

Australian Expatriate Superannuation Fund

Benefit Payment and Rollout Request Form

Form **4**

The Trustee

will only accept this form if it is correctly and fully completed.

Any questions, call
Member Services 1300 323 489

Explanatory Notes

Please complete this form if you want to make a lump sum withdrawal from your Australian Expatriate Superannuation Fund.

If you wish to start a regular pension you will need to complete the Pension Application Form on our website www.ivcm.com

If you wish to transfer to another fund you will be required to complete the Transfer to another Super Fund and you will be required to confirm that you are eligible to transfer.

Before using this form

All withdrawals will be paid from your Cash Hub Account. Before completing this form, you must ensure that there is sufficient balance in your Cash Hub in order to pay the requested lump sum amount.

I confirm I have sufficient funds in my Cash Hub Account

Yes ☐

FAILURE TO PROVIDE SUFFICIENT FUNDS WITHIN THE CASH HUB FOR THE LUMP SUM PAYMENT WILL RESULT IN A NON-PAYMENT.

Please complete this form in BLOCK CAPITALS and in black ink, returning the original to our office, IVCM (Aust) Pty Ltd, 201 Sussex Street, Tower 2, Level 20, Darling Park, Sydney, NSW, 2000. If you require further assistance we're always here to help on the phone. Just contact us on +61 2 7202 0151, Local 1300 323 489.

Issued by the Trustee
Diversa Trustees Limited
ABN 49 006 421 638
AFSL 235153
RSE Licence L0000635

Australian Expatriate Superannuation Fund

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1. Member details

Member number/s

Full name

Date of birth
[dd/mm/yy]

Email address

Home Phone
Number

Mobile Phone
Number

Work Phone
Number

Country of
Residence

Residential
Address

Postal
address

☐

same as above

if not the same as Residential Address, please state here

2. Request Type

☐

Rollout

☐

Rollout - QROPS to QROPS (Please complete sections 6, 7, 8, 9, 10. and sign at page 7)

☐

Rollout - Regular Super (Please complete sections 6, 7, 10, and sign at page 7)

☐

Withdrawal (Please complete sections 3, 4, 5, 6, 7, 8, 9, and sign on page 7 Declaration)

☐

Full Account Balance (I understand that my account shall be closed in full)

☐

Partial Withdrawal of

\$

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3. Accessing your Super (Retirement Declaration) [tick one box only]

Your super is designed to provide you in retirement over the longevity. Taking a lump sum payment removes the money and is no longer considered to be part of the super. Please confirm which one of the following options refers to your circumstances.

- ☐ I declare I have reached my prescribed Preservation Age and have permanently retired from the workforce.
- ☐ I declare that I am aged 60-64 years and have ceased a paid employment arrangement since turning age 60*
- ☐ I am cashing in an amount from my unrestricted non-preserved part of my super which I can access (not available to QROPS Super policies).
- ☐ I am over 65 years of age.

*Please provide the details below if you have (a) Reached preservation age and have retired or (b) turned 60 and ceased a paid employment arrangement:

Date ceased paid employment: If the date is more than five years ago, please record the year only.

[dd/mm/yy]

Employer name

4. Payment Options

Please complete the section below to specify your preferred payment option.

☐ **Electronic Funds Transfer [EFT] to an Australian bank account**

Account Number

BSB Number -

Account Name

Please note the account must be held in your name or jointly in your name and you must attach a copy of a document from your financial institution (e.g. a Bank Statement) showing your BSB, account number and account name which is no more than 3 months old.

PLEASE NOTE: Where you do not have an Australian Bank Account, please contact our customer care help desk on +61 27202 0151 or local 1300 323 489.

5. Claiming a Tax Deduction for Personal Contributions

Do you want to claim a tax deduction for personal contributions made for the current or previous financial year?

Yes

☐

No

☐

If yes, please complete a 'Notice of intent to claim or vary a deduction for personal super contributions' form available from the ATO, or ask your adviser or Member Services on 1300 131 227 to have one sent to you.

6. Proof of Identity

You will need to provide us with proof of identity before we can process your Benefit Payment Request. We are required to comply with the Anti-Money Laundering and Counter-Terrorism Financing Act 2006.

