

# Switch Form

Please use **BLOCK** capital letters and tick (✓) boxes where applicable.

## Step 1. Switch details

In this Switch Form (Form), each of the funds in the table below are referred to as a 'Fund' and two or more of them may be referred to collectively as 'Funds'.

This Form is used to switch an amount currently invested in a Fund ('Current Fund') to another Fund ('New Fund') as nominated below. Switching is available when the investor name/s is exactly the same for both the Current Fund and the New Fund, providing that you satisfy the minimum withdrawal switch amount from the Current Fund and the required minimum investment balance (listed in the table below) for each Fund. If a switch causes your investment in a Current Fund to fall below the minimum investment balance, we reserve the right to treat your instruction as an instruction to switch your full investment in that Fund.

When you request a switch using this Form, we will redeem your existing units from the Current Fund at the next available redemption price and we will use the proceeds to purchase units in the New Fund at the relevant application price. There is currently no charge for switching between Funds, however, buy/sell spreads do apply.

Fund	From Current Fund	To New Fund	Minimum withdrawal switch amount
<b>Minimum investment balance \$500</b>			<b>\$500</b>
Sandhurst Conservative Fund (Direct Debit User ID 329408)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Sandhurst Balanced Fund (Direct Debit User ID 329410)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Sandhurst Growth Fund (Direct Debit User ID 329409)	<input type="checkbox"/>	<input type="checkbox"/>	\$
<b>Minimum investment balance \$2,000</b>			<b>\$500</b>
Sandhurst Future Leaders Fund (Direct Debit User ID 312487)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Sandhurst Industrial Share Fund (Direct Debit User ID 165141)	<input type="checkbox"/>	<input type="checkbox"/>	\$
<b>Minimum investment balance \$2,000</b>			<b>\$1,000</b>
Sandhurst Strategic Income Fund – Class A units (Direct Debit User ID 448359)	<input type="checkbox"/>	<input type="checkbox"/>	\$
<b>Minimum investment balance \$5,000</b>			<b>\$500</b>
Bendigo Socially Responsible Growth Fund (Direct Debit User ID 503547)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Bendigo Global Share Fund (Direct Debit User ID 329454)	<input type="checkbox"/>	<input type="checkbox"/>	\$
<b>Minimum investment balance \$25,000</b>			<b>\$1,000</b>
Bendigo Diversified Fixed Interest Fund (Direct Debit User ID 467038)	<input type="checkbox"/>	<input type="checkbox"/>	\$
<b>Minimum investment balance \$50,000</b>			<b>\$1,000</b>
Bendigo Defensive Wholesale Fund (Direct Debit User ID 393825)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Bendigo Conservative Wholesale Fund (Direct Debit User ID 329451)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Bendigo Balanced Wholesale Fund (Direct Debit User ID 329452)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Bendigo Growth Wholesale Fund (Direct Debit User ID 329453)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Bendigo High Growth Wholesale Fund (Direct Debit User ID 393826)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Bendigo Defensive Index Fund (Direct Debit User ID 393827)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Bendigo Conservative Index Fund (Direct Debit User ID 393828)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Bendigo Balanced Index Fund (Direct Debit User ID 393829)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Bendigo Growth Index Fund (Direct Debit User ID 393830)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Bendigo High Growth Index Fund (Direct Debit User ID 393831)	<input type="checkbox"/>	<input type="checkbox"/>	\$
Sandhurst IML Industrial Share Fund (Direct Debit User ID 329597)	<input type="checkbox"/>	<input type="checkbox"/>	\$
<b>Minimum investment balance \$500,000</b>			<b>\$1,000</b>
Sandhurst Strategic Income Fund – Class B units (Direct Debit User ID 448360)	<input type="checkbox"/>	<input type="checkbox"/>	\$

## Step 2. Investor details

Portfolio Number	Investor Name/s		
Registered Address	Suburb	State	Postcode
Phone number	Email		

### Foreign Accounts Tax Compliance Act (FATCA)

Are any individual applicants Citizens or Residents of the US for tax purposes?  No  Yes

