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PENSION DOCUMENTS TO:

- COMMENCE a new account-based pension ('ABP') or transition to retirement income stream ('TRIS'); and/or

- FULLY OR PARTIALLY COMMUTE an ABP or TRIS (includes option of cashing lump sum asset(s) in specie) (includes full/partial commutation of multiple pensions to comply with the transfer balance cap); and/or

- CONVERT an existing **TRIS to an ABP**

Firm ordering (if applicable):	
Person ordering:	
Street address:	
Postal address (if different):	
Phone:	Email:
Tick here ☐ if we are to invoice the fund's trustee (otherwise, our invoice will be made out to the person ordering).	
Documents will be delivered by email as PDF files	Tick here ☐ for hardcopy delivery (fee applies)

NAME OF FUND

Name of SMSF:

COMPANY TRUSTEE

Company name:	
ACN:	
Registered office:	

Full names of all directors:

T1		T2	
T3		T4	

OR, INDIVIDUAL TRUSTEES

T1	Full name:	
	Street address:	
T2	Full name:	
	Street address:	
T3	Full name:	
	Street address:	
T4	Full name:	
	Street address:	

MEMBER (*Please only enter the member who is having a pension commenced, commuted or converted. we do not need to know any of the other members*)
M1 - Full name:
Street address:

TYPE OF PENSION DOCUMENTS	
I want to…	
- commence a **new ABP or TRIS**	➔ *complete box A*
- **fully or partially commute an ABP or a TRIS** (includes option of cashing lump sum asset(s) in specie)	➔ *complete box B*
- **convert** an existing **TRIS to an ABP**	➔ *complete box C*
Please also note the important information section on the final page of this order form.	

Please complete one or more boxes (A, B or C) below.

BOX A — NEW PENSION COMMENCEMENT (ABP or TRIS)	
A1. What type of pension is being commenced?	☐ ABP *or* ☐ TRIS
Note: you do not need to tell us what day the pension commences. This date is left blank for the client to fill in before completing the documents.	
A2. What is the starting capital supporting the pension ('Total Sum')?	*Choose one option only*: 1. The Total Sum is the following percentage of my total accumulation interest in the fund (eg, 50%, 100%, etc): _ _ _ _ _ (insert %) *or* 2. The Total Sum is the following dollar amount (eg, $400,000): _ _ _ _ _ (insert $)
A3. What are the taxable and tax free components at the commencement of the pension?	*Choose one option only:* 1. ☐ Not sure. The proportion of the taxable and the tax free components in the Total Sum will be recorded as soon as they are ascertained *or*
	2. The Total Sum is comprised of the following components (insert $ amounts below): Taxable component: _ _ _ _ _ _ _ Tax free component: _ _ _ _ _ _ _
A4. Is there a reversionary beneficiary who should automatically receive the pension on the Member's death?	*Choose one option only*: 1. ☐ No, there is no reversionary beneficiary *or* 2. Yes, the reversionary beneficiary is: _

OR

<table>
<tr><td colspan="2">BOX B — FULLY OR PARTIALLY COMMUTE AN ABP OR A TRIS
(includes option to fully/partially commute multiple pensions to comply with transfer balance cap)
(includes option of cashing lump sum asset(s) in specie)</td></tr>
<tr>
<td>B1. What type of pension is being commuted?[1]</td>
<td>☐ ABP
or
☐ TRIS

Ignore this question if commuting multiple pensions to comply with transfer balance cap</td>
</tr>
<tr>
<td>B2. What date did the existing pension being commuted commence?</td>
<td>Insert date: _ _ _ _ _ _ _ _ _ _ _
or
Not sure: ☐

Ignore this question if commuting multiple pensions to comply with transfer balance cap</td>
</tr>
<tr>
<td>B3. What type of commutation is occurring?</td>
<td>☐ Full commutation
or
☐ Partial commutation

Ignore this question if commuting multiple pensions to comply with transfer balance cap</td>
</tr>
<tr>
<td colspan="2">Note: you do not need to tell us what day the pension is commuted. This date is left blank for the client to fill in before completing the documents.</td>
</tr>
<tr>
<td>B4. What is the amount being commuted ('Commutation Amount')?</td>
<td>Choose one option only:

