MLC MasterKey Investment Service MLC MasterKey Investment Service Fundamentals



Asset Transfer Request (Withdrawals)

Use this form to transfer units out of your MLC account to another investment provider.

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 number (business hours)			
Account name					
Email		Date of birth (DD/MM/YYYY)			
Destruction of					
Postal address					
Unit number Street number	PO Box				
Street name					
Suburb	Postcode State	Country			
For Sole Traders					
If you're a Sole Trader, please provide th	ne information below.				
Business name (if any)					
Address of principal place of business (if di	fferent to residential address above). We can'	t accept a PO Box.			
Unit number Street number	Street name				
Suburb	State Postcode C	ountry			
Australian Business Number (ABN) (if any)					

2. Your asset transfer details

Please transfer the following investment options: Number of units Investment option 2.1 Cash fund payment details Bank account Please complete the bank details below. Cheque Payable to your account name and mailed to your current postal address Please go to Section 2.2 Name of Bank Name of account holder(s) **BSB** Account number Please go to Section 2.2 2.2 Are you transferring the assets to an MLC Wrap account? Please go to Section 2.3. Please provide your MLC Wrap account number below. Account number 2.3 How should these assets be registered? Transfer my assets to the following holding: Name of new account owner Address of new account owner Unit number Street number PO Box Street name Suburb Postcode State Country

2.3 Continued Provide institution contact details Name of Fund Manager Australian Business Number (ABN) Name of Custodian (if relevant) Address Unit number Street number PO Box Street name Suburb Postcode State Country Contact telephone number (business hours) Contact person **Notes for Asset Transfers** Not all investment options can be transferred to another investment provider or to MLC Wrap. Please check with your Fund Manager. Wholesale Funds The transfer of wholesale managed funds will be subject to minimum investment requirements by the Fund Manager. Change in Beneficial Ownership Changes in beneficial ownership will realise Capital Gains 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 personal tax obligations. Ad valorem duty will be payable when there is a change in beneficial ownership. Ad valorem duty will be payable on any asset transfer from or to the MLC MasterKey Investment Service or the MLC MasterKey Investment Service Fundamentals. 2.4 Are you declaring "No change in beneficial ownership for transfers out" of the assets?

An 'Australian Standard Transfer Form' with buyers details complete, including the account number with the relevant Fund

No Yes

2.5 Checklist

For each investment option being transferred out, the following is to be attached:

Manager (signed by the buyer). Form available on mlc.com.au or ato.gov.au

3. Your declaration

I/We request that you transfer assets from my/our account according to the details in this request.

Please tick (/) the appropriate boxes below. Refer to the 'Notes' below to determine who can sign this form.

Individual/Member/Joint Account Holder 1	Individual/Member/Joint Account Holder 2		
Name	Name		
Date (DD/MM/YY)	Date (DD/MM/YY)		
Company - Director	Company - Director		
Company – Sole Director and Sole Secretary	Company – Sole Director and Sole Secretary		
Individual Trustee 1	Individual Trustee 2		
Power of Attorney 1	Power of Attorney 2		

Notes:

- An asset transfer fee of \$75 is charged from your cash holding before the transfer occurs.
- Where an account is a joint account, both investors need to sign unless they have previously authorised one account holder to sign.
- For self managed super funds, one or more trustees or trustee directors may sign.
- 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.
- Companies may execute in any way allowed by law (affix a seal if required).
- Sole signatories signing under company seal confirm that they witnessed the affixing of the company seal in their capacity as a sole director and sole secretary of the company.

4. Proof of identity

We'll need to receive proof of identity from:

The account holder

- if any personal details have been changed in the last 3 months, or
- if the transfer is to a third party.

The third party payee

• if a transfer to a third party is over \$75,000.

Note: If identification is required, your financial adviser can also verify your identity (see Section 5).

The list below applies to individual account owners and payees only. For all other ownership structures please go to **mlc.com.au** to download the relevant Identification form.

List 1 - Acceptable primary Australian and foreign ID documents

Tick (✓)	Provide ONE certified document from this list. 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.
	Australian State/Territory driver's licence containing a photograph of the person
	Australian Passport (a passport that has expired within the preceding 2 years is acceptable)
	Australian card issued under a State or Territory for the purpose of proving a person's age and containing a photograph of the person
	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 (✓)	Part A – Provide ONE certified document from these options
	Australian birth certificate
	Australian citizenship certificate
	Australian Pension card issued by The Department of Human Services / Centrelink

AND

Tick (✔)	Part B - Provide ONE certified document from these options
	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 which contains the individual's name and residential address
	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
	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)
	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 (✓)	Provide certified copies of BOTH documents listed below.	
	Foreign driver's licence that contains a photograph of the person in whose name it is issued and the individual's date of birth*	
	Foreign national identity card issued by a foreign government containing a photograph of the person in 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 5** to authorise this transaction.

5. Financial adviser details

Financial adviser u	ise only.					
When lodging this req	uest, please either:					
Provide certified of	copies of the membe	r's identification docum	ents, or			
Complete the rec	ord of identification d	etails below.				
	Account owner			Third party		
				payments are to be me account is in joint na account holder.	ade to a third party mes, proof of identity	
ID Document Details	Document 1	Document 2	ID Document Details	Document 1	Document 2	
Verified from	Original	Original	Verified from	Original	Original	
vermed irom	Certified copy	Certified copy		Certified copy	Certified copy	
Document issuer			Document issuer			
Issue date			Issue date			
Expiry date			Expiry date			
Document number			Document number			
Accredited	N/A	N/A	Accredited English translation	N/A	□ N/A	
English translation	Sighted	Sighted		Sighted	Sighted	
Name of financial advi	ser					
Division number	Adviser number					
_ -						
Contact telephone numb	per (business hours)	Fax number				
Email						
6. Send us ye	our form					

Please mail your completed, signed and dated form to:

MLC

PO Box 200

North Sydney NSW 2059

Please attach 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/AEDT) or visit mlc.com.au

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