

IOOF WealthBuilder

Switching Instruction Form

Complete this form if you wish to switch your investments from one IOOF WealthBuilder Fund to another.

For assistance please contact Investor Services on 1800 002 217

Important information:

- Please complete these instructions in **BLACK INK** using **CAPITAL LETTERS** (except for your email address) and **X** boxes where provided.
- The minimum switch amount is \$500 applicable to each IOOF WealthBuilder Fund. You must maintain a minimum balance of \$500 in each Fund.
- If this instruction is being made through a nominated representative or under a Power of Attorney, please complete **PART A** or **PART B** (as applicable) as well as the '**Nominated representative or Power of Attorney**' section on page 2.

Step 1: Investor details

IOOF WealthBuilder account number

Complete either **PART A** or **PART B** depending on your investor type.

Part A – Individual or joint investors

Investor 1

Title Dr Mr Mrs Ms Miss Surname

Given name(s)

Residential address

Suburb State Postcode

Date of birth / /

Investor 2 (if applicable)

Title Dr Mr Mrs Ms Miss Surname

Given name(s)

Date of birth / /

Investor 3 (if applicable)

Title Dr Mr Mrs Ms Miss Surname

Given name(s)

Date of birth / /

Part B – Non-individual Investors such as companies, trusts, partnerships, associations, registered co-operatives or government entities

Name of company/
entity

Name of trust
(if applicable)

Name of contact person or identified trustee¹

Title Dr Mr Mrs Ms Miss Surname

Given name(s)

Mailing address

Suburb State Postcode

Date of birth / /

Nominated representative or Power of Attorney²

To be completed if a nominated representative or Power of Attorney is acting on behalf of the current policy owner(s).

Title Dr Mr Mrs Ms Miss Surname

Given name(s)

If your Power of Attorney has not previously been registered by AULBL, we will require a certified copy of the Power of Attorney document as well as the appropriate proof of identification documents in accordance with the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act). Please refer to the 'Completing Proof of Identity' for a list of documents. This document can be obtained by calling Investor Services on 1800 002 217 or can be downloaded at australianunity.com.au/aulbl-wealthbuilder

Step 2: Financial adviser details (if applicable)

Dealer group

License name

Financial adviser name

Financial adviser number AFS licence number

Dealer stamp

For assistance, financial advisers can contact Investor Services on 1800 002 217.

1. As previously nominated for the IOOF WealthBuilder account listed in Step 1.
2. As previously nominated in writing and accepted by AULBL as authority to act on the IOOF WealthBuilder account.

Step 3: Switching instruction

Please indicate which Fund(s) you wish to switch out of and into which Fund(s) you wish your money to be invested:

IOOF WealthBuilder Fund	Switch from my existing Fund(s) (\$ or %) (min. \$500 per fund)	Switch to the following Fund(s) (\$ or %) (min. \$500 per fund)	Regular Savings Plan change (if applicable) (min. \$100 per Fund)
Diversified			Monthly amount (\$)
Conservative – MLC MultiActive	<input type="text"/>	<input type="text"/>	<input type="text"/>
Moderate – MLC MultiActive	<input type="text"/>	<input type="text"/>	<input type="text"/>
Balanced – MLC MultiActive	<input type="text"/>	<input type="text"/>	<input type="text"/>
Growth – MLC MultiActive	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cash and income			Monthly amount (\$)
Cash Management – MLC	<input type="text"/>	<input type="text"/>	<input type="text"/>
Income – Janus Henderson	<input type="text"/>	<input type="text"/>	<input type="text"/>
Property			Monthly amount (\$)
International Property Index – Vanguard	<input type="text"/>	<input type="text"/>	<input type="text"/>
Australian shares			Monthly amount (\$)
Australian Shares Emerging Leaders – Ausbil	<input type="text"/>	<input type="text"/>	<input type="text"/>
Australian Shares Geared – Colonial First State	<input type="text"/>	<input type="text"/>	<input type="text"/>
Australian Shares Core – Fidelity	<input type="text"/>	<input type="text"/>	<input type="text"/>
Australian Shares Long Short – Perpetual	<input type="text"/>	<input type="text"/>	<input type="text"/>
Australian Shares Index – Vanguard	<input type="text"/>	<input type="text"/>	<input type="text"/>
International shares			Monthly amount (\$)
International Shares – Magellan	<input type="text"/>	<input type="text"/>	<input type="text"/>
International Shares – Platinum	<input type="text"/>	<input type="text"/>	<input type="text"/>
International Shares Hedged – Walter Scott	<input type="text"/>	<input type="text"/>	<input type="text"/>
International Shares Index – Vanguard	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (please specify Fund name)			Monthly 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"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>

