

Withdrawal Form - Super

This is the form you should fill out to make a withdrawal from your Australian Ethical Super account. You should read the Product Disclosure Statement (PDS) and Additional Information Booklet (AIB) before completing this form. These can be obtained from or on request by phoning 1300 134 337. Withdrawing money from your Australian Ethical Super account may have tax implications. We strongly recommend you speak to a financial adviser before making any decisions.

Please use **BLOCK LETTERS** and **black ink**.

Send your completed form to:

Australian Ethical Super, Locked Bag 20013, Melbourne VIC 3001 or upload to the member portal in the 'Contact Us' section.

Important: This form is not to be used if applying for severe financial hardship, please contact us on 1300 134 337 to receive the correct severe financial hardship withdrawal form.

If you intend to make a full withdrawal, any contribution splitting you have requested or intend to complete, must be submitted and processed before completing this form as no contribution splits can be completed after an account has been closed.

Attach documentation if your personal details have changed

Name and date of birth changes - see the proof of identity fact sheet on Page 5.

Address changes - attach a copy of a recent bill, mail item or driver's licence that displays your new residential or postal address. Alternatively, you can change your contact details online by accessing your account at _____ or by calling us on 1300 134 337.

If the required supporting documentation is not provided, the payment of your benefit will be delayed.

Step 1: Condition of release

To receive a payment using this form you need to confirm that either:

you have reached a preservation age and are genuinely retired*

you are aged 60 or above and have left employment or are changing your employer

you are 65 or over

you are totally and permanently disabled or have a terminal illness[^]

you are a temporary resident and are permanently departing Australia (excluding New Zealand)[^]

you have approval from the Australian Taxation Office (ATO) that your money should be released for compassionate grounds[^]

your super benefit contains an unrestricted, non-preserved amount and you wish to make a withdrawal of some or all of that amount

your super benefit contains a restricted, non-preserved amount and you confirm that you have ceased the employment that gave rise to that restricted amount

*Your preservation age will be between ages 55-60, depending on your date of birth, as set out in the PDS.

[^]These claims require supporting documentation or the completion of additional forms. Contact us on 1300 134 337 for more information.

Step 2: Personal details

Member number

Given name

Phone number

Date of birth

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Surname

Email

Step 2: Personal details (continued...)

Residential Address - Street number and name

Suburb

State

Postcode

Country

Step 3: Cash withdrawal and payment details

Withdrawal amount

Please instruct us what you wish to do with your benefit:

A partial amount of \$

Full withdrawal

Name of Australian financial institution

BSB number

Account number

Account holder name

Account holder 2 name (if joint account)

***Note:** Please ensure that the bank account nominated is held in your name or in a joint account including your name.

I have attached a bank statement (no older than 6 months) showing the nominated account name and number

I have attached a certified copy of proof of identity (see Page 5 for requirements)

Note: The ability to pay as cash (and the rate of any applicable tax) may depend upon your residency or citizenship status.

Please indicate your current status by ticking the appropriate box below:

Are you an Australian or New Zealand citizen or an Australian Permanent Resident? Yes No

If your payment request is affected by your residency / citizenship status, you will be advised accordingly.

Failure to respond to the above question may result in delays in the processing of your payment(s).

Step 4. Tax File Number

Provide your Tax File Number (if you haven't already done so)

TFN

Providing your Tax File Number (TFN)

Under the Superannuation Industry (Supervision) Act 1993, Australian Ethical Super is authorised to collect, use and disclose your tax file number.

Australian Ethical Super may disclose your tax file number to another superannuation provider, when your benefits are being transferred, unless you request us in writing that your tax file number not be disclosed to any other superannuation provider.

Declining to quote your tax file number to us is not an offence. However giving your tax file number to your superannuation fund will have the following advantages:

- we will be able to accept all permitted types of contributions to your account/s;

- other than the tax that may ordinarily apply, you will not pay more tax than you need to - this affects both contributions to your superannuation and benefit payments when you start drawing down your superannuation benefits; and
- it will make it much easier to find different superannuation accounts in your name so that you receive all your superannuation benefits when you retire.

