Pension refresh

When to use this form

As your client's adviser, you can use this form to:

- Instruct BT Portfolio Services Limited ('Administrator'), the Administrator of Panorama Super on your client's behalf, to refresh your client's Panorama Super pension account (pension account) and direct debit your client's primary linked bank account to make cash contributions (including downsizer) to their pension account.
- Notify the Administrator that you or your client are making a cash contribution (including downsizer) or rollover into your client's pension account and request that the Administrator refreshes your client's pension account. You must submit this form before making any contributions to the pension account.
- Request the Administrator to refresh your client's pension account without any cash contributions, rollovers or asset transfers.

Do not use this form for Panorama Super Term Allocated Pension accounts or if you do not have a financial adviser on your Panorama Super pension account.

How to complete this form

This form is set out in numbered sections, which are to be completed as follows:

- Sections 1, 2, 3 and 9 are mandatory and must be completed.
- Section 6 is mandatory if making any personal contributions (including in-specie).
- For cash contributions (including downsizer) - also complete section 4. Additionally, for downsizer contributions, complete section 8.
- For in specie asset transfers - also complete section 5.
- For cash rollovers - also complete section 7.

For additional support or more information on your client's Panorama account, you can contact us.

1300 784 207

professional@panorama.com.au

Privacy Statement

All personal information and credit-related information we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at www.bt.com.au/privacy/privacy-statement or by calling us . Our Privacy Statement also provides information about how you can access and correct your personal information, and make a complaint. You do not have to provide us with any personal information or credit information but, if you don't, we may not be able to process your request.

Before you submit this form

Prior to submitting this form, you need to complete the following, where applicable:

- If you are submitting a contribution or personal tax deduction notice, ensure your client's tax file number (TFN) has been provided to the trustee of Panorama Super, BT Funds Management Limited ('Trustee'). You can provide or check for a TFN in respect of your client's pension account by signing into BT Panorama and going to **Account details > Investor** in your client's Panorama Super pension account or contact us for assistance.
- If you are requesting in specie asset contributions or rollovers, we may not be able to transfer the assets directly into your client's pension account if it was migrated from another product as a pension account. To find out if this applies to your client's pension account, contact us or sign in to BT Panorama and go to 'Account details'. Migrated pension accounts will have a migration date, whereas non-migrated pension accounts will not have any references to migration. If the pension account was not migrated, we will contact you once the in specie asset transfer is complete so that any tax deductions can be claimed before the pension is recommenced.
- If you would like the Administrator to execute direct debits for your client, ensure the desired bank account is linked and marked as 'primary'.
- Ensure you have assessed your client's Transfer Balance Cap (TBC). Any changes in asset values during the time an asset is transferred or purchased in the account along with interest, income and expenses will impact your client's TBC prior to pension commencement. This means the value of assets and cash transferred in or purchased in the account may differ from your intended commencement value and you may need to commute an amount from the pension after commencement. Refer to the Australian Taxation Office (ATO) website to determine your client's TBC. Your client can also log into their ATO MyGov account to check their TBC information.

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Pension refresh

What happens after you submit this form

After submitting this form, your client's Panorama Super pension account and income stream will be ceased and placed into a pre-commencement phase. During this phase, it will be taxed as if it is an accumulation account, which means that income and capital gains will be treated as taxable income. At this time, the Administrator may temporarily place a trade block on your client's pension account so that a contribution, rollover or asset transfer can be allocated. The trade block will be removed each time the pension is recommenced.

Where multiple transactions are being processed, the Administrator may cease and recommence ('reset') your client's pension multiple times and your client may receive a pension payment so that the minimum annual pension amount (pro-rated based on the pension commencement date and the commutation date) has been paid before each reset. All trades and corporate actions need to have settled before the Administrator can process this request. If the pension account holds a managed account, rebalancing will occur after the pension account has been recommenced. After each reset the pension account will be recommenced with a new commencement value.

Important information on managing pension payments

After your client's pension account has recommenced, the pension payment preference will be set to the default yearly payment with the payment date occurring on 10 June. You can view or update this preference by going to 'Pension payments' in your client's Panorama Super pension account.

