

# Maturity form

## Information sheet

### When to use this form

Use this form to make a lump sum cash withdrawal or transfer when your plan/policy matures.



#### Important

Before you complete method of payment in section 2 of the form, please read this page to help you select the most appropriate option for you. Your lump sum withdrawal request may have tax deducted if you have not provided your Tax File Number (TFN) to us.

**Note:** There is no PAYG tax withheld from your lump sum withdrawal if you're aged 60 years or older.

### When can you withdraw your super?

As your superannuation enjoys tax advantages, there are legislative restrictions on when you can access it, ie withdraw your super as cash.

For access purposes, superannuation consists of three components:

- **Unrestricted non-preserved** – this amount can be accessed at any time.
- **Restricted non-preserved** – this amount can generally be accessed when you stop working.
- **Preserved** – this amount can only be accessed in the circumstances prescribed by superannuation legislation.

### Conditions of release

Generally you can only access your preserved super when you meet one of the following 'conditions of release':

- you retire after reaching your preservation age
- you cease employment at age 60 or over
- you reach age 65
- you become permanently incapacitated<sup>1</sup>
- you qualify on compassionate grounds or severe financial hardship<sup>1</sup>

- you're the holder of an expired or cancelled temporary resident visa and you have permanently departed Australia (this option is limited to certain visa categories and is not available to New Zealand citizens)

- you reach preservation age, but do not retire or cease employment and purchase a non-commutable income stream such as an allocated pension designed for this 'transition to retirement' purpose.

<sup>1</sup> If you select this option, you'll need to complete additional forms. For more information, please contact a customer service officer at Resolution Life on 133 731.

### Before transferring your benefits to another Resolution Life plan or super fund

Before completing this form to request a transfer to another super fund, you may ask us for all the information about your benefits in the Resolution Life plan (including the transfer/exit fees, insurance cover types and amounts and the available investment options) so that you can understand the implications of transferring your benefits from your Resolution Life plan to another plan or super fund.

We will either:

- transfer the money directly to your selected Resolution Life plan. **Note:** If you wish to transfer any part of your benefit to a non-superannuation plan, investment fund or superannuation income stream, you must satisfy the condition for full or partial payment described above, or
- send the amount directly to the superannuation fund of your choice.

Please ensure you quote the following details for the fund you're transferring TO:

- the Australia Business Number (ABN)
- Unique Superannuation Identifier (USI)
- your membership number.

**Note:** If this information isn't provided, we may not be able to process your application.

## Tax File Number (TFN) notification

We are required to tell you the following details before you provide your TFN for your superannuation products.

The Trustee can collect your TFN under the *Superannuation Industry (Supervision) Act 1993*. You're under no obligation to provide your TFN, either now or later, and it is not an offence to not quote your TFN.

However, if you don't tell us your TFN:

- Any employer contributions will have the 'no-TFN tax' applied at the rate of 31.5%. This is in addition to the current mandated contribution tax of 15%. 'no-TFN tax' may be refunded if the TFN is supplied within four years of the end of the financial year in which the contribution is made. Any refund will be added to your superannuation benefit and will be subject to the usual cashing and taxing rule.
- We may have to withhold more tax than we would otherwise have to on your superannuation lump sum benefits if you don't provide your TFN. This additional tax may be able to be re-claimed in your next tax assessment with the Australian Taxation Office (ATO).
- We cannot accept personal or spouse contributions (non-concessional) and certain other types of contributions into your superannuation plan.
- In the future, when we need to pay benefits to you, it may be more difficult for us to locate or amalgamate all the superannuation benefits you're entitled to.
- The consequences of not providing your TFN may change in the future as a result of further legislative changes.
- If you don't provide your Tax File Number (TFN), you'll be required to provide certified proof of identity. Please refer to the identification requirements section in the **information sheet** for details.

