IOOF

ESSENTIAL

17 May 2021

Switching Instruction

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

Use this form to:

- switch between existing investment options
- change your Standing Instructions or
- set an Automatic reweight instruction to your portfolio.

Please note that when changing investment options you will not necessarily have the most recent product disclosure statement for that investment option and accordingly may not have information about material changes and significant events affecting that investment option. You can obtain a product disclosure statement from www.ioof.com.au or your licensed financial adviser.

Account number

Step 1: Client details

Part A – Individual Investor

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

Surname

Given name(s)

Phone (work)

Phone (home)

Phone (mobile)

Email

Part B – Joint Account

Name of Joint Account

Part C – Self Managed Superannuation Fund

Name of Entity/Company/ Corporate Trustee

Name of Trust

Step 2: Pending transactions

To provide you with an efficient service we will not wait for pending transactions to complete before we process your instructions. If you have a pending transaction (a redemption or purchase) currently in progress at the time we receive new instructions (Step 3: Investment redemptions or Step 4: Investment purchases) it may result in a variance to your instruction and your request may not be fully completed. This may result in a balance remaining in an investment where you intended to redeem 100%.

By ticking the box below you can instruct us to wait for all pending transactions on investment options included in your new instructions to complete before we process your instructions.

☐ I acknowledge my request will not be actioned until all pending transactions on investment options included in my new instructions are completed.

- If you only want to **switch investment options**, please complete Steps 3 and 4.
- If you only want to initiate a **Deposit Instruction**, please skip to and complete Step 5.
- If you only want to initiate an **Automatic Reweight Instruction**, please skip to and complete Step 6.

Step 3: Investment redemptions

Managed investment options

Please specify either a percentage, unit or dollar allocation. Unless otherwise stipulated, we will process the switch as a dollar value. If you wish to sell a specific asset and use the proceeds to purchase another asset, indicate this by placing corresponding numbers in the boxes provided. When not specified, we will sell all assets detailed in Step 3 and use the proceeds as per the instructions in Step 4.

Please note: Your Deposit Instruction and Cash Account preferences will not be automatically updated to reflect the purchase or redemption of a managed investment option from your account. If you want to change your Deposit Instruction and/or Cash Account preferences, please ensure you complete Steps 5 and 7 respectively.

No	APIR code[1]	Investment option	$ or units (please specify) of investment option	OR	% of investment option

1 Refer to the **IOOF Essential investment menu** list for available APIR codes. This is available from your licensed financial adviser, our website or by contacting ClientFirst.

Step 4: Investment purchases

Managed investment options

Please specify either a percentage, unit or dollar allocation to be invested as a result of the Investment Redemptions in Step 3.
Unless otherwise stipulated, we will process the switch as a dollar value.

Please note: Your Deposit Instruction and Cash Account preferences will not be automatically updated to reflect the purchase or redemption of a managed investment option from your account. If you want to change your Deposit Instruction and/or Cash Account preferences, please ensure you complete Steps 5 and 7 respectively.

No	APIR code[2]	Investment option	$ or units (please specify) of investment option	OR	% of investment option

2 Refer to the **IOOF Essential investment menu** list for available APIR codes. This is available from your licensed financial adviser, our website or by contacting ClientFirst.

Step 5: Deposit Instruction

Please advise us of your Deposit Instruction.

Please note:

- Please ensure that the Deposit Instruction includes at least the default minimum allocation of 1% against the Cash Account. The percentages allocated to the Cash Account and your selected investment option(s) must add up to 100%.
- For a full list of investment options available for selection within IOOF Essential go to our website to view the **IOOF Essential investment menu** and list your selections in the space provided.
- To ensure the investment option selections are listed correctly please add the APIR code along with the name of the investment option.

APIR Code	Investment option	Allocation (%)
	Cash Account (Mandatory)	
	Total (must = 100%)	0.00

Step 6: Automatic Reweight Instruction

Use this to automate a reweight of all the investment options in your portfolio, according to a percentage-based instruction at a set frequency.

Reweight frequency

(Choose one)

☐ Quarterly ☐ Half yearly ☐ Yearly

Commencement date

(will commence on the 20th of the chosen month).

M M / Y Y Y Y

Your investment options

☐ Please copy my choices from **Step 4**.

Please note: you cannot use this tick box if your investment purchase instruction at Step 4 is different to your automatic reweight instruction, or the investment purchase instruction contained units or $.

Please list **all** investment options in your portfolio below.

APIR Code	Investment option	Allocation (%)
	Cash Account (Mandatory)	
	Total (must = 100%)	0.00

Step 7: Cash Account preferences

Cash Account limits

You must maintain a minimum percentage allocation to the Cash Account.

