



# MLC MultiActive

## Forms booklet



**Issue date:**  
30 November 2023

**Responsible Entity and Issuer:**  
IOOF Investment Services Ltd  
**ABN 80 007 350 405 AFS Licence No. 230703**  
A part of the Insignia Financial Group of Companies

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# A step-by-step guide for completing the application form

The following information is a guide to assist you in completing the application form for investment in MLC MultiActive (collectively referred to throughout this forms booklet as 'MLC MultiActive', 'MultiActive' or 'Trust(s)').

## Before you start:

**New investors** – only applicants wishing to apply for a **new investment** in MultiActive must complete the application form. If you are an existing investor in one or more of the Trusts, you will generally not be required to complete the application form again, unless you are investing in a different name/capacity to your existing investment. See below instructions for existing investors.

**Existing investors** – wishing to apply for additional investments to their MultiActive investment please complete the Additional investment instruction form located on page 31.

**Existing investors** – wishing to apply to switch (in part or in full) their investments from one Trust to another, please complete the switching instruction form located on page 35.

New investors will generally be required to complete all STEPS of the application form, except:

**Step 2** – which only requires certain sections completed depending on the type of investor you are

**Step 7** – which is optional.

Further information to help you complete each STEP is detailed below.

## Step 1 – New investment application

- The application form is to be completed for new investments in MultiActive only. Proof of identification must also be provided if you are a new investor to the Insignia Financial Group group<sup>1</sup>. See Step 5 for further details.
- If you are an existing investor in any product within the Insignia Financial Group, please provide your investor or account number in this section.

Generally, existing investors who hold investments in other products within the Insignia Financial Group will not be required to complete the client identification and proof of identity requirements under *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act), unless they are applying for investment under a different name to their existing accounts (eg as a trustee for a trust, or director of a company).

## Step 2 – Investor details

- You will need to select which investor type you are applying as to identify which part of Step 2 you will need to complete. If you are applying as:

**Individual or Joint Investors** (or those investing as a Sole Trader) – Complete **PART A**

**Companies** – Complete **PART B**

**Trusts**<sup>2</sup> – Complete **PART C**

**Other**<sup>3</sup> – Complete **PART B (a), (b) & (h) only**

**Note** – If you have an adviser, the relevant FSC/FPA Identification Form will need to be completed for **Companies** and **Trusts** or those applying under the **Other** investor category and the FSC/FPA identification form for individuals will need to be completed in relation to the beneficial owners of the entity.

If you do not have a financial adviser you will need to complete an Additional Tax Information Form. The applicable forms can be obtained via our website [ioof.com.au/forms](http://ioof.com.au/forms), or by contacting Investor Services on 1800 002 217 (or +613 8614 4966 if calling from New Zealand).

- Please complete your name and address details as requested in the appropriate PART of Step 2.
- For non-resident investors, we will assume that all necessary government approvals have been obtained.
- You may nominate a password to allow easy access to your account information via the telephone.

Please be aware that where an investor is not an individual (for example, a company or trust) or where a representative is nominated, no account information will be provided via the telephone unless this password is quoted.

The following table provides examples to assist you in completing the investor details sections of Step 2, including who will need to sign the declaration. Note, all required sections of the application form need to be completed. The table on the following page provides the basic investor sections as an example.

1 Additional client identification requirements may apply depending on the type of investor applying. Note for new applicants, certified copies of supporting proof of identity documents are to be returned with your Application Form. See Step 5.

2 **Trusts** may include Trust with Corporate or Individual Trustees, Family or Charitable Trusts, Deceased Estates or accounts set up for a Minor Child.

3 **Other** investors may include Partnerships, Associations (such as Incorporated/Unincorporated Club/Body), Registered Co-operatives, or Government Entities.

## Investor details example

Investor Type	Example of investor details	Who signs Step 8?
<b>Part A: individual or joint investors</b>		
<b>Individual Investor</b>	<b>Investor 1:</b> Mr John Smith	<b>Signatory 1:</b> John Smith
<b>Joint Investors<sup>4</sup></b>	<b>Investor 1:</b> Mr John Smith <b>Investor 2:</b> Ms Mary Smith	<b>Signatory 1:</b> John Smith <b>Signatory 2:</b> Mary Smith
<b>Part B: companies</b> (Note, 'OTHER INVESTOR' types must complete sub-sections (a), (b) and (h) of PART B only)		
<b>Company</b>	(a) <b>Company Details</b> <b>Registered Name of Company/Entity</b> – XYZ Pty Ltd (b) <b>List Directors</b> <b>Director 1</b> – Mr Joe White <b>Director 2</b> or Company Secretary – Mr Frank Jones (h) <b>Contact Person<sup>5</sup>:</b> Mr Joe White	<b>Signatory 1:</b> Joe White (Company Director) <b>Signatory 2:</b> Frank Jones (Second Company Director or Company Secretary if applicable) Common seal required where applicable.
<b>Incorporated/ Unincorporated Club/ Body (Other investor type)</b>	(a) <b>Name of Company/Entity</b> The District Bowls Club (b) <b>List Directors</b> <b>Director 1:</b> Mr Fred Brown (Office holder) <b>Director 2:</b> Mr James White (Second Office holder) (h) <b>Contact Person<sup>5</sup>:</b> Mr Fred Brown	<b>Signatory 1:</b> Fred Brown (Office holder) <b>Signatory 2:</b> James White (Second Office holder)
<b>Part C – trusts<sup>6</sup></b>		
<b>Trust with a Corporate Trustee</b>	(a) <b>Full Name of Trust</b> ABC Superannuation Fund (b) <b>Full Business Name of the Trustee</b> ABC Pty Ltd (e) <b>Details of Trustee/Contact Person</b> <b>i – Corporate Trustee</b> – ABC Pty Ltd <b>Contact Person<sup>5</sup>:</b> Mr David Black	<b>Signatory 1:</b> David Black (Company Director) <b>Signatory 2:</b> Tim Parker (Second Company Director or Company Secretary if applicable)
<b>Trust with Individual Trustees</b>	(a) <b>Full Name of Trust</b> Smith Superannuation Fund (b) <b>Full Business Name of the Trustee</b> N/A (e) <b>Details of Trustee(s)/Contact Person</b> <b>i – Individual Trustee(s)</b> <b>Trustee 1<sup>4</sup>:</b> Mr John Smith <b>Trustee 2:</b> Mrs Mary Smith <b>Trustee 3:</b> Ms Helen Smith <b>Trustee 4:</b> Mr Frank Smith	<b>Signatory 1:</b> John Smith (Trustee 1) <b>Signatory 2:</b> Mary Smith (Trustee 2) <b>Signatory 3:</b> Helen Smith (Trustee 3) <b>Signatory 4:</b> Frank Smith (Trustee 4)
<b>Deceased Estate (Other Trust type)</b>	(a) <b>Full Name of Trust</b> The Estate of Ms Mary Smith (d) <b>Other Trust Type – Deceased estate</b> (e) <b>Details of Trustee(s)/Contact Person</b> <b>ii – Individual Trustee(s)</b> <b>Trustee 1<sup>7</sup>:</b> Mr Robert Brown (Executor 1 of estate) <b>Trustee 2:</b> Mrs Mary Brown (Executor 2 of estate)	<b>Signatory 1:</b> Robert Brown (Executor 1 of estate) <b>Signatory 2:</b> Mary Brown (Executor 2 of estate if applicable)

4 All correspondence will be forwarded to the address of Investor 1.

5 All correspondence regarding the account will be sent to the 'contact person'. The contact person must be one of the signatories on the account.

6 Trusts may include Trusts with Corporate or Individual Trustees, Other Trusts such as Family, Charitable Trusts, Deceased Estates or accounts set up for a Minor Child.

7 Trustee 1 must be nominated as the Identified Trustee (applicable for Trusts with Individual Trustees). All future correspondence will be sent to Trustee 1. The Identified Trustee must be one of the signatories on the account.

The Responsible Entity is unable to accept investments by persons under the age of 18 years. Applications in respect of minors should be made by a parent or guardian. For investment on behalf of a minor, please complete PART C and select 'Other Trust Type'. The investment may be titled 'Name of parent/guardian' account for 'Name of minor' to be inserted under 'Full name of the Trust'.

### Foreign Residents (including US residents or citizens) investor reporting requirements

The United States' (US) Foreign Account Tax Compliance Act (**FATCA**) and Common Reporting Standard (**CRS**) are regimes legislated in a number of countries (including Australia) which require financial institutions, including the Insignia Financial Group to identify and report information relating to investors who are a US resident or citizen and a resident of any other foreign jurisdiction for tax purposes. This information is required to be reported to the Australian Taxation Office and its overseas counterparts.

### Step 3: Initial investment details

- Please indicate the amount you would like to invest. The minimum initial investment amount for each Trust is \$25,000.
- Your investment may be made by cheque, BPAY or transfer from an existing Insignia Financial Group investment or a combination of both options. If you are making the initial deposit by BPAY, a Customer Reference Number will be advised to you once your initial application has been received and an account has been set up. Cash cannot be accepted. Also ensure that you tick the appropriate box to indicate how you would like your distributions to be paid. Either:

**Option A:** Reinvested as additional units.

**Option B:** Deposited into your nominated Australian financial institution account.

If you choose Option B, you need to provide us with details of your Australian financial institution account.

If you do not nominate Option A or Option B, this will be taken as a direction to reinvest distributions as additional units in the Trust from which the income was derived (ie Option A)

#### Additional investments via BPAY®

- If you are an existing investor in a Trust, you may make an additional investment into that Trust using BPAY.
- If you wish to invest in a Trust in which you are not currently a unit holder, you will need to complete a new application form and send it to us, together with your cheque for the investment amount.
- To make additional investments using BPAY once your account has been established, you will need to have:
  - the Biller Code of the Trust (for further details, please see table below) and
  - your Customer Reference Number (CRN).

If you would like a CRN, please tick 'Yes' where required, in the application form or additional investment instruction form. If you already have a CRN, you do not need to complete an application form or an additional investment instruction form or provide us with any information to make an additional investment using Bpay. For further details on obtaining a CRN, see pages 21 and 32.

Please contact your Australian financial institution to arrange Bpay through telephone or internet banking. Please note that Bpay is not available from all financial institutions. BPAY is not available for MLC MultiActive Property.

