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# Aware Investment Funds

**Class A and Class B**

**Product Disclosure Statement**



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## About this Product Disclosure Statement

This Product Disclosure Statement (PDS) is designed to help you understand the main features of the registered managed investment schemes that comprise the Aware Investment Funds (Investment Funds).

The Investment Funds currently consist of the following managed investment schemes:

### **Aware Investment – Cash Fund**

ARSN 090 078 443 (Cash Fund)

### **Aware Investment – Capital Stable Fund**

ARSN 090 078 961 (Capital Stable Fund)

### **Aware Investment – Moderate Fund**

ARSN 150 755 150 (Moderate Fund)

### **Aware Investment – Balanced Fund**

ARSN 090 077 991 (Balanced Fund)

### **Aware Investment – Growth Fund**

ARSN 090 078 103 (Growth Fund)

### **Aware Investment – Australian Equities Fund**

ARSN 150 755 196 (Australian Equities Fund)

### **Aware Investment – International Equities Fund**

ARSN 150 755 294 (International Equities Fund)

This PDS relates to units in Class A and Class B of the Investment Funds. In this PDS, each scheme is referred to as a Fund or the specific names of the Funds above.



## About the Investment Funds

### **The Investment Funds – Class A are closed to new accounts.**

The Investment Funds have two unit classes – Class A and Class B. When you invest in a Fund you purchase units in one of these two classes. The Investment Funds – Class A are closed to new accounts. However, if you hold Class A interests in any Investment Fund, you can invest in or switch to Class A interests in another Investment Fund.

This PDS contains general information only about the Investment Funds and doesn't take into account your specific objectives, financial situation or needs. You may wish to obtain financial advice that is tailored to your personal circumstances. You should also consider this PDS carefully before investing in the Investment Funds and review the target market determination (TMD) available at [aware.com.au/tmd](https://aware.com.au/tmd) to determine if this product is right for you.

Aware Financial Services Australia Limited (referred to in this PDS as **Aware Financial Services, the responsible entity, the trustee, we, us**) is the responsible entity of each of the seven Investment Funds and issues the interests in each of these schemes. This PDS is issued solely by Aware Financial Services. No other person (whether or not related to Aware Financial Services) is responsible for any information contained in this PDS.

This PDS may only be used by investors receiving it (electronically or otherwise) in Australia. No units are being offered to any person whose registered address is outside of Australia unless we are satisfied that it

would be lawful to make such an offer. The distribution of this PDS in jurisdictions outside of Australia may be restricted by law and persons who come into possession of this PDS should seek their own advice on and observe any such restrictions. This PDS does not constitute an offer or invitation in any place in which, or to any person to whom, it would not be lawful to make such an offer or invitation.

Your investment in the Investment Funds is subject to investment risk. This is because the value of the scheme (and accordingly, your investment in that scheme) may rise and fall, and at times the returns in a scheme may be negative. For details, see the 'Understanding the risks' section on page 4.

None of Aware Financial Services, Aware Super Pty Ltd, the investment managers we appoint or our service providers or their respective officers, employees or agents guarantee that your investment in the Investment Funds will increase or retain its value, guarantee the repayment of the money you invest in the Investment Funds, or guarantee the performance of each scheme that comprises the Investment Funds.

The information in the PDS may change from time to time. We may update information which is not materially adverse at [aware.com.au/documents](https://aware.com.au/documents). A paper or electronic copy of the PDS can also be obtained without charge by calling us on **1300 650 873**.

We may change any of the matters described in the PDS from time to time. We will notify you of material changes which may affect you, although where permitted by law, this may be after the change has occurred.



## Changes to Investment Funds

We regularly monitor the Investment Funds to ensure they continue to suit the investment needs of our investors. We may add, close or terminate Investment Funds or alter the objective, asset allocation target or range of an Investment Fund at any time. We will notify you about any material changes, although where permitted by law, this may be after the change has occurred. If you have money in an Investment Fund that we decide to discontinue, you may have an opportunity to switch to any of our other Investment Funds. Alternatively, we may switch your money to an Investment Fund with a similar risk/return profile.

## Classes of units

When you invest in an Investment Fund you purchase units in a particular class of that Investment Fund. The trustee may allow different fees to be charged to different classes, although all investors of a single class will be treated equally. In this PDS when we refer to “interests” for the Cash, Capital Stable, Moderate, Balanced, Growth, Australian Equities and International Equities Funds, this relates to Class A and Class B units.

## Reasons to choose the Investment Funds

### 1 Flexible account options

Our Regular Savings Plan, Regular Withdrawals Plan and Progressive Investment Facility give you a variety of options in managing your investments.

You can elect how often withdrawal payments and additional investments are made to or from your account. Your payments are deposited directly into or drawn from a bank account you nominate.

If you have more than one Fund, you can choose how your payments are drawn from the different Funds.

### 2 Investment options to suit your goals

Our seven Investment Funds give you a broad choice of risk-return combinations, from more conservative options that invest mostly in cash and fixed income, to Funds that offer greater growth potential through higher weightings to shares and property.

You can select from one of our four **diversified** Funds which invest in a mix of asset classes to help reduce risk, or you can create your own investment strategy using our three **single asset class** Funds.

No matter what you choose, you decide the proportion you would like to allocate to each Investment Fund. You can also apply to switch your investments at any time.

### 3 Experienced and specialist investment management

We use the Aware Super team of investment specialists to oversee our investment portfolios. In this way, the Investment Funds benefit from the expertise and insights of a large, experienced team of investment professionals with a track record of managing a range of different investment types.

### 4 Easy and secure access online and with our mobile app\*

Manage your account when it suits you, from our Member Online portal or our mobile app. You can access your account, check your balance, update your contact details and more.

All investments involve some risk. You should consider these risks before investing. For details, see the 'Understanding the risks' section on page 4.



\* Online access is not available for non-individual accounts (i.e. companies, trusts and associations).



## Your investment options

When choosing an Investment Fund it's important to consider your personal objectives, financial situation and needs.

Your choices range from conservative Funds that invest mostly in cash and fixed income, to Funds that offer greater growth potential from higher allocations to shares and property.

You can choose from four diversified Funds and three single asset class Funds, each with its own investment objective. If you decide to invest in the Investment Funds, you can invest in one or more of them to create a strategy that suits your goals. You should obtain professional financial advice specific to your personal circumstances, financial situation and needs.

Refer to the section 'Investment Fund profiles' for details on each Fund.

### Diversified Funds

The diversified Funds provide you with the benefit of diversification by being invested across different asset classes, investment styles and managers. The percentage allocated to each asset class varies, which means each diversified Fund has a different risk/return profile.

The diversified Funds are:

- Growth Fund
- Balanced Fund
- Moderate Fund
- Capital Stable Fund

### Single asset class Funds

The single asset class Funds invest in just one asset class. These Funds allow you to be more hands-on in choosing and managing your investment strategy across asset classes. However, keep in mind that not all asset classes are offered as a single asset class Fund.

The single asset class Funds are:

- Australian Equities Fund
- International Equities Fund
- Cash Fund

The risk/return profile of each single asset class Fund reflects the particular asset class in which it is invested.

