



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)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Account name

Email	Date of birth (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>

Postal address

Unit number	Street number	PO Box
<input type="text"/>	<input type="text"/>	<input type="text"/>

Street name

Suburb	Postcode	State	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For Sole Traders

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

Business name (if any)

Address of principal place of business (if different to residential address above). 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"/>

Australian Business Number (ABN) (if any)

2.3 Continued

Provide institution contact details

Name of Fund Manager

Australian Business Number (ABN)

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Name of Custodian (if relevant)

Address

Unit number

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Street number

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PO Box

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Street name

Suburb

Postcode

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State

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Country

Contact person

Contact telephone number (business hours)

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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.

Payment

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?

No

Yes

2.5 Checklist

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

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

Name

X	Date (DD/MM/YY)							
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- Company – Director
- Company – Sole Director and Sole Secretary
- Individual Trustee 1
- Power of Attorney 1

Individual/Member/Joint Account Holder 2

Name

X	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>							

- Company – Director
- Company – Sole Director and Sole Secretary
- Individual Trustee 2
- 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.
<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 (✓)	Part A – Provide ONE certified document from these options
<input type="checkbox"/>	Australian birth certificate
<input type="checkbox"/>	Australian citizenship certificate
<input type="checkbox"/>	Australian Pension card issued by The Department of Human Services / Centrelink

AND

Tick (✓)	Part B – Provide ONE certified document from these options
<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 which 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 (✓)	Provide certified copies of BOTH documents listed below.
<input type="checkbox"/>	Foreign driver's licence that contains a photograph of the person in 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 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.