1 Account details

Account number

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

First name

Given name
Optional - include any middle names

Surname

Date of birth ☐☐ / ☐☐ / ☐☐☐☐
Day (DD) Month (MM) Year (YYYY)

Client postal address (PO box accepted)

Street address

Suburb/town/locality **State** **Postcode**

Client contact details

Daytime phone number ( )
Area code

Email address

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Pension refresh

2 Condition of release

Restate or provide the condition of release that your client satisfies at the time of submitting this request. To determine preservation age, refer to the Additional Information Booklet.

Select one option:

☐ Client is aged 65 or over.

☐ Client is aged between preservation age and 64 and has retired with no intention of becoming gainfully employed in the future for 10 hours or more per week.

☐ Client is aged between 60 an d 64 and has ceased an employment with an employer since turning 60.
(Your client can still be working, but will only be able to access accumulated funds up to the date the employment was ceased.)

Date employment ceased

☐☐ / ☐☐ / ☐☐☐☐
Day (DD) Month (MM) Year (YYYY)

☐ Client has reached preservation age and is commencing a transition to retirement pension.

☐ Due to client's ill health, they are unlikely to engage in gainful employment for which they are reasonably qualified by education, training or experience
(The Trustee will need you to complete additional documents, which you can request from Panorama Support on 1300 784 207.)

3 Pension refresh

Are you or your client making any contributions, rollovers or transfers into your client's pension account?

☐ No, refresh client's pension account without adding contributions, rollovers or transfers - skip to section 9.

☐ Yes - complete sections 4, 5, 6, 7, 8 and 9 as applicable.

4 Cash contributions

Complete this section if cash contributions will be made into your client's pension account, otherwise skip to section 5.

- Ensure your client's TFN has been provided to the Trustee prior to submitting this form. You can provide or check for a TFN in respect of your client's pension account by signing into BT Panorama and going to **Account details > Investor** in your client's Panorama Super pension account, or contact us for assistance.
- You can instruct the Administrator to direct debit the contribution from your client's primary linked bank account; ensure the bank account is current and in your client's name. Otherwise, for information on how to make contributions via EFT and BPAY, refer to 'Help & support' via **Products & investments > Manage contributions > About biller codes & bank accounts**.

Personal contribution – (Complete section 6 if you are making a personal contribution)

Amount $

Source

☐ The Administrator to direct debit from client's primary linked bank account

☐ Client will transfer cash contribution when this 'Pension refresh' form is submitted

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4 Cash contributions - continued

Spouse contribution

Amount $

Source

☐ The Administrator to direct debit from client's primary linked bank account (Primary linked bank account must be a joint account with the spouse)

☐ Client will transfer cash contribution when this 'Pension refresh' form is submitted

Downsizer contribution

If making a downsizer contribution, you must also complete section 8.

– You must give this form (signed and dated) to the Trustee before or at the time the contribution is received into your client's Panorama Super account.

– Without this form, your client's contribution may be treated as a personal contribution and will count towards their contributions caps.

Amount $ Limits apply. For information, refer to the ATO website.

Source

☐ The Administrator to direct debit from client's primary linked bank account

☐ Client will transfer cash contribution when this 'Pension refresh' form is submitted

Other contributions

Contribution type (select all that apply):

You, your client, or your client's employer must send these contributions when this 'Pension refresh' form is submitted. The Administrator will not direct debit these.

☐ Employer voluntary - enter total amount: $

☐ Salary sacrifice - enter total amount: $

☐ Super guarantee (SG) employer - enter total amount: $

An additional form is required for these contributions. You or your client must send these contributions at the time the additional form is submitted. The Administrator will not direct debit these.

☐ Personal injury - additional ATO 'Contribution for personal injury' form is required

☐ CGT retirement - additional ATO 'Capital gains tax cap election' form is required

☐ CGT 15-year - additional ATO 'Capital gains tax cap election' form is required

ⓘ The Trustee must receive the additional forms (signed and dated) before or at the time the contribution is received into your client's Panorama Super account. Additional forms are available via **Service requests > Submit new request** in Panorama.

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5 Transfers

Complete this section if you are transferring assets from another Panorama account, external fund, or direct holding, otherwise skip to section 6. (Do not use this section for cash-only rollovers - you can indicate this in section 7 instead.)

Important

If your selection involves in specie contribution or rollover, we may not be able to transfer the assets directly into your client's pension account if it was migrated from another product as a pension account. To check if your client's pension account has a migration date, you can go to 'Account details' or contact us for assistance. Migrated pension accounts will have a migration date, whereas non-migrated pension accounts will not have any references to migration.