Trust Name	BPAY Biller Code
MLC MultiActive Capital Stable	72223
MLC MultiActive Conservative	72470
MLC MultiActive Moderate	72249
MLC MultiActive Balanced	72231
MLC MultiActive Growth	72488
MLC MultiActive Cash Enhanced	73015
MLC MultiActive Diversified Fixed Income	73254
MLC MultiActive Australian Shares	73007
MLC MultiActive Global Shares	72496

### Step 4: Tax File Number or Australian Business Number notification or exemption

- If you would like us not to deduct tax at the highest marginal tax rate plus Medicare Levy from your income distribution, please provide us with your Tax File Number (TFN), Australian Business Number (ABN) or exemption information.
- An investor who is not an Australian resident, or who otherwise seeks to claim an exemption for tax purposes, may not need to provide a TFN or ABN to prevent us from withholding tax at the highest marginal tax plus Medicare Levy. We recommend you see an accountant or financial adviser for further information. If you seek to claim an exemption on this basis, please provide us with information concerning why you are entitled to claim an exemption.

**Please note**, under AML/CTF legislation, disclosure of an ABN is required for those individual investors investing as sole traders. If applicable, please provide this information under **Step 2 – PART A**, the section headed "For Sole Traders Only".

## Step 5: Proof of identity requirements

In accordance with with the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act), new investors applying for financial products, such as MLC MultiActive, are required to supply proof of identity documentation to verify the applicant.

- Step 5 lists the types of proof of identity documents which can be provided **for individual investor applicants** and persons who have been nominated as a Representative or Power of Attorney.
- For **non – individual investor applicants** (such as companies, trusts and partnerships) investors will need to refer to the separate 'Completing Proof of Identity' document. A copy of this document can be obtained from our website at [www.ioof.com.au](http://www.ioof.com.au) or by contacting Investor Services on 1800 002 217 (or +613 8614 4966 if calling from New Zealand).

## Step 6: Financial adviser details

- If you have appointed a financial adviser, your financial adviser needs to complete this section.
- Please note, if your financial adviser has already conducted the proof of identity check, the financial adviser must confirm having sighted and retained the necessary information on record by completing the 'Record of Proof of Identification' table in this Step, or attach a copy of the identification document to the Application Form. This table is only applicable for 'individual/sole trader' investors.

## Step 7: Representative facility (optional)

- If you wish to authorise another person to operate your account on your behalf, you need to complete this section.
- Please ensure you and your representative have read and understood the conditions relating to nomination of a representative outlined in the PDS, before completing this section.
- Both the investor(s) and the representative need to sign this section.
- Note, nominated representatives must provide proof of identification documents, as detailed in Step 5.

## Step 8: Applicant declaration

- Please read the PDS in its entirety and then sign the applicant declaration section of the application form.
- We will not accept an application unless the correct signatory/signatories has/have signed this section (see Step 2).
- Please ensure that you also provide the necessary proof of identity documentation with your application form.
- If your application form is signed by your attorney, a certified copy of the relevant Power of Attorney, together with the necessary proof of identity documents for the Power of Attorney (as detailed in Step 5), must be enclosed with your application form.
- If joint investors are applying, all investors must sign.

## Cheque and application details

Please complete your cheque made payable to **'IOOF Applications Trust Account - Applicant(s) Name'** marked **'Not Negotiable'**.

For example, if Robert Brown proposes to invest, the relevant cheque will be made payable as follows:

IOOF Application Trust Account A/C Robert Brown.

Please send your completed application form and cheque(s) to:

**MLC MultiActive**  
**Reply Paid 264**  
**Melbourne VIC 8060**

## Additional investment instruction form

- If you are an existing investor in one or more of the MultiActive range of Trusts and wish to apply for additional investments into your existing Trust(s), you will need to complete the additional investment instruction form to indicate the amount you wish to invest into which existing Trust(s).
- Note, if you are not an existing unit holder in any Trust(s), you will need to complete an application form to apply for initial investments into the new Trust.
- For additional investments, the minimum investment amount is \$5,000 for each Trust.

## Switching instruction form

- If you are an existing investor in one or more Trusts within the MultiActive range and wish to switch your investments from one Trust to another Trust, you will need to complete the switching instruction form to indicate the amount you wish to switch and from/to which Trust.
- The minimum switch amount is \$5,000. The minimum initial investment into any new Trust is \$25,000.

# MLC MultiActive

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## Application form

If you are investing in the Trusts via an Investor Directed Portfolio Service (IDPS) or master trust, you must complete the documents that the IDPS or master trust requires. **You do not need to fill out this form.**

**For assistance please contact Investor Services on 1800 002 217 (or +613 8614 4966 if calling from New Zealand).**

This application form accompanies the MLC MultiActive Product Disclosure Statement (PDS) (and any Supplementary Product Disclosure Statement (SPDS)) that may be issued from time to time which provides important information about investing in MLC MultiActive (Trusts). We recommend you read the PDS (and any SPDS) thoroughly before applying to invest in the Trusts. We will only consider applications for initial investments on receipt of this application form, issued together with this PDS (and any SPDS).

If you have received the PDS (and any SPDS) electronically, we can send you a paper copy including this application form free of charge upon request. Simply contact Investor Services on 1800 002 217 (or +613 8614 4966 if calling from New Zealand).

The investments offered in this PDS (and any SPDS) are only available to persons receiving the PDS (and any SPDS) and accepting the offer to invest within Australia or New Zealand. A person who gives another person access to the application form must at the same time and by the same means give the other person access to the PDS (and any SPDS). All words and phrases in this application form have the same meaning as given to them in the PDS (and any SPDS).

**Please complete these instructions in BLACK INK using CAPITAL LETTERS (except for your email address) and ✓ boxes where provided.**

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## Step 1: New investment application

This application form is to be completed for new investments into the Trusts.

If you are an existing investor with the Insignia Financial Group, please provide your investor/account number

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**Note:** Generally existing investors who hold investments in other products within the Insignia Financial Group, will not be required to provide proof of identification requirements under AML/CTF, unless they are applying under a different name to their existing accounts (eg as joint investors, or in a family company name) or in a different capacity to their existing accounts (eg as trustee for a trust, or director of a company).

The minimum initial investment amount is \$25,000 for each Trust you choose to invest in.

## Step 2: Investor details

You will need to complete certain sections of this application form depending on your investor type.

What part of Step 2 do you need to complete?

Complete Part A if you are:	Complete Part B if you are:	Complete Part C if you are:	Complete Part B (a), (b) and (h) only if you are:
<input type="checkbox"/> an individual investor <sup>1</sup> or <input type="checkbox"/> joint investors	<input type="checkbox"/> a company	<input type="checkbox"/> a trust with individual Trustees or <input type="checkbox"/> a trust with a corporate Trustee or <input type="checkbox"/> other trust <sup>2</sup>	<input type="checkbox"/> other investor <sup>3</sup> <b>then go straight to Step 3.</b>
<p><b>Note:</b> New applicants from these categories will also need to complete the relevant 'FSC/FPA Identification Form' if you have a financial adviser. If you do not have a financial adviser, an Additional Tax Information Form will need to be completed. For a copy of the applicable form(s), please contact Investor Services on 1800 002 217 (or +613 8614 4966 if calling from New Zealand) or visit our website <a href="http://ioof.com.au/forms">ioof.com.au/forms</a></p>			

1 Individual investors include individuals acting for themselves or as sole traders.

2 Other trusts may include family or charitable trusts, deceased estates, or accounts set up for a minor child.

3 'Other investors' may include partnerships, associations (such as incorporated/unincorporated club/body), registered co-operatives and government entities.

## Part A – Individual/Joint Investors or Sole Traders

**(a) Investor 1** (all notices and correspondence will be forwarded to the address of Investor 1)

Title (Dr/Mr/Mrs/Ms/Miss)

Mr  Mrs  Miss  Ms  Other

Surname

Given name(s)

This section must be completed. Note: PO Box can only be provided below under 'Mailing address'.

Residential address

Suburb

State

Postcode

Country

Mailing address (if different from above)

Suburb

State

Postcode

Phone (bh)

Phone (ah)

Phone (mobile)

Fax

Date of birth (DD/MM/YYYY)

Gender

Male  Female

Email

Occupation

Industry of occupation



## Part A – Individual/Joint Investors or Sole Traders continued

Politically exposed persons are individuals who occupy a prominent public position or function in a government body or international organisation, either within or outside Australia. This definition also extends to their immediate family members and close associates.

Are you a politically exposed person?  Yes  No (If 'yes', complete the Politically Exposed Persons Form at [ioof.com.au/forms](http://ioof.com.au/forms))

Are you residing overseas?  Yes  No (If 'yes', complete an Overseas Investor Form at [ioof.com.au/forms](http://ioof.com.au/forms))

### For Sole Traders only

Please also complete this section if you are an Individual Investor applying as a sole trader:

Business name (if applicable)

Australian Business Number (ABN)

         

If different from residential address above. PO Box not accepted.

Business address

Suburb

State

  

Postcode

     

Country

Are you a tax resident of Australia?  Yes  No

Are you a tax resident of another country?  Yes  No

Please answer both tax residency questions as you can be a tax resident of more than one country. If you are only a tax resident of Australia and no other country please proceed to '**Security Password**'.

## FOREIGN RESIDENTS ONLY – Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standard (CRS)

Under FATCA and CRS laws, we are required to ask all investors to provide additional information about their tax residency. Tax residency rules differ by country. Whether an individual is a tax resident of a particular country is often (but not always) based on the amount of time a person spends in a country, the location of a person's residence or place of work. This information will be reported to the relevant tax authority within Australia and internationally.

For all countries where you are a tax resident please provide a TIN (Tax Identification Number) which is the number assigned by each country for the purposes of administering tax laws such as a Social Security Number in the US. If a TIN cannot be provided, please list one of the three reasons specified below (A, B or C) for not providing a TIN.

Country	TIN	Reason for no TIN <sup>(A, B or C)</sup> #

### #Reasons for not providing a TIN

Reason **A** – The country of tax residency does not issue TINs to tax residents, OR

Reason **B** – You have not been issued with a TIN, OR

Reason **C** – The country of tax residency does not require the TIN to be disclosed.

### Security Password

For security purposes and easier access to your account information via the telephone, please provide a password:

Security password

               

**Please note:** When a representative is nominated, no account information will be provided via the telephone unless this password is quoted.