Step 5: Rollover to another super fund (if applicable)#

Is this a full rollover (close my account) or partial rollover. If partial, \$
or Balance after cash payment

Name of fund

Member number

ABN

USI

To rollover to multiple funds, please copy this section of the form and complete.

Additional requirements for transfers to self-managed super funds.

If you are transferring an amount to a self-managed super fund, you must ensure that the details you provide about your self-managed super fund on or with this application matches exactly the details shown in , including the registered address. Failure to provide matching details may result in requests for further information and delay the processing of your application.

Bank statement showing the account name where the funds will be transferred.

Please note: A copy of the SMSF's bank account statement (no older than 6 months) must be supplied (we cannot accept personal banking statements).

Name of Australian financial institution

BSB number

Account number

Account holder name

Account holder 2 name (if joint account)

I have attached a bank statement (no older than 6 months) showing the nominated account name and number

If exempt from an ABN, tick the reason for exemption:

Exempt Public Sector Super Scheme

Retirement Savings Account

A rollover to another fund cannot occur without the Fund ABN and USI or Membership/Policy Number of the fund you are transferring to. If your rollover fund does not have an ABN you will need to contact the fund directly to request evidence of their complying status, such as their notice of compliance.

** For a rollover to a registered Self Managed Super Fund (SMSF), payment will only be sent to the address registered with the ATO

Step 6: Declaration

- The details that I have provided are true and correct.
- I am aware that 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 have received, read, and agree to the terms outlined in the Australian Ethical Super Product Disclosure Statement (PDS) available at
- I have received, read, and agree to be bound by the Privacy Collection Notice (Super) and the Privacy Policy available at

- I authorise Australian Ethical Super to give effect to the withdrawal.
- I declare I am the Australian Ethical Super member whose details appear on this form.
- I acknowledge Australian Ethical has advised me to consider obtaining financial advice.
- I understand if I do not provide you with the information requested in this form, you may not be able to accept or carry out my requests or instructions.

Signature

Date

D	D	M	M	Y	Y	Y	Y
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Signatory's full name (please print)

Interests in the Australian Ethical Retail Superannuation Fund (ABN 49 633 667 743, SPIN AET0100AU) are offered by Australian Ethical Investment Ltd (ABN 47 003 188 930, AFSL 229949) by arrangement with its subsidiary and Trustee of the Fund, Australian Ethical Superannuation Pty Ltd (ABN 43 079 259 733, RSE L0001441)

Proof of identity

As a requirement of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF legislation), you need to provide identification documentation with this transfer request to prove you are the person to whom the super entitlements belong. Please provide to us either one certified primary Identification (ID) document or two certified secondary documents as listed below.

Your primary ID document requirements

You MUST supply ONE primary document from this list

- Australian Driver's Licence (current)
- Australian Passport (not expired more than 2 years)
- International Passport (current)
- Proof of Age Card/NSW Photo Card (current and government issued)

OR

Your secondary ID document requirements

Supply ONE of the following;

- Australian birth certificate, birth extract or citizenship certificate
- Foreign birth certificate or citizenship certificate
- Government issued concession card, such as a pensioner concession card, a health care card, or a seniors health care card


AND

Supply ONE valid option that contains your current residential address;

- Utility Bill or Council Rates Notice (less than 3 months old)
- Taxation Notice or Centrelink Statement (less than 12 months old)

How to certify documents

After sighting the original and the copy and making sure both documents are identical, the certifier must include on EACH page:

 IDENTIFICATION	2 Certified true copy 3 J. Sample Mr John Sample Justice of Peace NSW 4 0444 444 444 Registration No.123456789 5 Date: 01/01/2020	1 A clear copy of the document that identifies you (i.e. your driver's licence (front and back) or passport) 2 Write or stamp 'certified true copy' of the original document 3 The authorised person's signature 4 Full name, qualification, state, phone number and registration number (if applicable) of the authorised person 5 Date of certification (within 12 months of receipt)
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Proof of identity

Who can certify documents in Australia?

