

Use this form to request a benefit payment from the Salaam superannuation division (Salaam superannuation) of the Russell Investments Master Trust (the Fund). Please note if you wish to change where your future super contributions are being paid, you will need to complete a Choice of Fund Form. Print clearly in BLOCK LETTERS.

**Please note:**


- You should read the **Important information** section before completing this form.
- All sections of this form must be carefully completed.
- If you are a temporary resident, **and have not left Australia**, there are only certain conditions in which you can request a cash payment.
- Generally, you can only use this form, if you are transferring your benefit to another superannuation fund. Please read Temporary residents in the **Important information** section of this form.
- If you will be claiming a tax deduction for contributions you have made, you must submit a notice to us in relation to those contributions before closing your account. Only members who obtain less than 10% of their annual income from employment are eligible to claim a tax deduction in relation to superannuation contributions.
- Any application to split contributions with your spouse must be submitted before those contributions are transferred out of the Fund.

This form acts as an authority for us to release your benefit to you or an external superannuation fund. Once complete, please return this form, together with any requested documentation and certified identification to us.

Please complete the **Payment instructions section** to notify us of the benefit payment type you are requesting.



## 2. PROVIDING YOUR TAX FILE NUMBER (TFN)

 Please complete this section if you have not provided your TFN to the Fund.

Under the *Superannuation Industry (Supervision) Act 1993*, your superannuation fund is authorised to collect, use and disclose your TFN. The Trustee of your superannuation fund may disclose your TFN to another superannuation provider, when your benefits are being transferred, unless you request the Trustee of your superannuation fund in writing that your TFN not be disclosed to any other superannuation provider.

Declining to quote your TFN to the Trustee of your superannuation provider is not an offence. However, giving your TFN to your superannuation fund will have the following advantages (which may not otherwise apply):

- Your superannuation fund will be able to accept all permitted types of contributions to your account(s).
- Other than the tax that may ordinarily apply, *you will not pay more tax than you need to—this affects both contributions to your superannuation and benefit payments when you start drawing down your superannuation benefits.*
- It will make it much easier to trace different superannuation accounts in your name, so that you receive all your superannuation benefits when you retire.

Your TFN will otherwise remain confidential.

Fill in your TFN here:












## 3. PAYMENT INSTRUCTIONS

 Please select the benefit payment option or options required by completing the relevant section(s) below. It is important to note that if you want to maintain membership within the fund you need to ensure that you leave at least \$6,000 in your account.

**You can choose one from the following benefit payment options:**

**Payment option A** – transfer to iQ Retirement

**Payment option B** – rollover to an external superannuation fund

**Payment option C** – withdrawal of the benefit in cash

**Payment option D** – other.

### Payment option A – transfer of benefit to iQ Retirement

Please tick one of the following boxes.

transfer my total benefit to iQ Retirement.

transfer \$         .00 to iQ Retirement (Contribution account).

In addition to completing this form, you must read the current iQ Retirement Product Disclosure Statement (PDS), which is available from our website or you can call 1300 926 626.

### Payment option B – rollover to an external superannuation fund

An exit fee generally applies, please refer to your PDS for more information.

I understand that an exit fee may be applicable; however, I would like a partial payment made within three days. (Subject to any minimum account balance rules that apply. Refer to your PDS for confirmation of the minimum account balance that applies to you.)

**c. Details of rollover: Please tick one of the following boxes:**

transfer my total benefit.

transfer \$          .00 of my benefit.

transfer the balance remaining in my account after the payment(s) nominated in Payment option A and/or Payment option C.

### Rollover fund details:

1. Name of rollover fund





## 4. PROOF OF YOUR IDENTITY

**i** You must complete this section, if you're applying for a cash withdrawal or if you're rolling your benefit into an SMSF. Please refer to the Important information section for more information about verifying your identity before completing this section.

Complete option 1 OR option 2 below:

### Option 1: Electronic verification

I authorise the Fund to use the personal information provided below and on this application form to verify my identity for the purposes of the *Anti-Money Laundering and Counter-Terrorism Financing (AML/CTF) Act* using reliable and independent data sources. I understand the Fund uses a third party for this purpose and consent to its use.

**Important:** Make sure the details you provide are accurate. If your personal details provided in Section 1 do not match your electronic identification details, we will not be able to use your personal details to prove your identity, which will delay processing your payment request. If you'd like to verify your identity electronically, you must provide your registered street address in Australia in Section 1.

