



EXPAND

2 April 2024

Asset transfer (in specie)

From MLC Masterkey Investment Service or MLC Masterkey Investment Service Fundamentals to Expand Essential or Expand Extra (Expand)

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

What you need to know

What products allow asset transfers?

- Expand Essential Super
- Expand Essential Investment
- Expand Extra Super
- Expand Extra Investment

Closing your MLC Masterkey account

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

Can we accept your investments?

It is important to check whether we can accept the investments you want to transfer.

If your investment doesn't appear in the **Investment Menu** (available at myexpand.com.au) or your holding exceeds the Trustee's diversification limits, please contact us to discuss your investment before you complete this form.

Fees and charges

We don't charge a fee for transfers into your Expand Essential or Expand Extra account.

Privacy

As the investments are currently held in your name, the custodian who holds the assets may require us to provide them a copy of your identification. Reasonable steps will be taken to protect any information disclosed in this manner.

Any personal information collected will be handled in accordance with Expand's privacy policy, available at myexpand.com.au/privacy.

Opening a new Expand account

We'll need a completed application form from you before we can process your transfer. This Asset transfer form should be attached to your application, if it hasn't already been provided.

You'll need to make sure you have included the minimum Cash Account balance.

Beneficial ownership

All investments transferred into a Super or Pension account will result in a change of beneficial ownership. This may result in a Capital Gains Tax (CGT) liability and a new cost base for the asset will be created on the date the asset is transferred into the Fund.

If you are transferring into an investment account, you will need to let us know if this will result in a change in beneficial ownership in Step 3.

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, 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.

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.

Margin lenders

If you're using a margin lender on the account, MLC will need to seek approval from the lender before the transfer can commence.

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 ClientFirst on **1800 517 124** or visit myexpand.com.au



EXPAND

2 April 2024

Asset transfer (in specie)

Masterkey Investment Service / Masterkey Investment Service Fundamentals to Expand Extra or Expand Essential

Use this form to transfer investments from MLC Masterkey Investment Service or Masterkey Investment Service Fundamentals to Expand Extra or Expand Essential

Step 1: Source account details

Masterkey account number	<input type="text"/>	Contact telephone (business hours)	<input type="text"/>
Account name	<input type="text"/>		
Email	<input type="text"/>		

Step 2: Target account details

Are you transferring into an existing Expand Extra or Expand Essential account?

No Please attach this form to a completed Expand Extra or Expand Essential application form.

Yes Please complete the details below.

Expand account number	<input type="text"/>
Account name	<input type="text"/>

Step 3: 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.

Are you transferring into an investment account, or a superannuation account?

Transferring into Expand Extra or Expand Essential Super or Pension. Go to **Step 4**.

Transferring into Expand Extra or Expand Essential Investment. Complete the question below.

Are you changing the beneficial owner of the investments you're transferring?

No Where available, parcel history will be carried across from your existing MLC Masterkey investment account. You authorise MLC MasterKey to disclose your cost base information to us as part of the transfer.

Yes You don't have to provide transaction/parcel history.

Please go to **Step 5**.

Step 4: Your contribution details

If you're transferring into an Expand Extra or Expand Essential Super or Pension account, please select the contribution type below. All investments will result in a change of Ownership. This will result in a Capital Gains Tax (CGT) event.

Type	Amount		Balance
<input type="checkbox"/> Personal contribution	\$	Or	<input type="checkbox"/>
<input type="checkbox"/> Eligible spouse contribution	\$	Or	<input type="checkbox"/>
<input type="checkbox"/> Rollover (SMSF accounts only. A rollover benefit statement will also need to be provided)	\$	Or	<input type="checkbox"/>
<input type="checkbox"/> Downsizer contribution	\$	Or	<input type="checkbox"/>
<input type="checkbox"/> CGT small business contribution	\$	Or	<input type="checkbox"/>

Important – please note:

When making your contribution please be mindful of the contribution caps for personal concessional contributions and personal non-concessional contributions. Personal and/or spouse contributions must be transferred from an account in the name of either you, your spouse, or in joint names. If making a downsizer or CGT small business contribution you must provide the completed ATO form at or before the time we transfer the assets. The forms are available at myexpand.com.au.

