

Completing the Request to Transfer Super Benefits form

Why consolidate your super?

- **Avoid duplicate costs:** by moving all of your super to your MLC account you may save on fees.
- **Keep better track of your super:** with one account to manage, you can more easily see how your super is performing.
- **Hassle free transfer:** transferring money to your MLC account is easy—MLC does all the work for you. Just complete the attached request form.

How to complete the request to transfer form

Step 1:

Ensure that you complete all of the Personal details accurately so that there is no delay in processing your request.

Step 2:

Details of your **from** and **to** super funds can be found on statements and other documents issued by the fund. If you are in doubt contact your fund or your financial adviser.

Step 3:

Proof of identity. You will need to provide certified documentation with this transfer request to prove you are the person to whom the superannuation entitlements belong.

Acceptable documents to prove identity. A certified copy of the following documents should be provided with this request form.

Either

One of the following documents only:

- a driver's licence issued under State or Territory law, or
- a passport.

Or

One of the following documents:

- birth certificate or birth extract
- citizenship certificate issued by the Commonwealth
- pension card issued by Centrelink that entitles the person to financial benefits.

And one of the following documents:

- letter from Centrelink regarding a Government assistance payment
- notice issued by Commonwealth, State or Territory Government or local council within the past twelve months that contains your name and residential address. For example, Tax Office Notice of Assessment or Rates notice from local council.

Certification of personal documents

The following persons are authorised to certify a document as a true copy of the original document

- 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 (however described)
- A Justice of the Peace
- A judge of a court
- A magistrate

- A chief executive officer of a Commonwealth court
- A registrar or deputy registrar of a court
- A notary public (for the purposes of the Statutory Declaration Regulations 1993)
- A police officer
- An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- A permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
- An officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993) (eg bank manager, bank officer)
- A finance company officer with 2 or more continuous years of service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993)
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees (eg financial planner, adviser, broker)
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership.

If you have any questions, please call the **MLC Client Service Centre** on **132 652** between 8 am and 6 pm (Sydney time) on any business day.

This article is intended to provide general information only and has been prepared by MLC Nominees Pty Limited ABN 93 002 814 959 AFSL No. 230702 RSE L0002998 without taking into account any particular person's objectives, financial situation or needs. Investors should, before acting on this information, consider the appropriateness of this information having regard to their personal objectives, financial situation or needs. We recommend investors obtain financial advice specific to their situation before making any financial investment or insurance decision. MLC Limited, 105–153 Miller Street, North Sydney NSW 2060, is a member of the National group of companies.

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Request to Transfer Balance of Superannuation Benefits between Funds



MLC Nominees Pty Limited
ABN 93 002 814 959
AFSL 230702 RSE L0002998

The Universal Super Scheme
ABN 44 928 361 101
SFN 281 440 944 R1056778

* Denotes mandatory information. If you do not complete all of the mandatory information, there may be a delay in processing this request.

Completing this form

- Read the information on page 1 before completing this form.
- You will need to provide certified copies of identification documents with the completed form.

After completing this form

- Sign the authorisation.
- Send the original form with certified proof of identity documents to your **from** or **to** fund.
- Faxed copies will not be accepted.

Step 1: Personal Details

Title: Mr Mrs Miss Ms Other

Family name *

Given names *

Other/Previous names (attach certified copies of documents) *

Date of Birth

 / /

Gender

Male

Female

Tax File Number

Current Address *

 Postcode

Previous Address (if you know that the address held by your **from** fund is different to your current residential address, please give details below)

 Postcode

Your contact phone number *

 ()

Under the Superannuation Industry (Supervision) Act 1993, you are not obliged to disclose your tax file number, but there may be tax consequences.

Step 2: Fund Details

FROM

Fund name *

Note: Please complete the address details on the back of the form.

Fund phone number

 ()

Membership or Account Number

Australian Business Number (ABN)

Superannuation Product Identification Number (SPIN)

Please transfer:

Total balance **or** Partial balance \$

Date left service of previous employer (applicable only for employer sponsored superannuation plan)

 / /

TO

Fund name *

The Universal Super Scheme

Existing member *

New member

Fund phone number

132 652

Account Number (if known)

Australian Business Number (ABN) *

44 928 361 101

Superannuation Product Identification Number (SPIN) *

Product name *

Note: Superannuation Product Identification Number (SPIN) is found on the back of this page.

Step 3: Proof of Identity * (if you don't supply this, it may delay processing this request)

1. I have attached a **certified copy** of my driver's licence or passport **OR** 2. I have attached **certified copies** of both:

- Birth/Citizenship Certificate **or** Centrelink Pension Card **AND**
- Centrelink payment letter or Government or local council notice (< 1 year old) with name and address)

Step 4: 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.
- I authorise the transfer of any contribution to be made by my previous employer which is received by my other fund after the benefits have been transferred to The Universal Super Scheme.
- I understand that, in certain circumstances, The Universal Super Scheme may be required to deduct tax from the untaxed portion (if any) of the amount transferred.
- I discharge the superannuation provider of my FROM fund of all further liability in respect of the benefits paid and transferred to The Universal Super Scheme.
- I authorise my adviser/Trustee representative to follow up and enquire on this application.

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.

Name * (Print in block letters)

Signature *

Date *

Fold here



How to lodge this form

You can lodge this form with MLC or you can send it directly to your FROM fund.

To assist MLC with lodgement of this form, please complete the address details below.

.....
.....
.....

From Fund Name

From Fund Address

IN CONFIDENCE – when completed

Fold here

Confirmation to your FROM fund

The Universal Super Scheme ('the Fund')

- The Fund is a resident regulated superannuation fund within the meaning of the Superannuation Industry (Supervision) Act 1993 (SIS).
- The Trustee (MLC Nominees Pty Limited) certifies that the Fund is not subject to a direction under section 63 of SIS.
- It is the intention of the Trustee to manage the Fund in compliance with the SIS laws, tax laws and the relevant requirements of the Corporations Act and guidelines issued by the ASIC, the APRA and the ATO.
- The Trust Deed governing the Fund allows benefits to be transferred or rolled over, from other resident regulated superannuation funds or superannuation products.
- The Trustee will comply with the Government's preservation rules in relation to the amount transferred or rolled over to the Fund
- Members are not permitted to borrow monies from the Fund.

Please make cheque payable to: MLC Nominees Pty Limited

Please send cheques, contribution details and any Rollover Benefit Statements to:

MLC, PO Box 1315, North Sydney NSW 2059

If you have any questions call us on 132 652 between 8 am and 6 pm (Sydney time) on any business day. Please quote the Membership or Account number shown in Step 2.

MLC product names and SPIN Numbers:

Product Name	SPIN
MasterKey Business Super	MLC0430AU
MasterKey Personal Super	MLC0430AU
MasterKey Super and Super Fundamentals	MLC0440AU
MasterKey Pension and Pension Fundamentals	MLC0420AU
The Employee Retirement Plan	MLC0193AU
MasterKey Superannuation (Gold Star or Five Star)	MLC0440AU
MLC Personal Superannuation	MLC0440AU