



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

The payee name can only be solely or jointly in the name of the investor/entity registered on the investment account.

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

The Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth) requires us to identify you and verify your identity before we can process your instructions.

To verify your identity please complete the below.

Option 1: Verify my identity electronically

By completing the section below, I give my consent for the Trustee to verify my identity by disclosing my name, residential address and date of birth to a credit reporting agency and by confirming the authenticity of my Government issued identification with relevant Government departments or approved service provider.

Please provide details for any **TWO** of the following forms of identification:

Drivers Licence

Full Name (as it appears on your Driver's Licence)

Licence Number

State of Issue

Expiry Date

Card Number

If present, the card number is different to the licence number

Medicare card

Full Name (as it appears on your Medicare card)

Card Colour (please tick)

Green Blue Yellow

Valid to (MM/YYYY or DD/MM/YY)

Medicare Card Number

Individual reference number (the number to the left of your name)

Australian passport

Full Name (as it appears on your Passport)

Passport Number

Expiry Date (DD/MM/YYYY)

Australian visa (foreign passport holders)

Full Name (as it appears on your Passport)

Passport Number

Expiry Date (DD/MM/YYYY)

Country of Issue

Option 2: Already Provided

You or your financial adviser have previously provided us with identification, or you have verified your identity via 'Verify your Identity' on the Personal Details page of your **online** account.

Option 3: I want to provide certified identity documents

I have attached certified paper copies of identification in line with the requirements set out in the Proof of Identity guide available at **mlc.com.au**

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)					