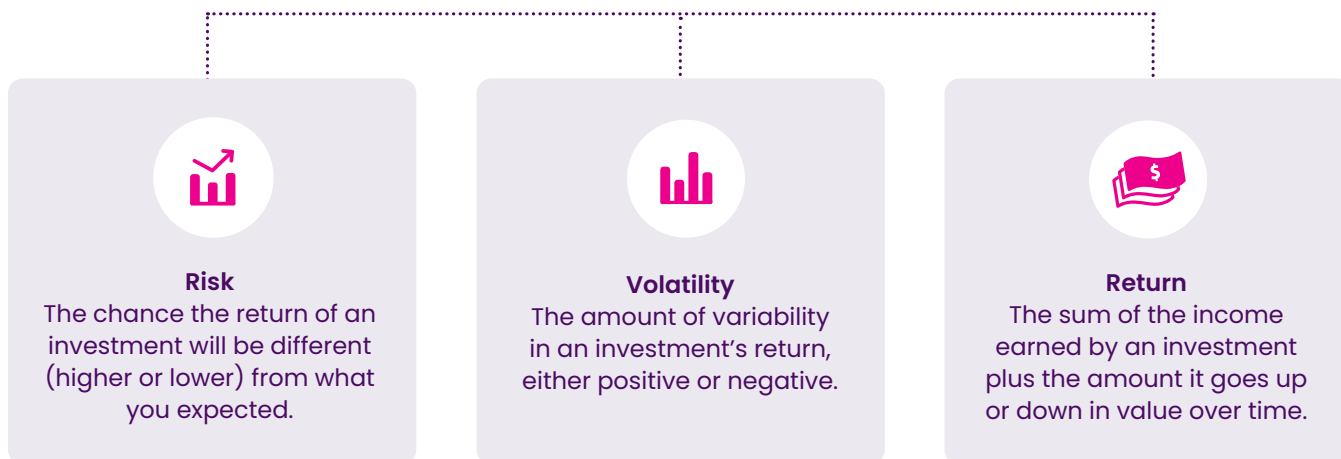
If you choose one or more single asset class Funds without adequately diversifying, you may expose your investments to greater risk.



# Understanding the risks

To build your wealth over the long term, you need to take some risk. All investments involve some level of risk. The level of risk depends largely on the type of investments (known as asset classes) you're invested in.

## Key investment concepts



Risk and volatility are related. If an investment is more volatile, there is a higher risk of not meeting your shorter-term return expectations, but generally a lower risk of not meeting your longer-term return expectations.



Before you set up an Investment Fund account, it's important you understand the risks that can affect your investment.

One of the main risks over shorter time periods is market volatility and the impact this can have on your account balance. In general, investments that are volatile over short time periods, such as Australian and international shares, grow more over longer periods. On the other hand, investments like cash and fixed income tend to produce more stable returns, but

may not generate the returns you need to reach your investment goals. This balance between risk and return is often called the risk/return trade-off, and is important to consider when choosing an Investment Fund.

You should also consider the level of investment risk that is appropriate for you. This will depend on factors such as your age, investment timeframe, your income withdrawals, where other parts of your wealth are invested and your attitude to risk.

## Significant risks

All investments are subject to varying risks. Before deciding to invest in any of the Funds you should consider the risks associated with investing. The significant risks of investing in the Funds are summarised below.

<b>Market risk</b>	The risk of loss due to movements in financial markets.
<b>Inflation risk</b>	The risk that your investments don't keep up with the rising cost of living over time (inflation).
<b>Currency risk</b>	The risk associated with movements in exchange rates. A higher Australian dollar can reduce returns on international investments, while a lower Australian dollar can improve returns.
<b>Illiquidity risk</b>	The risk that an investment can't be sold quickly without a loss in value. There is also a risk that, where the assets held by a Fund are illiquid, the Fund may not be able to sell sufficient assets to satisfy redemption requests within the typical timeframe. This could result in delays or a suspension of processing of redemption requests. For further details, refer to the 'Processing of investment, withdrawal and switch transactions' section on page 34. This risk is most significant for unlisted investments such as unlisted property and infrastructure.
<b>Interest rate risk</b>	Changes in interest rates can affect the value of investments. For example, when interest rates go up, the value of existing fixed income investments such as bonds typically decreases. When interest rates go down, the value of these investments typically increases. Our more conservative diversified Funds are most sensitive to these changes.
<b>Market timing risk</b>	The risk that trying to predict and time the market, such as when switching Funds, leads to buying or selling investments at the wrong time, impacting your returns.
<b>Climate risk</b>	The risk that not taking action on climate change, or the consequences of climate change itself, will adversely affect the investment performance of specific sectors, companies or assets.
<b>Legal risk</b>	Changes may be made to taxation and other laws, which may affect the value of your investment.
<b>Fund risk</b>	An Investment Fund could be terminated, fees and costs could change, or we could be replaced as responsible entity. In addition, investing in a Fund may give different results to investing directly because of the impact of fees, income or capital gains accrued in the Fund, and the consequences of investments and withdrawals by other investors.
<b>Operational risks</b>	The Funds are also exposed to operational risks such as systems failures, cyber security incidents, unit pricing errors and fraud, and the risk that events beyond our control may impact our administration systems, including our ability to process transactions.
<b>Counterparty risk</b>	The risk of loss if another party in a transaction can't meet its payment obligations. Investment products such as bonds and derivatives carry counterparty risk.

The risks shown above are not exhaustive and do not purport to be a complete explanation of all the risks and considerations involved in investing in the Funds. Additional risks and uncertainties not presently known to the responsible entity, or that the responsible entity has not deemed to be material, may also have an adverse effect on the Funds.



## Diversify to manage risk

While investment risk can't be completely removed, there are some strategies that may assist in managing it. One way to manage investment risk is to spread your money across different types of investments and asset classes. This is called diversification.

Diversifying your investments can reduce the amount of money you could lose if one investment or asset class performs poorly. This is because not all investments and asset classes perform in the same way at the same time. For example, when one is performing poorly, another may perform well, lessening the impact on your overall returns.

Investments can be diversified across different asset classes, industries, securities and countries, as well as across investment managers with different approaches. The more you diversify, the less impact any one investment can have on your overall returns.

You can diversify your investment by either investing in the diversified Funds, which invest in different asset classes and geographies, or by selecting a mix of single asset class Funds. However, keep in mind that by investing in the single asset class funds, your investments may not be as well diversified compared to our diversified Funds. This is because not all asset classes are available as single asset class Funds (e.g. fixed income, infrastructure or property).

Before choosing a Fund(s), you should assess your risk/return profile and the level of diversification you require. If you are unsure about the level of risk appropriate to your needs and circumstances, you should seek advice from a financial planner.



## Standard Risk Measures

For each Investment Fund we assign a risk band, risk label and estimated number of negative annual returns over any 20-year period. This is known as the Standard Risk Measure (SRM) and is based on a methodology developed by the financial services industry so that consumers can compare investment options within and across funds. As shown in the table below, the risk measures range from 1 (being the lowest risk) to 7 (being the highest risk). The SRM of an Investment Fund depends on the risk profile of the asset classes and investments that make up that Fund.

Risk band	Risk label	Estimated number of negative annual returns over any 20-year period
1	Very Low	Less than 0.5
2	Low	0.5 to less than 1
3	Low to Medium	1 to less than 2
4	Medium	2 to less than 3
5	Medium to High	3 to less than 4
6	High	4 to less than 6
7	Very High	6 or greater

The Standard Risk Measure can help you compare investment options. However, it's not a complete assessment of all forms of investment risk. For instance, it doesn't take into account:

- how large a loss might be
- the impact of tax (including franking credits)
- the potential for a positive return to be less than you may require to meet your objectives.

Neither the trustee nor any other entity named in this PDS guarantees the return of capital invested or the investment performance of the Investment Funds.

If you leave, you may get back less than the amount you invested because of taxes, fees or poor investment returns.








# Understanding asset classes

Asset classes are the building blocks of the Investment Funds.

We invest in a range of asset classes. An asset class is a grouping of investments with similar characteristics, for example cash or Australian shares. Some Investment Funds invest in one asset class, while others include a mix.

## Growth vs defensive assets

Asset classes fall into two main groups, growth and defensive, with some asset classes a blend of the two. The classification of an asset class is important to understand, as it indicates how much risk you take on when investing in that asset class. Before selecting an Investment Fund, you need to understand how risky it is.

