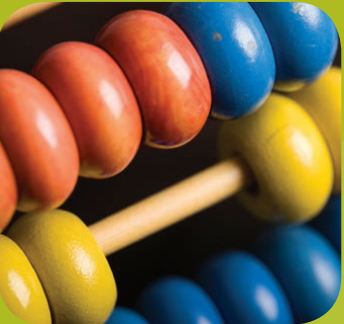


portfoliofocus

PREMIUM



Portfoliofocus - Premium Retirement Service Series 2

Product Disclosure Statement

Superannuation Service
Pension Service

Preparation date
2 November 2020

Issued by NULIS Nominees (Australia) Limited (the Trustee)
ABN 80 008 515 633
AFSL 236465

MLC Superannuation Fund (the Fund)
ABN 40 022 701 955

Why Portfoliofocus - Premium?

Portfoliofocus Pty Limited ABN 40 098 278 589 (Portfoliofocus) is the Sponsor of a comprehensive portfolio service created to enable you, together with your financial adviser, to diversify your investment portfolio across a wide range of investment products. Portfoliofocus is an authorised representative of Infocus Securities Australia Pty Limited ABN 47 097 797 049 AFSL 236523.

The Service enables you to enjoy the convenience, flexibility and control of dealing with one quality provider, keeping you fully informed of your financial position. You will also be reassured to know that the Sponsor has an agreement with the Trustee to issue this service.



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Portfoliofocus - Premium Client Services



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Contents

About Portfoliofocus - Premium Retirement Service Series 2	4
How super works	8
Things to consider before you invest	10
How your account works	17
Additional information	22
Fees and other costs	24
How super is taxed	42

In addition to the **Product Disclosure Statement (PDS)** you should also consider the information contained in the **Investment List** and Application form before making a decision to invest in this product.

The **Investment List** shows the available investment options.

Please note the content in these documents may change from time to time. For the latest copy please go to **investinfo.com.au/portfoliofocus** or contact us for a free copy.

This PDS contains general information only. Before acting on this information, you should consider its appropriateness to you, having regard to your personal objectives, financial situation and needs. A financial adviser can help you decide if this is the right product for you.

References within the PDS to 'we', 'us' or 'our' are references to the Trustee, unless otherwise stated.

The Trustee is part of the National Australia Bank (NAB) Group of Companies (NAB Group). An investment with the Trustee is not a deposit or liability of, and is not guaranteed by, or underwritten by, NAB.

MLC Limited is part of the Nippon Life Insurance Group and not a part of NAB Group. MLC Limited uses the MLC brand under licence.

This offer is made in Australia in accordance with Australian laws, and your account will be regulated by these laws.

The full legal terms which govern your rights and obligations in Portfoliofocus - Premium Retirement Service Series 2 are contained in the Fund's Trust Deed and to the extent applicable are subject to super laws.

You can find more information on the MLC Superannuation Fund, the Trustee and executive remuneration, and other Fund documents at **investinfo.com.au/portfoliofocus**

The information in this document may change from time to time. Any updates that aren't materially adverse will be available at **investinfo.com.au/portfoliofocus**. You can obtain a paper copy of any of these changes at no additional cost by contacting us.

If we make changes to Portfoliofocus - Premium Retirement Service Series 2 or the investment options after you join the Fund, we'll notify you of changes that are material. We may provide this information to you by mail, email or by making the information available at **investinfo.com.au/portfoliofocus**. We'll let you know when information about your account has been made available online. If you prefer to receive updates about your account by mail, please let us know.

For information about your chosen investment options, speak with your financial adviser or go to **investinfo.com.au/portfoliofocus**. Any investment manager updates to these investment options are available at **investinfo.com.au/portfoliofocus**. You can get a free copy of the latest PDS for each managed investment and the Separately Managed Account at **investinfo.com.au/portfoliofocus** or by contacting us. Please read the latest PDS before making an investment.

References to **investinfo.com.au/portfoliofocus** in the online copy of this document link directly to the website where additional information is available.

Any statement made by a third party or based on a statement made by a third party in this PDS has been included in the form and context in which it appears with the consent of the third party, which has not been withdrawn as at the date of this document.

About Portfoliofocus - Premium Retirement Service Series 2

Your financial adviser

Portfoliofocus - Premium Retirement Service Series 2 is only available to you through a licensed financial adviser or through their authorised representative.

We believe in the value of financial advice and strongly recommend you regularly keep in touch with your financial adviser.

If you choose to no longer receive financial advice, you can still use Portfoliofocus - Premium Retirement Service Series 2 and we'll continue to provide product updates and statements to you at your last known email or postal address. You can update your personal details or manage your account at investinfo.com.au/portfoliofocus

Manage your super and retire on your own terms.

Portfoliofocus - Premium Retirement Service Series 2 gives you the control and flexibility to build a super or pension portfolio completely tailored to your individual objectives.

It's the one account that's with you when you're:

- working to save for retirement in super's tax-effective environment
- transitioning to retirement by paying you an income from your pension to supplement your employment income, and
- enjoying retirement while receiving a tax-effective income stream.

It's a gateway to an extensive range of investments and insurance, which you can view and manage with ease using our online functionality.

You can bring all your investments together, making it easy for you and your financial adviser to review and manage your portfolio in one place.

All your transactions are made through your Cash Account, so you can conveniently manage and monitor your cash flow.

If you're looking for a solution to help you manage your money outside of super, you can invest in Portfoliofocus - Premium Investment Service Series 2.

Before making a decision about Portfoliofocus - Premium Investment Service Series 2, you should consider the Financial Services Guide, which is issued by Navigator Australia Limited and available at investinfo.com.au/portfoliofocus

About Portfoliofocus - Premium Retirement Service Series 2

A comprehensive view of your portfolio

Because your portfolio is all in one place online, you can:

- keep track of your investments
- transact on your account, and
- view your insurance.

Extensive investment choice

You have access to:

- over 350 managed investments
- over 500 ASX listed investments, such as direct shares, and exchange traded funds
- a variety of term deposits, and
- a Separately Managed Account (SMA) providing access to a range of direct share and multi-asset portfolios. For information about the SMA refer to the **SMA PDS** available at investinfo.com.au/portfoliofocus

Selecting investment options

Our **Investment List** is regularly reviewed by a committee of experienced investment professionals.

A number of factors are taken into consideration when we choose the investment options. These include the investment objective, fees, external research ratings, performance, as well as our ability to efficiently administer the investment option. The selection of options issued by companies either wholly or partially owned by the NAB Group is done on an arm's-length basis in line with our Conflicts Management Policy.

Our extensive range of investments is updated regularly. You can view these in the **Investment List** available at investinfo.com.au/portfoliofocus

With Portfoliofocus - Premium Retirement Service Series 2 you have access to the full range of investment options on the **Investment List**. This is known as the full Investment List. Or, alternatively, you can choose to select our Core Investment List, which gives you access to a focused range of investment options and a simpler fee structure. Speak to your financial adviser to determine which works best for you.

Core Investment List

The Core Investment List is made up of a selection of MLC investment options and includes the Cash Account.

To understand the range of investment options available through the Core Investment List, see the **Investment List** available at investinfo.com.au/portfoliofocus

You can apply to move between the Core Investment List and full Investment List at any time. The Administration fees you pay will depend on whether you choose the Core Investment List or the full Investment List. If you choose an option outside the Core Investment List, the Administration fees for the full Investment List will apply to your account. For further information about the differences between the fees under the Core Investment List and full Investment List, see the 'Fees and other costs' section on page 24.

Insurance you can depend on

MLC Limited provides long-term, sustainable insurance solutions for customers.

Generally, if you're under 60, you can apply for Life Cover, Total and Permanent Disability and Income Protection insurance through MLC Insurance (which is offered by MLC Limited) and pay the premiums from your Cash Account. For this to occur, the Trustee must be listed as the Policy Owner of the insurance cover.

For more information on insurance options that may meet your needs, please speak with your financial adviser. Before applying for MLC Insurance, you should consider the **MLC Insurance and MLC Insurance (Super) PDS**, available at investinfo.com.au/portfoliofocus

About Portfoliofocus - Premium Retirement Service Series 2

Inactive accounts

If your super account hasn't received a contribution or a rollover for a continuous period of 16 months, it's defined as an inactive account. If this is the case, we're required by law to cancel your insurance cover unless you make a contribution or rollover, and/or provide us with your written election to retain it. We'll contact you before this happens and give you the opportunity to retain your cover. If you wish to keep your insurance, regardless of whether or not your account is inactive, please fill out and return the **Choose to Keep My Insurance Cover** form available at investinfo.com.au/portfoliofocus

What happens to your super if you pass away?

Your account balance, including any insurance payment, can be paid to your beneficiaries or estate if you pass away.

There are different types of beneficiary nominations we offer: binding (non-lapsing or lapsing), non-binding, and for pensions you can also have a reversionary beneficiary.

A binding beneficiary nomination, if valid, allows you to decide exactly where your benefit is to be paid by the Trustee—giving you comfort that your family is protected should something happen to you.

With a non-binding nomination, the Trustee will consider your nomination and your personal circumstances before making a decision on where to pay your benefit.

If you don't make a nomination, or your non-lapsing/lapsing nomination is invalid, the Trustee will decide where to pay your benefit.

If starting a pension, you can elect for your pension to revert to your nominated beneficiary (who must be a 'dependant' under superannuation law) upon your death. This option is known as a reversionary beneficiary.

To find out more about how to nominate a beneficiary, go to the **How to Guide** available at investinfo.com.au/portfoliofocus

Reversionary nominations

You can nominate a reversionary beneficiary to receive your pension in the event of your death. The beneficiary will receive the pension payments, or can opt to be paid the benefit as a lump sum.

A beneficiary must either be your spouse or a dependent child or a person who meets the definition of a dependant under the Superannuation Industry (Supervision) Act 1993 (Cth). A dependent child must commute the reversionary pension to a lump sum on attaining 25 years of age, with the exception of a child who qualifies on disablement grounds. You can also make a binding or non-binding secondary nomination should your initial reversionary nomination become invalid. We recommend you speak with your financial or legal adviser for more information on estate planning.

About Portfoliofocus - Premium Retirement Service Series 2

Investing through the Fund isn't the same as investing directly

There are many benefits when investing through the Fund, such as:

- you can access investments which otherwise might not be available to you
- you can achieve a greater level of diversification within your investment portfolio
- because we invest on a large scale, you can access lower investment fees, and
- you benefit from the convenience of consolidated reports for your investments.

When investing through the Fund there are some things you need to be aware of. For example:

- the Trustee owns the assets on your behalf. This means:
 - we may sell some of your investments, for example, if we need to recoup fees and costs owing on your account or if we determine it is in the best interests of the Fund as a whole
 - if the PDS for an investment option was misleading at the time you invested, you may not have the same statutory rights as a direct investor – ie to cancel your investment and receive a full refund. In such cases you may still have other compensation rights against the investment manager
 - you don't have the right to attend investor meetings, vote or participate in discount card offers. We may attend a meeting and vote on your behalf if it's in the members' best interests, and
 - you don't have access to the 14-day cooling-off period available for managed investments.

- you generally can't participate in dividend reinvestment schemes, and
- you won't receive periodic statements from the issuers of any underlying investment options you've selected. These statements include the fees and costs (including indirect costs) you've paid in respect of those investments.

How super works

Investing through super is generally a tax-effective way to save for your retirement.

The Government encourages Australians to use super to build wealth that will generate income in retirement. It's also compulsory for employer contributions to be made to super for most working Australians.

Tax concessions and other Government benefits generally make it one of the best long-term investment vehicles.

Contributing to your super

Generally, you can choose which super fund you want to invest your super into.

There are different types of contributions available to you, such as employer contributions, voluntary contributions and Government co-contributions. Generally you, your spouse or your employer can contribute to your super and help it grow faster. For example you could arrange for your employer to contribute some of your pre-tax salary to your super.

Whatever strategy you choose, you can contribute by cheque, direct debit, BPAY® or EFT. You can also set up a Regular Investment Facility to make ongoing contributions from your bank account.

Contributions made to your account, including employer or personal, count towards the relevant contributions cap. Additional tax and charges may be payable if you exceed these caps.

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Consolidating super

Keeping your super in one place makes sense. You can generally transfer the money you hold in other super accounts to your super account.

This gives you a single view of your super, helps you keep track of your investments and means you are only paying one set of fees for your super.

We recommend that you seek financial advice before consolidating your super as your fees, insurance and other benefits may be different in each account.

Accessing the money you put into super

Because super is for your retirement, the law is strict about how and when you can access your money.

Generally, you can access your super to start a Transition to Retirement pension if you've met your preservation age. The preservation age is 55 for those born before 1 July 1960 and will gradually increase to 60 depending on your date of birth. To find out your preservation age, go to ato.gov.au

You can also access your super as an income stream in the retirement phase using an Account-based pension and make withdrawals from your super if you satisfy an eligible condition of release that does not have a cashing restriction. In summary, an eligible condition of release arises when:

- you reach 65 years of age (even if you haven't retired)
- you reach your preservation age of between 55 and 60 (depending on your date of birth) and permanently retire
- ceasing an employment arrangement on or after the age of 60
- you are permanently incapacitated
- you have a terminal illness.

There are other circumstances where you may be able to access your super including:

- under the First Home Super Saver Scheme
- if you're a temporary resident and you permanently leave Australia once your visa has expired
- severe financial hardship, or
- compassionate grounds.

More details on both these conditions are provided in the **How to Guide** available at investinfo.com.au/portfoliofocus

Making withdrawals

Once you satisfy a condition of release, withdrawals can be easily arranged. However, withdrawals may have tax implications. See the 'How super is taxed' section on page 42 of this PDS for more information.

The length of time it takes to process your withdrawal will depend on various factors, such as how often the investment is priced or traded, the composition of your investment, how complex it is, and how liquid it is on the day we process your request. You'll generally receive your money within five working days. However, if your money isn't immediately available to us, it may take up to 30 days or more.

For more information and updates about your chosen investment options, please speak with your financial adviser or visit investinfo.com.au/portfoliofocus

How super works

Selecting another fund

You can also move your money between most super funds at any time.

Government initiatives

The Government has introduced the following initiatives to support wealth creation for Australians.

First Home Super Saver Scheme

The First Home Super Saver Scheme (FHSSS) is a government initiative intended to help first home buyers save for a home.

Once you've established a Portfoliofocus - Premium Retirement Service Series 2 account, future voluntary concessional and non-concessional super contributions you make (within the specified limits) may become eligible to withdraw, plus a deemed rate of return determined by the ATO (based on the 90 day Bank Bill rate +3%) to purchase your first home.

To determine your eligibility or to apply for this scheme, you must contact the ATO. There are limits and conditions that apply to the FHSSS. We recommend that you speak to your financial adviser or go to ato.gov.au to learn more about the scheme.

Downsizer contribution scheme

If you sell a property that has been your main residence at some point and you've owned it for at least 10 years and are aged 65 or more, you may be eligible to contribute an after-tax superannuation contribution of up to \$300,000 (or \$600,000 for couples) from the sale proceeds of your home to boost your super balance.

Various terms and conditions apply and downsizer contribution may impact any means-tested social security or Department of Veterans' Affairs income support payments you receive. We recommend you seek advice from your financial adviser or go to ato.gov.au to learn more about the scheme.

The ATO, which is responsible for administering the downsizer contribution scheme, requires that you provide us with a specific form when making, or prior to making the contribution. This form is available at ato.gov.au

More details on both these initiatives are provided in the **How to Guide** available at investinfo.com.au/portfoliofocus

Temporary residents

If you're a temporary resident and your visa has expired and you leave Australia permanently, you may be able to claim the superannuation you hold with us as a Departing Australia Superannuation Payment. Withholding taxes may apply to the lump-sum payment. However, if you don't make a claim within six months of your visa expiring or your departure from Australia (whichever happens last), we may be required to transfer your superannuation to the ATO as unclaimed super. In these circumstances, relying on relief from ASIC, we're not required to notify you or give you an exit statement and you'll need to contact the ATO directly to claim your superannuation. For more information go to ato.gov.au

Legislative change

Just as the Government makes rules it can also change them. Superannuation laws may change in the future. International law changes can also impact your super.

Your financial adviser can help you respond to any changes to laws on super, social security and other retirement issues.

Things to consider before you invest

Before you invest, there are some things you need to consider.

How much risk you're prepared to accept is determined by various factors, including:

- your investment goals
- the savings you'll need to reach these goals
- your age and how many years you have to invest
- where your other assets are invested
- the return you may expect from your investments, and
- how comfortable you are with investment risk.

Investment risk

All investments come with some risk. Some investment options will have more risk than others, as it depends on an option's investment strategy and assets.

The value of an investment with a higher level of risk will tend to rise and fall more often and by greater amounts than investments with lower levels of risk, ie it's more volatile.

While it may seem confronting, investment risk is a normal part of investing. Without it you may not get the returns you need to reach your investment goals. This is known as the risk/return trade-off.

Many factors influence an investment's value. These include, but aren't limited to:

- market sentiment
- changes in inflation
- growth and contraction in Australian and overseas economies
- changes in interest rates
- defaults on loans
- company specific issues
- liquidity (the ability to buy or sell investments when you want to)
- changes in the value of the Australian dollar
- investments and withdrawals by other investors
- changes in Australian and overseas laws, and
- a counterparty not meeting its obligations eg when buying securities, the seller may not deliver on the contract by failing to provide the securities.

Volatility

Periods of volatility can be unsettling and may occur regularly. You may find it reassuring to know that often investments that produce higher returns and growth over long periods tend to be more volatile in the short term.

By accepting that volatility will occur, you'll be better able to manage your reaction to short-term movements. This will help you stay true to your long-term investment strategy.

When choosing your investment, it's important to understand that:

- its value and returns will vary over time
- assets with higher long-term return potential usually have higher levels of short-term risk
- returns aren't guaranteed and you may lose money
- future returns will differ from past returns, and
- your future super savings (including contributions and returns) may not be enough to provide sufficiently for your retirement.

Diversify to reduce volatility and other risks

Diversification – investing in a range of investments – is a sound way to reduce the short-term volatility of a portfolio's returns. That's because different types of investments perform well in different times and circumstances. When some are providing good returns, others may not be.

Portfolios can be diversified across different asset classes, industries, securities and countries, as well as across investment managers with different approaches.

The more you diversify, the less impact any one investment can have on your overall returns.

One of the most effective ways of reducing volatility is to diversify across a range of asset classes.

A financial adviser can help you clarify goals and assist with creating a financial plan which helps you manage risk and consider issues such as:

- how many years you have to invest
- the savings you'll need to reach your goals
- the return you may expect from your investments, and
- how comfortable you are with volatility.

Things to consider before you invest

Types of assets

Asset classes are commonly grouped as defensive or growth, based on their different characteristics.

Defensive assets, such as cash and fixed income, may help provide positive returns in a portfolio when share markets are weak. On the other hand growth assets, such as shares and property, may be included in a portfolio because of their potential to produce higher returns than cash in the long term.

Multi-asset portfolios are usually invested across both defensive and growth assets because their risk and return characteristics tend to be diverse. However in some market conditions, all types of assets may move in the same direction, delivering low or negative returns at the same time.

The main differences between defensive and growth assets are:

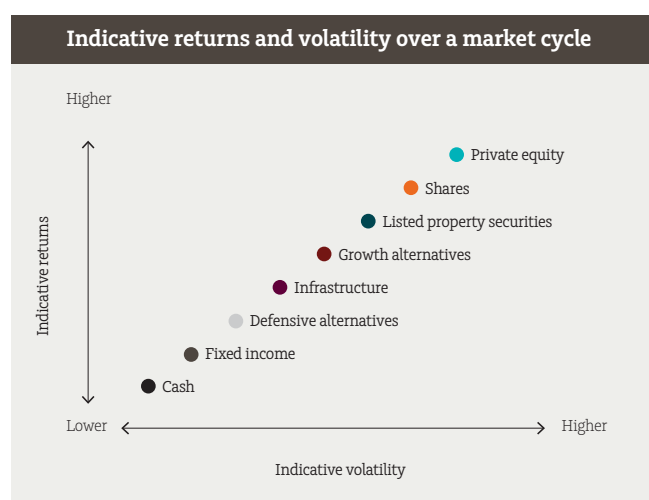
	Defensive	Growth
How they are generally used	To stabilise returns.	To provide long-term capital growth.
Risk and return characteristics	Expected to produce lower returns, and be less volatile, than growth assets over the long term.	Expected to produce higher returns, and be more volatile, than defensive assets over the long term.

Asset classes

Asset classes are groups of similar types of investments. Each class has its risks and benefits, and goes through its own market cycle.

A market cycle can take a couple of years or many years as prices rise, peak, fall and stabilise. Through investing for the long term, at least through a whole market cycle, you can improve your chance of benefiting from a period of strong returns and growth to offset periods of weakness.

The illustration below shows indicative returns and volatility for the main asset classes over a whole market cycle. However, each market cycle is different, so unfortunately it isn't possible to accurately predict asset class returns or their volatility. Depending on the conditions at the time, actual returns could be significantly different from those shown.



Source: MLC Asset Management Services Limited

Things to consider before you invest

Here are the main asset class risks and benefits.

Cash

Cash is generally a low risk investment.

Things to consider:

- Cash is often included in a portfolio to meet liquidity needs and stabilise returns.
- The return is typically all income and is referred to as interest or yield.
- Cash is usually the least volatile type of investment. It also tends to have the lowest return over a market cycle.
- The value of a cash investment in high quality cash securities tends not to change. However, in extreme market environments cash interest rates or yields could become negative, resulting in a gradual decline in the value of your investment over time.
- Many cash funds invest in fixed income securities that have a very short term until maturity.

Fixed income (including term deposits)

When investing in fixed income you're effectively lending money to businesses or governments. Bonds are a common form of fixed income security. Fixed income is also known as fixed interest.

