



IOOF Portfolio Service Superannuation Fund Employer Transfer Authority

SPIN IOF0072AU IOOF Portfolio Service Corporate Superannuation
SPIN IOF0056AU IOOF Portfolio Service Employer Superannuation

These products form part of the IOOF Portfolio Service Superannuation Fund, ABN 70 815 369 818

Use this form when you wish to transfer monies from another superannuation fund into the IOOF Portfolio Service Superannuation Fund.

In this form a reference to your **FROM** fund' means the superannuation fund you wish to transfer monies from.

A separate form is required for each transfer from another superannuation fund. Please photocopy this form or download it from our web site, www.ioof.com.au if required. An original signature is required on each form.

Important information:

Before completing this form we recommend that you ask your existing superannuation fund what (if any) charges and penalties may apply prior to making a decision to transfer your employees' benefits. You should also ensure that you have adequate insurance arrangements in place before losing the benefit of any insurance cover that your employees may have in your **FROM** fund. We recommend that you consult your financial adviser. You should do this so you fully understand the effects of transferring your employees' benefits.

Please complete these instructions in **BLACK INK** using **CAPITAL** letters and boxes where provided.

Step 1: Employer details

Employer name	<input type="text"/>				
Employer account number	<input type="text"/>				
Mailing address	<input type="text"/>				
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>
Phone (bh)	<input type="text"/>	Phone (ah)	<input type="text"/>		
Phone (mobile)	<input type="text"/>	Fax	<input type="text"/>		
Email	<input type="text"/>				
ABN	<input type="text"/>				

Step 2: Details required of your FROM fund

SECTION A:

I request and direct that the benefits held for my employees in my FROM fund be transferred to the nominated superannuation product as specified in Section B.

Name of your FROM fund	<input type="text"/>				
SFN or SPIN (if known)	<input type="text"/>				
Account/membership/policy name	<input type="text"/>				
Account/membership/policy number	<input type="text"/>				
Address	<input type="text"/>				
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>
Phone	<input type="text"/>				

SECTION B:

Please nominate the IOOF Portfolio Service superannuation product that will receive the transfer by placing a tick in one of the boxes below:

- IOOF Portfolio Service Corporate Superannuation (SPIN IOF0072AU)
 IOOF Portfolio Service Employer Superannuation (SPIN IOF0056AU)

each a product forming part of the IOOF Portfolio Service Superannuation Fund (Fund).

Please advise approximate value of transfer \$

You should be aware that a Capital Gains Tax ('CGT') liability may arise and be deducted from your employees' benefits prior to the transfer. We recommend that you seek taxation advice prior to authorising a transfer.

Payment instruction to FROM fund:

Please forward cheque made payable to 'IIML ACF IOOF Portfolio Service Application Trust Account' with any related documentation to:

IOOF Portfolio Service
Reply Paid 264
Melbourne, VIC 8060
ABN 70 815 369 818

Step 3: Employee authorisation and declaration

By signing this request form, I make the following statements:

- I declare that I have fully read this form and declare that the information completed on this form is true and correct.
- I am aware that I may ask the trustee of my **FROM** fund for all the information that I need to understand my benefit entitlements in that fund (including information on exit, transfer, withdrawal and other fees, insurance, investment options and the effect of a transfer on those benefit entitlements) and I do not require any further information.
- I understand that I may lose the benefit of any insurance cover that I may be entitled to as a member of my **FROM** fund(s).
- I understand and acknowledge the implications of transferring my benefit from my **FROM** fund into my account in the nominated IOOF Portfolio Service superannuation product.
- I request and consent to the transfer of my benefit from my **FROM** fund into the nominated IOOF Portfolio Service superannuation product and acknowledge that my consent is irrevocable.
- I authorise the Trustee to make arrangements to have my benefit (including any employer contributions still to be made to my **FROM** fund) transferred from my **FROM** fund to my account in the nominated IOOF Portfolio Service superannuation product.
- I am aware of and authorise the deduction of transfer/exit/withdrawal fees (if any) by my **FROM** fund and any tax payable from the benefit transferred to my account in the nominated IOOF Portfolio Service superannuation product (subject to legislative restrictions).
- I understand that a CGT liability may arise and be deducted from my account prior to any transfer of benefits.
- I discharge the trustee of my **FROM** fund from all further liability in respect of the benefit paid and transferred to my account in the nominated IOOF Portfolio Service superannuation product.

Step 4: Employee authorisation and signatures

Please note: If there is insufficient space, please use photocopies of this page and provide original employee signature.

You must include the Employer name and Account number on each individual page.

Employer name

Account number

Employee name(s)	Date of birth	Account number	Employee signature(s)	Date
	/ /		X	/ /
	/ /		X	/ /
	/ /		X	/ /
	/ /		X	/ /
	/ /		X	/ /
	/ /		X	/ /
	/ /		X	/ /
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Please note: This letter can be provided to the fund you are transferring from in order to confirm that IOOF Portfolio Service Superannuation Fund both meets, and the Trustee intends to ensure it always meets, the requirements of the Superannuation Industry (Supervision) Act 1993 as may be amended or replaced from time to time.

To Whom it May Concern

CERTIFICATE OF COMPLIANCE

IOOF Portfolio Service Superannuation Fund, (SFN 3002 079 41) (ABN 70 815 369 818)
incorporating:

- Corporate Superannuation (SPIN IOF0072AU)
- Employer Superannuation (SPIN IOF0056AU)

We certify that:

1. The IOOF Portfolio Service Employer Superannuation ('the Plan') is a complying superannuation fund under section 45 of the Superannuation Industry (Supervision) Act 1993 ('the Act');
2. the Trustee is IOOF Investment Management Limited (ABN 53 006 695 021);
3. the Trustee of the Plan has not been directed by the Australian Prudential Regulation Authority to cease accepting contributions under Section 63 of the Act; and
4. the Trust Deed allows benefits to be transferred to the Plan.

A handwritten signature in black ink, appearing to read 'John Billington'.

John Billington
General Manager, IOOF Portfolio Solutions
For and on behalf of the Trustee

Trustee of the IOOF Portfolio Service Superannuation Fund

IOOF Investment Management Limited
ABN 53 006 695 021
AFS Licence No. 230524
Registered Address: Level 29, 303 Collins Street, Melbourne, VIC 3001

Client Services

Postal Address: Reply Paid 264, Melbourne, VIC 8060
Telephone: 1800 062 963
Facsimile: (03) 8614 4490
Email: ClientServices@ioof.com.au