If you do tell us your TFN, we'll treat it as confidential and use it for purposes, including:

- To find your superannuation benefits, where other information is insufficient.
- To ensure you can continue to contribute to your plan.
- To calculate tax on any superannuation benefits you may be entitled to.
- If we are paying unclaimed money, we must give your TFN to the Commissioner of Taxation.
- Also we may give your TFN to the Commissioner of Taxation if you receive a benefit, or for the purposes of the Lost Members' Register.
- If you wish to transfer benefits to another superannuation fund or Retirement Savings Account we would provide your TFN to the Trustee of that other fund or Retirement Savings Account provider. However, if you don't want us to do this, you can notify us in writing at the time not to do so.

These purposes may change in the future as a result of further legislative changes. More information about the use of Tax File Numbers for superannuation changes can be obtained from the ATO Superannuation Hotline 13 10 20.

Please consider your current financial situation and consult your financial adviser before choosing the option best suited for you. You can contact Resolution Life if you don't have a financial adviser.

## Choice of superannuation fund

**Note:** Read this section if your maturing plan is receiving employer contributions.

You may be eligible to choose the superannuation fund in which you want your employer to make your Superannuation Guarantee (SG) contributions. If you're eligible, your employer will give you a **superannuation (super) standard choice** form. Your employer will complete **Part A** of the form. **Part B** sets out the information you're to provide if you want to choose your own fund.

If you want your employer to make the SG contributions to another Resolution Life plan, contact us at Resolution Life for a **choice of superannuation fund** form. This form provides you with the information you need when completing **Part B** of the **superannuation (super) standard choice** form. If you need any help regarding choice of super fund, please contact your financial adviser.

It is important that you advise your employer of the details of the new fund you want your SG contributions paid into.

## Identification requirements

We need to verify your identity and to meet our legal obligations (including those under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*).

Your identification may need to be verified before we can approve your request. We may decide to delay or refuse any request or transaction, including suspending a withdrawal application, if we're concerned that there may be a breach of our legal obligations.

If you require further information, please contact your financial adviser or Resolution Life.

## Verifying a customer's identity

We need to verify or confirm your identity by checking that certain details you provide in this form **match** the details that are in certain documents you need to attach to this form.

**!** Please send us **original certified copies** of your original documents—don't send us the original documents. If the document isn't written in English, then you must also attach an English translation prepared by an accredited translator.

### Getting your copies certified

A copy of a document must be certified to be a true and correct copy of the original document. Only certain people can certify copies including:

- police officer or sheriff
- justice of the peace or notary public
- legal practitioner, magistrate, judge or registrar/ deputy registrar of a court
- pharmacist, physiotherapist or veterinary surgeon
- optometrist, dentist, medical practitioner or nurse
- member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants.

You can see the full list of people who can certify documents or extracts at [resolutionlife.com.au/identification](https://resolutionlife.com.au/identification).

#### Example:

I certify that this is a true and correct copy of the original document.

*John Citizen*

John Citizen, Justice of the Peace 10  
Other Street  
Suburb NSW 2000  
02 9999 9999 30 May 2015

## Documents for an individual

So we can verify the identity of an individual, you need to send us the documents shown under option A or B:

### Option A

One of these:

- current Australian state or territory driver licence that has your photo
- Australian passport that is current or expired within the last two years
- card issued under a state or territory law to prove your age that has your photo
- current foreign government passport (or similar international travel document) that has your photo and signature
- current foreign driver licence that has your photo
- current national identity card that has your photo.

### Option B

One of these:

- Australian or foreign birth certificate
- Australian or foreign citizenship certificate
- birth certificate extract
- pension card issued by Department of Human Services
- health card issued by Department of Human Services.

#### Plus

**!** The documents listed below are only **valid** if they include your full name and residential address.

One of these:

- a document issued by the Commonwealth or a state or territory within the last 12 months that shows financial benefits paid to you
- a document issued by the ATO within the last 12 months that shows money to be paid to you or that you need to pay to them (make sure you cross out your TFN)
- a document issued by a local government body or utility provider within the last three months that shows the services provided to you at your address
- if you're under 18 years old, a notice issued by a school principal within the last three months that shows how long you attended that school.