Things to consider:

- Fixed income securities are usually included in a portfolio for their relatively stable return characteristics.
- Returns typically comprise interest and changes in the market value of the fixed income security. While income from fixed income securities usually stabilises returns, falls in their market value may result in a loss on your investment. Market values may fall due to concern about defaults on loans or an increase in interest rates.
- Values of fixed income securities tend to move in opposite directions to interest rates. So when interest rates rise, fixed income securities' values tend to fall and when interest rates fall, values can rise. When interest rates and interest income are low or negative, even small rises in interest rates may lead to falling market values and losses. Short-term fixed income securities are generally less sensitive to interest rate changes than longer-term securities.
- Market values of fixed income securities may rise or fall due to changes in perceptions of the business or government issuing the securities being able to meet their interest and repayment obligations, known as default risk or credit risk. Issuers with higher credit quality are considered investment grade and have a lower credit risk than issuers below investment grade, known as high yield.

Higher credit risk securities generally have higher potential returns (yields) to compensate investors for their higher risk.

- There are different types of fixed income securities and these will have different returns and volatility.
- Investing in fixed income securities outside Australia may expose your portfolio to movements in exchange rates.

Infrastructure

Infrastructure businesses own, operate and maintain a diverse range of infrastructure assets such as toll roads, rail facilities, telecommunications networks, and airports. Access to these businesses may be through companies or securities listed on a securities exchange, through unlisted trusts, or direct ownership.

Things to consider:

- Infrastructure is usually included in a portfolio for its defensive and growth characteristics.
- As many infrastructure assets are often highly regulated monopolies, their revenue streams tend to be more regular and stable than other growth assets.
- Returns typically comprise income as well as changes in the value of the assets through time.
- Returns are driven by many factors including the economic environment in various countries.
- As a result of differences in valuation frequency, listed infrastructure securities' returns may appear more volatile than unlisted infrastructure. Listed infrastructure securities are listed on an exchange, so their prices constantly reflect the market's changing view of their values, while unlisted infrastructure asset valuations are typically periodic and regular.
- Investments in listed infrastructure securities generally provide investors greater diversification across countries, sectors and businesses than investments that aren't listed.
- The global infrastructure market offers more diversification than the Australian market.
- Unlisted infrastructure is less liquid which makes it more difficult for an investment manager to buy or sell.
- Investing outside Australia may expose your portfolio to movements in exchange rates.

Listed property securities

Property securities are listed on share markets in Australia and around the world. Listed property securities are also referred to as Real Estate Investment Trusts (REITs).

Things to consider:

- Listed property securities are usually included in a portfolio for their growth characteristics.

Things to consider before you invest

- Returns typically comprise income (such as distributions from REITs) and changes in REIT values.
- Returns are driven by many factors including the economic environment in various countries.
- The global REIT market is far more diversified than the Australian REIT market.
- Listed property securities' returns can be volatile.
- Investing outside Australia may expose your portfolio to movements in exchange rates.

Australian shares

This asset class consists of investments in companies listed on the Australian Securities Exchange (and other regulated exchanges). Shares are also known as equities.

Things to consider:

- Australian shares can be volatile and are usually included in a portfolio for their growth characteristics.
- The Australian share market is less diversified than the global market because Australia is currently dominated by a few industries such as Financials and Resources.
- Returns usually comprise dividend income and changes in share prices.
- Dividends may have the benefit of tax credits attached to them (known as franking or imputation credits).
- Returns are driven by many factors including the performance of the Australian economy.
- Companies listed on the Australian share market can be grouped as small, medium and large capitalisation (cap) based on factors including the total market value of their listed shares and liquidity. Investors in small cap companies generally experience greater price volatility than shares in large cap companies because small cap companies trade less frequently and in lower volumes. They may also underperform large cap companies for many years.
- When investing in listed investments such as direct shares, you should be aware that a company's share price is affected by events within and outside of the company. These events include:
 - changes to management
 - profit and loss announcements
 - the expectations of investors regarding the company
 - competitive pressures
 - legal action against the company
 - social and government issues
 - climate change, and
 - environmental issues.

Global shares

Global shares consist of investments in companies listed on securities exchanges around the world.

Things to consider:

- Global shares can be volatile and are usually included in a portfolio for their growth characteristics.
- The number of potential investments is far greater than in Australian shares.
- Returns usually comprise dividend income and changes in share prices.
- Returns are driven by many factors including the economic environment in various countries.
- When you invest globally, you're less exposed to the risks associated with investing in just one economy.
- Investing outside Australia means you're exposed to movements in exchange rates.

Alternatives

These are a very diverse group of assets. Some examples include hedge funds, real return strategies, and gold.

Things to consider:

- Because alternatives are diverse, they may be included in a portfolio for their defensive or growth characteristics.
- Alternative investments are usually included in portfolios to increase diversification and provide returns that aren't strongly linked with the performance of mainstream assets.
- Investment managers include alternative investments in a portfolio because they generally expect the return and diversification benefits of alternative investments to outweigh the higher costs often associated with them.
- Some alternative strategies are managed to deliver a targeted outcome. For example, real return strategies aim to produce returns exceeding increases in the costs of living (ie inflation).
- For some alternatives, such as hedge funds, derivatives may be used extensively and it can be less obvious which assets you're investing in compared to other asset classes.
- Some alternative investments are illiquid, which makes them difficult to buy or sell.
- Because most alternative investments aren't listed on an exchange, determining their value for a fund's unit price can be difficult and may involve a considerable time lag.
- Alternatives invested outside Australia may expose your portfolio to movements in exchange rates.

Things to consider before you invest

Private equity

When investing in private equity you're effectively owning shares in privately-owned businesses that aren't listed on exchanges.

Things to consider:

- Private equity is usually included in a portfolio for its growth characteristics.
- Returns are driven by many factors including the economic environment in different countries.
- Private equity can be volatile and may take years to earn a positive return, if ever.
- Private equity may be included in a portfolio to provide higher returns than listed share markets in the long run, and to increase diversification.
- Private equity is illiquid which makes it difficult to buy or sell.
- To access private equity you generally need to invest in a managed fund that invests in private equity.
- Because private equity isn't listed on an exchange, determining its value for a fund's unit price can be difficult and may involve a considerable time lag.

Investment approaches

Investment managers have different approaches to selecting investments, which invariably results in different returns. No single investment approach is guaranteed to outperform all others in all market conditions.

There are generally two broad approaches: passive and active management.

Passive management

Passive, or index, managers choose investments to form a portfolio which will deliver a return that closely tracks a market benchmark (or index). Passive managers tend to have lower costs because they don't require extensive resources to select investments.

Active management

Active managers select investments they believe, based on research, will perform better than a market benchmark over the long term.

They buy or sell investments when their market outlook alters or investment insights change.

The degree of active management affects returns. Less active managers take small positions away from the market benchmark and more active managers take larger positions. Generally, the larger an investment manager's positions, the more their returns will differ from the benchmark.

Active managers have different investment styles that also affect their returns. Some common investment styles are:

- Bottom-up – focuses on forecasting returns for individual companies, rather than the market as a whole.
- Top-down – focuses on forecasting broad macroeconomic trends and their effect on the market, rather than returns for individual companies.
- Growth – focuses on companies they expect will have strong earnings growth.
- Value – focuses on companies they believe are undervalued (their price doesn't reflect earning potential).
- Income – focuses on generating a regular income stream through selecting companies, trusts and other securities they believe will deliver income, or through using derivatives and other strategies.
- Core – aims to produce competitive returns in all periods.

Responsible investing

Environmental, social, and governance (ESG) factors impact the sustainability of companies and governments and therefore influence the returns from investing. Incorporating ESG factors into investment decisions is known as responsible investing. Examples of ESG factors are:

- Environmental - climate change, waste and pollution, resource depletion.
- Social – labour standards, working conditions, employee relations and diversity, health and safety.
- Governance – executive pay, bribery and corruption, tax strategy.

Investment managers of the options on our **Investment List** may consider ESG factors in making investment decisions.

To meet the diverse needs of our members, we seek to provide Ethical/Socially Responsible Investments/ESG options on our **Investment List**. Where an investment option is marketed by the investment manager as a Responsible Investment, we assess the degree of responsible investment integration into their investment philosophy and process prior to adding to the **Investment List**.

We don't actively contemplate these factors when selecting investment options for inclusion on the broader **Investment List**.

Information about the extent to which investment managers consider ESG and Responsible Investing can be found in their **PDS**, available at investinfo.com.au/portfoliofocus in the 'External funds' tab.

Things to consider before you invest

Investment techniques

Investment managers may use different investment techniques that can change the value of an investment. Some of the main investment techniques are explained below.

Derivatives

Derivatives may be used in any of the investment options.

Derivatives are contracts that have a value derived from another source such as an asset, market index or interest rate. There are many types of derivatives including swaps, options and futures. They are a common tool used to manage risk or improve returns.

Some derivatives allow investment managers to earn large returns from small movements in the underlying asset's price. However, they can lose large amounts if the price movement in the underlying asset is unfavourable.

Risks particular to derivatives include the risk that the value of a derivative may not move in line with the underlying asset, the risk that counterparties to the derivative may not be able to meet payment obligations and the risk that a particular derivative may be difficult or costly to trade.

Investment managers have derivatives policies which outline how derivatives are managed.

How investment managers invest in derivatives is included in their **PDS**, available at investinfo.com.au/portfoliofocus

Currency management

If an investment manager invests in assets in other countries, its returns in Australian dollars will be affected by movements in exchange rates (as well as changes in the value of the assets).

A manager of international assets may choose to protect Australian investors against movements in foreign currency. This is known as 'hedging'. Alternatively, the manager may choose to keep the assets exposed to foreign currency movements, or 'unhedged'.

Returns from exposure to foreign currency can increase diversification in a portfolio.

Gearing

Gearing can be achieved by using loans (borrowing to invest), or through investing in certain derivatives, such as futures.

Gearing magnifies exposure to potential gains and losses of an investment. As a result, you can expect larger fluctuations (both up and down) in the value of your investment compared to the same investment which is not geared.

Investment managers can take different approaches to gearing. Some change the gearing level to suit different market conditions. Others maintain a target level of gearing.

It's important to understand the potential risks of gearing, as well as its potential benefits. When asset values are rising by more than the costs of gearing, the returns will generally be higher than if the investment wasn't geared. When asset values are falling, gearing can multiply the capital loss.

If the fall is dramatic there can be even more implications for geared investments. For example, where the lender requires the gearing level to be maintained below a predetermined limit, if asset values fall dramatically, the gearing level may rise above the limit, forcing assets to be sold when values may be continuing to fall.

In turn, this could lead to more assets having to be sold and more losses realised. Withdrawals (and applications) may be suspended in such circumstances, preventing you from accessing your investments at a time when values are continuing to fall.

Although this is an extreme example, significant market falls have occurred in the past. Recovering from such falls can take many years and the geared investment's unit price may not return to its previous high.

Other circumstances (such as the lender requiring the loan to be repaid for other reasons) may also prevent a geared investment from being managed as planned, leading to losses.

You need to be prepared for all types of environments and understand their impact on your geared investment.

Things to consider before you invest

Short selling

Short selling is used by an investment manager when it has a view that an asset's price will fall. The manager borrows the asset from a lender, usually a broker, and sells it with the intention of buying it back at a lower price. If all goes to plan, a profit is made. The key risk of short selling is that, if the price of the asset increases, the loss could be significant.

Want to know more?

We've developed a lot of information on how we can help you grow and protect your wealth.

You can also get copies of the disclosure documents for managed investments, term deposits and the SMA. These are free of charge.

Just speak with your financial adviser, call us or visit investinfo.com.au/portfoliofocus

How your account works

Find out how Portfoliofocus - Premium Retirement Service Series 2 works for you.

Opening a super account

To open your super account, apply through your financial adviser. Your financial adviser will need to confirm your identity before submitting your application.

When you open your account, you must select from either the Core Investment List or the full Investment List. The Core Investment List offers a focused choice of investment options and a simpler fee structure.

You cannot choose to operate under both the Core Investment List and full Investment List within the one account at the same time.

If you do not make a choice, you will be taken to have chosen the full Investment List.

For more information, please see the **How to Guide** available at investinfo.com.au/portfoliofocus

Account minimums for super

The table below shows the minimum amounts you'll need to open your account or make additional contributions.

Minimums	Lump sum	Regular Investment Facility
Initial Investment	\$20,000	\$3,000
Additional investments	\$5,000	\$200

Minimum account balance

You'll need to keep at least \$3,000 in your account.

When we can't process your application

If we don't have all the information we need to open your super or pension account, we'll contact your financial adviser.

Any contributions we can't process will be held in an interest bearing trust account for up to 30 days. If after 30 days we can't get the information we need, we'll return your money. Any interest earned is retained for the benefit of members of the Fund.

Starting a pension account

To open your pension account, apply through your financial adviser. Portfoliofocus - Premium Retirement Service Series 2 - Pension Service offers the following types of income streams:

- a Transition to Retirement (TTR) pension, or
- an Account-based pension.

Transfer balance cap

A limit applies to the amount that can be transferred to the retirement phase to support superannuation income streams. The limit is known as the Transfer Balance Cap and is \$1.6 million for the 2020/21 year of income. This cap applies to all your retirement phase superannuation income streams, such as Account-based and TTR pensions in the retirement phase. A TTR pension will qualify as a retirement phase superannuation income stream and count towards the cap when you meet an eligible condition of release. This is further outlined in the 'How super is taxed' section on page 42.

Individuals who exceed this cap may be subject to excess transfer balance tax and will be required to withdraw or transfer the excess back into the accumulation phase. Pensions also count towards your 'total superannuation balance' which is relevant when working out your eligibility for making various contributions and receiving certain superannuation tax concessions. For more information please visit ato.gov.au

How to apply for a pension

Once you have access to your super money you can start a pension. This may be from an existing Portfoliofocus - Premium account, other super accounts, or both. To open your pension account, apply through your financial adviser.

Your financial adviser may need to confirm your identity before submitting your application.

Account minimum for pension

The minimum amount you need to open a pension account is \$20,000.

You can't add money to your pension account once it's started. So if you intend to start your pension with money from different sources, you should first consolidate all amounts in a super account.

You can keep your super account in Portfoliofocus - Premium Retirement Service Series 2 when starting a pension. All you need to do is maintain a minimum balance of \$3,000.

How your account works

Choosing your pension payment amount

Once you start your pension, you may choose the amount you want to receive as a pension payment provided it meets the legislated age-based minimums (refer to table below).

This amount depends on your age when you start your pension and is recalculated at 1 July each year rounded to the nearest \$10.

The minimum amount is calculated on a pro rata basis in the financial year you start your pension. If you start your pension in June, you don't have to take any payments until the next financial year.

If you roll your pension back to super before the end of the financial year, the minimum amount is calculated on a pro rata basis on the day the money transfers out of your pension.

If you choose an amount (other than the minimum), you can elect to have that amount increased annually, at a rate you nominate.

Shortly after 1 July each year we'll send you a letter showing you the legislative age-based amount and annual amount paid to you as your pension payment for that financial year.

TTR Pension

You must reach your preservation age to be able to draw a TTR Pension. Once established, the rules are:

- your pension payment needs to meet the legislative age-based minimums (refer to table below) or a pro rata amount
- a maximum pension payment of 10% of your account balance can be withdrawn in a financial year (until you meet an eligible condition of release). This amount is not calculated on a pro rata basis.

You should notify us if you retire before age 65 because the maximum payment limit will no longer apply and your investment earnings will not be taxed.

Age-based minimums

Age at start of pension and each 1 July	Default minimum percentage of account balance (%)	Reduced minimum percentage of account balance (%) ¹
Under 65	4	2
65-74	5	2.5
75-79	6	3
80-84	7	3.5
85-89	9	4.5
90-94	11	5.5
95 or more	14	7

¹ The reduced minimum is available for the 2020/21 financial year. The minimum may be subject to change from time to time. More information is available at ato.gov.au

Choosing additional payments

If you require money in addition to your regular payments, you can request:

- an additional pension payment, or
- a lump sum withdrawal from your superannuation (note: restrictions may apply if you hold a TTR pension).

Social Security considerations

Any decisions you make regarding the level of pension payments and lump sum withdrawals you receive may impact any income and support payments you're entitled to (if applicable).

We recommend you speak with your financial adviser or go to servicesaustralia.gov.au to find out more about the implications.

How your account works

Your Cash Account

Your Cash Account is used for all transactions on your account, including pension payments.

Minimum cash requirement

You need to invest a minimum amount in your Cash Account as shown in the table below.

Super	1% of your account balance to a maximum of \$5,000.
Pension	1% of your account balance to a maximum of \$5,000 plus an amount to cover the next two months of pension payments (for monthly and fortnightly payments) or the next pension payment (for other payment frequencies).

Your Cash Account investment

You can earn interest on your Cash Account.

Interest will be charged if your Cash Account is negative. This may happen if you buy investments using proceeds from sales that aren't final, or if you haven't allowed for fees or other payments.

The interest rate charged will be equivalent to the rate applied where your Cash Account balance is positive.

Your Cash Account is currently allocated to cash investments, managed by NAB. Please refer to investinfo.com.au/portfoliofocus or speak with your financial adviser for information on your Cash Account including:

- the relevant product information and/or terms and conditions for the investments
- the approximate allocation to each investment, and
- the indicative earning rates and performance information.

Topping up your Cash Account

You and your financial adviser are responsible for maintaining the balance in your Cash Account above the minimum cash requirement.

There are a number of ways to do this which are outlined in the **How to Guide** available at investinfo.com.au/portfoliofocus

We review your Cash Account balance quarterly. If it falls below the minimum cash requirement, we may sell some of your investments to pay for any outstanding fees, charges and expenses and to provide at least the minimum cash requirement.

Receiving distribution income and dividends

Most managed investments will generally distribute income during the year. All income distributions are initially paid into your Cash Account. You can manage this income by:

- reinvesting it in the same or another investment option, or
- keeping it in your Cash Account.

If you're reinvesting income, it's a good idea to keep up to date with any changes to your chosen investment option. Speak with your financial adviser or refer to the relevant PDS available at investinfo.com.au/portfoliofocus

Dividends from your listed investments are deposited in your Cash Account. You generally can't participate in dividend reinvestment schemes.

How your account is valued

The value of your account is based on:

- prices provided by investment managers multiplied by the number of units held
- prices provided by the Australian Securities Exchange multiplied by the number of shares held
- any term deposits, and
- your Cash Account.

Prices are generally provided daily, however there may be times when we don't receive updated prices. This might happen when shares are delisted or assets can't be valued.

In these circumstances we may have to use different valuation methods.

You should be aware that your account balance doesn't include the tax impact of any unrealised gains or losses that may arise if you request a withdrawal.

How your account works

Buying and selling investments

You or your financial adviser may give instructions, directions or requests for financial products to be acquired.

If you have chosen the Core Investment List, not all of the following investment categories will be available to you. For more information refer to the **Investment List** at investinfo.com.au/portfoliofocus

Managed investments

This can include instructions for:

- one-off investments, and/or
- ongoing investments.

We'll usually instruct investment managers within five business days of receiving your instructions.

It generally takes investment managers a number of days to complete an instruction.

Listed investments

Usually, if we receive your instructions within a reasonable time before the markets close, we'll action them the same day.

Your instruction may not be executed straight away, particularly if you ask us to buy or sell a parcel of shares at a specified price.

Trades can be made through our preferred broker, or our panel of approved brokers.

The preferred broker is WealthHub Securities Limited (a NAB Group company).

For further details about brokers and transacting on listed investments go to the **How to Guide** available at investinfo.com.au/portfoliofocus

Term deposits

We'll act on your instructions to invest into term deposits, generally on a weekly basis.

These investments are intended to be kept until maturity.

If you wish to access part or all of your investment before its maturity date, you may need to provide at least 31 days' notice in addition to our processing time.

You'll receive your original investment amount plus interest for the period you've held the investment, less any costs incurred by the Term Deposit provider as a result of redeeming your investment before the maturity date.

Separately Managed Account (SMA)

We'll usually act on your investment instructions within five business days of receiving them.

Your financial adviser can transfer listed investments and managed funds between portfolios in the SMA.

Minimum investment amounts

All investment instructions are subject to minimum amounts as shown in the table below. These minimums are also subject to the overall account minimums for your super and/or pension accounts shown on page 17.

Investment minimums		
Investment type	Initial	Additional
Managed investments	No minimum	No minimum
Listed investments	\$2,000	\$500
Term deposits	Varies by issuer	Varies by issuer
SMA	Variable by model portfolio	No minimum

When we can't process instructions

There are times we might not be able to process your investment instructions, for example when:

- there are liquidity issues in the investment option
- the investment manager suspends transactions
- a managed fund is under administration, is suspended, or illiquid
- a listed investment is under administration, is suspended or delisted, or
- the instruction is incomplete.

We'll notify you if these situations occur.

For more information please see the **How to Guide** available at investinfo.com.au/portfoliofocus

How your account works

Diversification limits

To help you diversify your investments, we've placed limits on how much you can have in some investment types as specified in the table below. We may also apply limits to individual investments and change these limits from time to time. These limits are monitored, and purchases that breach these limits won't be allowed. You and your financial adviser are responsible for observing these limits for changes in asset value and withdrawals.

Investment type	How much you can invest
Term deposits	You can only invest up to 80% of your pension account balance in term deposits with terms of more than 12 months. No restriction applies to term deposits of 12 months or less.
Managed investments (excluding any investments you hold in an SMA model portfolio)	<p>You can invest up to:</p> <ul style="list-style-type: none"> • 85% of your account balance in Fixed Interest – Annuities • 25% of your account balance in Fixed Interest – Specialist • 25% of your account balance in Hedge, Hybrid Property and Mortgage Funds • 10% of your account balance in Alternatives – Private Equity • 50% of your pension balance in High Growth - Real Return (geared) Funds • 25% of your account balance in Alternatives - Single Strategy investments.
Listed investments (excluding any investments you hold in an SMA model portfolio)	<p>S&P/ASX All Ordinaries Index</p> <p>You can invest up to:</p> <ul style="list-style-type: none"> • 30% of your account balance in any single ASX top 50 investment • 20% of your account balance in any single ASX top 51–300 investment • 10% of your account balance in any single listed investment outside the ASX top 300 investments • 40% of your account balance in listed investments outside the ASX top 300 investments. <p>If you want to invest in interest rate securities, the limit which applies to the underlying (parent) security will also apply to the interest rate securities.</p> <p>Instalment warrants</p> <p>You can invest up to:</p> <ul style="list-style-type: none"> • 10% of your account balance in a single instalment warrant, and • 20% of your account balance in total instalment warrants. <p>Exchange traded commodities</p> <p>You can invest up to:</p> <ul style="list-style-type: none"> • 10% of your account balance in a single exchange traded commodity, and • 20% of your account balance in total exchange traded commodities.

