



# Asset transfer (in specie) withdrawal

## MLC Wrap Investments and MLC Navigator Investment Plan

You should read this information before you complete your transfer request.

### What you need to check

If you're transferring to another investment provider, contact them to check they can process asset transfers. Also check the investments and/or shares you're transferring can be accepted and whether there are any other requirements.

You'll need to give us the account number at the institution to which you're transferring your investments.

### Fees and charges

A fee applies to **each** investment you're transferring. We'll deduct the relevant amount from your Cash Account once your transfer is complete.

For information on fees, please see the relevant **Financial Services Guide** or **IDPS Guide** that you received when you opened your account.

If you're transferring investments to a direct holding, where **Stamp Duty** is payable, we'll deduct this from your Cash Account and pay this on your behalf to the State Revenue Office.

### Privacy

We respect your privacy and handle your information in accordance with our privacy policy, available on [mlc.com.au](https://mlc.com.au)

For definitions of terms, please see [page 2](#).

### What you need to know

#### Closing your account

If you're closing your account, we'll pay out any balance in your Cash Account once the transfer is completed.

You can withdraw from your Cash Account before the transfer starts, provided the amount is within the maximum available. See **Section 4** of the Asset transfer form for details.

#### Direct holdings

If you're transferring investments to a direct holding, rather than to an investment provider or custodian, you'll need to complete an **Australian Standard Transfer Form (ASTF)** for each investment you're transferring. See Transfer details in **Section 5**. We can only accept original **ASTFs**.

#### Timing and availability of funds

We can't tell you exactly how long it will take to process your transfer. A simple transfer could take four weeks and a more complex transfer three months or more. It all depends on the investments you're transferring, the number of parties involved in the transfer, and how quickly we get the information we need to process your transfer.

Once your transfer starts, you won't have access to the investment until the transfer is completed.

**Asset transfer withdrawals aren't available for term deposits and Separately Managed Account (SMA) Model Portfolios.**

### Advice

You should speak with your financial adviser about the financial implications of the transaction.

For advice on how this impacts your personal tax obligations, we strongly recommend you seek advice from a registered tax agent.

### Next steps

Go to the Asset transfer form. Just follow the instructions and make sure you attach any additional information requested so we can complete your transfer without unnecessary delays.

### Any questions?

Speak with your financial adviser or contact us on **132 652** Monday to Friday between 8 am and 6 pm (AEST/AEDT) or visit [mlc.com.au](https://mlc.com.au)

# Asset transfer (in specie) withdrawal

## Definitions

### Direct versus indirect holdings

#### Types of holdings

The list below gives a general guide to direct versus indirect holdings. If you aren't sure how your investments are held, check before you send us your transfer request.

Institution	Description	Holding
<b>Fund manager</b>	Units held in investments managed by the fund manager.	Direct
<b>Investment provider</b>	A platform similar to MLC Wrap, which holds multiple assets under one account number on behalf of the customer.	Indirect
<b>Broker</b>	An intermediary who arranges for the purchase or sale of shares. In this case, you would be issued with a Holder Identification Number (HIN).	Direct
<b>Share registry / Issuer sponsored</b>	Where you are issued with Securityholder Reference Number (SRN) directly by the share registry for each of your share investments.	Direct

