

Additional and regular investments

MLC Superannuation

You can update these details online. To do this login to mlc.com.au

We respect your privacy and handle your information in accordance with our privacy policy. All forms and information about our privacy policy are available on mlc.com.au/privacy

1. Your account details

Account number	Customer number (if known)	Contact telephone number (business hours)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	First name	
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	<input type="text"/>	
Middle name	Family name	
<input type="text"/>	<input type="text"/>	
Date of birth (DD/MM/YYYY)	Email	
<input type="text"/>	<input type="text"/>	

2. Your contribution type

It is important to understand the types of contributions you can make and your employment details before making an application. Please read the information on page 6 for full details.

Contribution type	Amount (\$)	
Personal or Self employed		If you are eligible and intend claiming a tax deduction please complete the Notice of intent to claim or vary a deduction for super contributions , found on mlc.com.au The contributions will be classified as non-concessional contributions until a valid Notice of intent is received.
Employer contributions		For MLC MasterKey Superannuation (Gold Star/Five Star) accounts only, these contributions will be reported as Employer contributions.
• Compulsory		
• Voluntary		
• Salary Sacrifice		
Spouse		For MLC MasterKey Superannuation (Gold Star / Five Star) accounts, you can't make spouse contributions by direct debit.
Capital Gains Tax Cap (CGT Cap contributions) (cheque only)		A copy of the relevant ATO form will be required before or at the time your contribution is made. See page 6 for more details.
Personal Injury Payment (cheque only)		
Directed Termination Payment (cheque only)		
Total		

4. Additional one-off investment continued

Your payment options

How would you like to make your additional one-off investment?

Direct Debit Please complete your bank account details in **Section 6**. For **MLC MasterKey Superannuation (Gold Star / Five Star)** accounts, the direct debit monthly draw dates are 5th, 10th, 15th, 17th and 25th. We'll use the next available date following the receipt of your request.

Direct Debit is not available for MLC MasterKey Business Super for one-off investments.

Cheque Please attach a cheque payable to **MLC** crossed '**Not Negotiable**'. Print your full name, address, account number and the type of contribution on the back of the cheque. Please go to **Section 8**.

Credit card Please go to **Section 7** to provide your credit card details.

5. New regular investment

Please use this section if you want to establish a new regular investment.

If you want to change or cancel an existing regular investment, please use the **Update account details** form available on **mlc.com.au**

Please select your product, and complete the details below.

MLC MasterKey Super
MLC MasterKey Super Fundamentals
MLC MasterKey Personal Super

Start date (DD/MM/YYYY)

If you haven't given us a data, we'll use the next available date once we receive your request.

End date (DD/MM/YYYY)

You only need to provide an end date if you want your investment to stop at a specified date.

If your request isn't processed in time to meet this date, we'll use the next available date for the frequency you have selected.

Frequency

Please indicate the preferred frequency for your regular investment. If this isn't specified, the **monthly** frequency will apply.

Weekly Fortnightly Monthly Quarterly Half yearly Yearly

If you want more than one regular investment facility, please complete a separate form.

MLC MasterKey Superannuation (Gold Star / Five Star)

Please select your preferred monthly draw down date.

5th 10th 15th 17th 20th 25th

If you haven't selected a date or that date has passed, we'll use the next available date following the receipt of your request.

MLC MasterKey Business Super

Please write your preferred monthly draw date below.

Start date (DD/MM/YYYY)

If you haven't selected a date or that date has passed, we'll use the 15th of each month as your preferred draw date.

Please go to **Section 6** to provide your bank details, or for credit card details (MLC MasterKey Superannuation (Gold Star / Five Star) accounts only) go to **Section 7**.

6. Bank details

Name of financial institution

Name of account holder

BSB

				-			
--	--	--	--	---	--	--	--

Account number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please select the types of investment to be drawn from this account:

Regular investment

Additional one-off investments

If you have different bank accounts for your regular and additional investments, please complete separate forms.

Please go to **Section 8**.

Direct Debit Request

As the holder of the account I request MLC to draw money from my account. I acknowledge this direct debit arrangement is governed by the Direct Debit Request Service Agreement set out at mlc.com.au/ddrsa

I consent to the agreement being made available at mlc.com.au/ddrsa, as well as to the terms of the agreement.

Signature of account holder(s)

Must be signed by all bank account holders if different to signatory in Section 9.

X	Date (DD/MM/YY)					
	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>					

X	Date (DD/MM/YY)					
	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>					

7. Credit card

Available for additional one-off investments for all products. Regular investments from a credit card are only available for MLC MasterKey Superannuation (Gold Star / Five Star) accounts.

I (cardholder name)

Name as it appears on the card

request MLC to deduct from my credit card or any replacement/substituted card the contributions that I request.

MasterCard Visa Expiry date (MM/YY)

--	--	--	--	--	--

Card number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please go to **Section 8**.

Signature of cardholder

X	Date (DD/MM/YY)					
	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>					

8. Your tax file number (TFN)

Have you previously provided us with your TFN?

No Enter your Tax File Number in the space provided below, then go to **Section 9**.

Yes Please go to **Section 9**.

Tax File Number (TFN)

--	--	--	--	--	--	--	--	--	--

You don't have to provide your TFN, however if you don't:

- personal contributions will be rejected
- additional tax will apply to employer and salary sacrifice contributions
- any withdrawals will be taxed at the highest marginal tax rate inclusive of the Medicare levy.