Please specify one of the following options:

☐ **Cash Account minimum of 1% (default option)**

OR

☐ **Cash Account percentage nominated in your Deposit Instruction**

Cash Account cap (optional)

You may also nominate an optional dollar based cap on the amount held in your Cash Account in addition to your nominated Cash account limit above, subject to a $5,000 minimum.

To set a Cash Account cap, please specify the amount here $ ____________

Cash Account top-up

If the balance in your Cash Account is zero or below, the Trustee / Service Operator will top up the balance to the lower of:

- the Cash Account default minimum of 1% or the Cash Account percentage nominated in your Deposit Instruction; or
- the Cash Account cap.

We will top up your Cash Account balance by redeeming the necessary amount from your managed investments (without prior notice to you) in accordance with the method you have selected below:

☐ **Pro-rata (default option)** – Redeem funds across all managed investments according to the proportion of the portfolio that they represent.

OR

☐ **Redemption instruction – percentage** – Redeem funds from specified managed investments according to the percentage allocation nominated below.

Please note:

- The percentages allocated for your selected investment option(s) must add up to 100% not including the Cash Account.
- To ensure the investment option selections are listed correctly please add the APIR code along with the name of the investment option.
- Restricted investments and capital guaranteed income/pension investments cannot form part of redemption instruction – percentage.

APIR Code	Investment option	Allocation (%)
	Total (must = 100%)	0.00

Step 8: Income preferences

I direct the Trustee / Service Operator to manage income distributions that I receive from managed investments as follows:

☐ **Re-invest (default option)** – Re-invest 100% of the income distributions back into the same managed investment that made the income distribution.

OR

☐ **Retain in Cash Account** – Leave all income distributions to accumulate in my Cash Account.

Step 9: Client declaration and signature(s)

Important note: The Trustee / Service Operator collects the information in this form in order to process your investment instructions. Any personal information provided in this form will be handled in accordance with the Trustee / Service Operator's privacy policy, available at www.ioof.com.au/privacy.

If you do not provide all of the requested information we may not be able to action your request.

- **Managed investments** – I confirm that all investment information, including the objectives and relative risk of each of the strategies, has been made available to me. I am fully informed of the range of investment strategies that can be chosen and the circumstances in which they can be changed.
- **Fixed rate/fixed term investments** – I understand these investments are fixed term and penalties will be incurred if terminated prior to maturity.
- **Automatic Reweight Instructions** – I acknowledge that reweighting my investments may trigger capital gains and/or losses and understand that this may impact my tax position or benefit in the Fund.
- I also acknowledge these assets will be held in the name of the custodian, Australian Executor Trustees Limited ABN 84 007 869 794 AFSL 240023.
- I consent that where I have chosen an investment with a long withdrawal period (illiquid investments) or there are delays receiving proceeds from selling my investments, any withdrawal or transfer request may be delayed for more than 30 days.
- I understand that the Trustee / Service Operator may, in its discretion, sell illiquid investments and fixed rate/fixed term investments to fund pension payments (if applicable) and restore Cash Account levels.
- I confirm that I have received and considered the product disclosure statement for each of the investment options selected.
- I consent to the collection and use of the above information by the Trustee / Service Operator for the purposes specified in the Product Disclosure Statement / Offer Document.

Individual Investor

Signatory 1 Date __ __ / __ __ / __ __ __ __

Full name

Joint investors, Self Managed Superannuation Funds, and Unregulated trusts

Signatory 1 Date __ __ / __ __ / __ __ __ __

Title (such as Director/Trustee as applicable)

Full name

Signatory 2 Date __ __ / __ __ / __ __ __ __

Title (such as Director/Trustee as applicable)

Full name

Signatory 3 Date __ __ / __ __ / __ __ __ __

Title (such as Director/Trustee as applicable)

Full name

Signatory 4

Date / /

Title (such as Director/Trustee as applicable)

Full name

Signatory 5

Date / /

Title (such as Director)

Full name

Signatory 6

Date / /

Title (such as Director)

Full name

Common seal (of company) if required

Please forward all correspondence and enquiries to

Post	IOOF Essential, GPO Box 264 Melbourne VIC 3001	**Email**	clientfirst@ioof.com.au
Telephone	1800 913 118	**Web**	www.ioof.com.au

Issued by IOOF Investment Management Limited ABN 53 006 695 021, AFSL 230524, as Trustee of the IOOF Portfolio Service Superannuation Fund ABN 70 815 369 818 and IOOF Investment Services Ltd ABN 80 007 350 405, AFSL 230703, as Service Operator of IOOF Essential Investment.

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