Must add up to 100%

Important note:

- Complete the Regular Savings Plan column if you wish to change your Regular Savings Plan to include/exclude Funds as a result of this switch request. If the value in any Fund is zero as a result of the switch, you MUST complete this section.
- Minimum monthly investment is \$100 per Fund.
- Contributions net of any applicable fees will be invested in your nominated IOOF WealthBuilder Fund(s).
- If your financial institution account details have changed, you will need to complete and return the Direct Debit Request Form. This form can be obtained by contacting Investor Services on 1800 002 217 or by australianunity.com.au/aulbl-wealthbuilder

Step 4: Investor declaration

I/we wish to switch investments between the IOOF WealthBuilder Funds (the Funds) as nominated in this Switching Instruction Form.

I/we declare that:

- all details in this Switching Instruction Form are true and correct and I/we undertake to inform AULBL of any changes to the information supplied as and when they occur
- any previously agreed adviser remuneration instructions will continue to apply to my account in respect of any Fund changes
- I/we have read the applicable IOOF WealthBuilder Product Disclosure Statement (PDS) (and any Supplementary Product Disclosure Statement (SPDS)) in full and agree to the fees and costs applicable in respect of any new Funds included in my account as a result of this switch instruction.

Privacy

I/We understand, that:

- AULBL is required to collect my/our personal information under the *Corporations Act 2001* and the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act)
- information provided to AULBL is primarily used for the purpose of operating my/our investment account and for other related purposes as detailed in the PDS (and any SPDS) and AULBL Privacy Policy available at australianunity.com.au/AULBL/privacy
- AULBL may disclose my/our personal information to internal and external parties as described in the PDS (and any SPDS)
- if I/we do not provide all of the information requested in this application form, AULBL may not be able to action my/our request
- the AULBL Privacy Policy contains information about how I/we may access or correct the personal information held by AULBL and how I/we may complain about a breach of the Australian Privacy Principles.

Who needs to sign?

All original investors registered on the account must sign this section unless previous authority has been provided in writing and accepted by AULBL, such that:

- a single joint investor can sign on behalf of a joint investor account
- a representative nominated to act and operate on the account can sign on your behalf³
- a Power of Attorney can sign on your behalf³ in which case a certified copy of the Power of Attorney must have been previously provided to AULBL and retained on file for us to process your switch.

Power of Attorney

If signed under a Power of Attorney, the attorney certifies that they have not received notice of revocation of that power.

If the Power of Attorney has not previously been registered with AULBL, please attach a certified copy of the Power of Attorney and the required proof of identification documents in accordance with AML/CTF legislation. For further information, please refer to the 'Completing Proof of Identity' on our website at australianunity.com.au/aulbl-wealthbuilder or alternatively call Investor Services on 1800 002 217.

Corporate investors

This Switching Instruction Form must be signed either:

- under common seal
- by the representative previously nominated for your IOOF WealthBuilder account
- by two directors or a director and company secretary
- by the sole director (where applicable).

3. If signed by a nominated representative or Power of Attorney, please ensure that the 'Nominated representative or Power of Attorney' section in Step 1 is completed.

If not signing under common seal, please state your title, such as Director, Company Secretary or Sole Director and Company Secretary.

Investor/signatory 1

Surname

Given name(s)

Title (if applicable)

Signature

Date

Investor/signatory 3

(for joint investor or additional trustees, if applicable)

Surname

Given name(s)

Title (if applicable)

Signature

Date

Common seal (if required)

Investor/signatory 2

(for joint investor or additional trustees, if applicable)

Surname

Given name(s)

Title (if applicable)

Signature

Date

Investor/signatory 4

(for additional trustees, if applicable)

Surname

Given name(s)

Title (if applicable)

Signature

Date

Important information:

- An investment made in IOOF WealthBuilder does not represent an investment in Australian Unity Life Bonds Limited (AULBL), ABN 21 087 649 625, AFS Licence No. 230522, nor any related body corporate within the Australian Unity group, nor any investment management company appointed to manage the investment assets of the IOOF WealthBuilder Funds (the Funds).
- Neither AULBL nor any related body corporate within the Australian Unity group, nor any investment management company appointed to manage the investment assets of the Funds, guarantees the performance of any Fund or the return or repayment of capital or income (except the Capital Guaranteed Fund where the return of capital is guaranteed).
- Investments in IOOF WealthBuilder are subject to investment risks including possible delays in repayment and loss of income and principal invested.



Post to:

IOOF WealthBuilder, Reply Paid 264, Melbourne VIC 8060



Facsimile:

1800 558 539



Enquiries:

1800 002 217



Email:

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