

# Benefit Application - Cash Withdrawal

This form can be used to arrange a payment from your AGEST account directly to you by cheque or to your nominated bank account.

## Important Notice

Please note the following before you complete this form:

- ▶ You can only use this form if you are an Australian Citizen/Permanent Resident or New Zealand Citizen. If you do not meet this criteria you should contact us or see our website for further details.
- ▶ Benefit payments from your account may impact any insurance cover you have in AGEST.
- ▶ You will need to provide proof of identity to enable a benefit to be paid to you.
  - > the identification documents you need to supply are outlined later in this document.
  - > Any documents you provide will be stored securely and will only be used for the purpose of proving your identity in relation to this benefit.
  - > your identification details may be independently verified.
  - > faxed copies of certified documents are not acceptable and you should not send original identification documents.
  - > You should contact us on 1300 724 378 if you are unable to provide this proof of identity.
- ▶ The unit prices used to update your account can go up or down, depending on movements in investment markets. You can view the latest prices on our website, [www.ages.com.au](http://www.ages.com.au), or obtain them by contacting us on 1300 724 378. Unit prices change daily and are posted on our website.
- ▶ AGEST's Product Disclosure Statement (PDS) contains important information regarding your AGEST benefits, including an explanation of the unit prices that are used when processing your benefit. You should read the PDS before making an investment decision.

## Eligibility for cash withdrawals

You are eligible to have a benefit paid directly to you if:

- ▶ your total benefit is less than \$200 and you have ceased employment
- ▶ you have reached your preservation age (currently 55 for people born before 1 July 1960) and are permanently retired from the workforce
- ▶ you are aged 60 or more and have ceased employment
- ▶ you are aged 65 or more
- ▶ you have permanently retired early due to invalidity or disablement. Please note that we require proof of incapacity - see page 2 of this form for further details.
- ▶ You have some restricted non-preserved benefits and have ceased the employment that gave rise to those restricted non-preserved benefits (AGEST show the components of your benefit on each member statement. You should refer to your last statement if you are unsure whether you have any unrestricted non-preserved benefits)
- ▶ You have some existing unrestricted non-preserved benefits (AGEST show the components of your benefit on each member statement. You should refer to your last statement if you are unsure whether you have any unrestricted non-preserved benefits)

Cash withdrawals are usually paid within 5 days of receiving this form, providing it is fully completed, signed and dated and identification provided as per the requirements below.

The payment may take longer if we are awaiting contributions from your employer in order to finalise your request.

## Providing us with your Tax File Number (TFN)

You do not have to provide your TFN but if you don't, there will be a number of implications:

- ▶ AGEST will be prohibited by law from accepting personal after-tax

(non-concessional) contributions from you.

- ▶ any concessional contributions received for you will be taxed at 46.5% (that is, the normal 15% contributions tax + an additional 31.5% penalty tax).
- ▶ it may be more difficult for AGEST to locate and amalgamate your superannuation benefits in the future, and to pay your full benefit entitlement.
- ▶ the Australian Taxation Office (ATO) may be unable to pay you a co-contribution.
- ▶ your superannuation benefit may be taxed at a higher rate than necessary when you withdraw your benefit from the fund.

Further details on providing your TFN are located on AGEST's Product Disclosure Statement (PDS).

Your TFN can be provided on the form attached. You can also provide your TFN by:

- ▶ logging into your account at [www.ages.com.au](http://www.ages.com.au)
- ▶ calling us on 1300 724 378

## Proving your identity

To comply with government legislation, you must provide proof of your identity (as outlined in the next section). All copied pages of **ORIGINAL** proof of identification documents (including any linking documents as described later in this document) must 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 judge of a court;
- ▶ a magistrate;
- ▶ a chief executive officer of a Commonwealth court;
- ▶ a registrar or deputy registrar of a court;
- ▶ a Justice of the Peace;
- ▶ a notary public (for the purposes of the Statutory Declaration Regulations 1993);
- ▶ a police officer;
- ▶ an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
- ▶ a permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public;
- ▶ an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955);
- ▶ an officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993);
- ▶ a finance company officer with 2 or more continuous years of service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993);
- ▶ an officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees.
- ▶ a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership.

