

Super Benefit Instructions

Self Managed Super Fund (SMSF)



Complete this form to transfer all or part of your benefit to a SMSF.

RED SECTIONS FOR YOUR INFORMATION

GREY SECTIONS TO FILL OUT

Save time! Complete in **SuperOnline**

Before you start

- Read the Important Information section at the end of this form to help you complete your application, which includes things you need to consider when transferring your super
- If you are transferring your full benefit and closing your account you may need to contact your employer to change where your contributions are paid
- If you're withdrawing from a TelstraSuper RetireAccess account you will need to complete an **Application for Withdrawal TelstraSuper RetireAccess** form available at telstrasuper.com.au
- If you withdraw your full account balance, your account will be closed and any insurance cover you have through this account will cease
- If you are making a partial withdrawal, you should consider whether your withdrawal will affect your insurance cover including whether it will result in cessation of your insurance. Please contact us for further information
- Withdrawal/transfer instructions using this form will be processed using the unit price declared for the day we process this form (processing times may vary)
- If you are signing this form on behalf of another person, you will need to provide identification in the member's name and attach an **Authorised Third Party Representative Identification** form available at telstrasuper.com.au/forms and include any certified documents as required.

DO NOT complete this form if you:

- wish to receive all or part of your benefit as a cash payment
- wish to maintain your current insurance arrangement with us
- are an eligible temporary resident who has or will permanently depart Australia

Contact us on **1300 033 166** for the relevant application form.

1. Your details currently held by TelstraSuper

YOUR
BASIC
INFO

| | | | | | |
|---|----|---|----------------|----------------|-------|
| Title | Mr | Mrs | Miss | Ms | Other |
| Surname* | | | Given name(s)* | | |
| Member number* | | Account number* | | Date of birth* | |
| Residential address* (PO Box not acceptable) | | | | | |
| Suburb* | | State* | | Postcode* | |
| Mobile/contact no.* | | | Email* | | |
| Are you an Australian/New Zealand citizen OR permanent resident of Australia? | | | | | |
| Yes | | No (contact us to discuss if you are able to withdraw your super) | | | |

* Mandatory fields

Note: We'll be unable to process this form if your contact or personal details are different to the details we currently hold for you. To check and/or update your details before you submit this form you can:

- log into your SuperOnline account, or
- call us on **1300 033 166**, or
- complete a **Change of contact details** form to update your contact details or a **Change of member details** form to update your personal details available at telstrasuper.com.au/forms and submit it with this form.



Before you act

You may wish to consult an adviser before you make any decisions relating to your financial affairs. To speak with an adviser from TelstraSuper Financial Planning call **1300 033 166**.

2. About the SMSF

YOUR
SMSF
INFO



This information will be verified with the Australian Taxation Office (ATO) that all the individual or corporate director trustees of the SMSF are registered with the ATO.

SMSF fund trustee type:

Individual trustees

OR

Corporate trustee – the ASIC company register has current information about the directors of the corporate trustee

Name of the corporate trustee

ABN or ACN of the corporate trustee

Full name and date of birth of all individual trustees or corporate director trustee of the SMSF

| | |
|--------------|---------------|
| 1. Full name | Date of birth |
| 2. Full name | Date of birth |
| 3. Full name | Date of birth |
| 4. Full name | Date of birth |

Name of fund

Address of fund

SMSF Australian Business Number (ABN)

3. Transfer my benefit to

Transfer all my benefit, OR

Transfer part of my benefit \$

Transfers to SMSFs cannot be processed until your membership of the fund and the status of the fund have been verified with the ATO.

Note: You must provide a current copy of the SMSF bank account statement (within the last 6 months) showing the SMSF bank account details including the name the Australian bank account is held in (which must be the same name as the SMSF) and the BSB and account numbers.

I confirm that I have attached a current copy of the SMSF bank account statement.

Name of super fund

Address of super fund

Australian Business Number (ABN)

Electronic Service Address (ESA)*

Name of financial institution

Branch name

Account name

BSB no.

Account no.

* From 1 October 2021, you will need an Electronic Service Address (ESA) to rollover any super to your SMSF. Refer to www.ato.gov.au for more information including how to get an ESA.

Note: TelstraSuper does not accept responsibility for any delay or loss of interest caused by providing incorrect details on this form. TelstraSuper is discharged from all liability once your benefits are paid into your nominated account in accordance with your instructions.

4. Investment option to withdraw your benefits from (do not complete if making a full withdrawal)

Where would you like your partial benefit payment drawn from?

I wish to have my benefit drawn proportionately across my chosen mix of investment options.

OR

I wish to have my payment drawn from the _____ investment option.

FROM
WHERE?



5. Politically Exposed Person (only complete if transferring benefits to an SMSF)

Are you a Politically Exposed Person (PEP)? See the Important Information section for the definition of a PEP.

Yes No

If yes, please tick which PEP category applies to you:

- a) I hold a prominent public position or function in a government body or an international organisation
- b) I am an immediate family member of a person referred to in (a) above,
and that person's name is _____ and public position is _____
- c) I am a close associate of a person referred to in (a) above,
and that person's name is _____ and public position is _____

ARE YOU A PEP?

