



# Rollover request

Please read the **Important information** on **page 8** before making your withdrawal.

If contributions are paid into this account by your employer, you need to ensure no further contributions will be made before you submit this form. Please speak to your employer about this.

For **cash withdrawals**, please use the **Super cash withdrawal request** form available on **mlc.com.au**

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

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

\* **Mandatory fields.**

## 1. Your account details

Account number*	Customer number (if known)	Contact telephone (business hours)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	Gender*	
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female	
First name*	Middle name(s)	
<input type="text"/>	<input type="text"/>	
Family name*	Other/Previous name(s)	
<input type="text"/>	<input type="text"/>	
Date of birth* (DD/MM/YYYY)	Email	
<input type="text"/>	<input type="text"/>	

### Residential address\* (we can't accept a PO Box)

Unit number	Street number	Street name		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Suburb	State	Postcode	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

### Postal address (if different to residential)

PO Box number	Unit number	Street number	Street name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Suburb	State	Postcode	Country	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

**Trustee**  
NULIS Nominees (Australia) Limited  
ABN 80 008 515 633 AFSL 236465

**Fund**  
MLC Super Fund  
ABN 70 732 426 024

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## 2. Your Tax File Number (TFN)

Have you previously provided us with your TFN?

Yes  Please go to **Section 3**.

No  Please write your tax file number in the box provided below.

### Tax File Number (TFN)

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Under the Superannuation Industry (Supervision) Act 1993, your super fund is authorised to collect your TFN, which will only be used for lawful purposes. Your TFN will be used for identification purposes and will be disclosed to your other super provider, unless you request in writing that it is not disclosed. You don't have to provide us with your TFN. However providing your TFN to your super provider means that your super fund can accept all types of permitted contributions and you will pay no more tax on super contributions and benefits than you need to. If you have more than one super account it will also help you to find them so you receive all your super benefits when you retire.

Please go to **Section 3**.

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## 3. Your contributions

(Applicable only to those invested in a Whole of Life, Endowment or Pure Endowment policy.)

If you're invested in a **Whole of Life, Endowment** or **Pure Endowment** policy, unless we're advised otherwise, all contributions will be treated as personal contributions for which you're not claiming a tax deduction.

In the table below, show the contribution type and amount for the current and previous financial years.

Contribution type	Current financial year	Previous financial year
	1/7/____ – 30/6/____	1/7/____ – 30/6/____
Personal contributions	\$	\$
Other contributions	\$	\$
Employer contributions	\$	\$
Total contributions	\$	\$

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## 4. Claiming a tax deduction for personal contributions

Do you want to claim a tax deduction for personal contributions made to your account in the current or previous financial year?

No  Please go to **Section 5**.

Yes  Please complete and return a **Notice of intent to claim or vary a deduction for personal super contributions** form. This form is located on [mlc.com.au](http://mlc.com.au)

Please go to **Section 5**.

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## 5. Your rollover details

Does your account contain a UK transfer amount?

No  Please go to **Section 6**.

Yes  Please complete the details below.

Is the fund to which you are rolling over a Qualified Recognised Overseas Pension Scheme (QROPS)?

No  Please go to **Section 6**.

Yes  Please provide the QROPS number 

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Please go to **Section 6**.

## 6. Rollover amount

If you're **closing your MLC account**, please read the **Important information** on **page 8**.

How much of your investment do you want to rollover?

### Full rollover

If you're closing an MLC MasterKey Business Super account, please complete the details below. If you're closing another type of MLC account, please go to **Section 7**.

Reason for your **MLC MasterKey Business Super** account closure.

Change of employment

Change of super fund (If applicable)

If contributions are paid into this account by your employer, you need to ensure no further contributions will be made before you submit this form. Please speak to your employer about this.

Please go to **Section 7**.

### Part rollover

Please specify the amount required. \$

A part rollover will be taken out of the taxable and tax-free components in proportion to those components at the time of the withdrawal.

A part rollover may also have implications for the amount you can claim as a tax deduction on personal super contributions. Please speak to your tax adviser.

For all MasterKey products please complete the **Investment options** details below.

### Investment options

Which investment options do you wish to deduct your part rollover from?

Pro rata across all investment options  Please go to **Section 7**.

From specific investment options  If relevant, please complete the table below.

Please note: If no selection is made, your withdrawal will be made pro rata across all investment options.

Please write the full name of the investment option	Percentage	OR	Amount
	%		\$
	%		\$
	%		\$
	%		\$
	%		\$
	%		\$

Please go to **Section 7**.

## 7. Rollover fund details

Where is your rollover going?