Asset class type	Description	Asset classes
<b>Growth assets</b> 	<ul style="list-style-type: none"><li>• Aim to increase the value of your investment over the long-term i.e. provide long-term capital growth</li><li>• Have historically produced higher investment returns than defensive assets</li><li>• Returns are mostly from a change in value (i.e. from prices moving up and down) rather than income</li><li>• Higher risk of negative returns over the short term.</li></ul>	<ul style="list-style-type: none"><li>• Australian shares</li><li>• International shares</li><li>• Property (listed)</li><li>• Infrastructure (listed)</li></ul>
<b>Defensive assets</b> 	<ul style="list-style-type: none"><li>• Aim to protect the value of your investment</li><li>• May help provide positive returns when share markets are weak</li><li>• Returns mostly come from income such as interest, rather than a change in the value of the investment (i.e. from prices moving up and down)</li><li>• Returns are usually lower, so may not keep pace with the cost of living</li><li>• Lower risk of negative returns compared to growth assets, although returns can still be negative from time to time.</li></ul>	<ul style="list-style-type: none"><li>• Cash</li><li>• Fixed income</li><li>• Credit income</li></ul>
<b>A mix of growth and defensive assets</b> 	<ul style="list-style-type: none"><li>• Asset classes with a mix of growth and defensive characteristics.</li></ul>	<ul style="list-style-type: none"><li>• Infrastructure (unlisted)</li><li>• Property (unlisted)</li><li>• Liquid alternatives</li></ul>

## Liquid vs illiquid investments

Liquid investments are those that can be easily sold and converted into cash, such as shares and bonds.

Illiquid investments are those that can't be converted into cash for a fair market value quickly or easily. They include unlisted property and unlisted infrastructure.

The diversified Funds invest in a mix of liquid and illiquid investments, while the single asset class Funds invest only in liquid investments.

## Our asset classes

See below descriptions of our asset classes to help you understand how the Investment Funds are invested.<sup>1</sup>



### Growth assets

#### Australian and international shares

A portion (or share) of a company that can be bought and sold on a stock exchange. Includes both large and small companies across a range of industries both in Australia and overseas.



### Defensive assets

#### Fixed income

A loan to a government or large corporation that pays regular interest over a set term. Like most other investments, the value of fixed income investments such as bonds can go up and down, and they can experience periods of low or negative returns. Their value tends to move in opposite directions to interest rates. This means when interest rates rise, the value of fixed income securities tends to fall, and when interest rates fall, their value can rise.

#### Credit income

Covers a range of debt investments which, like fixed income, involve lending money to a borrower. However, compared to fixed income, the borrowers usually have a higher credit risk profile. This means they typically pay a higher interest rate, so the potential returns are typically higher than traditional fixed income. However, the risk of default is also greater.

#### Cash

Includes term deposits and other short-term interest-bearing investments issued by banks. The cash allocation for our diversified Funds can also include other short to medium-term money market and debt securities. These types of cash investments have higher risk but have the potential to deliver higher returns.

<sup>1</sup> Note that the descriptions may not cover all types of investments that are included in our asset classes.





## A mix of growth and defensive assets

### Infrastructure

Assets that provide essential public facilities and services across a number of sectors including transport, renewables and energy transition, utilities, social and digital/telecommunications. Our infrastructure asset class can include both unlisted and listed infrastructure investments.

Because they are listed on a share market, the prices of listed infrastructure investments are constantly changing, and their returns can be impacted by general share market sentiment. Returns from listed infrastructure securities are therefore different (and more volatile) to the returns from owning unlisted infrastructure investments.

### Property

Includes unlisted investments in office buildings, industrial estates and shopping centres. However, we may also invest in listed property investments which are property owning entities and property businesses listed on a share market. Their returns can be impacted by general share market sentiment. As a result, they are generally higher risk investments compared to unlisted property investments, and have more volatile returns. Listed property investments are generally more liquid than unlisted property investments.

### Liquid alternatives

Includes a broad range of alternative investments such as real return strategies and hedge funds which are designed to provide diversification over different market cycles. Liquid alternatives managers have a wide range of allowable investments and can use a combination of shares, bonds, currencies, commodities and other liquid asset classes. Our liquid alternatives investments can include both growth-oriented and defensively-oriented strategies.

Go to [aware.com.au/ifassetclasses](https://aware.com.au/ifassetclasses) for more information on our asset classes, or [aware.com.au/fundmanagers](https://aware.com.au/fundmanagers) for a list of managers by asset class.



## Asset allocation

How an Investment Fund is spread across different asset classes is known as its asset allocation, and is a key driver of long-term returns. We have determined an appropriate asset allocation for each Fund that we believe is most likely to meet its investment objective and is consistent with the Fund's risk level. Each Fund is assigned a medium to longer-term target asset allocation, as well as asset allocation ranges which are the minimum and maximum amounts we can invest in each asset class. These asset allocation targets and ranges are typically reviewed annually and may change from time-to-time.

Actual asset allocations aren't shown in this PDS as they constantly change due to movements in asset values, activities such as buying and selling of assets, and our active asset allocation approach. While usually remaining within any ranges provided, actual

asset allocations may temporarily move outside the ranges due to movements in asset values, for example during an episode of significant market stress.

The asset allocations of the diversified Funds are actively managed. This allows us to deviate from the target asset allocations, and adjust the investment mix depending on our outlook for the economy and investment markets. Our active asset allocation approach is designed to add incremental returns by increasing exposures to asset classes or specific sectors when they are attractive, or help shield members from emerging risks.

You can find the asset allocation targets and ranges for each Fund, as at the date of this PDS, on the following pages. The latest asset allocations can be viewed at [aware.com.au/ifa](https://aware.com.au/ifa) (for Class A) or [aware.com.au/ifb](https://aware.com.au/ifb) (for Class B).

# Investment Fund profiles

On the following pages you'll find more detail about each Investment Fund. Below is a guide to help you understand what each section in the table means.

## Growth Fund

### Summary

Invests in a wide range of assets with a focus on growth assets such as Australian and international shares.

### Who might invest in this Fund

Investors with a long-term investment horizon seeking strong long-term returns. Best suited to investors who are comfortable with fluctuations in the value of their investments.

### Investment objective

CPI + 4.00% p.a. over rolling 10-year periods before tax<sup>1</sup> and after taking into account fees and costs.

The desired investment outcome for the Fund. Some Funds are designed to provide a return above inflation and others to track or exceed a relevant market index. Investment objectives can't be relied on as a forecast of future performance, but they can give you an idea of the expected return.

The type of investors the Fund may be suitable for.



How the Fund is spread across different asset classes. We typically review the asset allocations of each Fund every year and may adjust them from time to time without prior notice.

### Growth/defensive allocation

	Target	Range
Growth assets	75%	55% – 95%
Defensive assets	25%	5% – 45%

How the Fund is split between growth assets and defensive assets.

### Asset allocation

● Australian shares	27%	17% – 47%
● International shares	35.75%	25% – 56%
● Infrastructure	9%	0% – 29%
● Property	6.5%	0% – 27%
● Liquid alternatives (Growth)	0%	0% – 20%
● Liquid alternatives (Defensive)	0%	0% – 20%
● Credit income	5%	0% – 25%
● Fixed income	10.5%	0% – 26%
● Cash	6.25%	0% – 45%
Currency exposure	24%	0% – 56%

The proportion of assets affected by currency movements. See 'Foreign currency management' on page 18 for more information.

### Minimum suggested investment timeframe

7 years

The recommended minimum period you should invest in this Fund.

### Standard Risk Measure

6 – High

Estimated number of negative annual returns over any 20-year period: 4 to less than 6

How risky the Fund is considered to be, ranging from 1 (Very Low risk) to 7 (Very High risk), based on the Standard Risk Measure. For more information about the Standard Risk Measure, including its limitations and methodology see the 'Standard Risk Measures' section on page 6.

### Past performance

	10 years	5 years	3 years
<b>Class A</b>	6.38% p.a.	6.05% p.a.	5.02% p.a.
<b>Class B</b>	6.74% p.a.	6.06% p.a.	5.02% p.a.

The average annual return for the relevant time period, based on historical returns to 30 June 2024.

