



## Perpetual MySuper

Perpetual Superannuation Limited ABN 84 008 416 831 AFSL 225246 RSE L0003315  
Perpetual's Select Superannuation Fund ABN 51 068 260 563 RSE R1057034  
MySuper product authorisation number 51068260563643

# BENEFIT PAYMENT INSTRUCTION FORM

Please complete all pages of this form in black ink using BLOCK letters.

You may also be required to provide evidence of your identity to us. Please refer to page 5 of this form for further information.

Please return your completed form to:

Reply Paid 4171, Perpetual MySuper, GPO Box 4171, Sydney NSW 2001

## 1. Member details

client number	<input type="text"/>	account number	<input type="text"/>
title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> other <input type="text"/>		
first name(s)	<input type="text"/>		
last name	<input type="text"/>		
date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	male <input type="checkbox"/>	female <input type="checkbox"/>
residential address (PO Box is not acceptable)	<input type="text"/>		
suburb	<input type="text"/>	state	<input type="text"/>
country	<input type="text"/>		
phone (after hours)	<input type="text"/>	phone (business hours)	<input type="text"/>
mobile	<input type="text"/>	fax	<input type="text"/>
email	<input type="text"/>		

If you know that the address held by Perpetual is different to your current residential address, please provide details below.

previous address	<input type="text"/>		
suburb	<input type="text"/>	state	<input type="text"/>
country	<input type="text"/>		

## 2. Tax file number (TFN)

If you have not previously supplied your TFN you may quote your TFN here.

tax file number	<input type="text"/>
-----------------	----------------------

We are authorised to collect your TFN under the Superannuation Industry (Supervision) Act 1993. It is not an offence not to quote your TFN, but if you do not quote it now we are required to deduct tax at the highest marginal tax rate plus Medicare Levy on your withdrawal and additional tax from concessional contributions made during the financial year into the Plan. If you provide your TFN, we'll provide your TFN to the trustee of another superannuation fund or retirement savings account provider receiving your transferred benefits now or in the future, unless you ask us not to in writing.

## 3. Withdrawal details

Please withdraw:	<input type="checkbox"/> my total investments – go to section 6
	<input type="checkbox"/> only part of my total investments to the amount of \$ <input type="text"/>

**Important note:** Generally, you are not allowed to withdraw preserved money from a superannuation fund until you reach age 65 or retire having reached your preservation age. The conditions of release under which you can withdraw your preserved money are shown in Section 6.

## 4. Preservation details

Please complete this Section if you are rolling over part of your investment. If you do not make a nomination, your rollover will be pro-rated across your preservation components.

unrestricted	\$	benefits can be withdrawn at any time
restricted non-preserved amount	\$	benefits can only be paid if you have left the service of your employer who has been contributing on your behalf
preserved amount	\$	benefits cannot be withdrawn until you have satisfied the requirements in Section 6

## 5. Contribution tax

If you have made your own personal contributions during the current financial year, please indicate whether you are claiming a tax deduction.

<input type="checkbox"/>	I will not be claiming a tax deduction on these contributions
<input type="checkbox"/>	I will be claiming a tax deduction on these contributions. Please attach a Section 290-170 Notice to confirm this, if applicable (available from the Perpetual Select Client Service Team 1800 003 001)

## 6. Reasons for withdrawal

All investors must complete this Section. Please specify why you are withdrawing. You may need to provide further details in some cases. The Perpetual Select Client Service Team will be able to help you and can be contacted on 1800 003 001.

<input type="checkbox"/>	I am transferring to another Perpetual fund. Please attach a completed application form.
<input type="checkbox"/>	I am transferring/rolling over to another super fund. Please provide the details in section 7 of the institution(s) to which you are rolling your money and a letter from the fund stating it is complying. If you are rolling over a benefit that originated from a UK pension, you should check that the complying super fund you are rolling over to is a QROPS. Otherwise an unauthorised payment charge may apply.
<input type="checkbox"/>	I have reached the age of 65.
<input type="checkbox"/>	I have reached my preservation age (55-60, determined by your date of birth) and retired. This means you have ceased employment and have no intention of becoming gainfully employed in the future for 10 hours or more per week.
<input type="checkbox"/>	I am withdrawing an unrestricted non-preserved amount.
<input type="checkbox"/>	I retired after age 60. This means you have ceased gainful employment with an employer after turning 60. Please note that you can still be working.
<input type="checkbox"/>	I am within the statutory day cooling off period. Any amounts that are 'preserved' or 'restricted non-preserved' can't be refunded to you unless you satisfy a 'condition of release' under superannuation law. You'll need to nominate another superannuation fund, retirement savings account or approved deposit fund to transfer the funds to.
<input type="checkbox"/>	I am withdrawing on compassionate grounds. Please attach letter of approval from APRA.
<input type="checkbox"/>	I am permanently incapacitated/disabled. Please attach relevant documents available from the Perpetual Select Client Service Team.
<input type="checkbox"/>	I am withdrawing on the grounds of financial hardship. Please attach Centrelink letter confirming receipt of payment as well as relevant documents available from the Perpetual Select Client Service Team.
<input type="checkbox"/>	I am a temporary resident permanently departing Australia. Please attach appropriate documentation.
<input type="checkbox"/>	I have been diagnosed with a terminal medical condition. Please include two doctor certificates (one from a specialist) confirming that you suffer from an illness or injury that is likely to result in death within 24 months.
<input type="checkbox"/>	I am temporarily incapacitated (for release of insurance benefits only). Please attach relevant documents available from the Perpetual Select Client Service Team.