Please go to Step 5.

Step 5: Investments to be transferred in

We'll need all the information requested below, to process your request.

I want to transfer all of my assets and close my MLC Masterkey investment account.

Please go to Step 6.

I want to transfer some of my assets.

Please complete the table below with details of the investments to be transferred.

APIR or ASX code	Investment name	Number of units

Please go to Step 6.

If your investment doesn't appear in the **Investment Menu** (available at myexpand.com.au) or your holding exceeds the Trustee's diversification limits, please contact us to discuss your investment before you complete this form.

Step 6: Declaration and signature(s)

I/We authorise MLC Investments Limited (MLC) and Navigator Australia Limited (NAL) or IOOF Investment Management Limited (IIML) to transfer the investments listed in **Step 5**. I/We also authorise MLC, NAL or IIML to access and disclose account information (which could include my personal information) to allow this transfer to be processed.

I/We understand that:

- **Where there is no change of beneficial ownership on an investment transferred**, transaction/parcel history will carry across to the target account where available.
- **Where there is a change of beneficial ownership on an investment transferred**, there may be tax implications, which will result in the realisation of capital gains and losses.
- There may be taxation implications associated with the transfer. It is my/our responsibility to obtain tax advice from a registered tax agent in relation to how the transfer impacts upon my personal circumstances and tax obligations.
- The Trustee can only accept in specie transfers of managed investments into Expand Extra classified as 'restricted' on a fund by fund basis that are within the Trustee's investment limits
- I've/We've considered the Trustee's investment limits, which may be applicable to my transfer.
- I've/We've provided incorrect information, any losses or costs will be my/our responsibility.

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
- unforeseen circumstances prevent us from using our administration systems

Margin lender accounts: I/We understand where a margin lender agreement is in place, MLC Masterkey will require the margin lender to authorise any withdrawal request otherwise my/our request will not be processed.

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.

Please ensure all required parties have signed this form as indicated on your MLC Masterkey account.

Please note: If this form is signed under Power of Attorney, the Attorney declares that they have not received notice of revocation of that power (a certified copy of the Power of Attorney should be submitted with this form unless we have already received it). You generally cannot sign under Power of Attorney if acting on behalf of an entity.

Signature

Signatory 1

Date

Role (such as Investor/Director/Trustee as applicable)

Full name

Additional Signatures (if required)

Signatory 2

Date

Role (such as Investor/Director/Trustee as applicable)

Full name

Please forward all correspondence and enquiries to

Post: Expand
GPO Box 264, Melbourne VIC 3001

Email: clientfirst@myexpand.com.au

Telephone: 1800 517 124

Web: myexpand.com.au

This document has been prepared by IOOF Investment Management Limited (IIML) ABN 53 006 695 021, AFSL 230524 as Trustee of the IOOF Portfolio Service Superannuation Fund ABN 70 815 369 818 and Navigator Australia Limited (NAL) ABN 45 006 302 987, AFSL 236466 as the Service Operator of Expand Essential Investment and Expand Extra Investment. MLC Investments Limited, ABN 30 002 641 661, AFSL 230705 (MLC) is the Operator of MLC MasterKey Investment Service and MLC MasterKey Investment Service Fundamentals. IIML, NAL and MLCI are part of the Insignia Financial Group of companies, consisting of Insignia Financial Ltd ABN 49 100 103 722 and its related bodies corporate. The information in this document has been given in good faith and has been prepared based on information believed to be accurate and reliable at the time of publication. Before making any decisions, advisers and their clients should consider the relevant Product Disclosure Statements or disclosure documents.