Super and Pension Account conversion form

Mason Stevens Limited ABN 91 141 447 207 AFSL 351578
Mason Stevens Super ABN 34 422 545 198 RSE Registration Number R1004168
Trustee: Diversa Trustees Limited ABN 49 006 421 638 RSE License Number L0000635 AFSL License 235153

Use this form to switch between your Super and Pension accounts. If you wish to make a recontribution as part of a Pension refresh, please use the *Recontribution form* instead.

Before you start:

Please tick the options you wish to update	**Have you attached the correct form?**
☐ Update your beneficiary nomination (existing nomination except reversionaries will be carried over to the destination account)	Nomination of Beneficiary form
☐ Claim a tax deduction on contributions made	Notice of intent to claim form
☐ Update adviser fees	Adviser fee consent form

Please also attach:

- Certified copy of your identification. The identification document must be current and certified within the last 12 months.
- If you are commencing a pension, a copy of your bank statement no more than 12 months old (refer to Section 4A).

What are your account details? 1

Client ID

Client ID can be found online, by navigating to account details > customer details

Account number

Account name

Adviser name

Adviser contact number

What would you like to do with your account? 2A

☐ **A.** Rollover existing accumulation account to an account based pension

- ☐ Full amount. We will rollover your entire balance and close your existing account → ***proceed to Section 3A***
- ☐ Partial rollover of $ → ***please complete Section 2B***

☐ **B.** Rollover existing pension account to an accumulation account → ***proceed to Section 2C***

Do you have an existing accumulation account with Mason Stevens? ☐ No ☐ Yes

If yes, account number

☐ **C.** Rollover existing accumulation account to a transition to retirement (TTR) account

- ☐ Full amount → ***proceed to Section 3B***
- ☐ Partial rollover of $ → ***please complete Section 2B***

What are your instructions for a partial rollover? 2B

This section is only applicable if you have selected a partial rollover in Section 2A. Please indicate the amount to rollover for each portfolio using a percentage or a dollar amount.

Portfolio	Dollar amount	or	Percentage
Self-Directed	$		%
	$		%
	$		%
	$		%
	$		%
	$		%

→ ***Please proceed to Section 3***

If you are making rollovers (option B) and contributions, what are your instructions? 2C

Rollovers

Super Fund Name	Member/Account number	USI	Estimated rollover amount
			$
			$
			$
			$

Contributions

Please indicate if the type of contribution is *employer, member voluntary, spouse*, or *other* (please specify).	Estimated contribution amount
	$
	$
	$
	$

→ ***If you have not indicated an existing accumulation account in Section 2A, you consent to Mason Stevens opening an account on your behalf.***

→ ***Please proceed to Section 3***

If you are commencing an account based pension (Option A), have you met a condition of release? 3A

To be eligible to commence an account based pension you declare that you are an Australian resident and that you meet at least one of the following conditions of release:

- ☐ I am over my preservation age[1] and am permanently retired from the workforce
- ☐ I am aged 65 or over
- ☐ I am aged 60 and ceased gainful employment on / / (date entered must be on or after you turn 60).
- ☐ I am permanently incapacitated and eligible for a disability superannuation benefit (subject to the approval of the Trustee)

[1] Preservation age depends on your date of birth. If you are unsure of your preservation age please contact your adviser or visit ato.gov.au

→ ***proceed to Section 4A***

If you are commencing a transition to retirement pension (Option C), have you met the condition of release? 3B

To be eligible to commence a transition to retirement pension you declare that you are an Australian resident and that you meet the following condition of release:

- ☐ I am over my preservation age[1]

[1] Preservation age depends on your date of birth. If you are unsure of your preservation age please contact your adviser or visit ato.gov.au

→ ***proceed to Section 4A***

Where would you like your pension to be paid? 4A

Please provide a copy of your bank statement (no more than 12 months old) showing the bank account you have nominated is in your name or jointly with another person. The bank statement is not required if you are paying to your Mason Stevens account.

Account name		Account number	
Financial institution		BSB	

What is the amount of pension payment you want to receive? 4B

Any amounts you indicate will be subject to the legislative minimum amounts (and maximum amount for TTRs) and calculated based on the number of days remaining in this financial year.

- ☐ Nominate the total dollar amount to be received for the entire financial year **(must be at least the legislative minimum amount, and cannot exceed the maximum for a TTR):** $
- ☐ Minimum annual amount required by legislation
- ☐ Nominate a specific percentage of % per year
- ☐ Maximum amount allowed under legislation (TTR only)
- ☐ I would like to nominate to receive $ per payment (subject to minimum and pro rata requirements).

How often would you like to receive a pension payment? 4C

Pensions are paid on or around the 15th of each month or on the next business day. Your total pension payments each year must meet the minimum annual amount required by law. You must also receive at least one pension payment each year. However, if your pension is commenced in June, you are not required to be paid a pension for that financial year.

- ☐ Monthly
- ☐ Half yearly (June, December)
- ☐ Quarterly (March, June, September, December)
- ☐ Yearly (June)
- ☐ I would like my first pension payment to commence on 15 / /

The below details will by default be carried over to your new Pension (income stream) account:

- Adviser details and ongoing fees
- Beneficiaries nominations (except reversionaries)

How would you like the Adviser fees to be applied? 5

☐ Apply the same Adviser fees from this account number to the new account

By Ticking this box, you consent to the same adviser fees, previously agreed to, and referencing the client number in section 1, being applied to the new account created for the purpose of this account conversion.

☐ Apply new Adviser fees, as per the signed Advice fee consent form, attached to this form.

Notes and comments

Declaration

By signing this form you acknowledge:

General

- you have read the current Mason Stevens Super Product Disclosure Statement (PDS) and Mason Stevens Super Additional Information Guide (AIG), available at masonstevens.com.au/superpds and masonstevens.com.au/superaig
- the instructions you have provided on this form are true and complete
- you authorise the transfer of benefits from one account (source account) to another account (destination account) held with Mason Stevens Super
- if you are signing under a Power of Attorney, you have not received notice of revocation of that power
- administration fees will apply from the date an account becomes active
- the minimum account balance, cash balance, and managed portfolios must be met in both the source and destination accounts
- benefit transfer will commence after all corporate actions have been processed in the source account and all trades have settled, including any managed portfolio rebalancing
- transactions and trading are suspended while an account conversion is being processed
- Mason Stevens is not responsible for delays caused by outstanding corporate actions or unesettled transactions
- if you have nominated beneficiary/ies on your source account, these nominations except reversionaries will be carried over to your destination account.

Sign here (Member/Attorney)

Date

DD / MM / YYYY

Name of Member/Attorney

Please email a copy of the completed and signed form to admin@mssuper.com.au or your adviser can upload a scanned copy online via the Service Request functionality.

Trustee of Mason Stevens Super
Diversa Trustees Limited
PO Box R1237 Royal Exchange NSW 1225
Ph: 1300 988 878