

# Regular Savings Plan Form



## For existing investors only

Please confirm if the relevant Fund or Trust is currently offering a Regular Savings Plan (RSP) by referencing the relevant Fund or Trust's Product Disclosure Statement (PDS) or our website [australianunity.com.au/wealth](http://australianunity.com.au/wealth).

Please:

- Use **BLOCK** letters and a black or blue pen to complete this Regular Savings Plan Form.
- Indicate using an 'X' where appropriate. If a section does not apply to you, please indicate using 'N/A'.

Your personal information will be collected, used and disclosed by us in accordance with our Privacy Policy and in accordance with the law. You can obtain a copy of our Privacy Policy via our website [australianunity.com.au/privacy-policy](http://australianunity.com.au/privacy-policy) or by telephone 13 29 39.

### Step 1 Investor details

Investment account number	<input type="text"/>
Investment account name	<input type="text"/>
Name of Fund/Trust	<input type="text"/>

Do you wish to change your account details?  No - Go to Step 2  
 Yes - Enter your new details below. Note that changes of ownership are not permitted using this form.  
If you need any assistance, please call our Investor Services Team on **13 29 39**.

### Investor 1

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>						
Given name(s)	<input type="text"/>						
Address	<input type="text"/>						
Suburb	<input type="text"/>	State	<input type="text"/>				
Postcode	<input type="text"/>	Country (if not Australia)	<input type="text"/>				
Contact number (business hours)	<input type="text"/>	Mobile	<input type="text"/>				
Email	<input type="text"/>						
Preferred contact method	<input type="checkbox"/> Phone	<input type="checkbox"/> Email					

### Investor 2

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>						
Given name(s)	<input type="text"/>						
Address	<input type="text"/>						
Suburb	<input type="text"/>	State	<input type="text"/>				
Postcode	<input type="text"/>	Country (if not Australia)	<input type="text"/>				
Contact number (business hours)	<input type="text"/>	Mobile	<input type="text"/>				

Email

Preferred contact method  Phone  Email

**Partnership/Company/Superannuation Fund/Trust/Estate**

Name of entity

A.R.B.N. or A.B.N.

Name of custodian or trustee (if applicable)

Country of residence for tax purposes (if outside Australia)

Contact person

Email

**Step 2 Regular Savings Plan**

Please specify the amount that you wish to regularly invest and the frequency of your investment. The minimum additional investment is \$1,000. The minimum for Regular Savings Plan is \$100 per month (e.g. \$300 per quarter).

\$  Amount in dollars

Frequency (M = monthly, Q = quarterly, H = Half yearly and Y = yearly)

Regular Savings Plan direct debits to commence from / /

- Please note:
- Quarterly debits will only occur in the months of March, June, September and December.
  - Half yearly debits will only occur in the months of June and December.
  - Yearly debits will only occur in June.

**Direct Debit Request** for regular investments to your account

To facilitate a regular savings plan we will need to deduct regular amounts directly from your nominated Australian financial institution account. Please complete the section below.

Providing your nominated Australian financial institution account details below means that you authorise the use of this information for all future deposit transaction requests that you initiate.

Name of Australian financial institution

Branch name

Name of account holder(s)

Branch number (BSB)  -  Account number

- I/We request Australian Unity to debit funds from my/our nominated Australian financial institution account according to details specified above.
- I/We request have read and understood the Australian Unity Direct Debit Request (DDR) Service Agreement included in this Additional Application Request Form.

All account signatories must sign below.

**Signature of Australian financial institution account holder or company officer**

Surname

Given name(s)

**Signature of Australian financial institution account holder or company officer**

Surname

Given name(s)

Dated the / /

Dated the / /

Your Additional Application Form Request must be received prior to the relevant cut off time at our Melbourne office on a business day for you to receive the application price effective for that day. Refer to the relevant Product Disclosure Statement for the applicable cut off time.

**Step 3 Declarations and investor signature(s)**

**I/We agree and acknowledge:**

- to be bound by the terms and conditions of the fund’s Product Disclosure Statement (‘PDS’) current at the time; and Constitution (as amended from time to time);
- none of the entities mentioned throughout the fund’s PDS and the Regular Savings Plan Form guarantee the performance of the fund, payment of interest or any return of capital;
- that monies invested in the fund do not represent investments directly in Australian Unity Funds Management Limited or Australian Unity Property Limited, nor with a member of the Australian Unity Group;
- the investment is subject to investment risk including possible delays in repayment, loss of income or principal invested;
- Australian Unity Limited and its related bodies corporate may offer products and services appropriate for my/our needs and interests. I/We consent to my/our information being disclosed between those entities and to its use for direct marketing (subject to my/our right of opt-out by calling 13 29 39), product management and development and for other related purposes;
- that I/we have read the most recent Product Disclosure Statement and, where applicable, the continuous disclosure information before making a decision to about the regular savings plan;
- Australian Unity Funds Management Limited or Australian Unity Property Limited (as applicable) may give information relating to my/our account and investment in that account to my/our financial adviser whose stamp appears on the Application Form;
- if this application is signed under a Power of Attorney, the Attorney verifies that no notice of revocation of that power has been received at the date of completing this Regular Savings Plan Form;
- for all account types other than individual and joint accounts, that the Regular Savings Plan Form is signed in accordance with the governing rules and/ or constituent documents;
- all of the information provided in this Regular Savings Plan Form is complete and accurate to the best of my/our knowledge;
- I/We will provide any supporting or additional information which might be required in order to process the request to commence a Regular Savings Plan, or subsequently, as a consequence of my/our holding the investment;
- I/We agree that if I/we have previously nominated an advice fee it will be deducted from my/our investment through the redemption of units in my/our investment;
- I/We have no reason to suspect that the monies used to fund this Regular Savings Plan, or any subsequent contributions into the investment, is or will be derived from or related to any money laundering, terrorism financing or other illegal activities;
- I/We declare that the information provided for meeting Automatic Exchange of Information (AEOI) requirements (where applicable) is true and correct and that I/we will provide all necessary co-operation and assistance in order for use to comply with obligations under Australian legislation designed to give effect AEOI which includes Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standard (CRS) regimes;
- by providing my/our email address at Step 1 of the Regular Savings Plan Form, the relevant Responsible Entity may use this address to provide me/us, where permitted by law or regulation, with information via email about my/our investment, including to satisfy any continuous disclosure requirements; and
- my/our personal information will be collected, used and disclosed by Australian Unity in accordance with its Privacy Policy and in accordance with the law.

