



Switch, re-weighting and recurring sell of illiquid investments

MLC Wrap
MLC Navigator

Your adviser can process this request online.

We respect your privacy and handle your information in accordance with our privacy policy, available on mlc.com.au/privacy

We can only accept the form if it is correctly completed.

1. Your account details

Account number

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

Account name

Contact telephone (business hours)

Email

2. Your transaction details

- Change your Investment List Please complete **Section 3.**
- Switch your investment Please complete **Section 4.**
- Re-weighting your investment Please complete **Section 6.**
- Recurring sell of illiquid investments Please complete **Section 8.**

3. Change your Investment List

With Series 2 accounts you have access to the full Investment List or alternatively you can select our Core Investment List, which give you access to a focused range of investment options and a simpler fee structure.

The administration fees you pay will depend on which investment list you choose.

Please nominate which Investment list you want to apply to your existing account:

Core Investment List; **OR**

full Investment List

If no nomination is made, no changes will be made to your current investment list.

To enable us to process a request to move to the Core Investment List, 100% of current investment holdings (Including pending sells), and portfolio facilities must be on the Core Investment List.

If you hold assets outside the Core Investment List, and nominate to have the Core Investment List apply to your account, please complete the next section to switch your holdings into your chosen investments from the Core Investment List.

If no other changes are required, please go to **section 9.**

4. Fast track

We can switch a maximum of 75% of your account balance, before the sale of your investments are finalised, by deducting the requested amount from your Cash Account. We'll process your switch even if your Cash Account balance becomes negative, but you'll have to pay interest.

Fast track switches aren't available for certain investments, eg term deposits, illiquid and hedge funds. For full information on fast track, please see the relevant **How to Guide** available on mlc.com.au

Do you want to fast track this switch?

No

Yes

If a selection isn't made, we'll fast track your switch.

Please go to **Section 5**.

5. Switching details

Tax optimisation

If you're switching part of an investment option, please choose the tax optimisation you want to apply to your switch. If you don't elect a method the default will be first in first out (FIFO). HCFO isn't available for transactions on Model Portfolios.

First in first out (FIFO)

Highest cost first out (HCFO)

The tax optimisation applies to this switch only. If you want to change your default tax optimisation please use the **Update account details** form available on mlc.com.au

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

Switch from

APIR code	Switch from Investment name	Units	Amount	Percentage
n/a	Cash Account	n/a	\$	%
			\$	%
			\$	%
			\$	%
			\$	%
			\$	%
			\$	%
			\$	%
			\$	%
			\$	%
			\$	%
			\$	%
			\$	%
			\$	%
			\$	%
			\$	%

Please complete the **Switch to** details on the following page and complete either section 5a or 5b.

5. Switching details continued

a) Switch to the Core Investment List

If there is an existing Auto re-weighting facility and the investment options nominated in the table below aren't in line with your current allocation, we'll cancel the Auto re-weighting facility.

APIR code	Switch to Investment name	Amount	Percentage	Reinvest earnings
n/a	Cash Account	\$	%	n/a
MLC0669AU	MLC Wholesale Horizon 1 Bond Portfolio	\$	%	<input type="checkbox"/> Yes
MLC0670AU	MLC Wholesale Horizon 2 Income Portfolio	\$	%	<input type="checkbox"/> Yes
MLC0398AU	MLC Wholesale Horizon 3 Conservative Growth Portfolio	\$	%	<input type="checkbox"/> Yes
MLC0260AU	MLC Wholesale Horizon 4 Balanced Portfolio	\$	%	<input type="checkbox"/> Yes
MLC0265AU	MLC Wholesale Horizon 5 Growth Portfolio	\$	%	<input type="checkbox"/> Yes
MLC0397AU	MLC Wholesale Horizon 6 Share Portfolio	\$	%	<input type="checkbox"/> Yes
MLC0449AU	MLC Wholesale Horizon 7 Accelerated Growth Portfolio	\$	%	<input type="checkbox"/> Yes
MLC7387AU	MLC Wholesale Index Plus Balanced Portfolio	\$	%	<input type="checkbox"/> Yes
MLC7849AU	MLC Wholesale Index Plus Conservative Growth Portfolio	\$	%	<input type="checkbox"/> Yes
MLC9748AU	MLC Wholesale Index Plus Growth Portfolio	\$	%	<input type="checkbox"/> Yes
MLC0667AU	MLC Wholesale Inflation Plus – Assertive	\$	%	<input type="checkbox"/> Yes
MLC0921AU	MLC Wholesale Inflation Plus – Conservative	\$	%	<input type="checkbox"/> Yes
MLC0920AU	MLC Wholesale Inflation Plus – Moderate	\$	%	<input type="checkbox"/> Yes
PPL0028AU	Antares Income Fund	\$	%	<input type="checkbox"/> Yes
Separately Managed Account (SMA) – Model Portfolios				
NUN6749AU	MLC Premium Moderate	\$	%	<input type="checkbox"/> Yes
NUN4773AU	MLC Premium Assertive	\$	%	<input type="checkbox"/> Yes
NUN0962AU	MLC Premium Aggressive	\$	%	<input type="checkbox"/> Yes
NUN7096AU	MLC Value Moderate	\$	%	<input type="checkbox"/> Yes
NUN4731AU	MLC Value Assertive	\$	%	<input type="checkbox"/> Yes
NUN5432AU	MLC Value Aggressive	\$	%	<input type="checkbox"/> Yes

