



Full withdrawal and rollover request form

MLC MasterKey Term Allocated Pension

This form is to be used exclusively for requesting the full withdrawal or rollover of your MLC MasterKey Term Allocated Pension account. Please ensure all details are completed to prevent delays in processing.

The safety and security of our members is our top priority. We urge you to stay vigilant and be aware of potential scams. The four-step approach—Stop, Reflect, Protect and Report—can help you avoid falling victim to fraud.

We respect your privacy and handle your information in accordance with our privacy policy, available on mlc.com.au/privacy

*** Mandatory fields.**

1. Your account details

Account number*	Customer number (if known)	Contact telephone* (business hours)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	Gender*	
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female	
First name*	Middle name(s)	
<input type="text"/>	<input type="text"/>	
Family name*	Other/Previous names	
<input type="text"/>	<input type="text"/>	
Date of birth* (DD/MM/YYYY)	Email	
<input type="text"/>	<input type="text"/>	

Residential address* (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"/>

Postal address* (if different to residential)

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

Trustee
NULIS Nominees (Australia) Limited
ABN 80 008 515 633 AFSL 236465

Fund
MLC Super Fund
ABN 70 732 426 024

2. Your withdrawal details

Please choose how you would like your withdrawal paid and complete the details requested.

Full cash withdrawal

☐ Complete **Section 3**

Full rollover

☐ Complete **Section 4**

3. Your bank details

Please provide your bank account details below. If no bank account details are provided, we'll transfer the payment to your prenominated bank account.

- We can only transfer to an Australian bank account **in your name or a joint name where you're an account holder**

Name of bank

Name of account holder(s)

BSB

Account number

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

4. Rollover fund details

Where is your rollover going?

Another MLC account

☐ Please enter your **MLC account** below.

Another rollover institution

☐ Please complete **Rollover fund details** below.

A Self Managed Super Fund

☐ Please go to **Section 5**.

MLC product name

MLC account number

<input type="text"/>	<input type="text"/>
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Rollover fund details

Rollover payments can't be paid to you.

Fund name*

Rollover fund address

PO Box

Street number

Street name

Suburb

State

Postcode

Country

Account or 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 claim may be delayed.

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

5. 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*

Electronic Service Address (ESA)*

Your payment details

Name of bank

Name of bank account: **We can only transfer to an account in the name of the Self Managed Super Fund (SMSF).**

BSB

Account number

6. 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: Already Provided

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

☐ Option 2: 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 Australian Driver's Licence)

Licence Number

State of Issue

Expiry Date

Card Number

If present, provide the card number. This 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)

6. Proof of identity continued

Australian passport

Full Name (as it appears on your Passport)

Passport Number

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Expiry Date (DD/MM/YYYY)

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Australian visa (foreign passport holders)

Full Name (as it appears on your Passport)

Passport Number

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Expiry Date (DD/MM/YYYY)

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Country of Issue

☐ **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 Identify guide available at mlc.com.au/proof-of-identify-guide

Your financial adviser can complete the Proof of Identify check in **Section 9**.

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

7. Your agreement and declaration

I agree:

- if my completed request is received before 3.00 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 3.00 pm AEST/AEDT, it will usually be treated as having been received the next business day
- where I have invested into an illiquid investment option, or an investment option that has become illiquid, we may take longer than 30 days to transfer out of the investment option.
- **if applicable, I have considered the implications of the commutation on my Centrelink social security benefits.**

Please note, there are times when the Trustee might not be able to process your rollover 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 systems.

We will rely on the information you give us. By signing and submitting this application form, you represent that the information you have provided is true and correct and you acknowledge that any personal information you provide will be handled in accordance with the Trustee's privacy policy

Signature of Investor or Attorney

Name

	Date (DD/MM/YY)				

If signed under 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.

8. Send us your form

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

NULIS Nominees (Australia) Limited
PO Box 200
North Sydney NSW 2059

Email: contactmlc@mlc.com.au

If you're providing identification documents, we'll need to receive an original or certified copy of the original document(s) via mail. Identification documents sent to us via email will not be accepted.

If you have any questions, please speak with your financial adviser, call us on **132 652** Monday to Friday between 8.00 am and 6.00 pm (AEST/AEDT) or visit **mlc.com.au**

9. Financial adviser details

Listed servicing adviser use only. Third party adviser not accepted.

When lodging this request, please either:

- ☐ Provide certified copies of the member's identification documents, or
- ☐ Complete the record of identification details below.

Record of identification	Document 1	Document 2
Verified form	<input type="checkbox"/> Original <input type="checkbox"/> Certified copy	<input type="checkbox"/> Original <input type="checkbox"/> Certified copy
Document issuer		
Issue date		
Expiry date		
Document number		
Accredited English translation	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted

Name of financial adviser

Division number Adviser number

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Contact telephone number (business hours)

[illegible]

Fax number

[illegible]

Email

Important information

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

1. Rollover requirements

If you don't provide all the required information, your rollover may be delayed.

You need to make sure that:

- unless your SMSF does not have an ABN, an ABN and an ESA must be supplied and the fund must be registered by APRA or the ATO, and
- where an ABN and an ESA are 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.

2. Proof of identity – certification

You'll need to get your proof of identity 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:

- 'This is a true copy of the original document(s), which I have sighted'
- 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), and
- 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

3. Scam awareness

Scammers are becoming more sophisticated, often creating convincing stories to steal your money and personal information. Stay vigilant, especially when busy or distracted, as this can make it harder to spot red flags.

Key reminders to recognize scams:

- **Stop and reflect:** Before responding to unexpected messages or offers, take a moment to assess. Scammers often create urgency to prompt quick decisions.
- **Verify the source:** Double-check the validity of communications from trusted sources. Look for inconsistencies or ask questions only the legitimate source would know.
- **Beware of too-good-to-be-true offers:** If something seems too good to be true, it likely is. Approach unbelievable deals with scepticism.
- **Recognize red flags:** Be cautious of unsolicited requests for personal information, payment, or immediate action.

4. Privacy policy

The Privacy Policy outlines how the Trustee will manage your personal information, how you may access or correct your personal information, and how you may complain about a breach of your privacy. You may obtain a copy of the Trustee's privacy policy by visiting mlc.com.au/privacy or calling 132 652.

The Trustee may verify your identity by disclosing your name, residential address and date of birth to a credit reporting agency and by confirming the authenticity of your Government issued identification with relevant Government departments or approved service provider.

If the Trustee is unable to authenticate your identity with the details provided, you may need to provide further documentation.