6. Proof of identity

Proof of your identity and the identity of any attorney, administrator or guardian who signs this form on your behalf must be supplied **every time** a super benefit instruction is made. This can be done in one of two ways:

Option 1 – Electronic ID verification

By providing details of any **TWO** of the following identity documents – your Medicare card, pension card, Australian drivers licence, Australian passport – you agree to TelstraSuper using this information to verify your identity electronically using independent data sources.

By ticking this box:

- a) I confirm that I am authorised to provide these identification documents to TelstraSuper
- b) I acknowledge that my personal information will be sent to TelstraSuper's external identity verification provider to verify my identity with the identity records they hold for the purposes of this super benefit instruction, and consent to that being done.

Important: Make sure the details you provide are accurate. If the personal details you provide in **section 1** do not match the electronic identification details you provide below, we will not be able to use these details to prove your identity. This will delay processing your request as we may require you to provide us with certified proof of identity documents.

Medicare:

Full name (including initials as shown on your Medicare card)

Medicare 10 digit number _____ Expiry date _____ mm/yyyy Your reference number (the number beside your name)

Pension card:

Card type _____ Health Care Card _____ Seniors Health Card _____ Pensioner Concession Card _____

Full name (as shown on card)

CRN _____ – _____ Expiry date _____ dd/mm/yyyy

Australian drivers licence:

Full name (as shown on your licence)

Australian drivers licence number _____ Expiry date _____ mm/yyyy State of issue _____

Card number

Contact your licence provider if unsure of your card number

Australian passport:

First name (including middle name as shown on your passport)

Surname (as shown on your passport)

Australian passport number _____ Expiry date _____ mm/yyyy

Place of birth (as shown on your passport)

PROOF OF ID

PROVIDE TWO ID

OPTION 2 OVER PAGE

Option 2 – Certified document ID verification

See the Important Information section to understand the documents we can accept and how to get your proof of identity documents certified. Please note we may use these documents for the purpose of undertaking electronic data verification using independent data sources in the event your proof of identity documents have not been correctly certified.

I have attached a certified copy of **one photographic** proof of identity document

OR

I have attached certified copies of **two non-photographic** proof of identity documents.

7. Your declaration and signature

By signing this form, I:

- request the payment of my super benefit as detailed in this form and authorise TelstraSuper to give effect to this
- acknowledge that I have read and understood the Important Information section of this form
- acknowledge that all the information I have provided on this form is true and correct
- confirm that I am a member and an individual trustee or director of the corporate trustee of the SMSF
- understand that, if I have insurance cover, it will cease if I don't have enough funds remaining in my super account to cover the cost of that insurance
- understand that the payment will only be made into the bank account in the name of the SMSF
- understand tax may be deducted from my withdrawal if I'm under age 60
- understand that if I don't provide my Tax File Number additional tax may be payable on my withdrawal
- consent to TelstraSuper verifying my identification via electronic means using independent data sources and in the event my certified documents (if applicable) have not been correctly certified
- understand that, if the details on the form differ from the details that TelstraSuper holds about me, my form will not be processed and TelstraSuper will not be responsible for delays or other consequences due to the details not matching.

Each person who signs this form on behalf of the applicant named in this form:

- represents and warrants that they are lawfully appointed as guardian, administrator or attorney (as applicable), and
- declares that they are acting in accordance with the terms of the relevant power of attorney, guardianship order or administration order, including that if more than one person must act under the appointing document, all nominated persons must include their name, signature and date on this form below, and
- declares that their appointment remains valid and current as at the date of this form.

State your capacity (if applicable): Guardian Administrator Attorney

Name

Signature

Date

Please upload completed form via your SuperOnline account or return it to:

Telstra Super Pty Ltd, PO Box 14309, MELBOURNE VIC 8001

Before sending this form to TelstraSuper, please check that you have:

- read and completed the form in its entirety, including the Important Information section
- cancelled any contributions coming into TelstraSuper if withdrawing all benefits and closing account
- provided details of two proof of identity documents or certified copies of your proof of identity documents
- provided a current copy of the SMSF bank account statement
- photocopied your completed application form for your records if returning it by mail



Things you need to consider when withdrawing your super

When you withdraw your super benefits, your entitlements under the fund may cease. You need to consider all relevant information before you make a decision to withdraw your super. Some of the points to consider are:

Tax on withdrawals

If you're under age 60, tax will be deducted from your withdrawal before payment is made. If you haven't provided your Tax File Number, tax will be deducted from the taxable component of your withdrawal at the highest marginal tax rate plus the Medicare levy.

Insurance

You may currently have death, total and permanent disablement and income protection cover through your TelstraSuper account. If you withdraw your full account balance from your TelstraSuper account, your insurance will cease. If you are making a partial withdrawal, you should consider whether your withdrawal will affect your insurance cover including whether it will result in cessation of your insurance. For more information call us on **1300 033 166**.