You must provide details of at least two of the following documents

#### Electronic verification – Document 1: Medicare card

Full name as shown on your Medicare card, including initials:


Card number:

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Valid to:

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I am person number   on this card

#### Electronic verification – Document 2: Australian Driver's Licence

First name as shown on your licence:

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Surname as shown on your licence:

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Australian Driver's Licence number:

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Australian Driver's Licence card number:

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Expiry date:

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State of issue:

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#### Electronic verification – Document 3: Passport

(Please provide an Australian passport if possible, alternatively you can provide details of a foreign passport if you have a visa issued by the Australian Department of Immigration and Border Protection.)

Given name/s (including middle name) as shown on your passport:

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Surname as shown on your passport:

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Passport number:

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Country of issue:

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Place of birth as shown on your passport:

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Date of issue:

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## 4. PROOF OF YOUR IDENTITY (CONTINUED)

**Electronic verification – Document 3: Passport (continued)**

Family name at birth (not shown on your passport):

Visa number (for foreign passports only):

**Option 2: Provide certified copies of identification documents**

I have attached copies of my certified proof of identity with this form, in accordance with the requirements set out in the **Important information** section of this form.

**Important:** Make sure the copies you provide follow the requirements set out in the **Important information** section. If your documents are not certified correctly or are otherwise unacceptable we will not be able to prove your identity, which will delay processing your payment request.

## 5. DECLARATION AND SIGNATURE

**Retirement declaration (if applicable):**

If you are aged 55–65 and are applying to access your preserved benefit in cash, please complete this section. For retirement purposes, gainful employment is defined as working 10 hours or more per week. If you have never been gainfully employed, you may not access your preserved benefit as a lump sum until you reach age 65.

Please tick one of the following boxes:

- I have reached the age of 65.
- I have reached the age of 55 and am retired. I do not intend to be gainfully employed again.
- I ceased being gainfully employed on or after my 60th birthday with:  
 (insert company name).

**By signing this request form I am making the following statements:**

- I declare I have fully read this form and the information completed is true and correct.
- I am aware I may ask my superannuation provider for information about any fees or charges that may apply, or any other information about the effect this payment/transfer/election to purchase a pension may have on my benefits, and do not require any further information.
- I declare that if I have requested part or all of my benefit be cashed and have met the condition of release, that I am an Australian or New Zealand citizen or a permanent resident of Australia or a 405 (investor retirement) visa or a subclass 410 (retirement) visa holder.
- I discharge the Fund from all further liability in respect of the benefits paid and transferred to me or to my nominated fund.
- If the external superannuation fund I am transferring my benefits to is an SMSF, I confirm that I am a member and trustee (or director of a corporate trustee) of the SMSF.
- I have not relied on any advice from the Trustee of the Fund in making this request.
- I have been given the opportunity to take my own independent personal financial advice before deciding to proceed with the transfer to my nominated fund/cashing of my benefit/purchase of a pension.
- I understand that my insurance cover will cease, if I don't have enough funds remaining to pay insurance fees.

I authorise the Fund to process my benefit in accordance with my instructions.

Signature


Date (DD MM YYYY)

Member name

## 6. CHECKLIST

- Have you completed the **Proof of your identity section**, and attached appropriate documentation where you have applied for a cash payment or a rollover to your SMSF? We cannot process these payments, if we have not received your authority to verify your identity electronically or if you have not provided the appropriate certified documentation.
- Have you read the **Important information** section and attached the additional documents required for your payment (if any) as specified in this section?
- Have you completed all the relevant sections of the form?
- Have you signed and dated the form?
- Have you attached appropriate banking evidence, if you are applying for a cash payment to your bank account or if it's an SMSF transfer? Refer to Payment option 3 for more information.

## 7. IMPORTANT INFORMATION

 The following information will help you complete this form.

### Please note:

- All sections of this form must be carefully completed.
- Any delay in receipt of this information will hold up the payment or rollover of your benefit.
- If you have investment choice, you may switch investment portfolios during the processing of your instructions before your benefit is paid.
- You may ask us for the information that you reasonably require for the purposes of understanding any of your benefit entitlements. This includes information about any fees that may apply, because of a transfer and the effect of the transfer on your benefit entitlements in the Fund. A payment fee may be debited to your account in respect of this payment request. Refer to the current PDS for more information.
- You should note that we are able to refuse your transfer request if, as a result of the transfer, you would have less than \$6,000 remaining in the Fund. We are also able to refuse your transfer, if you have made a similar transfer within the past 12 months. We will inform you in writing, if we need further information to process your transfer or if we have to refuse a transfer that you request.

