

HUB24 SMSF Access Rollover (IN) form

21 November 2022

Email: admin@hub24.com.au
Mail to: HUB24, GPO Box 529, Sydney NSW 2001
Tel: 1300 854 994

Administrator: HUB24 Custodial Services Ltd ('HUB24') (ABN 94 073 633 664, AFSL 239122)

IMPORTANT

Please complete this form to rollover your super into your self managed super fund (SMSF) and return it to the Administrator using the details above.

Fields marked with an asterisk (*) must be completed.

Section 1 Details of the Receiving SMSF

Name of SMSF

ABN

*Title (tick one ✓)

Mr Mrs Ms Dr Other

Gender (tick one ✓)

Female Male

*Date of birth (dd/mm/yyyy)

*Given name(s)

*Surname

Phone number (work)

Phone number (mobile or home)

*Tax file number

*Email address

*Residential address (this must be a street address, a PO Box Number or c/- address will not be accepted)

Street address

Suburb

State

Postcode

Postal address (if different to residential address)

Postal address

Suburb

State

Postcode

Rollover form

Section 2 Details of the transferring fund and the amount to be transferred

If you have multiple account numbers with this fund, you must complete a separate form for each account you wish to transfer.

*Fund name

*Member/Account No

*Unique Superannuation Identifier (USI)

ABN

*ESA

Transfer the entire balance of my account and close the account upon completion

Specify your approximate account value \$

OR

Transfer a partial amount of my account \$

Previous name/address details (if relevant)

Enter the details provided to your other provider if they differ to the details supplied in Section 1. Any change of name must be supported by the relevant linking documents (e.g. copy of marriage certificate, deed poll or decree nisi).

Title *(tick one ✓)*

Mr Mrs Ms Dr Other

Given name(s)

Surname

Phone number *(work)*

Phone number *(mobile or home)*

Email address

Residential address *(this must be a street address, a PO Box Number or c/- address will not be accepted)*

Street address

Suburb

State

Postcode

Postal address *(if different to residential address)*

Postal address

Suburb

State

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Rollover form

*Section 3 Declaration and signature

You agree and declare that:

- All details provided in this form are correct.
- You request and authorise the transfer of superannuation as described in Section 2, and authorise the trustee of the receiving SMSF and the trustee of the transferring fund nominated above to give effect to the transfer of your benefit. You acknowledge that the Administrator will act on behalf of the receiving SMSF to assist in facilitating the above transfer.
- You understand that a transfer of superannuation is subject to the terms and conditions of your other fund, including all relevant fees and/or possible loss of any benefits including insurance cover.
- You authorise the Administrator to obtain information regarding your superannuation account and acknowledge that this notice is irrevocable in giving this authority.
- You discharge the trustee of your other fund from any further liability in respect of any amount you have requested to be transferred once the benefit has been transferred to the SMSF.
- You approve the deduction of any fees by your other superannuation fund (if applicable) from the benefit transferred (subject to legislative restrictions).
- You are aware that you may ask your superannuation fund for information relating to any fees or charges that may apply, or any other information about the effect this transfer may have on your benefits and have obtained or do not require such information.
- You acknowledge and understand that the trustee of the SMSF and the Administrator cannot provide you with advice about the transfer of your benefit to the SMSF and that if you require such advice you should consult your financial adviser.
- You understand that in certain cases the trustee of the SMSF may be required to deduct tax from the untaxed portion (if applicable) of the transferred amount.
- If a full transfer has been requested, you request that any contributions received by your previous fund after payment of your benefit be transferred to your account in the SMSF.
- You consent to your tax file number being disclosed for the purposes of processing your request.
- You acknowledge that the Administrator, on behalf of the trustee of the SMSF, is authorised to collect your TFN by tax laws, the Superannuation Industry (Supervision) Act 1993 and the Privacy Act 1988. The lawful purpose for which your TFN can be used and the consequences of not quoting your TFN may change in the future, as a result of legislative changes. The relevant IDPS Guide sets out details of how the Administrator is authorised to use your TFN and also to whom the Administrator may disclose your TFN.
- Before requesting a rollover, you should check with your super fund(s) to see if there is a loss of benefits such as losing any insurance cover or not being able to receive the same type or level of benefits after the rollover.