An estimate of the fees and costs. These amounts can vary from year to year. See 'Fees and other costs' starting on page 21 for more information.

### Estimated fees and costs

Management fees and costs:	0.75%
Performance fees:	0.04%
Transaction costs:	0.05%

<sup>1</sup> Ignoring the value of franking credits.

The value of assets in the Funds can rise and fall. Nothing in this PDS is intended to forecast the future performance of any of the Funds. We do not guarantee the capital invested or the investment performance of any of the Funds.

**Past performance is not a reliable indicator nor is it a guarantee of future performance.**





## Diversified Funds

### Growth Fund

#### Summary

Invests in a wide range of assets with a focus on growth assets such as Australian and international shares.

#### Who might invest in this Fund?

Investors with a long-term investment horizon seeking strong long-term returns. Best suited to investors who are comfortable with fluctuations in the value of their investments.

#### Investment objective

CPI + 4.00% p.a. over rolling 10-year periods before tax<sup>1</sup> and after taking into account fees and costs.



#### Growth/defensive allocation

	Target	Range
Growth assets	75%	55% – 95%
Defensive assets	25%	5% – 45%

#### Asset allocation

● Australian shares	27%	17% – 47%
● International shares	35.75%	25% – 56%
● Infrastructure	9%	0% – 29%
● Property	6.5%	0% – 27%
● Liquid alternatives (Growth)	0%	0% – 20%
● Liquid alternatives (Defensive)	0%	0% – 20%
● Credit income	5%	0% – 25%
● Fixed income	10.5%	0% – 26%
● Cash	6.25%	0% – 45%
Currency exposure	24%	0% – 56%

#### Minimum suggested investment timeframe

7 years

#### Standard Risk Measure

6 – High

#### Estimated number of negative annual returns over any 20-year period

4 to less than 6

#### Past performance

	10 years	5 years	3 years
<b>Class A</b>	6.38% p.a.	6.05% p.a.	5.02% p.a.
<b>Class B</b>	6.74% p.a.	6.06% p.a.	5.02% p.a.

#### Estimated fees and costs

Management fees and costs:	0.75%
Performance fees:	0.04%
Transaction costs:	0.05%

### Balanced Fund

#### Summary

Invests in a wide range of assets with a slight focus on growth assets such as Australian and international shares.

#### Who might invest in this Fund?

Investors seeking a balance between capital growth and capital stability that can tolerate some years when returns are negative.

#### Investment objective

CPI + 3.00% p.a. over rolling 10-year periods before tax<sup>1</sup> and after taking into account fees and costs.



#### Growth/defensive allocation

	Target	Range
Growth assets	59%	39% – 79%
Defensive assets	41%	21% – 61%

#### Asset allocation

● Australian shares	19.75%	9% – 40%
● International shares	26%	16% – 46%
● Infrastructure	8%	0% – 28%
● Property	7.5%	0% – 28%
● Liquid alternatives (Growth)	0%	0% – 10%
● Liquid alternatives (Defensive)	4%	0% – 24%
● Credit income	7%	0% – 27%
● Fixed income	20%	0% – 38%
● Cash	7.75%	0% – 60%
Currency exposure	17.5%	0% – 46%

#### Minimum suggested investment timeframe

5 years

#### Standard Risk Measure

5 – Medium to High

#### Estimated number of negative annual returns over any 20-year period

3 to less than 4

#### Past performance

	10 years	5 years	3 years
<b>Class A</b>	5.42% p.a.	5.10% p.a.	4.23% p.a.
<b>Class B</b>	5.85% p.a.	5.20% p.a.	4.22% p.a.

#### Estimated fees and costs

Management fees and costs:	0.66%
Performance fees:	0.04%
Transaction costs:	0.07%

<sup>1</sup> Ignoring the value of franking credits.

## Diversified Funds (continued)

### Moderate Fund

#### Summary

Invests in a wide range of assets with a slight focus on defensive assets such as cash and fixed income.

#### Who might invest in this Fund?

Investors seeking modest capital growth in the short to medium term. Best suited to investors who are less comfortable with significant fluctuations in the value of their investments.

#### Investment objective

CPI + 2.00% p.a. over rolling 10-year periods before tax<sup>1</sup> and after taking into account fees and costs.



Growth/defensive allocation	Target	Range
Growth assets	39%	19% – 59%
Defensive assets	61%	41% – 81%
<b>Asset allocation</b>		
● Australian shares	11.25%	0% – 31%
● International shares	15%	5% – 35%
● Infrastructure	8%	0% – 28%
● Property	7.5%	0% – 28%
● Liquid alternatives (Growth)	0%	0% – 10%
● Liquid alternatives (Defensive)	2%	0% – 22%
● Credit income	7%	0% – 27%
● Fixed income	25%	0% – 45%
● Cash	24.25%	0% – 75%
Currency exposure	10%	0% – 35%

#### Minimum suggested investment timeframe

4 years

#### Standard Risk Measure

4 – Medium

#### Estimated number of negative annual returns over any 20-year period

2 to less than 3

#### Past performance

	10 years	5 years	3 years
<b>Class A</b>	4.16% p.a.	3.54% p.a.	2.94% p.a.
<b>Class B</b>	4.58% p.a.	3.61% p.a.	2.93% p.a.

#### Estimated fees and costs

Management fees and costs:	0.60%
Performance fees:	0.02%
Transaction costs:	0.06%

<sup>1</sup> Ignoring the value of franking credits.

### Capital Stable Fund

#### Summary

Invests in a wide range of assets with a focus on defensive assets such as cash and fixed income.

#### Who might invest in this Fund?

Investors with a short to medium-term investment horizon seeking fairly stable returns with a low to medium risk of capital loss. However, remember that in return for more stable returns over the short-term you may be sacrificing the potential for higher long-term returns.

#### Investment objective

CPI + 1.25% p.a. over rolling 10-year periods before tax<sup>1</sup> and after taking into account fees and costs.



Growth/defensive allocation	Target	Range
Growth assets	25%	5% – 45%
Defensive assets	75%	55% – 95%
<b>Asset allocation</b>		
● Australian shares	7%	0% – 27%
● International shares	9%	0% – 29%
● Infrastructure	6%	0% – 26%
● Property	5.5%	0% – 26%
● Liquid alternatives (Growth)	0%	0% – 10%
● Liquid alternatives (Defensive)	0%	0% – 20%
● Credit income	4%	0% – 24%
● Fixed income	25%	0% – 50%
● Cash	43.5%	0% – 85%
Currency exposure	6%	0% – 29%

#### Minimum suggested investment timeframe

3 years

#### Standard Risk Measure

3 – Low to Medium

#### Estimated number of negative annual returns over any 20-year period

1 to less than 2

#### Past performance

	10 years	5 years	3 years
<b>Class A</b>	3.16% p.a.	2.46% p.a.	2.23% p.a.
<b>Class B</b>	3.55% p.a.	2.54% p.a.	2.23% p.a.

#### Estimated fees and costs

Management fees and costs:	0.55%
Performance fees:	0.00%
Transaction costs:	0.03%

# Single asset class Funds

## Australian Equities Fund

### Summary

Invests in wide range of companies listed on the Australian Securities Exchange (ASX). Note that this Fund has a mix of active and passive management approaches.

### Who might invest in this Fund?

Investors wanting strong long-term returns who are prepared to accept full exposure to the ups and downs of investing in the share market. This includes periods of negative returns.

### Investment objective

To outperform the return of the Aware Super Custom Index on MSCI Australia Shares 300<sup>1</sup> over rolling 5-year periods, before tax<sup>2</sup> and after taking into account fees and costs.



Asset allocation	Target	Range
● Australian shares	100%	95% – 100%
● Cash	0%	0% – 5%

### Minimum suggested investment timeframe

10 years

### Standard Risk Measure

7 – Very High

### Estimated number of negative annual returns over any 20-year period

6 or greater

### Past performance

	10 years	5 years	3 years
<b>Class A</b>	6.58% p.a.	6.44% p.a.	6.38% p.a.
<b>Class B</b>	7.06% p.a.	6.61% p.a.	6.38% p.a.

