



# Rollover request

Please read the **Important information** on **page 6** before requesting your rollover.

For **withdrawals** please use the **Withdrawal request** form available on [mlc.com.au](http://mlc.com.au)

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

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

\* **Mandatory fields**

## 1. Your account details

Account number

Date of birth\* (DD/MM/YYYY)

Title

Mr  Mrs  Miss  Ms  Other

Gender\*

Male  Female

First name\*

Middle name(s)

Family name\*

Other/Previous name(s)

Contact telephone\* (business hours)

Email

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

Unit number

Street number

Street name

Suburb

State

Postcode

Country

## 2. Tax file number (TFN)

Have you previously provided us with your TFN?

Yes

No  Please write your TFN in the box provided below.

**Tax file number**

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. If we're unable to identify you, we may request additional information.

Super account  Please go to **Section 3**.

Pension account  Please go to **Section 4**.

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### 3. Claiming a tax deduction

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 4**.

Yes  Please complete and return a **Notice of intent to claim or vary a deduction for personal super contributions** with this form (see **page 7**). You'll need to complete a separate form for each financial year.

Where no selection is made, we'll assume you're not claiming a tax deduction on personal contributions made in the current or previous financial year.

Please go to **Section 4**.

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### 4. Rollover including a UK transfer amount

Does your account contain a UK transfer amount?

No  Please go to **Section 5**.

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 5**.

Yes  Please provide the QROPS number

For more information on QROPS, go to **qrops.net**

Please go to **Section 5**.

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### 5. Rollover amount

If you're closing your MLC account, please read the **Important information** on **page 6**.

Full rollover  Please go to **Section 6**

Part rollover  Please specify the amount required \$

Do you want to specify your preservation components?

No

Yes  Please provide component details

**Preservation amounts**

Preserved

Restricted non preserved

Unrestricted non preserved

Please complete the **Tax optimisation** and **Investment option** details on the next page.

#### Tax optimisation

Please choose the tax optimisation you want to apply. If you don't elect a method, the default will be first in first out (FIFO).

First in first out (FIFO)

Highest cost first out (HCFO)

## 5. Rollover amount continued

### Investment options

Which investment options do you want to sell down to pay for your partial rollover?

- Cash Account  Please go to **Section 6**.
- Proportionally as per current investment weighting  Please go to **Section 6**.
- From specific investment options  Please complete the table below.

Please note that if no selection is made, your withdrawal will be processed using the available cash in the Cash Account. If there is insufficient available cash, we will sell investments using your nominated sell down sequence (or the default sell down sequence if you haven't nominated a sell down sequence).

Investment name	APIR/ASX code	Units	OR	Amount (Minimum \$500 per share)	OR	Percentage
				\$		%
				\$		%
				\$		%
				\$		%
				\$		%
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				\$		%
				\$		%
				\$		%
				\$		%
				\$		%
			<b>Total</b>	<b>\$</b>		<b>%</b>

If there is an existing Automatic Re-weighting Facility and the allocation above isn't in line with your target weight allocation, the Automatic Re-weighting Facility will be cancelled.

We recommend you review your additional investment allocation to ensure any future deposits into your account reflect the changes you've requested above. To change your instructions for all future investment allocations, you need to complete an **Update account details** form.

Please go to **Section 6**.

## 6. Rollover fund details

Where is your rollover going?

- A Self Managed Super Fund  Please go to **Section 7**.
- Another rollover institution or MLC account  Please complete **Rollover fund details** on the next page.

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## 6. Rollover fund details continued

### Rollover fund details

Rollovers can't be paid to you. Please read the **Important information** on **page 6** for more details on rollover requirements.

Fund name or MLC product name\*

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### Rollover fund address

PO Box

Street number

Street name

Suburb

State

Postcode

Country

Account policy number\*

Unique Superannuation Identifier (USI) (if known)

Super Fund Australian Business Number (ABN)\*

If you don't provide the receiving fund's ABN, your rollover may be delayed.

Please go to **Section 8**.

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## 7. 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 are 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 account holder(s)

BSB

Account number

Please go to **Section 8**.

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## 8. Adviser share transaction fee

Do you want an adviser share transaction fee to apply on this transaction?

No

Yes  Please provide the details below.

\$  (maximum of \$110.00 per trade)

OR

% (maximum of 1.10% per trade value)

I understand and consent to this amount being shared with other parties as outlined by my financial adviser. This fee is inclusive of GST.

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

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## 9. Your agreement and declaration

### I agree:

If I have invested into an illiquid investment option, or an investment option I have has become illiquid, it may take longer than 30 days to transfer out of the investment option.

There are times when Navigator Australia Limited or NULIS Nominees (Australia) Limited (each, as applicable, the "Provider") might not be able to process my rollover instructions, for example when:

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

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

### Signature of Investor or Attorney

Name

	Date (DD/MM/YY)				

I understand that after the Provider has transferred proceeds to the nominated bank account, or posted a cheque, it will not be responsible for any delay or misuse of those funds which may occur after that time. Nor is the Provider responsible for any loss or action arising from such a delay or misuse.

