

# Australian Expatriate Superannuation Fund

## New Business Requirement Checklist

### CHECKLIST IN SUBMITTING NEW BUSINESS AESF APPLICATION

This one-pager New Business Checklist will guide you about the documents required by AESF to ensure that the submitted application and setting up of your client's AESF account is processed promptly.

#### **Adviser's Terms of Business with IVCM [for advised clients only]**

Please ensure that the adviser has set up their Terms of Business (TOB) with IVCM. We cannot proceed unless this is set up. Please get in touch with our Introducer Analyst for requirements and procedure: [compliance@ivcm.com](mailto:compliance@ivcm.com)

#### **Fully Completed Superannuation Application Form**

A fully and correctly completed application form is required. All information where applicable must be supplied in each section of the application. If unsure about what to indicate on the application, please contact our new business team on [newbusiness@ivcm.com](mailto:newbusiness@ivcm.com).

#### **AML Document - Certified Proof of Identity [Passport Copy or Driver's License]**

Please refer to the document attached to this checklist for Guidelines and Requirements on certifying documents. Please ensure to provide two [2] sets of proof of identity, one for the Trustee, and the other for the ceding scheme. In case the client has more than one transfer, then additional certified proof of ID must be provided to each ceding scheme.

#### **AML Document - Certified Proof of Address [Utility Bill, Bank Statements, etc.]**

Please refer to the document attached to this checklist for Guidelines and Requirements on certifying document. Please ensure to provide two [2] sets of proof of address, one for the Trustee, and the other for the ceding scheme. In case the client has more than one transfer, then additional certified proof of address must be provided to each ceding scheme. Please ensure that the address on AESF application form matches the address on Proof of Address submitted.

#### **Overseas Transfer Discharge Forms - Application with Transfer/s from the UK ceding scheme (for clients aged 55 and above only)**

A member signed Overseas Transfer Discharge Forms applicable to a QROPS transfer must be provided when submitting the AESF application. The client must complete the member part of the form; this includes the Lifetime Allowance Declaration and Transfer Questionnaire if applicable.

#### **APSS263 (HMRC Form) - Application with Transfer from the UK**

A member signed APSS263 HMRC form. A pre-completed form can be downloaded from our website: [www.ivcm.com](http://www.ivcm.com)

#### **UK FCA Defined Benefit Report - Application with Transfer/s from the UK ceding scheme (for clients aged 55 and above only)**

This requirement is applicable for application with UK Transfer that has a Defined Benefit Scheme/Final Salary, and the transfer value is £30K and above.

**Note:** Applications with DB transfer should be submitted to [newbusiness@ivcm.com](mailto:newbusiness@ivcm.com) six [6] weeks before the transfer's guaranteed value date expire to ensure we are provided sufficient time to set up the member's AESF and process the transfer documents on time.

#### **Form 13 - ATO Rollover Initiation Request - Application with Super Transfer**

##### **Note:**

- If transfer funds originated from a UK scheme, we could only accept the application if the member is aged 55 and above.
- If the transfer funds did not originate from a UK scheme and is 100% super transfer, then no 55 age requirement is needed for the client.

This Form is only applicable for AESF application with Super to Super Transfer. A fully and correctly filled up form 13 must be submitted along with the AESF Application. This form can be downloaded from our website: [www.ivcm.com](http://www.ivcm.com).

#### **Member Declaration - Letter of Authority (LOA)**

- We require the member's signature (not via DocuSign) as majority of the UK schemes do not accept DocuSigned documents.
- We initially require a scanned copy of this form with the member's wet signature similar to the submitted AML document and will send it to the ceding scheme(s) in the UK.
- If the ceding scheme requires the original signed copy of this form, then we will inform the member's adviser to organise for this to be directly posted to the UK scheme.
- This form would give AESF the authority to acquire information from the UK schemes on the status of the transfer.

#### **Beneficiary Nomination**

- If the member chooses non-lapsing binding nomination type, he/she needs to complete and submit the beneficiary nomination form (Form 1).
- We require your wet signature and the wet signatures of two (2) witnesses. This can be downloaded from our website at [www.ivcm.com](http://www.ivcm.com) via the Servicing Forms Section. (Scanned copies are acceptable).