## Part A – Individual/Joint Investors or Sole Traders continued

### (b) Investor 2 (for Joint Investors only\*)

Title (Dr/Mr/Mrs/Ms/Miss)

Mr  Mrs  Miss  Ms  Other

Surname

Given name(s)

This section must be completed. Note: PO Box can only be provided below under 'Mailing address'.

Residential address

Suburb

State

Postcode

Country

Mailing address (if different from above)

Suburb

State

Postcode

Phone (bh)

Phone (ah)

Phone (mobile)

Fax

Date of birth (DD/MM/YYYY)

Gender

Male  Female

Email

Occupation

Industry of occupation

Politically exposed persons are individuals who occupy a prominent public position or function in a government body or international organisation, either within or outside Australia. This definition also extends to their immediate family members and close associates.

Are you a politically exposed person?  Yes  No (If 'yes', complete the Politically Exposed Persons Form at [ioof.com.au/forms](http://ioof.com.au/forms))

Are you residing overseas?  Yes  No (If 'yes', complete an Overseas Investor Form at [ioof.com.au/forms](http://ioof.com.au/forms))

Are you a tax resident of Australia?  Yes  No

Are you a tax resident of another country?  Yes  No

Please answer both tax residency questions as you can be a tax resident of more than one country. If you are only a tax resident of Australia and no other country please proceed to '**Security Password**'.

### FOREIGN RESIDENTS ONLY – Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standard (CRS)

Under FATCA and CRS laws, we are required to ask all investors to provide additional information about their tax residency. Tax residency rules differ by country. Whether an individual is a tax resident of a particular country is often (but not always) based on the amount of time a person spends in a country, the location of a person's residence or place of work. This information will be reported to the relevant tax authority within Australia and internationally.

For all countries where you are a tax resident please provide a TIN (Tax Identification Number) which is the number assigned by each country for the purposes of administering tax laws such as a Social Security Number in the US. If a TIN cannot be provided, please list one of the three reasons specified below (A, B or C) for not providing a TIN.

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## Part A – Individual/Joint Investors or Sole Traders continued

Country	TIN	Reason for no TIN <sup>(A,B or C)#</sup>

### #Reasons for not providing a TIN

Reason **A** – The country of tax residency does not issue TINs to tax residents, OR

Reason **B** – You have not been issued with a TIN, OR

Reason **C** – The country of tax residency does not require the TIN to be disclosed.

### Security Password

For security purposes and easier access to your account information via the telephone, please provide a password:

Security password

**Please note:** When a representative is nominated, no account information will be provided via the telephone unless this password is quoted.

## Part B – Companies or Other Investors

If you are investing as a:

- Domestic Company**, please complete all applicable sections of **Part B** including the relevant FSC/FPA Identification form(s) for an Australian Company and their beneficial owners (if you have a financial adviser) or an Additional Tax Information Form (if you do not have a financial adviser) as applicable to you.
- Foreign Company (domiciled in Australia)**, please complete all applicable sections of **Part B**, including the relevant FSC/FPA Identification form(s) for a Foreign Company and their beneficial owners (if you have a financial adviser) or an Additional Tax Information Form (if you do not have a financial adviser) as applicable to you.
- Other Investor** as described in Step 2 (page 1), please complete **subsections (a), (b) and (h) only** (below). You will also need to complete the relevant FSC/FPA Identification form(s) (if you have a financial adviser), or an Additional Tax information Form (if you do not have a financial adviser) relevant to your investor type. For a copy of the relevant form, please contact Investor Services on 1800 002 217 (or +613 8614 4966 if calling from New Zealand) or visit our website ([ioof.com.au/forms](http://ioof.com.au/forms)).

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### (a) Company/Entity details

Registered name of company/entity

Australian Company Number (ACN)

 -  -  OR

Australian Registered Body Number (ARBN) (if applicable)

 -  -  OR

Foreign registration number (if unregistered in Australia)

Registered business address

Suburb

State

Postcode

Country

Principal business address (if different from above)

Suburb

State

Postcode

Country

Industry in which company operates

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### (b) Please list Directors/Officeholders/Partners full names (as applicable)

#### Director/Officeholder/Partner 1

Title (Dr/Mr/Mrs/Ms/Miss)

Mr  Mrs  Miss  Ms  Other

Surname

Given name(s)

Politically exposed persons are individuals who occupy a prominent public position or function in a government body or international organisation, either within or outside Australia. This definition also extends to their immediate family members and close associates.

Are you a politically exposed person?  Yes  No (If 'yes', complete the Politically Exposed Persons Form at [ioof.com.au/forms](http://ioof.com.au/forms))

Are you residing overseas?  Yes  No (If 'yes', complete an Overseas Investor Form at [ioof.com.au/forms](http://ioof.com.au/forms))

#### Director/Officeholder/Partner 2

Title (Dr/Mr/Mrs/Ms/Miss)

Mr  Mrs  Miss  Ms  Other

Surname

Given name(s)

## Part B – Companies or Other Investors continued

Politically exposed persons are individuals who occupy a prominent public position or function in a government body or international organisation, either within or outside Australia. This definition also extends to their immediate family members and close associates.

Are you a politically exposed person?  Yes  No (If 'yes', complete the Politically Exposed Persons Form at [ioof.com.au/forms](http://ioof.com.au/forms))

Are you residing overseas?  Yes  No (If 'yes', complete an Overseas Investor Form at [ioof.com.au/forms](http://ioof.com.au/forms))

### Director/Officeholder/Partner 3

Title (Dr/Mr/Mrs/Ms/Miss)

Surname

Mr  Mrs  Miss  Ms  Other

Given name(s)

Politically exposed persons are individuals who occupy a prominent public position or function in a government body or international organisation, either within or outside Australia. This definition also extends to their immediate family members and close associates.

Are you a politically exposed person?  Yes  No (If 'yes', complete the Politically Exposed Persons Form at [ioof.com.au/forms](http://ioof.com.au/forms))

Are you residing overseas?  Yes  No (If 'yes', complete an Overseas Investor Form at [ioof.com.au/forms](http://ioof.com.au/forms))

### Director/Officeholder/Partner 4

Title (Dr/Mr/Mrs/Ms/Miss)

Surname

Mr  Mrs  Miss  Ms  Other

Given name(s)

Politically exposed persons are individuals who occupy a prominent public position or function in a government body or international organisation, either within or outside Australia. This definition also extends to their immediate family members and close associates.

Are you a politically exposed person?  Yes  No (If 'yes', complete the Politically Exposed Persons Form at [ioof.com.au/forms](http://ioof.com.au/forms))

Are you residing overseas?  Yes  No (If 'yes', complete an Overseas Investor Form at [ioof.com.au/forms](http://ioof.com.au/forms))

### (c) Is the company regulated?

Yes

If yes, please specify regulator:

Regulator (such as ASIC, APRA)

Licence number

No If no, go to sub-section (d)

### (d) Is the company listed with the ASX?

Yes

No

### (e) Is the company a majority owned subsidiary of a listed company?

Yes

If yes, please provide name of the listed company:

Listed company name

No If no, go to sub-section (f)

### (f) Company type

Public

Private/Proprietary

If a proprietary company, complete sub-section (g) below.

## Part B – Companies or Other Investors continued

### (g) Beneficial ownership

Please list full names and addresses of shareholders/beneficial owners who own more than 25 per cent of the company.

To be completed for proprietary companies or if the company is **not** regulated, listed with the ASX, or, a majority owned subsidiary of a listed company.

Proceed to sub-section (h) if no individuals are identified in this section.

#### Shareholder/beneficial owner 1

Title (Dr/Mr/Mrs/Ms/Miss)  Surname   
Mr  Mrs  Miss  Ms  Other

Given name(s)

Residential address (Note: PO Box not accepted)

Suburb  State  Postcode  Country

Politically exposed persons are individuals who occupy a prominent public position or function in a government body or international organisation, either within or outside Australia. This definition also extends to their immediate family members and close associates.

Are you a politically exposed person?  Yes  No (If 'yes', complete the Politically Exposed Persons Form at [ioof.com.au/forms](http://ioof.com.au/forms))

Are you residing overseas?  Yes  No (If 'yes', complete an Overseas Investor Form at [ioof.com.au/forms](http://ioof.com.au/forms))

#### Shareholder/beneficial owner 2

Title (Dr/Mr/Mrs/Ms/Miss)  Surname   
Mr  Mrs  Miss  Ms  Other

Given name(s)

Residential address (Note: PO Box not accepted)

Suburb  State  Postcode  Country

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Are you a politically exposed person?  Yes  No (If 'yes', complete the Politically Exposed Persons Form at [ioof.com.au/forms](http://ioof.com.au/forms))

Are you residing overseas?  Yes  No (If 'yes', complete an Overseas Investor Form at [ioof.com.au/forms](http://ioof.com.au/forms))

#### Shareholder/beneficial owner 3

Title (Dr/Mr/Mrs/Ms/Miss)  Surname   
Mr  Mrs  Miss  Ms  Other

Given name(s)

Residential address (Note: PO Box not accepted)

Suburb  State  Postcode  Country

## Part B – Companies or Other Investors continued

Politically exposed persons are individuals who occupy a prominent public position or function in a government body or international organisation, either within or outside Australia. This definition also extends to their immediate family members and close associates.

Are you a politically exposed person?  Yes  No (If 'yes', complete the Politically Exposed Persons Form at [ioof.com.au/forms](http://ioof.com.au/forms))

Are you residing overseas?  Yes  No (If 'yes', complete an Overseas Investor Form at [ioof.com.au/forms](http://ioof.com.au/forms))

### Shareholder/beneficial owner 4

Title (Dr/Mr/Mrs/Ms/Miss)

Surname

Mr  Mrs  Miss  Ms  Other

Given name(s)

Residential address (Note: PO Box not accepted)

Suburb

State

Postcode

Country

Politically exposed persons are individuals who occupy a prominent public position or function in a government body or international organisation, either within or outside Australia. This definition also extends to their immediate family members and close associates.

Are you a politically exposed person?  Yes  No (If 'yes', complete the Politically Exposed Persons Form at [ioof.com.au/forms](http://ioof.com.au/forms))

Are you residing overseas?  Yes  No (If 'yes', complete an Overseas Investor Form at [ioof.com.au/forms](http://ioof.com.au/forms))

### (h) Other beneficial owners

To be completed if there are no individuals who meet the requirement of sub-section (g)

Please provide full details of individuals who directly or indirectly control the company.

