



# Essential Super withdrawal form

## Is this the right form for me?

This form can be used to withdraw some or all of the units in your fund, as a rollover to another super fund, or to be withdrawn as cash. If you wish to cash out your super, you must meet a condition of release and the eligibility criteria to receive a super benefit. The current Product Disclosure Statement can provide you with further information, or call us on 13 40 74.

You can read more about how to make a withdrawal from your fund, as well as details on how and when unit prices are calculated on the next page.

**We also recommend you read the following information regarding potential implications your withdrawal may have on you or your investment before completing your request.**

## Some things to consider before making a withdrawal

### 1 Paying tax

Generally, if you roll over your super to another provider, you will not be taxed. However, if you make a cash withdrawal from a super fund, and if you're under 60, you may have to pay tax. If you're 60 or over, lump sum withdrawals and pension payments are tax free. Whether you're under or over 60, a cash withdrawal could affect your eligibility for tax offsets and entitlements. A financial adviser can help you identify possible ways to ensure you don't have an unnecessary tax liability.

### 2 Loss of insurance cover

Many super funds offer insurance to members for death, total & permanent disablement or salary continuance cover. If you cash out or transfer your super, your insurance cover may cease. Insurance is an important benefit and you should consider issues like the need to complete new application forms and arrange medical examinations, whether it's possible that your premiums will increase, and if it's likely that you may be denied cover.

### 3 Reduction or loss of deduction for personal super contributions

If you're cashing out or transferring some or all of your super, this withdrawal could reduce your eligibility to claim a deduction for personal super contributions made during the current or previous financial year. Also, if you're requesting a rollover of some or all of your super to commence a pension, then this rollover could result in a loss of your eligibility to claim a deduction for any personal super contributions.

Generally, this will only apply to self-employed members (ie less than 10% of your combined assessable income, reportable fringe benefits and reportable employer super contributions are earned as an employee). You should speak with a financial adviser to determine if you are eligible to make a deduction, and help you identify possible ways to minimise this impact.

### 4 Falling short of your retirement goals

Super is a tax-effective way to save for retirement over the long term due to the favourable tax treatment of super savings. If you're 60 and over, all super benefits, both lump sum and pension, are tax free. If you make a cash withdrawal before you retire, you may not have enough for retirement and you may also lose any 'compounding effects' the lump sum may generate on your returns over the investment period.

### 5 Mistiming investment markets

If you're cashing out or transferring your super because of disappointing performance, you may be leaving the fund at an inappropriate time. If the value of your investment has fallen, you are only making a loss on paper. Selling your investment crystallises any losses you have made due to a decrease in the current unit price.

### **Have you spoken to a financial adviser?**

Make sure you understand the potential impacts this withdrawal may have on your investment strategy. If you have a financial adviser, they can be invaluable in this process as they can review your situation and help you:

- assess the impacts of the decision
- explain what may happen and discuss alternative options with you
- assist you in balancing your short-term goals with your long-term needs

**If you don't have an adviser we are here to help so please call us on 13 40 74. Although we are not licensed financial advisers, we may be able to help you understand some of the implications of withdrawing, or refer you to a qualified financial adviser.**

### **How do I make a withdrawal from my investment?**

You can withdraw to rollover to another superannuation fund (not an income stream) at any time, subject to minimum account balance requirements. In any other case, you must meet a condition of release and the eligibility criteria for a super benefit. The current Product Disclosure Statement provides you with further information. You must also complete the attached Identification and Verification form so that we can establish your identity (if this has not already been completed). We normally pay a super benefit within seven working days of receiving your request. Longer periods may apply from time to time. In extraordinary circumstances, we may suspend or restrict withdrawals.

**If you would like your super benefit to be credited to your bank account, original (ie not faxed) advice of your bank account details must be held or received at the time of the request.**

If we receive your withdrawal request at our Sydney office before 3pm, Sydney time, on a NSW business day, the exit unit price calculated at the end of that day will apply. Where an option is suspended, restricted or unavailable, we may not process withdrawal requests. Any decisions whether to process withdrawals or partial withdrawals will be made in the best interests of investors as a whole, and if any payment is to be made, then the exit price used to calculate this payment will be the one determined at the time the payment is made. Withdrawals received after 3pm are calculated at the following day's exit unit price. Unless otherwise specified, the amount requested is net of lump sum tax. Should you wish to cancel your withdrawal request, you must advise us before 3pm Sydney time on the day your original request is received by the trustee.

