

Aviva Business Super Withdrawal form



September 2009

Please tick and complete where appropriate:

- Account closure (sections 1, 2, 3, 4, 6, 7, 9 and Tax deduction notice)
 Partial withdrawal (sections 1, 2, 3, 4, 5, 6, 9 and Tax deduction notice)

This form should be completed if you want to withdraw funds from your account.

Please ensure you sign section 9.

Important: Before completing this form you should check for information about your benefits in the Service including information on exit, transfer, withdrawal and other fees and insurance cover. You should obtain this information to fully understand the effects of transferring benefits. For more details please contact us.

Australian anti-money laundering and counter-terrorism financing legislation ('AML/CTF Law') requires the providers of financial products and services to conduct customer identification. For details on the documentation required and who can certify documents, please refer to the Customer Identification Verification checklist. If certified copies of identity documents are not provided, processing times for certain transactions may be affected (for example we may not be able to process the withdrawal transaction if we are not provided with suitable identification when requested). We will not be liable for any loss caused by a delayed or refused transaction due to any AML/CTF Law requirements.

Please complete these instructions in BLACK INK using BLOCK letters. Return to us at:

GPO Box 2567W
Melbourne Victoria 3001
Tel: 1300 428 482
Fax: 03 9869 1595

1. Member details

Member number

Title

Family name

Given name

Second given name

Residential address

Suburb

State

Postcode

Daytime contact number

Date of birth

2. Withdrawal type

Cash Payment

OR

Rollover/transfer to another superannuation fund

9. Authorisation

- I understand that the withdrawal request may be affected according to the terms and conditions of the relevant Trust Deed;
- I acknowledge that Pay As You Go ("PAYG") tax may be deducted from any withdrawal from a superannuation account and paid to the Australian Tax Office unless it is a rollover request;
- I acknowledge that, where I am rolling benefits out of my Superannuation account, I am aware that I may ask the Trustee to provide me with all the information I need to understand my benefit entitlements, including information on exit, transfer, withdrawal and other fees, insurance and investment options. I do not require any further information, and understand the implications of transferring benefits from my Superannuation account; and
- I have attached certified copies of identification document(s) outlined on the Customer Identification verification checklist form attached in accordance with AML/CTF Law.

Privacy - I understand that by completing this form, I am consenting to my personal information being used and disclosed as outlined in Aviva's Privacy Policy, which I can obtain by contacting Client Services or on aviva.com.au

Full name of member

Signature of member

Date

Tax deduction notice

Section 290-170

September 2009



Taxation of contributions prior to account closure, partial withdrawals, rollover/transfer or cash payments

You may be eligible to claim a tax deduction if you are self employed or substantially self employed and you have made personal contributions to your Superannuation account. If you intend to claim a tax deduction, you must complete and sign the declaration below before the account closure, partial withdrawal, rollover/transfer or cash payment is effected.

Member name

Member number

I understand that this is a notice advising the Trustee (NULIS Nominees (Australia) Limited) that I am an eligible person and able to claim a tax deduction in respect of my personal contributions.

Financial Year:

Last Financial Year

Current Financial Year

Total personal contributions:

\$, .

\$, .

Personal contributions I am claiming as a tax deduction:

\$, .

\$, .

Declaration under section 290-170 of the Income Tax Assessment Act 1997:

I am lodging this notice before both of the following dates:

- the day that I lodged my income tax return for the 20 /20 financial year; and
- the end of the income year after the said financial year.

At the time of completing this notice:

- I am still a member of the fund named in this Withdrawals form;
- I intend to claim the personal contributions stated in this notice as a tax deduction;
- I have not yet commenced a superannuation income stream based in whole or part on these contributions; and
- the amount covered by this notice has not been included in a previous notice for the 20 /20 financial year.

I understand that this notice cannot be revoked or withdrawn but may be varied by reducing the amount advised in this notice if:

- I have not lodged my income tax return and it is on or before 30 June in the financial year following the year I made the contribution; or
- my claim has been disallowed and I am reducing the amount claimed as a deduction by the amount which has been disallowed.

OR

I may claim a tax deduction in respect of my personal contributions at a later date (for partial withdrawals only).

Important note: You are not required by law to make this declaration before payment of a partial withdrawal. But if you do not, some of your personal contributions will default to increase the tax-free component of the partial withdrawal payment. If you subsequently provide your section 290-170 notice in regard to the contributions listed after a payment is made, any lump sum PAYG we withheld may be less than the tax payable, and the Payment Summary we issued with the payment will no longer be valid and we will issue a replacement. Any under/over tax paid will be adjusted in your tax assessment for the relevant financial year.

Member's signature

Member's address

 State Postcode

Note: you are ineligible to claim a tax deduction once you are in the Pension Service.

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Customer Identification Verification checklist

Please provide a **certified copy** of the following customer identification documentation.

A certified copy of either:

- Australian passport, or
- State or Territory driver's licence, or
- Proof of age card (issued by an Australian State or Territory bearing your photograph, name and date of birth)

If you are unable to provide any of the above, a certified copy of one item of documentation from Column A and one item of documentation from Column B needs to be provided:

Column A	Column B
Australian birth certificate	Letter from Centrelink (or other Commonwealth, State or Territory agency) to the customer within the last 12 months regarding a government assistance payment showing their name and address
Australian birth extract	Utilities bill or local government notice issued to the customer within the last 3 months showing their name and address
Australian citizenship certificate	Notice issued by the ATO to the customer within the last 12 months showing their name and address
Pension card issued by Centrelink	Notice from school principal showing name, address and period of attendance of person under 18 issued within previous 3 months

If you cannot meet any of the above requirements please contact us on 1300 428 482.

Certified Copies

The AML/CTF Law sets out who can certify a document. A certified copy means a document that has been certified as a true copy of an original document by one of the following persons:

- 1) a person who, under a law in force in a State or Territory, is currently licensed or registered to practise in an occupation listed in Part 1 of Schedule 2 of the *Statutory Declarations Regulations 1993*
- 2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described)
- 3) a person listed in Part 2 of Schedule 2 of the *Statutory Declarations Regulations 1993*. For the purposes of these Rules, where Part 2 uses the term '5 or more years of continuous service', this should be read as '2 or more years of continuous service'
- 4) an officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service with one or more licensees

Note: The *Statutory Declarations Regulations 1993* are accessible through the Commonwealth of Australia law website, www.comlaw.gov.au