



IOOF ESSENTIAL

1 July 2019

Choice of Fund

If you would like IOOF Essential Super to become your chosen fund, please provide the completed form and Certificate of Compliance to your **employer**. DO NOT send this form to IOOF Essential.

Please complete these instructions in **BLACK INK** using **CAPITAL LETTERS** and boxes where provided.

Employee to complete – ONLY IF MAKING A CHOICE OF FUND

Step 1: I request that all future superannuation contributions be made to

My own choice of fund

Step 2: Your chosen fund details

IOOF Essential Super

Account number

Title (Dr/Mr/Mrs/Ms/Miss) Surname

Given name(s)

Fund Australian business number (ABN) 7 0 - 8 1 5 - 3 6 9 - 8 1 8

Unique Superannuation Identifier (USI) S M F 0 1 2 6 A U Phone

Step 3: I have attached

- a letter from the trustee stating that this is a complying fund or retirement savings account
 - written evidence from the fund stating that they will accept contributions from my employer, and
 - details about how my employer can make contributions to this fund.

Step 4: Employee name and signature

Employee name

Employee number (if applicable)

Signature

Date / /

Return this form to your employer. **Do not send this form to the Tax Office or to your superannuation fund.**

Employer to complete

Date Accepted / /

Processed / /

Employer payment methods

Employers must ensure that all contributions are made to the Fund in accordance with SuperStream requirements – meaning both payments and associated data are sent in a standard electronic format prescribed by the Australian Taxation Office (ATO).

Your employer can use a contribution clearing house, a payroll system that meets the SuperStream standard, or the ATO Small Business Superannuation Clearing House (if you work for a small business).

Please contact ClientFirst on 1800 913 118 for further details.



Please note: This letter can be provided to the fund you are transferring from to confirm that IOOF Portfolio Service Superannuation Fund is a complying superannuation fund.

To whom it may concern

Certificate of compliance

IOOF Essential Super and IOOF Essential Pension (Unique Superannuation Identifier (USI) SMF0126AU) form part of IOOF Portfolio Service Superannuation Fund (SFN 3002/079/41), ABN 70 815 369 818.

We certify that:

- 1 IOOF Portfolio Service Superannuation Fund (Fund) is a complying superannuation fund within the meaning of the *Superannuation Industry (Supervision) Act 1993* (the Act)
- 2 the Trustee is IOOF Investment Management Limited (IIML) ABN 53 006 695 021, AFS Licence No. 230524
- 3 the Trustee of the Fund has not been directed by the Australian Prudential Regulation Authority to cease accepting contributions under Section 63 of the Act
- 4 the Trust Deed allows contributions and rollovers to be accepted by the Fund.

A handwritten signature in black ink, appearing to read 'F. Lombardo'.

Frank Lombardo
Group General Manager Client & Process
On behalf of IOOF Investment Management Limited

Trustee

IOOF Investment Management Limited
ABN 53 006 695 021
AFS Licence No. 230524

Registered Address

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ClientFirst

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