**Each entity including a Trust, partnership or domestic company must complete this section.**

Is the entity created in the US, established under the laws of the US or a US taxpayer?  No  Yes

Are any 'controlling persons'<sup>^</sup> of an Entity Citizens or Residents of the US for tax purposes?  No  Yes

Is the entity a Financial Institution?  No  Yes

<sup>^</sup> For companies, trusts and partnerships a controlling person is an individual who is a shareholder, trustee, beneficiary, settlor or partner AND who owns 25% or more of the Entity, controls 25% or more of the voting rights including a power of veto, or holds the position of senior managing official of the Entity. For associations and co-operatives a controlling person is also an individual who is entitled to 25% or more of the assets of the Entity upon dissolution.

If yes – please complete and attach the Foreign Tax Details Form (OA761) available from your local Bendigo Bank branch or at [www.sandhursttrustees.com.au/forms](http://www.sandhursttrustees.com.au/forms)

### Common Reporting Standard (CRS) – Foreign Tax

Are any individual applicants residents of any country other than Australia or US for tax purposes?  No  Yes

**Each entity including a Trust, partnership or domestic company must complete this section.**

Is the entity created in any country other than Australia or US?  No  Yes

Is the entity a Passive Non-Financial Entity?  No  Yes

*Note: Sandhurst is required to collect information in compliance with Organisation for Economic Co-operation and Development CRS and FATCA which have been incorporated into Australian law through the Tax Administration Act. For definitions of Foreign Tax terminology, please refer to the Foreign Tax Glossary which is available from your local Bendigo Bank branch or at [www.sandhursttrustees.com.au/forms](http://www.sandhursttrustees.com.au/forms). If you are uncertain of your status you should seek specialist taxation advice.*

If yes – please complete and attach the Foreign Tax Details Form (OA761) available from your local Bendigo Bank branch or at [www.sandhursttrustees.com.au/forms](http://www.sandhursttrustees.com.au/forms)

## Step 3. Distribution of income

(Note: if no election is made distributions will be reinvested)

You hereby agree, authorise and direct Sandhurst to:

- Reinvest any and all income received from your investment in the New Fund and all income from all other future investments into the New Fund; **or**
- Deposit any and all income received from your investment in the New Fund to a nominated account with an Australian financial institution. Please complete the section below:

(Note: Distributions paid by deposit must be paid into an account in the investor's name. If a direct credit rejection occurs, distributions will be automatically reinvested.)

Financial institution	Branch address	
Account name	BSB	Account number

## Step 4. Regular savings plan - optional

If you have a regular savings plan for the Current Fund, do you wish to switch that existing regular savings plan to the New Fund?

Yes  No

**Note** – Switching your regular savings plan will mean you no longer have a regular savings plan for the Current Fund.

If you wish to have a regular savings plan for more than one Fund, or would like to create a new regular savings plan, please complete our Investment Contribution Form. The form is available from our website at [www.sandhursttrustees.com.au/forms](http://www.sandhursttrustees.com.au/forms).

## Step 5. Declaration and signatures

### General

- I/We wish to make a switch from the Current Fund/s and acknowledge that Sandhurst Trustees Limited ('Sandhurst') will redeem our existing units in the Current Fund/s at the next available redemption price and acknowledge that redeeming units may give rise to tax consequences.
- I/We wish to make a switch to the nominated new Fund/s as described in the respective current Product Disclosure Statement ('PDS') and agree to be bound by the provisions of this Form and the Constitution (as amended) for the Fund/s in which I/we invest.
- I/We have read, understood and confirm the Investor Acknowledgments below in this Switch Form.
- I/We declare that all details in this Form are true and correct.

### Privacy

I/We consent to providing Sandhurst and the Bendigo and Adelaide Bank Group with personal information and for Sandhurst and the Bendigo and Adelaide Bank Group to collect, use, disclose and store personal information in accordance with its privacy disclosure statement contained on page 4 in this Switch Form.

