



**i** Please only complete the information that is required to be updated. Please note the details you will update, will apply to all accounts linked to the Client code you nominate above.

### 3. Change of details

Residential address

Suburb  State  Postcode

Postal address (if different from residential address)

Suburb  State  Postcode

Home phone no. (include area code)  Mobile number

Email (any electronic notices will be sent to this address)

**i** Specify the percentage you wish to invest in each fund (must add to 100%)

### 4. Deposit profile

Account number

Fund name	Percentage allocation
Cash Fund	<input type="text"/> <input type="text"/> <input type="text"/> %
Fixed Interest Fund	<input type="text"/> <input type="text"/> <input type="text"/> %
Capital Stable Fund	<input type="text"/> <input type="text"/> <input type="text"/> %
Moderate Fund	<input type="text"/> <input type="text"/> <input type="text"/> %
Balanced Fund	<input type="text"/> <input type="text"/> <input type="text"/> %
Growth Fund	<input type="text"/> <input type="text"/> <input type="text"/> %
Australian Equities Fund	<input type="text"/> <input type="text"/> <input type="text"/> %
International Equities Fund	<input type="text"/> <input type="text"/> <input type="text"/> %
<b>Total (must add to 100%)</b>	<input type="text"/> <input type="text"/> <input type="text"/> %

**i** If you do not establish a withdrawal profile and do not provide specific instructions when making withdrawals then you agree to the trustee redeeming your units in the manner set out under the Fund Defaults section.

### 5. Withdrawal profile

Account number

How do you want your funds to be redeemed?

- Redeem in the following percentage allocation
- Redeem in the following fund order

> Give details on the next page

## 5. Withdrawal profile (continued)

Fund name	Percentage allocation	OR	Fund Order
Cash Fund	<input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
Fixed Interest Fund	<input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
Capital Stable Fund	<input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
Moderate Fund	<input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
Balanced Fund	<input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
Growth Fund	<input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
Australian Equities Fund	<input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
International Equities Fund	<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"/> %		

**i** These instructions will override all previous instructions.

## 6. Change of income distribution details

Account number

Please alter my/our income distribution details to:

- Reinvest income in additional units in the same Fund
- Pay income directly to bank, credit union or building society account  
*Must be an Australian bank, credit union or building society account*

Name of financial institution

BSB number

Bank account number

Account name

- 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** Your regular withdrawals will be completed in accordance with your withdrawal profile, if established, otherwise in the manner set out under the Fund Defaults section.

## 7. Regular withdrawals plan

Account number

Type of change requested

- Commence  Alter  Cease

Regular withdrawal amount

\$

Frequency

- Fortnightly  Monthly  Quarterly  Half yearly  Annually

Indexation

- None  CPI  Percentage *Specify (0-10%)*  %

Next instalment date

*Must select between the 1st to the 28th of the month*

## 7. Regular withdrawals plan (continued)

Bank, credit union or building society account details  
Must be an Australian bank, credit union or building society account

Name of financial institution

BSB number

Bank account number

Account name

- 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.

## 8. Tax file number (TFN) or exemption details

I / We wish to provide my/our Tax File Number or reason for exemption as follows:

TFN, ABN **OR** reason for exemption

Investor 1

Investor 2



The minimum instalment amount is \$2,000.

## 9. Progressive investment facility

Account number

Type of change requested

- Commence  Alter  Cease

Frequency

- Monthly  Quarterly  Yearly

Instalment amount

\$



Specify the percentage you wish to invest in each fund (must add to 100%)

Fund name	Percentage allocation
Fixed Interest Fund	<input type="text"/> <input type="text"/> <input type="text"/> %
Capital Stable Fund	<input type="text"/> <input type="text"/> <input type="text"/> %
Moderate Fund	<input type="text"/> <input type="text"/> <input type="text"/> %
Balanced Fund	<input type="text"/> <input type="text"/> <input type="text"/> %
Growth Fund	<input type="text"/> <input type="text"/> <input type="text"/> %
Australian Equities Fund	<input type="text"/> <input type="text"/> <input type="text"/> %
International Equities Fund	<input type="text"/> <input type="text"/> <input type="text"/> %
Total (must add to 100%)	<input type="text"/> <input type="text"/> <input type="text"/> %

Next instalment date

End date

OR No end date

## 10. Regular savings plan

Regular savings plan amount

\$

Frequency

Fortnightly  Monthly  Quarterly  Half yearly  Annually

Indexation

None  CPI  Percentage Specify (0-10%)   %

When would you like your regular savings plan to commence?

Specify next instalment date

Must select between the 1 to the 28th of the month

OR

On the last day of the month (monthly frequency only)

Bank account details for regular savings plan

Must be an Australian bank, credit union or building society account. Please ensure there are sufficient funds in the nominated bank account to avoid bank dishonour fees being charged.

Name of financial institution

BSB number

Bank account number

Account name

## 11. 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.

## 12. 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](http://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.



All investor(s) must sign and date this form.