### **Temporary resident visa holders**

From 1 April 2009, if you have at any stage been a temporary resident, you may only be able to withdraw your super benefits under limited conditions of release. Please refer to our brochure for information on Temporary Residents available at [commbank.com.au/super](http://commbank.com.au/super) or by calling us on 13 40 74.

### **Unit prices and transaction processing**

The trustee calculates unit prices each NSW business day. When you request to contribute, switch or withdraw your investment your request must be received before the relevant cut-off time (as outlined previously) and the unit price to be used for your request will be the next available unit price. The next available price is calculated, based on the market value of the option (less liabilities), for the close of business on the date of your request. We determine the market value of an option based on the information we have most recently available. If you ask for a unit price or investment valuation we can provide a historical unit price or investment valuation only. Should you then decide to transact, as outlined above you will receive the next available unit price or investment value. It is important to consider this when making your transaction requests. Please refer to a copy of the current Product Disclosure Statement (PDS) for further details.

Please phone us on 13 40 74 or send an email to [contactessentialsuper@cba.com.au](mailto:contactessentialsuper@cba.com.au) if you require further information in order to understand your benefit entitlements, including information about any fees or charges that may apply to any rollover you intend to make and information about the effect of the rollover on your benefit entitlements. You can also contact a financial adviser to discuss the effects of any roll-over you intend to make.

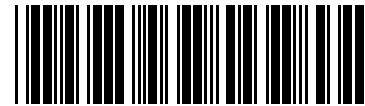
### **Anti-Money Laundering and Counter-Terrorism Financing laws and Sanctions laws**

We are required to comply with these laws, including the need to establish your identity (and, if relevant, the identity of other persons associated with your account). Additionally, from time to time, we may require additional information to assist with this process. We may be required to report information about you to the relevant authorities. We may not be able to tell you when this occurs. We may not be able to transact with you or other persons. This may include delaying, blocking, freezing or refusing to process a transaction or ceasing to provide you with a product or service. This may impact on your investment and could result in a loss of income and principal invested.


# Essential Super

## Withdrawal Form

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Please phone us on 13 40 74 with any questions.

 Please complete this form using **BLACK INK** and print well within the boxes in **CAPITAL LETTERS**. Mark appropriate answer boxes with a cross like the following . Start at the left of each answer space and leave a gap between words. Please complete all fields to ensure that we hold the correct details. Fields marked with an asterisk (\*) must be completed for the purposes of anti-money laundering laws.

### 1 INVESTOR DETAILS

Essential Super account number

Title  Mr  Mrs  Miss  Ms  Other

Full given name(s)\*

Surname\* (Please supply relevant certified documents if details have changed)

Date of birth\*

Occupation and industry\* (If retired, state RETIRED)

Your main country of residence, if not Australia\*

Residential address (PO Box is NOT acceptable)\*

<input type="text"/>		
State	Postcode	Country

Postal address for all communications and cheque payments (if applicable)

Cross (X) box where appropriate:

- Same as residential address, as above  
 Same as existing postal address on account  
 Different address as provided below:

<input type="text"/>		
State	Postcode	Country

Work phone number

Home phone number

Mobile phone number

Fax number

Email address

By providing your email address, you agree that we may use this address to provide you with information about your investment (such as transaction confirmations, statements, reports and other material). From time to time we may still need to send you letters in the post.

## 2 Residency details – this section must be completed

If you do not complete this section your request may be delayed. If you are completing a rollover request to another superannuation fund, you can proceed to Section 3. If you are requesting to cash out your super benefit or requesting a rollover to commence a pension, you must complete the section below.

Cross (X) box as applicable

- Australian citizen/resident  
 New Zealand citizen  
 Non-resident (has never been a temporary resident visa holder of Australia)  
 Holder of Retirement Visa subclass 405/410

If you have selected any of the above, please proceed to section 3 of this form.

- Temporary resident visa holder of Australia

- Please complete Section 8 – Temporary resident visa holder – Conditions of release. Please obtain the 'Temporary resident brochure for superannuation' available at [commbank.com.au/super](http://commbank.com.au/super) or by calling us on 13 40 74 for further information on the super benefits you are entitled to.