If you want to change your additional and regular investment allocation or sell down priority as a result of this switch, your adviser can update this online or you can complete an **Update account details** form, available on mlc.com.au

Please go to **Section 7**.

5. Switching details continued

b) Switch to the full Investment list

If you're switching into a **term deposit** the interest rate which applies will be the rate available when your switch to transaction is processed.

If there is an existing Auto re-weighting facility and the investment options nominated in the table below, aren't in line with your current allocation, we'll cancel the Automatic re-weighting facility.

Reinvestment of earnings is only relevant to managed investments.

APIR/ASX code	Switch to Investment name	Amount (Minimum \$500 per share)	Percentage	Reinvest earnings
n/a	Cash Account	\$	%	n/a
		\$	%	<input type="checkbox"/> Yes
		\$	%	<input type="checkbox"/> Yes
		\$	%	<input type="checkbox"/> Yes
		\$	%	<input type="checkbox"/> Yes
		\$	%	<input type="checkbox"/> Yes
		\$	%	<input type="checkbox"/> Yes
		\$	%	<input type="checkbox"/> Yes
		\$	%	<input type="checkbox"/> Yes
		\$	%	<input type="checkbox"/> Yes
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		\$	%	<input type="checkbox"/> Yes
		\$	%	<input type="checkbox"/> Yes
		\$	%	<input type="checkbox"/> Yes
		\$	%	<input type="checkbox"/> Yes
		\$	%	<input type="checkbox"/> Yes
		\$	%	<input type="checkbox"/> Yes

If you want to change your additional and regular investment allocation or sell down priority as a result of this switch, your adviser can update this online or you can complete an **Update account details** form, available on mlc.com.au

Please go to **Section 7**.

6. Re-weighting details

Complete this section if you want a total re-weight of your portfolio.

If you have an existing Automatic re-weighting facility and the investment options nominated in the table below aren't in line with your current allocation, we'll cancel the Automatic re-weighting facility.

Reinvestment of earnings is only relevant to managed investments.

Tax optimisation

Please choose the tax optimisation you want to apply. If you don't elect a method the default will be first in first out (FIFO). HCFO isn't available for transactions on Model Portfolios.

- First in first out (FIFO)
 Highest cost first out (HCFO)

The tax optimisation applies to this re-weight and any Automatic re-weights, if selected below. If you want to change your account default tax optimisation method, you'll need to complete a **Update account details** form, available on mlc.com.au

Investment allocation

Please make sure you maintain your minimum Cash Account balance when you re-weight your portfolio.

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

APIR code	Investment name	Allocation percentage	Reinvest earnings
n/a	Cash Account	%	n/a
		%	<input type="checkbox"/> Yes
		%	<input type="checkbox"/> Yes
		%	<input type="checkbox"/> Yes
		%	<input type="checkbox"/> Yes
		%	<input type="checkbox"/> Yes
		%	<input type="checkbox"/> Yes
		%	<input type="checkbox"/> Yes
		%	<input type="checkbox"/> Yes
		%	<input type="checkbox"/> Yes
		%	<input type="checkbox"/> Yes
		%	<input type="checkbox"/> Yes
		%	<input type="checkbox"/> Yes
		%	<input type="checkbox"/> Yes
		%	<input type="checkbox"/> Yes
Allocation percentage must total 100%		%	

If you want to change your additional and regular investment allocation or sell down priority as a result of this re-weight, your adviser can update this online or you can complete an **Update account details** form, available on mlc.com.au

If you have illiquid or suspended investments in your portfolio, you should speak to your financial adviser about any impact this may have on re-weighting your portfolio.

