online transactions)?

Yes

No

Please go to **Section 12** to authorise your request.

11. Investment suitability

To assess which investment options are right for you, please refer to the relevant disclosure documents for each investment option selected for investment objectives and timeframes, and risk measures. Please respond to the following questions for all investment products you've selected:

The investments I've selected have a risk measure that I'm prepared to accept

Yes No

I'm aware of the minimum suggested investment timeframe

Yes No

If you don't answer, we'll presume your answers are 'Yes'.

12. Your agreement and declaration

Before making this change I have considered the information in the Product Disclosure Statement about the investment options I have selected.

I have also reviewed the information on the management of my account in the **How to Guide**. (These documents are available on mlc.com.au)

Please sign below to authorise us to process your request.

If signed under the Power of Attorney: Attorneys must attach a certified copy of the Power of Attorney if not already supplied. The Attorney hereby certifies that he/she has not received notice of any limitation or revocation of his/her Power of Attorney and is also authorised to sign this form.

Power of Attorney documents can't be accepted by fax.

Signature 1 Investor or Attorney

| | | | | | | | | |
|---|---|--|--|--|--|--|--|--|
|  | Date (DD/MM/YY) | | | | | | | |
| | <table border="1"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> | | | | | | | |
| | | | | | | | | |

Signature 2 Investor or Attorney

| | | | | | | | | |
|---|---|--|--|--|--|--|--|--|
|  | Date (DD/MM/YY) | | | | | | | |
| | <table border="1"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> | | | | | | | |
| | | | | | | | | |

13. Send us your form

Please mail your completed, signed and dated form to:

MLC
PO Box 200
North Sydney NSW 2059

Email: contactmlc@mlc.com.au

If you have any questions, please speak with your financial adviser, call us on **132 652** Monday to Friday between 8.00 am and 6.00 pm (AEST/AEDT) or for more information visit mlc.com.au

MLC MasterKey Unit Trust

| Investment options | MLC MasterKey Unit Trust |
|---|--------------------------|
| MLC Horizon 2 – Income Portfolio | ✓ |
| MLC Horizon 3 – Conservative Growth Portfolio | ✓ |
| MLC Horizon 4 – Balanced Portfolio | ✓ |
| MLC Horizon 5 – Growth Portfolio | ✓ |
| MLC Horizon 6 – Share Portfolio | ✓ |
| MLC Horizon 7 – Accelerated Growth Portfolio | ✓ |
| MLC Cash Fund ¹ | ✓ |
| MLC Property Securities Fund | ✓ |
| MLC Global Share Fund | ✓ |
| MLC Australian Share Fund | ✓ |
| MLC Australian Share Index Fund | ✓ |
| MLC IncomeBuilder | ✓ |
| MLC – Platinum Global Fund | Rules apply ² |

1 For MLC Cash Fund, refer to the PDS available at mlc.com.au/pds/mkut.

2 Available to those investors who already have a holding in this investment option. Once you have withdrawn all your investment balance from this option, it will no longer be available to you for future investments.