



For the member to complete and sign

This form enables you to:

- rollover your entitlements from other superannuation or rollover funds to your Super Directions for Business membership. When you provide this completed form to AXA, we will contact your previous fund and arrange the release of your money to be consolidated into your Super Directions Fund.

Instructions

- Please check with your old fund for details about any exit fees or any restrictions on transferring your benefit to Super Directions for Business.
- Complete sections 1, 2, 3 and 4.
- Payment instructions for the old fund are provided in section 5.
- Please forward this completed form to AXA so that we can arrange for the transfer. Your old fund may contact you if they have further requirements to transfer your benefit.
- Please provide your certified proof of identity documents. The types of identification accepted are explained in the 'Notes to the External Rollover/Transfer form' section at the end of this form.
- You must sign and date the form and provide certified proof of identity documents.

If your investment in Super Directions for Business comprises a rollover from another institution, the fund paying the rollover may ask you to provide the following information about your AXA rollover investment:

Superannuation Product Identification Number (SPIN) – Super Directions for Business	NML0440AU
Super Directions Fund Australian Business Number (ABN)	78 421 957 449
Super Directions Fund Super Fund Number (SFN)	4904/989/97
Super Directions Fund Tax File Number (TFN)	44/910/834

Providing this information to your old fund will ensure it has all the information necessary to pay the rollover to Super Directions for Business.

1 Super Directions Fund details

Plan name	Plan reference

2 Member details

Title	Given name(s)	Surname
Street number and name	Town/Suburb	State
		Postcode
Home telephone	Work telephone	Date of birth
		Member reference (if known)

3 Old fund and amount to be transferred

Your latest member statement from your old fund can provide you with the information you need to complete this section

Name of old fund		Membership/policy number	
Street number and name		Town/Suburb	Postcode
Contact person in old fund		Contact telephone	
Super Fund Number (if known)		Approximate amount to be transferred to Super Directions Fund. (Write 'Balance' if all to be transferred)	
		\$	

4 Investment choice

Before you decide on your investment portfolio(s), please read your Product Disclosure Statement. If your benefit is below \$1,200 it will be invested in the Protection portfolio. If your benefit is above \$1,200 and you do not make a choice, your transferred money will be invested as per normal contributions. You may invest in up to six portfolio(s), subject to a minimum of \$1,000 per portfolio.

Investment portfolio(s) for any money transferred from your old fund	% of assets
<input style="width: 100%;" type="text"/>	%
<input style="width: 100%;" type="text"/>	%
<input style="width: 100%;" type="text"/>	%
<input style="width: 100%;" type="text"/>	%
<input style="width: 100%;" type="text"/>	%
<input style="width: 100%;" type="text"/>	%
	100%

5 Member declaration

Privacy – Use and disclosure of personal information

The privacy of your personal information is important to you and also to AXA. The purpose of collecting your information is to assess your application for, and manage your membership of, the Fund.

If you are also applying for insurance cover, we will collect additional information about you and your immediate family background, that is necessary for the purpose of assessing your application for insurance, or any claim you may make, and managing your Plan. This includes information about health, financial situation, occupation and lifestyle. If the information you give us is not complete or accurate, we may not be able to provide you with the products and services you have applied for.

In assessing your application for, and managing your membership of, the Fund, we may need to disclose your personal information to other parties, such as other providers of retirement and savings products, a financial adviser, your employer, re-insurers, medical and financial professionals, judicial or dispute resolution bodies and AXA Australia Group companies.

We will only use information about your nominated preferred dependant(s) or legal personal representative in the event of your death.

In the future, we may contact you about new products or special offers. If, at any time, you do not want to receive this information you can opt out by telephoning 133 056 and quoting your plan number.

You are entitled to request reasonable access to information we have about you. We reserve the right to charge an administration fee for collating the information you request.

For our policy on Privacy refer to www.axa.com.au or contact AXA Customer Service on 133 056.

I request that all of the money held in my name in the fund referred to as the old fund, be released to the Super Directions Fund.

In giving authorisation to transfer the benefits from the old fund, the trustee of the old fund is discharged from any further liability in respect of any amount once benefits have been transferred.

On receipt of the rollover amount from the old fund, I authorise the Trustee of the Super Directions Fund to invest the rollover amount in accordance with my directions on this form. In the event that I have not provided any directions on this form, I acknowledge that the rollover amount will be invested in accordance with my previous instructions, or if I have not given any instructions in the Balanced portfolio.

I accept responsibility for the choices I have made on this form and acknowledge that the Trustee shall not be liable for any loss due to an inappropriate choice made by me.

I have read and understood the Privacy Disclosure Statement contained above. I consent to my personal information being collected and used in accordance with the Privacy Disclosure Statement. I acknowledge that I can opt out from the use of that information for the purpose of direct marketing by telephoning 133 056.