#### Other useful definitions

Term	Description
<b>Beneficial owner</b>	The legal owner of an asset, even though for safety and convenience the assets may be held in another name, for example custodian or trustee.
<b>Change of beneficial owner</b>	Where you change the beneficial owner of the assets when you make a transfer.
<b>No change of beneficial owner</b>	Where the assets remain with the same beneficial owner when transferred.
<b>Stamp Duty</b>	Stamp Duty is a fee charged by the State Revenue Office. Stamp Duty currently only applies on in specie transfers of managed funds registered in New South Wales and South Australia.
<b>Transaction / Parcel history</b>	A list of the remaining units in each individual parcel of shares or investments purchased, after any sales from that parcel. This information is relevant where you're transferring assets and not changing the beneficial owner. For full details of what you'll need to provide go to the <b>Transaction/Parcel history</b> form available on <a href="https://mlc.com.au">mlc.com.au</a>
<b>Securityholder Reference Number (SRN)</b>	An SRN is used when your holdings are issuer sponsored, ie issued directly to you. You will have a separate SRN for each of your issuer sponsored holdings. This number will start with an 'I'
<b>Holder Identification Number (HIN)</b>	A HIN is used to register your holdings in multiple companies for broker sponsored shares, ie, issued via your broker and can only be bought or sold via your broker. This number will start with an 'X'
<b>Holding statement</b>	Details of current holdings in a security. You can get a holding statement from the relevant share registry or your broker.



# Asset transfer (in specie) withdrawal

Use this form to transfer investments to other institutions or into direct ownership from your MLC Wrap or MLC Navigator account.

## 1. Your account details

Account number

Contact telephone (business hours)

Account name

Email

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

### For Sole Traders

If you're a Sole Trader, please provide the information below.

Business name (if any)

Address of principal place of business. We can't accept a PO Box.

Unit number

Street number

Street name

Suburb

State

Postcode

Country

Australian Business Number (ABN) (if any)

## 2. Beneficial owner details

Changes in beneficial ownership may realise capital gains or losses on the transferred assets and there could be tax implications. You should seek advice from a registered tax agent to determine how the transfer will impact on your tax obligations.

Please choose one of the options below. If you don't, we'll process your request as **no change of beneficial owner**.

Are you changing the beneficial owner on this transfer?

No

Yes

If your transfer includes a combination of no change of beneficial owner and change of beneficial owner, please complete a separate form for the investments which apply to each owner type.

Please go to **Section 3**.



## 4. Closing your account

### Cash Account payment options

We'll pay the balance of your Cash Account once the transfer is completed.

Do you want to withdraw part of your Cash Account before the transfer starts?

No  Please go **Payment options** below.

Yes  What amount do you want to withdraw?

**specified amount**

\$

If the amount above is higher than the maximum available, we'll pay out the maximum available amount.

**OR**

**maximum amount available**

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### Payment options

Please choose the payment option for your Cash Account.

**Bank account**

Pay to nominated bank account  Please go to **Financial adviser** on the next page.

Pay to bank account below

Name of bank

Name of account holder(s)

BSB

-

Account number

**Cheque**

Pay to account name and address  Please go to **Financial adviser** on the next page.

Pay as per details below

**Cheque payee name**

Name of contact person and/or company

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**Address**

Unit number

Street number

PO Box

Street name

Suburb

State

Postcode

Country

**Section 4** is continued on the next page.

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## 4. Closing your account (continued)

### Financial adviser

If you're changing your financial adviser when this investment is transferred, and want to authorise us to provide information to that financial adviser, please provide all the information requested below.

This is for information on the **transfer only**, and the financial adviser listed below won't have access to any other information or be remunerated on your investment with MLC Wrap or MLC Navigator.

Contact name

Contact telephone (business hours)

Email

Please go to **Section 5**.

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## 5. Transfer details

Please choose the type of transfer you're making. One or both options may apply.

Transfer to another investment provider where the investments are **not held directly**

We'll complete and send the **Australian Standard Transfer Form (ASTF)** to the institution detailed below. You don't have to complete the **ASTF**.

Name/Institution

Account name

Account number

Contact telephone (business hours)

### Address

Unit number

Street number

PO Box

Street name

Suburb

State

Postcode

Country

### AND/OR

Transfer to a **direct holding** (eg into your name or a company name)

For listed investments (including shares) you'll need to provide an **ASTF** for **each** of the investments you're transferring, with the 'Buyer's' section completed. You can find this form and details on how to complete it, on **page 9**.

For managed investments, we will issue you an ASTF upon receipt of this form to send to the appropriate fund manager.

