



Client Services contact details

Phone: Aus: 02 8456 0230 | New Zealand: 0800 894 131

Send your form by email:

btfunds\_transactions@unitregistry.com.au

Email enquiries:

btfunds@unitregistry.com.au

# Switch Form

## BT Investment Funds

## BT Classic Investment Funds

Use this form if you are an existing investor and wish to switch your investment between the Funds.

Please complete all sections in BLOCK letters and using a black pen. If you make an error while completing this form, do not use correction fluid, cross out your mistake and initial your changes.

### HOW TO COMPLETE THIS FORM

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**Step 1** Read and ensure you understand the **Product Disclosure Statement (PDS)** for the BT Investment Funds or BT Classic Investment Funds for the Fund you are switching into.

**NOTE: BT Classic Investment Funds are closed to new investors. Only investors who hold units in one of the BT Classic Investment Funds are able to make additional investments into these Funds.**

**NOTE: New Zealand investors are unable to make switch requests.**

The PDS's are available at [bt.com.au/personal/help/pds](http://bt.com.au/personal/help/pds). If you are unable to access the link or print the document, contact us on (02) 8456 0230 within Australia, or 0800 894 131 within New Zealand.

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**Step 2** Please ensure you have completed the following:

- written your account number and account name as it appears on the latest statement in **section 1**
- all questions in Section A: DDO Obligations
- entered your switch details, including the dollar or unit value you wish to switch to
- ticked the 'Existing instructions' box (if applicable) in **section 4**
- signed the form as per the 'Signing instructions' in **section 5**

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**Step 3** Send your documents to us.

You can return your forms by post or email according to the details below:

**Scan and email\* to:** [btfunds\\_transactions@unitregistry.com.au](mailto:btfunds_transactions@unitregistry.com.au)

\*Please include your account number in the subject line of your email.

**Send by post:**

BT Funds  
GPO Box 804  
Melbourne VIC 3001

### IMPORTANT INFORMATION

- **New Zealand investors are unable to make switch requests.**
- You must have read the PDS before completing this application form.
- All words and phrases used in this application form have the same meaning, if any, given to them in the PDS.
- Please ensure all relevant fields are completed. If you do not complete all relevant sections your application may be rejected and returned to you for completion, resulting in a delay in processing your application.
- If you have any questions as you complete this form, please refer to the FAQs of this form, or contact us on (02) 8456 0230.

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The Responsible Entities for the Funds offered through BT Investment Funds and BT Classic Investment Funds are BT Funds Management No. 2 Limited ABN 22 000 727 659, AFSL 233720 and Westpac Financial Services Limited ABN 20 000 241 127, AFSL 233716. The information collected on this form is governed by the BT Privacy Policy which is available on [bt.com.au](http://bt.com.au).

## Section A: DDO Obligations

The following questions may assist BT Funds Management No2 Limited and/or Westpac Financial Services Limited in meeting its regulatory obligations by determining whether this financial product is being offered to the stated target market.

The below only needs to be answered where you are a direct [retail] investor (i.e. does not apply to Indirect or intermediated investments such as those made by platforms, custodians, etc).

### Was this investment made based on personal advice received from you financial adviser?

Yes - please ensure the details of your financial adviser are completed in Section B

No - please complete the questions below:

### A. What is your primary investment objective in relation to this investment? (select only one option)

**Capital growth** (you seek to invest in a product designed or expected to generate capital return over the investment timeframe. You prefer exposure to growth assets (such as shares or property) or otherwise seeks an investment return above the current inflation rate).

**Capital preservation** (you seek to invest in a product designed or expected to have low volatility and minimise capital loss. You prefer exposure to defensive assets that are generally lower in risk and less volatile than growth investments (this may include cash or fixed income securities).

**Income distribution** (you seek to invest in a product designed or expected to distribute regular and/or tax-effective income. You prefer exposure to income-generated assets (this may include high dividend-yielding equities, fixed income securities and money market instruments)).