This includes exercising control through the capacity to determine decisions about financial or operating policies, or by means of trusts, agreements, arrangements, understanding and practices, voting rights of 25 per cent or more, or power of veto. If no such person can be identified then the most senior managing official/s of the company (such as the managing director or directors who are authorised to sign on the company's behalf).

### Other beneficial owner 1

Title (Dr/Mr/Mrs/Ms/Miss)

Surname

Mr  Mrs  Miss  Ms  Other

Given name(s)

Residential address (Note: PO Box not accepted)

Suburb

State

Postcode

Country

Politically exposed persons are individuals who occupy a prominent public position or function in a government body or international organisation, either within or outside Australia. This definition also extends to their immediate family members and close associates.

Are you a politically exposed person?  Yes  No (If 'yes', complete the Politically Exposed Persons Form at [ioof.com.au/forms](http://ioof.com.au/forms))

Are you residing overseas?  Yes  No (If 'yes', complete an Overseas Investor Form at [ioof.com.au/forms](http://ioof.com.au/forms))

### Other beneficial owner 2

Title (Dr/Mr/Mrs/Ms/Miss)

Surname

Mr  Mrs  Miss  Ms  Other

Given name(s)

## Part B – Companies or Other Investors

Residential address (Note: PO Box not accepted)

Suburb

State

Postcode

Country

Politically exposed persons are individuals who occupy a prominent public position or function in a government body or international organisation, either within or outside Australia. This definition also extends to their immediate family members and close associates.

Are you a politically exposed person?  Yes  No (If 'yes', complete the Politically Exposed Persons Form at [ioof.com.au/forms](http://ioof.com.au/forms))

Are you residing overseas?  Yes  No (If 'yes', complete an Overseas Investor Form at [ioof.com.au/forms](http://ioof.com.au/forms))

### Identification and tax residency requirements

If you are applying as a company, and have a financial adviser, please ensure you complete the relevant FSC/FPA Identification form, and a separate form for individuals who are beneficial owners (as applicable), or, an Additional Tax Information Form if you do not have a financial adviser. To obtain a copy of the relevant form(s) or if your details change at any time please contact Investor Services on 1800 002 217 (or +613 8614 4966 if calling from New Zealand) or visit our website ([ioof.com.au/forms](http://ioof.com.au/forms)).

### (i) Contact Person

A Contact Person must be nominated for the account.

Title (Dr/Mr/Mrs/Ms/Miss)

Mr  Mrs  Miss  Ms  Other

Surname

Given name(s)

Mailing address (if different from above)

Suburb

State

Postcode

Country

Phone (bh)

Phone (ah)

Phone (mobile)

Fax

Date of birth (DD/MM/YYYY)

Gender

Male  Female

Email

- All future notices and correspondence will be forwarded to the Contact Person
- The Contact Person must be one of the signatories on the account
- If the Contact Person is intended to have authority to transact on the account, on behalf of the company/entity, Step 7: Representative Facility must be completed. Conditions applying to the appointment of a representative are detailed in the PDS (and any SPDS).

### Security Password

For security purposes and easier access to your account information via the telephone, please provide a password:

Security password

**Please note:** When a representative is nominated, no account information will be provided via the telephone unless this password is quoted.

**Part B investor details (Companies or Other Investors) is now complete.**

**Please ensure all the relevant additional FSC/FPA Identification or Additional Tax Information forms have been completed under this section before proceeding.**



## Part C – Trusts (Trust with a Corporate Trustee or Individual Trustees)

(a) Full name of the Trust

(b) Full business name (if any) of the trustee in respect of the Trust

(c) Country of establishment of Trust

(d) Type of Trust (tick all that apply)

**Managed Investment Scheme**

Registered (provide ARSN if registered)  -  -

OR

Unregistered

**Regulated Trust (such as a Self Managed Superannuation Fund)**

Name of regulator (such as ASIC, APRA, ATO)

Registration number

**Government superannuation fund**

Legislation under which fund is established

**Other Trust type (such as family, charitable, deceased estate or minor child)**

Please specify

**Unregulated Trust** For unregulated Trusts please list the person(s) who settles the initial sum or assets to create the Trust.

Full name of settlor(s)

### Note for Trustees:

- For **Trusts with a Corporate Trustee**, complete subsection (e)-i below and subsection (f), if applicable. For **Trusts with Individual Trustees**, please complete subsection (e)-ii below and subsection (f), if applicable.
- Additional client identification is required under AML/CTF legislation. To obtain a copy of the relevant 'FSC/FPA Identification Form – for a Regulated/Unregulated Trust, as applicable, please contact Investor Services on 1800 002 217 (or +613 8614 4966 if calling from New Zealand). Alternatively, you can download a copy from our website at [ioof.com.au/forms](http://ioof.com.au/forms)
- **All trustees must sign** the Applicant declaration in Step 8.

(e) Details of Trustee(s)/Contact Person (complete either i – Corporate Trustee OR ii – Individual Trustee(s) only)

i – Corporate Trustee

Company name

Contact Person<sup>5</sup>

Title (Dr/Mr/Mrs/Ms/Miss)

Mr  Mrs  Miss  Ms  Other

Surname

## Part C – Trusts (Trust with a Corporate Trustee or Individual Trustees) continued

Given name(s)

Mailing address

Suburb

State

Postcode

Country

Phone (bh)

Phone (ah)

Phone (mobile)

Fax

Date of birth (DD/MM/YYYY)

Gender

Male  Female

Email

### ii – Individual Trustee(s)

Please list all trustee(s), including name(s) and address(es):

#### Trustee 1<sup>5</sup>

Title (Dr/Mr/Mrs/Ms/Miss)

Mr  Mrs  Miss  Ms  Other

Surname

Given name(s)

This section must be completed. Note: PO Box can only be provided under 'Mailing address'.

Residential address

Suburb

State

Postcode

Country

Mailing address (if different from above)

Suburb

State

Postcode

Phone (bh)

Phone (ah)

Phone (mobile)

Fax

Date of birth (DD/MM/YYYY)

Gender

Male  Female

Email

Occupation

Industry of occupation

Politically exposed persons are individuals who occupy a prominent public position or function in a government body or international organisation, either within or outside Australia. This definition also extends to their immediate family members and close associates.

Are you a politically exposed person?  Yes  No (If 'yes', complete the Politically Exposed Persons Form at [ioof.com.au/forms](http://ioof.com.au/forms))

Are you residing overseas?  Yes  No (If 'yes', complete an Overseas Investor Form at [ioof.com.au/forms](http://ioof.com.au/forms))

5 All future notices and correspondence will be sent to the **identified trustee** (trustee 1 for individual trustees) or the **contact person** (corporate trustee). The identified trustee or the contact person must be a signatory on the account. If the identified trustee or the contact person is intended to have authority to transact on the account on behalf of all trustees/signatories, Step 7 'Representative Facility', must be completed. Conditions applying to the appointment of a representative are detailed in the PDS (and any SPDS).

## Part C – Trusts (Trust with a Corporate Trustee or Individual Trustees) continued

### Trustee 2

Title (Dr/Mr/Mrs/Ms/Miss)

Surname

Mr  Mrs  Miss  Ms  Other

Given name(s)

Residential address (Note: PO Box not accepted)

Suburb

State

Postcode

Country

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Are you a politically exposed person?  Yes  No (If 'yes', complete the Politically Exposed Persons Form at [ioof.com.au/forms](http://ioof.com.au/forms))

Are you residing overseas?  Yes  No (If 'yes', complete an Overseas Investor Form at [ioof.com.au/forms](http://ioof.com.au/forms))

### Trustee 3

Title (Dr/Mr/Mrs/Ms/Miss)

Surname

Mr  Mrs  Miss  Ms  Other

Given name(s)

Residential address (Note: PO Box not accepted)

Suburb

State

Postcode

Country

Politically exposed persons are individuals who occupy a prominent public position or function in a government body or international organisation, either within or outside Australia. This definition also extends to their immediate family members and close associates.

Are you a politically exposed person?  Yes  No (If 'yes', complete the Politically Exposed Persons Form at [ioof.com.au/forms](http://ioof.com.au/forms))

Are you residing overseas?  Yes  No (If 'yes', complete an Overseas Investor Form at [ioof.com.au/forms](http://ioof.com.au/forms))

### Trustee 4

Title (Dr/Mr/Mrs/Ms/Miss)

Surname

Mr  Mrs  Miss  Ms  Other

Given name(s)

Residential address (Note: PO Box not accepted)

Suburb

State

Postcode

Country

Politically exposed persons are individuals who occupy a prominent public position or function in a government body or international organisation, either within or outside Australia. This definition also extends to their immediate family members and close associates.

Are you a politically exposed person?  Yes  No (If 'yes', complete the Politically Exposed Persons Form at [ioof.com.au/forms](http://ioof.com.au/forms))

Are you residing overseas?  Yes  No (If 'yes', complete an Overseas Investor Form at [ioof.com.au/forms](http://ioof.com.au/forms))

## Part C – Trusts (Trust with a Corporate Trustee or Individual Trustees) continued

**(f) Beneficiary details** – to be completed only if 'Other Trust type' was selected in subsection (d) on page 14.

Do the terms of the Trust identify the beneficiaries by reference to membership of a class?

Yes

If yes, please provide details of the beneficiary membership class/es (such as unit holders, family members of named person or charitable purpose).

Class of membership

Class of membership

Class of membership

Class of membership

No

If no, please provide the following beneficiary details

### Beneficiary 1

Title (Dr/Mr/Mrs/Ms/Miss)

Surname

Mr  Mrs  Miss  Ms  Other

Given name(s)

Residential address (Note: PO Box not accepted)

Suburb

State

Postcode

Country

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Are you a politically exposed person?  Yes  No (If 'yes', complete the Politically Exposed Persons Form at [ioof.com.au/forms](http://ioof.com.au/forms))

Are you residing overseas?  Yes  No (If 'yes', complete an Overseas Investor Form at [ioof.com.au/forms](http://ioof.com.au/forms))

### Beneficiary 2

Title (Dr/Mr/Mrs/Ms/Miss)

Surname

Mr  Mrs  Miss  Ms  Other

Given name(s)

Residential address (Note: PO Box not accepted)

Suburb

State

Postcode

Country

Politically exposed persons are individuals who occupy a prominent public position or function in a government body or international organisation, either within or outside Australia. This definition also extends to their immediate family members and close associates.

