

Cbus Income Stream Withdrawal Form



This *Withdrawal Form* acts as an authority for us to release your Cbus benefit. A fully completed form must be provided when requesting a payment in cash, or the rollover of your account to another complying super fund.

Before you begin

When completing this form, please ensure that you use CAPITAL letters and either a black or blue ballpoint pen only.

Member details

If there are changes to your member details (for instance, if you have changed your name since joining the Fund and have not advised us, or if your date of birth or address is incorrect) please let us know, as there may be identification requirements that are additional to the documents you are providing with this application.

Processing fee

Full withdrawal fee: A \$35 fee is charged to your account when you make a full withdrawal from the fund or rollover funds (full or partial rollover) to an external superannuation or income stream account.

Partial withdrawal fee: A \$20 per partial withdrawal fee is charged to your account each time you choose to take only some of your income stream as a lump sum withdrawal, until you reach a nil balance. This fee does not apply to your regular pension payments.

Identification requirements

If you are taking your full benefit you will need to supply certified identification documents before your benefit can be released or rolled over, although you may have already provided this when joining. Please refer to the instructions over the page.

Even if you are not taking your full benefit, in certain circumstances Cbus may contact you by phone to verify your withdrawal instructions.

Exiting to a self-managed super fund

If you are exiting to a self-managed superannuation fund, we require a letter from you containing the name of the Fund's Trustees, and a certified copy of a letter from the Australian Taxation Office (ATO) containing the complying Fund's ABN.

Seek advice

Withdrawing money from the Cbus Super Income Stream may have tax implications if a full or partial withdrawal is made. You are required by law to be paid at least the minimum amount of income for the portion of that year.

Before withdrawing your benefit, we encourage you to seek professional financial advice to help you make the right decision for your needs. We can offer you general assistance about your benefit. However, if you would like advice that takes into consideration your personal financial goals, it is important that you speak with a qualified financial planner.

To arrange an appointment with a qualified Cbus financial planner, please call **1300 361 784**.

Accessing your benefit

If you are fully retired: You can make lump sum withdrawals (commutations) from your account at any time by

completing this withdrawal form or if making a partial withdrawal online at **www.cbussuper.com.au** however, making withdrawals reduces your account balance which may shorten the life of your income stream.

If you have a Transition to Retirement (TTR) facility: You are generally not allowed to make lump sum withdrawals from your account unless the money is used to:

- pay out an 'unrestricted non-preserved' benefit, or
- pay a superannuation contributions surcharge, or
- pay an Excess Contribution Tax Assessment, or
- give effect to a payment split under Family Law, or
- purchase another non-commutable income stream, or
- rollover directly to a previous or new superannuation fund.

If any of these circumstances apply, lump sum withdrawals can be received in addition to the 10% annual payment limit.

Lump sum withdrawals

Withdrawing money may have tax and/or Centrelink implications. The minimum lump-sum withdrawal is \$1,000 unless you are withdrawing your entire account balance. For more information refer to the Income Stream PDS or get advice from Cbus' superannuation adviser team on **1300 361 784**.

Submitting your withdrawal form

Send your signed and completed form, together with certified identification Documents (when making a full withdrawal or rollover) to:



Cbus
Locked Bag 200
CARLTON SOUTH VIC 3053

Note: Faxed or emailed requests can not be processed.

Contact us

If you have any questions about completing the withdrawal form, you can contact the Cbus Service Centre.

Phone: 1300 368 212

(Monday to Friday, 8:00 am to 5:30 pm AEST.)

Email: incomestream@cbusmail.com.au

(Ensure that you include your Cbus Membership Number with any correspondence.)

Identification and certification requirements

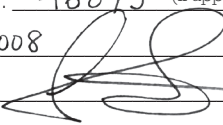
Identification requirements

Proof of your identity is necessary to open your Cbus Super Income Stream and to rollover a benefit from another fund.

You will need to supply certified identification documents. To do this, take the original identification documents and a photocopy of both sides of the original document to an authorised person (see list at right) for certification.

Faxed copies do not comply with our identification requirements, and are not acceptable.

Example:

'This is a true and correct copy of the original'	
Name:	<u>John R. Smith</u>
Qualification:	<u>Justice of the Peace</u> (e.g. Justice of the peace, Police Officer etc.)
Registration Number:	<u>46879</u> (if applicable)
Date:	<u>02/07/2008</u>
Signature:	

EXAMPLE

Identification documents required

If you cannot supply a document from List 1 below, you must supply one document from List 2 and one from List 3.