### Please attach any requested documentation

If you elect to have your benefit paid to you via direct deposit, you will be required to provide evidence in the form of a pre-printed bank deposit slip, a recent bank statement or confirmation letter from the bank that the bank account you nominate is yours.

### Preserved benefit

Government regulations prevent you from withdrawing the preserved amount of your benefit until you satisfy a relevant condition of release. You can check the amount of your preserved benefit on Your 30 June Super Statement or by logging in at [salaam.com.au/super](https://salaam.com.au/super). If you have satisfied a condition of release for preserved benefits since 30 June, the preserved amount will have become non-preserved and you will be able to withdraw all or part of it in cash. If you are suffering financial hardship, there are some limited circumstances that allow you to access superannuation. Refer to our When You Can Access Your Super Fact Sheet on [salaam.com.au/super/factsheets](https://salaam.com.au/super/factsheets) or call us for details. Please refer to the current PDS for more information on preserved benefits. You can transfer your preserved benefit to another superannuation fund (conditions may apply).

### Non-preserved (cashable) benefit


You have four choices for the part of your benefit that is non-preserved and must show on this form whether you want to:

- use it to purchase a pension through **iQ Retirement**;
- roll it over to one or more external superannuation fund(s);
- withdraw it in cash and pay tax (if any); or
- a combination of the above.

**Please note:** If your non-preserved benefit is restricted, you may not access it until you leave the employer that opened your account.



## 7. IMPORTANT INFORMATION (CONTINUED)

 The following information will help you complete this form.

### Temporary residents

If you have left Australia you can apply for a Departing Australia Superannuation Payment (DASP) and you should use the the DASP form available at [salaam.com.au/super/forms](https://salaam.com.au/super/forms) or the form available from the Australian Taxation Office (ATO). Visit [salaam.com.au/super/factsheets](https://salaam.com.au/super/factsheets) and read the fact sheet in the new or temporary residents to Australia section for details of the additional documentation required to apply for this payment.

From 1 April 2009, temporary residents [excluding New Zealanders and 405 (investor retirement) visa or subclass 410 (retirement) visa holders] can only claim their superannuation **prior** to departing Australia on the following grounds:

- Death
- Terminal medical condition
- Permanent or Temporary Incapacity
- Excess contributions release authority.

If this applies to you, please contact us for assistance.

### Rollovers to SMSFs

If you are rolling your benefit to an SMSF, you should be aware that SMSFs are subject to the same rules and restrictions as other funds, when benefits are to be paid out. In particular, benefits which are preserved in your current Fund remain 'preserved' in your SMSF, meaning you cannot generally access them until you reach your 'preservation age' and retire. Preservation age is between 55 and 60, depending on your date of birth. We may request further information from you about your status as a member and trustee (or a director of a corporate trustee) of your SMSF. Penalties may apply for providing false or misleading information.

### Further advice

Our superannuation specialists can provide you with general advice about your superannuation. If you would like personal financial advice, we can refer you to a qualified financial adviser who can provide this advice to you. Please call us and we can put you in contact with an adviser. The first appointment is at no cost to you.

### Privacy

Information about how the Fund uses and discloses the personal information that you provide is contained in the Trustee's Privacy Policy at [russellinvestments.com.au/privacy](https://russellinvestments.com.au/privacy). To access this Policy, your personal details or to make an enquiry about any aspect of your Fund membership, please call 1300 926 626.

### Providing proof of identity


Under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act)*, superannuation funds are required to identify, monitor and mitigate the risk that the Fund may be used for the laundering of money or the financing of terrorism.

As a result, if you are requesting a cash payment or transfer to an SMSF, you need to prove you are the person to whom the superannuation entitlements belong. Please note, you will need to prove your identity at the time of each payment request. Processing of this form cannot proceed until we have verified your identity in one of the following ways. There are two ways to prove your identity:

#### 1. You can use this form to authorise the Fund to verify your identity electronically

If you provide consent in Section 4 of this form, the Fund may disclose details of the identification documents you provide and the personal details on file for you (such as your name, residential address and date of birth) to a third party reporting entity for the purpose of confirming your identity as required under the AML/CTF Act. The reporting entity may use the information disclosed in order to provide an assessment of whether the information provided matches personal information held on file (in whole or in part). If your personal details cannot be verified for any reason, we will notify you before we proceed with your payment request.

