

# Withdrawal Form

## For Pension members

This is the form you should fill out to make a withdrawal from your Australian Ethical Pension account. You should read the Product Disclosure Statement (PDS) and Additional Information Booklet (AIB) before completing this form. These can be obtained from [australianethical.com.au](http://australianethical.com.au) or on request by phoning 1800 021 227. Withdrawing money from your Australian Ethical Pension account may have tax implications. We strongly recommend you speak to a financial adviser before making any decisions.

**Send your completed form to:**

**Australian Ethical Super, Locked Bag 20013, Melbourne VIC 3001**

Or login to the member portal at [australianethical.com.au/login](http://australianethical.com.au/login) and upload the completed forms under the 'Contact Us' tab.

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

### Attach documentation if your personal details have changed

**Name and date of birth changes** - see the proof of identity fact sheet on Page 4.

**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 [australianethical.com.au](http://australianethical.com.au) or by calling us on 1800 021 227.

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

#### Step 1: Personal details

Member number

Date of birth

Full given name(s)

Surname

Phone number

Email

Address

Suburb

State

Postcode

Country

#### Step 2: Cash withdrawal amount (account based pensions only)

Your cash withdrawal will be paid to the same bank account as your regular pension payments.

#### Withdrawal amount

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

**Note: If you don't specify your withdrawal strategy the funds will be withdrawn proportionately across investment options held.**

Full withdrawal

A partial amount as detailed on the next page

**Step 2: Cash withdrawal amount (account based pensions only) (continued)**

Name of Investment Option	\$ amount to be withdrawn	% of withdrawal amount
<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<input type="text"/>	\$ <input type="text"/>	<input type="text"/> %
<b>Total</b>	\$ <input type="text"/>	<b>100% (total must add up to 100)</b>

OR

**Step 3: Rollover to another super fund (if applicable)#**

**Rollover amount**

How much you would like to withdraw:

**Note: the funds will be withdrawn proportionately across investment options held.**

- Full withdrawal
- A partial amount of \$

Name of fund

Member number  ABN  USI

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

# 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.

### Step 3: Rollover to another super fund (if applicable)# (continued)

#### 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 [superfundlookup.gov.au](https://superfundlookup.gov.au), including the registered address. Australian Ethical must use SuperStream to roll over your super benefits. This means your SMSF will need an electronic service address (ESA) and Australian business number (ABN). SMSF trustees may wish to consider appointing a professional to assist them in meeting these requirements. 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 2 years) 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 2 years) showing the nominated account name & number.

Electronic Service Address (ESA)

ABN

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

Exempt Public Sector Super Scheme     Retirement Savings Account

For a rollover to a registered Self Managed Super Fund (SMSF), payment will be made by Electronic Funds Transfer.

### Step 4: 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 [australianethical.com.au](https://australianethical.com.au)
- I have received, read, and agree to be bound by the Privacy Collection Notice (Super) and the Privacy Policy available at [australianethical.com.au/privacy-policy](https://australianethical.com.au/privacy-policy)
- 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.

**!** Please note we currently do not accept electronic signatures on forms. To avoid delays or having to complete this form again, ensure you sign the documents with a wet ink signature (i.e. by hand with a black or blue ink pen).

Signature

Signatory's full name (please print)

Date (DD/MM/YYYY)

## 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)

### 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

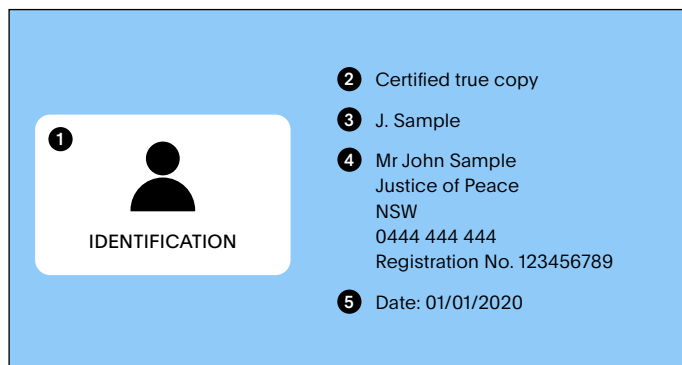
OR

**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:



- 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 2 years of receipt)

### 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: [transparency.org](https://www.transparency.org)

 If you have any questions, please contact Australian Ethical Super on 1800 021 227.