### Term Deposits

I understand that if I wish to access my Term Deposit prior to maturity I will be required to provide 31 days notice (in addition to the Provider's processing time) and pay the Term Deposit provider any economic costs associated with early access to my investment prior to maturity.

### Exit fees

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.

### UK pension transfer

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 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.

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## 10. Send us your form

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

MLC  
GPO Box 2567  
Melbourne VIC 3001

Email: [services@mlc.com.au](mailto:services@mlc.com.au)

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)

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## Important information on rollovers

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

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

#### If you have insurance

If you have premiums for any MLC insurance deducted from the account you want to close, your rollover 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 Rollover request form. This form is available on [mlc.com.au](http://mlc.com.au)

#### If you're intending to claim a tax deduction for your contributions

If you've made personal contributions and are intending on claiming a deduction, you'll need to provide us with a notice of intent to claim form before rolling over your benefit. If you don't you may lose your entitlement to claim a tax deduction.

#### If you're closing an MLC Navigator account

If you're closing an MLC Navigator account, and you have any unpaid Deferred entry fees, these fees will be deducted from your Cash Account on closure.

If you aren't sure if this applies to your account or the amount of the fee to be charged, please contact us.

### 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 the fund is an SMSF registered by APRA prior to 2000, 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. Certification

You'll need to get your 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:

- **If single page:** 'This is a true copy of the original document(s) which I have sighted';
- **If multiple pages:** 'I certify this and the following (number of pages) are a true copy of the original which I have sighted.'
- Each following page must be initialled and dated.
- 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)
- 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](http://mlc.com.au)



# Notice of intent to claim or vary a deduction for personal super contributions

If you want to change or make more than one claim, use a separate form each time.

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

## 1. Your personal details

Account number

Contact telephone (business hours)

Title

Mr  Mrs  Miss  Ms  Other

First name

Middle name

Family name

Date of birth (DD/MM/YYYY)

Email

### Postal address

Unit number

Street number

PO Box

Street name

Suburb

State

Postcode

Country

### Super fund details

Fund name: MLC Superannuation Fund

Fund ABN: 40 022 701 955

## 2. Your contributions

You'll need to complete a separate form for each financial year.

Financial year ended 30 June

Personal contributions covered by this notice

Is this notice varying an earlier notice?

- Yes  
 No

The amount of these personal contributions you intend to claim as a tax deduction

The amount you intend to claim as a tax deduction cannot be greater than the amount you stated in the earlier notice but may be reduced, including to nil.

**Please note:** You may submit multiple contribution notices.

There may be limits to the amount you can claim as a result of withdrawals made during the financial year.

To authorise this notice please complete Section 3.

### 3. Your authorisation

Please wait until you receive our acknowledgement of receipt before you lodge your tax return. For more information about deductions for personal contributions, please speak with your tax adviser or visit [ato.gov.au](http://ato.gov.au)

In signing one of the declarations on this form you should be aware that the law has changed to expand the administrative penalty provisions to include penalties for making false or misleading statements that do not result in a shortfall amount. This may include making false or misleading statements to an entity other than the ATO if the statement is required or allowed to be made under tax law, for example, a notice of intent to deduct super contributions given to a super fund.

Please complete and sign the statement that applies to you.

**Intention to claim a tax deduction**

If you haven't previously lodged a notice with the fund for these contributions.

I am lodging this notice before both of the following dates:

- the day that I lodged my tax return for the year stated in Section 2
- the end of the income year after the year stated in Section 2.

**At the time of completing this notice:**

- I intend to claim the personal contributions stated in Section 2 as a tax deduction
- I am a member of the MLC Superannuation Fund and the fund still holds my contributions
- this super fund has not begun to pay a superannuation income stream based in whole or part on these contributions
- I have not included these contributions in an earlier notice.

The information given on this notice is correct and complete.

**Signature of Investor or Attorney**  
Name (print in BLOCK LETTERS)

Date (DD/MM/YY)

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OR

**Variation of a previous deduction notice**

If you've already lodged a notice with the fund for these contributions and wish to **reduce** the amount.

I intend to claim the personal contributions stated in Section 2 as a tax deduction.

I wish to vary my previous notice for these contributions by reducing the amount advised in my previous notice. I confirm that:

- I am a member of the MLC Superannuation Fund and the fund still holds my contributions
- this super fund has not begun to pay a superannuation income stream whole or part on these contributions
- I have lodged my income tax return for the year in which the contribution was made, prior to the end of the following income year, and this variation notice is being lodged before the end of the day on which the return was lodged, or
- I have not yet lodged my tax return for the year stated in Section 2 and this variation notice is being lodged on or before 30 June in the financial year following the year stated in Section 2, or
- the ATO has disallowed my claim for a deduction for the relevant year stated in Section 2 and this notice reduces the amount stated in my previous notice by the amount that has been disallowed.

The information given on this notice is correct and complete.

**Signature of Investor or Attorney**  
Name (print in BLOCK LETTERS)

Date (DD/MM/YY)

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**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

### 4. Send us your form

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

**MLC**  
GPO Box 2567  
Melbourne VIC 3001

Email: [services@mlc.com.au](mailto:services@mlc.com.au)  
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)