### Who signs below

If the account is held for one or more <b>individuals</b>	THEN	those individuals sign.
If the account is held for a <b>partnership</b>	THEN	all partners or those authorised to sign on behalf of the partnership.
If the account is held for a <b>company</b> or <b>corporate partnership</b> or <b>corporate trustee</b>	THEN	two directors; or a director and a company secretary; or if there is a single director, by that director. By signing as a single director investor confirms that the company is a single director company.
If the account is held for a superannuation fund or trust	THEN	the trustee(s), 'as trustee(s) for..'

### Investor 1

Capacity  Individual  Joint  Director  Partner  Trustee  Other

Surname

Given name(s)

Investor signature  X Common Seal (if applicable)

Date / /

### Investor 2

Capacity:  Individual  Joint  Director  Partner  Trustee  Other

Surname:

Given name(s):

Investor signature:  X Common Seal (if applicable)

Date: / /

### Submitting your Distribution Reinvestment Plan Form

1. Certain types of entities may also be required to provide information and identification documents in relation to their Beneficial Owners. Refer to the document 'Anti-Money Laundering Laws and Foreign Account Tax Compliance Act Information' on our website [australianunity.com.au/wealth](http://australianunity.com.au/wealth) to assess whether you will be required to complete the 'Beneficial Owner Information' Form.
2. Sign the Regular Savings Plan Form.
3. Where identity verification as required by Anti-Money Laundering laws has not been undertaken by a financial adviser, please enclose the additional documentation outlined in the document 'Anti-Money Laundering Laws and Foreign Account Tax Compliance Act Information' on our website [australianunity.com.au/wealth](http://australianunity.com.au/wealth)
4. Mail the completed Form and original certified copies of identification documents (where required) to (no stamp required):

**Australian Unity**  
**Reply Paid 64466**  
**South Melbourne VIC 3205**

## Providing instruction via email or fax

We offer an email and fax service that allows you to send us instructions on your account. Any instructions which are submitted to us by email or fax must have your signature or that of an authorised signatory on your account.

By using our service, you are taken to have agreed and understood that neither we or any part of the Australian Unity Group accept any responsibility or liability for any payment or action we make based on any instruction (even if not genuine) that we receive by email or fax bearing your account number, a signature which is apparently yours, or that of an authorised signatory on your account.

This means that you cannot make a claim for such a thing as a fraudulent email or fax redemption request made by someone who has access to your investor code and a copy of your signature. You use the service entirely at your own risk.

## Direct Debit Request (DDR) Service Agreement

### Our commitment to you

- Where we receive your Regular Savings Plan Form on a non-business day, your application will be processed on the next business day.
- We will terminate your direct debit request if two consecutive payments are dishonoured.
- We will keep the details of your nominated account and Australian financial institution private and confidential.
- We will investigate and deal promptly with any queries, claims or complaints regarding debits.

### Your commitment to us

- It is your responsibility to check with your nominated Australian financial institution to confirm that direct debits are available on your account.
- It is your responsibility to ensure that the authorisation at Step 2 'Direct Debit Requests for investments to your account' section of the Regular Savings Plan Form matches the signing instructions on your nominated Australian financial institution account.
- It is your responsibility to ensure that there are sufficient cleared funds in the nominated Australian financial institution account on the drawing date.
- It is your responsibility to cover any charges resulting from the use of the direct debit program. This may include transaction fees charged by us or your nominated Australian financial institution due to dishonoured drawings.

### Enquiries

If you have any enquiries, they should be directed to us, rather than to your nominated Australian financial institution.

All your personal information held by us will remain confidential, except for information that may be provided to our Australian financial institution to initiate the drawing to your nominated account, or information that may be disclosed to a third party as required by law. Information may also be provided to any entity within the Australian Unity Group to enable the DDR to be effected as required by law.

### Disputes




- If you believe that a drawing has been initiated incorrectly, you should raise the matter directly with us.
- If you do not receive a satisfactory response from us, then please follow up with your nominated Australian financial institution regarding your claim.
- You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing.

Note: Your nominated Australian financial institution will ask you to contact us initially to resolve your disputed drawing prior to involving them.




### Contact us

-  Australian Unity  
114 Albert Road, South Melbourne VIC 3205
-  [australianunity.com.au/wealth](http://australianunity.com.au/wealth)

### Investor Services

-  [investments@australianunity.com.au](mailto:investments@australianunity.com.au)
-  13 29 39
-  03 8682 5057

### Adviser Services

-  [investments@australianunity.com.au](mailto:investments@australianunity.com.au)
-  1800 649 033
-  03 8682 5057