

# In-Specie asset transfer guide



## Contents

<b>Get started</b> .....	<b>2</b>
What supporting documents must I supply? .....	2
<b>Completing the transfer documentation</b> .....	<b>3</b>
Step 1 - Download the In-Specie Transfer form .....	3
Step 2 - Complete the Limited Power of Attorney .....	3
Step 3 - Print and sign .....	3
Step 4 - Submission .....	3
<b>Frequently asked questions</b> .....	<b>4</b>
<b>Limited Power of Attorney form</b> .....	<b>6</b>

Mason Stevens Limited  
 ABN 91 141 447 207 AFSL 351578  
 Level 26, 420 George Street  
 Sydney, NSW 2000

T: 1300 988 878  
 E: [wealth@masonstevens.com.au](mailto:wealth@masonstevens.com.au)  
 W: [masonstevens.com.au](http://masonstevens.com.au)

This information has been prepared by Mason Stevens Limited. Whilst reasonable care has been taken in the preparation of this document using sources believed to be reliable and accurate, to the maximum extent permitted by law, Mason Stevens Limited and its related parties, employees and directors and not responsible for, and will not accept liability in connection with any loss or damage suffered by any person arising from reliance on this information.

Mason Stevens Limited ABN 91 141 447 207 AFSL 351578 (Mason Stevens) is a provider of superannuation and investment products and services, and information contained within this document about Mason Stevens' services is of a general nature which does not take into account your individual objectives, financial situation or needs. Any person considering a financial product or service from Mason Stevens should obtain the relevant disclosure document at [masonstevens.com.au](http://masonstevens.com.au) and consider consulting a financial adviser before making a decision before deciding whether to acquire, dispose of, or to continue to hold, an investment in any Mason Stevens product.

## How to get started

### Before transferring assets to us please follow the steps below:

- 1 Your dedicated relationship manager will arrange a training session and demonstration of the Mason Stevens platform.
- 2 Obtain the supporting documents - for information on what supporting documents you require, your Relationship Manager can assist you.
- 3 Confirm your Mason Stevens account allows assets to be transferred in. Assets can be transferred into Mason Stevens Global Investment Service accounts only. Click here to view the [Global Investment Service Guide](#).
- 4 Ensure assets (including any frozen or altered redemption assets) are approved and set up prior to transferring. Click here to view the Mason Stevens [investment menu](#).
- 5 Ensure you have no outstanding trade orders or pending settlements for the assets you wish to transfer. Additionally, please ensure that any regular investment plans such as dividend or distribution reinvestment that were set up with your previous platform provider has ceased so that unit holdings do not change during the asset transfer process.
- 6 If transferring from platform-to-platform, please follow these steps:
  - Consider any exit fees that may be applicable
  - Check the current provider can in-specie transfer the assets to Mason Stevens
  - Obtain a copy of the account closure form for the client to sign

## What supporting documents must I supply?

- 1 Where there is no change of beneficial owner, cost base information must be provided in Excel format. It must include the date of purchase, number of units and original cost/adjustments for each parcel. All cost base information provided must be adjusted for any sales and corporate actions relating to the assets (Eg. Tax deferred and return of capital components). We cannot perform these tax adjustments on your behalf. Correct cost base information enables us to provide you with an accurate Annual Report each year. Transfers are unable to be initiated until the cost base information is provided.
- 2 A portfolio valuation that is accurate and up to date. In the case that the transfer is not a change in beneficial ownership, the portfolio valuation and unrealised CGT report must match.
- 3 For any direct holdings, please provide a copy of ASX, international and managed fund holding statements so we can confirm the registration details.
- 4 For a SMSF, please provide a signed rollover benefit statement with the completed forms, and documentation that clearly outlines the asset split.



## Complete the transfer documentation

### Step 1

---

#### Download the In-Specie Transfer form

Find these forms here:

Resources > Product Documents & Forms

Mason Stevens Global Investment Service > Forms

### Step 3

---

#### Print and sign

- 1 Print a copy of the completed LPOA and relevant annexure forms.
- 2 The asset holders are required to sign and date in the appropriate section (depending on whether the account is in the name of an investor or company).

When this involves company accounts please note - assets held in the name of a company or corporate trustee do not require the signature of a witness.

