

Pension withdrawal/rollover form



Use this form if you have a Flexible Income Plan, Allocated Pension, Term Allocated Pension or Transition to Retirement Pension account and you wish to:

- make a withdrawal from your account
- transfer your account to another provider
- transfer your balance to your superannuation account with us.

Please use a dark pen and CAPITAL letters. Insert (X) when you have to choose an option. You can also type data directly into this form, print it and send it to us.

Refer to the notes section below for information on how to transact on your account electronically using our secure client portal. If you have any questions, call us on 1800 620 305.

i If you are permanently incapacitated or terminally ill, you may need to complete additional forms and provide medical evidence. Please call us on 1800 620 305 for more information.

1. Your details

Client ID

Account number

Date of birth

Title

Last name

Given name(s)

Please mark (X) in one box only;

- I currently have a Transition to Retirement Pension (go to section 2), **OR**
- I currently have a Flexible Income Plan or an Allocated Pension Fund (go to section 3).

2. Your eligibility to access your super

If you have a Transition to Retirement Pension, you must meet one of these eligibility conditions before you can withdraw further benefits. You can skip this section if you are only transferring your benefits.

Please select (X) one of the following statements that best describes your current situation.

- I have left an employer since turning 60**
I have ceased an employment arrangement on or after turning age 60.

- I plan to work less than 10 hours a week or not at all**
I am preservation age or over, have ceased a working arrangement in the past, and do not intend to work 10 hours or more a week.

- I am aged 65 year or over**

- The amount I am taking can be accessed with no restrictions**
The amount being withdrawn is already unrestricted non-preserved.

- I am permanently incapacitated**

- I have a terminal medical condition and have 2 medical certificates (at least one from a specialist)**

Date of birth	Preservation age
Before 1 July 1960	55
1 July 1960 to 30 June 1961	56
1 July 1961 to 30 June 1962	57
1 July 1962 to 30 June 1963	58
1 July 1963 to 30 June 1964	59
On or after 1 July 1964	60

3. Amount to be withdrawn/transferred

If you are withdrawing funds, please also complete Section 4. If you are transferring funds, please complete Section 5.

I would like to make a (please select (X) one only):

- Full withdrawal or transfer
- Partial withdrawal or transfer of \$ (whole numbers only)

If you have elected a partial withdrawal, please nominate if the payment you would like to receive will be:

- After the deduction of any taxes and personal advice fees (net)
- Deduct any taxes and personal advice fees from this amount and pay me the balance (gross)

3. Amount to be withdrawn/transferred (continued)

Withdrawal choice if you have more than one investment option

If you invest in more than one investment option, you can choose how your withdrawal is deducted from the three options shown below. If you don't select an option, your withdrawal will be deducted as per your current withdrawal choice/profile. If you don't have a withdrawal choice/profile, your withdrawals will be deducted in the default order.

Please select (X) where you would like payments to be withdrawn from:

- Default order* (see below)
- Percentage allocation – Complete column A
- Sell order – Complete column B and please number all boxes in the order you would like them to be sold down.

Fund name	Percentage allocation Column A	OR	Sell order Column B
Diversified investment options			
High Growth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
Growth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
Socially Conscious	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
Balanced Growth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
Conservative	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
Defensive	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
Single asset class investment options			
Australian Equities	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
International Equities	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
Property	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
Fixed Interest	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
Cash	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
Total (must add to 100%)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %		

OR

Specify the amounts that you wish to redeem from each investment option.