Do you want to add an **Automatic re-weighting facility** using the investment allocation in the table above?

- No Please go to **Section 7**.
 Yes Please complete the details overleaf.

6. Re-weighting details continued

Automatic re-weight is only available for Managed investments. Managed investments without daily pricing can't be automatically re-weighted.

Target weight tolerance

Please specify the tolerance you want to apply. If a percentage is not specified we'll use 3%.

 %

Re-weight frequency

Please specify the frequency you want to apply. If a frequency is not specified we'll use half-yearly.

Quarterly The re-weight will occur in February, May, August and November each year

Half-yearly The re-weight will occur in February and August each year

Yearly The re-weight will occur in August each year

Please go to **Section 9** to authorise your request.

7. Adviser share transaction fee

This fee only applies to the sale or purchase of listed investments. Do you want an Adviser share transaction fee to apply on this transaction?

No

Yes Please provide the details below.

\$ (maximum of \$110.00 per trade) **OR** % (maximum of 1.10% of trade value)

I understand and consent to this amount being shared with other parties as outlined by my financial adviser. This fee is inclusive of GST.

Please go to **Section 9** to authorise your request.

8. Recurring sell of illiquid investments

If you want to change your recurring sell status, please select the relevant option:

Remove a recurring sell instruction

Apply a recurring sell instruction

Please provide the details of the relevant investment options in the table below.

If you request a recurring sell on an investment, we'll sell all available units during the fund manager withdrawal offer periods, until all units have been sold. The FIFO tax optimisation method will be used for all recurring sales of illiquid investments.

APIR/ASC code	Investment name

Please go to **Section 9** to authorise your request.

9. Your agreement and declaration

I agree:

I have read the latest Product Disclosure Statement or Financial Services Guide, and acknowledge that once this instruction is processed:

- if at any time, I move between the Core Investment List and the full Investment List this will impact the applicable fees and costs I pay, as set out in the Product Disclosure Statement or Financial Services Guide.
- If the Core Investment List has been selected but an option outside the Core Investment List is held, I accept that I will pay the administration fees applicable to the full Investment List.
- If you've chosen the Core Investment List and your portfolio facilities have selections outside of the Core Investment List, the amount of that investment option will be allocated to the Cash Account.

There are times when Navigator Australia or NULIS Nominees (Australia) Limited (each, as applicable, the "Provider") might not be able to process your request to move into the Core Investment List, for example when:

- 100% of your current investment holdings (including pending sells) are not within the Core Investment List.

If I have invested into an illiquid investment option, or an investment option I have has become illiquid, it may take longer than 30 days to switch out of the investment option.

There are times when Navigator Australia Limited (NAL) might not be able to process my switch out instructions, for example when:

- there are liquidity issues in the investment
- the fund manager suspends transactions
- NAL can't obtain a price
- the instruction is incomplete, and
- unforeseen circumstances prevent NAL from using our administration systems.

Signature of Investor one or Attorney

Full name (please print)

Signature

X	Date (DD/MM/YYYY)

Please go to **Section 10**.

Before making this switch I have considered the information in the relevant disclosure documents available for the investment options I have selected. I have also reviewed the information in the relevant **How to Guide** or **Annual Report** about the management of my account. These documents are available on **mlc.com.au** or by **contacting us**.

Term Deposit

I understand that if I wish to access my Term Deposit prior to maturity I will be required to provide 31 days notice (in addition to NAL's processing time) and pay the Term Deposit provider any economic costs associated with early access to my investment prior to maturity.

For units held jointly

All parties must sign unless otherwise indicated on the original application form or as subsequently advised.

On behalf of a Corporation

This form must be executed by one of the following methods:

- by signature of two directors or one director and the company secretary
- signature of the sole director and company secretary for sole director proprietary companies, or
- under Power of Attorney.

If signed under Power of Attorney: Attorneys must attach a certified copy of the Power of Attorney and identification for themselves (go to **mlc.com.au** to download the relevant identification form) 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 or email.

Signature of Investor two (if applicable) or Attorney

Full name (please print)

Signature

X	Date (DD/MM/YYYY)

10. Send us your form

Please mail, email or fax your completed, signed and dated form to:

MLC, GPO Box 2567, Melbourne VIC 3001

Email: services@mlc.com.au

Fax number: (03) 9869 1595

If you have any questions, please speak with your financial adviser, call us on **132 652** Monday to Friday between 8 am and 6 pm (AEST/AEDT) or visit **mlc.com.au**

11. Financial adviser details

Name of the financial Adviser

Adviser number

Contact telephone number (business hours)

Fax number

Email