## Proof of Identity documents

You must provide either:

- ▶ ONE certified copy of a '**primary photographic identification**' document (as defined below); OR
- ▶ both
  - > a certified copy of ONE '**primary non photographic identification**' document (as defined below); and
  - > a certified copy of ONE '**secondary identification**' document (as defined below).

'**Primary photographic identification**' document means any of the following:

- ▶ a licence or permit issued under a law of a State or Territory or equivalent authority of a foreign country for the purpose of driving a vehicle that contains a photograph of the person in whose name the document is issued;
- ▶ a passport issued by the Commonwealth;
- ▶ a passport or a similar document issued for the purpose of international travel, that:
  - > contains a photograph and the signature of the person in whose name the document is issued;
  - > is issued by a foreign government, the United Nations or an agency of the United Nations; and
  - > If it is written in a language that is not understood by the person carrying out the verification is accompanied by an English translation prepared by an accredited translator.
- ▶ a card issued under a law of a State or Territory for the purpose of proving the person's age which contains a photograph of the person in whose name the document is issued.
- ▶ a national identity card issued for the purpose of identification, that:
  - > contains a photograph and the signature of the person in whose name the document is issued;
  - > is issued by a foreign government, the United Nations or an agency of the United Nations; and
  - > if it is written in a language that is not understood by the person carrying out the verification is accompanied by an English translation prepared by an accredited translator;

'**Primary non photographic identification**' document means any of the following:

- ▶ a birth certificate or birth extract issued by a State or Territory;
- ▶ a citizenship certificate issued by the Commonwealth;
- ▶ a citizenship certificate issued by a foreign government that, if it is written in a language that is not understood by the person carrying out the verification, is accompanied by an English translation prepared by an accredited translator;
- ▶ a birth certificate issued by a foreign government, the United Nations or an agency of the United Nations that, if it is written in a language that is not understood by the person carrying out the verification, is accompanied by an English translation prepared by an accredited translator;
- ▶ a pension card issued by Centrelink that entitles the person in whose name the card is issued, to financial benefits.

'**Secondary identification**' document means any of the following:

- ▶ a notice that:
  - > was issued to an individual by the Commonwealth, a State or Territory within the preceding twelve months;
  - > contains the name of the individual and his or her residential address; and
  - > records the provision of financial benefits to the individual under a law of the Commonwealth, State or Territory (as the case may be);

- ▶ a notice that:
  - > was issued to an individual by the Australian Taxation Office within the preceding 12 months;
  - > contains the name of the individual and his or her residential address; and
  - > records a debt payable to or by the individual by or to (respectively) the Commonwealth under a Commonwealth law relating to taxation;
- ▶ a notice that:
  - > was issued to an individual by a local government body or utilities provider within the preceding three months;
  - > contains the name of the individual and his or her residential address; and
  - > records the provision of services by that local government body or utilities provider to that address or to that person.
- ▶ In relation to a person under the age of 18, a notice that:
  - > was issued to a person by a school principal within the preceding three months;
  - > contains the name of the person and his or her residential address; and
  - > records the period of time that the person attended at the school.

## Linking Documents

If you have changed your name or are signing on behalf of the applicant, you will need to provide a certified linking document. A linking document is a document that proves a relationship 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 applicant	Guardianship papers or Power of Attorney.

## Privacy

AGEST handles your personal information in accordance with a set of National Privacy Principles. AGEST's privacy policy is available in our PDS and on our website, [www.agemt.com.au](http://www.agemt.com.au), or you can call us for a copy on 1300 724 378.

# Benefit Application - Cash Withdrawal

Please tick this box if the statement applies to you.

**I am an Australian Citizen/Permanent Resident or a New Zealand citizen.**

If you are unable to tick the box above, you cannot use this form, please contact us on 1300 724 378 or see our website for further details.