- A Self Managed Super Fund  Please go to **Section 8**.
- Another rollover institution  Please complete **Rollover fund details** below.
- Another MLC account  Please enter your **MLC account** below.

MLC product name

MLC account number

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### Rollover fund details

Rollover payments can't be paid to you. Please see **page 8 Important information** for more details on rollover requirements.

Fund name\*

### Rollover fund address

PO Box

Street number

Street name

Suburb

State

Postcode

Country

Account or policy number\*

Unique Superannuation Identifier (USI)\*

Super Fund Australian Business Number (ABN)\*

If you don't provide the receiving fund's USI and ABN, your withdrawal may be delayed. Contact the receiving fund if you don't know this information.

Please go to **Section 9** to authorise this transaction.

## 8. Rollover to a Self Managed Super Fund

The following conditions must be met for us to process your request. Please tick the boxes if you can confirm these conditions.

- The fund is registered as a complying Self Managed Super Fund.
- You are a member, and either the director of a corporate trustee or an individual trustee of the Self Managed Super Fund where your benefit is being transferred.

Name of Self Managed Super Fund\*

Self Managed Super Fund – ABN\*

Fund telephone\*

### Your payment details

**Cheque**  We're required to mail your payment to the registered address of your Self Managed Super Fund (SMSF). If you want to check the registered address, you can go to [superfundlookup.gov.au](http://superfundlookup.gov.au)

**Bank payment**  Please complete the bank details below.

Name of bank

Name of bank account: **We can only transfer to an account in the name of the Self Managed Super Fund (SMSF).**

BSB

Account number

## Proof of identity

You'll need to provide us with proof of identity before we can process your rollover. Please see the list of identity documents on the following page.

Your financial adviser can also identify you (see **Section 11**).

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## Proof of Identity – Self Managed Super Funds

Please attach **original certified copies** of the identification documents from **List 1, 2 or 3** below. These need to be mailed to us before we can process your request. Email and fax copies will not be accepted.

For more information, see **page 8** or go to **mlc.com.au** for the **Proof of Identity guide** which includes a more detailed list of certifiers.

### List 1 – Acceptable primary Australian and foreign ID documents

Tick (✓)	<b>Provide ONE certified document from this list.</b> If you don't own a document from this list, you'll need to provide 2 documents from List 2 or 2 documents from List 3.
<input type="checkbox"/>	Australian State/Territory driver's licence containing a photograph of the person.
<input type="checkbox"/>	Australian Passport (a passport that has expired within the preceding 2 years is acceptable).
<input type="checkbox"/>	Australian card issued under a State or Territory for the purpose of proving a person's age and containing a photograph of the person.
<input type="checkbox"/>	Foreign passport or similar travel document containing a photograph and the signature of the person*.

**OR**

### List 2 – Acceptable secondary Australian ID documents.

**Provide TWO documents from this section. One from Part A and one from Part B.**

Tick (✓)	<b>Part A – Provide ONE certified document from these options</b>
<input type="checkbox"/>	Australian birth certificate.
<input type="checkbox"/>	Australian citizenship certificate.
<input type="checkbox"/>	An Australian pension card, health care card or senior health care card issued by the Department of Human Services/ Centrelink or the Department of Veteran Affairs.

**AND**

Tick (✓)	<b>Part B – Provide ONE certified document from these options</b>
<input type="checkbox"/>	A document issued by the Australian Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits to the individual and contains the individual's name and residential address.
<input type="checkbox"/>	A document issued by the Australian Taxation Office within the preceding 12 months that records a debt payable by the individual to the Commonwealth (or by the Commonwealth to the individual), which contains the individual's name and residential address.
<input type="checkbox"/>	A document issued by an Australian local government body or utilities provider within the preceding 3 months, which records the provision of services to that address or to that person (the document must contain the individual's name and residential address).
<input type="checkbox"/>	If under the age of 18, a notice that was issued to the individual by a school principal within the preceding 3 months and contains the name and residential address and records the period of time that the individual attended that school.

**OR**

### List 3 – Acceptable secondary foreign ID documents

Tick (✓)	<b>Provide certified copies of BOTH documents listed below.</b>
<input type="checkbox"/>	Foreign driver's licence containing a photograph of the person whose name it is issued and the individual's date of birth*.
<input type="checkbox"/>	Foreign national identity card issued by a foreign government containing a photograph of the person whose name the card was issued*.

\* Documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator.

Please go to **Section 9** to authorise this transaction.