You'll need to supply a Holder Identification Number (HIN) or a Securityholder Reference Number (SRN) on your **ASTF**.

If you don't have an HIN or if you haven't previously been issued with an SRN for any shares you're transferring, a new SRN will be required. See **page 2** for more details on HIN or SRN.

Would you like a new SRN issued for any shares you're transferring?

No  Please write the HIN or SRN on the **ASTF** on **page 11**.

Yes  A new SRN will be issued and the shares registered as per details appearing in the buyer/transferee section of the **ASTF**.

If no selection is made, the transfer will be processed in the name of the buyer/transferee appearing on the **ASTF**.

Please go to **Section 6** to authorise your request.

## 6. Your agreement and declaration

I authorise Navigator Australia Limited (NAL) to transfer the investments listed in **Section 3** and to deduct any fees, charges or Stamp Duty which apply.

I have read and understood the information contained in the relevant **Financial Services Guide**, **IDPS Guide** and/or **How to Guide** about the transfer of investments. These documents can be found on [mlc.com.au](http://mlc.com.au)

I also authorise NAL to access information from the institution I'm transferring my investments to, so this transfer can be processed.

### I understand that:

- A fee applies to each investment transferred, as detailed in the relevant **Financial Services Guide** or **IDPS Guide**.
- There may be taxation implications associated with the transfer. It is my responsibility to obtain tax advice from a registered tax agent in relation to how the transfer impacts upon my personal circumstances and tax obligations. I understand that NAL is not a registered tax agent.
- If I'm changing beneficial ownership, this may realise capital gains tax and/or losses.
- Transferring units can take some time, and may be dependent upon the policies or procedures of third parties and the destination institution, and may not have access to these funds until the transfer is completed.
- If I'm closing my MLC Navigator account and there are any remaining Deferred Entry Fees, these will be deducted from my Cash Account when the account is closed.
- If the institution to which the transfer is sent can't accept my investment, these investments will be sold and my Cash Account credited with the sale amount.
- This transfer may be cancelled if it is not processed within three months of receipt of request.
- If I've invested in an illiquid investment option or an investment option I have has become illiquid, NAL may take longer to transfer out of the investment option.
- I understand where a margin lender agreement is in place, NAL will require the margin lender to authorise any withdrawal request, otherwise, my request will not be processed.
- If the ASTF is lost, this transfer will be postponed until this is recovered or a replacement is received.

### Signature of Investor one or Attorney

Name

	Date (DD/MM/YY)			

There are times when we might not be able to process your investment instructions, for example when:

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

**Taxation information reporting:** At the end of the financial year, an annual taxation statement will be sent to you at your registered address. This will give details of your account that will be useful for your own records and taxation requirements. Should you have any queries about how the taxation information affects your personal tax obligations, you should consult with a registered tax agent.

**For units held jointly:** All parties must sign unless otherwise indicated on the original application form or as subsequently advised to MLC.

**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](http://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

Name

	Date (DD/MM/YY)			

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## 7. Send us your form

You can mail, email or fax your documents to us with the exception of the **ASTF**. We can only accept original **ASTF** documents.

**MLC**  
**GPO Box 2567**  
**Melbourne VIC 3001**

**Email: [asset.transfers@mlc.com.au](mailto:asset.transfers@mlc.com.au)**

**Please include your account number and account name in the subject line of your email.**

**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](http://mlc.com.au)**

### Confirm the documents required for your transfer

- This form.

AND

- If you're transferring into directly held investments, a completed **ASTF** for each of the investments you're transferring. See **page 9** for details.



# Information on completing your Australian Standard Transfer Form (ASTF)

## MLC Wrap and MLC Navigator

The ASTF is to be used if you want to transfer a security holding from one party to another without buying and selling on the market.

You'll also need to provide an Asset transfer (in specie) withdrawal or deposit form for the transfer you're making. We can't process your transfer unless we receive the relevant asset transfer form. We'll need an ASTF for each of the directly held investments being transferred.