Additional information

Information about how Portfoliofocus - Premium Retirement Service Series 2 works.

Resolving complaints

If you have a complaint, we can usually resolve it quickly over the phone on **1300 769 613**, or if you'd prefer to put your complaint in writing you can email us or send us a letter. We'll conduct a review and provide you a response in writing. For more information, visit investinfo.com.au/portfoliofocus

If you're not satisfied with our resolution, or we haven't responded to you in 90 days, you can lodge a complaint with the Australian Financial Complaints Authority (AFCA).

AFCA provides an independent financial services complaint resolution process that's free to consumers. You can contact AFCA in writing to **GPO Box 3, Melbourne, VIC 3001**, at their website (afca.org.au), by email at info@afca.org.au, or by phone on **1800 931 678** (free call).

If you have a complaint about financial advice you receive, you should follow the complaint resolution process explained in the Financial Services Guide provided by your financial adviser.

Want to change your mind?

You can mail, fax or email us to close your account within 14 days of opening it.

We may be restricted by law from returning your money directly to you, in which case we'll need to transfer the amount to another super fund you choose. To find out more go to apra.gov.au

Your account balance will be adjusted for any:

- increase or decrease in the value of your investment
- pension payments and lump sum payments made to you
- any insurance premium paid
- tax payable, and
- administration costs incurred in establishing or closing your account.

This cooling-off period doesn't apply if you transact on your account within 14 days.

Privacy

We collect your personal information from you directly wherever we can, but in some cases we may collect it from third parties such as your financial adviser. We do this to determine your eligibility and to administer the product. If personal information is not provided, we may not be able to provide you the product or a service, or administer it appropriately. We may collect information about you because we're required or authorised by law to collect it. There are laws that affect financial institutions, including company and tax law, which require us to collect personal information. For example, we require personal information to verify your identity under Anti-Money Laundering law.

We may disclose your personal information to other NAB Group members, and to external parties including MLC Limited for purposes that include: account management, product development and research. For more information refer to nab.com.au/privacy/notification. For these reasons, we may also need to share your information with organisations outside Australia - a list of those countries is at nab.com.au/privacy/overseas-countries-list. We, other NAB Group members, and MLC Limited may use your personal information to contact you about products and for marketing activities. You can let us know at any time if you no longer wish to receive these direct marketing offers by contacting us.

More information about how we collect, use, share and handle your personal information is in our Privacy Policy (investinfo.com.au/portfoliofocus), including how to access or correct information we collect about you and how to make a complaint about a privacy issue. Contact us for a paper copy or if you have any questions or comments.

Information we may need from you

We're required to know who you are and may ask you to provide information and documents to verify your identity or get a better understanding about you, your related parties and your transactions. You'll need to provide this in the timeframe requested. If we're concerned that processing a request may cause us to breach our legal obligations (such as anti-money laundering and sanctions), we may delay or refuse your request, restrict access to funds or close your account (where permissible under any applicable law).

Additional information

Keeping you informed

We'll provide you with the following information so you can stay informed about your investments and any material changes that may arise:

- an annual statement of your account with a summary of all your transactions and investment details
- a half-yearly summary statement of your account
- an annual report which provides an overview of market and industry activity which may affect your investments as well as an abridged version of the financial reports for the Fund, and
- information in relation to any material changes to Portfoliofocus - Premium Retirement Service Series 2 or the investment options.

We may provide this information to you by mail, email or by making the information available at investinfo.com.au/portfoliofocus. We'll let you know when information about your account has been made available online. If you prefer to receive updates about your account by mail, please let us know.

For details about other information we'll communicate to you or make available each year, go to the **How to Guide** available at investinfo.com.au/portfoliofocus

investinfo.com.au/portfoliofocus allows you to update your account details and track your investments online.

Fees and other costs

DID YOU KNOW?

Small differences in both investment performance and fees and costs can have a substantial impact on your long term returns.

For example, total annual fees and costs of 2% of your account balance rather than 1% could reduce your final return by up to 20% over a 30 year period (for example, reduce it from \$100,000 to \$80,000).

You should consider whether features such as superior investment performance or the provision of better member services justify higher fees and costs.

You may be able to negotiate to pay lower fees. Ask the fund or your financial adviser.

TO FIND OUT MORE

If you'd like to find out more, or see the impact of the fees based on your own circumstances, the **Australian Securities and Investments Commission (ASIC)** website (www.moneysmart.gov.au) has a superannuation calculator to help you check out different fee options.

This section will give you an understanding of the fees and costs you may pay.

This document shows fees and other costs that you may be charged. These fees and other costs may be deducted from your money, from the returns on your investment or from the assets of the superannuation entity as a whole.

Other fees, such as activity fees and advice fees for personal advice, may also be charged, but these will depend on the nature of the activity or advice chosen by you. Entry fees and exit fees cannot be charged.

Taxes are set out in another part of this document.

You should read all the information about fees and other costs because it is important to understand their impact on your investment.

All fees on pages 25 to 41 are shown inclusive of GST and net of Reduced Input Tax Credits and stamp duty (where applicable).

The total fees and costs you pay will be:

- the cost of the Portfoliofocus - Premium Retirement Service Series 2 product
- the fees and costs of the particular investment option/s you choose
- any other transaction and account costs you incur (as set out on pages 36 to 41), and
- any additional fees that are agreed between you and your financial adviser, should you consult one (see page 39).

Fees and other costs

The fees and costs set out in the fee table below are for the Portfoliofocus - Premium Retirement Service Series 2 product only and don't take into account the fees and costs of any investment options you choose. Fees and costs for particular investment options are set out in the **Investment List** and the investment manager PDSs available at investinfo.com.au/portfoliofocus or from your financial adviser. Those other fees and costs are charged by the issuer of the investment option and not by us. It's important that you understand those fees and costs when choosing an investment option.

To see an example of the fees and costs of your Portfoliofocus - Premium Retirement Service Series 2 account combined with the fees and costs of a range of investment options, please refer to page 31 of this PDS.

These fees apply to both your super and pension accounts.

Portfoliofocus - Premium Retirement Service Series 2		
Type of fee or cost	Amount	How and when paid
Investment fee^{1,2}	<ul style="list-style-type: none"> No investment fees are charged by Portfoliofocus - Premium Retirement Service Series 2. However, fees and costs will apply if you select managed investment options (including SMA model portfolios) from the Investment List and will differ depending on the investment options you select. Refer to the investment option's PDS available at investinfo.com.au/portfoliofocus 	<ul style="list-style-type: none"> Please refer to the investment option's PDS available at investinfo.com.au/portfoliofocus

Type of fee or cost	Amount	How and when paid								
Administration fees ¹ (these fees depend on whether you choose the Core Investment List or the full Investment List)	Full Investment List									
	The Administration fee is based on your combined super and pension account balances in Portfoliofocus - Premium Retirement Service Series 2 and is comprised of:									
	A tiered percentage fee:									
	<table><tr><th>Account balance</th><th>Fee (% pa)</th></tr><tr><td>First \$200,000</td><td>0.40</td></tr><tr><td>Next \$300,000</td><td>0.15</td></tr><tr><td>Remaining balance over \$500,000</td><td>0.03</td></tr></table>	Account balance	Fee (% pa)	First \$200,000	0.40	Next \$300,000	0.15	Remaining balance over \$500,000	0.03	<ul style="list-style-type: none">The tiered percentage fee and the flat percentage fee are calculated using your average account balance for the previous month and are deducted monthly from your Cash Account.If you have multiple super and pension accounts, and they incur the minimum or the maximum Administration fee, that Administration fee is charged to each account on a pro rata basis.Family account linking may apply to your tiered percentage fee and flat percentage fee (see page 38).On closure of your account, any unpaid Administration fee will be deducted.
	Account balance	Fee (% pa)								
First \$200,000	0.40									
Next \$300,000	0.15									
Remaining balance over \$500,000	0.03									
Plus										
A flat percentage fee:										
<ul style="list-style-type: none">0.10% pa on the portion of your account balance in managed investments or SMA options or term deposits not managed by the NAB Group (see the full Investment List), and0.15% pa on the portion of your account balance invested in listed investments.										
The minimum Administration fee you may pay for combined account balances is \$375 pa.										

Fees and other costs

Portfoliofocus - Premium Retirement Service Series 2 (continued)		
Type of fee or cost	Amount	How and when paid
Administration fees¹ continued (these fees depend on whether you choose the Core Investment List or the full Investment List)	Full Investment List (continued)	
	The maximum Administration fee you may pay for combined account balances is \$2,400 pa. Additionally, where you have Family account linking, the maximum Administration fee will be the lesser of your individual cap or your share of the family linking cap of \$3,000 pa, subject to the minimum Administration fee of \$375 pa. In very limited circumstances, your financial adviser may be able to negotiate a lower administration fee with us, on your behalf.	
	Plus Government Levy² Government Levy Cost Recovery of up to 0.017% pa (estimated) capped at \$40 pa. This amount does not count towards the maximum or minimum Administration fee.	<ul style="list-style-type: none"> The Government Levy Cost Recovery may be deducted annually from your account to pay levies applied to the super fund by the Government.
	Plus Super administration fee 0.025% pa of your combined super and pension account balances in Portfoliofocus - Premium Retirement Service Series 2. The maximum Super administration fee you may pay is \$600 pa. This amount does not count towards the maximum or minimum Administration fee. Where you have Family account linking, the maximum Super administration fee will be the lesser of your individual cap or your share of the family linking cap of \$600 pa.	<ul style="list-style-type: none"> Calculated on your average account balance and deducted from your Cash Account monthly. If you have multiple super and pension accounts the Super administration fee is charged to each account on a pro rata basis. For more information on Family account linking (see page 38).
	Plus Cash Account fee A fee of 0.75% pa is calculated on the daily Cash Account balance. This amount does not count towards the maximum or minimum Administration fee, nor does it apply to the cash allocation for your investments in the SMA.	<ul style="list-style-type: none"> The Cash Account fee is calculated daily and deducted from the investment returns, before interest is calculated and applied to your Cash Account each quarter or on withdrawal. It is not an explicit deduction from your Cash Account balance and will be included in the 'other fees of your investment' in your statement.

Fees and other costs

Portfoliofocus - Premium Retirement Service Series 2 (continued)		
Type of fee or cost	Amount	How and when paid
Administration fees¹ continued (these fees depend on whether you choose the Core Investment List or the full Investment List)	Core Investment List	
	The Administration fee you will pay across your super and pension accounts is \$260 pa.	<ul style="list-style-type: none"> The Administration fee is deducted monthly from your Cash Account balance. You or your family group will not receive any benefit from Family account linking (see page 38). On closure of your account, any unpaid Administration fee will be deducted.
	Plus Government Levy² Government Levy Cost Recovery of up to 0.017% pa (estimated) capped at \$40 pa.	<ul style="list-style-type: none"> The Government Levy Cost Recovery may be deducted annually from your account to pay levies applied to the super fund by the Government.
	Plus Cash Account fee A fee of 0.75% pa is calculated on the daily Cash Account balance.	<ul style="list-style-type: none"> The Cash Account fee is calculated daily and deducted from the investment returns, before interest is calculated and applied to your Cash Account each quarter or on withdrawal. It is not an explicit deduction from your Cash Account balance and will be included in the 'other fees of your investment' in your statement. The Cash Account fee does not apply to the cash allocation for your investments in the SMA.

Type of fee or cost	Amount	How and when paid
Buy-sell spread²	<ul style="list-style-type: none"> No buy-sell spreads are charged by Portfoliofocus - Premium Retirement Service Series 2. However, a buy-sell spread may apply if you select managed investment options from the Investment List and will differ depending on the investment options you select. Refer to the investment option's PDS available at investinfo.com.au/portfoliofocus 	<ul style="list-style-type: none"> If a buy-sell spread applies to your managed investment option, it will be deducted when you transact on your account.

Fees and other costs

Portfoliofocus - Premium Retirement Service Series 2 (continued)		
Type of fee or cost	Amount	How and when paid
Switching fee	Nil	<ul style="list-style-type: none"> There are no switching fees, but your Cash Account may go into a negative balance when you switch options, incurring an interest charge (see page 39). A buy-sell spread may also be incurred if you switch managed investment options (see above).
Advice fees relating to all members investing in a particular investment option	Nil	<ul style="list-style-type: none"> There are no advice fees charged by us. However, if you wish, you can have amounts deducted from your account to pay fees to your financial adviser (see page 39).
Other fees and costs²	<p>For details of these other fees and costs that may apply and how and when they are paid, please refer to the Additional explanation of fees and costs section on pages 36 to 41:</p> <ul style="list-style-type: none"> Fees and costs of your investment options Transaction costs Cash Account interest charge Government levies Operational Risk Financial Requirement (Reserve) Family Law fee Insurance costs Investment communication fee Dishonour fee Adviser Service Fee 	
Indirect cost ratio^{1,2}	<ul style="list-style-type: none"> No indirect costs are incurred by Portfoliofocus - Premium Retirement Service Series 2. However, fees and costs will apply if you select managed investment options (including the SMA) from the Investment List and will differ depending on the investment options you select. Refer to the investment option's PDS available at investinfo.com.au/portfoliofocus 	<ul style="list-style-type: none"> Please refer to the investment option's PDS available at investinfo.com.au/portfoliofocus

¹ If your super account balance is less than \$6,000 at the end of the Fund's income year, the total combined amount of administration fees, investment fees (ie fees and costs applicable to any managed investment option you select) and indirect costs charged to you is capped at 3% of the super account balance. Any amount charged in excess of that cap must be refunded.

² For more information please refer to 'Additional explanation of fees and costs' on page 36.

Fees and other costs

Example of combined annual fees and costs for the Portfoliofocus - Premium Retirement Service Series 2 using the full Investment List and an investment in the MLC Wholesale Horizon 4 Balanced Portfolio

This table gives you an example of how the fees and costs for the Portfoliofocus - Premium Retirement Service Series 2 product using the full Investment List and an investment in the MLC Wholesale Horizon 4 Balanced Portfolio can affect your superannuation investment over a one-year period. You should use this table to compare this superannuation platform product with other platform superannuation products.

EXAMPLE - Portfoliofocus - Premium Retirement Service Series 2 using the full Investment List (that is, you have not selected the Core Investment List) and an investment in MLC Wholesale Horizon 4 Balanced Portfolio			BALANCE OF \$50,000
Fees and costs of Portfoliofocus - Premium Retirement Service Series 2			
Investment fees	Nil	\$0	For every \$50,000 you have in the superannuation product you will be charged \$0 each year
PLUS			And, you will be charged \$403.50 in administration fees
<u>Administration fees¹</u>			
*Tiered fees	0.40% x \$50,000 (subject to a minimum Administration fee of \$375)	\$375.00	
Government Levy Cost Recovery	0.017% x \$50,000	\$8.50	
Super administration fee	0.025% x \$50,000	\$12.50	
Cash Account fee ²	0.75% x \$1,000	\$7.50	
PLUS	Nil	\$0	And, indirect costs of \$0 each year will be deducted from your investment
Indirect costs for the superannuation product			
EQUALS		\$403.50	If your balance was \$50,000, then for that year you will be charged fees of \$403.50 for the Portfoliofocus - Premium Retirement Service Series 2 product
Cost of Portfoliofocus - Premium Retirement Service Series 2			
Fees and costs of investment in MLC Wholesale Horizon 4 Balanced Portfolio			
Management costs and transaction costs not recovered through a buy-sell spread	0.91% ³ x \$49,000	\$445.90	For every \$50,000 you have in the MLC Wholesale Horizon 4 Balanced Portfolio, you'll be charged \$445.90 by the issuer of the investment option
TOTAL COMBINED COST of Portfoliofocus - Premium Retirement Service Series 2 and an investment in MLC Wholesale Horizon 4 Balanced Portfolio		\$849.40 (this is 1.70% of \$50,000)	If your balance was \$50,000, then for that year you'll be charged total fees of \$849.40² for the Portfoliofocus - Premium Retirement Service Series 2 and in an investment in MLC Wholesale Horizon 4 Balanced Portfolio

Fees and other costs

Note: *Additional fees may apply. **And**, if you leave the Fund, you may be charged a **buy-sell spread** which also applies whenever you make a contribution, exit, rollover or investment switch in the MLC Wholesale Horizon 4 Balanced Portfolio. The **buy-sell spread** for exiting is **0.15%** (this will equal to **\$75** for every **\$50,000** you withdraw from the MLC Wholesale Horizon 4 Balanced Portfolio).

¹The MLC Wholesale Horizon 4 Balanced Portfolio is managed by the NAB Group. If you access managed investment options not managed by the NAB Group or listed investment options, additional administration fees will apply. Please refer to the fee table on page 25.

²This example assumes that 2% (\$1,000) of the account balance is held in your Cash Account and the remainder (\$49,000) is invested in the MLC Wholesale Horizon 4 Balanced Portfolio for the entire year.

³This figure reflects amounts advised by the issuer of the MLC Wholesale Horizon 4 Balanced Portfolio as at 16 October 2020. Other fees and costs may apply. Please see the **Investment List** at the investment option's PDS available at investinfo.com.au/portfoliofocus for more information.

Fees and other costs

Example of combined annual fees and costs for the Portfoliofocus - Premium Retirement Service Series 2 using the full Investment List and a range of investment options

This table gives you an example of how the fees and costs for the Portfoliofocus - Premium Retirement Service Series 2 product using the full Investment List with a \$300,000 investment in a range of investment options can affect your super investment over a one-year period.

EXAMPLE - Portfoliofocus - Premium Retirement Service Series 2 using the full Investment List (that is, you have not selected the Core Investment List) and a range of investment options			BALANCE OF \$300,000
Fees and costs of Portfoliofocus - Premium Retirement Service Series 2			
Investment fees	Nil	\$0	For every \$300,000 you have in the superannuation product you will be charged \$0 each year
PLUS <u>Administration fees</u>			And, you will be charged \$1,315 in administration fees
*Tiered fees	$0.40\% \times \$200,000 + 0.15\% \times \$100,000$	\$800 \$150	
*Non-NAB Group options fee (see list of investment options below)	$0.10\% \times \$100,000$	\$100	
*Listed investments fees (see list of investment options below)	$0.15\% \times \$50,000$	\$75	
*Government Levy Cost Recovery	$0.017\% \times \$300,000$ (capped at \$40)	\$40	
*Super administration fee	$0.025\% \times \$300,000$	\$75	
*Cash Account fee ¹	$0.75\% \times \$10,000$	\$75	
PLUS Indirect costs for the superannuation product	Nil	\$0	And, indirect costs of \$0 each year will be deducted from your investment
EQUALS Cost of Portfoliofocus - Premium Retirement Service Series 2		\$1,315	If your balance was \$300,000, then for that year you'll be charged fees of \$1,315 for the Portfoliofocus - Premium Retirement Service Series 2 product

Fees and other costs

Example of combined annual fees and costs for the Portfoliofocus - Premium Retirement Service Series 2 using the full Investment List and a range of investment options (continued)

Fees and costs of investment options					
Investment held	Account balance	Portion not managed by the NAB Group	Portion in listed investments	Management costs (less rebates) and transaction costs not recovered by buy/sell spread ²	
Cash Account	\$10,000	Fees and costs of investment in the Cash Account are reflected in the fees and costs of Portfoliofocus - Premium Retirement Service Series 2 above.			
MLC Wholesale Horizon 4 Balanced Portfolio ²	\$50,000			\$50,000 x 0.91%	\$455
SMA – Antares Dividend Builder ²	\$50,000			\$50,000 x 0.46%	\$230
NAB 12 month Term Deposit	\$20,000			N/A	\$0
NAB 6 month Term Deposit	\$20,000			N/A	\$0
Vanguard Australian Property Securities Index Fund ²	\$50,000	\$50,000		\$50,000 x 0.24%	\$120
SMA – Perennial Value Shares for Income ²	\$50,000	\$50,000		\$50,000 x 0.77%	\$385
NAB Shares	\$25,000		\$25,000	N/A	\$0
BHP Shares	\$25,000		\$25,000	N/A	\$0
Total	\$300,000	\$100,000	\$50,000		
Total Fees and costs of investment options					\$1,190
Total Fees and costs of Portfoliofocus - Premium Retirement Service Series 2					\$1,315
TOTAL COMBINED COST of Portfoliofocus - Premium Retirement Service Series 2 and Fees and costs of investment options					\$2,505 (this is 0.84% of \$300,000)

¹This example assumes that \$10,000 is held in your Cash Account and the balance (\$290,000) is invested in a range of investment options for the entire year.

²For managed investment options, these figures reflect amounts advised by the issuer of the relevant investment option as at 16 October 2020. Brokerage costs for shares and the SMA have not been included. Other fees and costs may apply. Please see the **Investment List** and the investment option's PDS available at investinfo.com.au/portfoliofocus for more information.

Fees and other costs

Example of combined annual fees and costs for the Portfoliofocus - Premium Retirement Service Series 2 using the Core Investment List and an investment in the MLC Wholesale Horizon 4 Balanced Portfolio

This table gives you an example of how the fees and costs for the Portfoliofocus - Premium Retirement Service Series 2 product using the Core Investment List and an investment in the MLC Wholesale Horizon 4 Balanced Portfolio can affect your superannuation investment over a one-year period. You should use this table to compare this superannuation platform product with other platform superannuation products.