### Signatures

**YOUR REQUEST CANNOT PROCEED IF THIS SECTION IS NOT SIGNED**

#### Investor 1 / Organisation Signatory

Full customer name (given name, middle name/s, family name)

Signature (Individual or person authorised to sign on behalf of the organisation)

If signing on behalf of an organisation, please provide your title / position

Director  Company Secretary  Trustee  Attorney

Sole Director  Other, please specify:

Date

#### Investor 2 / Organisation Signatory

Full customer name (given name, middle name/s, family name)

Signature (Individual or person authorised to sign on behalf of the organisation)

If signing on behalf of an organisation, please provide your title / position

Director  Company Secretary  Trustee  Attorney

Sole Director  Other, please specify:

Date

- **In the case of corporate signatories, two directors or a director and a company secretary must sign unless you are a sole director and sole secretary.**
- **If signed under a power of attorney, a certified copy of the power of attorney must be provided (unless already provided to Sandhurst).**

**Please note: You may be entitled to a cooling-off period. Please refer to the relevant PDS for more information**

The information in this Form is collected by Sandhurst Trustees Limited.

You can return the completed form to:

**Funds Administration  
Sandhurst Trustees Limited  
GPO Box 4314**

**Melbourne Vic 3001;** or

Email: [managedfunds@sandhursttrustees.com.au](mailto:managedfunds@sandhursttrustees.com.au); or

Facsimile: 1800 835 800

**For all queries please contact our Customer Service Centre on 1800 634 969 from Monday to Friday 8.30am to 5.00pm Melbourne time.**

## Investor Acknowledgement

- I/We have received, in Australia, an electronic or paper copy of the relevant PDS for the Fund/s and any other important information that forms part of the PDS and have read and understood the PDS to which this Form relates.
- I/We agree that future transactions in each Fund will be made on the terms of the relevant and then current PDS and that the declarations and acknowledgements made in this Form will also apply to all such future transactions.
- I/We acknowledge that if I/we had an optional ongoing Advice Fee arrangement with my financial adviser from the Current Fund, that it will cease upon a full redemption from the Current Fund. If the switch is a partial redemption from the Current Fund, the ongoing Advice Fee arrangement from the Current Fund will still continue. An ongoing Advice Fee arrangement will not commence from the New Fund unless instructed by completing a new Advice Fee Form which is available from our website at [www.sandhursttrustees.com.au/forms](http://www.sandhursttrustees.com.au/forms).
- Distributions of income from the Fund/s will be automatically reinvested if I/we do not make a distribution of income election on this Form or if a direct credit rejection occurs in respect of my/our nominated account;
- I/We acknowledge that Sandhurst reserves the right to reject any switch or to allocate a lesser number of units than applied for.
- I/We understand the risks associated with an investment in the Fund/s as they are outlined in the relevant PDS.
- I/We acknowledge that where a new investment is requested using this Form, Sandhurst may request additional identification documentation as required by law and your account may not be opened (or transactions may be restricted) until certified copies of any requested identification documentation have been received.

- I/We declare that I/We have legal power to switch between the Funds, or where applicable, have authority to bind a company or organisation to the switch.
- I/We accept full responsibility for any transactions conducted on my/our account(s) by me/us and any Nominated Representative (authorised signatories) appointed by me/us.
- I/We declare that if signing under a Power of Attorney, I/We have legal power to switch between the Funds, and authority to bind, the individual, company or organisation to the switch and I/We have not received notice of revocation of that power.
- I/We acknowledge that an electronic copy of the Fund/s Annual report is available from Sandhurst's website at [www.sandhursttrustees.com.au/annual-reports](http://www.sandhursttrustees.com.au/annual-reports).
- I/We acknowledge that I/We may also elect to receive a hardcopy or electronic copy of the Fund/s Annual Report free of charge by contacting Sandhurst Trustees on 1800 634 969. If I/we do not make an election I/We will need to access the Annual Report online.
- I/We acknowledge that by providing Sandhurst with my/our email address, I/We consent to Sandhurst corresponding with me/us via email, where permitted by law, unless I/We notify Sandhurst otherwise.
- I/We acknowledge that subject to the Corporations Act 2001 (Cth) and the Fund/s Constitution, Sandhurst may redeem my/our investment at its discretion.
- I/We acknowledge that should my/our account fall below the minimum investment balance, Sandhurst reserves the right to redeem all of my/our units in the Fund at any time without the need for a withdrawal request from me/us.
- If my/our TFN/s or ABN was provided to Sandhurst previously, I/We authorise Sandhurst to apply the TFN or ABN to the New Fund or any future investments, unless I/We notify Sandhurst otherwise.
- I/We understand that if I/We have previously declined to provide my TFN/ABN to Sandhurst, I/We can provide it at any time by contacting Sandhurst or completing the 'change of details' form at [www.sandhursttrustees.com.au/forms](http://www.sandhursttrustees.com.au/forms).