Please keep this information sheet for your records —  
don't return it with your completed form(s).

# Application for maturity

Use this form to make a lump sum cash withdrawal or transfer when your plan/policy matures.

**!** Proof of identity **must** be provided with this form. Your **personal details** below **must** match the identification documents that you are providing.

Please print in CAPITAL LETTERS and place a cross ☒ in any applicable boxes.

## 1. Personal details

Your maturing Resolution Life plan/policy number

Product type

Title

Surname

Given name(s)

Date of birth

Gender

☐ Male ☐ Female

Residential address

Suburb

State

Postcode

Contact phone number

Mobile number

Email

### Address for communications

☐ Please cross ☒ if same as residential address.

Address

Suburb

State

Postcode

## 2. Method of payment

We'll pay the proceeds after all relevant information is received. If the withdrawal proceeds are payable to you, we'll transfer your funds directly to your bank account by Direct credit electronic funds transfer (EFT).

☐ **Direct credit (EFT)** (payable only to member)

Name of account holder

Name of institution

BSB

Account number

**Note:** For Resolution Life to pay your superannuation benefit directly to you, you must meet a condition of release. Refer to conditions of release in the **information sheet**.

☐ **Transfer to an Resolution Life plan or external super fund** (non-SMSF)

Product name (for transfer to other Resolution Life plan)

Name of fund administrator

Address (must not be a PO Box)

Suburb

State

Postcode

Administrator's phone number

Membership or application number<sup>1</sup>

USI (unique superannuation identifier)<sup>1</sup>

## 2. Method of payment (continued)

ABN (Australian business number)<sup>1</sup>

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<sup>1</sup> Please obtain this information from the fund you're transferring TO. If the number isn't quoted we may not be able to process your application, or your application may be delayed.

☐ **Transfer to a self managed super fund (SMSF)** (payable only to SMSF fund)

SMSF name

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SMSF phone number

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ABN

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Name of financial institution

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Account name

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BSB

Account number

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**Note:** You'll need to provide a certified copy of your SMSF bank statement for Superstream payments to an SMSF.

## 3. Employment status

**Note:** Only complete this section if your benefit is being paid to you or transferred to a pension or annuity.

Please read all the options below and select one option which best reflects your current employment and/or age status.

- ☐ I am still working.
- ☐ My current employer is no longer contributing to Resolution Life on my behalf.
- Important:** Please ensure your employer has been advised of the details of the fund you want your Superannuation Guarantee contributions paid into.
- ☐ I have ceased employment (but not retiring) with the employer who was contributing to this Resolution Life plan on my behalf.

I declare that I ceased work with this employer on:

D	D	M	M	Y	Y	Y	Y
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- ☐ Retirement – I have reached the relevant preservation age and have permanently ceased work and never intend to work more than 10 hours per week again.

I declare that I ceased work on:

D	D	M	M	Y	Y	Y	Y
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- ☐ I am aged 60 to 64 and have ceased a gainful employment arrangement since reaching age 60.
- ☐ I am aged 65 or older.

## 4. Personal contribution tax deduction

**Note:** This section only needs to be completed if you made personal contributions to your Resolution Life super plan and are eligible to claim a deduction.

Contact your financial adviser or tax adviser if you're unsure if you're eligible to claim a tax deduction.

- This section represents a notice under section 290-170 (1) of the *Income Tax Assessment Act 1997*.
- Please complete the table below using dollar (\$) amounts only ('Nil' or 'All' are not acceptable). **Note:** Tax laws don't allow this notice to be withdrawn or revoked—however, it may be varied.
- This notice does not cover any contributions covered by an earlier notice.
- If you don't complete this section we'll assume you do not wish to claim your contribution that you have made personally as a tax deduction or you have already provided a notice to us (in another form or document) that you intend to claim a tax deduction for the financial year not completed below.

Do you intend to claim a tax deduction for personal contributions made in the current or previous financial year?

- ☐ No
- ☐ Yes—please complete the table below (if eligible) using dollar (\$) amounts only ('Nil' or 'All' are not acceptable).

