

Retirement Income Stream/Transition to Retirement Pension - Request for Partial/Full Commutation (Withdrawal)

If you need help

For assistance call ElectricSuper on 1300 307 844.

Step 1 – Complete your personal details

Please print in black or blue pen,
in uppercase, one character per box.



Title Mr Mrs Ms Miss Other Date of birth / /

Given names

Surname

Residential address (must be provided)

Suburb

State

Postcode

Postal address (if different from above)

Suburb

State

Postcode

Daytime telephone

Mobile

E-mail

Membership number

Pension Type (select an option)

Retirement Income Stream

Transition to Retirement Pension

Issued by Electricity Industry Superannuation Board as Trustee of Electricity Industry Superannuation Scheme ABN 57 923 283 236.
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Step 2 – Provide payment instructions

Please pay the commutation as follows:

Select option(s) ✓	
As a cash lump sum	<input type="checkbox"/> \$ <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> (net of tax)
	<input type="checkbox"/> 100% of my benefit
Retain in Division 5	<input type="checkbox"/> \$ <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>
	<input type="checkbox"/> Remainder after cash payment
	<input type="checkbox"/> 100% of my benefit
Rollover to another fund	<input type="checkbox"/> \$ <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>
	<input type="checkbox"/> Remainder after cash payment
	<input type="checkbox"/> 100% of my benefit

Step 3 - Investment option chosen for withdrawal

Partial commutation to be withdrawn from the following investments

	Percentages to be withdrawn from
Cash	<input type="text"/> <input type="text"/> <input type="text"/> %
Conservative Growth	<input type="text"/> <input type="text"/> <input type="text"/> %
Balanced Growth	<input type="text"/> <input type="text"/> <input type="text"/> %
High Growth	<input type="text"/> <input type="text"/> <input type="text"/> %
Total (must equal 100%)	1 0 0 %

Note: If no selection is made your lump sum withdrawal amount will be drawn from your investment options in the same proportions as your regular pension payments

Note that for Transition to Retirement Pensions the payment will be deducted from your unrestricted non-preserved component.

Step 4 - Provide bank account details

If you have elected to receive part or all of your lump sum benefit in **cash**, please advise your bank account details for the EFT payment(s).

Name of Bank

Account held in the name of* (*the account must be held in your name or a joint account where you are one of the joint account holders)

BSB

Account Number



Step 7 – Complete preservation declaration

To be completed by Transition to Retirement Pensioners only.

Preserved portion of pensions cannot be commuted until the following conditions have been met:

- You are at least 65 years of age;
- You are at least 60 years of age and have ceased employment since attaining age 60;

OR

- You are between 55 and 60 years old, have ceased employment and have permanently retired from the workforce.

Permanently retired is defined as never being gainfully employed again for more than 10 hours per week. Gainful employment means employed or self-employed for gain or reward in any business, trade, profession, calling, occupation or employment. If you are eligible, please complete one of the following declarations and **attach proof of age** to allow your benefit payment to be processed (e.g. photocopy of your driver's licence, passport or birth certificate).

(select an option)

- Yes, I am at least 55 years of age, have ceased employment and permanently retired from the workforce.
- Yes, I am at least 60 years of age and I have ceased employment since attaining age 60.
- Yes, I am at least 65 years of age.

Step 8 – Attach proof of identity

If the requested withdrawal amount is to be paid into the same bank account as your usual income stream payments, there is no need to provide further proof of identity with this form.

However, if your personal details have changed, or the nominated bank account is different to the account nominated for your usual income stream payments, for identification purposes, you **MUST** attach a certified copy of either your Driver's Licence or Passport (or acceptable alternatives). See the "Completing proof of identity" section for details of certification and acceptable alternative documents.

Failure to provide appropriate proof of identification may result in delays in the processing of your payment(s).

Step 9 – Sign the form

By signing this form:

- I have read and understood this form
- I understand that the information contained in this form will be handled by the Electricity Industry Superannuation Board to process my pension commutation
- I understand that in processing my commutation, my personal information may be disclosed to or accessed by administrators, government bodies and other parties as required, including the trustees of any other fund I may transfer to - and I consent to this handling of my personal information in this manner
- I understand that there may be a delay in payment if my details have changed
- I understand that under Tax Office regulations, I must keep a copy of this form for five (5) years from the date completed.

Signature

Date

/ /

Step 10 – Return your form

Please return your completed form (and any required ID) as follows:

- If certified ID documents are required - by post **only** to **ElectricSuper, GPO Box 4303, Melbourne VIC 3001**
- If certified ID documents are **not** required - by post to the above address, **or** by email to **eiss@mercero.com**



Completing proof of identity

Primary photographic identification

You will need to provide a copy of **one** of the following primary identification documents:

- Current Australian or foreign driver's licence (including the back of the driver's licence if your address has changed)
- Australian passport
- Current foreign passport¹, or similar document issued for the purpose of international travel¹
- Current card issued under a State or Territory for the purpose of proving a person's age
- Current national identity card issued by a foreign government for the purpose of identification¹

Identification documents must not be expired (excepting an Australian passport which may be expired within 2 years).

