



## Section 5: Benefit payment instructions

(Please tick your preferred option)

<p><b>a) Australian or New Zealand Citizens, permanent residents of Australia or holders of retirement visa sub-class 405 (Investor Retirement) or 410 (Retirement)</b></p>	<p><input type="checkbox"/> I wish to receive my total benefit less tax as I am aged between 55 and 60 and have permanently retired (Go to <b>Section 7</b>)</p> <p><input type="checkbox"/> I wish to receive my total benefit as I have ceased gainful employment with an employer after turning age 60 (Go to <b>Section 7</b>)</p> <p><input type="checkbox"/> I wish to receive my total benefit as I am over age 65 (Go to <b>Section 7</b>)</p> <p><input type="checkbox"/> I wish to receive my total benefit less tax, which is less than \$200 (only applicable if you are a lost member who is found) (Go to <b>Section 7</b>)</p> <p><input type="checkbox"/> I wish to have the Trustee pay an amount to the Australian Taxation Office under a release authority.</p> <p><b>Note:</b> If you are considering withdrawing your benefit due to Permanent Incapacity, Terminal Illness, Compassionate Grounds, Severe Financial Hardship or are claiming a benefit on behalf of a deceased member or acting under a Power of Attorney on behalf of a Member please contact one of our Customer Service Representatives on <b>1800 677 424</b> to obtain the relevant forms.</p>
<p><b>b) Temporary residents or former temporary residents</b></p>	<p><input type="checkbox"/> As a former temporary resident, I wish to receive my total benefit less tax as a Departing Australia Superannuation Payment (DASP). <b>Please contact one of our Customer Service Representatives on 1800 677 424 and request a DASP Benefit Payment Kit to be posted out to you.</b></p> <p><input type="checkbox"/> I wish to have the Trustee pay an amount to the Australian Taxation Office under a release authority.</p> <p><b>Note:</b> If you are entitled to your preserved benefits under <b>Section 5 (a)</b> prior to 1 April 2009, or you are considering withdrawing your benefit due to Permanent Incapacity, Terminal Illness, or are claiming a benefit on behalf of a deceased member or acting under a Power of Attorney on behalf of a Member please contact one of our Customer Service Representatives on <b>1800 677 424</b> to obtain the relevant forms.</p>

## Section 6: Rollover Notification

Full Name of New Fund

Payee for Rollover Cheque

New Fund Contact

Fund Contact Phone Number

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New Fund ABN\*

New Fund RSER

New Fund SPIN

New Fund Account/Policy Number\*

Address of Rollover Fund

Suburb

State

Postcode

\*NB: In order for the AERF to effectively roll over your benefits, you will need to either complete these details or obtain a 'Letter of Compliance' from your chosen Superannuation Fund. Your new fund will be able to provide this information to you. Failure to provide this information will lead to a delay in the time it takes to process your withdrawal benefit.

## Section 7: Cheque/Bank Account Details – only for direct credit transfer, not applicable for rollovers

I wish to receive this payment by cheque (made payable in my name).

I wish to have this payment deposited into my account (Australian bank, building society or credit union) nominated below.

**Please note:** This option is only available if you are withdrawing your benefit in cash.

Name of Institution

Account Name

BSB Number

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Account Number

## Section 8: Identification Requirements

To enable the AERF to finalise payment of your benefit, we require the following certified identification to be provided together with your completed application form. Please note that processing of your application may be delayed where you do not provide adequate identification documents.

If you are **acting on behalf of a member**, please contact **1800 677 424** to obtain further information on any additional identification requirements.

<p><b>For cash payments:</b></p>	<p><b>Select from either Option A or Option B or Option C</b></p> <p><input type="checkbox"/> <b>Option A</b> – 1 current piece of certified* <b>primary photographic identification</b> which clearly displays your name and either your date of birth or residential address. Documents cannot be expired (except for an Australian passport that expired within the preceding two years).</p> <p><input type="checkbox"/> <b>Option B</b> – 2 current pieces of certified* <b>primary non-photographic identification</b> which clearly displays your name and either your date of birth or residential address.</p> <p><input type="checkbox"/> <b>Option C</b> – 1 current piece of certified* <b>primary non-photographic identification</b> and 1 current piece of certified* <b>secondary identification</b> which clearly displays your name and either your date of birth or residential address.</p>
<p><b>For rollovers:</b></p>	<p>No identification is required for rollovers where the name, date of birth and address details provided on your benefit payment request corresponds with our records. If we discover a discrepancy in your name, date of birth or address, we will request that you provide further proof of your identity by selecting from Option A, Option B or Option C (as above).</p>

See over for some examples of documents that are permissible for use of identification. Please note that if the name appearing on the identification is different to the name held by AERF, we require evidence of the name change (see **Section 2**). If not written in English, the document must be accompanied by an English translation from an accredited translator.