### Declaration:

I am lodging this notice before both of the following dates:

- the day I lodged my income tax return for the year(s) stated in the table below, and
- the end of the income year after the year(s) stated in the table below.

Contribution	Total member contributions (\$ amount only)	Amount you claimed or wish to claim (\$ amount only)
Current financial year		
Previous financial year		

## 5. Tax File Number (TFN) notification

☐ **I wish to provide my TFN**

I confirm that I have read the Tax File Number (TFN) notification section in the **information sheet** and agree to provide my TFN.

**My Tax File Number is:**

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☐ **I do not wish to provide my TFN**

I have read the Tax File Number (TFN) notification section in the **information sheet** and I don't wish to quote my Tax File Number. I understand that by choosing not to provide my TFN, any payment made directly to me will have tax deducted at the maximum rate, as required by legislation.

## 6. Authorisations and declarations

I, the applicant, make this declaration in support of my application to Equity Trustees Superannuation Limited (trustee) ABN 50 055 641 757, AFSL No. 229757, RSE Licence No. L0001458, as trustee of the National Mutual Retirement Fund, Registered No. R1056310.

I request the trustee to process my withdrawal/transfer request and pay the proceeds in accordance with my instructions on this form.

### I declare that:

- I have fully read this form and the information completed is true and correct.
- I am aware I may ask my superannuation provider for information about any fees or charges that may apply, or any other information about the effect this transfer will have on my insurance cover or other benefits. I have obtained or do not require such information.
- I request and consent to the transfer of superannuation as described above (where applicable) and authorise the superannuation provider of each fund to give effect to this transfer.
- I have sought advice from my financial adviser or have decided not to seek advice.
- I discharge the trustee from all further liability in respect of the benefits paid and transferred to my TO fund.
- I consent to my Tax File Number (TFN) being disclosed for the purposes of consolidating my account.
- Where my benefit is being transferred to an SMSF, I confirm that I am a member, trustee or director of a corporate trustee of the SMSF.

### I understand that:

- We will use the unit price next calculated where we receive all relevant information at an Resolution Life processing centre by 3pm Sydney time. If we receive the information after 3pm Sydney time, we will treat it as if we received it the next Sydney business day.
- For plans which have interest rate investment options, the withdrawal value will be the amount calculated in terms of the policy conditions after all relevant information is received by Resolution Life.
- Exit fees may apply to plans where a Deferred Contribution fee or No Entry Fee option has previously been selected.

## 6. Authorisations and declarations (continued)

### I/We have enclosed:

- the policy document or **lost policy declaration** form
- any **memorandums of alteration** or **additional insurance**
- the correct proof of identity documents. Refer to identification requirements in the **information sheet** for details.

Name of applicant (Print in CAPITAL LETTERS)

Signature of member/policy owner

Date

## 7. Checklist

**Please ensure you have correctly completed this form before returning it to Resolution Life.**

### Have you:

- ☐ Confirmed with your employer(s) that all outstanding contributions have been paid into your account.
- ☐ Notified your employer where future contributions are to be paid (refer to choice of superannuation fund in the **information sheet** for details).
- ☐ Read the information sheet attached to this form.
- ☐ Provided your personal details in section 1.
- ☐ If you have requested to transfer your benefit to an SMSF in section 2, have you provided a certified copy of a bank statement in the name of the SMSF?
- ☐ Correctly completed the section regarding your employment status in section 3.
- ☐ Indicated any eligibility for tax deductions in section 4.
- ☐ Confirmed your Tax File Number (or indicated that you do not wish to provide it) in section 5.
- ☐ Attached the correct proof of identity as described in the **information sheet**.
- ☐ Read and signed the authorisations and declarations in section 6.

### “Where to send this form”

Mail or email your completed form(s) to:

Resolution Life Customer Service  
GPO Box 5441  
Sydney NSW 2001  
[askus@resolutionlife.com.au](mailto:askus@resolutionlife.com.au)

**Any questions?**  
133 731