Fund name	Amount	All
Diversified investment options		
High Growth	\$ <input type="text"/>	<input type="text"/>
Growth	\$ <input type="text"/>	<input type="text"/>
Socially Conscious	\$ <input type="text"/>	<input type="text"/>
Balanced Growth	\$ <input type="text"/>	<input type="text"/>
Conservative	\$ <input type="text"/>	<input type="text"/>
Defensive	\$ <input type="text"/>	<input type="text"/>
Single asset class investment options		
Australian Equities	\$ <input type="text"/>	<input type="text"/>
International Equities	\$ <input type="text"/>	<input type="text"/>
Property	\$ <input type="text"/>	<input type="text"/>
Fixed Interest	\$ <input type="text"/>	<input type="text"/>
Cash	\$ <input type="text"/>	<input type="text"/>
Total	\$ <input type="text"/>	

i The default order withdraws funds from the lowest risk investment options first down to the most risky investment option last. This allows for withdrawals to not be taken from higher risk investments, which tend to fluctuate in value more than lower risk investments.

3. Amount to be withdrawn/transferred (continued)

*** Default order**

The default order is listed below.

If no selection is made, the following default sell order will be applied:

1. from the Cash option (until all funds are exhausted)
2. from the Fixed Interest option (until all funds are exhausted)
3. from the Defensive option (until all funds are exhausted)
4. from the Conservative option (until all funds are exhausted)
5. from the Balanced Growth option (until all funds are exhausted)
6. from the Socially Conscious option (until all funds are exhausted)^
7. from the Growth option (until all funds are exhausted)
8. from the High Growth option (until all funds are exhausted)
9. from the Property option (until all funds are exhausted)
10. from the Australian Equities option (until all funds are exhausted)
11. from the International Equities option (until all funds are exhausted).

[^] For the Transition to Retirement Pension Account the default order is switched. Growth being exhausted as the 6th option and Socially Conscious as the 7th option.

4. Details of your bank/financial institution

For both partial and full withdrawals

Please tell us the account you would like your income paid into?

Please nominate an Australian bank account, building society or credit union for your payments to be paid to. You can only nominate an account that is held in your name, or held jointly in your name with another person(s).

Name(s) on account

Name of bank or financial institution

Name of branch

BSB number

Bank account number

Deposit the funds into the same bank account which I have previously nominated (please confirm your previously nominated bank account details above).

Deposit the funds into the new bank account provided above. You must provide certified proof of identity if you are providing bank details for the first time.

i For rollovers to SMSF's
We require a certified copy of proof of identity and your fund's bank statement showing the fund name (which will match the account name), BSB and account number you have provided.

5. Details of the fund you are transferring to

Record the details of the rollover fund you wish to transfer. Payment will be made to the rollover fund you nominate to an account in your name.

IMPORTANT: If you wish to roll over amounts to more than one fund, you must complete a separate form for each fund.

Name of the other fund (your TO fund)

Address of other fund

Suburb

State

Postcode

Fund ABN

Unique Superannuation Identifier (USI)[†]

[†] The USI is the Unique Superannuation Identifier, which ensures we request to transfer the benefits from the correct superannuation fund. To obtain your funds USI or ABN, please refer to your most recent statement or visit their website.

5. Details of the fund you are transferring to (continued)

Electronic Service Address (ESA) if SMSF

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Member number

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Contact number

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6. Proof of Identity


Please complete **X** one of the options below.

- I have previously provided certified proof of identity documents to Aware Super and I am not changing my name, providing bank details for the first time or changing a previously nominated bank account.
- I will provide original certified proof of identity (POI) documents. For a list of POI documents and certification guidelines, refer to the Notes section. If my POI documents have not been certified correctly, I understand Aware Super may use the information on the documents to verify my identity electronically using independent data sources.

7. Privacy

The personal information provided on this form is collected by and held for Aware Super, in accordance with the Australian Privacy Principles of the Privacy Act 1988 (Cth), for the purpose of administering accounts and providing services associated with fund membership. For further information about how personal information is handled, please call us on **1800 620 305** or visit aware.com.au/privacy to view the privacy policy (a hard copy of the policy may also be provided on request). The policy contains information about access to and correction of personal information, how a complaint can be made about a privacy breach and other important information about how personal information is collected, used and disclosed.


 Please read the Declaration and refer to the relevant PDS for your product for further information.

