

14 November 2022

## Choice of Fund

If you would like Shadforth Portfolio Service – Super to become your chosen fund, please provide the completed form and Certificate of Compliance to your **employer**. DO NOT send this form to Shadforth Portfolio Service.

Please complete these instructions in **BLACK INK** using **CAPITAL LETTERS** and  boxes where provided.

### Employee to complete – ONLY IF MAKING A CHOICE OF FUND

#### Step 1: I request that all future superannuation guarantee contributions be made to

My own choice of fund

#### Step 2: Your chosen fund details

Shadforth Portfolio Service – Super

Account number	<input type="text"/>															
Title (Dr/Mr/Mrs/Ms/Miss)	<input type="text"/>			Surname	<input type="text"/>											
Given name(s)	<input type="text"/>															
Date of birth	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
Fund Australian business number (ABN)	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Unique Superannuation Identifier (USI)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Phone	<input type="text"/>

#### Step 3: I have attached

- 
- a letter from the trustee stating that this is a complying fund or retirement savings account
  - written evidence from the fund stating that they will accept contributions from my employer, and
  - details about how my employer can make contributions to this fund.

## Step 4: Employee name and signature

Employee name	<input type="text"/>	
Employee number (if applicable)	<input type="text"/>	
Tax file number	<input type="text"/>	<input type="text"/>
Signature	<input type="text"/>	Date <input type="text"/>

Under the **Superannuation Industry (Supervision) Act 1993**, your super fund is authorised to collect your TFN, which will only be used for lawful purposes and in accordance with the **Privacy Act 1988**.

It is not an offence if you choose not to provide your TFN but providing it has advantages, including:

- your super fund will be able to accept all permitted contributions
- other than the tax that may ordinarily apply, you will not pay more tax than you need to; and
- it will be easier to find different super accounts in your name.

If you do provide your TFN, your employer must disclose it to your super fund within 14 days to avoid penalties imposed by the ATO.

Return this form to your employer. **Do not send this form to the Tax Office or to your superannuation fund.**  
You must keep a copy for your own records for a period of five years.

### Employer to complete

Date Accepted	<input type="text"/>	Processed	<input type="text"/>
---------------	----------------------	-----------	----------------------

### Employer payment methods

Employers must ensure that all contributions are made to the Fund in accordance with SuperStream requirements – meaning both payments and associated data are sent in a standard electronic format prescribed by the Australian Taxation Office (ATO).

Your employer can use a contribution clearing house, a payroll system that meets the SuperStream standard, or the ATO Small Business Superannuation Clearing House (if you work for a small business).

**Please contact Shadforth ClientFirst on 1800 931 792 for further details.**

Please note: This letter can be provided to the fund you are transferring from to confirm that IOOF Portfolio Service Superannuation Fund is a complying superannuation fund.

To whom it may concern

## Certificate of compliance

Shadforth Portfolio Service – Super and Shadforth Portfolio Service – Pension (Unique Superannuation Identifier (USI) SMF0126AU) form part of IOOF Portfolio Service Superannuation Fund (SFN 3002/079/41), ABN 70 815 369 818.

We certify that:

- 1 IOOF Portfolio Service Superannuation Fund (Fund) is a complying superannuation fund within the meaning of the **Superannuation Industry (Supervision) Act 1993** (the Act)
- 2 the Trustee is IOOF Investment Management Limited (IIML) ABN 53 006 695 021, AFS Licence No. 230524
- 3 the Trustee of the Fund has not been directed by the Australian Prudential Regulation Authority to cease accepting contributions under Section 63 of the Act
- 4 the Trust Deed allows benefits to be transferred/rolled over to the Fund.



Frank Lombardo  
Chief Operating & Technology Officer  
On behalf of IOOF Investment Management Limited

### Trustee

**IOOF Investment Management Limited**  
ABN 53 006 695 021  
AFS Licence No. 230524

### Registered Address

**Level 1, 800 Bourke Street, Melbourne, VIC 3000**

### Shadforth Client First

**Postal Address** GPO Box 264, Melbourne VIC 3001  
**Telephone** 1800 931 792  
**Email** portfolioservice@sfg.com.au