



# Ad hoc contribution advice

## CHECKLIST

- 1. When completing the form, please use a BLACK PEN.  Done
  - 2. Print within the boxes in clear BLOCK LETTERS.  Done
  - 3. Please ensure the form is signed by the client or their authorised signatory.  Done
  - 4. If the client has the fax transaction facility, this form can be faxed to 1800 780 081.  Done
  - 5. If the client has opted out or not previously requested the fax transaction facility, mail this form to Summit Service, GPO Box 2754, MELBOURNE VIC 3001.  Done
  - 6. To avoid duplicate transactions, please indicate whether this form has already 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

### STEP 1: YOUR CLIENT DETAILS

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

### STEP 2: TYPE OF TRANSACTION

Nominate the type of transaction you wish to conduct. On this form you can only make a contribution by cheque (Summit will also accept contributions by direct debit, BPAY, and electronic funds transfer).

If you have standing purchase instructions, all contributions will be invested according to these instructions unless otherwise specified.

If you wish to provide investment instructions for this contribution you must provide these instructions in Section 5 Investment purchase with the contribution instruction.

### STEP 3: INVESTMENT AMOUNT

Nominate the total deposit amount of your investment.

### STEP 4: TYPE OF CONTRIBUTION (superannuation clients only)

Indicate the type or source of your contribution.

### STEP 5: INVESTMENT PURCHASE

Complete this section if you would like to nominate unique investment instructions for the funds attached.

Minimum purchase is \$1,000 per transaction, subject to a minimum of \$1,000 for assets not currently invested in and \$100 for assets you are currently invested in.

If the amount available for purchase is less than your investment instruction, we will apportion the purchase instruction in accordance with the adjusted invested amount.

Refer to the Summit Investment Menu Part B Product Disclosure Statement (PDS) for current details of the investments available to you.

### STEP 6: DECLARATION

The declaration must be signed either by the client or their Authorised Representative.

Once completed, please send this form to:

Summit Service  
GPO Box 2754  
MELBOURNE VIC 3001

### STEP 1: YOUR CLIENT DETAILS

Client name

Client reference number (eg 0013102-D9-01)

### STEP 2: TYPE OF TRANSACTION

- Contribution
- Contribution with investment instructions

### STEP 3: INVESTMENT AMOUNT

Amount deposited by cheque

# Ad hoc contribution advice

□□□□□□□□ - □□ - □□

Client reference number (eg 0013102-D2-01)

## STEP 4: TYPE OF CONTRIBUTION (required for superannuation only)

Total		Components		
Personal contributions *	\$ <input type="text"/>			
Employer contributions	\$ <input type="text"/>	=	\$ <input type="text"/>	\$ <input type="text"/>
			Superannuation Guarantee contribution	Salary sacrifice
Spouse contributions	\$ <input type="text"/>			Employer additional
Other family and friends contributions	\$ <input type="text"/>			
<b>Total amount to invest</b>	\$ <input type="text"/>			

*This amount cannot be claimed as a tax deduction.*

\* If you intend to claim a tax deduction for personal superannuation contributions, you must provide the trustee valid notice of your intent to claim the deduction which will be sent to you at the end of each financial year. If the trustee does not receive a valid notice, all personal contributions will be allocated as non-concessional. The trustee is required to acknowledge receipt of the notice and you must have this acknowledgement before you claim a tax deduction.

# Ad hoc contribution advice

-   -

Client reference number (eg 0013102-D2-01)

## STEP 5: INVESTMENT PURCHASE

### Investment option purchases

Your cash account cannot be nominated as an investment to purchase.

Security name	Product no.	\$ value
<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"/>
<b>Total</b>		<b>\$ <input type="text"/></b>

### Listed security purchases

Note:

1. Unless otherwise instructed, share trades will be placed at market prices.
2. Share trade instructions received up to 2.00 pm on any business day will be actioned that day. Instructions received after 2.00 pm may be actioned the following day.

### The following portfolio restrictions apply to members of Summit Superannuation 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 NM 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 statement for further information.

ASX code	Security 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"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<b>Total</b>		<b>\$ <input type="text"/></b>		

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 the name of the individuals in the Summit account.

# Ad hoc contribution advice

-   -

Client reference number (eg 0013102-D2-01)

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

- Custodian holding – Ausiex (Default)
- Custodian holding – panel broker
- Individual holding – adviser to execute (Summit Money Master only)
- Individual holding – NMMT to execute (Summit Money Master only)

Nominate a broker

Ausiex account number (existing client)

Ausiex account number (existing client)

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

### Listed securities purchases/sales cost

When purchasing listed securities, additional costs (that are not costs imposed by Summit) 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 and reinvest option (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 **OR** Reinvest principal and interest

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 **OR** Reinvest principal and interest

#### 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