 If you have any questions please call us on **1800 620 305**.

8. Declaration and signature

- All information provided on this form is accurate and complete.
- I have read the current Product Disclosure Statement for the relevant product as well as any supplements or on-line updates. The PDS is available by typing retire.aware.com.au/PDS into my internet browser.
- I acknowledge that I have read and understood the privacy section and consent to the collection, handling, use and disclosure of my personal information in accordance with the Privacy Act 1988.
- I agree to be bound by the trust deed for Aware Super, as amended from time to time.
- I understand that if my transaction is received at Aware Super before 2.00pm Sydney time on any business day, it will be on processed using the unit price applicable for that day. This price will be struck on business day 2 and applied to my transaction. If my transaction is received at Aware Super after 2.00pm Sydney time on any business day it will be processed using the unit price applicable for the next business day. This price will be struck on business day 3 and applied to my transaction. It is important to consider this when making your transaction request.
- I am aware that I may ask for information to understand any benefit entitlements that I may have, including information about any fees or charges that may apply to the rollover, or information about the effect of the rollover on any benefit entitlements I may have, and I do not require any further information.
- I understand that any payment will be made to the bank account/fund notes in Section 4 unless you have elected to rollover your funds, in which case the funds will be transferred in accordance with your instructions in section 5. I will not hold the Trustee liable for any loss incurred if those bank account/fund details are incorrect.
- I authorise the deduction of any withdrawal and/or termination fees that may be applicable as a result of the withdrawal.
- I understand that if I am under 60 years of age, tax may be deducted from any benefit I withdraw.
- I authorise the exchange of my personal information securely with the Australian Taxation Office for the purposes of verifying my identity, if necessary.
- I hereby release the Trustee from any further liability to me or my executors, administrators or dependants in respect of my superannuation benefit once the rollover has been completed.

 On completion of this form please print and sign by hand.

 Send the form to this address.

Signature

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Date signed

D	D	M	M	Y	Y	Y	Y
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9. Where to send your completed form

Return the completed form to **Registry, Aware Super, PO BOX 5336, Sydney NSW 2001**, if you have any questions please call us on **1800 620 305**.

Proof of identity

We require a certified copy of your proof of identity (POI) documents. If you have already provided a certified copy of your POI document(s), you do not have to provide it again, as long as you are not changing your name, providing bank details for the first time or changing a previously nominated bank account.

If you have already provided certified copies of your POI documents but either your name or the bank account you are paid into has changed must provide evidence of the change(s) as follows:

Change of name

If you have changed your name, you must provide a certified copy of one of the following name change documents:

- marriage certificate or certificate of registration (if you are on the relationship register) issued by the Births, Deaths and Marriages Registration Office (ceremonial certificates cannot be accepted)
- deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office. If you have reverted to your maiden name, we will require your marriage certificate (from the Births, Deaths and Marriages Registration Office) showing your original maiden name and your married name.

Change of bank account details

If you have changed the bank account for which you would like to be paid into, you must provide a certified copy of a proof of identity document. Alternatively, you may change your bank account details via our client portal.

Acceptable documents and certification

Providing certified proof of your identity is a three-step process:

1 Collect your originals

Collect your proof of identity document(s). We have listed the documents you can use below.

2 Photocopy your originals

3 Have your copies certified

Take your copies and your original documents to a person who can certify documents. A list of authorised certifiers and certification guidelines is included under **Certification of personal documents**.

