

Withdrawal Advice

PORTFOLIO SERVICE

Please complete in blue or blank ink, using BLOCK letters



Section 1 – Member Details

Surname/Company name/Trustee name

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Given name(s)/ABN

Date of birth

Postal address

Town/Suburb

State

Post code

Member number

Telephone number

Email address

Section 2 – Payment Amount

Please specify payment amount (✓).

Full withdrawal

Partial withdrawal of

 \$

You should ensure you have sufficient cash holding in your Cash Account to meet the withdrawal request or alternatively, advise us which investments should be sold down to meet the partial withdrawal. Should a sell down of investments be required, and we have not received instructions from you, we will sell down assets in accordance with our policy current at the time of the withdrawal.

Section 3 – Payment Instructions

Please pay proceeds of my withdrawal request into the following account:

Account name

Bank name

BSB number

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Account No

Section 4 – Proof of Identity (applicable to Individual Members only) ▶ See 'Completing proof of identity'

I have attached a certified copy of my driver's licence or passport
OR

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

SEE OVERLEAF FOR MEMBER AUTHORISATION AND IMPORTANT INFORMATION

Section 5 – Member Authorisation

<input type="text" value="X"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Company Seal
Signature	Date	<input type="text"/>	<input type="text"/>	
<input type="text" value="X"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Signature	Date	<input type="text"/>	<input type="text"/>	

Completing proof of identity

You will need to provide documentation to prove you are the person to whom the entitlements belong.

ACCEPTABLE DOCUMENTS

The following documents may be used.

EITHER

One of the following documents only:

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

OR

One of the following documents: <ul style="list-style-type: none"> <input type="checkbox"/> birth certificate or birth extract <input type="checkbox"/> citizenship certificate issued by the Commonwealth <input type="checkbox"/> pension card issued by Centrelink that entitles the person to financial benefits. 	AND	One of the following documents: <ul style="list-style-type: none"> <input type="checkbox"/> letter from Centrelink regarding a Government assistance payment <input type="checkbox"/> 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: <ul style="list-style-type: none"> - Tax Office Notice of Assessment - Rates notice from local council.
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HAVE YOU CHANGED YOUR NAME OR ARE YOU SIGNING ON BEHALF OF ANOTHER PERSON?

If you have changed your name or are signing on behalf of the applicant, you will need to provide a certified linking document. A linking document is a document that proves a relationship exists between two (or more) names.

The following table contains information about suitable linking documents.

Purpose	Suitable linking documents
Change of name	Marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office.
Signed on behalf of the applicant	Guardianship papers or Power of Attorney.

CERTIFICATION OF PERSONAL DOCUMENTS

All copied pages of ORIGINAL proof of identification documents (including any linking documents) need to be certified as true copies by any individual approved to do so (see below).

The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping 'certified true copy' followed by their signature, printed name, qualification (eg Justice of the Peace, Australia Post employee, etc) and date.

The following can certify copies of the originals as true and correct copies:

- a permanent employee of Australia Post with five or more years of continuous service
- a finance company officer with five or more years of continuous service (with one or more finance companies)
- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having five or more years continuous service with one or more licensees
- a notary public officer
- a police officer
- a registrar or deputy registrar of a court
- a Justice of the Peace
- a person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia, as a legal practitioner
- an Australian consular officer or an Australian diplomatic officer
- a judge of a court
- a magistrate, or
- a Chief Executive Officer of a Commonwealth court.