



Switch request

CHECKLIST

- 1. Please complete details in BLOCK LETTERS. Done
 - 2. Please ensure the form is signed by the client or their authorised signatory. Done
 - 3. If the client has the fax transaction facility, this form can be faxed on 1800 780 081. Done
 - 4. If the client has opted out or not previously requested the fax transaction facility, mail this form to Summit Client Service GPO Box 2754, MELBOURNE VIC 3001. Done
 - 5. To avoid duplicate transactions, please indicate whether this form has been faxed to us. Done
- Has not been faxed Has been faxed Date faxed

Please complete all sections of this form before submitting. Incomplete requests will require follow up and are likely to result in processing delays.

INSTRUCTIONS

Complete this form if you wish to make an investment switch on your portfolio.

STEP 1: CLIENT DETAILS

Complete the full name of the client in which the investment is held including client reference number.

STEP 2: INVESTMENT SWITCH

You can switch a minimum of \$1,000 between investment options, subject to maintaining a minimum balance of \$1,000 per investment option.

Generally switches are processed simultaneously. Switches involving direct securities will not be processed concurrently, as the sale must be confirmed prior to the purchase commencing.

If you have a negative cash balance, the switch will return your cash balance to the minimum required. An actual negative cash balance will be charged interest for the days the account is in a negative position.

Note: If you are selling more than 95 per cent of a particular investment(s), that investment(s) will be sold in full.

If you choose to sell all or any particular investment option, you may also have to update your standing instructions.

If an investment sold in full exists within standing purchase/sell instructions, and no new instructions are received, the investment sold will be replaced with the AXA Wholesale Cash Management Trust in the standing purchase instructions and the standing sell instructions will be cancelled.

STEP 3: DECLARATION

The declaration must be signed by either you or your Authorised Representative.

STEP 1: CLIENT DETAILS

Client name

Client reference number (eg 0013102-D2-01)

STEP 2: INVESTMENT SWITCH

Managed fund sales

For long period redemption funds, delays in confirmation processing should be expected. This may lead to your cash account falling negative, resulting in interest charges on the negative amount. Refer to the investment options product disclosure statement for more detail on the redemption period.

Investment name	Product no.	Value \$	Full sell
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	\$ <input style="width: 80%; height: 20px;" type="text"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	\$ <input style="width: 80%; height: 20px;" type="text"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	\$ <input style="width: 80%; height: 20px;" type="text"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	\$ <input style="width: 80%; height: 20px;" type="text"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	\$ <input style="width: 80%; height: 20px;" type="text"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	\$ <input style="width: 80%; height: 20px;" type="text"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	\$ <input style="width: 80%; height: 20px;" type="text"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	\$ <input style="width: 80%; height: 20px;" type="text"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	\$ <input style="width: 80%; height: 20px;" type="text"/>	<input type="checkbox"/>

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Switch request

Investment name	Product no.	Value \$	Full sell
		\$	<input type="checkbox"/>
		\$	<input type="checkbox"/>
		\$	<input type="checkbox"/>
		\$	<input type="checkbox"/>
		\$	<input type="checkbox"/>
		\$	<input type="checkbox"/>
		Total	\$

Managed fund purchases

Managed fund purchases must be in percentage (%). If instructions are not provided in percentages, there may be delays in transactions while clarification is sought.

Use all of my available cash to invest via the purchase instructions below.

Investment name	Product no.	Total investment %
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
		%
Total		100%

Please note: If you have nominated funds to be retained in cash, the funds will be automatically invested as per any standing purchase instructions. If you have standing purchase instructions please choose one of the following:

- Please invest as per my standing instructions
- Cancel my standing purchase instructions
- Change my standing purchase Instructions (You will need to complete the 'Summit Plan Alteration Form').
- I wish to temporarily disable my standing purchase instructions. (Note: Maximum of 4 weeks allowed from the date of disabling standing purchases. The standing purchases will then be re-enabled.)

If no selection is made and you hold a standing purchase instruction, all cash will be invested as per standing instruction.

Client name

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Client reference number (eg 0013102-D2-01)

Switch request

Listed securities

1. Unless otherwise instructed, share trades will be placed at market prices.
2. Share trade instructions received up to 2 pm on any business day will be actioned that day. Instructions received after 2 pm may be actioned the following day.
3. Processing delays may be experienced if switches include the sale of listed securities with a limit price.

Sale of shares

ASX code	Company name	Value	Number of shares	Price limit per share	Full sell
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>
Total		\$ <input type="text"/>			

Purchase of shares

The following portfolio restrictions apply to members of Summit Personal Super and Personal Pension plans at the time of purchase:

- direct securities must be in the S&P/ASX 300
- hybrid securities must be attached to a listed share in the S&P/ASX 300
- Initial Public Offerings (IPOs) for listed shares or equivalent securities, which meet N.M. Super's eligibility requirements
- all fixed interest securities with a minimum Standard & Poor's rating of BBB
- all listed property trusts, all listed investment companies, all exchange traded funds (ETFs) and all exchange traded commodities (ETCs) are available for investment.

