

Step 2: Details required for transfer

SECTION A: DETAILS OF YOUR FROM FUND

I request and direct that the benefit held in my superannuation fund or income stream as detailed below, be transferred to my account in the nominated superannuation or pension product specified in Step 1.

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 of your FROM fund	<input type="text"/>				
Suburb	<input type="text"/>	State <input type="text"/>	Postcode <input type="text"/>		
Phone No.	<input type="text"/>				
Name of previous employer (if applicable)	<input type="text"/>				
Date left employer (if applicable)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION B: BENEFIT TO BE TRANSFERRED

Please advise approximate value of transfer \$

You should be aware that a Capital Gains Tax ('CGT') liability may arise and be deducted from your benefit 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 – (full member name)' with any related documentation to:

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

Step 3: 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.

Signature

Date / /

Please sign and return this form by post to:

IOOF Portfolio Service, Reply Paid 264, Melbourne, VIC 8060

Enquiries: 1800 062 963

Fax: 1800 558 539

Completing proof of identity

You will need to provide documentation with this transfer request to prove you are the person to whom the superannuation entitlements belong.

ACCEPTABLE DOCUMENTS

The following documents may be used.

EITHER

One of the following documents only:

- driver's licence issued under State or Territory law
- passport.

OR

One of the following documents:

- birth certificate or birth extract
- citizenship certificate issued by the Commonwealth
- pension card issued by Centrelink that entitles the person to financial benefits.

AND

One of the following documents:

- letter from Centrelink regarding a Government assistance payment
- notice issued by Commonwealth, State or Territory within the past twelve months that contains your name and residential address. For example:
 - Tax Office Notice of Assessment
 - Rates notice from local council.

HAVE YOU CHANGED YOUR NAME OR ARE SIGNING ON BEHALF OF ANOTHER PERSON?

If you have changed your name or are signing on behalf of the applicant, you will need to provide a linking document. A linking document is a document that proves a relationship exists between two (or more) names.

The following table contains information about suitable linking documents.

Purpose	Suitable linking documents
Change of name	Marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office.
Signed on behalf of the applicant	Guardianship papers or Power of Attorney.

CERTIFICATION OF PERSONAL DOCUMENTS

All copied pages of ORIGINAL proof of identification documents (including any linking documents) need to be certified as true copies by any individual approved to do so (see below).

The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping 'certified true copy' followed by their signature, printed name, qualification (eg Justice of the Peace, Australia Post employee, etc) and date.

The following can certify copies of the originals as **true and correct** copies:

- a permanent employee of Australia Post with five or more years of continuous service
- a finance company officer with five or more years of continuous service (with one or more finance companies)
- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having five or more years continuous service with one or more licensees
- a notary public officer
- a police officer
- a registrar or deputy registrar of a court
- a Justice of the Peace
- a person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia, as a legal practitioner
- an Australian consular officer or an Australian diplomatic officer
- a judge of a court
- a magistrate, or
- a Chief Executive Officer of a Commonwealth court.

Certificate of compliance

Please note: This letter can be provided to the fund you are transferring from to confirm that IOOF Portfolio Service Superannuation Fund is a complying superannuation fund.

To whom it may concern

Date: 1 July 2007

CERTIFICATE OF COMPLIANCE

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

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

We certify that:

1. IOOF Portfolio Service Superannuation Fund (**Fund**) is a complying superannuation fund within the meaning of the Superannuation Industry (Supervision) Act 1993 (Act);
2. the Trustee is IOOF Investment Management Limited (IOOF) ABN 53 006 695 021, AFS Licence No. 230524;
3. the Trustee of the Fund 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/rolled over to the Fund.



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

Trustee

IOOF Investment Management Limited (IOOF)
ABN 53 006 695 021
AFS Licence No. 230524
Registered Address: Level 29, 303 Collins Street, Melbourne VIC 3000

Client Services

Postal Address: Reply Paid 264, Melbourne VIC 8060
Phone: 1800 062 963
Fax: 1800 558 539
Email: clientservices@ioof.com.au