If your client's pension account was not migrated, we will contact you once the asset transfer has been completed so that you can claim a tax deduction against the transfer and recommence your client's pension.

Select all that apply:

- ☐ In specie contribution - additional 'Asset transfer - Panorama Super (Contributions)' form is required
- ☐ In specie rollover - additional 'Asset transfer - Panorama Super (Rollovers)' form is required (For any cash portion of this transfer, indicate this in section 7)
- ☐ Partial transfer of assets and cash, or partial transfer of assets only, from another Panorama superannuation account - additional 'Partial transfer within Panorama Super' form is required
- ☐ Full transfer of assets and cash from another Panorama superannuation account - additional 'Full transfer within Panorama Super' form is required

Where are you transferring from? (Select all that apply)

- ☐ Another Panorama account - enter account number: _____
- ☐ External account or registry

An additional form is required which can be retrieved from the 'Transfers' section of **Service requests > Submit new request** in BT Panorama. Once the additional from is completed, you will need to submit it by raising a service request via **Service requests > Submit new request**

6 Notice of intent to claim a deduction for personal super contributions only

For additional instructions on completing a notice of intent, refer to 'Help & support' via **Products & investments > Manage deductions**.

Does your client intend to claim a tax deduction?

(If yes, you must complete this section. Once this form is submitted, your client will not be able to claim a tax deduction for contributions if you haven't indicated their intent on this form)

- ☐ No - skip to section 7.
- ☐ Yes - select the contribution types that make up the dollar amount the tax deduction will be claimed for:
  - ☐ Cash only
  - ☐ Assets and cash, or assets only - skip to section 7
    (The Administrator will contact you once nominated transactions are processed so the tax deductions can be claimed)

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6 Notice of intent to claim a deduction for personal super contributions only - continued

Notice of intent to claim a tax deduction

This represents a notice under section 290-170(1) of the Income Tax Assessment Act 1997 to notify the Trustee of an intent to claim a tax deduction for all or part of the personal contribution made into your account as indicated in section 4.

Superannuation fund details

Superannuation fund name	Asgard Independence Plan Division 2
Superannuation fund ABN	90 194 410 365
Superannuation fund USI	90 194 410 365 011
Amount of personal contribution you are claiming as a tax deduction	$
The personal contribution was made in the financial year ending 30 Jun	(Financial year)

You can only claim a tax deduction up to the amount of the contribution submitted on this form.

Client declaration (to be completed by client)

At the time of completing this notice, I declare that:

- I intend to claim the personal contribution amount entered in section 6 as a tax deduction.
- I am a member of Asgard Independence Plan Division 2.
- The superannuation fund currently holds this contribution and has not begun to pay a superannuation income stream based in whole or in part on this contribution.
- I have not included this contribution in an earlier valid notice.
- The contribution I am claiming a tax deduction for is not a recontributed amount previously released under the First Home Superannuation Saver Scheme or COVID-19 Early Release Scheme.

I declare that I am lodging this notice at the earlier of either:

- Before the end of the day that I lodged my income tax return for the income year in which the personal contribution was made, or
- Before the end of the income year following the year in which the personal contribution was made.

I declare that the information provided in this notice is correct and complete.

Client signature
(Digital signature accepted)

Date

Day (DD) / Month (MM) / Year (YYYY)

7 Cash rollovers

Complete this section if cash rollovers will be made into your client's pension account, otherwise skip to section 8. (Do not complete this section for cash rollovers from Panorama Super that you have already indicated in section 5 via a 'Partial or Full Transfer within Panorama Super' form.)

ⓘ Cash rollovers require a rollover benefit statement (RBS) to be provided to the Trustee. For rollovers from an APRA-regulated superannuation fund, the trustee of your other fund ('transferring fund') will send the Trustee the RBS. If the rollover is coming from an SMSF, you will need to provide the RBS to the Administrator.

Number of rollovers

Rollover fund 1

Do you want the Administrator to facilitate the cash rollover on your client's behalf?

☐ No, you or your client will contact the ATO or transferring fund to facilitate the cash rollover - continue to Rollover fund 2, otherwise skip to section 8

☐ Yes - complete the following rollover fund details

Where is the rollover coming from?

☐ Another Panorama Super account

☐ An external account

What type of fund is the rollover coming from?