### Estimated fees and costs

Management fees and costs:	0.75%
Performance fees:	0.00%
Transaction costs:	0.06%

## International Equities Fund

### Summary

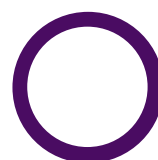
Invests in a wide range of companies listed on global stock exchanges, including both developed and emerging markets. Note that this Fund has a mix of active and passive management approaches. In addition, this Fund is only partly hedged. This means it will fluctuate both due to changes in share prices and currency movements.

### Who might invest in this Fund?

Investors wanting strong long-term returns who are prepared to accept full exposure to the ups and downs of investing in the share market and the impact of currency movements. This includes periods of negative returns.

### Investment objective

To outperform the return of the Aware Super Custom Index on MSCI All Country World Index (ACWI) ex-Australia partially hedged to Australian dollars<sup>1</sup> over rolling 5-year periods, before tax<sup>2</sup> and after taking into account fees and costs.



Asset allocation	Target	Range
● International shares	100%	95% – 100%
● Cash	0%	0% – 5%
Currency exposure	67%	0% – 100%

### Minimum suggested investment timeframe

10 years

### Standard Risk Measure

7 – Very High

### Estimated number of negative annual returns over any 20-year period

6 or greater

### Past performance

	10 years	5 years	3 years
<b>Class A</b>	10.47% p.a.	10.84% p.a.	7.84% p.a.
<b>Class B</b>	10.93% p.a.	10.96% p.a.	7.81% p.a.

### Estimated fees and costs

Management fees and costs:	0.75%
Performance fees:	0.00%
Transaction costs:	0.03%

<sup>1</sup> A custom index calculated by MSCI based on the Responsible Ownership criteria provided by Aware Super. Refer to the 'Custom benchmarks' section on page 18 for more information.

<sup>2</sup> Ignoring the value of franking credits.

# Single asset class Funds (continued)

## Cash Fund

### Summary

Invests in short-term interest-bearing securities such as negotiable certificates of deposit (NCDs) and term deposits. Note that the Cash Fund is not covered by the Government Guarantee (Financial Claims Scheme).

### Who might invest in this Fund?

Investors seeking a short-term investment with stable but low expected returns. You should be aware that the return you receive may not keep pace with inflation.

### Investment objective

To meet or exceed the return of the Bloomberg AusBond Bank Bill Index over rolling 12-month periods, before taking into account fees, costs and tax.



### Asset allocation

- Cash

### Target

100%

### Minimum suggested investment timeframe

Up to 2 years

### Standard Risk Measure

1 – Very Low

### Estimated number of negative annual returns over any 20-year period

Less than 0.5

### Past performance

	10 years	5 years	3 years
<b>Class A</b>	1.47% p.a.	1.57% p.a.	2.44% p.a.
<b>Class B</b>	1.81% p.a.	1.63% p.a.	2.45% p.a.

### Estimated fees and costs

Management fees and costs:	0.24%
Performance fees:	0.00%
Transaction costs:	0.00%





## Additional investment information

In this section you'll find important information that you should also consider when choosing your investment option(s).

This includes:

- how we partner with investment managers
- the difference between active and passive management
- our Responsible Ownership approach
- information on our custom benchmarks
- how we manage foreign currency
- how we use derivatives.

### Investment managers

We have partnered with the Aware Super Investment team, an experienced team of investment specialists, to oversee our investment portfolios.

The Investment team works with a number of investment managers who specialise in different asset types to assist in managing your investments. A current list of managers by asset class is available at [aware.com.au/fundmanagers](https://aware.com.au/fundmanagers).

The Investment team is responsible for:

- asset allocation to get an appropriate mix of different investment types
- performing a cash flow and portfolio rebalancing function to help ensure each Fund is invested as closely as possible in line with the target asset allocations

- high quality research to support investment decisions
- managing select investments in-house.

### Active vs passive management

We actively manage investments where it can add value. Otherwise we passively invest in market indices.

#### Active management

Active managers select investments that they believe will perform better than a market benchmark over the long term. They employ an experienced team of portfolio managers and researchers and buy or sell investments when their market outlook or investment insights change.

#### Passive management

Also known as index managers, passive managers choose investments to form a portfolio that closely tracks a market benchmark (or index). Passive managers usually charge lower fees because they don't need extensive resources to select investments.

The Investment Funds may combine different investment styles and managers, or invest using one investment style only.

## Responsible Ownership

We integrate environmental, social and governance (ESG) considerations into our investment processes. Known as Responsible Ownership, this approach helps us better manage risk and generate strong long-term returns for our members. Each of the Investment Funds consider labour standards, environmental, social and ethical considerations if (and to the extent) they are ESG factors that are described in this section as being taken into account.

Our Responsible Ownership approach consists of four main focus areas which are outlined below. While our approach applies to all of the Investment Funds, how it applies to each Fund can vary depending on the asset class(es) and investment style of the Fund's investments. As shown in the table below, for some Funds, only some aspects apply.

Fund	ESG Integration	Advocacy & collaboration	Stewardship: Engagement & voting	Investment restrictions & exclusions
Growth Fund	✓	✓	✓	✓
Balanced Fund	✓	✓	✓	✓
Moderate Fund	✓	✓	✓	✓
Capital Stable Fund	✓	✓	✓	✓
Australian Equities Fund	✓	✓	✓	✓
International Equities Fund	✓	✓	✓	✓
Cash Fund	x	x	x	✓

### 1: ESG integration

Our approach is not limited to a set-and-forget analysis of an investment, but rather is a holistic approach to assessing ESG risks and opportunities over an investment's life. We do this by considering ESG factors as part of our due diligence and selection when we first invest, and through ongoing monitoring.

When we're considering partnering with an external investment manager we assess their ESG capabilities and policies, as appropriate to the investment type and style. We also regularly meet with them to review their ESG integration approach and discuss how they are monitoring ESG risks and issues. While we expect the investment managers we partner with to monitor ESG risks that relate to our investments, we allow them some flexibility to determine how they implement ESG considerations subject to the restrictions set out in '4: Investment restrictions & exclusions' on the following page.

### 2: Advocacy & collaboration

We believe we can be more effective and have a more material impact by working alongside other like-minded investors and industry associations. This means we will, to the extent we consider it appropriate, share our insights into ESG issues and the way that they may impact investments with other investors. However, we do not rely on those other investors to make investment decisions for us.

Collaborating with other investors also helps us to better understand the risks and opportunities associated with various ESG issues across a range of industries and sectors.

### 3: Stewardship: Engagement & voting

#### Engagement

We monitor ESG considerations and when we identify a material risk or issue we will often use our ownership rights to engage with the company. This is particularly so if we believe its management of ESG issues is falling short of government/regulator or industry standards and/or community expectations, or its conduct threatens its reputation and value.

The objective of engagement is to encourage the company to improve its ESG policies and practices, and thereby protect or increase its economic value. A typical engagement can take between one and three years to complete and may require multiple engagements before an issue is satisfactorily resolved. If our engagement doesn't produce a favourable outcome within a reasonable timeframe, we may consider other actions such as voting against directors or raising a shareholder proposal. However, we can't guarantee that action taken by us in connection with any ESG issues will result in the desired change, and we may continue to hold the relevant investment.

#### Voting

As a large investor we own shares in a diverse range of companies which entitles us to vote on various matters. In general we use our voting rights to support resolutions that seek to enhance value for our members across a range of areas such as board composition, executive remuneration, and climate-related disclosure and action. You can find information on our voting decisions at [aware.com.au/proxyvoting](https://aware.com.au/proxyvoting).

Where applicable, we expect external and internal investment managers to consider their position on company resolutions, but the trustee has the right to any final voting decision and can override a manager's vote.

