

Rollover Form

Use this form to transfer some or all of your balance from another superannuation fund into Russell SuperSolution. This form will NOT change the fund to which your employer pays your contributions. Return this form and appropriately certified identification documents to the fund you are transferring from. Print clearly in BLOCK LETTERS.

*Denotes mandatory field.

1. Personal details

a. Title (please select):

Mr Mrs Ms Dr Other >

b. Surname*

c. First name(s)*

d. Other/previous name(s)

d. Date of birth (dd/mm/yyyy)*

/ /

Sex (please select)*

Male Female

e. Contact telephone*

f. Tax file number (TFN)

g. Residential address*

Postcode

h. 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

2. Fund details

! If you have multiple account numbers with this fund, you must complete a separate form for each account you wish to transfer.

FROM

a. Fund name*

b. Fund telephone

c. Membership or account number*

d. Australian Business Number (ABN)*

e. Superannuation Product Identification Number (SPIN)

f. Approximate account balance (optional)

\$

TO

a. Fund name

Russell SuperSolution Master Trust

Fund telephone

1800 555 667

b. Member/Investor number*

c. Australian Business Number (ABN)

89 384 753 567

d. Superannuation Product Identification Number (SPIN)

TRM0001AU

e. Amount to be transferred

(If you do not make a selection your request will be treated as a whole balance transfer)

Whole balance

OR

Partial transfer of \$

3. Proof of identity

➤ See 'Completing proof of identity'

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

OR

b. I have attached certified copies of both:

Birth/Citizenship Certificate or Centrelink Pension Card **AND**

Centrelink payment letter or Government or local council notice (less than 1 year old) with name and address

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 my **FROM** fund to provide personal information to representatives of my **TO** fund regarding the progress of my rollover.
- » I discharge the superannuation provider of my **FROM** fund of all further liability in respect of the benefits paid and transferred to my **TO** fund.

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 (dd/mm/yyyy)

What happens to my future employer contributions?

Using this form to transfer your benefits will not change the fund to which your employer pays your contributions but may terminate your membership of the fund you are transferring your benefits **FROM**.

If you wish to change the fund into which your contributions are being paid, you will need to speak to your employer about Choice. For the appropriate forms and information about whether you are eligible to choose the fund to which your employer contributions are made, visit www.ato.gov.au/super or call the Australian Taxation Office on **13 10 20**.

Things you need to consider when transferring your superannuation

When you transfer your superannuation from a fund, your entitlements under that fund may cease. You need to consider all relevant information before you make a decision to transfer your superannuation from a fund. If you ask for information, your superannuation provider must give it to you. Some of the points you may consider are:

- » **Fees** – your **FROM** fund must give you information about any exit or withdrawal fees. If you are not aware of the fees that may apply, you should contact your fund for further information before completing this form.
The fees could include administration fees as well as exit or withdrawal fees. The Russell SuperSolution Master Trust (“Russell SuperSolution”) does not charge establishment or contribution fees on transfer. Differences in fees funds charge can have a significant effect on what you will have to retire on. For example a 1% increase in fees may significantly reduce your final benefit.
- » **Death and disability benefits** – your **FROM** fund may insure you against death, illness or an accident which leaves you unable to return to work. If you choose to leave your current fund, you may lose any insurance entitlements you have. Other funds may not offer insurance, or may require you to pass a medical examination before they cover you. When considering a new fund, you may wish to check the costs and amount of any cover offered.
- » If your **FROM** fund is not a public offer fund, you may not be able to rejoin that fund.

What happens if I do not quote my tax file number (TFN)?

Under the Superannuation Industry (Supervision) Act 1993, your superannuation fund is authorised to collect your tax file number (TFN), which will only be used for lawful purposes.

These purposes may change in the future as a result of legislative change. The trustee of your superannuation fund may disclose your TFN to another superannuation provider, when your benefits are being transferred, unless you request in writing to the trustee of your superannuation fund that your TFN not be disclosed to any other superannuation provider.

It is not an offence not to quote your TFN. However giving your TFN to your superannuation fund will have the following advantages (which may not otherwise apply):

- » your superannuation fund will be able to accept all types of contributions to your account(s);
- » the tax on contributions to your superannuation account(s) will not increase;
- » other than the tax that may ordinarily apply, no additional tax will be deducted when you start drawing down your superannuation benefits; and
- » it will make it much easier to trace different superannuation accounts in your name so that you receive all your superannuation benefits when you retire.

Your TFN will otherwise remain confidential.

Completing proof of identity

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

Acceptable documents

The following documents may be used.

| EITHER | OR | |
|--|-------------------|---|
| <p>One of the following documents only:</p> <ul style="list-style-type: none"> » driver's licence issued under State or Territory law » passport | <p>AND</p> | <p>One of the following documents:</p> <ul style="list-style-type: none"> » 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: <ul style="list-style-type: none"> – Tax Office Notice of Assessment – Rates notice from local council |
| <p>One of the following documents:</p> <ul style="list-style-type: none"> » birth certificate or birth extract » citizenship certificate issued by the Commonwealth » pension card issued by Centrelink that entitles the person to financial benefits | | |

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 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 original 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.

Where do I send the form?

You should send your completed and signed form with your certified proof of identity to the fund you are transferring from. Alternatively, you may send the documents to Russell SuperSolution and we will forward them to the fund you are transferring from for you.