☐ SMSF - enter Fund Electronic Service Address

☐ APRA-regulated super fund - enter Fund USI

Fund name

Fund ABN

Member or account number

Rollover type ☐ Full amount ☐ Partial amount $

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Pension refresh

7 Cash rollovers - continued

Rollover fund 2

Do you want the Administrator to facilitate the cash rollover on your client's behalf?

☐ No, you or your client will contact the ATO or transferring fund to facilitate the cash rollover - skip to section 8

☐ Yes - complete the following rollover fund details

Where is the rollover coming from?

☐ Another Panorama Super account

☐ An external account

What type of fund is the rollover coming from?

☐ SMSF - enter Fund Electronic Service Address

☐ APRA-regulated super fund - enter Fund USI

Fund name

Fund ABN

Member or account number

Rollover type ☐ Full amount ☐ Partial amount $

ⓘ If you are rolling over super from more than two accounts, please provide the same information for each account in the 'Additional instructions' section when submitting the service request for this form on BT Panorama. Alternatively, if you are emailing this form, you can include any additional fund information in your email.

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8 Downsizer contribution into superannuation

Complete this section if you are making a downsizer contribution and entered an amount in section 4, otherwise skip to section 9.

- You must give this form (signed and dated) to the Trustee before or at the time the contribution is received into your client's Panorama Super account.
- Without this form, your client's contribution may be treated as a personal contribution and will count towards your client's contributions cap.

Superannuation fund details

Superannuation fund name	Asgard Independence Plan Division 2
Superannuation fund ABN	90 194 410 365

Client declaration

This section must be completed by your client if the following agent declaration is not being completed.

By signing this form, you (as the client) are confirming that you understand:

- A downsizer contribution is included as a superannuation asset for the age pension means test.
- You are not able to claim a personal superannuation contribution deduction for a downsizer contribution.
- The superannuation fund currently holds this contribution and has not begun to pay a superannuation income stream based in whole or in part on this contribution.
- If the ATO becomes aware that your contribution does not meet the downsizer eligibility requirements, the ATO will notify your superannuation fund and the fund will need to assess whether your contribution could have been made as a personal contribution.

Note: If your contribution can be accepted as a personal contribution, it will count towards the relevant contributions cap. If your contribution cannot be accepted, your superannuation fund will return your contribution.

☐ I meet all the eligibility requirements to make a downsizer contribution and declare that the information contained in this form is true and correct.

Providing false or misleading information on this form may result in the ATO imposing an administrative penalty.

Name

Client signature
(Digital signature accepted)

Date

Day (DD) / Month (MM) / Year (YYYY)

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8 Downsizer contribution into superannuation - continued

Agent, intermediary, authorised officer or authorised representative's declaration

☐ I declare the following:

By submitting this form, I confirm that my client and I understand:

- A downsizer contribution is included as a superannuation asset for the age pension means test.
- My client cannot claim a personal superannuation contribution deduction for a downsizer contribution.
- If the ATO becomes aware that this contribution does not meet the downsizer eligibility requirements, the ATO will notify my client's superannuation fund and the fund will need to assess whether my client's contribution could have been made as a personal contribution.

I also confirm:

- This form has been prepared in accordance with information supplied to me by my client.
- I have received a declaration from my client stating the information provided to me to complete this form is true and correct.
- I am authorised by my client to give this information to their superannuation fund.
- My client meets all the eligibility requirements to make a downsizer contribution and declares that the information contained in this form is true and correct.

I understand that providing false or misleading information on this form may result in the ATO imposing an administrative penalty.

Name

Street address

Suburb/town/locality **State** **Postcode**

Daytime phone number ( )

Area code

Adviser signature
(Digital signature accepted)

Date / /

Day (DD) Month (MM) Year (YYYY)

9 Adviser authorisation & acknowledgement

By submitting this form, you agree that all information provided in this form is true and correct, and you agree to the following terms and conditions:

- I am the financial adviser appointed on this client's Panorama Super account.
- My appointment has not been revoked during the preparation and submission of this form.
- I have read and understood the contents of this form, and declare and acknowledge that:
  - The information I have provided in this form is true and correct.
  - My client's income stream will be ceased and recommenced ('reset') as part of carrying out the instructions submitted in this form and where multiple transactions have been instructed, a reset may occur multiple times.
  - An additional pension payment may be required to be paid to my client before each time the pension resets to ensure that the pro rata minimum pension payment for the year has been made.