You can provide:

Either:

A certified copy of one of the following documents:

- A current Australian state/territory driver's licence containing your photograph
- An Australian passport
- A current Australian state/territory proof of age card containing your photograph
- A current passport, similar travel document or national identity card issued by a foreign government department, the UN or an agency of the UN, containing your photograph and either your signature or a unique identifier*
- A current driver's licence issued under the authority of a foreign country containing your photograph

Or:

One certified document from this list:

- An Australian birth certificate or extract issued by a state or territory
- A citizenship certificate issued by the Commonwealth
- A current Centrelink pension card that entitles you to receive financial benefits
- A citizenship certificate issued by a foreign government
- A birth certificate issued by a foreign government, the United Nations or an agency of the United Nations

AND One certified document from this list:

- A notice issued by the ATO within the last 12 months that shows your name and current residential address and records an amount payable to or by you e.g. your last tax assessment
- A notice issued by a local council or utilities provider in the last three months showing the provision of services to you and your current residential address e.g. rates notice, electricity or water bill
- A notice issued by the Commonwealth or a state or territory government within the last 12 months showing your name and current residential address and the provision of financial benefits to you e.g. Centrelink letter
- For a person aged under 18, a letter from a school principal issued in the past three months that details the person's name, residential address and when they attended the school, or a student card if available

* If the document and/or the certification is not in English, it must be accompanied by an English translation prepared by a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI).

Certification of personal documents

All copied pages of original personal identity documents (including any change of name documents) must be certified as true copies by an authorised person with the appropriate qualifications or registration (see below) who cannot be the owner or addressee of the document. The authorised person must sight the original and the copy to ensure the documents are identical, then certify each page by writing "I certify that this document is a true copy of the original", followed by their signature, printed name, address, qualification (e.g. justice of the peace, Australia Post employee), registration number (if applicable) and date.

If you are in Australia

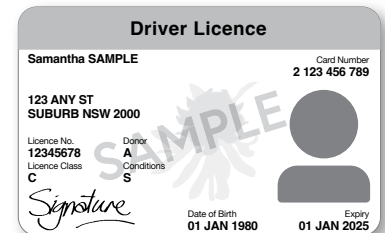
The following lists a subset of people who are authorised to witness your signature on a statutory declaration as well as certify copies of original documents. For a complete list of authorised witnesses/certifiers, go to the Attorney-General's Department website at www.ag.gov.au.

- Australia Post employee in charge of an office providing postal services (charges may apply)
- chiropractor
- dentist
- Financial adviser or financial planner
- full-time or part-time teacher employed at a school or tertiary institution
- justice of the peace
- legal practitioner
- magistrate
- medical practitioner
- nurse
- optometrist
- pharmacist
- physiotherapist
- police officer
- psychologist
- veterinary surgeon

Samantha Sample has provided a copy of her identification that includes her signature, full name, date of birth and current residential address.

The authorised person has sighted the original identification and confirmed that the copy is a true copy.

Details for the authorised person to include are full name, address, qualification, registration number (if applicable), date and signature.



"I certify that this document is a true copy of the original."

K Anderson

Name: Kate Anderson
Address: 6 Some St, Suburb NSW 2000
Qualification: JP
Registration no: 123456
Date: 11 October 2021

i If you are providing a certified copy of your driver's licence, please ensure this copy contains the card number which may be located on the back of your card.

If you are outside Australia

The following people can certify copies of the originals:

- consular staff at an Australia Embassy, High Commission or Consulate
- a public notary or other person authorised to administer an oath or affirmation or to authenticate documents in the country you are visiting or living in.

The professions listed under **If you are in Australia** can only certify documents outside Australia if they work or are registered in Australia. Where your documents are certified outside Australia, the certifier must quote their registration number or the relevant law that qualifies them to authenticate your documents.

Electronic submission of changes via secure client portal

Changes to your account can be submitted electronically only via the secure client portal. To register for the portal go to retire.aware.com.au/registration

If a transaction request is submitted electronically before 3.00pm Sydney time on any business day, it will be processed using the unit price applicable for that day. This price is not known until the next business day. It is important to consider this when making your transaction request.

If your transaction request is submitted electronically after 3.00pm Sydney time on a business day, or on a non-business day, we treat it as having been received before 3.00pm Sydney time on the next occurring business day and it will be processed using the unit price applicable for that next occurring business day.