## 1. Your personal details

Membership Number

Title (please tick)

Miss  Ms  Mrs  Mr  Dr

First name(s)

Family name

Date of birth

Gender

F  M

Telephone numbers

Home

Work

Mobile

Home Address (by law AGEST requires this to authorise a payment)



Suburb/Town

State/Territory

Postcode

Mailing Address (if different to Home Address)



Suburb/Town

State/Territory

Postcode

Email Address (work or home)



Name of the employer who last contributed to AGEST for you



Date you finished work with that employer (if applicable)

## 2. Your Tax File Number (TFN)

I have read the information on this form about my Tax File Number. (please tick)

I choose to provide my TFN - it is

I choose not to provide my TFN

I have already provided my TFN to AGEST for this member account.

## 3. Preservation

Your benefit will consist of preserved and or non-preserved components.

Please refer to the 'Eligibility for cash withdrawals' section at the front of this application if you require further information about any of the options below.

To enable us to determine these components please tick any of the following statements that apply to you.

My AGEST benefit is less than \$200 (before tax) and I have ceased employment.

I declare that I am aged 55 to 59 and have ceased employment and do not intend to be employed again.

I declare that I am aged 60 to 64 and have ceased employment.

I declare that I am aged 65 or more.

I declare that I have permanently retired early due to disablement or invalidity. We require proof of incapacity in the form of certification from two legally qualified medical practitioners. They must certify that you are 'unlikely' to ever be employed in a capacity for which you are reasonably qualified because of education, training or experience. A Certificate of Invalidity/Incapacity can be downloaded from our website.

If you have insurance cover in AGEST and wish to lodge a claim on it, you will also need to complete our insurer's claim forms. Contact us on 1300 724 378 for a copy of the relevant form.

My AGEST benefit contains a *restricted non-preserved amount* and I confirm that have ceased the employment that gave rise to that restricted amount. *This means that the restricted amount is now unrestricted and you can make a withdrawal of some or all of that amount.*

My AGEST benefit contains an *unrestricted non-preserved amount* and I wish to make a withdrawal of some or all of that amount.



## 4. Payment to You

### Amount of payment

Full Balance

Other amount\*: \$

\* You must leave at least \$1,500 in your account.

### Payment Method

Please send a cheque to the address I have noted on this form

Please transfer this payment electronically to my bank account as follows:

Bank/Financial Institution Name

  


Bank Address

  


Suburb/Town

State/Territory

Postcode

Name(s) in which account is held

  


BSB Number

Account Number

Please note that if our electronic payment to the above account is unsuccessful, we will draw a cheque payable to you and send it to the address you noted on this form.

## 5. Investment Choice

If you have previously chosen to invest your AGEST account balance in more than one investment option, you should complete this section to indicate from which investment options this payment should be withdrawn.

**If you do not complete this section, your payment will be withdrawn from your investment options in proportion to the balance of each investment option at the time of withdrawal.**

### Pre-Mixed Options

Growth	\$	<input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>
Balanced	\$	<input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>
Moderate	\$	<input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>
Stable	\$	<input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>
Conservative	\$	<input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>
MultiStrategy	\$	<input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>

### Single-Sector Options

<i>Australian Shares</i>	\$	<input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>
<i>International Shares (hedged)</i>	\$	<input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>
<i>International Shares (Unhedged)</i>	\$	<input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>
Listed Property	\$	<input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>
Fixed Interest	\$	<input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>
Cash	\$	<input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>

## 6. Authorisation

By signing this request, I am making the following statements:

- ▶ I declare I have fully read this form and the information completed is true and correct.
- ▶ I discharge the Trustee of AGEST from all further liability in respect of the benefits paid and transferred.
- ▶ I authorise AGEST to pay or transfer a benefit as instructed on this form.

### Signature

### Date

Please send this form to:

**AGEST Administration**  
**Locked Bag 20**  
**Wollongong NSW 2500**