Are you a politically exposed person?  Yes  No (If 'yes', complete the Politically Exposed Persons Form at [ioof.com.au/forms](http://ioof.com.au/forms))

Are you residing overseas?  Yes  No (If 'yes', complete an Overseas Investor Form at [ioof.com.au/forms](http://ioof.com.au/forms))

## Part C – Trusts (Trust with a Corporate Trustee or Individual Trustees) continued

### Beneficiary 3

Title (Dr/Mr/Mrs/Ms/Miss)

Surname

Mr  Mrs  Miss  Ms  Other

Given name(s)

Residential address (Note: PO Box not accepted)

Suburb

State

Postcode

Country

Politically exposed persons are individuals who occupy a prominent public position or function in a government body or international organisation, either within or outside Australia. This definition also extends to their immediate family members and close associates.

Are you a politically exposed person?  Yes  No (If 'yes', complete the Politically Exposed Persons Form at [ioof.com.au/forms](http://ioof.com.au/forms))

Are you residing overseas?  Yes  No (If 'yes', complete an Overseas Investor Form at [ioof.com.au/forms](http://ioof.com.au/forms))

### Beneficiary 4

Title (Dr/Mr/Mrs/Ms/Miss)

Surname

Mr  Mrs  Miss  Ms  Other

Given name(s)

Residential address (Note: PO Box not accepted)

Suburb

State

Postcode

Country

Politically exposed persons are individuals who occupy a prominent public position or function in a government body or international organisation, either within or outside Australia. This definition also extends to their immediate family members and close associates.

Are you a politically exposed person?  Yes  No (If 'yes', complete the Politically Exposed Persons Form at [ioof.com.au/forms](http://ioof.com.au/forms))

Are you residing overseas?  Yes  No (If 'yes', complete an Overseas Investor Form at [ioof.com.au/forms](http://ioof.com.au/forms))

### (g) Beneficial owners – to be completed for unregulated Trusts

Please confirm the Trustees listed in sub-section (e) ii are beneficial owner(s) of the Trust.

This includes control by acting as Trustee; or by means of trusts, agreements, arrangements, understandings and practices; or exercising control through the capacity to direct the Trustees; or the ability to appoint or remove the Trustees.

Trustee 1  Yes  No

Trustee 2  Yes  No

Trustee 3  Yes  No

Trustee 4  Yes  No

Please also provide full details of other individuals who directly or indirectly control the Trust.

### Other beneficial owner 1

Title (Dr/Mr/Mrs/Ms/Miss)

Surname

Mr  Mrs  Miss  Ms  Other

Given name(s)

## Part C – Trusts (Trust with a Corporate Trustee or Individual Trustees) continued

Residential address (Note: PO Box not accepted)

Suburb

State

Postcode

Country

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Are you a politically exposed person?  Yes  No (If 'yes', complete the Politically Exposed Persons Form at [ioof.com.au/forms](http://ioof.com.au/forms))

Are you residing overseas?  Yes  No (If 'yes', complete an Overseas Investor Form at [ioof.com.au/forms](http://ioof.com.au/forms))

### Other beneficial owner 2

Title (Dr/Mr/Mrs/Ms/Miss)

Surname

Mr  Mrs  Miss  Ms  Other

Given name(s)

Residential address (Note: PO Box not accepted)

Suburb

State

Postcode

Country

Politically exposed persons are individuals who occupy a prominent public position or function in a government body or international organisation, either within or outside Australia. This definition also extends to their immediate family members and close associates.

Are you a politically exposed person?  Yes  No (If 'yes', complete the Politically Exposed Persons Form at [ioof.com.au/forms](http://ioof.com.au/forms))

Are you residing overseas?  Yes  No (If 'yes', complete an Overseas Investor Form at [ioof.com.au/forms](http://ioof.com.au/forms))

### Identification and tax residency requirements

If you are applying as a trust, and have a financial adviser, please ensure you complete the relevant FSC/FPA Identification form, including a separate form for individuals who are beneficial owners (as applicable), or, an Additional Tax Information Form if you do not have a financial adviser. To obtain a copy of the relevant form or if your details change at any time please contact Investor Services on 1800 002 217 (or +613 8614 4966 if calling from New Zealand).

### Security Password

For security purposes and easier access to your account information via the telephone, please provide a password:

Security password

**Please note:** When an investor is not an individual (eg a company or a trust) or when a representative is nominated, no account information will be provided via the telephone unless this password is quoted.

**Portfolio Online registration:** To register for Portfolio Online, please complete the online application form via the Portfolio Online area of the IOOF website ([ioof.com.au/forms](http://ioof.com.au/forms)). You can only register for this service after you have received an investor number.

### Step 3: Initial investment details

You can use this form to invest in one or more Trusts in the MLC Multi Active range. The minimum investment amount is \$25,000 for each Trust.

Name of Trust	Amount to be invested	How would you like your income distributed?^	
		OPTION A Reinvested as additional units (✓)	OPTION B# Deposited directly into your nominated financial institution account (✓)
MLC MultiActive Capital Stable	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
MLC MultiActive Conservative	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
MLC MultiActive Moderate	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
MLC MultiActive Balanced	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
MLC MultiActive Growth	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
MLC MultiActive Cash Enhanced	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
MLC MultiActive Diversified Fixed Income	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
MLC MultiActive Property	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
MLC MultiActive Australian Shares	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
MLC MultiActive Global Shares	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>	\$ <input type="text"/>		

**Important note:**

For any initial deposit equal to or more than \$2 million you must also complete the High Threshold Transaction form available at [www.ioof.com.au](http://www.ioof.com.au)

**^ Please note:**

- If you do not select a distribution method this will be taken as a direction to reinvest your income distribution as additional units in the Trust from which the income was derived.
- If you select Option B and a payment is rejected by your financial institution, this will be taken as a direction to reinvest that income distribution and all future income distributions as additional units in the Trust from which the income was derived.

**# Income distribution account details**

Only complete the section below if you have selected to have your distribution paid directly into your nominated financial institution account, and you have not previously provided us with your financial institution account details, or if you wish to change your nominated financial institution account.

Financial institution

Branch

Account name

BSB

Account number

**Alternative ways of adding to your investment – Bpay facility (optional)**

Additional investments can be easily made to your existing investment via BPAY. Further information on utilising the BPAY facility is included on page 3 of this forms booklet. BPAY is not available for MLC MultiActive Property.

If you would like to set up your account for future BPAY investments directly through your nominated financial institution account, please tick the box below:

I/We would like to receive a Customer Reference Number (CRN) for making additional investments using BPAY.

The BPAY biller code for each Trust is listed in this forms booklet on page 3.

## Step 4: Tax file number (TFN) or Australian business number (ABN) notification or exemption

Important information regarding your TFN or ABN:

- Collection of your TFN information is authorised by law, and their use and disclosure are regulated by tax laws. Any personal information we collect (including your TFN) will be handled in accordance with our privacy policy available at [ioof.com.au/privacy](http://ioof.com.au/privacy).
- Quotation of your TFN is not compulsory<sup>7</sup> and it is not an offence if you decide not to provide us with this information.
- If you do not provide us with your TFN, tax will be deducted from your investment earnings at the highest marginal tax rate plus Medicare Levy and forwarded to the Australian Taxation Office (ATO).
- If you are exempt from quoting your TFN, you must indicate this below or tax will be deducted from your investment earnings..
- An investor who is not an Australian resident for tax purposes is not required to provide a TFN or ABN.

For more information about the use of TFN or ABN, please contact the ATO.

An ABN may only be used as an alternative to a TFN if your investment is undertaken in the course of a business or an enterprise.

I/We authorise the use of this TFN or ABN in respect of the investment for which I/we are applying.

### Investor 1

TFN OR ABN

OR  I authorise IISL to use the TFN or ABN already held on file.

OR  I am not an Australian resident for tax purposes.

OR  I claim an exemption from quoting my TFN or ABN.

Reason for exemption

### Investor 2

TFN OR ABN

OR  I authorise IISL to use the TFN or ABN already held on file.

OR  I am not an Australian resident for tax purposes.

OR  I claim an exemption from quoting my TFN or ABN.

Reason for exemption

<sup>7</sup> Note, under AML/CTF legislation, disclosure of an ABN is required for those individual investors investing as sole traders. If applicable, please provide this information under Step 2 – PART A, 'For Sole Traders Only'.



## Step 5: Proof of identity requirements

In accordance with the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act), your application cannot be processed unless this section is completed and you may be requested to provide additional information and documentation to facilitate IISL's compliance with AML/CTF legislation). AML/CTF legislation obligates IISL to verify the identity of each of its investors before providing financial services to them.

**Please note, generally existing investors within the Insignia Financial, do not need to provide the proof of identity listed below.**

### Individual investor applicants

If you are a new individual investor in MLC MultiActive, making a new investment application, you will need to provide originals or original certified copies of one or more of the following documents. The proof of identity documents are required to be submitted with your application form.

Type of investor (please ✓ appropriate box)	Proof of identity – please provide the relevant document(s).
<p>(a) <input type="checkbox"/> Individuals acting for themselves <b>Note</b>, for joint investors, the necessary proof of identity is required for each investor.</p> <p>OR</p> <p><input type="checkbox"/> Individuals acting as a sole trader</p>	<p><b>Either one of the following Acceptable Primary Photographic ID documents:</b></p> <ul style="list-style-type: none"> <li>Current driver's licence (issued under Australian State/Territory, or a foreign country equivalent, containing a photograph of the individual). Please copy front and back of licence.</li> <li>Australian passport (an Australian passport that has expired within the preceding 2 years is acceptable).</li> <li>Foreign passport or an international travel document issued by a foreign government, the United Nations (UN) or an agency of the UN, containing a photograph and signature of the person whose name the document is issued*.</li> <li>Card issued under Australian State or Territory law for the purposes of providing a person's age containing a photograph.</li> <li>A National Identity Card issued by a foreign government, the UN or an agency of the UN, containing a photograph and signature of the person whose name the card is issued*.</li> </ul> <p><b>OR (Acceptable Secondary ID documents):</b></p> <ul style="list-style-type: none"> <li>A notice issued to an individual (showing the current residential address such as a tax notice within the last 12 months or a utilities bill within last 3 months) that contains their residential address and records the provision of financial benefits/services or the debt owed by the individual.</li> </ul> <p><b>AND one of the following documents:</b></p> <ul style="list-style-type: none"> <li>Birth certificate or birth extract issued under Australian State/Territory.</li> <li>Birth certificate issued by a foreign government, the UN or an agency of the UN.</li> <li>Citizenship certificate issued by the Commonwealth.</li> <li>Citizenship certificate issued by a foreign government.</li> <li>A concession (health or pension) card issued by the Department of Human Services or Centrelink.</li> </ul>
<p>(b) <input type="checkbox"/> Individuals who have been nominated as a Representative or Power of Attorney</p>	<p><b>Either one of the following documents:</b></p> <ul style="list-style-type: none"> <li>For verification of the identity of a nominated representative or Power of Attorney, refer to the proof of identity requirements listed in Section (a) above.</li> </ul> <p><b>Please note:</b></p> <ul style="list-style-type: none"> <li>Where a <b>Power of Attorney</b> has been granted, a certified copy of the Power of Attorney must be provided.</li> </ul>

\*Documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator.