Your TFN is confidential, and MLC is authorised by tax laws to collect your TFN. MLC must use your TFN only for lawful reasons, in paying out monies, identifying or combining superannuation benefits. Your TFN may be disclosed to the Trustee or another Fund or RSA provider if your benefits are transferred, unless you request in writing for it not to be disclosed.

9. Your agreement and declaration


I agree:

- if my completed request is received before 3 pm AEST/AEDT, it will usually be processed using the unit price for that business day (which is calculated at the end of the day)
- if my completed request is received after 3 pm AEST/AEDT, it will usually be treated as having been received the next business day
- where I have invested into an illiquid investment option or an investment option I have, has become illiquid, we may take longer than 30 days to transfer out of the investment option.

Before making this change I have considered the information in the relevant Product Disclosure Statement and/or Annual Report about the investment options I have selected. I have also reviewed the information on the management of my account in the **Product Disclosure Statement** or **How to Guide**. (These documents are available on mlc.com.au)

Signature of Investor or Attorney

Name

	Date (DD/MM/YY)			

NAB Term Deposits

I understand NAB Term Deposits are invested for a fixed term. Early withdrawals are only permitted in extreme circumstances and will result in reduced interest.

Throughout the duration of my term deposits I agree to maintain a minimum of 10% of my super account balance in other investment option(s) for fees and other costs plus a sufficient amount to cover one-off withdrawals. I also agree that one-off withdrawal requests that reduce the minimum of my other investment option(s) below 10% of my super account balance may not be processed.

MLC Superannuation (Gold Star/Five Star) accounts

For additional one-off investments to MLC MasterKey Superannuation (Gold Star / Five Star) accounts, the direct debit draw dates are the 5th, 10th, 15th, 17th, 20th and 25th of each month. I understand MLC will use the next available date after the receipt of my request. I am aware that Spouse contributions are not available by direct debit.

If signed under Power of Attorney: Attorneys must attach a certified copy of the Power of Attorney if not already supplied. The Attorney hereby certifies that he/she has not received notice of any limitation or revocation of his/her Power of Attorney and is also authorised to sign this form.

Power of Attorney documents can't be faxed.

10. Send us your form

Please mail or fax your completed, signed and dated form to:

MLC
PO Box 200
North Sydney NSW 2059
Fax number 02 9964 3334

If you have any questions, please speak with your financial adviser, call us on **132 652** Monday to Friday between 8.00 am and 6.00 pm (AEST/AEDT) or visit mlc.com.au

Important information about contribution types and your eligibility to contribute

If you need more information about contribution types, limits and your eligibility, please speak to your financial adviser or see the relevant **Product Disclosure Statement** or **How to Guide** on mlc.com.au

You are eligible to contribute where:

You are under 65 years of age.

You are aged between 65 and 74 and **have** worked at least 40 hours in a 30 day consecutive period in the current financial year.

You are aged 75+ and the contributions are compulsory employer only.

Caps applying to contributions made to your superannuation each year

If these contribution amounts are exceeded, you may be liable to pay additional tax, or have an amount refunded to you through the ATO.

A concessional contributions cap applies to employer contributions (including salary sacrifice) and personal contributions which you claim as a tax deduction. The cap for the 2016/17 financial year is:

- \$35,000 if you are aged 49 or over on 30 June 2016, or
- \$30,000 if you are aged less than 49

A non-concessional contributions cap applies to your personal after-tax contributions and spouse contributions made for you.

This cap is:

- a standard cap of \$180,000, or
- if you are under 65, a 3-year cap of up to \$540,000.

If you have exceeded the standard cap for non-concessional contributions in either of the last two financial years, your 3-year cap is determined by the 3-year cap as at that year, and you have the balance of that 3-year cap left to use in the remaining two financial years.

Important information: In the 2016 Federal Budget, changes were proposed to the non-concessional contributions (NCC) cap. If legislation is passed, a lifetime NCC cap of \$500,000 will apply to all individuals up to age 74 from 7.30pm (AEST) on 3 May 2016. This would mean that all NCCs made on or after 1 July 2007 will count towards a person's lifetime NCC cap. NCCs totalling more than \$500,000 before that time will not attract penalties, however, further NCCs will need to be removed or subject to penalty tax.

You should consider your contribution caps and seek further advice from your financial or tax adviser where needed. For further information please visit mlc.com.au

Contribution Type	
Personal or Self employed	Contributions you can make as an employee or self employed person. If you are eligible and intend claiming a tax deduction, please complete the Notice of intent to claim or vary a deduction for super contributions , found on mlc.com.au
Employer Compulsory	Contributions required to be paid under the Super guarantee laws, a certified award or a registered workplace agreement.
Employer Voluntary	Contributions made by employers over and above their Super guarantee laws, a certified award or a registered workplace agreement.
Salary Sacrifice	Contributions paid into your account from your pre tax earnings.
Spouse	These are amounts paid into your account by your spouse.
Capital Gains Tax Cap (CGT Cap contributions)	A CGT Cap Election Form needs to be provided to us before or at the time the contribution is made. The election form and instructions can be found at ato.gov.au
Personal Injury	A Contribution for Personal Injury Form needs to be provided to us before or at the time the contribution is made. The election form and instructions can be found at ato.gov.au