



Withdrawal request

MLC MasterKey Investment Service Fundamentals
MLC MasterKey Investment Service
MLC MasterKey Unit Trust

We can only accept your request if the form is correctly completed.
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 (business hours)

Account name

Email

Date of birth (DD/MM/YYYY) (if applicable)

For Sole Traders

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

Business name (if any)

Address of principal place of business. We can't accept a PO Box.

Unit number

Street number

Street name

Suburb

State

Postcode

Country

Australian Business Number (ABN) (if any)

2. Your withdrawal details

Partial withdrawal

Complete **Section 3**

Closure of account

Complete **Section 4**

6. Cheque payment details

If you want the funds paid to a third party the original withdrawal form will need to be posted and you will need to attach certified proof of identity. For third party amounts over \$75,000 we will also require identification for the third party payee. For more information refer to page 4.

Cheque payee name

Cheque mailing address

Would you like us to mail the cheque to the current postal address for your account?

Yes **Please go to Section 7 to authorise this transaction.**

No **Please complete the mailing details below.**

Name of contact person and/or company

Address

Unit number

Street number

PO Box

Street name

Suburb

State

Postcode

Country

Please go to **Section 7**.

7. 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 payment is to a third party.

The third party payee

- if a payment to a third party is over \$75,000.

Note: If identification is required, your financial adviser can also verify your identity (see **Section 9**).

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 (3)	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 8** to authorise this transaction.

8. Your agreement and declaration

I agree:

- if my completed request is received before 3 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 pm (AEST/AEDT), it will usually be treated as having been received the next business day
- for the MLC MasterKey Investment Service Fundamentals and MLC MasterKey Investment Service, where investment options are not managed by MLC, it may take these investment managers more time to process this request. You may receive multiple payments as investment managers process their payments at different times.
- where I have invested into an illiquid investment option or an investment option I have has become illiquid, we may take longer to transfer out of the investment option.

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, and
- unforeseen circumstances prevent us from using our administration system.

Before making this withdrawal I have considered the information in the relevant Product Disclosure Statement and/or Financial Services Guide about the investment options I have selected. I have also reviewed the information on the management of my account in the **How to Guide**. (These documents are available on mlc.com.au)

I understand that after MLC Investments Limited has transferred withdrawal 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 MLC Investments Limited responsible for any loss or action arising from such a delay or misuse.

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

Taxation information

Please note 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 concerning taxation implications on withdrawing you should contact your tax adviser.

For units held jointly: All parties must sign unless otherwise indicated on the original application form or as subsequently advised to MLC.

If signed by a duly Authorised Representative:

- the Authorised Representative hereby certifies that he/she has not received notice of any limitation or revocation of his/her authority and is also authorised to sign this form.
- if an Authorised Representative signs the request, the payment can only be made to your pre-nominated bank account or with a cheque made in favour of your MasterKey account name.

On behalf of a Corporation: It must be executed by one of the following methods:

- by signature of two directors or one director and the company secretary;
- signature of the sole director and company secretary for sole director proprietary companies; or
- under Power of Attorney.

If signed by Executor(s) of the Estate or any other third party: Please attach original certified copies of identification.

If signed under the Power of Attorney: Attorneys must attach a certified copy of the Power of Attorney and identification for themselves (go to 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.

Signature of Investor or Attorney/Executor

Name

X	Date (DD/MM/YY)					

Signature of Investor or Attorney/Executor

Name

X	Date (DD/MM/YY)					