You must complete and return the separate '**Proof of Identity**' document which is available from our website www.ivcm.com and provide certified copies of the identification document[s] listed before any payment can be made.

Failure to comply with the **Proof of Identity** requirements may further delay your payment.

I have enclosed the necessary '**Proof of Identity**' documents:

Yes

☐

No

☐

7. Providing your tax file number (TFN)

Please provide your tax file number below after reading the following statement or you can opt not to provide your TFN number.

Please provide your tax file number below where you fully understand that on paying the benefits laid out in this form you allow Australian Expatriate Superannuation Fund to supply the TFN number to the Australian Tax Office. Supplying your TFN may provide you with tax advantages. We shall only collect, use and store your TFN number for lawful purposes that relate to the administration of your superannuation account.

My TFN is

OR

☐

I have opted not to provide my TFN number and understand that any queries submitted by the Australian Tax Office I shall be responsible for directly.

8. Tax Residency Declaration

Please note: This section is only to be completed where your superannuation was originally transferred from the UK under a registered pension scheme or from another QROPS provider.

Please note: Information in this section is to help the Australian Expatriate Superannuation Fund on any HMRC reporting aspects.

We require an original bank statement or a certified copy dated within the last 3 months to make payment.

Are you currently a resident in the UK for a tax purposes?

Yes ☐ No ☐

Have you ever been resident in the UK for tax purposes?

Yes ☐ No ☐

If yes, please provide the date you left the UK for the tax purposes:

Date [dd/mm/yy]

9. National Insurance Details

Have you ever been provided with a National Insurance Number?

Yes ☐ No ☐

If yes, please provide your National Insurance Number ^[2].

Please note: If you have lost or you cannot remember your NINO you will be required to fill in and return a CA5403 to HMRC (The CA5403 is available on the HMRC website <https://www.gov.uk/government/publications/national-insurance-get-your-national-insurance-number-in-writing-ca5403> or phone National Insurance Registrations Helpline on 0300 200 3502 before returning this form.

Where member isn't entitled to National Insurance Number

☐ I am not entitled to a NINO Reason why you are not entitled to a NINO

Any other Tax reference numbers that represent you

I hereby confirm that I am not a UK resident for tax purposes and have been a non-UK resident for full complete tax years.

☐

I am currently a resident in

for tax purposes.

10. Rollover Details

All funds originating from the UK can roll out the QROPS environment after the monies have left the UK for at least 5-full UK tax years (the relevant period). The request will automatically be declined if you are trying to transfer UK monies to non-QROPS superannuation and the relevant period has not been satisfied yet.

Fund Name	<input type="text"/>		
Fund Phone Number	<input type="text"/>	Membership Number with the Receiving Fund	<input type="text"/>
Registered Address	<input type="text"/>		

Rollover Type

Local?

☐

Yes - Please proceed to 10.1

☐

No - Please proceed to 10.2

10.1 Rollout to a Local Superannuation

Australia Business Number	<input type="text"/>
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SMSF?

☐

Yes - Please provide the Electronic Service Address of the SMSF

☐

No - Please provide the Unique Superannuation identifier

Is the Receiving Fund a QROPS?

☐

Yes - Please provide the QROPS Reference Number

Payment Options - Local

Electronic Funds Transfer [EFT] to an Australian bank account

Account Number	<input type="text"/>	BSB Number	<input type="text"/> <input type="text"/> <input type="text"/>	-	<input type="text"/> <input type="text"/> <input type="text"/>
Account Name	<input type="text"/>				

10.2 Rollout to a Foreign Superannuation

Please note that all transfers from the UK from 9-March 2017 could be subject to the Overseas Tax Charge.

Please consult a financial adviser before submitting this request.

License Number

Regulator

Country

Is the Receiving Fund a QROPS?

☐

Yes – Please provide the QROPS Reference Number

Payment Options - Foreign Superannuation

International Bank Account Details (Bank Accounts outside Australia)

Account Number

IBAN / Account Name

Intermediary bank /
Swift code

Please note we can only send payments out in AUD. If the receiving bank has a different currency, The transfer value might change due to the foreign exchange rate used by your receiving bank.