EXAMPLE - Portfoliofocus - Premium Retirement Service Series 2 using the Core Investment List and an investment in MLC Wholesale Horizon 4 Balanced Portfolio			BALANCE OF \$50,000
Fees and costs of Portfoliofocus - Premium Retirement Service Series 2			
Investment fees	Nil	\$0	For every \$50,000 you have in the superannuation product you will be charged \$0 each year
PLUS			And , you will be charged \$276 in administration fees
<u>Administration fees</u>			
*Annual fee		\$260.00	
Government Levy Cost Recovery	0.017% x \$50,000	\$8.50	
Cash Account fee ¹	0.75% x \$1,000	\$7.50	
PLUS	Nil	\$0	And , indirect costs of \$0 each year will be deducted from your investment
Indirect costs for the superannuation product			
EQUALS		\$276.00	If your balance was \$50,000, then for that year you will be charged fees of \$276 for the Portfoliofocus - Premium Retirement Service Series 2 product
Cost of Portfoliofocus - Premium Retirement Service Series 2			
Fees and costs of investment in MLC Wholesale Horizon 4 Balanced Portfolio			
Management costs and transaction costs not recovered through a buy-sell spread	0.91% ² x \$49,000	\$445.90	For every \$50,000 you have in the MLC Wholesale Horizon 4 Balanced Portfolio, you'll be charged \$445.90 by the issuer of the investment option
TOTAL COMBINED COST of Portfoliofocus - Premium Retirement Service Series 2 and an investment in MLC Wholesale Horizon 4 Balanced Portfolio		\$721.90 (this is 1.44% of \$50,000)	If your balance was \$50,000, then for that year you'll be charged total fees of \$721.90 for Portfoliofocus - Premium Retirement Service Series 2 and an investment in MLC Wholesale Horizon 4 Balanced Portfolio

Note: *Additional fees may apply. **And**, if you leave the Fund, you may be charged a **buy-sell spread** which also applies whenever you make a contribution, exit, rollover or investment switch in the MLC Wholesale Horizon 4 Balanced Portfolio. The **buy-sell spread** for exiting is 0.15% (this will equal to **\$75** for every \$50,000 you withdraw from the MLC Wholesale Horizon 4 Balanced Portfolio).

¹This example assumes that 2% (\$1,000) of the account balance is held in your Cash Account and the remainder (\$49,000) is invested in the MLC Wholesale Horizon 4 Balanced Portfolio for the entire year.

²This figure reflects amounts advised by the issuer of the MLC Wholesale Horizon 4 Balanced Portfolio as at 16 October 2020. Other fees and costs may apply. Please see the **Investment List** at the investment option's PDS available at investinfo.com.au/portfoliofocus for more information.

Fees and other costs

Example of combined annual fees and costs for the Portfoliofocus - Premium Retirement Service Series 2 using the Core Investment List and a range of investment options

This table gives you an example of how the fees and costs for the Portfoliofocus - Premium Retirement Service Series 2 product using the Core Investment List with a \$300,000 investment in a range of investment options can affect your super investment over a one-year period.

EXAMPLE - Portfoliofocus - Premium Retirement Service Series 2 using the Core Investment List and a range of investment options			BALANCE OF \$300,000
Fees and costs of Portfoliofocus - Premium Retirement Service Series 2			
Investment fees	Nil	\$0	For every \$300,000 you have in the superannuation product you will be charged \$0 each year
PLUS <u>Administration fees</u>			And , you will be charged \$375 in administration fees
*Annual fee		\$260	
*Government Levy Cost Recovery	0.017% x \$300,000 (capped at \$40)	\$40	
*Cash Account fee ¹	0.75% x \$10,000	\$75	
PLUS Indirect costs for the superannuation product	Nil	\$0	And , indirect costs of \$0 each year will be deducted from your investment
EQUALS Cost of Portfoliofocus - Premium Retirement Service Series 2		\$375	If your balance was \$300,000, then for that year you'll be charged fees of \$375 for the Portfoliofocus - Premium Retirement Service Series 2 product

Fees and other costs

Example of combined annual fees and costs for the Portfoliofocus - Premium Retirement Service Series 2 using the Core Investment List and a range of investment options (continued)

Fees and costs of investment options			
Investment held	Account balance	Management costs (less rebates) and transaction costs not recovered by buy/sell spread ²	
Cash Account	\$10,000	Fees and costs of investment in the Cash Account are reflected in the fees and costs of Portfoliofocus - Premium Retirement Service Series 2 above.	
MLC Wholesale Horizon 4 Balanced Portfolio ²	\$100,000	$\$100,000 \times 0.91\%$	\$910
MLC Wholesale Index Plus Growth Portfolio ²	\$140,000	$\$140,000 \times 0.30\%$	\$420
MLC Wholesale Inflation Plus - Conservative ²	\$50,000	$\$50,000 \times 0.97\%$	\$485
Total	\$300,000		
Total Fees and costs of investment options			\$1,815
Total Fees and costs of Portfoliofocus - Premium Retirement Service Series 2			\$375
TOTAL COMBINED COST of Portfoliofocus - Premium Retirement Service Series 2 and Fees and costs of investment options			\$2,190 (this is 0.73% of \$300,000)

¹ This example assumes that \$10,000 is held in your Cash Account and the balance (\$290,000) is invested in a range of investment options for the entire year.

² For managed investment options, these figures reflect amounts advised by the issuer of the relevant investment option as at 16 October 2020. Brokerage costs for shares and the SMA have not been included. Other fees and costs may apply. Please see the **Investment List** and the investment option's PDS available at investinfo.com.au/portfoliofocus for more information.

Fees and other costs

Additional explanation of fees and costs

Fees and costs of the investment options you select

The total fees and costs you pay will include the costs of this product as set out in the fee table on page 25 as well as the cost of any investment options you choose.

For example, if you select a managed investment product option from the **Investment List**, the issuer of that investment option will charge management costs and may also charge other costs such as transaction costs and borrowing costs which are explained further below. Management costs will include, where applicable, investment fees, performance fees and other costs, including indirect costs, which will reduce the net return of the investment option. Generally management costs are deducted from the assets of the investment option you've selected and will be reflected in the unit price and any reporting on the performance of the investment option.

It's important that you understand the fees of any investment options you choose, and that those fees are in addition to the fees charged by us for the product, together with transaction costs incurred on your behalf.

Information about the costs of the investment options you choose is summarised in the **Investment List** available at investinfo.com.au/portfoliofocus and will also be set out in the PDS and other disclosure documents for the investment option. The PDSs for the investment options can be found at investinfo.com.au/portfoliofocus

Investment manager fee rebates

Some investment managers provide a rebate on the management fee for some of the investment options which they issue, which we pass entirely back to your Cash Account.

The **Investment List** notes the investment options that may pay a rebate to us.

Transaction costs

Transaction costs are generally incurred when assets of the Fund or an investment option are bought and sold. Depending on the investment options that you've selected, these costs may be deducted directly from your Cash Account or they may be incurred within the investment option itself. A summary of the types of transaction costs that you may incur is set out below.

Transaction costs for listed investment options

When listed investment options are bought and sold, transaction costs including brokerage and settlement costs are incurred. These costs are shown in the table below.

They are deducted from your Cash Account at the time of the trade and are an additional cost to you.

Costs may also be incurred when the market process for purchasing listed investments causes the price paid to be higher than the value of the listed investments immediately after the purchase transaction, for example where bid/ask spreads are incurred.

	Preferred broker	Panel broker*
Brokerage		
Online instructions	0.132% of trade value (minimum of \$33.00)	Panel broker fee* only
Paper instructions	0.205% of trade value (minimum of \$51.25)	0.123% of trade value (minimum of \$30.75) Plus Panel broker fee*
Plus		
Settlement	N/A	\$15.38

*External Panel broker fees are negotiable and hence can vary widely across these providers. An indicative range of these fees is from 0.18% to 1.25%. A settlement fee will also be payable to the panel broker.

Transaction costs for SMA investment options

When shares within an SMA investment option are purchased and sold, brokerage and settlement costs will be incurred. The brokerage rates that apply will usually be lower than the brokerage rates described above for listed investment options.

Transaction costs may also be incurred when the market process for purchasing or selling assets causes the transacted price to be different to the value of the assets immediately before or after the transaction, for example where bid/ask spreads are incurred.

You can get more information on these fees and costs by going to the **SMA PDS** available at investinfo.com.au/portfoliofocus

Fees and other costs

Transaction costs for managed investment options

When assets in a managed investment product are bought or sold, costs such as brokerage, stamp duty and settlement costs are incurred. Costs may also be incurred when the market process for purchasing or selling assets causes the transacted price to be different from the value of the assets immediately before or after the transaction, for example where bid/ask spreads are incurred. Some or all of these costs may be met by a buy-sell spread which is an additional cost to you when you add to or withdraw from the investment option or if you switch investment options. The remaining costs are met from assets of the investment option and reduce the return of the investment.

None of these transaction costs are paid to us.

For more information about the transaction costs (including buy-sell spreads) that apply to your chosen investment, go to the **Investment List** available at investinfo.com.au/portfoliofocus and the investment option's PDS available at investinfo.com.au/portfoliofocus

Borrowing (gearing) costs in managed investment options

Some of the managed investment product options available on our **Investment List** may incur borrowing (or gearing) costs, where borrowing is part of the investment strategy. Borrowing costs include all costs in relation to the loan arrangement, including upfront costs to establish the arrangement and ongoing costs like interest payments.

Borrowing costs are an additional cost to you. They are deducted from the assets of the investment option and reflected in the daily unit price and any reporting on the performance of the investment option. Borrowing costs may rise and fall over time, and will depend on the level of gearing, the interest amount and other amounts paid to lenders.

For more information about any borrowing costs that apply to your chosen investment, go to the investment option's PDS available at investinfo.com.au/portfoliofocus

Property operating costs in managed investment options

Some of the managed investment product options available on our **Investment List** may incur property operating costs such as rates, utilities and staff costs, where the option has exposure to unlisted property.

Property operating costs are an additional cost to you. They are generally deducted from the assets of the investment option, and are reflected in the daily unit price and any reporting on the performance of the investment option.

For more information about any property operating costs that apply to your chosen investment, go to the investment option's PDS available at investinfo.com.au/portfoliofocus

Fees and other costs

Movements between Core Investment List and full Investment List

You can apply to move between the Core Investment List and full Investment List at any time.

The Administration fees you pay will depend on the **Investment List** applicable to your account at the end of the month, or on exit. Following a move into the Core Investment List, if for any reason at the end of the month you hold an investment that is outside the Core Investment List, we will apply Administration fees that are in line with the full Investment List.

When moving from the full Investment List to the Core Investment List any outstanding transactions, current investment holdings, or current investment facilities on the account which include investments not available on the Core Investment List may delay the move to the Core Investment List. When moving from the Core Investment List to the full Investment List these items will not influence the timing.

For more information please see the **How to Guide** available at investinfo.com.au/portfoliofocus

Family account linking

You can initially link up to four Portfoliofocus - Premium Series 2 accounts held by you or your eligible family members, which may reduce the Administration fee and Super administration fee (to any linked super accounts only) you pay on each account. From 23 November 2020, the maximum number of accounts increases to six. Each account can only be linked once and the financial adviser on each linked account must be the same.

For each account within your family group, the tiered percentage Administration fee is calculated on the combined balance of all linked accounts. The calculated amount is then proportioned to individual accounts based on the share of the combined balance.

A linked family group cap may also apply to the total Administration fee (tiered and flat percentage fees) charged across the group. The cap is applied proportionally to individual accounts, based on the share of the combined balance. If you have selected the Core Investment List you cannot receive the benefit of family group linking. Members of your family group will also not be able to benefit from your account. Please speak to your financial adviser about which option is most appropriate for your circumstances.

For super and pension accounts within the family group, a linked family group cap may also apply to the Super administration fee charged. The cap is applied

proportionally to each super and/or pension account within your family group, based on the share of the combined balances of eligible accounts.

Minimum and maximum Administration fees still apply to each individual account. The maximum Administration fee and Super administration fee will be the lesser of your individual cap and your share of the family linking cap (where applicable) as set out in the fee table on page 25.

Where the minimum Administration fee of \$375 pa is higher than your share of the family linking cap for the Administration fee (tiered and flat percentage fees), the minimum fee will apply.

More details on eligibility of linking accounts are provided in the **How to Guide** available at investinfo.com.au/portfoliofocus

Taxes and tax benefit

The fees shown in the table on pages 25 to 34 are gross of any income tax benefit. If the Fund is entitled to a tax deduction, any benefit will be taken into account to reduce the amount of overall tax that's charged to your account.

For further information on taxes refer to the How Super is taxed section on page 42.

Cash Account fee

The Cash Account fee is 0.75% pa and the fee is not separately deducted from your account but instead it is taken from the investment returns before interest is paid to your account. It'll be included in the 'other fees of your investment' in your statement.

We may change the fee from time to time, including reducing or increasing the fee. We'll ensure the interest paid to you on positive Cash Account balances is not lower than 0% pa, by reducing the Cash Account fee as needed. We'll let you know in advance of any increase to the fee.

Please refer to investinfo.com.au/portfoliofocus or speak with your financial adviser for more information on your Cash Account.

Fees and other costs

Cash Account interest charge

If your Cash Account is negative, you'll be charged interest on your negative balance on a quarterly basis. This may happen if you buy investments using proceeds from sales that aren't final, or if you haven't adequately catered for fees or other transaction payments coming from the Cash Account.

The interest is charged at the daily rate applicable for the Cash Account, for the time that your Cash Account has a negative balance. The charge will be offset against any positive interest accumulated during the quarter.

To find out more go to the **How to Guide** available at investinfo.com.au/portfoliofocus

Government levies

Certain levies are imposed on superannuation funds by the Government and the amount of these levies may vary from year to year.

The Trustee may recover some or all of these amounts from members and these amounts are reflected as the Government Levy Cost Recovery in the fee table on page 29. This amount is an estimate and the actual cost recovery amount and the cap may differ from the amounts shown.

Operational Risk Financial Requirement (Reserve)

The Government requires superannuation fund trustees to hold adequate financial resources (Reserve) to cover any losses that members incur due to operational errors. The Reserve has been established in full by our capital (via equity contributed from our ultimate shareholder, NAB). If the Reserve falls below our targets, we propose to fund the shortfall through our own capital, rather than seeking contributions from members. This means that we don't currently require members to contribute to the Reserve, but members will be notified if this changes in the future. As the Reserve is held by us, it isn't reported in the financial statements of the Fund.

Family Law fee

The Family Law Act enables investments to be divided between parties in the event of a breakdown of a marriage or de facto relationship.

We may be legally compelled to provide information to other parties in accordance with this legislation.

We may charge a fee for this service.

Insurance costs

If you have insurance you may be able to have your premiums deducted from your Cash Account.

For more information on insurance options that may meet your needs, please speak with your financial adviser or go to investinfo.com.au/portfoliofocus

Investment communication fee

You can ask us to source investment communications prepared by a company or investment manager. We may charge a fee for this service.

Dishonours

We may recover the costs of any charges incurred if a direct debit or cheque is dishonoured.

Adviser Service Fee

When you consult a financial adviser, additional fees may be paid to that financial adviser from your account as follows.

- You may pay a fee for the services you receive and choose how to pay for these services.
- You can authorise for the cost of your financial adviser's services, solely in relation to your Portfoliofocus - Premium Retirement Service Series 2 account, to be deducted from your account and paid to them. You can do this by giving us instructions to establish an Adviser Service Fee to be deducted from your account.

You can authorise for one or more of the following types of Adviser Service Fees to be deducted from your account:

- **Adviser Initial Service Fees** – You can select for the fees to be:
 - calculated as a percentage of; or
 - deducted as a dollar amount from, the contributions you elect to be paid to your account when you first join.You can also select for the fees to be calculated as a percentage of each contribution you make to your account after you join.
- **Adviser Ongoing Service Fees** – You have the flexibility to structure the manner in which this fee will be calculated and deducted from your account balance (for example, it can be a combination of a dollar amount, a flat percentage or a tiered percentage of your account).
- **Adviser Service Support Fee** – This fee comprises of two components: the Adviser Ongoing Support Fee and the Dealer Facilitation Fee. See below for further information.
- **Adviser Share Transaction Fee** - You can authorise for the fees you pay for the advice and services your financial adviser provides to you in relation to any listed investment transactions you make on your account.

Fees and other costs

This fee can be calculated and deducted from your account as:

- a dollar based fee, to a maximum of \$110 per trade; and/or
- a percentage of each trade, to a maximum of 1.1% of the trade value.

Any fees charged by your financial adviser are in addition to the fees and costs described in this PDS.

You can amend or cancel an existing Adviser Service Fee arrangement with a financial adviser at any time by contacting us. This may impact the ongoing services they provide.

Your financial adviser cannot change the Adviser Service Fee without your consent.

Any fee arrangement you have with a financial adviser should be detailed in the Statement of Advice they provide. You should regularly review this arrangement.

We reserve the right to reject or terminate an Adviser Service Fee arrangement on your account at any time.

Adviser Service Support Fee

The Adviser Service Support Fee has two parts:

- an **Adviser Ongoing Service Fee**: paid to your financial adviser for the advice and recommendations they give you about this product, and
- a **Dealer Facilitation Fee**: paid to your financial adviser's Dealer Group and covers various advice related activities, such as researching and assessing the suitability of this product and other support activities required to provide the financial adviser's services to you.

The Dealer Facilitation Fee must be less than or equal to both the agreed Adviser Ongoing Service Fee and 0.5% of your account balance per annum. You can cancel or remove either or both of these components at any time. If you cancel an Adviser Ongoing Service Fee, the Dealer Facilitation Fee will automatically reduce to nil.

Any arrangement you agree to should be detailed in the Statement of Advice provided by your financial adviser.

Other Adviser remuneration

Your financial adviser doesn't receive commission for this product.

Your financial adviser may receive alternative forms of remuneration, such as conferences and professional development seminars that have a genuine education or training purpose. These are paid from the Administration fee and aren't an additional cost to you.

Fees paid to related companies

We may use the services of related companies where it makes good business sense to do so and will benefit our customers.

Amounts paid for these services are always negotiated on an arm's-length basis and are included in all the fees detailed in this document.

Other fees we may charge

Fees may be charged if you request a service not currently offered. We'll agree any additional fee with you before providing the service.

We may charge members of the Fund generally, with actual or estimated costs of running the Fund. These may include costs resulting from Government legislation or fees that are charged by third parties. If the actual costs are less than estimated costs we've deducted from your account, the difference may be retained in the Fund and used for the general benefit of members.

Varying fees

We may vary our fees but we'll give you 30 days' notice of any material increase. The only exception is for Government taxes and charges. Issuers of investment options available on the **Investment List** may vary their fees as set out in their PDS available at investinfo.com.au/portfoliofocus

Fees and other costs

Defined fees

We're required by law to provide these definitions to you. The definitions are relevant to understanding the fees and costs we charge and the fee table on page 25 but may not be applicable to the fees and costs of the investment options.

Activity fees

A fee is an **activity fee** if:

- a. the fee relates to costs incurred by the trustee of the superannuation entity that are directly related to an activity of the trustee:
 - i. that is engaged in at the request, or with the consent, of a member, or
 - ii. that relates to a member and is required by law, and
- b. those costs are not otherwise charged as an administration fee, an investment fee, a buy-sell spread, a switching fee, an advice fee or an insurance fee.

Administration fees

An **administration fee** is a fee that relates to the administration or operation of the superannuation entity and includes costs that relate to that administration or operation, other than:

- a. borrowing costs,
- b. indirect costs that are not paid out of the superannuation entity that the trustee has elected in writing will be treated as indirect costs and not fees, incurred by the trustee of the entity or in an interposed vehicle or derivative financial product, and
- c. costs that are otherwise charged as an investment fee, a buy-sell spread, a switching fee, an activity fee, an advice fee or an insurance fee.

Advice fees

A fee is an **advice fee** if:

- a. the fee relates directly to costs incurred by the trustee of the superannuation entity because of the provision of financial product advice to a member by:
 - i. a trustee of the entity, or
 - ii. another person acting as an employee of, or under an arrangement with, the trustee of the entity, and
- b. those costs are not otherwise charged as an administration fee, an investment fee, a switching fee, an activity fee or an insurance fee.

Buy-sell spreads

A **buy-sell spread** is a fee to recover transaction costs incurred by the trustee of the superannuation entity in relation to the sale and purchase of assets of the entity.

Exit fees

An **exit fee** is a fee, other than a buy-sell spread, that relates to the disposal of all or part of members' interests in a superannuation entity.

Indirect cost ratio

The **indirect cost ratio (ICR)**, for an investment option offered by a superannuation entity, is the ratio of the total of the indirect costs for the investment option, to the total average net assets of the superannuation entity attributed to the investment option.

Note: A fee deducted from a member's account or paid out of the superannuation entity is not an indirect cost.

Investment fees

An **investment fee** is a fee that relates to the investment of the assets of a superannuation entity and includes:

- a. fees in payment for the exercise of care and expertise in the investment of those assets (including performance fees), and
- b. costs that relate to the investment of assets of the entity, other than:
 - i. borrowing costs, and
 - ii. indirect costs that are not paid out of the superannuation entity that the trustee has elected in writing will be treated as indirect costs and not fees, incurred by the trustee of the entity or in an interposed vehicle or derivative financial product, and
 - iii. costs that are not otherwise charged as an administration fee, a buy-sell spread, a switching fee, an activity fee, an advice fee or an insurance fee.

Switching fees

A **switching fee** is a fee to recover the costs of switching all or part of a member's interest in the superannuation entity from one investment option or product in the entity to another.

How super is taxed

This section isn't a comprehensive and complete tax guide and is based on the laws at 1 July 2020. Tax laws change. To keep up to date, please visit ato.gov.au or moneysmart.gov.au. Tax on super is complex. This is general information, and we recommend you seek advice from a financial adviser or registered tax agent to determine your personal tax obligations. We're not a financial adviser or registered tax agent.

How tax is calculated on your account

We may have to pay PAYG income tax instalments from the Cash Account to the ATO. We'll deduct an amount monthly from your account. At the end of the financial year when the final tax liability is known, the relevant part of the final tax instalment payment or refund from the ATO will be paid from or credited to the Cash Account.