Alternative identification

If you are unable to provide any primary photographic identification, you will need to provide two identification documents, one from each of the following lists:

- Birth certificate or birth extract¹
- Citizenship certificate issued by the Commonwealth
- Pension card issued by the Department of Human Services (Centrelink) that entitles the person to financial benefits

AND

- Letter from the Department of Human Services (Centrelink) or other Government body in the last 12 months regarding a Government assistance payment
- Tax Office Notice of Assessment issued in the last 12 months
- Rates notice from local council issued in the last 3 months
- Electricity, gas or water bill issued in the last 3 months
- Landline phone bill issued in the last 3 months (mobile phone bills will not be accepted)

Name change

If you have changed your name, you must provide a certified copy of the relevant name change document¹, for example, a Marriage Certificate issued by the Registry of Births Deaths & Marriages, Decree Nisi or Deed Poll (in addition to the above identification).

If your legal name or date of birth does not match exactly to our records (excluding aforementioned name changes), please contact us for further instructions.

Signing on behalf of another person

If you are signing on behalf of the applicant you will need to provide the following:

- A **certified** copy of the Guardianship papers or Power of Attorney; and
- A **certified** copy of the appropriate proof of identity for the holder of the Guardianship or Power of Attorney.

Note: Certified ID is also required for the member

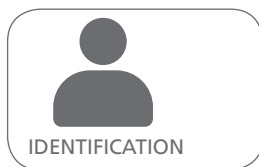
¹ Translation

If your identification is written in a language other than English, the identification must be accompanied by an English translation prepared by a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd. (NAATI) at the level of Professional Translator or higher (or an equivalent accreditation), to translate from a language other than English into English.

How to certify documents

After sighting the original and the copy and making sure both documents are identical, the certifier must include on EACH page:

- Written or stamped 'certified true copy'
- Signature and printed full name
- Qualification (such as Justice of the Peace, Australia Post employee, etc)
- Date (the date of certification must be within the 12 months prior to our receipt)



← A clear copy of the document that identifies you (i.e. your driver's licence (front and back) or passport)

Certified true copy ← Write or stamp 'certified true copy' of the original document

J. Sample ← The authorised person's signature

Mr John Sample ← Full name, qualification and registration number (if applicable) of the authorised person

Justice of Peace ← Date of certification (within 12 months of receipt)

Registration No.123456789

Date: 01/02/2012 ←

Verification

A verification of the certifying party may be performed. If a discrepancy arises, you may be requested to re-certify documentation.

Important Note

The information in this document is a guide only and we may request additional documentation prior to any payment.



Completing proof of identity

Who can certify documents in Australia?

- Permanent employee of the **Australian Postal Corporation** with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- Agent of the **Australian Postal Commission** who is in charge of an office supplying postal services to the public
- **Australian Consular Officer or Australian Diplomatic Officer** (within the meaning of the Consular Fees Act 1955)
- **Bailiff**
- **Bank officer, building society officer or credit union officer** (with two or more continuous years of service)
- **Commissioner for Affidavits or Declarations**
- **Court Officer**, Registrar or Deputy Registrar of a Court, Judge, Clerk, Magistrate, Master of a Court, Chief Executive Officer of a Commonwealth Court
- **Fellow of the National Tax Accountant's Association**
- **Finance Company Officer** (with two or more continuous years of service with one or more finance companies)
- **Justice of the Peace**
- **Legal practitioner**
- **Marriage celebrant** (registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961)
- **Medical practitioner, chiropractor, dentist, nurse, optometrist, physiotherapist, psychologist**
- **Member of Chartered Secretaries Australia**
- **Member of Engineers Australia** (other than at the grade of student)
- **Member of the Association of Taxation and Management Accountants**
- **Member of the Australasian Institute of Mining and Metallurgy**
- **Member of the Australian Defence Force** (who is an officer; or a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with two or more years of continuous service or a warrant officer within the meaning of that Act)
- **Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or Member of the Institute of Public Accountants**
- **Member of Commonwealth Parliament, State Parliament, Territory Legislature or a Local Government Authority** (State or Territory)
- **Minister of Religion** (under Subdivision A of Division 1 of Part IV of the Marriage Act 1961)
- **Notary Public**
- **Officer with, or Authorised Representative of an Australian Financial Services Licensee** (who has had at least two years of continuous service with one or more licensees)
- **Officer with, or a credit representative of, a holder of an Australian credit licence** (who has had at least two years of continuous service with one or more licensees).
- **Permanent employee of the Commonwealth** (or Commonwealth Authority) **or a State or Territory** (or State or Territory Authority) **or a Local Government Authority with two or more years of continuous service**
- **Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made**
- **Pharmacist**
- **Police Officer, Sheriff or Sheriff's Officer**
- **Senior Executive Service Employee of the Commonwealth** (or Commonwealth Authority) **or a State or Territory** (or State or Territory Authority)
- **Teacher employed on a full-time basis at a school or tertiary education institution**
- **Trade marks attorney**
- **Veterinary surgeon**

Who can certify documents outside of Australia

- an authorised staff member of an **Australian Embassy, High Commission or Consulate**
- an authorised employee of the **Australian Trade Commission** who is in a country or place outside Australia
- an authorised employee of the **Commonwealth of Australia** who is in a country or place outside Australia
- a **Member of the Australian Defence Force** who is an officer or a non-commissioned officer with 5 or more years of continuous service
- a **Notary Public from a country ranked 129 or below in the latest Transparency International Corruptions Perception Index**: <http://www.transparency.org>