### B. What is your investment timeframe in relation to this investment? (select only one option)

Up to and including 2 years (i.e. Short term)

More than 2 years but less than 5 years (i.e. Medium term)

Equal to 5 years but less than 7 years (i.e. Medium to long term)

Equal to 7 years or more (i.e. Long term)

### C. Under normal circumstances, within what period do you expect to be able to access your funds for this investment? (select only one option)

Within one week

Within one month

Within three months

Within one year

More than one year

**D. In relation to this investment, which investment risk and return profile best describes you? (select only one option)**

**Low risk and return:** You are looking for an investment that is low risk in nature (e.g. you have the ability to tolerate up to 1 negative return over a 20-year period and you are comfortable with a low target return from this investment).

**Medium risk and return:** You are looking for an investment that is moderate or medium risk in nature (e.g. you have the ability to tolerate up to 4 negative returns over a 20-year period and you are comfortable with a moderate target return from this investment).

**High risk and return:** You are looking for an investment that is higher risk in nature (e.g. you have the ability to tolerate up to 6 negative returns over a 20-year period in order to achieve a higher target return from this investment).

**Very high risk and return:** You are looking for an investment that is very high risk in nature (e.g. you have the ability to tolerate 6 or more negative returns over a 20-year period as you are seeking to maximise returns and you can accept higher potential losses).

**Extremely high risk and return:** You are looking for an investment that is extremely high risk in nature (e.g. you have the ability to accept significant volatility and losses as you are seeking to obtain accelerated returns (potentially in a short timeframe)).

**E. What percentage of your total investable assets are you directing to this fund - that is the total assets you have available for investment, excluding your residential home? (select only one option for each Fund you'd like to invest in below)**

Fund	APIR	Intended product use (% of investable assets)
<b>BT Investment Funds</b>		
BT Future Goals Fund	BTA0044AU	<input type="checkbox"/> Solution/Standalone (up to 100%) <input type="checkbox"/> Major allocation (up to 75%) <input type="checkbox"/> Core component (up to 50%) <input type="checkbox"/> Minor allocation (up to 25%) <input type="checkbox"/> Satellite allocation (up to 10%)
BT International Fund	BTA0024AU	<input type="checkbox"/> Solution/Standalone (up to 100%) <input type="checkbox"/> Major allocation (up to 75%) <input type="checkbox"/> Core component (up to 50%) <input type="checkbox"/> Minor allocation (up to 25%) <input type="checkbox"/> Satellite allocation (up to 10%)
BT American Share Fund	BTA0023AU	<input type="checkbox"/> Solution/Standalone (up to 100%) <input type="checkbox"/> Major allocation (up to 75%) <input type="checkbox"/> Core component (up to 50%) <input type="checkbox"/> Minor allocation (up to 25%) <input type="checkbox"/> Satellite allocation (up to 10%)
BT Asian Share Fund	BTA0026AU	<input type="checkbox"/> Solution/Standalone (up to 100%) <input type="checkbox"/> Major allocation (up to 75%) <input type="checkbox"/> Core component (up to 50%) <input type="checkbox"/> Minor allocation (up to 25%) <input type="checkbox"/> Satellite allocation (up to 10%)
BT European Share Fund	BTA0025AU	<input type="checkbox"/> Solution/Standalone (up to 100%) <input type="checkbox"/> Major allocation (up to 75%) <input type="checkbox"/> Core component (up to 50%) <input type="checkbox"/> Minor allocation (up to 25%) <input type="checkbox"/> Satellite allocation (up to 10%)
BT Technology Fund	BTA0127AU	<input type="checkbox"/> Solution/Standalone (up to 100%) <input type="checkbox"/> Major allocation (up to 75%) <input type="checkbox"/> Core component (up to 50%) <input type="checkbox"/> Minor allocation (up to 25%) <input type="checkbox"/> Satellite allocation (up to 10%)