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9 Adviser authorisation & acknowledgement - continued

- My client has been made aware of the actions that the Trustee and/or the Administrator will execute based on the instructions given in this form, which may include direct debiting the client's bank account to make contributions, processing cash rollovers, ceasing and commencing an income stream from their pension account (which may occur more than once if contributions, rollovers and in specie transfers are received at different times) and making a pension payment each time a pension reset is performed to ensure that the pro rata minimum pension payment for the year has been made. My client is also aware that prior to the cessation of their pension, drawdowns and rebalancing for managed portfolios (including tailored and adviser portfolios) will be deactivated and reactivated once their pension recommences. A block will also be applied to their pension account prior to pension cessation, which will prevent trading and other online actions until the block has been removed at pension recommencement.
- Any investment income and capital gains received in the pension account after the pension has ceased and before commencing the new pension will be taxed at a maximum rate of 15%. The effective date used for any rollover, contribution and/or in specie transfer applied to my client's pension account will be the date the funds have been applied to the pension account.
- I have verified that my client is an account holder of the bank account that is the primary linked account on their Panorama Super account, and I have sighted and will retain evidence to confirm this.
- My client has read and agreed to the Direct Debit Service Agreement detailed in the 'Panorama Super Additional Information Booklet'.
- I have provided my client with personal advice in relation to the product. The advice is consistent with applying for the product and remains current at the time I submit this form.
- My client is within the target market for the product, which is updated from time to time and can be found on bt.com.au/tmd
- My client is aware that they may ask about any fees or charges that may apply or any other information about the effect that the rollover may have on benefits (such as loss of insurance) and has obtained or does not require such information; that if they have completed section 7 and requested the Trustee/Administrator to complete the rollovers on the client's behalf, that they authorise the super provider of each fund to give effect to the transfer; and that they discharge the super provider of the transferring fund from all further liability in respect of the benefits paid and transferred to Panorama Super.
- The liability of the Administrator and Trustee (together, the Providers), including their authorised agents, is limited to the full extent permitted by law (except to the extent damages, liabilities, costs or expenses are caused by the negligence or default of the Providers or their authorised agents) where it arises directly or indirectly from acting on the information or instructions provided under, or associated with, this form.
- I declare that my client has authorised me, as their agent, to submit the instructions contained in this form in respect of their Panorama Super pension account.
- I will provide the Administrator with evidence of my authorisation for the transactions contained in this form upon request.

Consent to rollover (if section 7 is completed)

By submitting this form, I am also making the following statements and acknowledgments:

- My client discharges the providers (or their agents) of the super account(s) they wish to rollover ('transferring fund(s)') of all further liability in respect of the benefits paid and transferred to their Panorama Super account.
- My client authorises the Providers (or their agents) to give their TFN to my client's transferring fund(s) and my client consents to their TFN being disclosed for the purposes of consolidating their super accounts.
- My client authorises the Providers (or their agents) to contact the transferring fund(s) regarding this request to rollover their super.
- My client requests and consents to the transfer of super as described in section 7 and authorises the providers of the transferring fund(s) to give effect to this transfer.

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Pension refresh

9 Adviser authorisation & acknowledgement - continued

Transfers from other Panorama Super accounts – declarations and acknowledgements

Where I am requesting the Trustee to transfer cash and/or assets from my client's other Panorama Super account(s) into their pension account, I declare and acknowledge that:

- I have cancelled or amended any future transactions set up on my client's transferring fund(s) that will result in a change to the amount of cash held during the transfer process.

- When transferring in full from accumulation phase to either transition to retirement or pension phase, or closing my client's accumulation phase account, BT will instruct insurers to cancel any insurance policies being paid for through my client's Panorama Super account (including linked policies). The transfer request cannot be completed until BT receives confirmation from the insurer that insurance policy has been cancelled. Cancellation processes may vary between different insurance providers.

- My client understands that a personal tax deduction notice cannot be submitted for personal contributions made into their transferring account once the transfer to their pension account has commenced. Following the transfer, my client understands that they will be unable to vary any previous deduction notices that may have been lodged with the providers of their transferring account(s).

Adviser full name

Adviser signature
(Digital signature accepted)

Date

Day (DD) / Month (MM) / Year (YYYY)

How to submit this form

Upload via Panorama:
Go to **Service requests > Submit new request > Deposits & contributions > Pension refresh**

If you are unable to upload this form, you can email it to professional@panorama.com.au

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