### Electronic instructions

In respect of electronic instructions (including by online form, email or fax) you acknowledge, warrant and agree that Sandhurst:

- will determine at its absolute discretion whether it will reject or accept electronic instructions;
- is not responsible for any loss or delay that results from an electronic transmission not being received by Sandhurst;
- will only process electronic instructions if they are received in full and contain all the required information as determined by Sandhurst to validate the instructions;
- may require you to provide a duly executed hard copy of the instructions and/or further information necessary for Sandhurst to validate the instructions;
- will not accept a receipt confirmation from the sender's facsimile machine or computer as evidence of receipt of the instructions;
- will not compensate you for any losses relating to electronic instructions, unless required to do so by law; and
- does not take responsibility for any fraudulent or incorrectly completed electronic instructions.

To the maximum extent permitted by law, including in the event of fraud, you hereby irrevocably release Sandhurst from, and indemnify Sandhurst against, all losses and liabilities whatsoever arising from Sandhurst:

- acting in accordance with any instructions received electronically bearing your portfolio number and/or other information provided to validate the instructions; or
- declining to act on instructions for any reason including because it was unable to validate those instructions to the satisfaction of Sandhurst.

## Privacy disclosure statement

### 1. Collection of your personal information

Sandhurst Trustees Limited ('Sandhurst', 'us', 'we' or 'our') collects your personal information to assess your application, to provide you with the product or service that you have requested and to assess any future applications for products or services you may make to us or our related entities. Collection of some of this information is required by the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 Cth. If you provide incomplete or incorrect information we may be unable to provide you with the product or service you are applying for.

### 2. Collection of personal information about third parties

We may need to collect personal information about a third party from you as part of this application. If we do this, you agree you will advise that person that we have collected their information and that in most cases they can access and seek correction of the information we hold about them.

### 3. Use and disclosure of your personal information

We may use your personal information to perform our business functions (for example internal audit, operational risk, product development and planning). We may also use your personal information to confirm your details. We will treat your personal information as confidential and only disclose it to others where necessary. For example, we usually disclose your information to organisations to whom we outsource functions such as mailing and printing houses, IT providers, our agents and specialist advisers such as accountants and solicitors. Other disclosures usually include joint account holders, nominated representative, intermediaries and government authorities. Your information may also be disclosed to our related entities, our joint venture partners and Community Bank® companies where its confidentiality is maintained at all times.

### 4. Disclosure of personal information to overseas organisations

Some of the organisations we disclose your personal information to may be located overseas. Where an organisation is located overseas we will either take reasonable steps to ensure that it complies with Australian privacy laws or we will seek your consent to the disclosure.

### 5. Access to and correction of your personal information

In most cases you can gain access to and seek correction of your personal information. If you wish to do so, or if you have any queries about your information, please contact us on 1800 634 969.

### 6. Direct marketing

We may use your personal information to inform you about financial products and services that are related to those you have with us or other products and services we think you may be interested in. These may be products and services provided by us, our related entities or other entities we are associated with. If you do not wish to receive any marketing material from us please call us on 1800 634 969.

### 7. Privacy Policy

You should also read our Privacy Policy.

Our Privacy Policy contains information about:

- how you can access and seek correction of your personal information;
- how you can complain about a breach of the privacy laws by us and how we will deal with a complaint; and
- if we disclose personal information to overseas entities, and where practicable, which countries those recipients are located in.

Our Privacy Policy is available on our website [www.sandhursttrustees.com.au](http://www.sandhursttrustees.com.au) or by telephoning on 1800 634 969.