BT Investment Funds		
BT Property Securities Fund	BTA0051AU	<input type="checkbox"/> Solution/Standalone (up to 100%) <input type="checkbox"/> Major allocation (up to 75%) <input type="checkbox"/> Core component (up to 50%) <input type="checkbox"/> Minor allocation (up to 25%) <input type="checkbox"/> Satellite allocation (up to 10%)
BT Wellington Global Opportunistic Value Fund	WFS0092AU	<input type="checkbox"/> Solution/Standalone (up to 100%) <input type="checkbox"/> Major allocation (up to 75%) <input type="checkbox"/> Core component (up to 50%) <input type="checkbox"/> Minor allocation (up to 25%) <input type="checkbox"/> Satellite allocation (up to 10%)
BT Australian Share Fund	BTA0021AU	<input type="checkbox"/> Solution/Standalone (up to 100%) <input type="checkbox"/> Major allocation (up to 75%) <input type="checkbox"/> Core component (up to 50%) <input type="checkbox"/> Minor allocation (up to 25%) <input type="checkbox"/> Satellite allocation (up to 10%)
BT Smaller Companies Fund	RFA0012AU	<input type="checkbox"/> Solution/Standalone (up to 100%) <input type="checkbox"/> Major allocation (up to 75%) <input type="checkbox"/> Core component (up to 50%) <input type="checkbox"/> Minor allocation (up to 25%) <input type="checkbox"/> Satellite allocation (up to 10%)
BT Imputation Fund	RFA0019AU	<input type="checkbox"/> Solution/Standalone (up to 100%) <input type="checkbox"/> Major allocation (up to 75%) <input type="checkbox"/> Core component (up to 50%) <input type="checkbox"/> Minor allocation (up to 25%) <input type="checkbox"/> Satellite allocation (up to 10%)
BT Classic Investment Funds		
Please note: You do not need to complete Section A if you are investing into one of the BT Classic Investment Funds		

**Note:** Acceptance of your application should not be taken as a representation or confirmation that an investment in the fund is, or is likely to be, consistent with your intentions, objectives and needs as indicated in your responses to these questions.

## Section B: Financial Adviser Details

**Notice to financial adviser:** by completing this section of the application form, you are confirming that you hold a current Australian Financial Services Licence (AFSL), or are otherwise authorised to advise on and arrange this product.

### Details

AFSL holder name

AFSL number

Adviser name

Adviser email address

Adviser code or Authorised representative number

ABN

Property/building name

Unit

Street number

Street name

Suburb

State

Postcode

Country

Phone

Mobile

### Performance of investor identification & verification procedures

Please indicate below whether client identification and verification procedures have been performed.

No - I have not performed the applicable customer identification procedure on this investor.

Yes - I have completed the applicable customer identification procedure on this investor.

### Financial adviser declaration

**Notice to financial adviser:** please note that reliance on the KYC performed by the financial adviser is only acceptable if all the criteria below is met.

I hold an AFSL in my own name or have been appointed as an authorised representative by the licensee.

I am a reporting entity for AML/CTF purposes.

The issuer has reasonable grounds to believe that it is appropriate to rely on the KYC procedure I have undertaken.

I have attached original certified copies of the ID documents to this form

AFSL full legal entity name

AFSL number

Please print full name

Signature

Date (DD/MM/YY)

## 1. INVESTOR DETAILS

Account number

<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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Account name

## 2. SWITCH FROM

Please select the Fund and specify the number of units or dollar amount you wish to switch. If you wish to switch your entire unit holding, please tick the box provided next to the applicable Fund(s).

Note, minimum balances apply. Please refer to the Fund's product disclosure statement. If your switch request will cause your balance in a Fund to be lower than the minimum we will contact you as we will be unable to process your request.

Fund Name	APIR code	Dollar amount to be switched \$AUD	Number of units to be switched	Full switch (X)
<b>BT Investment Funds</b>				
BT Australian Share Fund	BTA0021AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
BT Property Securities Fund	BTA0051AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
BT Future Goals Fund	BTA0044AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
BT International Fund	BTA0024AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
BT Smaller Companies Fund	RFA0012AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
BT Asian Share Fund	BTA0026AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
BT Imputation Fund	RFA0019AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
BT European Share Fund	BTA0025AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
BT American Share Fund	BTA0023AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
BT Technology Fund	BTA0127AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
BT Wellington Global Opportunistic Value Fund	WFS0092AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<b>BT Classic Investment Funds</b>				
BT Active Balanced - NEF	RFA0021AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
BT Balanced Returns Fund	BTA0043AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
BT Core Australian Share Fund	RFA0011AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
BT Natural Resources Fund	RFA0013AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
BT Split Growth Fund	BTA0012AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
BT Tax Effective Income Fund - NEF	RFA0023AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

NOTE: Where you request a full switch from any of the BT Classic Investment Funds, you will not be able to make a new application for units into the relevant BT Classic Investment Fund after the full switch has been completed.