## 4: Investment restrictions & exclusions

We have implemented the below restrictions and exclusions which apply to all Investment Funds subject to the notes below:

Restriction/ exclusion	Description
<b>Tobacco</b>	Direct investments in tobacco manufacturers and/or producers which derive 5% or more of their revenue from the manufacture and/or production of tobacco products.
<b>Thermal coal</b>	Direct investments in companies that generate 10% or more of their revenues directly from mining thermal or energy coal.
<b>Controversial weapons<sup>1</sup></b>	<p>Direct investments in companies verifiably involved<sup>2</sup> in the manufacture and/or production of anti-personnel mines, biological weapons, chemical weapons, cluster munitions, depleted uranium, incendiary weapons and white phosphorous weapons (whole systems or key components<sup>3</sup>).</p> <p>Direct investments in companies verifiably involved<sup>2</sup> in, and deriving 5% or more revenue from, the manufacture and/or production of nuclear weapons (whole systems or key components<sup>3</sup>).</p>

<sup>1</sup> This exclusion does not apply to companies involved in the deployment of these types of weapons such as aviation companies.

<sup>2</sup> For directly held liquid investments such as shares and bonds, this verification is undertaken by our ESG data provider ISS STOXX. For unlisted direct investments, an internal assessment is made.

<sup>3</sup> A component is a key component if it plays an essential role in the functionality of the specified weapon system or is specifically designed or modified for the specified weapons.

Please note:

- The Investment Funds may have an indirect exposure to companies involved in these industries because the restrictions and exclusions don't apply to indirect exposures. This includes derivatives, exchange-traded products such as ETFs, securitised assets (financial products that give the holder exposure to a pool of loans, bonds or other debt products) and investment vehicles governed by an uncontrolled entity including, but not limited to, unit trusts and fund of funds via pooled vehicles.
- Companies that provide goods or services to companies generating revenue from tobacco products, thermal coal or controversial weapons, or that are involved in the distribution or deployment of these items, are not excluded.
- We rely on data provided by ISS STOXX to apply the restrictions and exclusions for directly held liquid investments such as shares and bonds. For more information on the methodology that ISS STOXX applies in generating their data, please refer to their website at [issgovernance.com/esg/methodology-information](https://issgovernance.com/esg/methodology-information). The documents that are most relevant include the 'Energy & Extractives Screening', 'Controversial Weapons Research' and 'Sector-Based Screening' methodology and research process papers.<sup>4</sup> For unlisted direct investments, an internal assessment is made.

<sup>4</sup> This information is accurate as at the date of this PDS. However, ISS STOXX may update their website from time to time.

- The implementation of these restrictions and exclusions may be affected by the accessibility and accuracy of data, or an error by an external service provider. This may result in inadvertent holdings, typically over the short term, in investments we are seeking to exclude. In the event that there is an inadvertent holding of an investment we are seeking to exclude, we will endeavour to divest as soon as reasonably practicable.
- We do not automatically exclude companies' subsidiaries, joint ventures or bond issuers; each is assessed on its own verifiable involvement in the relevant activity. For example, if a company is excluded due to its involvement in controversial weapons, its subsidiary will not be excluded unless it is assessed to be verifiably involved in controversial weapons based on its own activities.

We may divest from other sectors, industries or investments without prior notice, in line with our Responsible Ownership Policy, as updated from time to time.



For more information, you can read our Responsible Ownership Policy, available at [aware.com.au/ifropolicy](https://aware.com.au/ifropolicy).

## Climate change

We believe climate change is one of the most significant long-term risks to our portfolio, and therefore our members' investment outcomes. As a result, we have undertaken significant research and work to establish a plan to help us manage this risk in our investment portfolios.

Our *Climate Transition Plan* is a framework of recommendations and targets that we will focus our efforts on. In 2023 we updated the plan to focus on the key strategic areas of:

- Decarbonisation: developing a decarbonisation pathway for our investment portfolio.
- Portfolio transition & resilience: transitioning our portfolio to lower climate change risk in our investments and, where required, helping those investments adapt to a changing climate.
- Investing in climate solutions: investing in low-carbon assets, as well as contributing to the economy-wide transition by investing in companies that need financial support to transition their operations and products to be lower emitting.
- Being a leader in company climate engagement: lowering risk by actively managing and engaging with portfolio investments on their climate change transition pathway.
- Having an influential voice in climate policy and advocacy.



**Super helpful tip:** You can find more information on our *Climate Transition Plan* on our website at [aware.com.au/investmentsoutsidesuper](https://aware.com.au/investmentsoutsidesuper)

## Custom benchmarks

We use custom benchmarks for our Australian and international share portfolios that are passively managed i.e. invested in accordance with an index<sup>1</sup>. The custom benchmarks are the index to which these portfolios are managed, meaning they invest in a portfolio of companies that closely corresponds with the relevant custom benchmark. Investing these portfolios in a way that closely corresponds with the relevant custom benchmark aligns with the Aware Super *Climate Transition Plan* target of a 45% reduction in greenhouse gas emissions intensity<sup>2</sup> in listed share portfolios by 2030 (from a 30 June 2020 base)(Target Emissions).

Our Australian shares custom benchmark<sup>3</sup> is based on the MSCI Australian Shares All Cap Index, and the international shares custom benchmarks are based on the MSCI All Country World Index (ACWI) ex Australia or MSCI World ex Australia Index, as relevant (together, the Base Benchmarks). Each Base Benchmark is customised (and accordingly, the investments of the relevant share portfolio are customised) to move towards the Aware Super listed share portfolios achieving the Target Emissions by 2030 (and the interim Target Emissions along the way). In addition, to ensure sufficient diversity, we may include additional companies in a custom benchmark.

Our process to customise the Base Benchmarks involves obtaining company level greenhouse gas emissions and fossil fuel reserves data for the companies within the benchmark from specialist ESG data provider ISS STOXX<sup>4</sup>. This information is aggregated and analysed to compare the Base Benchmark's greenhouse gas emissions with the Aware Super interim Target Emissions. The difference between these two amounts is used to determine the reduction in emissions that we aim to achieve, and the customisation of the Base Benchmarks (and corresponding share portfolios) is how we achieve the reduction in emissions.

There is no set way in which we adjust the custom benchmarks to achieve this reduction in greenhouse gas emissions. For example, we may adjust the custom benchmarks to exclude (i.e. apply a zero weighting to) or apply a reduced weighting to, some of the most greenhouse gas emissions intensive<sup>2</sup> companies within the relevant custom benchmark. However, we may adopt another approach.

We also apply our portfolio-wide restrictions and exclusions in relation to tobacco, thermal coal and controversial weapons<sup>5</sup> from the custom benchmarks

by excluding companies deriving revenue from these activities that exceed the materiality threshold (where applicable).

Each quarter, in conjunction with MSCI, we review and may update the custom benchmarks. Where this occurs, the applicable Australian and international share portfolios are rebalanced to reflect the updated custom benchmark.

## Foreign currency management

The returns from overseas investments such as international shares or bonds reflect both changes in the value of the investments and currency movements. A higher Australian dollar can reduce returns on international investments, while a lower Australian dollar can improve returns.

Currency hedging can be used to protect Australian investors against movements in foreign currency. This can reduce a potential loss from unfavourable currency movements, but it can also reduce a potential profit.

The Fund profiles on pages 10 to 14 show the long-term target and range for foreign currency exposure, where applicable. These amounts refer to the proportion of assets that are affected by foreign currency movements. The remainder of the Fund is either currency hedged or denominated in Australian dollars.

## Use of derivatives

A derivative is a financial instrument whose value depends on, or is derived from, another source such as an asset, market index or interest rate. We use a range of derivatives including forwards, futures, options and swaps:

- to manage risk (e.g. foreign currency hedging)
- for asset allocation purposes
- as a way to implement investment positions efficiently, and
- to enhance returns.

As with other types of investments, both gains and losses can occur from holding derivatives. Favourable price movements in the underlying asset(s) can generate gains, while unfavourable price movements can result in losses.

