







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

## 7. 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 amended from time to time.
- I agree to Aware Financial Services managing and administering the relevant Fund account in accordance with the Product Disclosure Statement and the trust deed for the Aware Investment Fund (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 understand that transactions on an investment fund can trigger a capital gains event and may have tax implications.
- 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 noted in Section 3. I will not hold Aware Financial Services liable for any loss incurred if those bank account/fund details are incorrect.
- I have read and understand the privacy policy.

### Agent's declaration (if applicable)

I agree and declare that:

- I am authorised by the Client to execute this transaction as agent for the Client.
- I understand and confirm that the Client understands the consequences of this transaction.
- I take joint and several responsibility for the consequences of this transaction, 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.



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

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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Send the form to this address.

## 8. Where to send your completed 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**.

## 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

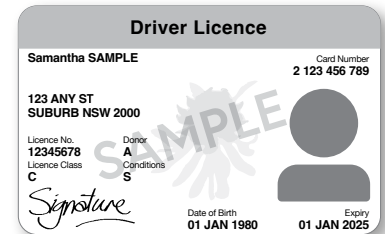
The following lists a subset of people who are authorised to witness your signature on a statutory declaration as well as certify copies of original documents. For a complete list of authorised witnesses/certifiers, go to the Attorney-General's Department website at [www.ag.gov.au](http://www.ag.gov.au).

- 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



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.