

# REQUEST FOR WITHDRAWAL

**Save time, apply online**  
 Requesting a withdrawal via the **Member Online** portal is quick and easy. Simply login via [ngssuper.com.au/MOL](http://ngssuper.com.au/MOL) and make your request.

**If you need help**

If you're unsure of your decision, consider obtaining professional advice. We offer single-issue advice limited to your NGS Super account at no cost:

- over the phone through our Financial Advice Helpline or
- through our **Customer Relationship Managers**.

Further, we offer low-cost tailored advice through NGS Financial Planning. To make an appointment phone us on **1300 133 177** or complete the **Financial planning enquiry form** on our website at [ngssuper.com.au/advice](http://ngssuper.com.au/advice)

Please send your completed form to:

**NGS Super**  
**GPO Box 4303**  
**MELBOURNE VIC 3001**

**Step 1. Complete your personal details** Please print in black or blue pen, in capital letters, one character per box.  A

NGS Member number	Title	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Given names		
<input type="text"/>		
Surname		
<input type="text"/>		
Personal email		
<input type="text"/>		
Residential address (must be provided)		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal address (if different to above)		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Daytime telephone		
<input type="text"/>		

**Step 2. Provide payment instructions**

Please note, if your account balance reduces to \$2,000 or less, we may choose to pay out your account balance as a lump sum and close your account.

Please pay the commutation as follows:

**Option 1: Pay as cash (select an option )** tax may be payable on cash payments

- A partial withdrawal of \$  before tax (if applicable)
- Please retain \$  in my NGS Income account and pay the remainder
- Full withdrawal (if available under the rules of the Fund)

I wish to have my withdrawal paid by (select an option ):

- Cheque
- or
- Electronic Funds Transfer (EFT)

Payments will be paid either by cheque (in the name of the account holder only) and sent to the address shown in Step 1, or by EFT to the account where your regular *Income account* payments are forwarded.

*Continued over*





### Step 3. Provide your investment options for your payment instructions

*This section to be completed by members requesting a partial withdrawal payment only*

Your withdrawal will normally be made in the same proportions as your selected investment options. However you may elect to have withdrawals made from specific nominated options:

Make my withdrawal in the same proportions as my account balance

or

Make my withdrawal from the following:

#### Pre-mixed options

	Payment amount
Moderate Growth — <i>default investment option</i>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Diversified	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
High Growth	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Balanced	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Defensive	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Socially Responsible Diversified	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Indexed Growth	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Retire Plus	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Shares Plus	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

#### Sector-specific options

Australian Shares	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
International Shares	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Infrastructure	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Property	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Diversified Bonds	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Cash & Term Deposits	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>TOTAL PAYMENT AMOUNT</b>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

#### Tailored option:

##### NGS Self-Managed Direct Investment Option (DIO)

If you wish to include in this withdrawal request some or all of your investment in the NGS Self-Managed DIO, you must first transfer these investments back into your NGS pre-mixed or sector-specific investments using your **Member Online** account at [ngssuper.com.au/MOL](http://ngssuper.com.au/MOL). Transferring money from NGS Self-Managed DIO may take some time to complete. Refer to the **NGS Self-Managed Guide** for details available at [ngssuper.com.au/PDS](http://ngssuper.com.au/PDS).

## Step 4. Attach proof of identity

For identification purposes, you **MUST** attach a certified copy of either your driver's licence or passport (or acceptable alternatives). You can have these documents certified by a number of people including either a full-time teacher or by a post office employee with more than two years' continuous service. For a full list of people who can certify documents and acceptable alternative documents, please visit [ngssuper.com.au/poi](http://ngssuper.com.au/poi). An example of how to certify documents is shown below.

I have attached a certified copy of the appropriate proof of identity.

Failure to provide appropriate proof of identification may result in delays in the processing of your payment(s).

### How to certify documents

After sighting the original and the copy and making sure both documents are identical, the certifier must include on EACH page:

- written or stamped 'certified true copy'
- signature and printed full name
- qualification (such as Justice of the Peace, Australia Post employee with more than 2 years' continuous service, etc.)
- date (the date of certification must be within the 12 months prior to our receipt).



← A clear copy of the document that identifies you (i.e. your driver's licence (**front and back**) or passport).  
← Certified true copy ← Write or stamp 'certified true copy' of the original document.  
← J. Sample ← The authorised person's signature.  
← Mr John Sample ← Full name, qualification and registration number (if applicable) of the authorised person.  
← Justice of Peace ← Date of certification (within 12 months of receipt by NGS).  
← Registration No.123456789  
← Date: 01/05/2021

### Verification

A verification of the certifying party may be performed. If a discrepancy arises, you may be requested to re-certify documentation.

### Important note

The information in this document is a guide only and we may request additional documentation prior to any payment.

## Step 5. Sign the form

By signing this form I acknowledge that:

- I have read and understood this form
- the information contained in this form will be handled by NGS Super to process my *Income account* withdrawal
- there may be a delay in payment if my details have changed
- under Tax Office regulations, I must keep a copy of this form for five (5) years from the date completed.

I consent to my personal information being collected, disclosed and used as described in the [Privacy Collection Statement](#).

Signature

Date   /   /

**Send your completed form together with your proof of identity to:**

**NGS Super**  
**GPO Box 4303**  
**MELBOURNE VIC 3001**

## Privacy Collection Statement

NGS Super Pty Limited ABN 46 003 491 487 of **Level 4, 14 Martin Place Sydney NSW 2000** collects personal information from you (or from third parties such as your employer or another super fund) to manage your NGS Super account, keep you informed, improve our products and services or take action on a matter you have contacted us about. If we don't have your personal information, we may not be able to perform these services. We may be authorised to collect your personal information by certain laws, including laws relating to superannuation, taxation and anti-money laundering/counter-terrorism financing.

We disclose personal information as required to manage the Fund, to service providers (including our administrator, our insurer and professional advisers), employers or parties required by law. Personal information may be accessed by service providers overseas, most likely by our administrator's processing centre in India. For any other offshore locations, details of how to access and change your personal information and the privacy complaints process, go to [ngssuper.com.au/pcs](http://ngssuper.com.au/pcs) and [ngssuper.com.au/privacy](http://ngssuper.com.au/privacy) or call us on **1300 133 177**.

## Complete the checklist

To enable your payment to be processed promptly, please ensure you have correctly completed this form before returning it to us.

Have you:

- provided your member details in **Step 1**?
- provided your payment instructions in **Step 2**?

If you are transferring to a Self Managed Super Fund in **Step 2 option 3**, have you provided:

- SMSF bank account statement?
- Electronic Service Address?
- signed and dated the form in **Step 5**?

### Completing proof of identity

- Have you attached the correct identification as outlined in **Step 4**?
- Is your identification current? If providing an Australian Passport, one that has expired within the last two years is acceptable.
- Is your document correctly certified? Ensure the certifier has included ALL of the following on each page:
  - Written or stamped 'certified true copy'
  - Signature and printed name
  - Date — the date MUST be within twelve months of the date we receive your completed form
  - Qualification (such as Justice of the Peace, Australia Post employee, etc)

Please refer to [ngssuper.com.au/poi](http://ngssuper.com.au/poi) for more details on how to certify a document and a list of valid certifiers.