## 9. Your agreement and declaration

I agree that:

- if my completed request is received before 3.00 pm AEST/AEDT, it will usually be processed using the unit price for that business day (which is calculated at the end of the day)
- if my completed request is received after 3.00 pm AEST/AEDT, it will usually be treated as having been received the next business day
- if I have invested into an illiquid investment option, or an investment option I have has become illiquid, MLC may take longer than 30 days to transfer out of the investment option, and
- if my policy has an insurance component any withdrawal may affect the value of my policy and/or current insurance cover.

There are times when we might not be able to process your rollover 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 systems.

Before requesting this rollover, I have considered the information in the relevant **Product Disclosure Statement** and/or **Annual Report** about the investment options I have selected. I have also reviewed the information on the management of my account in the **How to Guide** or **Product Disclosure Statement**. These documents are available on [mlc.com.au](http://mlc.com.au) or by contacting us.

### Signature of Investor or Attorney

Name

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

### NAB Term Deposits

I understand NAB Term Deposits are invested for a fixed term. Early access to part or all of my investment prior to maturity will:

- require 31 days notice, in addition to MLC's processing time, and
- potentially be subject to a reduced amount of interest to offset the costs to NAB of the early withdrawal.

Withdrawal requests that reduce the minimum of my other investment option(s) below 10% of my account balance may not be processed.

### MLC MasterKey Business Super account closures

If contributions are paid into this account by my employer, I need to ensure no further contributions will be made before I submit this form. I understand I can speak to my employer about this.

### Exit fees

Any exit fees relevant to my withdrawal will be deducted from my account. (For more details please see **Important information** on [page 8](#)).

### UK pension transfers

I understand that if part of my benefit contains a UK transfer amount, there may be UK tax implications.

**If signed under 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 faxed.

## 10. Send us your form

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

**NULIS Nominees (Australia) Limited**  
PO Box 200  
North Sydney NSW 2059  
Fax: 02 9964 3334

Please **Mail** any identification documents required.

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/EDT) or visit **mlc.com.au**

## 11. Financial adviser details

### Financial adviser use only.

When lodging this request, please either:

Provide certified copies of the member's identification documents, or

Complete the record of identification details below.

Record of identification	Document 1	Document 2
Verified form	<input type="checkbox"/> Original <input type="checkbox"/> Certified copy	<input type="checkbox"/> Original <input type="checkbox"/> Certified copy
Document issuer		
Issue date		
Expiry date		
Document number		
Accredited English translation	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted

Name of financial adviser

Division number      Adviser number

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Contact telephone number (business hours)

Fax number

Email

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## Important information

Please check through the following items, which may help highlight some issues you need to take into consideration before making your withdrawal.

### 1. Are you closing your account with us?

#### If you have insurance

If you have insurance premiums deducted from the account you want to close, your withdrawal may cause this insurance to be cancelled. Please call us to check if you're eligible to continue this insurance, and discuss your payment options.

#### If you've made personal contributions

If you've made personal contributions and believe you are eligible to receive unpaid government co-contributions, you should advise the Australian Taxation Office (ATO) on **13 10 20** of an alternative superannuation fund.

#### If you wish to split current year concessional contributions to your spouse

If you want to split current year concessional contributions to your spouse, or if you wish to split prior year concessional contributions to your spouse, you'll need to submit a Contributions splitting application form with your withdrawal form. This form is available on [mlc.com.au](https://mlc.com.au)

### 2. Rollover requirements

If you don't provide all the required information, your rollover may be delayed.

You need to make sure that:

- the fund to which you are rolling over your benefit is a complying superannuation fund
- unless your SMSF does not have an ABN, an ABN must be supplied and the fund must be registered by APRA or the ATO, and
- where an ABN is not supplied or the fund details don't match those on 'Super Fund Lookup' (a register of regulated funds), we may ask you to provide further evidence of the complying status before we can rollover your benefit.

If you aren't sure about any of the details we've requested about your rollover fund, please contact them to check the information before sending in your request.

### 3. Exit fees

Exit fees may apply to certain products. Please check your last statement, [mlc.com.au](https://mlc.com.au) or call us on **132 652** to see if they are applicable to your account before submitting your request.

### 4. Proof of identity – certification

You'll need to get your proof of identity documents certified by a person authorised to certify identification documents, under the Statutory Declaration Regulations (1993).

A person approved to certify identification documents must provide the following information on each copy:

- 'This is a true copy of the original document(s), which I have sighted'
- write their
  - full name
  - contact address and telephone number
  - date of certification
  - signature
- the capacity in which they have certified the document (eg Justice of the Peace, registered pharmacist, judge, magistrate, police officer etc), and
- add the official stamp or seal of the certifier's organisation.

A full list of people authorised to certify documents is available in the **Proof of identity** guide on [mlc.com.au](https://mlc.com.au)