## 7. IMPORTANT INFORMATION (CONTINUED)

 The following information will help you complete this form.

### 2. You can provide certified paper copies of identification documentation

If you do not provide consent in Section 4 for the Fund to verify your identity electronically, you will need to provide certified copies of identification documentation. Acceptable documents are described below.

#### Driver's licence, proof of age card or passport

- a. A valid driver's licence issued under State or Territory law
- b. A valid proof of age card issued under State or Territory law
- c. A passport which is currently valid or which expired<sup>^</sup> within the last 2 years\*

#### Certificate

- a. Birth certificate or extract\*
- b. Citizenship certificate issued by the Commonwealth
- c. Pension card issued by Centrelink that entitles you to financial benefits.

#### Government letter

- a. Letter from the Department of Human Services within the last 12 months, which shows your name and residential address and advises of a financial benefit payable to you;
- b. An income tax assessment notice issued to you by the ATO within the last 12 months, showing your name and residential address and records a debt payable to or by you. An equivalent notice from an overseas country may be accepted in some circumstances.
- c. A notice issued to you by a local government body (e.g. council rates notice) within the last three months, which shows your name and residential address and records the provision of services to you.



OR



You need to get an authorised person to certify a photocopy of either your driver licence, proof of age card **OR** passport\*.

AND

AND



OR



You also need to get an authorised person to certify a photocopy of your birth certificate, citizenship certificate or pension card **OR** a recent government letter (e.g. a notice from the ATO, Centrelink payment letter, or a local council notice that shows your name and address).

<sup>^</sup> We can only accept expired Australian passports.

\* If your passport or birth certificate/extract is not in English, it must be accompanied by an English translation prepared by an accredited translator.

## 7. IMPORTANT INFORMATION (CONTINUED)

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

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

The following table contains information about suitable linking documents.

Purpose	Change of names	Signed on behalf of the applicant
Suitable linking documents	<ul style="list-style-type: none"><li>• Marriage certificate,</li><li>• deed poll, or</li><li>• change of name certificate from the Births, Deaths and Marriages Registration Office</li></ul>	<ul style="list-style-type: none"><li>• Guardianship papers, or</li><li>• Power of Attorney</li></ul>

### Certification of documents

All copied pages of original proof of identification documents and any copies of other required documents (including any linking documents) need to be certified as true copies by an individual approved to do so.

Make a photocopy of your original document and then take both documents to one of the following people to be certified. The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping 'certified true copy of original document' followed by their signature, printed name, qualification (eg Justice of the Peace) and the date.

The Fund will only accept documents certified by one of the following:

- Medical practitioner
- Pharmacist
- Police officer
- Justice of the Peace
- Legal practitioner
- Notary public officer
- Registrar or Deputy Registrar of a court
- Judge of a court
- Magistrate
- Clerk of a court
- Chief Executive Officer of a Commonwealth court
- Sheriff
- Sheriff's officer
- Australian Consular Officer or an Australian Diplomatic Officer
- Permanent employee of Australia Post with two or more years of continuous service
- Agent of Australia Post who is in charge of an office supplying postal services to the public.
- An officer with, or authorised representative of, a holder of an Australian Financial Services license, having two or more years of continuous service with one or more licensees.

#### Please note:

- In different circumstances there may be other people who are able to certify documents. However, in the interests of protecting the entitlements of members of the Fund, we will only be able to accept documents which have been certified by a person in the above list.
- We may be required to ask for further identification from you in order to meet relevant regulatory requirements, if we are unable to verify you using the information you have provided.

### Here to help

Please send your completed form to: Salaam superannuation, Locked Bag A4094, Sydney South NSW 1235.

If you have any questions, please call **1300 926 626** (Monday to Friday 8.30am to 5.30pm AEST), email [super@salaam.com.au](mailto:super@salaam.com.au) visit [salaam.com.au/super](http://salaam.com.au/super)

In preparing this form, the Trustee has not taken into account the investment objectives, financial situation or needs of any person. Accordingly, before making a decision to invest in a product, you should read the current Product Disclosure Statement (PDS) and seek advice tailored to your own financial circumstances. Call 1300 926 626 or visit [salaam.com.au/super](http://salaam.com.au/super) for a copy of the PDS. Total Risk Management Pty Limited ABN 62 008 644 353, AFSL 238790, Trustee of the Russell Investments Master Trust ABN 89 384 753 567. Salaam superannuation is a division of the Russell Investments Master Trust.

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