

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. Before you start:

Do you also wish to update your beneficiary nomination once your account has been converted?

- Yes → please also attach a completed *Nomination of Beneficiary* form
- No → if you select no, any existing nomination (except a reversionary) on your account will be carried over to the destination account as part of the conversion process.

If you are converting from Super to Pension, do you wish to claim a tax deduction on contributions made into the account noted in Section 1?

- Yes → please also attach a completed *Notice of Intent to Claim*
- No

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**

Account number

Account name

Adviser name

Adviser contact number

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

- A. Rollover 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 to a transition to retirement (TTR) account**
- Full amount → **proceed to Section 3B**
- Partial rollover of \$ → **please complete Section 2B**
- C. Refresh my pension account** → **proceed to Section 3C**
- Do you have contributions to make? No Yes
- Do you have an existing Super account with Mason Stevens to receive the contributions? No Yes
- If yes, account number



If you wish to make contributions but do not have an existing Super account with Mason Stevens, we will open a new Super account for you to receive all rollovers and contributions. Once all funds have been received into the Super account, we will create a new Pension account on your behalf to receive the rollover and commence your pension.

D. Rollover existing pension account to an accumulation account → **proceed to Section 5**

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

If yes, account number

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	\$ <input type="text"/>		<input type="text"/> %
<input type="text"/>	\$ <input type="text"/>		<input type="text"/> %
<input type="text"/>	\$ <input type="text"/>		<input type="text"/> %
<input type="text"/>	\$ <input type="text"/>		<input type="text"/> %
<input type="text"/>	\$ <input type="text"/>		<input type="text"/> %
<input type="text"/>	\$ <input type="text"/>		<input type="text"/> %

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 age¹ and am permanently retired from the workforce
- I am aged 65 or over
- I am aged 60 and ceased gainful employment on
- 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 B), 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 age¹

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 refreshing your pension account (Option C), what other rollovers or contributions are you expecting?

3C

Rollovers

Super Fund Name	Member/Account number	USI	Estimated rollover amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

Contributions

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

	Estimated contribution amount
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

→ *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)

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



Adviser fees

Please select **ONE** of the following two options. If you are partially rolling over your funds, the advice fees on your existing account will remain as is.

The adviser fees on my existing account (noted in Section 1) will also apply on my new account. → **proceed to Section 6.**

Charge the following adviser fees on my new account. **Please complete the details below in this section.**

Please state the GST exclusive amount and the GST inclusive amount below. **We will apply GST net the effect of any reduced input tax credit applicable to the GST exclusive amount provided**, which may reduce the total monthly and annual amounts indicated below.

You can instruct us to pay a one-off advice fee and/or an ongoing advice fee. Please complete sections A and/or B. Fees will be deducted from your Self-Directed Portfolio monthly in arrears.

A. One-off (ad hoc) advice fee

Charge a one-off flat dollar fee

One-off fee (ex-GST)

One-off fee (inc 10% GST)

\$

\$

B. Ongoing advice fee

Anniversary date for ongoing fee arrangement

Insert date when the client's consent for the ongoing fee arrangement ends (ie. the next anniversary date, which does not include the 150-day period)

Annual flat dollar fee

Portfolio	Dollar amount (ex-GST) pa	Dollar amount (inc 10% GST) pa	Estimated monthly fee (inc 10% GST)
Self-Directed Portfolio	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

If you elect to charge a flat dollar amount, you cannot also charge a percentage fee on the Self-Directed Portfolio below.

OR

Percentage fee as outlined below:

Portfolio	Rate (ex-GST) pa	Rate (inc 10% GST) pa	Estimated balance	Estimated monthly fee (inc 10% GST)
Self-Directed Portfolio	<input type="text"/> %	<input type="text"/> %	\$ <input type="text"/>	\$ <input type="text"/>
Managed Portfolios	<input type="text"/> %	<input type="text"/> %	\$ <input type="text"/>	\$ <input type="text"/>
Banking Products	<input type="text"/> %	<input type="text"/> %	\$ <input type="text"/>	\$ <input type="text"/>
Total estimated monthly advice fee				\$ <input type="text"/>
Total estimated annual advice fee				\$ <input type="text"/>

Services your adviser will provide to you

Please select all of the services that the client will be entitled to receive from the adviser over the next 12 months.

Review of your account

Withdrawal advice

Strategic superannuation advice

Investment/Account management

Investment advice

Withdrawals/Benefit payments

Contribution strategy

Other



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 unsettled transactions
- if you have nominated beneficiary/ies on your source account, these nominations except reversionaries will be carried over to your destination account.

Advice fees

- you provide us consent to deduct the above 'superannuation advice fees' (as highlighted in section 6) to your advisor
- the superannuation benefits that you are entitled to in your Mason Stevens Super account may be reduced as a result of the advice fees being paid to your adviser
- ongoing advice fees you instruct us to pay will be deducted from the Self-Directed Portfolio of your account from the date your account becomes active
- your consent to pay these fees to your adviser is effective from the date that we receive the completed and signed form, and will cease 150 days after the next anniversary date
- we will cease paying the fees to your adviser after this period unless you renew your instructions by completing and submitting the *Advice fee consent* form to us
- you can withdraw your consent to pay ongoing advice fees at any time by providing us with written instructions.

Sign here (Member/Attorney)

Date

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
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