## 3 Withdrawal instructions

Unless otherwise indicated, the amount shown should be NET of tax and withdrawal adjustments.

- I would like to close my account. Please  Pay to me (proceed to section 4) or  Rollover (proceed to section 6)

OR

I would like to withdraw \$

This payment is to be:

- Paid to me OR  Rolled over to another superannuation fund(s)

Please note: If you close your account without providing your Tax File Number, you may not be able to claim back any TFN tax that has been deducted.

Cross (X) one box only. If no option is selected, we will redeem as per your existing investment weightings.

- I would like this withdrawal to be made in line with my investment allocation on the date of this transaction.  
 I would like this withdrawal to be made from my account as shown below. If this is a full withdrawal from an option, write 'balance' next to that option.

Option name	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"/>
<b>TOTAL</b>	\$ <input type="text"/>

**Please note:** If you have specified a restricted, suspended or unavailable option, we may not be able to process your request immediately. You should refer to our website for important information on any changes to the availability of particular investment options.

## 4 Payment instructions

Your instructions in this section overrides previous nominations. Only one method can be selected. Please cross (X) one:

- Credit   Credit my Australian financial institution account shown in section 5  
Cheque   Mail a cheque to my address. Cheques issued are not bank cheques

Please note: If no payment method is selected, a cheque will be issued.

## 5 Details of account to be credited

Please note: New bank account details via fax cannot be accepted, unless sent from a Commonwealth Bank branch.

Name of Australian financial institution

Branch name

Branch number (BSB)

Account number

Name of account holder

You can only nominate a bank account that is held in your name.

## 6 Rollover details

Complete this section if you would like your withdrawal to be rolled over to another institution. Please complete all details and ensure that you provide us with a valid Australian Business Number (ABN) or Unique Superannuation Identifier (USI).

### Rollover 1

Amount

\$

Account/Membership number of fund

ABN

AND

USI

Rollover institution, fund name

Postal address

	State	Postcode	Country
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### Rollover 2

Amount

\$

Account/Membership number of fund

ABN

AND

USI

Rollover institution, fund name

Postal address

	State	Postcode	Country
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Note: If you require more than 2 rollovers to another institution, please attach a signed letter with your withdrawal form with the above details.

## 7 Tax file number notification

I acknowledge that I am aware that:

- my provision, and your receipt, of my tax file number are authorised under the Superannuation Industry (Supervision) Act 1993
- if I provide my tax file number to you, you will use it only for legal purposes. This includes finding and identifying any superannuation benefits which you hold on my behalf, calculating tax on any superannuation benefits, calculating tax on my superannuation contributions and providing information to the Commissioner of Taxation. These purposes may change in future.

If I provide my TFN to you, I consent to you using it to:

- seek information about my superannuation accounts from the Australian Taxation Office (ATO) using the ATO's Supermatch program or other facility provided by the ATO, or
- to locate information about superannuation accounts which I hold with other superannuation providers, and
- contacting those providers regarding my superannuation accounts.

I don't have to supply my tax file number, and if I choose not to, I will commit no offence. However, if I don't provide my tax file number:

- more tax may become payable on my taxable superannuation contributions and superannuation benefits
- you may be required to refund any other superannuation contributions (including a personal or self-employed contribution) to me within 30 days less taxes, fees and costs and insurance premiums and reduced or increased for market movements, and
- in the future it may be more difficult to locate or amalgamate my superannuation benefits

These consequences may change in the future.

If I provide my tax file number to you, you may provide it to another superannuation fund trustee or Retirement Savings Account provider to whom my superannuation benefits are to be rolled over, unless I request you not to do so in writing. You may also give my tax file number to the Commissioner of Taxation. In all other respects my TFN will be treated as confidential.

My tax file number is:

## 8 Conditions of release

Please indicate what type of super benefit you are eligible for. If you are, or once were, a temporary resident, please refer to Section 2.