### 3. SWITCH TO

Please specify the Fund you wish to switch to and specify the number of units or dollar amount to be invested in each Fund. Minimum balances may apply for each Fund.

Fund Name	APIR code	Number of units to be switched	Dollar amount to be switched \$AUD	Distribution option*	
				Reinvest	Paid to nominated bank account**
<b>BT Investment Funds</b>					
BT Australian Share Fund	BTA0021AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
BT Property Securities Fund	BTA0051AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
BT Future Goals Fund	BTA0044AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
BT International Fund	BTA0024AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
BT Smaller Companies Fund	RFA0012AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
BT Asian Share Fund	BTA0026AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
BT Imputation Fund	RFA0019AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
BT European Share Fund	BTA0025AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
BT American Share Fund	BTA0023AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
BT Technology Fund	BTA0127AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
BT Wellington Global Opportunistic Value Fund	WFS0092AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTE:** BT Classic Investment Funds are closed to new investors. Switch requests into the below BT Classic Investment Funds are only available to investors who hold units in the relevant Fund.

New Zealand investors are unable to make switch requests for any of the BT Investment Funds and BT Classic Investment Funds.

<b>BT Classic Investment Funds</b>					
BT Active Balanced - NEF	RFA0021AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
BT Balanced Returns Fund	BTA0043AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
BT Core Australian Share Fund	RFA0011AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
BT Natural Resources Fund	RFA0013AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
BT Split Growth Fund	BTA0012AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
BT Tax Effective Income Fund - NEF	RFA0023AU	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* The distribution choice above will override any pre-existing election.

\*\* Distributions will be deposited into your nominated financial institution account. If you have not previously nominated a financial institution account or wish to change your nominated account, please complete a 'Change of Bank Account' form available at <https://www.bt.com.au/personal/help/investment-solution-all-forms.html>.

#### 4. EXISTING INSTRUCTIONS

- If you tick this box, you confirm that your existing instructions (reporting preferences and financial institution account details) continue to apply to your investment in the Fund(s) you are switching to. If you wish to change your instructions, please complete the 'Change of Details' form, available at <https://www.bt.com.au/personal/help/investment-solution-all-forms.html>.

#### 5. SIGNING INSTRUCTIONS

By completing and signing this form, you (the applicant) are telling us:

- you acknowledge that you have read and understood the current BT Investor Choice Funds PDS to which this Switch Request relates and you agree to be bound by the PDS and the relevant constitution(s), each as amended from time to time
- you declare that all details given in this form are true and correct
- monies deposited are not associated with crime, money laundering or terrorism financing, nor will monies received from your account have any such association
- you are not bankrupt or a minor, and
- you agree to be bound by the constitution of the Fund and the PDS as a supplemented, replaced or re-issued from time to time.

**Individual** - where the investment is in one name, the account holder must sign.

**Joint Holding** - Joint applicants must all sign unless we have received prior instructions from all investors that any can sign solely.

**Companies** - where the company has a sole director who is also the sole company secretary, this form must be signed by that person. If the company (pursuant to section 204A of the Corporations Act 2001) does not have a company secretary, a sole director can also sign alone. Otherwise this form must be signed by a director jointly with either another director or a company secretary. Please indicate the capacity in which the form is signed.

**Trust** - the trustee(s) must sign this form. Trustee(s) signing on behalf of the trust confirm that the trustee(s) is/are acting in accordance with such designated powers and authority under the trust deed.

**Power of Attorney** - if you have not already lodged the Power of Attorney with us, please attach a certified copy of the Power of Attorney document that includes Certificate of Witness and Statement of Acceptance and Certified Identification Document of the Power of Attorney. I/we attest that the Power of Attorney has not been rescinded or revoked and that the Donor is still living.

**Know Your Customer (KYC)** - If you have not been previously identified, we may ask you to submit updated KYC information before processing your request, to verify your identity.

Signature of investor 1, director/company secretary or authorised signatory

Signature of investor 2, director/company secretary or authorised signatory

Signature

Signature

Please print full name

Please print full name

Date (DD/MM/YY)   /   /

Date (DD/MM/YY)   /   /

Company officer (please indicate company capacity)

Director

Sole Director and Company Secretary

Authorised Representative

Company officer (please indicate company capacity)

Director

Company Secretary

Authorised Representative