



February 2018

Investment Instructions

Use this form to indicate which investments you wish to invest in, how you want to manage your income distributions, your preferred top up cash option, to switch between existing investment options or provide a Re-weight Instruction, to establish new Investment Instructions, make an initial or one-off deposit and/or to invest in a term deposit.

Please complete these instructions in BLACK INK using CAPITAL LETTERS (except for your email address) and ✓ boxes where provided.

Status of investor

New investor

Existing investor

Account number (if known) - -

Step 1: Investor details

Part A – Individual Investor or Joint Investors

Investor 1

Title (Dr/Mr/Mrs/Ms/Miss) Surname
Given name(s)
Date of birth / /

Investor 2 (if applicable)

Title (Dr/Mr/Mrs/Ms/Miss) Surname
Given name(s)
Date of birth / /

Part B – Corporate Investor (including Corporate Trustee), Trust (Individual Trustee(s)), Self Managed Superannuation Fund, Incorporated/Unincorporated Club/Body or Deceased Estate

Name of Entity/Company/
Corporate Trustee
Name of Trust

Name of Contact Person

Title (Dr/Mr/Mrs/Ms/Miss) Surname
Given name(s)
Date of birth / /

Step 2: Investment Instructions – Primary and Specific (Managed investments only)

Please note:

- Please ensure that the Primary Instruction or the Specific Instruction (if applicable) 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%.
- If I have omitted to insert an amount against the Cash Account in my Investment Instruction, I authorise the Service Operator to deduct the amount necessary from the investment option with the highest percentage allocation to satisfy the required minimum allocation to the Cash Account.
- If there are two or more investment options that share the highest percentage allocation, I authorise the Service Operator to deduct the amount necessary from the first of such investment options that share the highest percentage allocation and that is listed in the table to satisfy the default minimum allocation to the Cash Account.
- For a full list of investment options available for selection within IOOF Pursuit Focus go to our website and select from the IOOF Pursuit Focus Investment Service investment guide (PFI.02) and list your selections in the space provided below.
- To ensure your investment option selections are processed correctly please add the correct APIR code along with the name of the investment option.
- Where you supply a Specific Instruction in Step 7(b), this Instruction only applies to a contribution made by cheque and Direct Debit Request (DDR) (one-off) attached to this form.

APIR code		Name of investment option	Step 2(a)	Step 2(b)			Step 2(c)
			Primary Instruction	Specific Instruction (if different to Primary Instruction) (cheque and DDR contributions only)			Re-weight Instruction
–	CA001	Cash Account (mandatory minimum 1%)	MANDATORY %	\$ MANDATORY	OR	MANDATORY %	MANDATORY %
Please list your investment options as selected from the IOOF Pursuit Focus investment guide (PFI.02)							
Easy Choice							
IOOF Diversified Multi – Conservative							
IOF0253AU	UU1651	IOOF MultiSeries 30	%	\$	OR	%	%
IOF0094AU	UU1154	IOOF MultiMix Capital Stable Trust	%	\$	OR	%	%
IOF0095AU	UU1148	IOOF MultiMix Conservative Trust	%	\$	OR	%	%
IOOF Diversified Multi – Balanced							
IOF0254AU	UU1650	IOOF MultiSeries 50	%	\$	OR	%	%
IOF0090AU	UU1105	IOOF MultiSeries 70	%	\$	OR	%	%
UFM0051AU	UU1417	IOOF MultiMix Moderate Trust	%	\$	OR	%	%
IOF0093AU	UU1149	IOOF MultiMix Balanced Growth Trust	%	\$	OR	%	%
IOOF Diversified Multi – Growth							
IOF0255AU	UU1649	IOOF MultiSeries 90	%	\$	OR	%	%
IOF0097AU	UU1147	IOOF MultiMix Growth Trust	%	\$	OR	%	%
IOOF Sectoral Multi – Cash							
AUX0021AU	UU1471	IOOF Cash Management Trust	%	\$	OR	%	%
IOF0091AU	UU1153	IOOF MultiMix Cash Enhanced Trust	%	\$	OR	%	%
IOOF Sectoral Multi – Fixed Interest							
IOF0096AU	UU1152	IOOF MultiMix Diversified Fixed Interest Trust	%	\$	OR	%	%
IOOF Sectoral Multi – Australian Shares							
IOF0092AU	UU1150	IOOF MultiMix Australian Shares Trust	%	\$	OR	%	%
IOOF Sectoral Multi – Global Shares							
IOF0098AU	UU1151	IOOF MultiMix International Shares Trust	%	\$	OR	%	%
You can include new investment option(s) added since this form was printed below							
			%	\$	OR	%	%
			%	\$	OR	%	%
Total			%	\$	OR	%	%

