

# Bendigo SmartOptions Switching Instruction



This form can be used for the following products:

- Bendigo SmartOptions Super®
- Bendigo SmartOptions Pension®

This form should be used if you wish to switch some or all of your investments and/or change your Deposit Instruction, Income Preference and/or Cash Account Preference in Bendigo SmartOptions Super® and/or Bendigo SmartOptions Pension® (collectively known as 'the Plan').

Please complete this form using **BLOCK LETTERS** and a **BLACK** or **BLUE** pen.

## Step 1. Member personal details

Member Number	<input type="text"/>
Title	<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"/>
Phone (home)	<input type="text"/> (work) <input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>

## Step 2. Pending transactions for managed funds

To provide you with an efficient service, existing transactions already in progress will not be taken into account when processing your new request, unless you instruct us otherwise. This may result in a different outcome to what you intended with your instructions, for example a balance remaining in an investment where you had intended to redeem 100%.

I wish to wait for all existing transactions to be completed before my new instructions (detailed at Step 3) are processed.

## Step 3. Switching instructions

Please provide your investment redemption and purchase instructions in the following sections (3A and 3B). If you wish to sell a specific investment and use the proceeds to purchase another investment, indicate this by placing corresponding numbers in the boxes provided. When not specified, we will sell all assets detailed in Step 3A and use the proceeds as per the instructions in Step 3B.

### 3A - Investment redemptions

**Please note:** Your Deposit Instruction and Cash Account Preference will not be automatically updated to reflect the purchase or redemption of an investment option from your account. **If you want to change your Deposit Instruction and/or Cash Account Preference please complete Step 4 and 5.**

**For Bendigo SmartOptions Pension members only: If you would like to switch out of the default investment option, please indicate in the box below.**

I wish to switch 100% of my account balance out of the default investment option (only applicable to Bendigo SmartOptions Pension members). **If you have ticked this box, please proceed to Step 3B.**

Otherwise please specify in the table below, the investment option name and either a percentage, unit or dollar allocation to be redeemed. Unless instructed, we will process the switch as a dollar value and will sell all assets detailed below and use the proceeds as per the investment purchase instructions in Step 3B.

### Investment Options

No.	APIR code	Investment option name	\$ or units (please specify) of investment option	% of investment option

### S&P/ASX200 listed securities

No.	ASX code	Number of shares	OR	Investment amount	At market price	OR	At nominated price (\$)

### 3B - Investment purchases

**For Bendigo SmartOptions Pension members only: If you would like to switch into the current default investment option, please indicate in the box below.**

I wish to switch 100% of my account balance into the current default investment option (only applicable to Bendigo SmartOptions Pension members). **If you have ticked this box, please proceed to Step 4.**

Otherwise please specify in the table below, the investment option name and either a percentage, unit or dollar allocation to be invested as a result of the investment redemption instructions in Step 3A. Unless instructed, we will process the switch as a dollar value. You are required to maintain a minimum of 1.5% of your account balance in your Cash Account, however, you can elect to nominate a higher percentage.

### Investment Options

Annuity funds cannot exceed 80% of your total account balance. For all available investment options and APIR codes, refer to the *Bendigo SmartOptions Investment Guide* which is available on our website.

No.	APIR code	Investment option name	\$ or units (please specify) of investment option	% of investment option

**S&P/ASX200 listed securities**

The minimum investment amount is \$5,000 per transaction, the value of any single security may not exceed 15% of your total account balance and the total value of securities may not exceed 50% of your total account balance as at the time of purchase. For all available ASX codes, refer to the S&P/ASX200 listed securities document which is available on our website.

ASX code	Number of shares	OR	Investment amount	At market price	OR	At maximum price (\$) *
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
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				<input type="checkbox"/>		
				<input type="checkbox"/>		

\*If the broker is unable to purchase the relevant security at or below the maximum buy price within 30 days, then Sandhurst will retain the amount set aside for purchase in your Cash Account until we receive a switching instruction from you or it is used to fund expenses as they fall due.

**Please note:** Sandhurst provides purchases for all members of the Plan at a rate of 0.205% (incl. GST) of the gross purchase, subject to minimum brokerage of \$38.44 per transaction. Refer to the 'Fees and other costs' section of the Product Disclosure Statement for more information.

**Term deposits**

The minimum investment amount is \$5,000 and the total value cannot exceed 80% of your total account balance. For the latest terms offered, refer to our website.

**Important note:** For the purposes of this product offer, term deposits are deemed to be "illiquid" due to their fixed term nature and early withdrawal conditions. This means that if you choose to invest in a term deposit, Sandhurst is not required to effect a rollover or transfer request out of this investment within 30 days of receipt of all the relevant information. Please refer to the 'Portability of super benefits' section of the *Bendigo SmartOptions Investment Guide* for more information.

Term:	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 6 Months	<input type="checkbox"/> 12 Months	Amount \$	<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"/>	<input type="text"/>
Term:	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 6 Months	<input type="checkbox"/> 12 Months	Amount \$	<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"/>	<input type="text"/>
Term:	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 6 Months	<input type="checkbox"/> 12 Months	Amount \$	<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"/>	<input type="text"/>
Term:	<input type="checkbox"/> 3 Months	<input type="checkbox"/> 6 Months	<input type="checkbox"/> 12 Months	Amount \$	<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"/>	<input type="text"/>

## Step 4. Deposit Instruction

Please complete this step if you wish to change your existing Deposit Instruction. **Please note:** Term deposits, annuity funds, and S&P/ASX200 listed securities cannot form part of your Deposit Instruction.

