

Step 2. Transfer of investments – In-specie In Transfers (compulsory) – continued

5. Can you confirm that there is to be no change in beneficial ownership for the managed investment units that are to be transferred? Yes No

We will only accept in-specie transfers where the entity that holds the managed fund investment remains the same. For example, if a person transfers 100 units from an account in their name to an account in their name in the Wealthtrac Portfolio Service, there is no change in beneficial ownership. However, if the transfer is made to a joint account in that person's and another person's names, there would be a change in beneficial ownership.

6. Can you confirm that there are no outstanding distributions for the managed investment units that are to be transferred? Yes No

If there are any outstanding distributions, we will not accept the in-specie transfer until after the distribution has occurred. Please check with your current IDPS operator or fund manager if there are outstanding distributions.

7. Is a sufficient amount of money in your Wealthtrac Portfolio Service Cash Account or included with the transfer to cover the standard Cash Account requirement and the in-specie transfer costs? Yes No

The standard cash account requirement is typically the greater of \$300 or 3% of the value of the transfer. The transfer costs are set at \$66 per managed fund. If there is an insufficient amount in your Wealthtrac Portfolio Service Cash Account to cover these amounts, **or insufficient cash is included with the transfer to cover these amounts**, please attach a cheque to cover the combined amount.

8. Have you attached a completed Australian Standard Transfer form? Yes No

This form is required to be completed by the holder of the managed investment units. This is available from the Wealthtrac website at www.wealthtrac.com.au

9. Have contact details for the receiving fund been provided? Yes No

Please provide a contact name, number and registered address (not PO Box) for the receiving fund administrator. Providing these details may ensure that the transfer of funds are processed in a quick and efficient manner. PO Box addresses can not be accepted as documents are sent via Registered Post.

Step 3. Transfer of investments – In-specie Out Transfers (compulsory)

1. Are the managed funds that are being transferred currently included on the Wealthtrac Portfolio Service Investment Authority? Yes No

This can be confirmed by ensuring that the APIR code is the same as that on the Investment Authority. Please note that you cannot transfer from a retail to a wholesale fund or vice-versa.

2. Have you completed an In-specie Transfer form? Yes No

If you do not have a current Wealthtrac Portfolio Service account, you must also attach a Registration form.

3. Can you confirm that there is to be no change in beneficial ownership for the managed investment units that are to be transferred? Yes No

We will only accept in-specie transfers where the entity that holds the managed fund investment remains the same. For example, if a person transfers 100 units from an account in their name to an account in their name in the Wealthtrac Portfolio Service, there is no change in beneficial ownership. However, if the transfer is made to a joint account in that person's and another person's names, there would be a change in beneficial ownership.

4. Have you attached a completed Australian Standard Transfer form? Yes No

This form is required to be completed by the holder of the managed investment units. This is available from the Wealthtrac website at www.wealthtrac.com.au

5. Have contact details for the receiving fund been provided? Yes No

Please provide a contact name, number and registered address (not PO Box) for the receiving fund administrator. Providing these details may ensure that the transfer of funds are processed in a quick and efficient manner. PO Box addresses can not be accepted as documents are sent via Registered Post.

Step 4. ADVISER USE ONLY

Adviser name

Adviser code (if known)

Phone (work)

Signature of Adviser

Date

Step 5. Postage details (compulsory)

PLEASE POST THIS FORM.

Postal address:

Wealthtrac Portfolio Service,
Locked Bag 1000,
Wollongong NSW 2500.