Declaration

- I declare that to the best of my knowledge and belief the information given on this notification is correct and complete.
- I acknowledge that I have flexi accessed my pension rights under an overseas scheme which will have triggered the MPAA rule under the UK rules. I therefore have 91 days to inform any other UK pension provider I have UK pension money with and understand its my responsibility to notify my UK pension scheme(s) that I have done so.
- I agree that if my jurisdiction changes I shall inform Australian Expatriate Superannuation Fund by completing an APSS241.
- I accept it is an offence to make false statement and that the penalties are severe and could lead to prosecution.
- I acknowledge and accept the information within this form and service provided under it do not extend to any financial or tax advice.
- By signing this declaration, I give my consent to collection, use and disclosure of my personal and sensitive information under the Privacy Act 1988.
- I have read and understand the implications of not providing a tax file number
- I understand if I do not provide my tax file number additional tax may be deducted from my final benefit.
- I fully understand the amount I have selected in the payment option section 2.2. I hereby release the Trustee from any further liability to me or my executors, administrators, or dependants.

Member Signature
Date [dd/mm/yy]

Notes Section

What happens next?

Once you have completed the Benefit Payment and Rollout Request form with the supporting documents outlined in our customer check sheet below, please return the original form to our address at IVCN (Aust) Pty Ltd, 201 Sussex Street, Tower 2, Level 20, Darling Park, Sydney, NSW 2000.

On receipt of all requirements to process the lump sum, Australian Expatriate Superannuation Fund will anticipate on processing the withdrawal and reporting the payment where required to HM Revenue and Customs within 10 to 15 working days.

Please allow a few extra days for payment to reach your bank account.

Checklist of documentation required

- ☐ Fully completed Benefit Payment and Rollout Request Form. (Original wet signature enclosed as copies are not accepted)
- ☐ Proof of Identity document and certified copies enclosed. (Please refer to our Proof of identity document on our website www.ivcm.com)
- ☐ Original Bank Statement valid within the last 3 months (internet printed accepted) – Must show YOUR name as a bank account holder on the Bank Name. (Bank Transactions can be erased or covered).
- ☐ FORM 3 – ATO Foreign Super Transfer original enclosed – Where tax is to be deducted from the fund before payment. Please note once a lump sum has been paid, tax cannot be processed under our process and procedure. Please note sections 15 and 16 cannot be left blank unless you are filing a blank return. If you do not know the answers to sections 15 and 16 you may wish to seek financial or tax advice.

When complete

email and post this form:

australia@ivcm.com

IVCM (Aust) Pty Ltd

201 Sussex Street, Tower
2, Level 20, Darling Park,
Sydney, NSW, 2000

Rollout - QROPS to QROPS Checklist

- ☐ Fully completed Benefit Payment and Rollout Request Form. (Original wet signature enclosed as copies are not accepted)
- ☐ Proof of Identity document and certified copies enclosed. (Please refer to our Proof of identity document on our website **www.ivcm.com**)
- ☐ Original Bank Statement of the Super valid within the last 3 months (internet printed accepted) – Must show the Super name as a bank account holder on the Bank Name. (Bank Transactions can be erased or covered)
- ☐ APSS 255 – This is the report required by HMRC when QROPS money will be transferred from one QROPS to another QROPS. HMRC requires reports to be submitted to them whenever there are money movements, and rolling over funds from one scheme to another is a reportable event (Original wet signature enclosed as copies are not accepted)
- ☐ HMRC ROPS Letter approval for your QROPS – QROPS monies transferred out of the UK from 9-Mar 2017 needs to remain in a QROPS environment within five complete UK tax years (1 UK tax year is from 6-April to 5-April the following year), as per HMRC rules. To satisfy our due diligence, we need a copy of this letter from HMRC. Therefore we need to ensure that the scheme we are transferring the monies to is a QROPS. If HMRC finds this rule broken, our company and you will face unauthorised payment fees.

Rollout - Regular Super Checklist

- ☐ Fully completed Benefit Payment and Rollout Request Form. (Original wet signature enclosed as copies are not accepted)
- ☐ Proof of Identity document and certified copies enclosed. (Please refer to our Proof of identity document on our website **www.ivcm.com**)