- Permanent employee of the **Australian Postal Corporation** with two or more years of continuous service who is employed in an office supplying postal services to the public.
- Agent of the **Australian Postal Commission** who is in charge of an office supplying postal services to the public.
- **Architect**
- **Australian Consular Officer or Australian Diplomatic Officer** (within the meaning of the Consular Fees Act 1955)
- **Bailiff**
- **Bank Officer, Building Society Officer or Credit Union Officer** (with two or more continuous years of service)
- **Commissioner for Affidavits or Declarations**
- **Court Officer**, Registrar or Deputy Registrar of a Court, Judge, Clerk, Magistrate, Master of a Court, Chief Executive Officer of a Commonwealth Court
- **Fellow of the National Tax Accountant's Association**
- **Finance Company Officer** (with two or more continuous years of service with one or more finance companies)
- **Financial Adviser or Financial Planner**
- **Justice of the Peace**
- **Holder of a Statutory office not specified in another item**
- **Legal Practitioner**
- **Marriage Celebrant** (registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961)
- **Medical practitioner, Chiropractor, Dentist, Nurse, Optometrist, Physiotherapist, Psychologist, Midwife, Occupational Therapist**
- **Member of Chartered Secretaries Australia**
- **Member of Engineers Australia** (other than at the grade of student), a Registered Professional Engineer of Professionals Australia or registered under a law of the Commonwealth, a State or Territory or registered on the National Engineering Register by Engineers Australia
- **Member of the Australasian Institute of Mining and Metallurgy**
- **Member of the Australian Defence Force** (who is an officer; or a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with two or more years of continuous service or a warrant officer within the meaning of that Act)
- **Member of the Governance Institute of Australia Ltd**
- **Member of the Institute of Chartered Accountants in Australia and New Zealand**, the Australian Society of Certified Practising
- Accountants, Member of the Institute of Public Accountants or the Association of Taxation and Management Accountants
- **Member of Commonwealth Parliament, State Parliament, Territory Legislature or a Local Government Authority** (State or Territory)
- **Migration agent registered under Division 3 of Part 3 of the Migration Act 1958**
- **Minister of Religion** (under Subdivision A of Division 1 of Part IV of the Marriage Act 1961)
- **Notary Public**
- **Officer with, or Authorised Representative of an Australian Financial Services Licensee** (who has had at least two years of continuous service with one or more licensees)
- **Officer with, or a credit representative of, a holder of an Australian credit licence** (who has had at least two years of continuous service with one or more licensees).
- **Permanent employee of the Commonwealth** (or Commonwealth Authority) **or a State or Territory** (or State or Territory Authority) **or a Local Government Authority** with two or more years of continuous service
- **Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made**
- **Pharmacist**
- **Police Officer, Sheriff or Sheriff's Officer**
- **Senior Executive Service Employee of the Commonwealth** (or Commonwealth Authority) **or a State or Territory** (or State or Territory Authority)
- **SES Employee of the Commonwealth**
- **Teacher employed on a full-time basis at a school or tertiary education institution**
- **Trade marks attorney, Patent Attorney**
- **Veterinary surgeon**

Who can certify documents outside of Australia?

- **an authorised staff member of an Australian Embassy, High Commission or Consulate**
- **an authorised employee of the Australian Trade Commission** who is in a country or place outside Australia
- **an authorised employee of the Commonwealth of Australia** who is in a country or place outside Australia
- **a Member of the Australian Defence Force** who is an officer or a non-commissioned officer with two or more years of continuous service
- **Notary Public from a country ranked 129 or below in the latest Transparency International Corruptions Perception Index:**

Contact us

t 1300 134 337
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