

# The Portfolio Service SMSF

## Termination of service notice

Fund name	
Fund reference number	

### 1. Termination details

The trustees of the fund have determined to terminate the administration services provided by AET. The details of termination are provided below:

Upon completion of the financial statement and reports for the final period, the trustees request the financial statements and reports to be sent to:

(Please indicate where you would like us to forward your fund's records by ticking the appropriate box. If you select other please provide contact details.)

The trustee

Other

Company name	
Contact person	
Address	

### 2. Financial institution details

The trustees request cash to be transferred to the following account:

Account name		
Financial institution	Branch	
BSB	Account number	



For the **listed** assets being transferred, please advise the transfer method:

Issuer sponsored

Broker sponsored with:

Participant number	HIN
Broker's full name	
Broker's firm	Broker's telephone

For the **unlisted** assets being transferred, please provide the new registration details:

Transferee's name	
Address	

For the transferring unlisted assets above, please provide the new registration details:

Transferee's name	
Address	

#### 4. Financial adviser details and declaration

I understand that once this notice has been submitted all trading, interim payments and withdrawals from the fund will cease.

Dealer group	
Name	Telephone
Email	
Signature	Date

## 5. Trustee acceptance and signature

The trustees understand that once this notice has been submitted all trading, interim payments and withdrawals from the fund will cease. Where applicable, the trustees understand that they are responsible for arranging a change of address for private assets. Please note that we will not finalise this request until change of address confirmation(s) is received. This request has been accepted by the fund trustees and their consent is provided below.

### Signed by\*

\*All trustees/directors are required to sign.

Corporate trustee name (if applicable)	
Trustee/director name	
Trustee/director signature	
Date	
Trustee/director name	
Trustee/director signature	
Date	
Trustee/director name	
Trustee/director signature	
Date	
Trustee/director name	
Trustee/director signature	
Date	

Please return to:

Email: [forms@aetlimited.com.au](mailto:forms@aetlimited.com.au)

Fax: 1800 781166

Or post

**The Portfolio Service SMSF**

**Administration Services**

**GPO Box 546**

**Adelaide SA 5001**

## Completing proof of identity

You will need to provide documentation with this request to prove you are the person to whom the superannuation entitlements belong.

### Acceptable documentation

Either one of the following documents may be used:

- driver's licence issued under State or Territory law, OR
- passport

Other acceptable forms of identification are either one of the following:

- birth certificate or birth extract
- citizenship certificate issued by the Commonwealth
- pension card issued by Centrelink that entitles the person to financial benefits

AND

- letter from Centrelink regarding a Government assistance payment
- notice issued by Commonwealth, State or Territory Government or local council within the last twelve months that contains your name and residential address.

For example, a Notice of Assessment from the Tax Office or a rates notice from local council

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

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

Purpose	Suitable linking documents
Change of name	Marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office.
Signed on behalf of the applicant	Guardianship papers or Power of Attorney.

### Certification of personal documents

All copied pages of ORIGINAL proof of identification documents (including any linking documents) need to be certified as true copies by any individual approved to do so. The person who is authorised to certify documents must sight the original and the copy and ensure both documents are identical, then ensure all pages have been certified as true copies by writing or stamping 'certified true copy' followed by their signature, printed name, qualification (eg Justice of the Peace, Australia Post employee, etc) and date. The following individuals can certify copies of the originals as true and correct copies:

- a permanent employee of Australia Post with five or more years of continuous service
- a finance company officer with five or more years of continuous service (with one or more finance companies)
- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having five or more years continuous service with one or more licensees
- a notary public officer
- a police officer
- a registrar or deputy registrar of a court
- a Justice of the Peace
- a person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia, as a legal practitioner
- an Australian consular officer or an Australian diplomatic officer
- a judge of a court
- a magistrate, or a Chief Executive Officer of a Commonwealth court.