### Who can certify your documents?

The 'Completing Proof of Identity' document provides a list of persons authorised to certify copies of original documents. To obtain a copy please contact Investor Services on 1800 002 217 (or +613 8614 4966 if calling from New Zealand). Alternatively, you can download a copy from our website at [ioof.com.au/forms](http://ioof.com.au/forms).

### All non-individual investor applicants (eg companies, trusts, partnerships and other types of investors)

When completing the relevant FSC/FPA Identification form(s), the identification requirements are included in these forms (if you have a financial adviser). An Additional Tax Information Form must be completed if you do not have a financial adviser. As a guide you can refer to the proof of identity requirements included in the 'Completing Proof of Identity' document. To obtain a copy please contact Investor Services on 1800 002 217 (or +613 8614 4966 if calling from New Zealand). Alternatively, you can download a copy from our website at [ioof.com.au/forms](http://ioof.com.au/forms).

## Step 6: Financial adviser details (financial adviser to complete, if applicable)

We will only register a financial adviser who:

- holds a current Australian Financial Services (AFS) Licence
- is an authorised representative of a current AFS Licensee.

### Financial adviser details

Dealer group

License name

Financial adviser name

Financial adviser number

AFS licence number

If you are a new financial adviser\* please also complete the following details:

Business name

Business address

Suburb

State

Postcode

Mailing address (if different from above)

Suburb

State

Postcode

Phone (bh)

Phone (ah)

Phone (mobile)

Fax

Email

\* An email notifying you of your new financial adviser number will be forwarded to your office shortly after receipt of this application.

### Declaration by financial adviser

In submitting this application form:

- I declare that I hold a current AFS Licence **OR** I am a representative or an authorised representative nominated to act on behalf of a holder of a current AFS Licence
- I confirm that I have provided the applicant with all the necessary information concerning their chosen investment, including the PDS (and any SPDS)
- I consent to provide IISL access to all proof of identification records for the purposes of this application if requested (pursuant to the AML/CTF Act Part 7.2)
- I confirm that I have conducted the relevant customer identification procedures in line with the obligations under the AML/CTF Act, and

I have attached a certified copy of the applicant's identification document(s) for an individual/sole trader with this application form

Please note: Compulsory where:

- initial contribution is equal to or more than \$2 million or
- the applicant is a Politically Exposed Person or
- the applicant is not residing in Australia

## Step 6: Financial adviser details (financial adviser to complete, if applicable) continued

OR

- I have completed and signed the relevant FSC/FPA identification form(s), which is attached to this Application (and retained a certified copy of the applicant's identification document(s)), **OR**
- I have sighted and retained a certified copy of the applicant's identification document(s) recorded in the following 'Record of proof of identity' table (please complete the table and declaration below).

Record of proof of identity (ID)^	ID document 1	ID document 2
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"/>	<input type="text"/>
Expiry date	<input type="text"/>	<input type="text"/>
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

^ For further information on the types of proof of identity which can be attached or verified and retained, please refer to the 'Completing proof of identity' document which is located on our website at [ioof.com.au/forms](http://ioof.com.au/forms). This document also includes a list of persons authorised to certify copies of original documents.

<p><b>Signature</b></p> <div style="border: 1px solid black; height: 40px; width: 100%; display: flex; justify-content: space-between; align-items: center;"> <span style="font-size: 2em; color: gray;">X</span> <div style="text-align: right;"> <p>Date (DD/MM/YY)</p> <input type="text"/> </div> </div>	<p><b>Dealer stamp</b></p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
--	---

For assistance, financial advisers can contact Investor Services on 1800 002 217 (or +613 8614 4966 if calling from New Zealand).

## Step 7: Representative facility (optional)

### Power of Attorney

If this application is signed under a Power of Attorney, you do not need to complete this section.

If you wish to nominate a representative please complete all sections below.

### Nomination of representative

I/We nominate the following person as my/our representative:

Title (Dr/Mr/Mrs/Ms/Miss)

Mr  Mrs  Miss  Ms  Other

Surname

Given name(s)

Residential address (Note: PO Box not accepted)

Suburb

State

Postcode

Phone (bh)

Phone (ah)

Phone (mobile)

Fax

Date of birth (DD/MM/YYYY)

Gender

Male  Female

Email

Relationship to investor

### Proof of identity is required for all nominated representatives.

Please ensure the required proof of identity documents are included with this application form, as detailed in Step 5.

### Declaration of representative

I, the representative, have read and agree to the conditions as detailed in the PDS (and any SPDS), under 'Representative Facility'.

### Representative signature

Date (DD/MM/YY)

## Step 7: Representative facility (optional) continued

### Investor(s) authority to nominate a representative

I/We:

- have read the conditions applying to the appointment of a representative in the PDS (and any SPDS) and agree to those conditions
- release, discharge and agree to indemnify IISL and any other related body corporate within the Insignia Financial Group and any investment management company appointed to manage investment assets of the Trusts against any and all losses, liabilities, actions, proceedings, accounts, claims and demands, (whether authorised by me/us or not) arising from the appointment of or exercise of powers by the representative
- agree that a payment made to my/our representative in accordance with the requests or instructions of the representative shall be to the complete satisfaction of the obligation of IISL to the extent of the payment, notwithstanding any fact or circumstance, including that the payment was requested, made or received without my/our knowledge or authority
- agree that if the payment is made in accordance with the request or instructions of the representative, I/we shall have no claim in relation to the payment against IISL or any other related body corporate within the Insignia Financial Group nor any investment management company appointed to manage the investment assets of the Trusts or in which the Trusts invest
- understand and acknowledge that I/we are bound by the actions of my/our representative in relation to the operation of my/our investments in the Trusts and
- authorise IISL to continue to follow instructions regarding this authority, until further notice in writing to cancel this authority is received by IISL.

### Corporate investors

This nomination must be signed either:

- under common seal
- by two directors or a director and company secretary or
- by the sole director (where applicable).

If not signing under common seal, please state your title, eg Director, Company Secretary or Sole Director and Company Secretary.

#### Signatory 1

X	Date (DD/MM/YY)							
	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> </tr> </table>							

Title (such as Director/Sole Director/Company Secretary)

Full name

#### Signatory 2 (for joint investors or additional trustees, if applicable)

X	Date (DD/MM/YY)							
	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> </tr> </table>							

Title (such as Director/Sole Director/Company Secretary)

Full name

#### Signatory 3 (for additional Trustees if applicable)

X	Date (DD/MM/YY)							
	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> </tr> </table>							

Title (if applicable)

Full name

#### Signatory 4 (for additional Trustees if applicable)

X	Date (DD/MM/YY)							
	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> </tr> </table>							

Title (if applicable)

Full name

Common seal (of company) if required

All investors must also sign the applicant declaration in Step 8

## Step 8: Applicant declaration

I/We wish to invest in MLC MultiActive as described in the PDS (and any SPDS). I/We have personally received the PDS (and any SPDS) or paper print out of the electronic version of the PDS (and any SPDS) accompanied by, or attached to, this application form before applying for an investment in the Trust(s).

I/We declare that:

- all details in this application form are true and correct
- I/we have received and accepted this offer in Australia or New Zealand
- I/we acknowledge that I/we will promptly advise my/our financial adviser and/or IISL if any of my/our details change at any time
- I/we certify that I/we am/are the applicant(s) named in Step 2 of this application form OR I/we am/are authorised to provide information and complete this application form on their behalf (ie by way of Power of Attorney)
- I/we am/are aware that information provided about me/us and my/our accounts will be provided to the relevant tax authority within Australia and internationally
- I/we agree to provide any information that may be required for the identification purposes of AML/CTF, FATCA and CRS laws (as applicable).

I/We confirm that I/we have read and understood:

- that an investment made in MLC MultiActive does not represent an investment in IISL, nor any related body corporate within the Insignia Financial Group, nor any investment Services company appointed to manage the investment assets of the Trusts
- that neither IISL nor any related body corporate within the Insignia Financial Group, nor any investment management company appointed to manage the investment assets of the Trusts guarantees the performance of any Trust or the return or repayment of capital or income
- the PDS (and any SPDS) in full and on becoming a unitholder, I/we agree to be bound by the provisions of the PDS (and any SPDS) and the constitution of the relevant Trust in the MLC MultiActive range
- that investments in the Trusts are subject to investment risks including possible delays in repayment and loss of income and principal invested.

### Personal financial advice confirmation

I/We declare that:

I/We have received personal financial advice in relation to MLC MultiActive

### AML/CTF, FATCA and CRS

- I/We have provided the appropriate documents, as outlined in the 'Completing Proof of Identity' document on [ioof.com.au/forms](http://ioof.com.au/forms), that may be required for the purposes of the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act)\*
- I/We confirm that I/we have correctly indicated any applicable foreign or United States tax residency status, for Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standard (CRS) laws in Part A of this Application form and during the customer identification process.
- If I/we are an applicant under Part B or Part C of this application form I/we confirm that I/we have correctly declared our identification and tax residency information in the FSC/FPA Identification forms (if investing with the assistance of a financial adviser) or the Additional Tax Information Form (if investing without the assistance of a financial adviser).
- If I/we previously have opened an MLC product and my/our adviser has not conducted the customer identification procedure under AML/CTF FATCA and CRS laws in conjunction with this application, I/we confirm that I/we are not a foreign resident or US citizen(s) or resident(s) for tax purposes, or are not purchasing this product on behalf of another foreign resident, and/or US citizen or resident for tax purposes.