Tax treatments in your account		
	Contributions	Investment earnings and realised capital gains
Super	<ul style="list-style-type: none"> Concessional contributions, such as employer and salary sacrifice contributions, are usually taxed in the Fund at a rate of 15%. Generally, if the sum of your combined 'income' and concessional contributions exceed \$250,000 in an income year, an additional 15% tax will apply to your concessional contributions. If your income excluding your concessional contributions is less than \$250,000, the additional 15% tax will only apply to your concessional contributions which place you in excess of the \$250,000 threshold. While the additional tax is levied on you personally, you can elect to have the tax paid from your super account. Taxes charged within the Fund are deducted from your account as and when required or when you leave the Fund. Non-concessional contributions aren't taxed in the Fund. These include contributions made by you or your spouse for which no personal income tax deduction has been claimed. <p>Contributions made to your account, both concessional (ie before tax) and non-concessional (ie after tax) will count towards your contribution caps. Additional tax and charges may be payable if you exceed these caps. The amount you have in your 'total superannuation balance' (which includes all your superannuation and pension balances generally determined on the previous 30 June) may limit your ability to:</p> <ul style="list-style-type: none"> make non-concessional contributions, claim the Government co-contribution, receive a spouse contribution, and access 'catch up' concessional contributions in the 2020/21 and later years of income with specific conditions applying. <p>For further information, please refer to the ATO website ato.gov.au</p>	Taxed at rate of up to 15%.

How super is taxed

Tax treatments in your account (continued)		
	Contributions	Investment earnings and realised capital gains
Transition to Retirement (TTR) pension	Not applicable.	<p>Taxed at a rate of up to 15%, until you've reached an eligible condition of release then tax free. Generally, this means:</p> <ul style="list-style-type: none"> • you reach 65 years of age (even if you haven't retired) • you reach your preservation age of between 55 and 60 (depending on your date of birth) and permanently retire • ceasing an employment arrangement on or after the age of 60 • you are permanently incapacitated, or • you have a terminal illness. <p>When you've reached age 65, investment earnings and realised capital gains automatically become tax exempt without you having to notify us. If you meet one of the other eligible conditions of release, you'll need to notify us in order for the investment earnings and realised capital gains to become tax exempt.</p> <p>To find out more go to ato.gov.au or moneysmart.gov.au</p>
Account-based pension	Not applicable.	Tax-free.

Preservation age is 55 for those born before 1 July 1960 and will gradually increase to 60 depending on your date of birth. To find out your preservation age, go to ato.gov.au

How super is taxed

Tax treatments on payments to you		
	Regular and additional pension payments	Lump sum withdrawals
Super	Not applicable.	Tax-free component: Nil
Transition to Retirement (TTR) pension	Tax-free component: Nil. Taxable component: <ul style="list-style-type: none"> If aged from preservation age to age 59, tax is paid at marginal tax rates plus Medicare Levy of 2%, less a tax offset of 15%. From age 60, tax free. Other taxes and Government levies may apply from time to time. If applicable, we'll deduct the tax from your pension payments.	Taxable Component: <ul style="list-style-type: none"> If under the preservation age, tax of up to 22% (including Medicare Levy of 2%). If aged from preservation age to age 59, tax-free on the first \$215,000 (this is a lifetime limit which is indexed each financial year). Tax is then paid on the remainder at up to 17% (including Medicare Levy of 2%). From age 60, tax-free. Other taxes and Government levies may apply from time to time. If applicable, we'll deduct the tax from your account before paying the lump sum.
Account-based pension	Tax-free component: Nil. Taxable component: <ul style="list-style-type: none"> If under the preservation age, tax is paid at marginal tax rates plus Medicare Levy of 2% with no tax offset. If aged from preservation age to age 59, tax is paid at marginal tax rates plus Medicare Levy of 2%, less a tax offset of 15%. If your payment is a disability super benefit the same rules apply, except a tax offset of 15% will apply to the taxable component for those under preservation age. Go to ato.gov.au for more information. From age 60, tax free. Other taxes and Government levies may apply from time to time. If applicable, we'll deduct the tax from your pension payments.	

A different tax treatment applies to superannuation death benefits paid to your beneficiaries or deceased estate. Go to ato.gov.au

To invest in Portfoliofocus - Premium Retirement Service Series 2 you'll need to provide your Tax File Number (TFN). If you don't provide your TFN we'll hold your money in trust and contact you or your financial adviser to obtain your TFN. If we don't receive your TFN within 14 days we may return any contributions or rollovers. We'll verify your TFN with the ATO. For more information visit ato.gov.au

For more information

For more information please see the **How to Guide** at investinfo.com.au/portfoliofocus

For more information call us from anywhere in Australia on **1300 769 613** or contact your financial adviser.

Postal address

GPO Box 1274
Melbourne VIC 3001

Registered office

Ground Floor, MLC Building
105–153 Miller Street
North Sydney NSW 2060

investinfo.com.au/portfoliofocus

Application Form

We can only accept your request if the form is correctly completed.

Before signing this Application Form, please ensure that you have read and understood the Product Disclosure Statement (PDS) and Investment List for Portfoliofocus – Premium Retirement Service Series 2. You should consider all information before making a decision to invest in this product.

Important information

Before sending this Application Form to the Trustee, please check that you have completed:

- all the questions on the Application Form (as appropriate) by printing clearly in the spaces provided and have signed the relevant sections, and
- any Consolidate your super form which is signed by you.

If you are making a contribution by cheque, please make it payable to **Portfoliofocus – Premium Retirement Service**, crossed 'Not negotiable'. Please forward everything to: **Portfoliofocus – Premium Client Services**, GPO Box 1274, Melbourne VIC 3001.

Your application details

1. Are you also submitting a Portfoliofocus – Premium Retirement Service Series 2 – Pension Service Application Form?

Yes ☐ No ☐

2. Personal details

Existing account number (if known)

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Title

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

First name

Middle name

Family name

Date of birth (DD/MM/YYYY)

--	--	--	--	--	--	--	--	--	--

Gender

Male ☐ Female ☐

Are you known by any other name?

Title

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

First name

Middle name

Family name

Your investment details

8. Rollovers prior to commencement

Will you be transferring any amounts before starting this account?

No ☐ **Go to next question**

Yes ☐ **Complete the details below**

Show the source and amount of each rollover. Contributions that your spouse has split with you are classified as a rollover.

Source of rollover (name of institution)	Amount	Cheque	In-specie transfer
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>

Who will be making the arrangements for the transfer of funds from your existing super accounts?

☐ I am, or my financial adviser is, organising each rollover.

☐ The Trustee is to arrange each rollover. **Please provide the details of the super fund(s) from which you want to transfer your super below.**

If you wish to rollover your super from more than three super funds, please complete and send us a **Consolidate your super** form for each additional rollover.

Rollover 1

Fund name

Product name

Membership or account number

Unique Superannuation Identifier (USI)

How much would you like to transfer from the above fund?

☐ My total account balance, or

☐ A partial amount \$

Fund ABN

Rollover 2

Fund name

Product name

Membership or account number

Unique Superannuation Identifier (USI)

How much would you like to transfer from the above fund?

☐ My total account balance, or

☐ A partial amount \$

Fund ABN

Your investment details continued

Rollover 3

Fund name

Product name

Membership or account number

Unique Superannuation Identifier (USI)

How much would you like to transfer from the above fund?

☐ My total account balance, or

☐ A partial amount

Fund ABN

9. Contributions

(a) Are you making any initial contributions to your account?

No ☐ **Go to next question**

Yes ☐ **Complete the details below**

Please specify the type, amount and method for each contribution.

Contribution type	Contribution amount	Contribution method				
		Cheque	EFT	BPAY®	In-specie transfer	Direct debit
Personal	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spouse	\$	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandated (Super Guarantee)	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Salary sacrifice	\$	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>

If any of your personal contributions are being made from the:

- sale of a small business which qualifies for Capital Gains Tax concessions, or
- proceeds of certain personal injury payments, or
- proceeds of selling your home that are eligible to be made as a downsizer contribution,

you need to send us an election form for tax purposes before or at the time the contribution is made. The election forms can be found at ato.gov.au. Speak with your registered tax agent for more information.

(b) Do you expect your employer to make any contributions towards your new account prior to its commencement?

No ☐ **Go to the next question**

Yes ☐ **Complete the details below**

Amount of contribution

10. Contributions by direct debit

Are you making your initial, regular or any future one-off contributions by direct debit?

No ☐ **Go to next question**

Yes ☐ **Complete the details on the following page**

Your investment facilities

Direct Debit Request Schedule

Account one

Name of financial institution

Name of account holder(s)

BSB

Account number

Please specify the type of contribution(s) to be drawn from this account.

Contribution type	Initial contribution	Regular contribution
Personal	\$ <input type="text"/>	\$ <input type="text"/>
Mandated (Super Guarantee)	\$ <input type="text"/>	\$ <input type="text"/>
Spouse	\$ <input type="text"/>	\$ <input type="text"/>
Salary sacrifice	\$ <input type="text"/>	\$ <input type="text"/>

Preferred draw date (DD/MM/YYYY)

☐ Initial contribution

Preferred draw date (DD/MM/YYYY)

☐ Regular contribution

If we are unable to meet this date, we will use the next business day after we complete processing your application.

If regular contributions are to be paid from this account, how often do you want contributions to be drawn? If you do not make a choice we will assume **monthly**.

☐ Monthly ☐ Quarterly ☐ Half-yearly ☐ Yearly

I acknowledge it is my responsibility to read the Direct Debit Request Service Agreement on page 17 and agree to be bound by it.

Signature of bank account holder(s)

Must be signed by all bank account holders if different to signatory on page 15.

Full name (please print)

X
Date (DD/MM/YY)

Full name (please print)

X
Date (DD/MM/YY)

Account two

Name of financial institution

Name of account holder(s)

BSB

Account number

Please specify the type of contribution(s) to be drawn from this account.

Contribution type	Initial contribution	Regular contribution
Personal	\$ <input type="text"/>	\$ <input type="text"/>
Mandated (Super Guarantee)	\$ <input type="text"/>	\$ <input type="text"/>
Spouse	\$ <input type="text"/>	\$ <input type="text"/>
Salary sacrifice	\$ <input type="text"/>	\$ <input type="text"/>

Preferred draw date (DD/MM/YYYY)

☐ Initial contribution

Preferred draw date (DD/MM/YYYY)

☐ Regular contribution

If we are unable to meet this date, we will use the next business day after we complete processing your application.

If regular contributions are to be paid from this account, how often do you want contributions to be drawn? If you do not make a choice we will assume **monthly**.

☐ Monthly ☐ Quarterly ☐ Half-yearly ☐ Yearly

I acknowledge it is my responsibility to read the Direct Debit Request Service Agreement on page 17 and agree to be bound by it.

Signature of bank account holder(s)

Must be signed by all bank account holders if different to signatory on page 15.

Full name (please print)

X
Date (DD/MM/YY)

Full name (please print)

X
Date (DD/MM/YY)

Your investment facilities continued

11. Automatic re-weighting facility

Do you wish to have your investments periodically re-weighted back to their initial target weight? Some investment products such as direct shares, term deposits, illiquid funds, SMA Model Portfolios and capital protected products are excluded from automatic re-weighting.

No ☐ **Go to next question**

Yes ☐ **Complete the details below**

☐ Re-weight my entire portfolio.

☐ Re-weight part of my portfolio. To nominate the investments you would like to have automatically re-weighted, please complete the table on pages 8 and 9. If no nomination is provided your facility will not be set up.

Target weight tolerance %

If the percentage is not specified it will default to 3%.

Re-weight frequency ☐ Quarterly ☐ Half-yearly ☐ Yearly

If a frequency is not specified it will default to half-yearly.

Preferred start date (DD/MM/YYYY)

If no date is specified the start date will be the next re-weighting date.

12. Tax optimisation method

Please choose the tax optimisation method you want to apply:

☐ First in first out (FIFO)

☐ Highest cost first out (HCFO)

We'll apply your choice to all future sells, switches, partial withdrawals and re-weightings on your account. HCFO is not available for transactions on SMA Model Portfolios. If no nomination is made the default method is FIFO.

13. Sell down strategy

Do you wish to nominate a sell down strategy that will be used to top up your Cash Account?

If your nomination is incomplete or you don't provide a nomination, your investments will be sold down using our default method. For more information, please refer to the How to Guide available at investinfo.com.au/portfoliofocus

No ☐ **Go to next question**

Yes ☐ **To nominate a sell down strategy, please complete the table on pages 8 and 9.**

14. Reinvestment of earnings

Do you wish to have all or part of your managed investment earnings invested back into your selected managed investments?

No ☐ **Go to next question**

Yes ☐ **Complete the details below**

☐ Reinvest earnings for all my managed investments.

☐ Reinvest some of my earnings as listed in the table on pages 8 and 9.

Your investment facilities continued

15. Do you wish to use the Progressive Investment Facility?

For information about this facility, please refer to the How to Guide available at investinfo.com.au/portfoliofocus

No ☐ **Go to next question**

Yes ☐ **Complete the details below**

Preferred start date (DD/MM/YYYY)

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If no date is selected we'll use the next available date after we receive your request.

Amount per instalment

\$

Number of instalments

Frequency

☐ Monthly ☐ Quarterly

To nominate the investment allocation for your Progressive Investment Facility, please complete the table on pages 8 and 9. If no investment allocation is provided your facility will not be set up.

16. Do you wish to use the Custom Cash Facility?

For information about this facility, please refer to the How to Guide available at investinfo.com.au/portfoliofocus

No ☐ **Go to next question**

Yes ☐ **Complete the details below**

Note: The Custom Cash Facility cannot be applied if setting up a Progressive Investment Facility or an Automatic re-weight facility.

Preferred start date (DD/MM/YYYY)

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Custom Cash Type ☐ \$ (Dollar) ☐ % (Tolerance)

Maximum Cash Trigger

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When your Cash Account reaches this level, the facility will purchase investments automatically and bring your Cash Account balance down to the higher of, your nominated Cash Target or the minimum cash requirement for your account. Cash Account levels will be checked on every last weekend of the month.

AND

Cash Target

--	--	--	--	--	--	--	--	--

Buy/Weightings Instructions ☐ Proportionate

☐ Custom

To nominate the investment allocation for your Custom Cash Facility, please complete the table on pages 8 and 9. If no investment allocation is provided your facility will not be set up.

If using this facility remember you and your financial adviser are responsible for maintaining the minimum cash requirement in your Cash Account.

Your investment strategy and facilities

17. What range of investment options would you like?

With Portfoliofocus - Premium Retirement Service Series 2 you have access to the full Investment List or alternatively you can select our Core Investment List, which gives you access to a focused range of investment options and a simpler fee structure.

☐ Core Investment List

☐ Full Investment List

You can apply to move between the full Investment List and the Core Investment List at any time.

The administration fees you pay will depend on which investment list you choose.

For further information about the differences in fees between the full Investment List and the Core Investment List, please see the 'Fees and other costs' section of the PDS.

To see the range of investment options available through our Core Investment List, please refer to the **Investment List**.

If no nomination is made, the default nomination will be the full Investment List.

18. Please choose how your initial, future one-off and regular contributions should be invested and complete the details for any investment facilities you'd like to use.

☐ I instruct the Trustee to allocate all contributions to the Cash Account (my financial adviser will submit my investment instructions online).

OR

☐ I instruct the Trustee to allocate all contributions as specified in the table below.

For the list of investments available, please refer to the **Investment List** available at investinfo.com.au/portfoliofocus

- **Investment code** – APIR or reference for each investment in the **Investment List**.
- **Initial investment** – shows how your initial contributions are to be invested.
- **Additional Investment Facility (AIF)** – shows how your future one-off contributions are to be invested.
- **Regular Investment Facility (RIF)** – shows how your direct debit contributions are to be invested.
- **Progressive Investment Facility (PIF)** – shows how your money in your Cash Account is invested.
- **Automatic re-weight facility** – shows how your managed investments are to be rebalanced.
- **Custom Cash Facility (CCF)** – shows how your money in your Cash Account is invested, if triggered.
- **Reinvest earnings** – shows how you'd like to use income earned to purchase additional units.
- **Sell priority** – shows the order you'd like your investments sold down to top up your Cash Account, if needed.

These definitions apply to the following table.

Investment code	Initial investment	Additional Investment Facility (AIF)	Regular Investment Facility (RIF)	Progressive Investment Facility (PIF)	Automatic re-weight facility	Custom Cash Facility (CCF)	Reinvest earnings	Sell priority
Cash								
Cash Account	%	%	%	N/A	%	N/A	N/A	N/A
Managed investments (if you selected the Core Investment List, you must choose an applicable investment option/s)								
	%	%	%	%	%	%	<input type="checkbox"/> Yes	
	%	%	%	%	%	%	<input type="checkbox"/> Yes	
	%	%	%	%	%	%	<input type="checkbox"/> Yes	
	%	%	%	%	%	%	<input type="checkbox"/> Yes	
	%	%	%	%	%	%	<input type="checkbox"/> Yes	
	%	%	%	%	%	%	<input type="checkbox"/> Yes	
	%	%	%	%	%	%	<input type="checkbox"/> Yes	
	%	%	%	%	%	%	<input type="checkbox"/> Yes	
	%	%	%	%	%	%	<input type="checkbox"/> Yes	

Your investment strategy and facilities continued

Investment code	Initial investment	Additional Investment Facility (AIF)	Regular Investment Facility (RIF)	Progressive Investment Facility (PIF)	Automatic re-weight facility	Custom Cash Facility (CCF)	Reinvest earnings	Sell priority
Listed investments (full Investment List only)								
	%	N/A	N/A	N/A	N/A	%	N/A	N/A
	%	N/A	N/A	N/A	N/A	%	N/A	N/A
	%	N/A	N/A	N/A	N/A	%	N/A	N/A
	%	N/A	N/A	N/A	N/A	%	N/A	N/A
	%	N/A	N/A	N/A	N/A	%	N/A	N/A
	%	N/A	N/A	N/A	N/A	%	N/A	N/A
	%	N/A	N/A	N/A	N/A	%	N/A	N/A
	%	N/A	N/A	N/A	N/A	%	N/A	N/A
	%	N/A	N/A	N/A	N/A	%	N/A	N/A
	%	N/A	N/A	N/A	N/A	%	N/A	N/A
Separately Managed Account – Model Portfolios (full Investment List only)								
	%	%	%	N/A	N/A	%	N/A	
	%	%	%	N/A	N/A	%	N/A	
	%	%	%	N/A	N/A	%	N/A	
	%	%	%	N/A	N/A	%	N/A	
Term deposits (full Investment List only)								
	%	N/A	N/A	%	N/A	N/A	N/A	N/A
	%	N/A	N/A	%	N/A	N/A	N/A	N/A
	%	N/A	N/A	%	N/A	N/A	N/A	N/A
	%	N/A	N/A	%	N/A	N/A	N/A	N/A
Total	100%	100%	100%	100%	100%	100%		

Please note:

1. If the investment code or allocation is not clear, or the allocation does not add up to 100%, then the money will be allocated to the Cash Account.
2. If you've chosen the Core Investment List and you select an investment option that is not applicable, the amount of that investment option will be allocated to the Cash Account.

19. (Full Investment List only) If you have selected any term deposits in your initial investment strategy, do you want the initial investment amount to be re-invested upon maturity?

No ☐ Go to next question

Yes ☐ Reinvest my initial investment for the same term until I tell you otherwise.

Adviser Service Fee

20. (a) Adviser Initial Service Fee

Have you negotiated an Adviser Initial Service Fee arrangement with your financial adviser in relation to your Portfoliofocus – Premium Retirement Service Series 2 - Super Service account?

No ☐ **Go to next question**

Yes ☐ **Complete the details below and see the Applicant declaration**

☐ Initial fees \$ OR % of each contribution

☐ Additional or regular investment fee % of each contribution

(b) Adviser Service Support Fee

Have you negotiated an Adviser Service Support Fee arrangement with your financial adviser in relation to your Portfoliofocus – Premium Retirement Service Series 2- Super Service account?

No ☐ **Go to next question**

Yes ☐ **Complete the details below and see the Applicant declaration**

(i) Adviser Ongoing Service Fee

☐ Dollar based fee \$ pa

☐ Increase my dollar based fee by % pa OR ☐ CPI each year

OR/AND

☐ Percentage based fee % pa of my account balance

OR

☐ Tiered percentage based fee

- The Adviser Ongoing Service Fee for each tier is applied to the account balance within the tier.
- The total Adviser Ongoing Service Fee is calculated by adding the fee for each tier.
- Each subsequent tier percentage must be less than the previous tier percentage.

	Balance from	Balance to	Fee
Tier 1	\$ <input type="text"/> Nil	\$ <input type="text"/>	<input type="text"/> % pa
Tier 2	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/> % pa
Tier 3	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/> % pa
Tier 4	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/> % pa
Tier 5	\$ <input type="text"/>	and above	<input type="text"/> % pa

OR

☐ Investment percentage based fee

Cash Account / Term deposits	<input type="text"/> % pa	Listed investments	<input type="text"/> % pa
Managed investments	<input type="text"/> % pa	SMA Model Portfolios	<input type="text"/> % pa

Adviser Service Fee continued

(ii) Dealer Facilitation Fee

☐ Dollar based fee \$ pa

☐ Increase my dollar based fee by % pa OR ☐ CPI each year


OR/AND

☐ Percentage based fee % pa of my account balance (maximum of 0.5%).

The Dealer Facilitation Fee must be less than the agreed Adviser Ongoing Service Fee in Question 20 (b) (i) and 0.5% of your account balance per annum. If you stop paying the Adviser Ongoing Service Fee the Dealer Facilitation Fee will also be cancelled.

(c) Adviser Share Transaction Fee

Have you negotiated an Adviser Share Transaction Fee arrangement with your financial adviser in relation to your Portfoliofocus - Premium Retirement Service - Series 2 account?

No ☐  **Go to next question**

Yes ☐  **Complete the details below and see the Applicant declaration**

Dollar based fee \$ (maximum of \$110.00 per trade.)

OR

Percentage based fee % (maximum of 1.1% of trade value.)

Your beneficiary nomination

21. Please select one of the following options and complete the table below.

- Non-lapsing binding** ☐ This nomination will be paid as you direct, as long as the nomination is valid. We can only accept your nomination if two witnesses have signed and dated the witness declaration on the following page.
- Lapsing binding** ☐ This nomination is valid for three years and will be paid as you direct. We can only accept your nomination if two witnesses have signed and dated the witness declaration on the following page.
- Non-binding** ☐ The Trustee will consider your nomination but it will ultimately decide who receives your account balance.