1. The Commutation Amount is the following dollar amount (eg, $400,000):
or
    _ _ _ _ _ _ _ _ _ _ _ _ (insert $)

2. The Commutation Amount is the following percentage of the pension capital (must be 100% for full commutation):

or
    _ _ _ _ _ _ _ _ _ _ _ _ (insert %)</td>
</tr>
</table>

3. ☐ The Commutation Amount is the amount required so that the total remaining pension capital for the member's total pension interest(s) in all relevant superannuation funds is equal to $1.6 million or the member's applicable personal transfer balance cap that applies from time to time

(*The goal of this is to bring a member's pension(s) to their personal transfer balance cap*)

IF MULTIPLE PENSIONS ARE BEING COMMUTED (EG, TO COMPLY WITH TRANSFER BALANCE CAP):

List below the Pension or Pensions being commuted, and if more than one, in the order of priority in which the commutations occur until the commutation amount is satisfied.

Order of priority of commutation	Type (specify either ABP or TRIS)	Unique Pension identifier (eg, name, reference code, number, commencement date, etc)
1st		
2nd		
3rd		
4th		
5th		
6th		
7th		
8th		
9th		
10th		

Attach a sheet if further rows are needed. If no pension or pensions are specifically listed in the table above, the default order of commutation below applies.

Default order:

If no order of commutation is specified in this schedule, Pensions are commuted in the following order to satisfy the commutation amount:

First the pension with the highest taxable component (as a percentage of the total balance on commencement of the relevant pension) when drawn down upon ('Taxable Component Percentage').

Then the pension with the second highest Taxable Component Percentage when drawn down upon, and so on until the commutation amount is satisfied.

If there are pensions with equal Taxable Component Percentages, the pension commenced earlier is commuted earlier in the order of priority.

or

	4. The Commutation Amount is the value of the exact asset(s) listed below (at the time of commutation). Specify full description of asset(s): _ Please attach a separate sheet if you need more space.
B5. What will occur with the Commutation Amount?	☐ Rolled back into accumulation *or* ☐ Cashed as a lump sum[2]
B6. Where applicable, will any lump sum payment cashed from the Commutation Amount be satisfied wholly or partially by the in-specie transfer of an asset(s)?[3]	*Choose one option only:* 1. ☐ Not applicable — the Commutation Amount is not cashed, it is rolled back into accumulation *or* 2. ☐ No — the Commutation Amount will be paid out in cash *or* 3. ☐ Yes, there is an in-specie transfer of an asset(s). A detailed description of the asset(s) will be confirmed by trustee, or if it is known now, it is specified below (if the asset(s) are the same as those specified earlier (question B4), please write 'same as assets specified at question B4'): Specify full description of asset(s) if known: _ Please attach a separate sheet if you need more space.

1. Other types of pensions such as allocated pensions, market linked pensions and defined benefit pensions require different documentation.

2. Commutation of a TRIS to a lump sum that is cashed (ie, removed from the superannuation system) requires unrestricted non-preserved benefits. We take it that the client has received superannuation advice from an appropriately qualified professional. DBA Lawyers can provide superannuation law advice if it is specifically requested.

3. Where applicable, you may need to arrange any other documents separately, ie, transfer or conveyancing documents. DBA Lawyers assumes you are separately arranging this.

OR

BOX C — Convert an existing TRIS to an ABP	
C1. What date did the existing TRIS commence?	Insert date: _ *or* Not sure: ☐
Note: The date of conversion from TRIS to ABP is left blank for the client to fill in before completing the documents.	

SPECIAL INSTRUCTIONS

Note that DBA is not licensed to provide financial product advice under the *Corporations Act 2001* (Cth).

IMPORTANT INFORMATION

If you leave out instructions when completing this form, we will leave that part of the schedule blank and issue the documents for you to complete those aspects before signing.

We will assume that the fund's governing rules and existing pension documents (where applicable) have the relevant powers and features to support the new pension, commutation or conversion as relevant. Please contact us if you want us to review the most recent governing rules and pension documents.