X	
Member's signature	Date

6 To the Trustee of the old fund

Statement of Compliance – Superannuation Industry (Supervision) Act 1993

The Trustee of the Super Directions Fund, N.M. Superannuation Pty Ltd certifies that:

- the Fund is a Resident Regulated Superannuation Fund under the above Act
- we have no reason to believe that the Fund will not comply with the above Act and Regulations, and
- the Fund is not subject to a direction from the Australian Prudential Regulation Authority which prohibits the Trustee from accepting employer contributions.

I have provided certified proof of identity documents.

Payment instructions

Please make the cheque payable to **AXA**.

Send the cheque, this form and the rollover payment details and any surcharge information to:

AXA
Customer Service
PO Box 14669
MELBOURNE VIC 8001

Notes to the External Rollover/Transfer form

Important Information

This transfer may close your account (you will need to check this with your FROM fund).

This form can NOT be used to:

- Transfer benefits if you don't know where your superannuation is
- Transfer benefits from multiple funds on this one form – a separate form must be completed for each fund you wish to transfer superannuation from
- Change the fund to which your employer pays contributions on your behalf
- Open a superannuation account, or
- Transfer benefits under certain conditions or circumstances, for example if there is a superannuation agreement under the Family Law Act 1975 in place.

What happens to my future employer contributions?

Using this form to transfer your benefits will not change the fund to which your employer pays your contributions and may close the account you are transferring your benefits **from**.

If you wish to change the fund into which your contributions are being paid, you will need to speak to your employer about Choice. For the appropriate forms and information about whether you are eligible to choose the fund to which your employer contributions are made, visit www.superchoice.gov.au or call the ATO on 13 10 20.

Things you need to consider when transferring your superannuation

When you transfer your superannuation, your entitlements under that fund may cease. You need to consider all relevant information before you make a decision to transfer your superannuation. If you ask for information, your superannuation provider must give it to you. Some of the points you may consider are:

- **Fees** – your FROM fund must give you information about any exit or withdrawal fees. If you are not aware of the fees that may apply, you should contact your fund for further information before completing this form. The fees could include administration fees as well as exit or withdrawal fees. Your TO fund may also charge entry or deposit fees on transfer. Differences in fees funds charge can have a significant effect on what you will have to retire on. For example, a 1% increase in fees may significantly reduce your final benefit.
- **Death and disability benefits** – your FROM fund may insure you against death, illness or an accident which leaves you unable to return to work. If you choose to leave your current fund, you may lose any insurance entitlements you have. Other funds may not offer insurance, or may require you to pass a medical examination before they cover you. When considering a new fund, you may wish to check the costs and amount of any cover offered.

If you require additional information about superannuation, you may wish to visit the Australian Securities and Investment Commission website www.fido.asic.gov.au

You can send your completed and signed form with your certified proof of identity documents to either fund.

Completing proof of identity

You will need to provide documentation with this transfer request to prove you are the person to whom the superannuation entitlements belong.

Acceptable documents

The following documents may be used.

Either

One of the following documents only:

- Driver’s licence issued under State or Territory law
- Passport

Or

One of the following documents:

- Birth certificate or birth extract
- Citizenship certificate issued by the Commonwealth
- Pension card issued by Centrelink that entitles the person to financial benefits.

And

One of the following documents:

- Letter from Centrelink regarding a Government assistance payment
- Notice issued by Commonwealth, State or Territory within the past twelve months that contains your name and residential address.
For example:
 - Tax Office Notice of Assessment
 - Rates notice from local council

Have you changed your name or are you signing on behalf of another person?

If you have changed your name or are signing on behalf of the applicant, you will need to provide a linking document. A linking document is a document that proves a relationship exists between two (or more) names.

The following table contains information about suitable linking documents.

Purpose	Suitable linking documents
Change of name	Marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office.
Signed on behalf of the applicant	Guardianship papers or Power of Attorney.

Certification of personal documents

All copied pages of ORIGINAL proof of identification documents (including any linking documents) need to be certified as true copies by any individual approved to do so (see below).

The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping “certified true copy” followed by their signature, printed name, qualification (eg. Justice of the Peace, Australia Post employee, etc) and date.

The following can certify copies of the originals as true and correct copies:

- A permanent employee of Australia Post with five or more years of continuous service
- A finance company officer with five or more years of continuous service (with one or more finance companies)
- An officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having five or more years continuous service with one or more licensees
- A notary public officer
- A police officer
- A registrar or deputy registrar of a court
- A Justice of the Peace
- A person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia, as a legal practitioner
- An Australian consular officer or an Australian diplomatic officer
- A judge of a court
- A magistrate, or
- A Chief Executive Officer of a Commonwealth court.