- a retirement benefit – I am aged 55 to 64 and have permanently retired and never intend to become engaged in gainful employment for 10 or more hours per week
- a retirement benefit – I am aged 60 to 64 and have ceased a gainful employment arrangement since turning age 60
- a retirement benefit – I am aged 65 or older
- an unpreserved cash benefit – I am withdrawing unrestricted non-preserved amounts only
- an unpreserved cash benefit – I am withdrawing restricted non-preserved amounts only and have terminated my employment with an employer who has contributed to this fund<sup>1</sup>
- a total and permanent disablement (TPD) benefit – I am permanently incapacitated<sup>1</sup>
- a financial hardship benefit – I am in severe financial hardship<sup>1</sup>
- a compassionate grounds benefit – Compassionate grounds as approved by Medicare<sup>1</sup>
- a terminal illness benefit – I have a terminal medical condition<sup>1</sup>
- a pre-retirement pension – I am aged 55 to 64 but have not permanently retired and wish to commence a pre-retirement income stream<sup>1</sup>
- a termination payment – I have ceased gainful employment with the sponsor that established this account and the balance is less than \$200.

Please read the current PDS for more information on when you can be paid your super. This PDS is available free of charge on our website at [commbank.com.au/super](http://commbank.com.au/super) or by calling us on 13 40 74.

<sup>1</sup> We have additional requirements to process the withdrawal on these grounds. Please call us on 13 40 74 for further information.

### Temporary Resident Visa Holder – Conditions of release

Only complete this section if you are a temporary resident visa holder and wish to have any preserved or restricted non-preserved benefits paid to you or rolled over to an income stream.

Please indicate what type of super benefit you are eligible for:

- a total and permanent disablement (TPD) benefit – I am permanently incapacitated<sup>1</sup>
- a terminal illness benefit – I have a terminal medical condition<sup>1</sup>
- an unpreserved cash benefit – I am withdrawing unrestricted non-preserved amounts only (that existed prior to 1 April 2009)
- a retirement benefit – prior to 1 April 2009, I turned aged 60 or older and ceased a gainful employment arrangement
- a retirement benefit – prior to 1 April 2009, I turned age 65 or older
- an unpreserved cash benefit – I am withdrawing restricted non-preserved amounts and prior to 1 April 2009, I terminated my employment with an employer who has contributed to this fund.<sup>1</sup>

<sup>1</sup> We have additional requirements to process the withdrawal on these grounds. Please call Investor Services on 13 13 36 for further information.

## 9 Declaration and signature

I declare that:

- I have received and read the Essential Super PDS and I acknowledge I have access to all statements and information that are incorporated by reference, together referred to below as 'the PDS'
- I acknowledge I am bound by the Commonwealth Essential Super Trust Deed (as amended from time to time), and
- I acknowledge I am bound by the terms and conditions of the PDS.
- all details in this form are true and correct
- if this form is signed under Power of Attorney, the Attorney declares that they have not received notice of revocation of that power (a certified copy of the Power of Attorney should be submitted with this application unless we have already sighted it)
- I have read and understood the important information provided with this form.

I acknowledge and agree that the trustee and/or its related entities ('the Group') will not be liable to me or other persons for any loss suffered (including consequential loss) where transactions are delayed, blocked, frozen or where the Group refuses to process a transaction or ceases to provide me with a product or service.

Investments in Essential Super USI FSF1332AU (referred to as 'the fund') are offered from Commonwealth Essential Super ABN 56 601 925 435 by Colonial First State Investments Limited ABN 98 002 348 352 AFS Licence 232468.

Signature

Print name

Date signed

If you are signing under a Power of Attorney, please comply with the following:

- attach a certified copy of the Power of Attorney document
- each page of the Power of Attorney document must be certified by a Justice of the Peace, Notary Public or Solicitor.
- please also supply a certified copy of the identification documents for the Attorney, containing a sample of their signature, eg Drivers Licence, Passport, etc. The Attorney will also need to complete a power of attorney identification form which can be obtained by phoning us on 13 40 74.

**Please send the completed form to:**  
**Essential Super**  
**Reply Paid 86495, Sydney NSW 2001**

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**Full name of member**

You or your adviser may also like to complete this form so that we can establish your identity (for the purposes of Anti-Money Laundering and Counter-Terrorism Financing laws) and assist us in processing any future request efficiently.

Financial advisers undertake identification and verification procedures by completing sections A to C of this form or by using other industry standard forms.

If you do not have a financial adviser, you will need to complete section A of this form and provide certified copies of the ID documents (do not send original documents).

The list of the parties who can certify copies of the documents is set out below. To be correctly certified we need the ID documents to be clearly noted 'True copy of the original document'. The party certifying the ID documents will also need to state what position they hold and sign and date the certified documents. If this certification does not appear, you may be asked to send in new certified documents.