### Primary Photographic Identification

- Australian Passport issued by the Commonwealth, which has not been expired for 2 years or more.
- Drivers licence issued in Australia that contains a photograph of the person in whose name the document is issued.
- Proof of Age Cards issued under a law of a state or territory that contains a photograph of the person in whose name the document is issued.
- NSW Photo Card and Birth Card (not currently available in other states).
- International Passport or similar document issued for the purpose of international travel which:
  - Contains a photograph and signature of the person in whose name the document is issued; and
  - Is issued by a foreign government, the United Nations (UN) or an agency of the UN.
- A national identity card issued for the purpose of identity which:
  - Contains a photograph and signature of the person in whose name the document is issued; and
  - Issued by a foreign government, the United Nations (UN) or an agency of the UN.

### Primary Non-Photographic Identification

- Birth Certificate or Birth Extract issued by an Australian State or Territory;
- Birth Certificate issued by a foreign government, the United Nations (UN) or an agency of the UN.
- Citizenship Certificate issued by the Commonwealth.
- Citizenship Certificate issued by a foreign government.
- A pension card issued by Centrelink that entitles the person whose name the card is issued, to financial benefits.

### Secondary Identification

- A notice that was issued by the Commonwealth, State or Territory within the preceding 12 months that records the provision of financial benefits; or
- 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); or
- A notice issued by a local government body or utilities provider (e.g. gas, electricity, water rates) within the preceding 3 months that records the provision of services to that address or to that person.
- For those individuals under 18, a notice issued by a School Principal within the preceding 3 months that records the name and residential address of the person and the period of time the person attended the school.
- Overseas Drivers Licence.

## Section 8: Identification Requirements (continued)

### \*Who can certify a document?

To have documents certified, please take the original documents and photocopies to any one of the following persons for him/her to certify that they are true and correct copies of the originals:

- a) A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner;
- b) A judge of a court;
- c) A magistrate;
- d) A chief executive officer of a Commonwealth court;
- e) A registrar or deputy registrar of a court;
- f) A Justice of the Peace;
- g) A notary public (for the purposes of the Statutory Declaration Regulations 1993);
- h) A police officer;
- i) (Postal Agent) An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
- j) (Post Office) A permanent employee of The Australian Postal Corporation with two (2) or more years of continuous service who is employed in an office supplying postal services to the public;
- k) An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955);
- l) An officer with two (2) or more continuous years of service with one or more financial institutions (for the purpose of the Statutory Declaration Regulations 1993);
- m) A finance company officer with two (2) or more continuous years of service with one or more financial companies (for the purpose of the Statutory Declaration Regulations 1993);
- n) An officer with, or authorised representative of, a holder of an Australian financial services licence, having two (2) or more continuous years of service with one or more licensees;
- o) A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two (2) or more years of continuous membership.

## Section 9: Tax File Number Notification

If you have not previously provided your Tax File Number (TFN) you may quote it here. If we have your TFN we will deduct any tax payable at the rate applicable to superannuation benefits. However, if we do not have your TFN, we must deduct tax at the highest marginal rate plus the Medicare Levy. Please refer to the Product Disclosure Statement for further information.

Contributions made between 20 August 1996 and 30 June 2005 may be subject to the superannuation surcharge.

Tax File Number:     -     -

If you are rolling over your benefit and have provided your TFN, it may be provided to your nominated superannuation fund or Retirement Savings Account provider unless you notify us, in the box below, not to forward your TFN. It may also be given to the ATO. Otherwise it will be kept confidential.

I do **not** want to pass on my TFN.

## Section 10: Declaration and Authorisation

By signing this request form I am making the following statements:

- I declare I have fully read this form and the information completed is true and correct
- I am aware I may ask my superannuation provider for information about any fees or charges that may apply, or any other information about the effect this transfer may have on my benefits, and do not require any further information.
- If the TO fund is a self managed superannuation fund (SMSF), I confirm that I am a member, trustee or director of a corporate trustee of the SMSF.
- I discharge the AERF of all further liability in respect of the benefits paid and transferred to my TO fund.
- If transferring to a SMSF I declare that I am aware that SMSFs are subject to the same rules and restrictions as other super funds when benefits are paid out. In particular, super benefits in a SMSF are required to be 'preserved' meaning they are not generally able to be accessed, unless I am over age 55 (or preservation age) and retired.

I request and consent to the transfer of superannuation as described above and authorise the superannuation provider of each fund to give effect to this transfer. In addition I hereby declare that all information supplied on the AERF **Benefit Claim Form** and related attachments are true and correct.

Member's Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Return completed forms to: Australian Eligible Rollover Fund**  
C/- Jacques Martin Administration and Consulting Pty Ltd  
Locked Bag 5429, PARRAMATTA NSW 2124

**Phone: 1800 677 424**  
**Fax: 1300 700 141**