### A few important points to note before you get started

- Complete your asset transfer form before you start the ASTF. The asset transfer includes instructions on whether you'll need to complete an ASTF.
- Any alterations to this form must be initialled by both the buyer and the seller.
- Do not make corrections using correction fluid, as we won't be able to accept your form. Any increase to the units being transferred is not acceptable, even if initialled.
- Make sure the name you provide, as either buyer or seller, is exactly as it appears on the register of the relevant securities.

<b>A</b>	<b>Stamp Duty</b>	If you're transferring assets that require Stamp Duty to be paid, we'll deduct this from your Cash Account, and pay this on your behalf to the State Revenue Office.
<b>B</b>	<b>Full name of company or fund</b>	The full name of the share, company or managed fund in which the securities being transferred are held. Please include the APIR/ASX code. This is the unique identifier associated with each share, company or managed fund.
<b>C</b>	<b>Full description of securities</b>	You don't have to complete this section.
<b>D</b>	<b>Quantity</b>	The number of units being transferred (amount must be specified in both words and figures).
<b>E</b>	<b>Full name(s) of seller(s) (transferor(s))</b>	<p><i>If you're transferring assets (a deposit) into MLC Wrap or MLC Navigator</i></p> <ol style="list-style-type: none"> <li>1. Transferring from directly held investments: the seller will need to complete this section. Please write the names of all sellers as shown on a holding/transaction statement.</li> <li>2. Transferring from another investment provider: You don't have to complete this form. Your investment provider will complete the ASTF and send the form to us.</li> </ol> <p><i>If you're transferring assets (a withdrawal) from MLC Wrap or MLC Navigator</i></p> <p>MLC will complete this section of the form.</p>
<b>F</b>	<b>Consideration and Date of purchase</b>	Office use only.

# Information on completing your Australian Standard Transfer Form (ASTF)

## MLC Wrap and MLC Navigator

<b>G</b>	<b>Uncertificated transferor identification</b>	The SRN (Securityholder Reference Number) starts with the letter 'T' and the HIN (Holder Identification Number) begins with an 'X'. For managed funds, if you have an existing investment number with the fund manager, you must also write the number in this section. This information can be found on the transaction statement, holding statement or dividend statement issued by the registry or fund manager. <b>The transfer can't be processed without this information.</b>
<b>H</b>	<b>Full name(s) of buyer(s) (transferee(s))</b>	<p><i>If you're transferring assets (a deposit) into MLC Wrap or MLC Navigator</i></p> <p>MLC will complete this section of the form.</p> <p><i>If you're transferring assets (a withdrawal) from MLC Wrap or MLC Navigator</i></p> <p>1. Transferring into directly held investments: The buyer will need to complete this section. Please provide the full names of the buyer. This should be the name in which you want the assets to be held. Securities can't be registered in an unincorporated trading name/business or in the name of a trust, a superannuation fund, a minor, or an estate or deceased person's name. If transferring into an asset where there is an existing holding, please make sure the name provided is identical to the name currently appearing on the register.</p> <p>2. Transferring to another investment provider: You don't have to complete this form. MLC will generate and send this form to your investment provider.</p>
<b>I</b>	<b>Full postal address of buyer(s)</b>	<p><i>If you're transferring assets (a deposit) into MLC Wrap or MLC Navigator</i></p> <p>MLC will complete this section of the form.</p> <p><i>If you're transferring assets (a withdrawal) from MLC Wrap or MLC Navigator</i></p> <p>Please provide the full address including the postcode. If transferring to an existing security holding, the address must match the current registration details exactly.</p>
<b>J</b>	<b>Removal request</b>	Office use only.
<b>K</b>	<b>Uncertificated transferee Identification</b>	The SRN (Securityholder Reference Number) starts with the letter 'T' and the HIN (Holder Identification Number) begins with an 'X'. For managed funds, if you have an existing investment number with the fund manager, you must also write the number in this section. This information can be found on the transaction statement, holding statement or dividend statement issued by the registry/fund manager. <b>The transfer can't be processed without this information.</b>
<b>L</b>	<b>Signing requirements seller</b>	<p><i>You should only sign here if you're transferring assets (a deposit) into MLC Wrap or MLC Navigator from directly held investments</i></p> <ul style="list-style-type: none"><li>• Where holdings are in two or three names, all of the securityholders must sign.</li><li>• If applicable, state the capacity in which they are signing, ie Director, Company Secretary, Sole Director and Sole Company Secretary or Sole Director (with no Company Secretary).</li></ul>
<b>M</b>	<b>Date you're signing as seller</b>	<b>Please note:</b> any forms dated three months or more from the current date may be rejected and new forms will need to be completed.
<b>N</b>	<b>Signing requirements buyer</b>	<p><i>You should only sign here if you're transferring assets (a withdrawal) from MLC Wrap or MLC Navigator to directly held investments</i></p> <ul style="list-style-type: none"><li>• Where holdings are in two or three names, all of the security-holders must sign.</li><li>• If applicable, state the capacity in which they are signing, ie Director, Company Secretary, Sole Director and Sole Company Secretary or Sole Director (with no Company Secretary).</li></ul>
<b>O</b>	<b>Date you're signing as buyer</b>	<b>Please note:</b> any forms dated three months or more from the current date may be rejected and new forms will need to be completed.