List of persons who can certify documents\* (for the purposes of Anti-Money Laundering and Counter-Terrorism Financing laws):

- Justice of the Peace
- Solicitor
- Police Officer
- Magistrate
- Notary Public (for the purposes of the Statutory Declaration Regulations 1993)
- Employee of Australia Post (with two or more years of continuous service)
- Your financial adviser (provided they have two or more years of continuous service)
- Your accountant (provided they hold a current membership to a professional accounting body)
- Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
- An officer of a bank, building society, credit union or finance company provided they have two or more years of continuous service.

\* There are additional persons who can certify documents. A full list of the persons who can certify documents is available from our forms library at [commbank.com.au/super](http://commbank.com.au/super)

**Section A: Verification procedure**

Complete Part 1 (or if the individual does not own a document from Part 1, then complete either Part 2 or Part 3).

Part 1	Acceptable primary photographic ID documents
Cross <input checked="" type="checkbox"/>	Select ONE valid option from this section only
<input type="checkbox"/>	Australian State/Territory driver's licence containing a photograph of the person
<input type="checkbox"/>	Australian passport (a passport that has expired within the preceding two years is acceptable)
<input type="checkbox"/>	Card issued under a State or Territory for the purpose of proving a person's age containing a photograph of the person
<input type="checkbox"/>	Foreign passport or similar travel document containing a photograph and the signature of the person <sup>1</sup>

<sup>1</sup> Documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator. An accredited translator is any person who is currently accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI) at the level of Professional Translator or above.

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<b>Part 2</b>	<b>Acceptable secondary ID documents – should only be completed if the individual does not own a document from Part 1</b>
Cross <input checked="" type="checkbox"/>	Select ONE valid option from this section
<input type="checkbox"/>	Australian birth certificate
<input type="checkbox"/>	Australian citizenship certificate
<input type="checkbox"/>	Pension card issued by Department of Human Services (previously known as Centrelink)
Cross <input checked="" type="checkbox"/>	AND ONE valid option from this section
<input type="checkbox"/>	A document issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits to the individual and which contains the individual's name and residential address
<input type="checkbox"/>	A Notice of Assessment issued by the Australian Taxation Office within the preceding 12 months which contains the individual's name and residential address
<input type="checkbox"/>	A document issued by a local government body or utilities provider within the preceding three months which records the provision of services to that address or to that person (the document must contain the individual's name and residential address)
<input type="checkbox"/>	If under the age of 18, a notice that was issued to the individual by a school principal within the preceding three months; and contains the name and residential address; and records the period of time that the individual attended that school

<b>Part 3</b>	<b>Acceptable foreign photographic ID documents – should only be completed if the individual does not own a document from Part 1</b>
Cross <input checked="" type="checkbox"/>	Select one valid option from this section only
<input type="checkbox"/>	Foreign driver's licence that contains a photograph of the person in whose name it is issued and the individual's date of birth <sup>1</sup>
<input type="checkbox"/>	National ID card issued by a foreign government containing a photograph and a signature of the person in whose name the card was issued <sup>1</sup>

<sup>1</sup> Documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator. An accredited translator is any person who is currently accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI) at the level of Professional Translator or above.

## Section B: Record of verification procedure

### FINANCIAL ADVISER USE ONLY

Verify the individual's full name and date of birth OR residential address.

By completing this Record of Verification Procedure I declare that I have verified the identity of the Customer as required by AML/CTF Rules and that this identification procedure has been performed by an AFSL holder or an authorised representative of an AFSL holder.

ID document details	Document 1	Document 2 (if required)
Verified from	<input type="checkbox"/> Original <input type="checkbox"/> Certified copy	<input type="checkbox"/> Original <input type="checkbox"/> Certified copy
Document issuer	<input type="text"/>	<input type="text"/>
Issue date	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>
Expiry date	<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="DD/MM/YYYY"/>
Document number	<input type="text"/>	<input type="text"/>
Accredited English translation	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted

## Section C: Financial adviser details – Identification and verification conducted by:

Date verified	<input type="text" value="DD/MM/YYYY"/>
Financial adviser's name	<input type="text"/>
Phone number	<input type="text"/>
AFS licensee name	<input type="text"/>
AFS Licence number	<input type="text"/>