APIR code	Name of managed fund	Percentage allocation %
N/A	Cash Account	(minimum 1.5%)
Total (must be 100%)		

## Step 5. Income Preference

I direct Sandhurst to manage any income distributions or interest payments that I receive from my managed funds as follows (only one option can be selected and will apply to all investment options):

**Re-invest (default option)**  
All income or interest will be re-invested back into the same investment that made the payment

OR

**Retain in Cash Account**  
All income distributions or interest payments will be retained in your Cash Account.

## Step 6. Cash Account Preference

If the balance in your Cash Account is zero or below, you authorise us to top up the balance to:

**1.5% (default option)**

OR

**Percentage nominated in your Deposit Instruction**

We will 'top up' your Cash Account balance using one of the following methods (only one method can be selected):

**Pro-rata (default option)**  
Funds will be redeemed across all managed funds (excluding annuity funds) according to the proportion of your account balance (excluding your Cash Account, Annuity funds, Term deposits and S&P/ASX 200 listed securities) that they represent;

OR

**Redemption Instruction - Percentage**  
Redeem funds from specified managed funds according to the percentage allocation nominated below.

**Please note:** The percentages allocated to your selected managed funds must add up to 100% not including the Cash Account.

APIR code	Name of managed fund	Percentage allocation %
Total (must be 100%)		

## Step 7. Additional Comments

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## Step 8. Member declaration

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- I must be at least 18 years of age to complete this application. If the member is under the age of 18, this application is completed by the minor's parent or guardian on behalf of the minor.
- I acknowledge that Sandhurst has provided me with access to the disclosure documents for the specific financial products (i.e. an investment option that is not the Cash Account) I have selected via the Plan's website and I agree to access them on the Plan's website.
- I agree to receive the disclosure documents for the specific financial products (i.e. an investment option that is not the Cash Account) I have selected by Sandhurst making them available on the Plan's website at [www.sandhursttrustees.com.au/super](http://www.sandhursttrustees.com.au/super).
- I acknowledge that I can access information about the S&P/ASX 200 listed securities from the Australian Securities Exchange or via its website on [www.asx.com.au](http://www.asx.com.au) or by contacting my financial adviser or stockbroker.
- I acknowledge that neither Sandhurst nor any other person guarantees the return of capital or the performance of any of the investment options. I understand that, once Sandhurst receives and accepts a switching instruction, it will take effect and that it can only be withdrawn by providing notice in writing to Sandhurst.
- I understand and accept that if I choose to invest in a term deposit, a period longer than 30 days may be required to rollover or transfer out of this investment (in respect of the whole or part of the requested transfer amount) because of the illiquid nature of the investment.
- I understand that if this *Switching Instructions* form is incorrectly completed or unsigned, it will not be accepted and it will be returned to me.
- I understand that transaction costs (in the form of buy-sell spreads for managed funds and brokerage fees for listed securities) will apply in relation to my switching instructions.
- I understand that switch requests will generally be processed when relevant unit prices are next declared, which occurs daily where the day is considered a business day in Australia.
- I understand that while my switching instructions are being processed, my Cash Account balance may temporarily go into negative, and acknowledge that interest will be charged at the daily rate applicable to the Cash Account for the period that my Cash Account has a negative balance.
- In respect of electronic instructions (email, fax) in relation to this request, I agree and acknowledge that Sandhurst:
  - Will not accept electronic instructions unless it is accompanied by my scanned or faxed signature;
  - Is not responsible for any loss or delay that results from a transmission not being received by Sandhurst;
  - Will only process my electronic instructions if they are received in full and have been fully signed by me;
  - Will not accept a receipt confirmation from the sender's facsimile machine or computer as evidence of receipt of the instructions;
  - Will not compensate me for any losses relating to electronic instructions, unless required by law; and
  - Does not take responsibility for any fraudulent or incorrectly completed electronic instructions. In the event of fraud, I agree to release Sandhurst from, and indemnify Sandhurst against, all losses and liabilities whatsoever arising from Sandhurst acting in accordance with any instructions received electronically bearing my member number and a signature purportedly mine.
- I have read and understood Bendigo and Adelaide Bank Group's Privacy Policy which is available at [www.sandhursttrustees.com.au](http://www.sandhursttrustees.com.au) and agree that Sandhurst and Bendigo and Adelaide Bank Group may collect, use and disclose my personal information in accordance with the Privacy Policy.

Step 8. Member declaration (continued)

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Member signature

Date

 /  / 

If you are under 18 we require a parent/guardian to sign this application here:

Parent/guardian signature

Date

 /  / 

Parent/guardian full name

**Contact details:**

Sandhurst Trustees Limited

Bendigo SmartOptions

GPO Box 264

Melbourne Victoria 3001

Phone: 1800 033 426

Fax: 03 6215 5800

Email: [superannuation@bendigobank.com.au](mailto:superannuation@bendigobank.com.au)

Website: [www.sandhursttrustees.com.au/super](http://www.sandhursttrustees.com.au/super)