Must add up to 100% including the Cash Account allocation

If % used, must add up to 100% including the Cash Account allocation

Must add up to 100% including the Cash Account allocation

Step 3: Changing your Primary Instruction (for existing members only)

I/we direct the Service Operator to change my/our Primary Instruction (my/our main Investment Instruction) in accordance with:

the instructions provided in the Primary Instruction column in the table in Step 2 (b).

OR

the instructions provided in the Re-weight column in the table in Step 2 (c)

Step 4: Switch Instruction (for existing investors only)

Please indicate which investment option(s) you wish to redeem units in and which investment option(s) you wish to purchase units in.

FROM		% of investment option¹ OR \$ amount of investment option
Name of investment option(s)	APIR code	
<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"/>

TO		% of redeemed funds to be invested
Name of investment option(s)	APIR code	
<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"/>

¹ Please ensure that the total amount is equal to 100%.

Please note: switch requests cannot be finalised until proceeds from all redeemed investment options have been deposited into your Cash Account. You may incur a buy/sell spread or capital gains tax when switching between investment options.

Step 5: Income distributions

I/We direct the Service Operator to manage any income distributions that I/we receive from my/our investment option(s) as follows:

Re-invest (default option)

Re-invest 100% of the income distributions back into the same managed investment that made the income distribution. This is the default option, which means it will apply automatically even if a selection is not made.

OR

Retain in Cash Account

Leave all income distributions to accumulate in my/our Cash Account.

OR

Automatic Distribution Facility

Pay all accumulated income distributions to my/our nominated bank account below.

Please transfer accumulated income distributions to my/our nominated bank account:

Quarterly

Half-yearly

Financial institution

Financial institution	<input type="text"/>
Branch	<input type="text"/>
Account name	<input type="text"/>
BSB	<input type="text"/> - <input type="text"/>
Account number	<input type="text"/>

The Automatic Distribution Facility will run on the 20th day of the month (or next business day) following the end of the relevant quarter or half-year and distributions will remain the Cash Account until date of payment and any amounts less than \$200 will be held in your Cash Account until the next payment period.

Step 6: Cash Account top-up

If the balance in your Cash Account is likely to fall below zero in the next seven days, you authorise the Service Operator to top up the balance to the minimum Cash Account requirement of 1% of your account balance and amounts expected to fall due in the next seven days.

If you would like to set a higher minimum Cash Account requirement, please specify the percentage amount here: %

We will top up your Cash Account balance by redeeming the necessary amount from your managed investments (without prior notice to you) with the highest balance.

Step 7: Investor/Applicant declaration and signature

In signing this Investment Instructions form, I/we declare that:

Investment Instructions²

- The Service Operator, IOOF Investment Management Limited (IIML), ABN 53 006 695 021, AFS Licence No. 230524 is directed to process the Investment Instructions specified on this form.
- The Investment Instructions provided in this form override any previous Investment Instructions.
- My/Our main Investment Instruction will be my/our Primary Instruction and will be used for my/our initial deposit and all additional deposits (less any Investor Advice Fee – Upfront) and income distributions (if applicable), unless I/we provide the Service Operator with alternate instructions. I/We understand that this does not apply to the transfer of investments from any existing account within the IOOF Pursuit or IOOF Portfolio Service product suite.
- If I/we have omitted to insert an amount against the Cash Account in my/our Investment Instruction, I/we authorise the Service Operator to deduct the amount necessary from the investment option with the highest percentage allocation to satisfy the required minimum allocation to the Cash Account.
- If there are two or more investment options that share the highest percentage allocation, I/we authorise the Service Operator to deduct the amount necessary from the first of such investment options that share the highest percentage allocation and that is listed in the table to satisfy the default minimum allocation to the Cash Account.