Member
Full name <i>(please print in capitals your first, middle and surname)</i>
Signature
Date

Rollover form

Additional information

Accepted forms of identification:

1. Certified true copy of a current:
 - a. Driver's licence, or
 - b. Passport, or
 - c. Proof of age card.

OR

2. Certified copies of:
 - a. Birth certificate, or
 - b. Citizenship certificate, or
 - a. Pension card.

AND copies of a notice from either of the following that shows your current address:

- a. Commonwealth, State or Territory Government within the last 12 months that indicates the provision of a financial benefit (e.g. a letter from Centrelink regarding a Government assistance payment), or
- b. ATO within the last 12 months recording a debt or refund (e.g. a Notice of Assessment), or
- c. Local council or utilities provider within the last three months with details of the provision of a service (e.g. an electricity bill or phone bill).

Things you need to consider when transferring your superannuation

When you transfer your superannuation, your entitlements under that fund may cease – you need to consider all relevant information before you make a decision to transfer your superannuation. If you ask for information, your superannuation provider must give it to you. Some of the points you may consider are:

- **Fees** – your transferring fund must give you information about any exit or withdrawal fees. If you are not aware of the fees that may apply, you should contact your fund for further information before completing this form. The fees could include administration fees, and exit or withdrawal fees. The receiving fund may also charge entry or deposit fees on transfer. Differences in fees that funds charge can have a significant effect on the super you will have to retire on – for example, a 1% increase in fees may significantly reduce your final benefit.
- **Death and disability benefits** – your transferring fund may insure you against death, illness or an accident which leaves you unable to return to work. If you choose to leave your current fund, you may lose any insurance entitlements you have – other funds may not offer insurance, or may require you to pass a medical examination before they cover you.
- When considering a new fund, you should consider checking the costs and amount of any cover offered.

Have you changed your name or are you signing on behalf of another person?

If you have changed your name or are signing on behalf of the applicant, you will need to provide a certified linking document – a linking document is a document that proves a relationship exists between two (or more) names.

The following table contains information about suitable linking documents:

Purpose	Suitable linking documents
Change of name	Marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office
Signed on behalf of the applicant	Guardianship papers or Power of Attorney

CERTIFICATION OF PERSONAL DOCUMENTS

All copied pages of **original** proof of identification documents (including any linking documents) need to be certified as true copies by any individual approved to do so (see below).

The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping '**certified true copy**' followed by their signature, printed name, qualification – for example, Justice of the Peace or Australia Post employee – and date.

The following people can certify copies of the originals as **true and correct** copies:

- a person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia as a legal practitioner
- a judge of a court
- a magistrate
- a Chief Executive Officer of a Commonwealth court
- a registrar or deputy registrar of a court
- a justice of the peace
- a notary public officer
- a police officer
- an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- a permanent employee of the Australian Postal Corporation with two or more years of continuous service
- an Australian consular officer or an Australian diplomatic officer
- an officer with two or more years of continuous service with one or more financial institutions

Rollover form

- a finance company officer with two or more years of continuous service (with one or more finance companies)
- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having two or more years continuous service with one or more licensees
- a permanent employee of the Commonwealth with two or more years continuous service
- a permanent employee of the State or Territory, or State and Territory authority with two or more years continuous service
- a permanent employee of a local government authority with two or more years of continuous service
- a member of the Institute of Chartered Accountants in Australia, CPA Australia, or the National Institute of Accountants, with two or more years continuous membership.

Where do I send the form?

You can send your completed and signed form to the Administrator.

More information

For more information about super, visit the:

- Australian Securities & Investments Commission (ASIC) website at moneysmart.gov.au
- ATO website at ato.gov.au/super