	Name of beneficiary Full name (please print)	Date of birth (DD/MM/YYYY)	Relationship to you Only the following options can be accepted	Portion of total benefit
1			<input type="checkbox"/> Spouse <input type="checkbox"/> Financial dependant <input type="checkbox"/> Child <input type="checkbox"/> Interdependency relationship	%
2			<input type="checkbox"/> Spouse <input type="checkbox"/> Financial dependant <input type="checkbox"/> Child <input type="checkbox"/> Interdependency relationship	%
3			<input type="checkbox"/> Spouse <input type="checkbox"/> Financial dependant <input type="checkbox"/> Child <input type="checkbox"/> Interdependency relationship	%
4			<input type="checkbox"/> Spouse <input type="checkbox"/> Financial dependant <input type="checkbox"/> Child <input type="checkbox"/> Interdependency relationship	%
5	Legal Personal Representative (your estate)	Not applicable	If you want part or all of your benefit paid to your estate, please write the percentage here.	%
Total must equal 100% or all nominations will be invalid. You can nominate a percentage up to two decimal places. Total				%

Agreement and declaration

I've read and understood the information provided on the following page.

I request the Trustee to accept my beneficiary nomination. I understand I should review my nomination regularly, especially when my circumstances change (eg marriage, having children or any other life-changing event), to ensure my nomination is always up to date.

Signature of Applicant or Attorney

X						
	Date (DD/MM/YY)					

If signed under Power of Attorney: Attorneys must attach a certified copy of the Power of Attorney and identification for themselves (go to investinfo.com.au/portfoliofocus to download the relevant identification form) if not already supplied. The Attorney hereby certifies that he/she has not received notice of any limitation or revocation of his/her Power of Attorney and is also authorised to sign this form.

Power of Attorney documents can't be accepted by fax.

Your beneficiary nomination continued

Witness declaration (only required for non-lapsing binding and lapsing binding nominations)

I declare:

- I'm over 18 years of age
- I'm not a nominated beneficiary of the applicant, and
- this form was signed and dated by the applicant in my presence.

Witness one

Name of witness (please print)

Signature of witness

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

The witness must sign on the same date as the applicant otherwise we can't accept the nomination.

Witness two

Name of witness (please print)

Signature of witness

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

The witness must sign on the same date as the applicant otherwise we can't accept the nomination.

Information on nominating a beneficiary

Types of nominations

A non-lapsing binding nomination which is binding on the Trustee

Selecting this nomination will make sure your account balance is paid as you have directed as long as the nomination is and remains valid. This nomination stands even when your personal circumstances change such as getting married, having children, or any other life-changing event occurs. It is therefore, very important to regularly review your nomination to make sure it reflects your current personal circumstances.

A lapsing binding nomination which is binding on the Trustee

Selecting this nomination will make sure your account balance is paid as you have directed as long as the nomination is and remains valid. A lapsing binding nomination is valid for three years after the date you sign the request. If the nomination isn't updated after three years, the nomination will lapse.

A non-binding nomination subject to Trustee discretion

The Trustee will decide who receives your account balance, taking into consideration your preferred beneficiaries and your current circumstances at the date of your death.

No nomination

The Trustee will decide who receives your account balance.

Who can you nominate?

Under superannuation law, you can nominate:

Individuals

- your spouse (which includes a de-facto spouse and a same sex partner)
- children including step and adopted children, children of your spouse and other children within the meaning of the Family Law Act 1975
- individuals who are financially dependent on you at the time of your death, and
- someone in an interdependency relationship with you at the time of your death.

Legal Personal Representative (your estate)

Your legal representative, either the executor under your will or a person granted letters of administration for your estate if you die without having left a valid will.

Why can't you nominate other family members or friends?

The law only allows you to nominate individuals who are financially dependent on you or have an interdependency relationship with you at the time of your death. However, you can choose to have your benefit paid to your estate where you can nominate your friends and/or other family members in your will to receive these funds.

What is a financial dependant?

Someone who is financially dependent upon you at the time of your death.

The definition of a dependant under superannuation legislation may be different to the definition which is used for tax purposes. For more information on estate planning we recommend you speak with your financial or legal adviser.

What is an interdependent relationship?

This is a close personal relationship between two people who live together, where one or both of them provide for the financial and domestic support and personal care of the other. This type of relationship may still exist if there is a close personal relationship but the other requirements aren't satisfied because of some physical, intellectual or psychiatric disability.

Where can you check your beneficiary nomination?

Your beneficiary nomination details will be confirmed each year in your Annual Statement.

Taxation

The taxation rules relating to death benefits are complex and different taxation treatments may apply depending on the beneficiary nomination in place. Please seek advice from your registered tax agent.

Applicant declaration

Marketing consent

We request your consent to marketing activities by the National Australia Bank (NAB) Group (the Group). By giving your consent you agree to receiving information about the products and services offered by the Group, including by phone or email using the contact details provided by you in this application (or contact details you may provide at a later time). For this purpose, we may need to use and disclose your personal information amongst the Group, to your financial adviser, if any, and to service providers (for example, posting services). Your consent therefore includes the authority to use and disclose your personal information as described. We will not disclose your health information.

Your consent will not change any specific product or service consent that you have given or will give in the future (for example, for a loyalty program or online direct marketing).

Do we have your consent? Yes ☐ No ☐

If you do not answer your consent will be presumed.

Your consent will continue until you withdraw it. You can withdraw your consent at any time by contacting us on **1300 769 613** or by writing to us.

Privacy

I acknowledge that I have access to the Group's privacy policy and agree that any member of the Group may collect, use, disclose and handle my personal information in a manner set out in the Group's privacy policy available at investinfo.com.au/portfoliofocus

Member acceptance

I have received and read the current PDS and apply to become a member of the MLC Superannuation Fund (the Fund), and agree to be bound by the provisions of the Trust Deed. I understand this application will form the basis of the contract between myself and the Trustee.

I am eligible to contribute to the Fund or have contributions made on my behalf. I acknowledge that it is my responsibility to be fully informed about any investment I consider for inclusion in my portfolio at all times, and to make sure I have an up to date PDS for any investments I have selected, as additional units may be purchased overtime.

Understanding investment risk

I understand that my investment does not represent a deposit with or a liability of the Trustee, National Australia Bank Limited, or other member companies of the Group. An investment in Portfoliofocus – Premium Retirement Service Series 2 – Super Service is subject to investment risk including possible delays in repayment and loss of income and capital invested.

I acknowledge and accept that where I have invested into an illiquid investment option or an investment option I have has become illiquid, then the Trustee may take longer than 30 days to sell down my investment option.

Consolidate my super

If I requested for the Trustee to transfer my super from another super fund to Portfoliofocus – Premium Retirement Service Series 2, I declare:

- I have considered if I'll be giving up any benefits or if any fees will apply by transferring my super to the Trustee
- I consent to my TFN being disclosed for the purposes of transferring my super to the Trustee

- I discharge the trustee of my other super fund of all further liability in respect of the benefits paid and transferred to the Trustee
- I authorise my financial adviser/trustee representative to enquire about this transfer, and
- I request and consent to the transfer of my super benefit(s) and authorise the super provider of each fund to give effect to this transfer.

Investment strategy

I instruct the Trustee to allocate 100% of my initial and future contributions and rollovers to my Cash Account or as specified in Question 18. In giving this instruction I have considered the information disclosed in the Investment List, all current PDS and other disclosure documents for each investment selected, and determined the investments are appropriate for me.

Investor acceptance

I understand that if at any time, I move between the Core Investment List and the full Investment List this will impact the applicable fees and costs I pay, as set out in the PDS.

Statements

I agree to six monthly and annual statements and transaction confirmations being made available at investinfo.com.au/portfoliofocus

Direct debit

If I am using the direct debit facility for initial or future contributions, I have read the Direct Debit Request Service Agreement provided on page 17.

My financial adviser

- I authorise for my financial adviser, and any financial adviser that I, or a Dealer Group (i.e. a financial adviser's Australian financial services licensee principal) appoint as my replacement financial adviser by notifying the Trustee (**my financial adviser**), to:
 - transact on my behalf;
 - issue investment and corporate action instructions; and
 - request and receive information and reports about my account and investments.
- I understand the Trustee may refuse to act on my financial adviser's instructions and requests for information at its absolute discretion.
- I acknowledge that any withdrawal requests payable to a third party must be provided by me.
- I acknowledge that at times my financial adviser, or my financial adviser's Dealer Group, may instruct the Trustee to change my named financial adviser (e.g. if the financial adviser sells his or her business). If this occurs, I authorise the Trustee to continue to honour the Adviser Service Fee arrangement and accept instructions from the new named financial adviser. This is subject to any express instruction I give to the contrary.
- I agree that the Trustee has no liability to me for acting on my financial adviser's requests or instructions, or in reliance on information provided by my financial adviser or my financial adviser's Dealer Group.

Applicant declaration continued

Adviser Service Fee

- If I have selected one or more of the following Adviser Service Fees to be deducted from my account in:
 - question 20(a) (Adviser Initial Service Fee);
 - question 20(b) (Adviser Service Support Fee);
 - question 20(c) (Adviser Share Transaction Fee);

then:

- I authorise the Trustee to deduct from my account an Adviser Service Fee equal to:
 - the amount I have selected in questions 20(a), (b) and/or (c); or
 - the amount that I subsequently notify the Trustee is the amount equal to the Adviser Service Fee,

to pay my financial adviser for the services provided specifically in relation to my Portfoliofocus – Premium Retirement Service Series 2 - Super Service account and not for any other purpose;

- I confirm that the Adviser Service Fee solely relates to the services my financial adviser has agreed to provide me in relation to my Portfoliofocus – Premium Retirement Service Series 2 - Super Service account;
- I acknowledge that:
 - the Adviser Initial Service Fee is remuneration for services provided by my financial adviser;
 - the Adviser Ongoing Service Fee component of the Adviser Service Support Fee is remuneration for advice provided by my financial adviser;
 - the Dealer Facilitation Fee component of the Adviser Service Support Fee is remuneration for advice and administration services provided by my financial adviser's Dealer Group; and
 - the Adviser Share Transaction Fee is remuneration for advice and services on listed investments provided by my financial adviser;
- I understand that the Adviser Service Fee is inclusive of GST;
- I understand and consent to the Adviser Service Fee being shared with other parties as outlined by my financial adviser;
- I understand that I can amend or cancel the Adviser Service Fee arrangement at any time by contacting the Trustee;
- I understand that I am responsible for assessing whether the Adviser Service Fee arrangement is, and continues to be, appropriate for me for the services I am receiving; and
- I understand that the Adviser Service Fee arrangement may continue to be deducted, even if no services are provided until the Trustee becomes aware that the services have not been provided.

Offer within Australia

I understand that this offer is made in Australia in accordance with Australian laws and my account will be regulated by these laws.

Cooling-off

I understand that if this product does not suit me, I have 14 days after opening the account to advise the Trustee to close my account. For further information on cooling-off, please refer to the Product Disclosure Statement.

Notification of changes

I understand that I will not be given advance notice of any product changes that are not materially adverse. I am aware that information in relation to non materially adverse changes will be available at investinfo.com.au/portfoliofocus and I can obtain a paper copy of these change communications on request, free of charge.

Applicant declaration

As far as I am aware, everything I have provided in this Application Form is true and complete, and if there are any changes to this information in the future, I will advise the Trustee as soon as possible.

Signature of Applicant or Attorney

Full name (please print)

	Date (DD/MM/YYYY)							
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If signed under Power of Attorney: Attorneys must attach a certified copy of the Power of Attorney and identification for themselves (go to investinfo.com.au/portfoliofocus to download the relevant identification form) if not already supplied. The Attorney hereby certifies that he/she has not received notice of any limitation or revocation of his/her Power of Attorney and is also authorised to sign this form.

Power of Attorney documents can't be accepted by fax.

This section is for financial adviser use only

Financial adviser details

I declare that I've provided the client with the Product Disclosure Statement and Investment List and agree:

- that my remuneration specified in this form is for the sole purpose of providing advice on my client's account in Portfoliofocus – Premium Retirement Service Series 2 – Super Service and not for any other advice or service
- where the Adviser Service Fee is to be shared with other parties, I have obtained and documented the client's clear authority and consent for this to take place
- where my client has a Dealer Facilitation Fee, this fee is not greater than the Adviser Ongoing Service Fee and the amount deducted annually is not greater than 0.5% per annum of my client's account balance calculated using their average account balance for the previous month
- to only provide instructions where my client has not withdrawn my authority to do so, and
- to review with my client the ongoing suitability of any investments I have recommended to my client.

Signature of financial adviser

Name of financial adviser

X

Date (DD/MM/YYYY)

Financial adviser details

Name

Financial adviser code

Dealer Group

Contact number

Your client's NAB Customer number MEID (if known)

Record of identification

Please complete the Record of identification below.

ID Document Details	Document 1	Document 2
Verified from	<input type="checkbox"/> Original	<input type="checkbox"/> Original
	<input type="checkbox"/> Certified copy	<input type="checkbox"/> Certified copy
Document issuer		
Issue date		
Expiry date		
Document number		
Accredited English translation	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A
	<input type="checkbox"/> Sighted	<input type="checkbox"/> Sighted

If you are emailing this form, please include a copy of the client's identification.

Direct Debit Request Service Agreement

This Direct Debit Request Service Agreement (Service Agreement) contains the terms and conditions on which you authorise NULIS Nominees (Australia) Limited to debit money from your account and the obligations under this agreement.

You should read through the Service Agreement carefully to ensure you understand these terms and conditions.

All enquiries about your direct debit should be directed to us on **1300 769 613** between 8 am and 6 pm AEST/AEDT, Monday to Friday.

Our commitment to you

If you complete a Direct Debit Request Schedule in question 10, you authorise us to debit a specified amount from your nominated Australian bank, building society or credit union account, and transfer the amount into your account with the Service. Debits will be for one off payments and/or for regular monthly payments, as requested by you on your application. Debits will be made on or around the preferred date nominated by you on your application. If no date is specified, debits may be made on or around the day of the month that we process your application. Where the due date for the debit falls on a non-business day, the debit will be made on the next business day. We'll provide you with not less than 14 days' written notice of any changes we propose to make to your direct debit facility. We and/or your financial institution may charge you a dishonour fee for debits that are returned unpaid and we may terminate your direct debit facility if debits are returned unpaid on three consecutive occasions.

We'll keep all information provided by you, including details of your nominated account at the financial institution, private and confidential, and will use such information subject to our privacy policy.

We'll promptly investigate and respond to any queries or complaints regarding debits. We'll endeavour to forward a response to you within five business days. We may terminate this arrangement, but only by giving you not less than 14 days' notice in writing.

Your commitment to us

It is your responsibility to check with your financial institution that direct debiting is available on your account prior to completing the Direct Debit Request Schedule in question 10. You must ensure at all times that sufficient funds are available in your nominated account to meet a debit on the due date. It is your responsibility to advise us if your nominated account is to be altered, transferred or closed. You are liable for any charges that may result from the use of the direct debit facility, including fees charged to us as a result of debits returned unpaid. These charges will be debited to your Cash Account. If any debit requested by you is not made, you remain obliged to pay any amount owing to us.

Your rights

You may direct all enquiries regarding the direct debit facility to Client Services. You may request to defer or alter your direct debit facility, including any stops or cancellations, by giving written notice to us at least five business days prior to the next scheduled debit. You may cancel your direct debit facility at any time by giving written notice to us. Five business days' notice is required for us to act on such a request. We'll confirm to you that the debit has been stopped.

Request to transfer super benefits between funds

If you'd like to change your future employer super contributions to be paid to Portfoliofocus – Premium Retirement Service Series 2, please complete the Fund nomination form which can be found at investinfo.com.au/portfoliofocus

* **Mandatory fields.**

1. Your personal details

Portfoliofocus account number (if known)

Contact telephone number* (business hours)

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other

First name*

Middle name(s)

Family name*

Other/Previous names

Date of birth (DD/MM/YYYY)

Email

Gender*

☐ Male ☐ Female

Tax File Number (TFN)

Under the Superannuation Industry (Supervision) Act 1993, your super fund is authorised to collect your TFN, which will only be used for lawful purposes. Your TFN will be used for identification purposes and will be disclosed to your other super provider, unless you request in writing that it is not disclosed. If your other super fund is unable to identify you they may request additional information.

2. Your residential address details

Current address* (we can't accept a PO Box)

Unit number

Street number

Street name

Suburb

State

Postcode

Country

Previous address (if known)

If the address held by your other super fund is different to your current address, please provide details below.

Unit number

Street number

Street name

Suburb

State

Postcode

Country

Preparation date:
2 November 2020

NULIS Nominees (Australia) Limited
(the Trustee)
ABN 80 008 515 633
AFSL 236465

MLC Superannuation Fund
(the Fund)
ABN 40 022 701 955

Portfoliofocus – Premium
Retirement Service Series 2 –
Super Service
USI 40022701955015

3. Your other super fund details

Please provide the details of the super fund you want to transfer to your **Portfoliofocus – Premium Retirement Service Series 2**.

Fund name*

Product name*

Membership or account number*

Unique Superannuation Identifier (USI)

How much would you like to transfer from the above fund?*

☐ My total account balance, or

☐ A partial amount

\$

Fund ABN

4. Your Portfoliofocus fund details

Please transfer my super to

MLC Superannuation Fund

Product name

Portfoliofocus – Premium Retirement Service Series 2 – Super Service

Unique Superannuation Identifier (USI)

40022701955015


5. Your authorisation

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 complete
- I have considered if I'll be giving up any benefits or if any fees will apply by transferring my super to the Trustee
- I consent to my TFN being disclosed for the purposes of transferring my super to the Trustee
- I discharge the trustee of my other super fund of all further liability in respect of the benefits paid and transferred to the Trustee
- I authorise my financial adviser/trustee representative to enquire about this transfer, and
- I request and consent to the transfer of super benefit as described above and authorise the super provider of each fund to give effect to this transfer.

Full name (please print)

Signature*

	Date (DD/MM/YYYY)							
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Send us your form

Please mail, email or fax your completed, signed and dated form to:

Portfoliofocus – Premium Client Services,
GPO Box 1274,
Melbourne VIC 3001

Email: portfoliofocus@investinfo.com.au

Fax: (03) 9869 1595

If you have any questions, please speak with your financial adviser, or call us on **1300 769 613** between 8 am and 6 pm, Monday to Friday (AEST/AEDT) or visit investinfo.com.au/portfoliofocus

For more information call
Portfoliofocus – Premium
Client Services from anywhere
in Australia on **1300 769 613**
or speak with your
financial adviser.

Postal address:

GPO Box 1274,
Melbourne VIC 3001

Registered office:

Ground Floor, MLC Building
105–153 Miller Street
North Sydney NSW 2060

Email:

portfoliofocus@investinfo.com.au

investinfo.com.au/portfoliofocus

Application Form

We can only accept your request if the form is correctly completed.

Before signing this Application Form, please ensure that you have read and understood the Product Disclosure Statement (PDS) and Investment List for Portfoliofocus – Premium Retirement Service Series 2. You should consider all information before making a decision to invest in this product.

Important information

A limit applies to the amount that can be transferred to the retirement phase to support superannuation income streams. The limit is known as the Transfer Balance Cap and is \$1.6 million for the 2020-2021 year of income. This cap applies to all your retirement phase superannuation income streams. Individuals who exceed this cap may be subject to excess transfer balance tax and will be required to withdraw or transfer the excess back into the accumulation phase. Pensions also count towards your 'total superannuation balance' which is relevant when working out your eligibility for making various contributions and receiving certain superannuation tax concessions. For more information please visit ato.gov.au

Before sending this Application Form to the Trustee, please check that you have completed:

- all the questions on the Application Form (as appropriate) by printing clearly in the spaces provided and have signed the relevant sections,
- the Notice of intent to claim or vary a deduction for personal super contributions form (if required), and
- the Tax File Number Declaration form (if required, refer to question 3).

If you are making a contribution by cheque, please make it payable to **Portfoliofocus – Premium Retirement Service**, crossed 'Not negotiable'.

Please forward everything to: **Portfoliofocus Client Services, GPO Box 1274, Melbourne VIC 3001.**

Your application details

1. Are you also submitting a Portfoliofocus – Premium Retirement Service Series 2 – Super Service Application Form?

Yes ☐ No ☐

2. Personal details

Existing account number (if known)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Title

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

First name

Middle name

Family name

Date of birth (DD/MM/YYYY)

--	--	--	--	--	--	--	--	--	--	--	--

Gender

Male ☐ Female ☐

Are you known by any other name?

Title

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

First name

Middle name

Family name

Preparation date: 2 November 2020
NULIS Nominees (Australia) Limited
(the Trustee)
ABN 80 008 515 633
AFSL 236465

MLC Superannuation Fund
(the Fund)
ABN 40 022 701 955

Portfoliofocus – Premium
Retirement Service Series 2 –
Pension Service
USI 40022701955016

Your investment details

8. I am starting my Portfoliofocus – Premium Retirement Service Series 2 – Pension Service account with money from:

- ☐ one source (eg one rollover or contribution), or
- ☐ multiple sources (eg two rollovers or a rollover and a contribution). I understand that my money will be consolidated in a Portfoliofocus – Premium Retirement Service Series 2 – Super Service account. Once the last amount is received, the consolidated balance will be transferred to a new Pension Service account.

9. Rollovers prior to commencement

Will you be transferring any amounts before starting your Portfoliofocus – Premium Retirement Service Series 2 – Pension Service account?

No ☐ **Go to next question**

Yes ☐ **Complete the details below**

Show the source and amount of each rollover. Contributions that your spouse splits with you are classified as a rollover.

Source of rollover (name of institution)	Amount	Cheque	In-specie transfer
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>
	\$	<input type="checkbox"/>	<input type="checkbox"/>

Who will be making the arrangements for the transfer of funds from your existing super accounts?