Product disclosure statement(s) for managed investment options

- I/We have received (either from the IOOF website or from a financial adviser), read and understood the current product disclosure statement(s) of the underlying managed investments I/we have selected.
- The Service Operator provided me/us with the product disclosure statement(s) for the underlying managed investments I/we have selected via the IOOF website and I/we agree to receive these product disclosure statement(s) by obtaining them from the website.
- I/we may not have the most current product disclosure statement(s) and continuous disclosure information for a managed investment when switches and/or further investments are made into the investment.

Investment options

- If I/we have acquired the services of a licensed financial adviser concerning my/our choice of investment options, I/we have been fully informed of the nature and risks of the selected investment options and am/are satisfied these investments are suitable for my/our investment needs
- If I/we choose not to acquire the services of a financial adviser, I/we understand the risks and effects of this investment and take full responsibility for my/our choice of investment options.
- I/We acknowledge that certain investment options are only available if I/we am/are a client of a particular financial adviser or AFS Licensee, and if I/we cease to be a client of that financial adviser or AFS Licensee, I/we will not be able to make any new investments into those exclusive investment options.

Investments with extended redemption periods

- I/we acknowledge that if I/we make an investment in an investment option that is designated as an investment option with an extended redemption period (in the investment menu as updated on my/our website), I/we have been informed that:
 - the Service Operator is not required to transfer the whole of my/our withdrawal amount (or a partial amount requested to be transferred) until after receiving all that is necessary to process my/our request
 - the reasons why an investment is illiquid is due to the underlying fund manager imposing withdrawal restrictions or having the ability to extend the withdrawal period in certain market conditions
 - the maximum period in which a transfer must be effected is the period set out in the underlying product disclosure statement which may be up to 365 days for some investment options with an extended redemption period.
- I/we understand and accept the conditions as outlined above when investing in an investment option with an extended redemption period because of the illiquid nature of the investment.

² Investment Instruction refers to your Primary Instruction, Re-weight Instruction and/or Specific Instruction as applicable.

Switch Instruction

- If I/we have given the Service Operator a Switch Instruction, it:
 - must satisfy the minimum requirements as set out in the relevant Offer Document
 - cannot be finalised until proceeds from all redeemed investment options have been deposited into my/our Cash Account
 - will normally be finalised within ten business days following the receipt of my/our switch request
 - may give rise to a buy/sell spread or capital gains tax.

Privacy

The Service Officer 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 Service Operator's privacy policy, available at www.ioof.com.au/privacy.

Note for corporate applicants

This Application must be signed either:

- under common seal; and/or
- by two directors or a director and the company secretary; or
- by the sole director (where applicable) who is also the sole company secretary.

Joint Investors

If there are joint investors, both investors are required to sign below unless instructions to accept one signature have previously been given to the Service Operator in writing.

Representative

If you are a representative/financial adviser, acting on behalf of the account holder(s), you must sign under the heading Signatory 1 under Part A – Individual Investor or Joint Investors.

Power of Attorney

If this form is signed under a Power of Attorney, please enclose a certified copy of the Power of Attorney with this form. If signed under Power of Attorney, the attorney certifies that he/she has not received notice of revocation of that power.

Corporate Investors

This Application must be signed either:

- a under common seal; and/or
- b by two directors or a director and the company secretary; or
- c by the sole director (where applicable) who is also the sole company secretary.

Part A – Individual Investor or Joint Investors

Signatory 1	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	Date <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 40px;" type="text"/>
Full name	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	
Signatory 2 (if applicable)	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	Date <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 40px;" type="text"/>
Full name	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	

Part B – Companies or Other Investors

Signatory 1	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	Date <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 40px;" type="text"/>
Title (such as Director/Sole Director/Company Secretary)	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	
Full name	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	
Signatory 2	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	Date <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 40px;" type="text"/>
Title (such as Director/Sole Director/Company Secretary)	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	
Full name	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	
Signatory 3 (for additional Trustees if applicable)	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	Date <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 40px;" type="text"/>
Title (if applicable)	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	
Full name	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	
Signatory 4 (for additional Trustees if applicable)	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>	Date <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 40px;" type="text"/>
Title (if applicable)	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	
Full name	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	
Common seal (of company) if required	<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>	

Please sign and return this form to:

Post IOOF Pursuit, Reply Paid 264, Melbourne, VIC 8060
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