Our derivative usage is governed by an internal policy to ensure derivatives are used appropriately and any of the investment managers that use derivatives on our behalf operate within specific guidelines.

<sup>1</sup> Note that, although not applicable as at the date of this PDS, we may also apply custom benchmarks to portfolios that are managed using a systematic investment style (i.e. using quantitative modelling techniques).

<sup>2</sup> Greenhouse gas emissions intensity is a measure of carbon dioxide and other greenhouse gases (CO<sub>2</sub>e) per unit of activity, for example manufacturing a product.

<sup>3</sup> The Australian custom benchmark consists of the largest 300 companies remaining in the Base Benchmark after the adjustments.

<sup>4</sup> For information on the methodology that ISS STOXX applies in generating their data, please refer to their website at [issgovernance.com/esg/methodology-information/](https://issgovernance.com/esg/methodology-information/) and in particular the 'Carbon Footprint' methodology and research process paper. While this information is accurate as at the date of this PDS, ISS STOXX may update their website from time to time.

<sup>5</sup> For more details, including the materiality thresholds, refer to the '4: Investment restrictions & exclusions' section on page 17.





## Tax and your Investment Funds account

The following taxation information is a summary only of the main income tax issues affecting Australian resident individual investors in managed investment schemes only. It is a brief guide and does not purport to be a complete statement of relevant tax law.

It is recommended that you seek independent professional tax advice before investing in the Investment Funds in order to obtain tax information applicable to your own circumstances.



### Attribution Managed Investment Trust (AMIT) regime

Aware Financial Services, as the responsible entity, has elected to opt into the AMIT regime for all of the Investment Funds from 1 July 2017 based on the best interests of investors and has made the necessary changes to the constitution of the Investment Funds.

The AMIT regime codifies the tax rules governing eligible funds and therefore provides greater certainty as to the tax treatment of such funds.

## What tax is payable?

The Investment Funds are not expected to pay Australian income tax as it is intended that investors will be attributed all taxable components of the income of each Investment Fund on a fair and reasonable basis.

You may be liable to pay income tax on your attributed share of the income from the Investment Funds for the income year to which the distribution relates (whether you receive your distribution in cash or reinvest after 30 June). Distributions could comprise:

- income (from dividends and interest)
- net capital gains (from the sale of the Investment Funds' investments)
- tax offsets (like franking credits attached to dividend income and for tax paid on foreign income) which can reduce the tax you pay. You may be entitled to a refund of excess franking credits. Foreign tax offsets can reduce the tax payable on your foreign source income.

## Can a liability arise when you withdraw, switch or transfer?

Yes, Australian residents are generally subject to capital gains tax on gains when they withdraw any money (excluding withdrawals from the Cash Fund), including when a switch is made, or when units are transferred to someone else.

Where the distribution payment you receive differs from the amount of taxable income attributed to you, this may impact on the cost base of your units for capital gains tax purposes.

Depending on the kind of taxpayer you are, and how long you have held your units, you may be entitled to a capital gains tax discount which can reduce your capital gains tax liability by up to one half. Where you have capital losses, and you offset them against a discount capital gain, the discount capital gain must be grossed up to the nominal gain before offsetting the capital loss.

When units are redeemed from the Capital Stable Fund, Moderate Fund, Balanced Fund, Growth Fund, Australian Equities Fund and International Equities Fund (as a result of a switch or a withdrawal of funds) they will be redeemed on a first in first out basis.

## Do you need to give your Tax File Number (TFN) or Australian Business Number (ABN)?

It's up to you, but we recommend it strongly. You can advise us of your TFN or ABN when you first apply or by contacting us.

If you choose not to provide your TFN or ABN and don't have an exemption, we must deduct tax at the highest marginal tax rate plus the Medicare levy (currently 47%), before distributing your net income entitlement to you or reinvesting it on your behalf.

## Foreign Account Tax Compliance Act (FATCA) & OECD Common Reporting Standard (CRS)

FATCA is a United States (U.S.) legislation to improve compliance with U.S. tax laws. FATCA imposes certain due diligence and reporting obligations on Australian financial institutions to report U.S. citizen or U.S. tax resident account holders to the Internal Revenue Service (IRS). In order to prevent FATCA withholding tax being applied to any U.S. connected payments made to the Investment Funds in Australia, the Investment Funds are required to collect and report information to the Australian Taxation Office (ATO) relating to certain U.S. accounts, which may be exchanged with the IRS.

Similar to FATCA, the CRS is the single global standard for the collection, reporting and exchange of financial account information on foreign tax residents. Australian financial institutions need to collect and report financial account information regarding non-residents to the ATO. The ATO will exchange this information with the participating foreign tax authorities of these non-residents.

Accordingly, the Investment Funds may request that you provide certain information about yourself (for individual investors) or your controlling persons (where you are an entity) in order for the Investment Funds to comply with its FATCA or CRS compliance obligations.



## Fees and other costs

The wording regarding negotiation of fees in the box below is required by law. Our fees and costs are not negotiable.

### Did you know?

Small differences in both investment performance and fees and costs can have a substantial impact on your long-term returns.

For example, total annual fees and costs of 2% of your account balance rather than 1% could reduce your final return by up to 20% over a 30-year period (for example, reduce it from \$100,000 to \$80,000).

You should consider whether features such as superior investment performance or the provision of better member services justify higher fees and costs.

You may be able to negotiate to pay lower fees. Ask the fund or your financial adviser.

### To find out more

If you would like to find out more, or see the impact of the fees based on your own circumstances, the **Australian Securities and Investments Commission (ASIC)** Moneysmart website ([www.moneysmart.gov.au](http://www.moneysmart.gov.au)) has a managed funds fee calculator to help you check out different fee options.

This section shows fees and other costs that you may be charged. These fees and costs may be deducted from your money, from the returns on your investment or from the assets of the managed investment scheme as a whole.

Taxes are set out in another part of this document.

You should read all the information about fees and costs because it is important to understand their impact on your investment.

Fees and costs for particular Investment Funds are set out on page 24.

## Fees and costs summary

### Aware Investment Funds

Type of fee or cost	Amount	How and when paid
<b>Ongoing annual fees and costs<sup>1</sup></b>		
<b>Management fees and costs</b> The fees and costs for managing your investment	Estimated to range from 0.24% to 0.75% per year (\$120 to \$375 per \$50,000). The amount you pay varies according to which Investment Fund(s) you select. See the table in the 'Additional explanation of fees and costs' section for more information.	<i>Management fees and costs</i> include a management fee and indirect costs. The <i>management fee</i> is calculated and accrued daily on the net asset value of the Investment Fund(s) and included in the calculation of the unit price. It is deducted from the assets of the Investment Fund(s) at the end of each month. <i>Indirect costs<sup>2</sup></i> are incurred over the course of the year and deducted from the assets of the Investment Fund(s) or underlying investment vehicle(s) as and when they are incurred. These amounts are estimated and disclosed as a percentage of the average assets of the relevant Investment Fund. Indirect costs are an additional cost that reduces the return on your investment.
<b>Performance fees</b> Amounts deducted from your investment in relation to the performance of the product <sup>2</sup>	Estimated to range from 0.00% to 0.04% per year (\$0 to \$20 per \$50,000) based on the average of the previous five financial years. The amount you pay varies according to which Investment Fund(s) you select. See the table in the 'Additional explanation of fees and costs' section for more information.	<i>Performance fees</i> are typically accrued at the same frequency as the valuation cycle of the relevant investment, and deducted from the assets of the Investment Fund(s) or underlying investment vehicle(s) when they become payable to an investment manager. These amounts are estimated and disclosed as a percentage of the average assets of the relevant Investment Fund. Performance fees are an additional cost that reduces the return on your investment.
<b>Transaction costs</b> The costs incurred by the scheme when buying or selling assets <sup>2</sup>	Estimated to range from 0.00% to 0.07% per year (\$0 to \$35 per \$50,000). The amount you pay varies according to which Investment Fund(s) you select. See the table in the 'Additional explanation of fees and costs' section for more information.	<i>Transaction costs</i> are incurred over the course of the year and deducted when incurred from the assets attributable to an Investment Fund or underlying investment vehicle before we determine the unit price of each Investment Fund. These amounts are estimated and disclosed as a percentage of the average assets of the relevant Investment Fund. Transaction costs are an additional cost that reduces the return on your investment.
<b>Member activity related fees and costs (fees for services or when your money moves in or out of the product)<sup>3</sup></b>		
<b>Establishment fee</b> The fee to open your investment	Nil	Not charged
<b>Contribution fee</b> The fee on each amount contributed to your investment	Nil	Not charged
<b>Buy-sell spread</b> An amount deducted from your investment representing costs incurred in transactions by the scheme	Nil	Not charged
<b>Withdrawal fee</b> The fee on each amount you take out of your investment	Nil	Not charged
<b>Exit fee</b> The fee to close your investment	Nil	Not charged
<b>Switching fee</b> The fee for changing investment options	Nil	Not charged