\* Proof of identity requirements are generally not required for existing investors within the Insignia Financial Group as detailed in the PDS.

### Privacy

Any personal information provided by me/us to IISL is used for the purpose of opening an investment account and for other related purposes. For the purposes of providing services to me/us, IISL may disclose my/our personal information to its related bodies corporate, a person with whom I/we have a joint investment, my/our financial adviser, professional advisers, businesses that have referred me/us to IISL, banks and other financial institutions, or to provide me/us with information about other products or services that may be of interest to me/us.

IISL is required to collect my/our personal information under the *Corporations Act 2001*, the AML/CTF, FATCA and CRS laws. If I/we do not provide all of the requested information, IISL may not be able to action my/our request. To verify my/our identity for Know Your Customer (KYC) purposes, IISL may also solicit personal information about me/us from reliable identity verification service providers.

My/Our personal information will be handled in accordance with IISL's privacy policy. The privacy policy contains information about how I/we may access or correct my/our personal information held by IISL and how I/we may complain about a breach of my privacy. I/We understand that it is generally unlikely that IISL will disclose my/our personal information overseas. However, any overseas disclosure will not affect IISL's commitment to safeguarding my/our personal information and that they will take reasonable steps to ensure any overseas recipient complies with Australian privacy law. I/We may request a copy of the privacy policy by contacting 1800 002 217 or at [ioof.com.au/privacy](http://ioof.com.au/privacy).

### Marketing material

By ticking this box, I/we confirm that I/we do not want IISL or related bodies corporate to use or disclose my/our personal information for marketing purposes.

## Step 8: Applicant declaration continued

### Financial report

A financial report is available online at **ioof.com.au** by 30 September each year, detailing the financial position of the Trusts at the financial year ending 30 June. Alternatively, you may choose to receive a hard copy of the financial report by ticking this box:

### Power of Attorney

If your application is signed under a Power of Attorney, please enclose a certified copy of the Power of Attorney and the proof of identity documents required in Step 5 ('Proof of identity requirements') with your application form. If signed under Power of Attorney, the attorney certifies that he/she has not received notice of revocation of that power.

### Corporate investors

This application form must be signed either:

- under common seal
- by two directors or a director and company secretary or
- by the sole director (where applicable).

#### Important reminder – Identification and tax residency requirements

(Only if you are a Company, Trust, or Other type of investor eg Partnerships and Associations)

If you have a financial adviser and are investing as Company, Trust or Other Investor, you will need to complete and return with your application form, the additional FSC/FPA Identification Form relevant to your investor type.

If I do not have a financial adviser you will need to complete the relevant Additional Tax Information Form if you are investing as a Company, Trust or Other investor. Refer to the separate 'Completing Proof of Identity' document to help you understand what you will need to provide us relevant to your investor type.

All relevant forms can be downloaded from our web site at **ioof.com.au/forms**, or alternatively you can request a copy from Investor Services on 1800 002 217 (or +613 8614 4966 if calling from New Zealand). If nominating a representative, please note additional proof of identity is required to be provided with this application form. Please refer to Step 7 'Representative Facility'.

If not signing under common seal, please state your title, eg Director, Company Secretary or Sole Director and Company Secretary.

#### Signatory 1

<input checked="" type="checkbox"/>	Date (DD/MM/YY)
	<input type="text"/>

Title (such as Director/Sole Director/Company Secretary)

Full name

#### Signatory 2

<input checked="" type="checkbox"/>	Date (DD/MM/YY)
	<input type="text"/>

Title (such as Director/Sole Director/Company Secretary)

Full name

#### Signatory 3 (for additional Trustees if applicable)

<input checked="" type="checkbox"/>	Date (DD/MM/YY)
	<input type="text"/>

Title (if applicable)

Full name

#### Signatory 4 (for additional Trustees if applicable)

<input checked="" type="checkbox"/>	Date (DD/MM/YY)
	<input type="text"/>

Title (if applicable)

Full name

Common seal (of company) if required

# MLC MultiActive

30 November 2023

## Additional investment instruction form

If you are investing in the Trusts via an Investor Directed Portfolio Service (IDPS) or master trust, you must complete the documents that the IDPS or master trust requires. **You do not need to fill out this form.**

For assistance please call Investor Services on 1800 002 217 (or +613 8614 4966 if calling from New Zealand).

Complete this form if you wish to make an additional investment into one or more of your existing investments in MLC MultiActive.

### Important information

- Please complete these instructions in **BLACK INK** using **CAPITAL LETTERS** (except for your email address) and **✓** boxes where provided.
- The minimum additional investment amount is \$5,000 for each Trust.
- If this instruction has previously been made through a nominated representative or under a Power of Attorney, please complete **PART A** or **PART B** (as applicable) as well as the 'Nominated representative or Power of Attorney' section below.

## Step 1: Investor details

Account number

## Part A – Individual Investor or Joint Investors

**Investor 1** (all the notes and correspondence will be forwarded to the address of Investor 1)

Title (Dr/Mr/Mrs/Ms/Miss)

Mr  Mrs  Miss  Ms  Other

Surname

Given name(s)

Mailing address

Suburb

State

Postcode

Date of birth (DD/MM/YYYY)

**Investor 2** (if applicable)

Title (Dr/Mr/Mrs/Ms/Miss)

Mr  Mrs  Miss  Ms  Other

Surname

Given name(s)

Mailing address

Suburb

State

Postcode

Date of birth (DD/MM/YYYY)



## Part B – Non-individual investors

(eg companies, trusts, partnerships, associations, registered co-operatives, government entities)

Name of Entity/Company

Name of Trust (if applicable)

### Name of contact person or identified trustee^

Title (Dr/Mr/Mrs/Ms/Miss)

Surname

Mr  Mrs  Miss  Ms  Other

Given name(s)

Mailing address

Suburb

State

Postcode

Date of birth (DD/MM/YYYY)





^ As previously nominated for MLC MultiActive account provided.

### Nominated representative or power of attorney^^

Title (Dr/Mr/Mrs/Ms/Miss)

Surname

Mr  Mrs  Miss  Ms  Other

Given name(s)

^^ As previously nominated in writing and accepted by IISL as authority to act on MLC MultiActive Trust(s) account provided.

## Step 2: Additional investment instruction

Please specify the additional investment(s) you would like to make to your existing investment in the MLC MultiActive Trust(s):

Name of Trust	Amount to be invested
MLC MultiActive Capital Stable	\$ <input type="text"/>
MLC MultiActive Conservative	\$ <input type="text"/>
MLC MultiActive Moderate	\$ <input type="text"/>
MLC MultiActive Balanced	\$ <input type="text"/>
MLC MultiActive Growth	\$ <input type="text"/>
MLC MultiActive Cash Enhanced	\$ <input type="text"/>
MLC MultiActive Diversified Fixed Income	\$ <input type="text"/>
MLC MultiActive Property	\$ <input type="text"/>
MLC MultiActive Australian Shares	\$ <input type="text"/>
MLC MultiActive Global Shares	\$ <input type="text"/>
<b>Total</b>	\$ <input type="text"/>

### Please note:

For any additional investment equal to or more than \$2 million you must also complete the High Threshold Transaction form available at [ioof.com.au/forms](http://ioof.com.au/forms)

## Step 2: Additional investment instruction continued

Please make your cheque(s) payable to 'IOOF Applications Trust Account – Applicant(s) Name' marked 'Not Negotiable'.

**Post to:** MLC MultiActive, Reply Paid 264, Melbourne, VIC 8060

**Enquiries:** 1800 002 217 (or +613 8614 4966 if calling from New Zealand)

**Fax** 1800 558 539

### Alternative ways of adding to your investment – BPAY facility (optional)

Additional investments can be easily made to your existing investment via BPAY. Further information on utilising the BPAY facility is included on page 3 of this forms booklet. BPAY is not available for MLC MultiActive Property

If you would like to set up your account for future BPAY investments directly through your nominated financial institution account, please tick the box below:

I/We would like to receive a Customer Reference Number (CRN) for making additional investments using BPAY.

The BPAY biller codes for each MLC MultiActive are detailed below:

Name of Trust	BPAY Biller code
MLC MultiActive Capital Stable	72223
MLC MultiActive Conservative	72470
MLC MultiActive Moderate	72249
MLC MultiActive Balanced	72231
MLC MultiActive Growth	72488
MLC MultiActive Cash Enhanced	73015
MLC MultiActive Diversified Fixed Income	73254
MLC MultiActive Australian Shares	73007
MLC MultiActive Global Shares	72496

## Step 3: Financial adviser details (if applicable)

### Financial adviser details

Dealer group

Licensee name

Financial adviser name

Financial adviser number

AFS licence number

Dealer stamp

For assistance, financial advisers can contact Investor Services on 1800 002 217 (or +613 8614 4966 if calling from New Zealand).

## Step 4: Investor declaration

I/We wish to add to my existing investment in the Trust(s) as detailed in this additional investment instruction form.

I/We confirm that I/we have personally received the PDS (and any SPDS) or paper print out of the electronic version of the current PDS (and any SPDS) for the Trust(s) in which I/we are requesting to invest.

I/We confirm that I/we have read and understood:

- that an investment made in the Trusts does not represent an investment in IOOF Investment Services Ltd (IISL), ABN 80 007 350 405, AFS Licence No. 230703, nor any related body corporate within the Insignia Financial Group, nor any investment management company appointed to manage the investment assets of the Trusts
- that neither IISL nor any related body corporate within the Insignia Financial Group, nor any investment management company appointed to manage the investment assets of the Trusts, guarantees the performance of any Trust or the return or repayment of capital or income
- that I/we agree to be bound by the provisions of the PDS (and any SPDS) and the constitution of the relevant Trust in the MLC MultiActive range
- that investments in the Trusts are subject to investment risks including possible delays in repayment and loss of income and principal invested.

### Privacy

I/We understand, that:

- IISL is required to collect my/our personal information under the Corporations Act 2001 and the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*
- information provided to IISL is used for the purpose of operating my/our investment account and for other related purposes as detailed in the PDS (and any SPDS)
- For the purposes of providing services to me/us, IISL may disclose my/our personal information to internal and external parties as described in the PDS (and any SPDS)
- if I/we do not provide all of the information requested in this application form, IISL may not be able to action my/our request

### Who needs to sign?

All original investors registered on the account must sign this section unless previous authority has been provided in writing and accepted by IISL, such that:

- a single joint investor can sign on behalf of a joint investor account
- a representative nominated to act and operate on the account can sign on your behalf\* or
- a Power of Attorney can sign on your behalf\*, in which case a certified copy of the Power of Attorney must have been previously provided to IISL and retained on file for us to process your additional investment.