☐ I am, or my financial adviser is, organising each rollover.

☐ The Trustee is to arrange each rollover. **Please provide the details of the super fund(s) from which you want to transfer your super.**

If you wish to rollover your super from more than three super funds, please complete and send us a **Consolidate your super** form for each additional rollover.

Rollover 1

Fund name

Product name

Membership or account number

Unique Superannuation Identifier (USI)

How much would you like to transfer from the above fund?

☐ My total account balance, or

☐ A partial amount

Fund ABN

Rollover 2

Fund name

Product name

Membership or account number

Unique Superannuation Identifier (USI)

How much would you like to transfer from the above fund?

☐ My total account balance, or

☐ A partial amount

Fund ABN

Your investment details continued

Rollover 3

Fund name

Product name

Membership or account number

Unique Superannuation Identifier (USI)

How much would you like to transfer from the above fund?

☐ My total account balance, or

☐ A partial amount

\$

Fund ABN

Your investment facilities

10. Contributions

Are you making any initial contributions before starting your Portfoliofocus – Premium Retirement Service Series 2 – Pension Service account?

No ☐ **Go to next question**

Yes ☐ **Complete the details below**

Please specify the type, amount and method for each contribution.

Contribution type	Contribution amount	Contribution method				
		Cheque	EFT	BPAY®	In-specie transfer	Direct debit
Personal	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spouse	\$	<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mandated (Super Guarantee)	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Salary sacrifice	\$	<input type="checkbox"/>	N/A	<input type="checkbox"/>	N/A	<input type="checkbox"/>

If any of your personal contributions are being made from the:

- sale of a small business which qualifies for Capital Gains Tax concessions, or
- proceeds of certain personal injury payments, or
- proceeds of selling your home that are eligible to be made as a downsizer contribution,

you need to send us an election form for tax purposes before or at the time the contribution is made. The election forms can be found at ato.gov.au. Speak with your registered tax agent for more information.

11. Claiming a tax deduction

Do you want to claim a tax deduction on any personal contributions in the current or previous financial year?

No ☐ **Go to next question**

Yes ☐ **Complete the Notice of intent to claim or vary a deduction for personal super contributions form on page 24 and attach it to this application form.**

Your investment details continued

12. Contributions by direct debit

Are you making your initial contribution(s) by direct debit?

No ☐ Go to next question

Yes ☐ Complete the details below

Direct Debit Request Schedule

Name of financial institution

Name of account holder(s)

BSB

--	--	--	--	--	--	--

Account number

--	--	--	--	--	--	--	--	--	--

Please specify the type of contribution(s) to be drawn from this account.

Contribution type

Initial contribution

Personal

\$							
----	--	--	--	--	--	--	--

Spouse

\$							
----	--	--	--	--	--	--	--

Preferred draw date (DD/MM/YYYY)

--	--	--	--	--	--	--	--

I acknowledge it is my responsibility to read the Direct Debit Request Service Agreement on page 18 and agree to be bound by it.

Signature of bank account holder(s)

Must be signed by all bank account holders
if different to signatory on page 16.

Must be signed by all bank account holders
if different to signatory on page 16.

Full name (please print)

Full name (please print)

X

Date (DD/MM/YY)

--	--	--	--	--	--

X

Date (DD/MM/YY)

--	--	--	--	--	--

13. Your pension details

Are you aged over 65, permanently retired, aged 60 to 64 and have left the service of an employer since reaching the age of 60 or starting your pension with 100% unrestricted non-preserved funds?

No ☐ I wish to open a Transition to Retirement (TTR) (non-commutable) pension

Yes ☐ I wish to open an Account-based pension

14. What annual income amount (before tax) do you want to receive? (Select one only)

☐ the minimum allowed amount

☐ the maximum allowed amount (applies to a TTR pension only)

☐ a specified amount*

\$							
----	--	--	--	--	--	--	--

 pa

* This must be within the required minimum and maximum (if applicable) limits. We will adjust your specified amount to the minimum or maximum if it does not fall within the limits.

Your investment facilities continued

15. If you have selected a specified amount, do you want the amount increased each year?

No ☐ Go to next question

Yes ☐ Select the amount of annual increase

<input type="text"/>	%	or CPI	<input type="text"/>
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16. Do you want us to make your pension payments into the financial institution account detailed in Question 12?

Yes ☐ Go to next question

No ☐ Complete details below

Name of financial institution

Name of account holder(s)

BSB

<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Account number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Signature of bank account holder(s)


Must be signed by all bank account holders
if different to signatory on page 16.

Full name (please print)

Must be signed by all bank account holders
if different to signatory on page 16.

Full name (please print)

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

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

17. When do you want your pension payments to start?

Preferred start date (DD/MM/YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

If we are unable to meet this date, we'll use the next business day after we complete processing your application.

18. Select the frequency of your pension payments.

☐ Fortnightly ☐ Monthly ☐ Quarterly ☐ Half-yearly ☐ Yearly

If you do not make a choice we will assume **monthly**.

Your investment facilities continued

19. Automatic re-weighting facility

Do you wish to have your investments periodically re-weighted back to their initial target weight? Some investment products such as direct shares, term deposits, illiquid funds, SMA Model Portfolios and capital protected products are excluded from automatic re-weighting.

No ☐ **Go to next question**

Yes ☐ **Complete the details below**

☐ Re-weight my entire portfolio.

☐ Re-weight part of my portfolio. To nominate the investments you would like to have automatically re-weighted, please complete the table on pages 9 and 10. If no nomination is provided your facility will not be set up.

Target weight tolerance %

If the percentage is not specified it will default to 3%.

Re-weight frequency ☐ Quarterly ☐ Half-yearly ☐ Yearly

If a frequency is not specified it will default to half-yearly.

Preferred start date (DD/MM/YYYY)

If no date is specified the start date will be the next re-weighting date.

20. Tax optimisation method

Please choose the tax optimisation method you want to apply:

☐ First in first out (FIFO)

☐ Highest cost first out (HCFO)

We'll apply your choice to all future sells, switches, partial withdrawals and re-weightings on your account. HCFO is not available for transactions on SMA Model Portfolios. If no nomination is made the default method is FIFO.

21. Sell down strategy

Do you wish to nominate a sell down strategy that will be used to top up your Cash Account?

If your nomination is incomplete or you don't provide a nomination, your investments will be sold down using our default method. For more information, please refer to the How to Guide available at investinfo.com.au/portfoliofocus

No ☐ **Go to next question**

Yes ☐ **To nominate a sell down strategy, please complete the table on pages 9 and 10.**

22. Reinvestment of earnings

Do you wish to have all or part of your managed investment earnings invested back into your selected managed investments?

No ☐ **Go to next question**

Yes ☐ **Complete the details below**

☐ Reinvest earnings for all my managed investments.

☐ Reinvest some of my earnings as listed in the table on pages 9 and 10.

Your investment facilities continued

23. Do you wish to use the Progressive Investment Facility?

For information about this facility, please refer to the How to Guide available at investinfo.com.au/portfoliofocus

No ☐ **Go to next question**

Yes ☐ **Complete the details below**

Preferred start date (DD/MM/YYYY)

--	--	--	--	--	--	--	--

If no date is selected we'll use the next available date after we receive your request.

Amount per instalment

\$

Number of instalments

Frequency

☐

Monthly

☐

Quarterly

To nominate the investment allocation for your Progressive Investment Facility, please complete the table on pages 9 and 10. If no investment allocation is provided your facility will not be set up.

24. Do you wish to use the Custom Cash Facility?

For information about this facility, please refer to the How to Guide available at investinfo.com.au/portfoliofocus

No ☐ **Go to next question**

Yes ☐ **Complete the details below**

Note: The Custom Cash Facility cannot be applied if setting up a Progressive Investment Facility or an Automatic re-weight facility.

Preferred start date (DD/MM/YYYY)

--	--	--	--	--	--	--	--

Custom Cash Type ☐ \$ (Dollar) ☐ % (Tolerance)

Maximum Cash Trigger

When your Cash Account reaches this level, the facility will purchase investments automatically and bring your Cash Account balance down to the higher of, your nominated Cash Target or the minimum cash requirement for your account. Cash Account levels will be checked on every last weekend of the month.

AND

Cash Target

Buy/Weightings Instructions

Proportionate

☐

Custom

☐

To nominate the investment allocation for your Custom Cash Facility, please complete the table on pages 8 and 9. If no investment allocation is provided your facility will not be set up.

If using this facility remember you and your financial adviser are responsible for maintaining the minimum cash requirement in your Cash Account.

Your investment strategy and facilities

25. What range of investment options would you like?

With Portfoliofocus - Premium Retirement Service Series 2 you have access to the full Investment List or alternatively you can select our Core Investment List, which gives you access to a focused range of investment options and a simpler fee structure.

☐ Core Investment List

☐ Full Investment List

You can apply to move between the full Investment List and the Core Investment List at any time.

The administration fees you pay will depend on which investment list you choose.

For further information about the differences in fees between the full Investment List and the Core Investment List, please see the 'Fees and other costs' section of the PDS.

To see the range of investment options available through our Core Investment List, please refer to the **Investment List**.

If no nomination is made, the default nomination will be the full Investment List.

26. Please choose how your initial contributions should be invested and complete the details for any investment facilities you'd like to use.

☐ I instruct the Trustee to allocate all contributions to the Cash Account (my financial adviser will submit my investment instructions online).

OR

☐ I instruct the Trustee to allocate all contributions as specified in the table below.

For the list of investments available, please refer to the **Investment List** available at investinfo.com.au/portfoliofocus

- **Investment code** – APIR or reference for each investment in the **Investment List**.
- **Initial investment** – shows how your initial contributions are to be invested.
- **Progressive Investment Facility (PIF)** – shows how your money in your Cash Account is invested.
- **Automatic re-weight facility** – shows how your managed investments are to be rebalanced.
- **Custom Cash Facility (CCF)** – shows how your money in your Cash Account is invested, if triggered.
- **Reinvest earnings** – shows how you'd like to use income earned to purchase additional units.
- **Sell priority** – shows the order you'd like your investments sold down to top up your Cash Account, if needed.

These definitions apply to the following table.

Investment code	Initial investment	Progressive Investment Facility (PIF)	Automatic re-weight facility	Custom Cash Facility (CCF)	Reinvest earnings	Sell priority
Cash						
Cash Account	%	N/A	%	N/A	N/A	N/A
Managed investments (if you selected the Core Investment List, you must choose an applicable investment option/s)						
	%	%	%	%	<input type="checkbox"/> Yes	
	%	%	%	%	<input type="checkbox"/> Yes	
	%	%	%	%	<input type="checkbox"/> Yes	
	%	%	%	%	<input type="checkbox"/> Yes	
	%	%	%	%	<input type="checkbox"/> Yes	
	%	%	%	%	<input type="checkbox"/> Yes	
	%	%	%	%	<input type="checkbox"/> Yes	
	%	%	%	%	<input type="checkbox"/> Yes	
	%	%	%	%	<input type="checkbox"/> Yes	

Your investment strategy and facilities continued

Investment code	Initial investment	Progressive Investment Facility (PIF)	Automatic re-weight facility	Custom Cash Facility (CCF)	Reinvest earnings	Sell priority
Listed investments (full Investment List only)						
	%	N/A	N/A	%	N/A	N/A
	%	N/A	N/A	%	N/A	N/A
	%	N/A	N/A	%	N/A	N/A
	%	N/A	N/A	%	N/A	N/A
	%	N/A	N/A	%	N/A	N/A
	%	N/A	N/A	%	N/A	N/A
	%	N/A	N/A	%	N/A	N/A
	%	N/A	N/A	%	N/A	N/A
	%	N/A	N/A	%	N/A	N/A
	%	N/A	N/A	%	N/A	N/A
Separately Managed Account – Model Portfolios (full Investment List only)						
	%	N/A	N/A	%	N/A	
	%	N/A	N/A	%	N/A	
	%	N/A	N/A	%	N/A	
	%	N/A	N/A	%	N/A	
Term deposits (full Investment List only)						
	%	%	N/A	N/A	N/A	N/A
	%	%	N/A	N/A	N/A	N/A
	%	%	N/A	N/A	N/A	N/A
	%	%	N/A	N/A	N/A	N/A
Total	100%	100%	100%	100%		

Please note:

1. If the investment code or allocation is not clear, or the allocation does not add up to 100%, then the money will be allocated to the Cash Account.
2. If you've chosen the Core Investment List and you select an investment option that is not applicable, the amount of that investment option will be allocated to the Cash Account.

27. (Full Investment List only) If you have selected any term deposits in your initial investment strategy, do you want the initial investment amount to be re-invested upon maturity?

No ☐ Go to next question

Yes ☐ Reinvest my initial investment for the same term until I tell you otherwise.

Adviser Service Fee

28. (a) Adviser Initial Service Fee

Have you negotiated an Adviser Initial Service Fee arrangement with your financial adviser in relation to your Portfoliofocus – Premium Retirement Service Series 2 – Pension Service account?

No ☐ **Go to next question**

Yes ☐ **Complete the details below and see the Applicant declaration**

☐ Initial fees \$ OR % of each contribution

(b) Adviser Service Support Fee

Have you negotiated an Adviser Service Support Fee arrangement with your financial adviser in relation to your Portfoliofocus – Premium Retirement Service Series 2 – Pension Service account?

No ☐ **Go to next question**

Yes ☐ **Complete the details below and see the Applicant declaration**

(i) Adviser Ongoing Service Fee

☐ Dollar based fee \$ pa

☐ Increase my dollar based fee by % pa OR ☐ CPI each year

OR/AND

☐ Percentage based fee % pa of my account balance

OR

☐ Tiered percentage based fee

- The Adviser Ongoing Service Fee for each tier is applied to the account balance within the tier.
- The total Adviser Ongoing Service Fee is calculated by adding the fee for each tier.
- Each subsequent tier percentage must be less than the previous tier percentage.

	Balance from	Balance to	Fee
Tier 1	\$ <input type="text"/> Nil	\$ <input type="text"/>	<input type="text"/> % pa
Tier 2	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/> % pa
Tier 3	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/> % pa
Tier 4	\$ <input type="text"/>	\$ <input type="text"/>	<input type="text"/> % pa
Tier 5	\$ <input type="text"/>	and above	<input type="text"/> % pa

OR

<input type="checkbox"/> Investment percentage based fee			
Cash Account / Term deposits	<input type="text"/> % pa	Listed investments	<input type="text"/> % pa
Managed investments	<input type="text"/> % pa	SMA Model Portfolios	<input type="text"/> % pa

Adviser Service Fee continued

(ii) Dealer Facilitation Fee

☐ Dollar based fee pa

☐ Increase my dollar based fee by % pa **OR** ☐ CPI each year


OR/AND

☐ Percentage based fee % pa of my account balance (maximum of 0.5%).

The Dealer Facilitation Fee must be less than the agreed Adviser Ongoing Service Fee in Question 28 (b) (i) and 0.5% of your account balance per annum. If you stop paying the Adviser Ongoing Service Fee the Dealer Facilitation Fee will also be cancelled.

(c) Adviser Share Transaction Fee

Have you negotiated an Adviser Share Transaction Fee arrangement with your financial adviser in relation to your Portfoliofocus - Premium Retirement Service Series 2 - Pension Service account?

No ☐  **Go to next question**

Yes ☐  **Complete the details below and see the applicant declaration**

Dollar based fee (maximum of \$110.00 per trade.)

OR

Percentage based fee % (maximum of 1.1% of trade value.)

Your beneficiary nomination

29. Please select one of the following options and complete the table below.

- Non-lapsing binding** ☐ This nomination will be paid as you direct, as long as the nomination is valid. We can only accept your nomination if two witnesses have signed and dated the witness declaration on the following page.
- Lapsing binding** ☐ This nomination is valid for three years and will be paid as you direct. We can only accept your nomination if two witnesses have signed and dated the witness declaration on the following page.
- Non-binding** ☐ The Trustee will consider your nomination but it will ultimately decide who receives your account balance.
- Reversionary** ☐ This nomination directs who your pension is to revert to in the event of your death. Complete the reversionary nomination (row 6 below).

	Name of beneficiary Full name (please print)	Date of birth (DD/MM/YYYY)	Relationship to you Only the following options can be accepted	Portion of total benefit
1			<input type="checkbox"/> Spouse <input type="checkbox"/> Financial dependant <input type="checkbox"/> Child <input type="checkbox"/> Interdependency relationship	%
2			<input type="checkbox"/> Spouse <input type="checkbox"/> Financial dependant <input type="checkbox"/> Child <input type="checkbox"/> Interdependency relationship	%
3			<input type="checkbox"/> Spouse <input type="checkbox"/> Financial dependant <input type="checkbox"/> Child <input type="checkbox"/> Interdependency relationship	%
4			<input type="checkbox"/> Spouse <input type="checkbox"/> Financial dependant <input type="checkbox"/> Child <input type="checkbox"/> Interdependency relationship	%
5	Legal Personal Representative (your estate)	Not applicable	If you want part or all of your benefit paid to your estate, please write the percentage here.	%
Total				%

Total must equal 100% or all nominations will be invalid. You can nominate a percentage up to two decimal places.

	Name of reversionary beneficiary Full name (please print)	Gender	Date of birth (DD/MM/YYYY)	Relationship to you Only the following options can be accepted	Portion of total benefit
6				<input type="checkbox"/> Spouse <input type="checkbox"/> Child* <input type="checkbox"/> Financial dependant <input type="checkbox"/> Interdependency relationship	100%

* A child beneficiary must be under the age of 18, or between 18 and 25 and financially dependent upon you, or disabled at the time of your death to receive a reversionary pension. If the child is not disabled the pension must be taken as a lump sum at age 25.

The reversionary pensioner relationship indicated in the table above will need to exist at the date of your death to be valid. Any valid reversionary pensioner nomination will override a binding death benefit nomination.

Agreement and declaration

I've read and understood the information provided on the following page.

I request the Trustee to accept my beneficiary nomination. I understand I should review my nomination regularly, especially when my circumstances change (eg marriage, having children or any other life-changing event), to ensure my nomination is always up to date.

Signature of Applicant or Attorney

X	Date (DD/MM/YY)
	<div style="display: flex; justify-content: space-between;"> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> <div style="width: 20px; height: 20px;"></div> </div>

If signed under Power of Attorney: Attorneys must attach a certified copy of the Power of Attorney and identification for themselves (go to investinfo.com.au/portfoliofocus to download the relevant identification form) if not already supplied. The Attorney hereby certifies that he/she has not received notice of any limitation or revocation of his/her Power of Attorney and is also authorised to sign this form.

Power of Attorney documents can't be accepted by fax.

Your beneficiary nomination continued

Witness declaration (only required for non-lapsing binding and lapsing binding nominations)

I declare:

- I'm over 18 years of age
- I'm not a nominated beneficiary of the applicant, and
- this form was signed and dated by the applicant in my presence.

Witness one

Name of witness (please print)

Signature of witness

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

The witness must sign on the same date as the applicant otherwise we can't accept the nomination.

Witness two

Name of witness (please print)

Signature of witness

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

The witness must sign on the same date as the applicant otherwise we can't accept the nomination.

Information on nominating a beneficiary

Types of nominations

A non-lapsing binding nomination which is binding on the Trustee

Selecting this nomination will make sure your account balance is paid as you have directed as long as the nomination is and remains valid. This nomination stands even when your personal circumstances change such as getting married, having children, or any other life-changing event occurs. It is therefore, very important to regularly review your nomination to make sure it reflects your current personal circumstances.

A lapsing binding nomination which is binding on the Trustee

Selecting this nomination will make sure your account balance is paid as you have directed as long as the nomination is and remains valid. A lapsing binding nomination is valid for three years after the date you sign the request. If the nomination isn't updated after three years, the nomination will lapse.

A non-binding nomination subject to Trustee discretion

The Trustee will decide who receives your account balance, taking into consideration your preferred beneficiaries and your current circumstances at the date of your death.

A reversionary nomination

Your pension payments continue to be paid to your nominated beneficiary upon your death.

No nomination

The Trustee will decide who receives your account balance.

Who can you nominate?

Under superannuation law, you can nominate:

Individuals

- your spouse (which includes a de-facto spouse and a same sex partner)
- children including step and adopted children, children of your spouse and other children within the meaning of the Family Law Act 1975

- individuals who are financially dependent on you at the time of your death, and
- someone in an interdependency relationship with you at the time of your death.

Legal Personal Representative (your estate)

Your legal representative, either the executor under your will or a person granted letters of administration for your estate if you die without having left a valid will.

Why can't you nominate other family members or friends?

The law only allows you to nominate individuals who are financially dependent on you or have an interdependency relationship with you at the time of your death. However, you can choose to have your benefit paid to your estate where you can nominate your friends and/or other family members in your will to receive these funds.

What is a financial dependant?

Someone who is financially dependent upon you at the time of your death.

The definition of a dependant under superannuation legislation may be different to the definition which is used for tax purposes. For more information on estate planning we recommend you speak with your financial or legal adviser.

What is an interdependent relationship?

This is a close personal relationship between two people who live together, where one or both of them provide for the financial and domestic support and personal care of the other. This type of relationship may still exist if there is a close personal relationship but the other requirements aren't satisfied because of some physical, intellectual or psychiatric disability.

Where can you check your beneficiary nomination?

Your beneficiary nomination details will be confirmed each year in your Annual Statement.

Taxation

The taxation rules relating to death benefits are complex and different taxation treatments may apply depending on the beneficiary nomination in place. Please seek advice from your registered tax agent.

Applicant declaration

Marketing consent

We request your consent to marketing activities by the National Australia Bank (NAB) Group (the Group). By giving your consent you agree to receiving information about the products and services offered by the Group, including by phone or email using the contact details provided by you in this application (or contact details you may provide at a later time). For this purpose, we may need to use and disclose your personal information amongst the Group, to your financial adviser, if any, and to service providers (for example, posting services). Your consent therefore includes the authority to use and disclose your personal information as described. We will not disclose your health information.

Your consent will not change any specific product or service consent that you have given or will give in the future (for example, for a loyalty program or online direct marketing).

Do we have your consent? Yes ☐ No ☐

If you do not answer your consent will be presumed.