## 13. Declarations 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](http://retire.aware.com.au/PDS) into my internet browser.
- I agree to be bound by the trust deed for the Aware Investment Fund as relevant, as amended from time to time.
- I agree to Aware Super managing and administering my account in accordance with the Aware Investment Fund Product Disclosure Statement and trust deed (each 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 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 prices 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 have read and understood the Direct Debit Service Agreement (if applicable).
- I have read, understood and accept the privacy policy.

### Agent's declaration (if applicable)

I agree and declare that:

- I am authorised by the Client to execute this transaction or amendment as agent for the Client.
- I understand and confirm that the Client understands the consequences of this transaction or amendment.
- I take joint and several responsibility for the consequences of this transaction or amendment, and will reimburse and make the responsible entity whole in respect of any successful claims against the responsible entity made by or in respect of the Client in relation to this transaction or amendment.

Signature of Investor/Agent 1 (as applicable)

Date signed

D	D	M	M	Y	Y	Y	Y
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Signature of Investor/Agent 2 (as applicable)

Date signed

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



Send the form to this address.

## 14. Where to send your competed form

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

## 15. Fund defaults

If you fail to provide us with details of the Fund(s) from which you wish your units to be redeemed, we will treat your request as a request to redeem sufficient units to satisfy your withdrawal request in the following order:

- first from the Cash Fund (until all funds are exhausted)
- second, from the Fixed Interest Fund (until all funds are exhausted)
- third, from the Capital Stable Fund (until all funds are exhausted)
- fourth, from the Moderate Fund (until all funds are exhausted)
- fifth, from the Balanced Fund (until all funds are exhausted)
- sixth, from the Growth Fund (until all funds are exhausted)
- seventh, from the Australian Equities Fund (until all funds are exhausted)
- and finally, from the International Equities Fund.

## 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

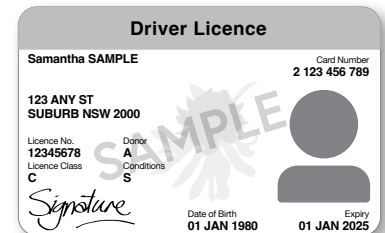
The following lists a subset of people who are authorised to witness your signature on a statutory declaration as well as certify copies of original documents. For a complete list of authorised witnesses/certifiers, go to the Attorney-General's Department website at [www.ag.gov.au](http://www.ag.gov.au).

- 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](http://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.



# Aware Super Investment Fund

## Direct Debit Request Service Agreement



This Direct Debit Request Service Agreement sets out the terms and conditions which apply when you set up a direct debit with us ("Direct Debit").

### 1. Our commitment to you

- a) If Aware Financial Services Australia Limited, trading as Aware Financial Services Australia Limited (ABN 86 003 742 756) (Aware Financial Services, "we" or "us") makes any material change to the terms of the Direct Debit arrangements, we will give you at least 14 days written notice of these changes.
- b) We will keep information relating to your nominated Financial Institution account ("Nominated Account") confidential, except where required for the purposes of conducting Direct Debits with your Financial Institution or providing information to the Financial Institution in connection with a claim made on us relating to an alleged incorrect debit.
- c) For a Regular Savings Plan Direct Debits will be processed by us on the nominated day(s) ("Due Date"). For any other deposit request Direct Debits will be processed on the day the request is authorised by you ("Process Date"). Where the Due Date or Process Date is not a business day, we will process the Direct Debits on the next business day. As it is not certain that your Nominated Account will be debited on the same day that we process the Direct Debit, you should contact your Financial Institution directly to check when your Nominated Account will be debited.
- d) The amount debited will be invested into your account in the Investment Fund, in accordance with the most recent investment instructions received from you.

### 2. Your commitment to us

It is your responsibility to:

- a) Ensure that your Nominated Account can accept direct

debits, as direct debits are not available on all types of accounts. You should contact your Financial Institution if you are uncertain whether your Nominated Account can accept direct debits.

- b) Ensure there are sufficient cleared funds available in the Nominated Account to meet each Direct Debit on the Due Date.
- c) Advise us immediately if the Nominated Account is transferred or closed or the account details change.
- d) Ensure that all account holders on the Nominated Account sign the form.
- e) Meet any Financial Institution charges resulting from the use of the Direct Debit system.

### 3. Your rights

- a) You may alter the Direct Debit arrangements at any time by telling us in writing. We must receive your written notification at least 5 business days before the Due Date, for any of the following:
  - stopping an individual Direct Debit
  - deferring a Direct Debit
  - suspending future Direct Debits
  - altering the DDR Schedule
  - cancelling the Direct Debits completely.
- b) Where you consider that a Direct Debit on your Nominated Account has been initiated incorrectly, you should immediately contact your nearest Aware Super office.

### 4. Other information

- a) We reserve the right to cancel Direct Debit arrangements if two consecutive Direct Debits are dishonoured by your Financial Institution. If this occurs, we will contact you to arrange an alternate payment method which is suitable to you and us.
- b) We reserve the right to cancel or amend the terms of this Agreement at any time by giving you 14 days written notice.