Definition of a Politically Exposed Person (PEP)

Politically Exposed Person or PEP means an individual:

- (a) who holds a prominent public position or function in a government body or an international organisation¹, including:
 - (i) Head of State or head of a country or government; or
 - (ii) government minister or equivalent senior politician; or
 - (iii) senior government official; or
 - (iv) Judge of the High Court of Australia, the Federal Court of Australia or a Supreme Court of a State or Territory, or a Judge of a court of equivalent seniority in a foreign country or international organisation; or
 - (v) governor of a central bank or any other position that has comparable influence to the Governor of the Reserve Bank of Australia; or
 - (vi) senior foreign representative, ambassador, or high commissioner; or
 - (vii) high-ranking member of the armed forces; or
 - (viii) Board chair, chief executive, or chief financial officer of, or any other position that has comparable influence in, any State enterprise or international organisation; or
- (b) who is an immediate family member of a person referred to in paragraph (a), including:
 - (i) a spouse; or
 - (ii) a de facto partner; or
 - (iii) a child, a child's spouse or de facto partner; or
 - (iv) a parent; or
- (c) who is a close associate of a person referred to in paragraph (a), which means any individual who is known (having regard to information that is public or readily available) to have:
 - (i) joint beneficial ownership² of a legal entity or legal arrangement with a person referred to in paragraph (a); or
 - (ii) sole beneficial ownership² of a legal entity or legal arrangement that is known to exist for the benefit of a person referred to in paragraph (a).

1. International organisation essentially means an organisation established by a formal political agreement by two or more countries which has the status of an international treaty.

2. Beneficial ownership means directly or indirectly owning 25% or more of an entity or exercising operational or financial control over an entity.



Proof of Identity Guide

Your application cannot be processed until acceptable proof of identity documents have been provided to us as required by law when submitting a **Super Benefit Instructions Self Managed Super Fund** form.

Proof of your identity and the identity of any attorney, administrator or guardian who signs this form on your behalf must be supplied every time a withdrawal request is made. This can be done in one of two ways:

1. Electronic ID verification

Supply details of any TWO of the following identity documents: Medicare card, pension card, Australian drivers licence or Australian passport, and you consent for TelstraSuper to verify your identity electronically using independent data sources.

OR

2. Certified proof of identity documents

Supply a certified copy of one acceptable photographic ID document or two non-photographic ID documents.

Acceptable photographic ID (one document required)

Certified copy of one of the following documents:

- current Australian driver's licence or permit that contains your photograph
- current passport
- current Proof of Age card containing your photograph
- national identity card containing your photograph and signature.

Acceptable non-photographic ID (two documents required)

Certified copy of one of the following documents:

- Medicare card
- birth certificate
- a citizenship certificate issued by the Commonwealth or a foreign government
- low income health care card or Commonwealth seniors health card or Pensioner Concession Card

AND

Certified copy of one of the following documents containing your name and current residential address:

- a council rates notice (less than 3 months old)
- gas, water or electricity bill (less than 3 months old)
- a notice of assessment from the ATO (less than 12 months old)

A complete list of acceptable identification is available on our website at telstrasuper.com.au/proofid

Signing a document on behalf of another person

You must complete and attach an **Authorised Third Party Representative Identification** form including a certified copy of the document by which you are authorised to sign on behalf of another person:

- power of attorney document
- guardianship order
- administration order.

For a copy of an **Authorised Third Party Representative Identification** form go to telstrasuper.com.au/forms

How to get your proof of identity documents certified

- Photocopy your identity documents (if you're using your driver's licence, photocopy both sides)
- Take the photocopies and the original documents to a person authorised to certify proof of identity documents:
 - If living in Australia: This includes pharmacists, police officers or a Justice of the Peace.
 - If living overseas: This must be a person who is an Australian Consular Officer or foreign notary public.

For a complete list of people authorised to certify proof of identity documents in Australia and overseas visit telstrasuper.com.au/proofid

To certify your documents, the authorised person must:

- sight the original and the copy
- confirm that the documents are identical
- write or stamp on the photocopy:
 - 'I certify that this is a true and correct copy of the original document I have sighted', and
 - their name, qualification, business address, and registration number (if applicable), and
 - their signature and date on all pages of the photocopy.

Example



I certify that this is a true and correct copy of the original document I have sighted.

J Sample

Joan Sample
11 Same St, SOMETOWN VIC 3009
Justice of the Peace
Reg no: 26587
1 March 2020

How to provide your Certified proof of identity documents

You must keep your original ID documents. The certified copy of your proof of identity documents is only valid for 12 months from when the original documents were certified (provided the original ID documents have not expired). We recommend that you upload your certified copy of your proof of identity documents via SuperOnline. Alternatively, you can send via post.

Telstra Super Pty Ltd, ABN 86 007 422 522, AFSL 236709, is the trustee of the Telstra Superannuation Scheme ABN 85 502 108 833 (TelstraSuper). Telephone 1300 033 166 Website telstrasuper.com.au

Telstra Super Pty Ltd complies with the Privacy Act 1988 (Cth). For further information on privacy visit our website at telstrasuper.com.au to download a copy of our Privacy Policy and Privacy Collection Statement.

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