### Step 2

---

#### Complete the Limited Power of Attorney

- The Limited Power of Attorney (LPOA) is attached to the end of this brochure.
- The details you provide will differ depending on whether this is a partial or full transfer from your current platform provider.

### Step 4

---

#### Submit

- 1 Scan and upload your completed forms, with the supporting documentation via a Service Request on the Mason Stevens portal.
- 2 If you are uploading these forms at the time of the application, note that once you have submitted the scans, you are required to also post the original form to us at:

**Mason Stevens Limited**  
**Level 26, 420 George Street**  
**Sydney, NSW 2000**

# Frequently Asked Questions

## How long does an asset transfer take?

Due to the nature of dealing with third parties such as share registries, broking institutions, fund managers, platform providers and custodians, it can be difficult to provide precise timeframes.

The type of investments held combined with where they are coming from or going to, may also have an impact on how long an asset transfer takes.

Assuming all the paperwork received by us is correct, cost base is attached, and no further information is required, the following timeframes can be used as a guide:

Share Transfers (issuer)	3 - 4 business days
Share Transfers (broker)	3 - 4 business days
Share Transfers (off market)	Up to 3 months
Managed Funds	Dependant on the fund manager
Managed Funds (frozen)	Dependant on the fund manager
Platform-to-Platform	Dependant on the previous provider*

Corporate actions and dividend payments may delay a share transfer. Non-daily priced funds often have longer completion times due to their infrequent pricing.

*\*Some platforms may take up to 10 days to respond to our requests.*

## Can I track in-specie transfers in progress?

Yes, please log in to your Mason Stevens account and navigate to Transactions > Pending to view asset transfers in progress.

## How do I ensure my assets are approved?

If the asset you require is not showing on the website, please contact us - we are here to help!

## Can I send in an Australian Standard Transfer Form (ASTF)?

Yes. You may also initiate the transfer from the previous platform using their forms.

## Do I have to pay stamp duty on the transfer of assets?

Mason Stevens covers stamp duty costs (except for internal transfers between products or transfers out of Mason Stevens).

## Do Mason Stevens charge a fee to transfer assets in to the platform?

No, there are no fees to transfer assets into the Mason Stevens platform.

## How can I check the holding details of a direct share?

If you have the SRN/HIN and postcode and you would like to check the registration of a share or details of a share for the POA, you can login as an investor to Computershare or Link Market Services, or relevant share registry.

## Why does the client need to sign a power of attorney?

The Limited Power of Attorney (LPOA) is limited to the in-specie transfer of those assets listed on the form. The LPOA is null and void once the last asset transfer has been completed. The limited POA allows us to fill in Australian Standard Transfer Forms on your client's behalf.

## Will a CGT event occur?

A CGT event will generally occur when ownership is transferred from an entity (such as a trustee) to another. Please take into consideration the following CGT implications:

- Some entities may trigger a capital loss, which could be used to offset current or future year capital gains from other assets held in their entities name.
- Where a capital gain is made, an individual may be able to reduce or eliminate CGT by claiming a portion of the in-specie contribution as a tax deduction.
- The cost base of the in-specie asset will be the market value of the asset as at the date of transfer. The 12-month CGT discount is reset and will commence on the same date.

# Frequently Asked Questions

## What happens once my forms have been received?

Forms are reviewed to ensure all the required information has been supplied.

We will complete the necessary paperwork to have the investment/s transferred to be held on your behalf by Mason Stevens. This may involve sending a Standard Transfer Form to the applicable State Revenue Office, then sending the change of registration details to the relevant fund manager/share registry.

Transferring assets can be a lengthy process and depending on the counterparty (eg. fund manager, share registry or other platform) it will normally take up to 12 weeks to be completed.

## Will all other platforms allow me to transfer assets across to Mason Stevens?

The below table is correct as at the date of this document, however we recommend checking with the transferring platform prior to completing any forms in case there are any nuances for the underlying products.