## 7. Payment instructions

### A. Cash withdrawal

Please nominate how you would like to be paid. Cheques will be posted unless otherwise stated. To assist in preventing fraud and the illegal release of superannuation benefits from self-managed superannuation funds (SMSF), cheques payable to SMSFs will only be mailed to the fund's address as registered on [www.superfundlookup.gov.au](http://www.superfundlookup.gov.au).

<input type="checkbox"/>	Please pay to my existing account on file.	
<input type="checkbox"/>	Please post the cheque to my registered address.	
<input type="checkbox"/>	Please make this payment to the account (Australian bank, building society or credit union) nominated below:	
institution		
branch		
account name		
branch number (BSB)	-	account number

### B. Rollover to another super fund

<input type="checkbox"/>	I am transferring to another complying super fund: Please specify which fund.	
fund name		
fund phone number	member or account number	
ABN of fund	unique superannuation identifier	

### Customer identification requirements

The information requested is required to meet our obligations under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006. **We cannot process your withdrawal without this information.** You do not need to provide this information if you:

- are transferring/rolling over to another Perpetual Super fund or another super fund, or
- have previously provided this information and your details have not changed.

You will need to provide this information if you are transferring to a Perpetual Pension Plan.

## 8. Applicant signature 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 superannuation provider of my **FROM** fund of all further liability in respect of the benefits paid and transferred to my **TO** fund.
  - I am aware that if I have insurance cover this will be cancelled if I leave Perpetual MySuper.
  - If transferring to a self managed superannuation fund (SMSF) I declare that I am aware that SMSF's 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, until I have reached preservation age (as determined by your year of birth) 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.

I declare and acknowledge that I have met the condition of release specified in section 6.

name	<input type="text"/>
signature	<input type="text"/>
date	<input type="text"/> / <input type="text"/> / <input type="text"/>

## 8. Applicant signature and authorisation (continued)

### Identity documentation

Please provide a document from Part I. If you do not have a document from Part I, please provide the documents listed in Part II OR Part III.

- **If you are withdrawing directly with Perpetual** – You will need to provide a certified copy of the document(s) with your withdrawal.
- **If you are lodging this withdrawal through a financial adviser** – You may provide a certified copy with your withdrawal OR have your adviser sight an original or certified copy of your document(s) and complete the Adviser Record of Verification section in this form.

#### **PART I – Primary ID documents**

**Provide ONE of the following:**

- current Australian State/Territory driver's licence containing your photograph
- Australian passport (current or a passport that has expired within the preceding 2 years is acceptable)
- current card issued under a State or Territory law for the purpose of proving a person's age containing your photograph
- current foreign passport or similar travel document containing your photograph and signature

**OR**

#### **PART II – should only be completed if you do not own a document from Part I**

**Provide ONE of the following:**

- Australian birth certificate
- Australian citizenship certificate
- pension card issued by Centrelink
- health card issued by Centrelink

**AND provide ONE valid document from the following:**

- a document issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits to you and contains your name and residential address
- a document issued by the Australian Taxation Office within the preceding 12 months that records a debt payable by you to the Commonwealth (or by the Commonwealth to the individual), which contains your name and residential address
- a document issued by a local government body or utilities provider within the preceding 3 months which records the provision of services to your address or to you (the document must contain your name and residential address)

**OR**

#### **PART III – should only be completed if you do not own document(s) from Part I OR Part II**

**BOTH documents from this section must be provided**

- foreign driver's licence that contains a photograph of you and your date of birth
- national ID card issued by a foreign government containing your photograph and your signature

*Any documents written in a language that is not English must be accompanied by an English translation prepared by an accredited translator.*

## How to certify your documents

A certified copy means a document that has been certified as a true and correct copy of a document by a person in one of the occupations listed below, including all persons described in the Statutory Declarations Regulations 1993.

To create a certified copy, one of the persons listed below must write the following on the copy of the document.

'I, [full name], [category of persons as listed below], certify that this [name of document] is a true and correct copy of the original.  
[signature and date]'

- A bank, building society, credit union or finance company officer with a minimum of 2 years continuous service\*
- A fellow of the National Tax Accountants' Association\*
- A judge of a court, Justice of the Peace or magistrate\*
- A legal practitioner\*
- A notary public or the local equivalent
- A medical practitioner including dentist, nurse, optometrist, pharmacist, physiotherapist, psychologist or veterinary surgeon\*
- A permanent employee or agent of the Australian Postal Corporation with a minimum of 2 years continuous service
- A police officer\*
- A teacher employed on a full-time basis at a school or tertiary education institution\*
- An accountant who is a member of the Institute of Chartered Accountants in Australia, CPA Australia, the National Institute of Accountants or the Association of Taxation and Management Accountants
- An Australian Consulate or Diplomatic Officer
- An Australian Financial Services Licence holder or their authorised representative (includes any licensed financial adviser) with a minimum of 2 years continuous service

\* Limited to persons licensed or registered to practice these occupations in Australia.

### IMPORTANT: Please ensure that you have either

- enclosed certified copies of your identity documents **OR**
- agreed that your adviser will complete the Adviser Record of Verification procedure below.

## Record of verification procedure (Adviser use only)

This section is to be used by Advisers when a record of verification is provided, rather than certified copies of identity documentation.

ID document details	Document 1	Document 2
verified from	<input type="checkbox"/> original <input type="checkbox"/> certified copy	<input type="checkbox"/> original <input type="checkbox"/> certified copy
document name/type		
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

By completing and signing this record of verification procedure I declare that an identity verification procedure has been completed in accordance with the AML/CTF rules, in the capacity of an AFSL holder or their authorised representative.

AFS licensee name	<input type="text"/>	AFSL number	<input type="text"/>
representative/employee name	<input type="text"/>	phone number	<input type="text"/>
signature	<input type="text"/>	date verification completed	<input type="text"/>