

The Portfolio Service SMSF

Fund wind-up notice

Please complete this notice if you wish to wind-up your fund. Each member of the fund will need to complete a separate form

Fund name	
Fund reference number	

1. Member details

Member's full name	
Member's account number	

2. Wind up details

The trustees of the fund have determined to wind-up the fund.

Please tick relevant box:

- A condition of release has been met and I wish to have my benefit paid to me in cash
- I declare that I am over 65
- I declare that I have terminated employment after reaching age 60
- I have reached my preservation age and permanently retired

Financial institution details

I request cash to be transferred to the following account:

Account name			
Financial institution	Branch		
BSB	Account number		

4. Financial adviser details

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

Dealer group		
Adviser name		Telephone
E-mail		
Adviser 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)	
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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

Fax: 1800 781 166

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, ensure sure 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.