PLATFORM	Allows Super transfer out	Allows IDPS (wrap) transfer out
AMP NORTH	Y	Y
AMG SUPER / FREEDOM OF CHOICE	Y	Y
ASGARD	N	Y
BT PANORAMA	N	Y
BT WRAP	Y	Y
COLONIAL FIRSTWRAP (CFS)	N	Y
CRESTONE	N	Y
ENCIRCLE	N	Y
HUB24	N	Y
IOOF	Y*	Y
JBWERE	N	Y
MACQUARIE WRAP / GROWWRAP	Y*	Y
MLC	N	Y
MORGAN STANLEY	N	Y
MUTUAL TRUST	N	Y
NETWEALTH	Y	Y
ONEVUE	N	Y
PERPETUAL WRAP	N	Y
POWERWRAP	N	Y
PRAEMIUM	N	Y
VOYAGE	Y**	Y
XPLORE	N	Y

\* Reviewed by platform on a case by case basis

\*\* Y - Super / N - Pension

# Limited power of attorney

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

---

## Account and Adviser Details

**1**

Account number

Account name

Adviser name

Dealer Group / Practice name

---

## Limited Power of Attorney

**2**

This limited power of attorney (LPOA) is given by the person/legal entity named (Grantor, you) within the Account Details section. You and account holder must be the same person/legal entity.

1. You appoint Mason Stevens Limited ABN 91 141 447 207 (Mason Stevens, Attorney) and each of its related bodies corporate (as defined in the Corporations Act 2001) and each of their respective directors or officers jointly and severally as your true and lawful attorneys (Attorneys) to do in your name everything necessary or expedient to:
  - » Transfer and/or deliver any and all assets including all securities, cash and managed funds from the relevant provider/custodian as specified in Section 2 to the account on this form.
  - » Execute any document including preparing, completing, signing, stamping and registering such document.
  - » Date and complete any blanks in any document and make such amendments, alterations, additions and deletions to any documents as the Attorneys believe are necessary to give effect to the above purposes and for your use of a Mason Stevens account.
2. You declare:
  - » You have the power to authorise the Attorney to act in accordance with this power of attorney.
  - » Anything the Attorneys do in exercising the powers granted to them under this power of attorney (in accordance with the terms of this power of attorney) will be binding on you and as if you had done the act.
  - » You authorise any person who is a person to any document executed under this power of attorney to register this power of attorney on your behalf (if required). You agree to pay all reasonable costs incurred or payable for the registration.
3. You agree to ratify and confirm whatever an Attorney does under and in accordance with this power of attorney.
4. You will be responsible for all losses, costs or expenses incurred by the Attorneys in exercising powers under this power of attorney in accordance with the terms of this power of attorney (but excluding any losses, costs or expenses arising from the Attorney's negligence or default).
5. You acknowledge that the exercise by Mason Stevens of any power under this power of attorney does not imply an assumption of personal liability by Mason Stevens in the exercising of the power.
6. Nothing in this power of attorney affects or prejudices the obligations of Mason Stevens in respect of the Mason Stevens Global Investment Service or Mason Stevens Super.
7. The powers and authorities conferred on an attorney by this power of attorney remain in full force and effect until revocation by the Grantor by written notice to the Attorney.
8. This power of attorney is governed by the laws of New South Wales. The Grantor irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of New South Wales.

By signing below you agree and declare all details included above are correct and you have read and understood the terms contained in this Limited Power of Attorney.



**1. Transfer Details for Cash**

Please complete the below sections to transfer assets you hold with current provider to your Mason Stevens account.

	Name of current provider	Account number	Transfer entire cash balance (IDPS only)?	If no, nominate the transfer of a partial amount of cash (IDPS Only)
1.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes (in full) <input type="checkbox"/> No	\$ <input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes (in full) <input type="checkbox"/> No	\$ <input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes (in full) <input type="checkbox"/> No	\$ <input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes (in full) <input type="checkbox"/> No	\$ <input type="text"/>

**2. Transfer Details of Assets**

If greater than 20 assets, please attach an excel spreadsheet

Provider	Account Number / HIN / SRN	PID (if applicable)	APIR <sup>1</sup> or Security Code <sup>2</sup>	Name of Managed Fund or Security	Nominate quantity (units) Or 'All'
<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>
<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"/>	<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"/>	<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"/>

1 APIR for managed investments  
 2 Security code for ASX or International Listed Security



**Signature**

Signature 1

Full name

Date

Title if company officer / executor of estate

Signature 2

Full name

Date

Title if company officer / executor of estate