One document from list 1

- | | |
|---------------|---|
| List 1 | <ul style="list-style-type: none">a certified copy of a current driver's licence; ora certified copy of a current passport |
|---------------|---|

OR

One document from list 2

- | | |
|---------------|--|
| List 2 | <ul style="list-style-type: none">a certified copy of birth certificate or birth extract; ora certified copy of citizenship certificate issued by the Commonwealth of Australia; ora certified copy of pension card issued by Centrelink that entitles the person to financial benefits; |
|---------------|--|

AND one document from list 3

- | | |
|---------------|---|
| List 3 | <ul style="list-style-type: none">a certified copy of letter from Centrelink regarding a government assistance payment; ora certified copy of Notice issued by Commonwealth, State or Territory Government or local council within the last 12 months that contains your name and residential address for example Australian Tax Office Notice of Assessment or rates notice from local council. |
|---------------|---|

When you rollover your super, your entitlements under your old fund may cease. For example your death and disability cover may no longer apply. Make sure you assess any benefits and costs, including exit fees, before you decide to rollover.

Certification

The authorised person will need to:

- write or stamp in English on the photocopies, words to the effect of: 'This is a true and correct copy of the original', and
- write their name, qualification (for example, Justice of the Peace, Police Officer etc.) and registration number (if applicable); and sign and date.

Authorised persons

Identification papers must be certified by one of the following authorised persons.

- A police officer
- A finance company officer with five or more years 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 five or more years continuous service with one or more licensees
- A notary public officer
- A registrar or deputy registrar of a court
- Justice of the Peace
- A permanent employee of Australia Post with five or more years continuous service
- A person enrolled at the State or Territory Supreme Court, or the High Court of Australia, as a legal practitioner
- An Australian consular officer or diplomatic officer
- A judge of a court
- A magistrate, or
- A Chief Executive Officer of a Commonwealth court

Note: Pharmacists are **NOT** eligible to sign this form.

Certified linking document

Copies of 'certified linking documents' will be required in the case of a name change, or if the applicant is signing on behalf of another person.

Change of name – Marriage Certificate, deed poll or Change of Name Certificate from Births, Deaths and Marriages Registration Office.

Signing on behalf of applicant – Guardianship papers, or Power of Attorney.

Contact us

If you need more information, please call the Service Centre on **1300 368 212**.

All completed rollover forms and certified documents should be sent to:



Cbus
Locked Bag 200
CARLTON SOUTH VIC 3053



Cbus Super Income Stream withdrawal form

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Contact the Cbus Service Centre on 1300 368 212 if you need assistance to complete this form.

STEP 1 Personal details

Please use black or blue pen and CAPITAL letters

Cbus Membership No.

Title Mr Mrs Miss Ms Other Date of birth

First name(s)

Family name

Residential address Unit number Street number

Street name

Suburb/town State Postcode

Email address

Telephone (home) () Telephone (mobile)

> GO TO STEP 2

STEP 2 Nominate the type of withdrawal

I wish to make a:

PARTIAL WITHDRAWAL and/or ROLLOVER

> GO TO STEP 3

OR

FULL WITHDRAWAL¹ and/or ROLLOVER

> GO TO STEP 4

1. Full withdrawals or rollovers cannot be processed without certified identification. Please refer to attached instructions.

STEP 3 Partial withdrawal amount

Nominate the amount you wish to withdraw and specify the investment options from which you wish your withdrawal to be made. Note that, where you request a partial withdrawal of your Super Income Stream, an amended minimum annual income amount will not be recalculated until 1 July of the next financial year.

Note: The minimum partial withdrawal you can make from any investment option is \$1,000 unless you are withdrawing your entire balance.

Please make my withdrawal on a pro-rata basis from my current investment option/s

OR

I wish to withdrawal from the investment option/s as indicated below

OPTION	AMOUNT
Cash Savings	\$ <input type="text"/>
Conservative	\$ <input type="text"/>
Growth (Cbus choice)	\$ <input type="text"/>
High Growth	\$ <input type="text"/>
TOTAL	\$ <input type="text"/>

> GO TO STEP 4

Please Note: The benefit you receive could be less than the amount you have requested to withdraw, which is subject to fees, charges and the application of interest which can be negative. If your account balance falls below \$2,000 you will be required to close your account.