\* If signed by a nominated representative or Power of Attorney, please ensure that the 'Nominated Representative or Power of Attorney' section in Step 1 is completed.

### Corporate investors

This additional investment instruction form must be signed either:

- by the representative previously nominated for your MLC MultiActive account or
- under common seal
- by two directors or a director and company secretary or
- by the sole director (where applicable).

## Step 4: Investor declaration continued

If not signing under common seal, please state your title, eg Director, Company Secretary or Sole Director and Company Secretary.

### Signatory 1

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

Title (such as Director/Sole Director/Company Secretary)

Full name

**Signatory 2** (for joint investors or additional trustees, if applicable)

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

Title (such as Director/Sole Director/Company Secretary)

Full name

**Signatory 3** (for additional Trustees if applicable)

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

Title (if applicable)

Full name

**Signatory 4** (for additional Trustees if applicable)

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

Title (if applicable)

Full name

Common seal (of company) if required

# MLC MultiActive

30 November 2023

## Switching instruction form

If you are investing in the Trusts via an Investor Directed Portfolio Service (IDPS) or master trust, you must complete the documents that the IDPS or master trust requires. **You do not need to fill out this form.**

For assistance please call Investor Services on 1800 002 217 (or +613 8614 4966 if calling from New Zealand).

Complete this form if you wish to switch your investment from one Trust to another Trust, within the MLC MultiActive range.

### Important information

- Please complete these instructions in **BLACK INK** using **CAPITAL LETTERS** (except for your email address) and **✓** boxes where provided.
- The minimum switch amount is \$5,000 for each Trust. You must maintain a minimum balance of \$25,000 in each Trust.
- Switching operates as a withdrawal of units in one Trust and the investment of units in another Trust and therefore may have taxation implications. Please contact your financial or taxation adviser for more information.
- If this instruction has previously been made through a nominated representative or under a Power of Attorney please complete **PART A** or **PART B** (as applicable) as well as the 'Nominated Representative or Power of Attorney' section below.

## Step 1: Investor details

Account number

### Part A – Individual Investor or Joint Investors

**Investor 1** (all notices and correspondence will be sent to the address of Investor 1)

Title (Dr/Mr/Mrs/Ms/Miss)

Mr  Mrs  Miss  Ms  Other

Surname

Given name(s)

Mailing address

Suburb

State

Postcode

Date of birth (DD/MM/YYYY)

**Investor 2** (if applicable)

Title (Dr/Mr/Mrs/Ms/Miss)

Mr  Mrs  Miss  Ms  Other

Surname

Given name(s)

Mailing address

Suburb

State

Postcode

Date of birth (DD/MM/YYYY)

## Part B – Non-individual investors

(eg companies, trusts, partnerships, associations (such as incorporated/unincorporated club/body, registered co-operatives, government entities)

Name of Entity/Company

Name of Trust

Name of contact person or identified trustee<sup>^</sup>

Title (Dr/Mr/Mrs/Ms/Miss)

Mr  Mrs  Miss  Ms  Other

Surname

Given name(s)

Mailing address

Suburb

State

Postcode

Date of birth (DD/MM/YYYY)

<sup>^</sup> As previously nominated for MLC MultiActive account provided.

**Nominated representative or power of attorney<sup>^^</sup>**

Title (Dr/Mr/Mrs/Ms/Miss)

Mr  Mrs  Miss  Ms  Other

Surname

Given name(s)

<sup>^^</sup> As previously nominated in writing and accepted by IISL as authority to act on MLC MultiActive Trust(s) account provided.

## Step 2: Switching instruction

Please indicate which MLC MultiActive Trust(s) you wish to be switched out of and into which Trust(s) you wish to invest.

Name of Trust	Switch from my existing Trust(s) (\$ or %)	Switch to the following Trust(s) (\$ or %)	How would you like your income distributed? <sup>^</sup>	
			OPTION A Reinvested as additional units (✓)	OPTION B# Deposited directly into your nominated financial institution account (✓)
MLC MultiActive Capital Stable	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
MLC MultiActive Conservative	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
MLC MultiActive Moderate	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
MLC MultiActive Balanced	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
MLC MultiActive Growth	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
MLC MultiActive Cash Enhanced	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
MLC MultiActive Diversified Fixed Income	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
MLC MultiActive Property	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
MLC MultiActive Australian Shares	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
MLC MultiActive Global Shares	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total</b>	<input type="text"/>	<input type="text"/>		

## Step 2: Switching instruction continued

**\*Please note:**

- Only complete if you wish to switch to a new Trust (in which you currently do not hold units) OR if you wish to change your current distribution instructions relating to your existing Trust(s).
- If you have selected to switch to a new Trust (in which you currently do not hold units) and do not select a distribution method, this will be taken as a direction to reinvest your income distribution as additional units in the Trust from which the income was derived.
- If you select Option B and a payment is rejected by your financial institution, this will be taken as a direction to reinvest that income distribution and all future income distributions as additional units in the Trust from which the income was derived.

### # Income distribution account details

Only complete the section below if you have selected to have your distribution paid directly into your nominated financial institution account, and you have not previously provided us with your financial institution account details, or if you wish to change your nominated financial institution account.

Financial institution

Branch

Account name

BSB

				-				
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Account number

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## Step 3: Financial adviser details (if applicable)

Dealer group

Licensee name

Financial adviser name

Financial adviser number

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AFS licence number

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Dealer stamp

For assistance, financial advisers can contact Investor Services on 1800 002 217 (or +613 8614 4966 if calling from New Zealand).

## Step 4: Investor declaration

I/We wish to switch investments in the Trusts as described in this switching instruction form. I/We confirm that I/we have personally received the MLC MultiActive PDS (and any SPDS) or paper print out of the electronic version of the current PDS (and any SPDS) before applying for a switch/investment in the Trusts.

I/We declare that:

- all details in this switching instruction form are true and correct and I/we undertake to inform IISL of any changes to the information supplied as and when they occur
- the investor details to be registered against any investments into a new Trust(s) (of which I/we did not previously hold units), will be set up identically to the investor details registered on my/our existing Trust(s) account from which the switch is being processed and
- I/we have previously provided my TFN or ABN (or exemption) in respect of existing investments in the Trusts, and agree to IISL utilising my existing TFN or ABN information (or exemption) for the purposes of switches/investments into any new Trust(s).

I/We confirm that I/we have read and understood:

- that an investment made in the Trusts does not represent an investment in IOOF Investment Services Ltd (IISL), ABN 80 007 350 405, AFS Licence No. 230703, nor any related body corporate within the Insignia Financial Group, nor any investment management company appointed to manage the investment assets of the Trusts
- that neither IISL nor any related body corporate within the Insignia Financial Group, nor any investment management company appointed to manage the investment assets of the Trusts, guarantees the performance of any Trust or the return or repayment of capital or income
- the PDS (and any SPDS) in full and on becoming a unitholder, I/we agree to be bound by the provisions of the PDS (and any SPDS) and the constitution of the relevant Trust in the MLC MultiActive range
- that investments in the Trusts are subject to investment risks including possible delays in repayment and loss of income and principal invested.

### Personal financial advice confirmation

I/We declare that:

I/We have received personal financial advice in relation to MLC MultiActive

### Privacy

I/We understand, that:

- IISL is required to collect my/our personal information under the Corporations Act 2001 and the Anti-Money Laundering and Counter-Terrorism Financing Act 2006
- information provided to IISL is used for the purpose of operating my/our investment account and for other related purposes as detailed in the PDS (and any SPDS)
- For the purposes of providing services to me/us, IISL may disclose my/our personal information to internal and external parties as described in the PDS (and any SPDS)
- if I/we do not provide all of the information requested in this application form, IISL may not be able to action my/our request

### Financial report

A financial report is available online at [ioof.com.au](http://ioof.com.au) by 30 September each year, detailing the financial position of the Trusts at the financial year ending 30 June. Alternatively, you may choose to receive a hard copy of the financial report by ticking this box:

### Who needs to sign?

All original investors registered on the account must sign this section unless previous authority has been provided in writing and accepted by IISL, such that:

- a single joint investor can sign on behalf of a joint investor account
- a representative nominated to act and operate on the account can sign on your behalf\* or
- a Power of Attorney can sign on your behalf\*, in which case a certified copy of the Power of Attorney must have been previously provided to IISL and retained on file for us to process your switch.

\* If signed by a nominated representative or Power of Attorney, please ensure that the 'Nominated Representative or Power of Attorney' section in Step 1 is completed.

### Joint investors only

(Note this does not apply to non-individual investors eg companies, trusts, partnerships, associations (such as incorporated/unincorporated club/body, registered co-operatives, government entities)

If each investor is able to operate the account and bind the other joint investor(s) for future transactions (including additional investments, switches and withdrawals) please tick this box:

### Corporate investors

This switching instruction form must be signed either:

- by the representative previously nominated for your MLC MultiActive account
- under common seal
- by two directors or a director and company secretary or
- by the sole director (where applicable).



## Step 4: Investor declaration continued

If not signing under common seal, please state your title, eg Director, Company Secretary or Sole Director and Company Secretary.

### Signatory 1

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

Title (such as Director/Sole Director/Company Secretary)

Full name

**Signatory 2** (for joint investors or additional trustees, if applicable)

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

Title (such as Director/Sole Director/Company Secretary)

Full name

**Signatory 3** (for additional Trustees if applicable)

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

Title (if applicable)

Full name

**Signatory 4** (for additional Trustees if applicable)

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

Title (if applicable)

Full name

Common seal (of company) if required

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## How to contact us

### Responsible Entity

IOOF Investment Services Ltd  
ABN 80 007 350 405  
AFS Licence No: 230703  
A part of the Insignia Financial  
Group of Companies

### Postal address

GPO Box 264  
Melbourne VIC 3001

### Telephone

1800 002 217  
(or +613 8614 4966 if calling  
from New Zealand)

### Fax

1800 558 539

### Email

[investorservices@insigniafinancial.com.au](mailto:investorservices@insigniafinancial.com.au)

### Website

[ioof.com.au](http://ioof.com.au)