Refer to the fund's product disclosure document for further information.

ASX code	Company name	Value	Number of shares	Price limit per share*
<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"/>
<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"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>

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* If share price is not nominated, trades will be placed at market price.

Client name

 - -

Client reference number (eg 0013102-D2-01)

Switch request

ASX code	Company name	Value	Number of shares	Price limit per share *
<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"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Total		\$ <input type="text"/>		

Summit's default broker for executing trades is Australian Investment Exchange (Ausix). Alternatively, you can have your trades executed by any broker on the Summit panel of brokers, if your shares are held in custody. Shares can only be held in your name through your Money Master account.

How do you want to hold and execute your shares? (Please tick)

- Custodial holding – Ausix (Default)
- Custodial holding – panel broker
Nominate broker
- Individual holding – adviser to execute > Ausix account number (existing client)
- Individual holding – NMMT to execute > Ausix account number (existing client)

Note: If you intend to hold securities in your own name (Individual holding) you will need to complete the Ausix New Client form and the Summit Direct Credit of Dividends form, both of which are available from your financial adviser.

Listed securities purchase/sales cost

When purchasing listed securities, additional costs (that are not costs imposed by the approved trustee) will be incurred. These costs, which include brokerage, will be directly debited from your account or Summit individual holding. The cost per transaction varies between brokers and is subject to change.

Term deposits

You can select from one or more of the listed term deposit providers.

Term deposit information:

- The minimum term deposit amount is \$5,000 per provider
- When you do not elect to reinvest principal and/or interest, proceeds from maturing term deposits will be paid into the cash account and invested in line with any existing standing instructions. If the standing instructions are not to apply to a maturing term deposit, you will need to submit alternative standing instructions for the portfolio prior to the maturity date.
- If reinvestment is selected, we will continue to reinvest per your original instruction until otherwise notified. The interest rate at the point of reinvestment may differ from the original rate.

Please select the provider, amount, term, interest payment frequency, reinvest option and Government guarantee (if applicable).

Adelaide Bank Government guaranteed term deposit (Please tick for Government guarantee) \$ amount of term deposit guaranteed

Amount (\$5,000 minimum)	Term (30, 90, 180 days or less than 1 year)	Interest payment frequency (at maturity only)	Reinvest principal only <input type="checkbox"/>	OR	Reinvest principal and interest <input type="checkbox"/>
<input type="text"/>	<input type="text"/>				
Amount (\$5,000 minimum)	Term greater than 1 year and up to 5 years	Interest payment frequency (M, Q, 1/2 year, yearly or at maturity)	Reinvest principal only <input type="checkbox"/>	OR	Reinvest principal and interest <input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>			

* If share price is not nominated, trades will be placed at market price.

Client name

- -
Client reference number (eg 0013102-D2-01)

Switch request

ANZ

Government guaranteed term deposit
(Please tick for Government guarantee)

\$ amount of term deposit guaranteed

Amount (\$5,000 minimum) Term (30, 90, 180 days or 1, 2, 3, 4, 5 years)

Interest payment frequency
(at maturity or yearly for terms greater than 1 year)

Reinvest principal only **OR** Reinvest principal and interest

Westpac

- The Government guarantee is currently unavailable to superannuation and pension members for Westpac term deposits.
- For Summit IDPS (non-super) investors, the Government guarantee will automatically apply without charge for the first \$1 million. The Government guarantee is not currently available for amounts over \$1 million.

Amount (\$5,000 minimum) Term (30, 90, 180 days or 1, 2 years)

Interest payment frequency
(at maturity or yearly for terms greater than 1 year)

Reinvest principal only **OR** Reinvest principal and interest

Please note: Proceeds from maturing term deposits will be paid into the cash account and invested in line with any existing standing instructions. If the standing instructions are not to apply to a maturing term deposit, you will need to review the standing instructions on the portfolio prior to the maturity date.

STEP 3: DECLARATION

I/We acknowledge that neither NMMT Limited, nor any other member of the Global AXA Group guarantee the performance of the investments that have been chosen, and do not express any opinion as to the appropriateness of any particular investment in the circumstances of any particular member.

I/We acknowledge that where I/we have invested in a illiquid investment option, any withdrawal or transfer which required the sale of all or part of this investment may be processed in a period larger than 30 days.

I/We confirm that I/we relied on my/our own investigations and the advice of my/our financial adviser in choosing the investments. I/We have also been provided with current product disclosure statements and any supplementary information on the underlying investment recommendations and a written recommendation from my/our financial adviser. I/We therefore ask that Summit action these investment instructions.

/ /

Client one signature

Date

/ /

Client two signature

Date

Financial adviser use only

- B A -

Adviser name

Adviser number

- -

Client name

Client reference number (eg 0013102-D2-01)