Your consent will continue until you withdraw it. You can withdraw your consent at any time by contacting us on **1300 769 613** or writing to us.

Privacy

I acknowledge that I have access to the Group's privacy policy and agree that any member of the Group may collect, use, disclose and handle my personal information in a manner set out in the Group's privacy policy available at investinfo.com.au/portfoliofocus

Member acceptance

I have received and read the current PDS and apply to become a member of the MLC Superannuation Fund (the Fund), and agree to be bound by the provisions of the Trust Deed. I understand this application will form the basis of the contract between myself and the Trustee.

I am eligible to contribute to the Fund or have contributions made on my behalf. I acknowledge that it is my responsibility to be fully informed about any investment I consider for inclusion in my portfolio at all times, and to make sure I have an up to date PDS for any investments I have selected, as additional units may be purchased overtime. I am eligible to start a pension.

Understanding investment risk

I understand that my investment does not represent a deposit with or a liability of the Trustee, National Australia Bank Limited, or other member companies of the Group. An investment in Portfoliofocus – Premium Retirement Service Series 2 – Pension Service is subject to investment risk including possible delays in repayment and loss of income and capital invested.

I acknowledge and accept that where I have invested into an illiquid investment option or an investment option I have has become illiquid, then the Trustee may take longer than 30 days to sell down my investment option.

Consolidate my super

If I requested for the Trustee to transfer my super from another super fund to Portfoliofocus – Premium Retirement Service Series 2, I declare:

- I have considered if I'll be giving up any benefits or if any fees will apply by transferring my super to the Trustee
- I consent to my TFN being disclosed for the purposes of transferring my super to the Trustee

- I discharge the trustee of my other super fund of all further liability in respect of the benefits paid and transferred to the Trustee
- I authorise my financial adviser/trustee representative to enquire about this transfer, and
- I request and consent to the transfer of my super benefit(s) as described above and authorise the super provider of each fund to give effect to this transfer.

Investment strategy

I instruct the Trustee to allocate 100% of my initial contributions and rollovers to my Cash Account or as specified in Question 26. In giving this instruction I have considered the information disclosed in the Investment List, all current PDS and other disclosure documents for each investment selected, and determined the investments are appropriate for me.

Investor acceptance

I understand that if at any time, I move between the Core Investment List and the full Investment List this will impact the applicable fees and costs I pay, as set out in the PDS.

Statements

I agree to six monthly and annual statements and transaction confirmations being made available at investinfo.com.au/portfoliofocus

Direct debit

If I am using the direct debit facility for initial contributions, I have read the Direct Debit Request Service Agreement provided on page 18.

My financial adviser

- I authorise for my financial adviser, and any financial adviser that I, or a Dealer Group (i.e. a financial adviser's Australian financial services licensee principal) appoint as my replacement financial adviser by notifying the Trustee (**my financial adviser**), to:
 - transact on my behalf;
 - issue investment and corporate action instructions; and
 - request and receive information and reports about my account and investments.
- I understand the Trustee may refuse to act on my financial adviser's instructions and requests for information at its absolute discretion.
- I acknowledge that any withdrawal requests payable to a third party must be provided by me.
- I acknowledge that at times my financial adviser, or my financial adviser's Dealer Group, may instruct the Trustee to change my named financial adviser (e.g. if the financial adviser sells his or her business). If this occurs, I authorise the Trustee to continue to honour the Adviser Service Fee arrangement and accept instructions from the new named financial adviser. This is subject to any express instruction I give to the contrary.
- I agree that the Trustee has no liability to me for acting on my financial adviser's requests or instructions, or in reliance on information provided by my financial adviser or my financial adviser's Dealer Group.

Applicant declaration continued

Adviser Service Fee

- If I have selected one or more of the following Adviser Service Fees to be deducted from my account in:
 - question 28(a) (Adviser Initial Service Fee);
 - question 28(b) (Adviser Service Support Fee);
 - question 28(c) (Adviser Share Transaction Fee);then:
 - I authorise the Trustee to deduct from my account an Adviser Service Fee equal to:
 - the amount I have selected in questions 28(a), (b) and/or (c); or
 - the amount that I subsequently notify the Trustee is the amount equal to the Adviser Service Fee,to pay my financial adviser for the services provided specifically in relation to my Portfoliofocus – Premium Retirement Service Series 2 – Pension Service account and not for any other purpose;
 - I confirm that the Adviser Service Fee solely relates to the services my financial adviser has agreed to provide me in relation to my Portfoliofocus – Premium Retirement Service Series 2 – Pension Service account;
 - I acknowledge that:
 - the Adviser Initial Service Fee is remuneration for services provided by my financial adviser;
 - the Adviser Ongoing Service Fee component of the Adviser Service Support Fee is remuneration for advice provided by my financial adviser;
 - the Dealer Facilitation Fee component of the Adviser Service Support Fee is remuneration for advice and administration services provided by my financial adviser's Dealer Group; and
 - the Adviser Share Transaction Fee is remuneration for advice and services on listed investments provided by my financial adviser;
- I understand that the Adviser Service Fee is inclusive of GST;
- I understand and consent to the Adviser Service Fee being shared with other parties as outlined by my financial adviser;
- I understand that I can amend or cancel the Adviser Service Fee arrangement at any time by contacting the Trustee;
- I understand that I am responsible for assessing whether the Adviser Service Fee arrangement is, and continues to be, appropriate for me for the services I am receiving; and
- I understand that the Adviser Service Fee arrangement may continue to be deducted, even if no services are provided until the Trustee becomes aware that the services have not been provided.

Offer within Australia

I understand that this offer is made in Australia in accordance with Australian laws and my account will be regulated by these laws.

Cooling-off

I understand that if this product does not suit me, I have 14 days after opening the account to advise the Trustee to close my account. For further information on cooling-off, please refer to the Product Disclosure Statement.

Notification of changes

I understand that I will not be given advance notice of any product changes that are not materially adverse. I am aware that information in relation to non materially adverse changes will be available at investinfo.com.au/portfoliofocus and I can obtain a paper copy of these change communications on request, free of charge.

Applicant declaration

As far as I am aware, everything I have provided in this Application Form is true and complete, and if there are any changes to this information in the future, I will advise the Trustee as soon as possible.

Signature of Applicant or Attorney

Full name (please print)

X	Date (DD/MM/YYYY)						

If signed under Power of Attorney: Attorneys must attach a certified copy of the Power of Attorney and identification for themselves (go to investinfo.com.au/portfoliofocus to download the relevant identification form) if not already supplied. The Attorney hereby certifies that he/she has not received notice of any limitation or revocation of his/her Power of Attorney and is also authorised to sign this form.

Power of Attorney documents can't be accepted by fax.

This section is for financial adviser use only


Financial adviser details

I declare that I've provided the client with the Product Disclosure Statement and Investment List and agree:

- that my remuneration specified in this form is for the sole purpose of providing advice on my client's account in Portfoliofocus – Premium Retirement Service Series 2 – Pension Service and not for any other advice or service
- where the Adviser Service Fee is to be shared with other parties, I have obtained and documented the client's clear authority and consent for this to take place
- where my client has a Dealer Facilitation Fee, this fee is not greater than the Adviser Ongoing Service Fee and the amount deducted annually is not greater than 0.5% per annum of my client's account balance calculated using their average account balance for the previous month
- to only provide instructions where my client has not withdrawn my authority to do so, and
- to review with my client the ongoing suitability of any investments I have recommended to my client.

Signature of financial adviser

Name of financial adviser

	Date (DD/MM/YYYY)							
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Financial adviser details

Name

Financial adviser code

Dealer Group

Contact number

Your client's NAB Customer number MEID (if known)

Record of identification

Please complete the Record of identification below.

Applicant



Third party



Please complete if payments are to be made to a third party bank account. If the account is in joint names, proof of identity is required for each account holder.

ID Document Details	Document 1	Document 2
Verified from	<input type="checkbox"/> Original	<input type="checkbox"/> Original
	<input type="checkbox"/> Certified copy	<input type="checkbox"/> Certified copy
Document issuer		
Issue date		
Expiry date		
Document number		
Accredited English translation	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A
	<input type="checkbox"/> Sighted	<input type="checkbox"/> Sighted

ID Document Details	Document 1	Document 2
Verified from	<input type="checkbox"/> Original	<input type="checkbox"/> Original
	<input type="checkbox"/> Certified copy	<input type="checkbox"/> Certified copy
Document issuer		
Issue date		
Expiry date		
Document number		
Accredited English translation	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A
	<input type="checkbox"/> Sighted	<input type="checkbox"/> Sighted

If you are emailing this form, please include a copy of the client's identification.

Direct Debit Request Service Agreement

This Direct Debit Request Service Agreement (Service Agreement) contains the terms and conditions on which you authorise NULIS Nominees (Australia) Limited to debit money from your account and the obligations under this agreement.

You should read through the Service Agreement carefully to ensure you understand these terms and conditions.

All enquiries about your direct debit should be directed to us on **1300 769 613** between 8 am and 6 pm AEST/AEDT, Monday to Friday.

Our commitment to you

If you complete a Direct Debit Request Schedule in question 10, you authorise us to debit a specified amount from your nominated Australian bank, building society or credit union account, and transfer the amount into your account with the Service. Debits will be for one off payments and/or for regular monthly payments, as requested by you on your application. Debits will be made on or around the preferred date nominated by you on your application. If no date is specified, debits may be made on or around the day of the month that we process your application. Where the due date for the debit falls on a non-business day, the debit will be made on the next business day. We will provide you with not less than 14 days' written notice of any changes we propose to make to your direct debit facility. We and/or your financial institution may charge you a dishonour fee for debits that are returned unpaid and we may terminate your direct debit facility if debits are returned unpaid on three consecutive occasions.

We'll keep all information provided by you, including details of your nominated account at the financial institution, private and confidential, and will use such information subject to our privacy policy.

We'll promptly investigate and respond to any queries or complaints regarding debits. We'll endeavour to forward a response to you within five business days. We may terminate this arrangement, but only by giving you not less than 14 days' notice in writing.

Your commitment to us

It is your responsibility to check with your financial institution that direct debiting is available on your account prior to completing the Direct Debit Request Schedule in question 10. You must ensure at all times that sufficient funds are available in your nominated account to meet a debit on the due date. It is your responsibility to advise us if your nominated account is to be altered, transferred or closed. You are liable for any charges that may result from the use of the direct debit facility, including fees charged to us as a result of debits returned unpaid. These charges will be debited to your Cash Account. If any debit requested by you is not made, you remain obliged to pay any amount owing to us.

Your rights

You may direct all enquiries regarding the direct debit facility to Client Services. You may request to defer or alter your direct debit facility, including any stops or cancellations, by giving written notice to us at least five business days prior to the next scheduled debit. You may cancel your direct debit facility at any time by giving written notice to us. Five business days' notice is required for us to act on such a request. We'll confirm to you that the debit has been stopped.

Consolidate your super

Request to transfer super benefits between funds

If you'd like to change your future employer super contributions to be paid to Portfoliofocus – Premium Retirement Service, please complete the Fund nomination form which can be found at investinfo.com.au/portfoliofocus

* **Mandatory fields.**

1. Your personal details

Portfoliofocus – Premium account number (if known)

Contact telephone number* (business hours)

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other

First name*

Middle name(s)

Family name*

Other/Previous names

Date of birth* (DD/MM/YYYY)

Email

Gender*

☐ Male ☐ Female

Tax File Number (TFN)

Under the Superannuation Industry (Supervision) Act 1993, your super fund is authorised to collect your TFN, which will only be used for lawful purposes. Your TFN will be used for identification purposes and will be disclosed to your other super provider, unless you request in writing that it is not disclosed. If your other super fund is unable to identify you they may request additional information.

2. Your residential address details

Current address* (we can't accept a PO Box)

Unit number

Street number

Street name

Suburb

State

Postcode

Country

Previous address (if known)

If the address held by your other super fund is different to your current address, please provide details below.

Unit number

Street number

Street name

Suburb

State

Postcode

Country

Preparation date:
2 November 2020

NULIS Nominees (Australia) Limited
(the Trustee)
ABN 80 008 515 633
AFSL 236465

MLC Superannuation Fund
(the Fund)
ABN 40 022 701 955

Portfoliofocus – Premium
Retirement Service Series 2 –
Pension Service
USI 40022701955016

3. Your other super fund details

Please provide the details of the super fund you want to transfer to your Portfoliofocus – Premium Retirement Service Series 2 account

Fund name*

Product name*

Membership or account number*

Unique Superannuation Identifier (USI)

How much would you like to transfer from the above fund?*

☐ My total account balance, or

☐ A partial amount

\$

Fund ABN

4. Your Portfoliofocus fund details

Please transfer my super to

MLC Superannuation Fund

Product name

Portfoliofocus – Premium Retirement Service Series 2 – Pension Service

Unique Superannuation Identifier (USI)

40022701955016


5. Your authorisation

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 complete
- I have considered if I'll be giving up any benefits or if any fees will apply by transferring my super to the Trustee
- I consent to my TFN being disclosed for the purposes of transferring my super to the Trustee
- I discharge the trustee of my other super fund of all further liability in respect of the benefits paid and transferred to the Trustee
- I authorise my financial adviser/trustee representative to enquire about this transfer, and
- I request and consent to the transfer of super benefit as described above and authorise the super provider of each fund to give effect to this transfer.

Full name (please print)

Signature*

	Date (DD/MM/YYYY)							
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Send us your form

Please mail, email or fax your completed, signed and dated form to:

Portfoliofocus Client Services,
GPO Box 1274,
Melbourne VIC 3001

Email: portfoliofocus@investinfo.com.au

Fax: (03) 9869 1595

If you have any questions, please speak with your financial adviser, or call us on **1300 769 613** between 8 am and 6 pm, Monday to Friday (AEST/AEDT) or visit investinfo.com.au/portfoliofocus

Tax file number declaration

Important information

This is NOT an application for a tax file number.

To be signed by the PAYEE and returned to the PAYER.

- Read all the instructions provided by the ATO in relation to approved form NAT 3092 before you complete this declaration. These instructions can be found at ato.gov.au

Payer: MLC Superannuation Fund

ABN: 40 022 701 955

Your personal details

1. What is your tax file number (TFN)?

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- OR ☐ I have made a separate application/enquiry to the ATO for a new or existing TFN
- OR ☐ I am claiming an exemption because I am under 18 years of age and do not earn enough to pay tax
- OR ☐ I am claiming an exemption because I am in receipt of a pension, benefit or allowance.

Your TFN is confidential, and the Trustee is authorised to collect and disclose your TFN under the Superannuation Industry (Supervision) Act 1993 and Privacy Act 1988. The Trustee may use your TFN only for lawful purposes, including paying out your money, identifying or combining your superannuation benefits. These purposes may change in the future as a result of changes to the law.

Your TFN will be disclosed to the ATO and may be disclosed to the trustee of another superannuation fund or RSA provider if your benefits are transferred, unless you request in writing for it not to be disclosed to any other super/RSA provider.

You do not have to provide your TFN, and it's not an offence if you don't, however we may reject your application or return your contributions or rollovers if your TFN is not provided.

Generally, we will hold any contributions or rollovers we receive on trust for 14 days and contact you or your financial adviser to obtain your TFN. If we don't receive your TFN, we will then return the contributions or rollovers.

If you are under 60, you need to complete and send to us a Tax File Number Declaration. If we don't receive this form, we may be required to withhold tax at the top tax rate (plus the Medicare Levy) from your pension payments.

You should be aware that:

- if you have more than one pension account, the tax-free threshold can only be claimed on one pension account
- if you are claiming the seniors or pensioners tax offset, you will need to complete a Withholding Declaration, available from the ATO at ato.gov.au and
- we will verify your TFN with the ATO.

2. What is your name?

Title

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Middle name

First name

Family name

Your personal details continued

3. If you have changed your name since you last dealt with the ATO, show your previous name details.

Title

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐

First name

Middle name

Family name

4. What is your date of birth? (DD/MM/YYYY)

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5. What is your home address?

Your residential address can't be a PO Box.

Unit number

--	--	--	--

Street number

--	--	--	--

Street name

Suburb

State

--	--	--

Postcode

--	--	--	--

Country

6. On what basis are you paid?

- ☐ Superannuation or annuity income stream
- ☐ Full-time employment
- ☐ Part-time employment
- ☐ Labour hire
- ☐ Casual employment

7. Are you: (select one only)

- ☐ An Australian resident for tax purposes
- ☐ A foreign resident for tax purposes
- OR**
- ☐ A working holiday maker

8. Do you want to claim the tax-free threshold from this payer?

Only claim the tax-free threshold from one payer at a time, unless your total income from all sources for the financial year will be less than the tax-free threshold.

Yes ☐ **Go to the next question**

No ☐ **Answer no here if you are a foreign resident or working holiday maker, except if you are a foreign resident in receipt of an Australian Government pension or allowance.**

Your personal details continued

9. Do you have a Higher Education Loan Program (HELP), VET Student Loan (VSL), Financial Supplement (FS), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt?
- No

☐

Go to Declaration by payee
- Yes

☐

Your payer will withhold additional amounts to cover any compulsory repayment that may be raised on your notice of assessment.

Declaration by payee

I declare that the information I have given is true and correct.

Full name (please print)

Signature

X

Date (DD/MM/YYYY)

Please note: There are penalties for deliberately making a false or misleading statement.

IN-CONFIDENCE (when completed)

Notice of intent to claim or vary a deduction for personal super contributions

If you want to change or make more than one claim, use a separate form each time.

1. Your personal details

Account number

Contact telephone (business hours)

Title

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

First name

Middle name

Family name

Date of birth (DD/MM/YYYY)

Email

Postal address

Unit number

Street number

PO Box

Street name

Suburb

State

Postcode

Country

Super fund details

Fund name: MLC Superannuation Fund

Fund ABN: 40 022 701 955

Unique Superannuation Identifier (USI): 40022701955016

2. Your contributions

Financial year ended 30 June

Your personal contributions to this fund in the above financial year

The amount of these personal contributions you will be claiming as a tax deduction

Note: The amount you intend to claim as a tax deduction cannot exceed the amount of personal contributions made to this fund in the nominated financial year.

Is this notice varying an earlier notice?

- ☐ No, complete section 3A.
☐ Yes, complete below and go to section 3B.

The amount of these personal contributions claimed in my original notice

Note: If you wish to increase the amount that you want to claim as a deduction, you can do so provided you are still within the time limits to lodge this notice of intent. However, you do not lodge a variation notice. Instead you must lodge a second notice specifying the **additional** amount you wish to claim and complete section 3A. For more information visit ato.gov.au

There may be limits to the amount you can claim as a result of withdrawals made during the financial year.

To authorise this notice please complete Section 3.

Preparation date: 2 November 2020
NULIS Nominees (Australia) Limited
(the Trustee)
ABN 80 008 515 633
AFSL 236465

MLC Superannuation Fund
(the Fund)
ABN 40 022 701 955

Portfoliofocus – Premium
Retirement Service Series 2 –
Pension Service
USI 40022701955016

3. Your authorisation

Please wait until you receive our acknowledgement of receipt before you lodge your tax return. For more information about deductions for personal contributions, please speak with your tax adviser or visit ato.gov.au

In signing one of the declarations on this form you should be aware that penalties may apply for making false or misleading statements that do not result in a shortfall amount. This may include making false or misleading statements to an entity other than the ATO if the statement is required or allowed to be made under tax law, for example, a notice of intent to claim or vary a deduction for personal super contributions form given to a super fund.

Please complete and sign one of the below sections.

Section A

☐

Intention to claim a tax deduction

If you haven't previously lodged a notice with the Fund for these contributions.



I declare that I am lodging this notice at the earlier of **either**:

- before the end of the day that I lodged my income tax return for the income year in which the personal contributions covered by this notice were made, **or**
- before the end of the income year following the year in which the contribution was made.

At the time of completing this notice:

- I intend to claim the personal contributions stated in Section 2 as a tax deduction
- I'm a member of the MLC Superannuation Fund
- MLC Superannuation Fund currently holds these contributions and has not begun to pay a superannuation income stream based in whole or part on these contributions, and
- I have not included these contributions in an earlier valid notice.

I declare that the information given on this notice is correct and complete.

Full name (please print)

Signature

	Date (DD/MM/YY)				

OR

Section B

☐

Variation of a previous valid deduction notice

If you've already lodged a valid notice with the Fund for these contributions and wish to **reduce** the amount.



I declare that I wish to vary my previous valid notice for these contributions by reducing the amount advised in my previous notice. I confirm that:

- I intend to claim the personal contributions stated in Section 2 as a tax deduction
- I'm a member of the MLC Superannuation Fund
- MLC Superannuation Fund currently holds these contributions and has not begun to pay a superannuation income stream based in whole or part on these contributions.
- I have lodged my income tax return for the year in which the contribution was made, prior to the end of the following income year, and this variation notice is being lodged before the end of the day on which the return was lodged, **or**
- I have not yet lodged my tax return for the year stated in Section 2 and this variation notice is being lodged on or before 30 June in the financial year following the year stated in Section 2, **or**
- the ATO has disallowed my claim for a deduction for the relevant year stated in Section 2 and this notice reduces the amount stated in my previous valid notice by the amount that has been disallowed.

I declare that the information given on this notice is correct and complete.

Full name (please print)

Signature

	Date (DD/MM/YY)				

4. Send us your form

Please mail, email or fax your completed, signed and dated form to:

Portfoliofocus Client Services
GPO Box 1274
Melbourne VIC 3001

Email: portfoliofocus@investinfo.com.au

Fax: (03) 9869 1595

If you have any questions, please speak with your financial adviser, call us on **1300 769 613** Monday to Friday between 8.00 am and 6.00 pm (AEST/AEDT) or visit investinfo.com.au/portfoliofocus

For more information
call Portfoliofocus Client Services
from anywhere in Australia
on **1300 769 613**
or speak with your
financial adviser.

Postal address:

GPO Box 1274,
Melbourne VIC 3001

Registered office:

Ground Floor, MLC Building
105–153 Miller Street
North Sydney NSW 2060

Email:

portfoliofocus@investinfo.com.au

investinfo.com.au/portfoliofocus