# AUSTRALIAN STANDARD TRANSFER FORM

**A**

AFFIX OR IMPRESS STAMP DUTY HERE

IMPRESS MARKING / CERTIFICATION STAMP HERE

**B**

FULL NAME OF COMPANY OR ELIGIBLE BODY

ASX/APIR Code

**C**

FULL DESCRIPTION OF SECURITIES

Class

If not fully paid, paid to

Register

**D**

QUANTITY

Words

Figures

SELLING BROKER'S STAMP

**E**

FULL NAME(S) OF SELLER(S)

Please use BLOCK letters

**F**

CONSIDERATION

\$A

Date of purchase

/ /

**G**

Uncertificated Transferor Identification

HIN

SRN

Investment number

**H**

FULL NAME(S) OF BUYER(S)

Please use BLOCK letters

FOR USE BY AUSTRALIAN SELLING BROKERS ONLY

TRANSFER IDENTIFICATION NUMBER

**I**

FULL POSTAL ADDRESS OF BUYER(S)

Transferor's Broker Hereby certifies:-

- (a) As to the validity of Documents
- (b) That Stamp Duty, if payable has been or will be paid.

**J**

REMOVAL REQUEST

Please enter these securities on the \_\_\_\_\_ Register

**K**

Uncertificated Transferee Identification

HIN

SRN

Investment number

- I/We the registered holder(s) and undersigned Seller(s) for the above consideration do hereby transfer the above name(s) hereafter, called the Buyer(s) or to the several buyers named in Part 2 of the brokers Transfer Form(s) or Split Transfer Form(s), the Securities as specified above standing in my/our name(s) in the books of the above-named Company or eligibly body subject to the several conditions on which I/We held the same at the time of signing hereof and I/We the Buyer(s) do hereby agree to accept the said securities subject to the same conditions.
- I/We the registered holder(s) and undersigned Seller(s) hereby transfer the above securities to the several transferees named in Part 2 of the Brokers Transfer Form(s) or Split Transfer Form(s) relating to the above securities.
- I/We have not received any notice of revocation of the Power of Attorney by death of the grantor or otherwise, under which the transfer is signed.
- Delete whichever does not apply.

TRANSFEROR'S BROKER STAMP

**L**

SELLER(S) SIGN HERE

Affixed at On:-

**M**

DATE SIGNED

/ /

**N**

BUYER(S) SIGN HERE

**O**

DATE SIGNED

/ /

CLIENT ACCOUNT NUMBER

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