<sup>1</sup> Management fees and costs, performance fees, and transaction costs are inclusive of GST and net of any reduced input tax credits (RITCs) at the prescribed rate.

<sup>2</sup> These fees and costs are indicative only and are based on the fees and costs incurred for the year ended 30 June 2024, other than performance fees which are a 5-year average. Past costs are not a reliable indicator of future costs. The amount you'll pay in subsequent financial years will depend on the actual fees and costs incurred by the trustee in managing the Investment Fund.

<sup>3</sup> Advice fees for personal advice may apply. Refer to the 'Personal advice fees' section in 'Additional explanation of fees and costs' for details.



## Example

### Example of annual fees and costs for the Growth Fund

This table gives an example of how the ongoing annual fees and costs in the Growth Fund can affect your investment in that Fund over a 1-year period. You should use this table to compare this product with other products offered by us or other managed investment schemes.

EXAMPLE – the Growth Fund		BALANCE of \$50,000 with a contribution of \$5,000 during the year
Contribution Fees	Nil	For every additional \$5,000 you put in, you will be charged <b>\$0</b> .
<b>PLUS</b> Management fees and costs	0.75%	<b>And</b> , for every \$50,000 you have in the Growth Fund you will be charged or have deducted from your investment <b>\$375</b> each year
<b>PLUS</b> Performance fees	0.04%	<b>And</b> , you will be charged or have deducted from your investment <b>\$20</b> in performance fees each year
<b>PLUS</b> Transaction costs	0.05%	<b>And</b> , you will be charged or have deducted from your investment <b>\$25</b> in transaction costs
<b>EQUALS</b> Cost of Growth Fund		If you had an investment of \$50,000 at the beginning of the year and you put in an additional \$5,000 during that year, you would be charged fees and costs of <b>\$420</b> .*  <b>What it costs you will depend on the investment option you choose and the fees you negotiate.</b> <sup>1</sup>

\* Additional fees may apply, such as advice fees for personal advice. Refer to the 'Personal advice fees' section in 'Additional explanation of fees and costs' for details.

<sup>1</sup> The wording regarding negotiation of fees is required by law. Our fees and costs are not negotiable.

**Please note:** This example assumes the \$5,000 contribution was made at the end of the year and that the value of the Fund does not change for the whole year. Actual fees and costs are based on the value of the Fund which fluctuates daily.

## Cost of product for 1 year

The cost of product gives a summary calculation about how ongoing annual fees and costs can affect your investment over a 1-year period for all Investment Funds. It is calculated in the manner shown in the Example of annual fees and costs.

The cost of product assumes a balance of \$50,000 at the beginning of the year with a contribution of \$5,000 during the year. (Additional fees such as an establishment fee or an exit fee may apply: refer to the Fees and costs summary for the relevant option)\*.

You should use this figure to help compare this product with other products offered by managed investment schemes.

Aware Investment Funds	Cost of product
Growth Fund	\$420
Balanced Fund	\$385
Moderate Fund	\$340
Capital Stable Fund	\$290
Australian Equities Fund	\$405
International Equities Fund	\$390
Cash Fund	\$120

\* This wording is required by law. We don't charge an establishment fee or exit fee.



## Additional explanation of fees and costs

### Ongoing annual fees and costs

The table below summarises the annual investment fees and costs and transaction costs for each Investment Fund.

You should refer to our website at [aware.com.au/documents](https://aware.com.au/documents) for any updates to fees and costs which are not materially adverse from time-to-time. You can also call us on **1300 650 873** to request this information without charge.

**Important:** The indirect costs, performance fees and transaction costs in the table below are indicative only and reflect the fees and costs for the year ended 30 June 2024, other than performance fees which are a 5-year average. These amounts are estimates only. The amount you'll pay in future years will depend on the actual fees and costs incurred by the trustee in managing the Investment Fund(s). **Past costs are not a reliable indicator of future costs.**

Investment Funds – Class A & B	Management fees and costs (%)		Total management fees and costs (%)	Performance fees (%) 5-year average	Transaction costs (%)	Total fees and costs (%)
	Management fee (%)	Indirect costs (%)				
Diversified Funds						
Growth Fund	0.75%	0.00%	0.75%	0.04%	0.05%	0.84%
Balanced Fund	0.65%	0.01%	0.66%	0.04%	0.07%	0.77%
Moderate Fund	0.60%	0.00%	0.60%	0.02%	0.06%	0.68%
Capital Stable Fund	0.55%	0.00%	0.55%	0.00%	0.03%	0.58%
Single asset class Funds						
Australian Equities Fund	0.75%	0.00%	0.75%	0.00%	0.06%	0.81%
International Equities Fund	0.75%	0.00%	0.75%	0.00%	0.03%	0.78%
Cash Fund	0.24%	0.00%	0.24%	0.00%	0.00%	0.24%

## Management fees and costs

Management fees and costs are charged for overseeing the operations and managing the assets of each Investment Fund, and include a management fee plus indirect costs.

### Management fee

The *management fee* is not deducted directly from your account. Instead, it is calculated and accrued daily on the basis relevant for each Investment Fund and included in the calculation of the unit price. The accrued amounts are deducted from the assets of the Investment Fund(s) at the end of each month. Each year we undertake a review of the management fees charged to each Investment Fund for the previous financial year. If required, we make an adjustment to the unit price so the management fees charged to the Investment Fund(s) align with the management fee amounts shown in the table on the previous page.

From the Management fee we charge you, we pay:

- investment management fees, including fees charged by any underlying investment vehicles
- amounts to third parties such as our custodian, administrator, accountants, auditors and tax specialists (refer to the 'Day-to-day expenses' section below)
- any other day-to-day expenses in relation to the Investment Funds, including (but not limited to) investment-related expenses (refer to the 'Day-to-day expenses' section below).

### Day-to-day expenses

We are generally entitled to be reimbursed from each Investment Fund for expenses we incur in managing and administering the Investment Fund. However, until further notice, all day-to-day Investment Fund expenses, but not indirect costs, performance fees and transaction costs, will be paid out of our Management fee and we will not recover them from the Investment Funds.

The management fees and costs per Investment Fund for the 12 months to 30 June 2024 are shown in the table on page 24.

### Indirect costs

Indirect costs seek to capture an estimate of all relevant costs that are indirectly involved in deriving the investment return for each Investment Fund. They are deducted from the assets of the Investment Fund(s) or underlying investment vehicle(s) as and when they are incurred and are an additional cost that reduces the return on your investment.

They can include a number of costs such as:

- the costs of managing or administering an underlying investment vehicle
- certain over-the-counter (OTC) derivative costs<sup>1</sup>, which are included as part of indirect costs unless they are held for the primary purpose of hedging<sup>2</sup>, in which case they are included as part of transaction costs

- expenses of an Investment Fund not incurred during day-to-day operations (refer to the 'Abnormal costs' section below).

Indirect costs do not include performance fees or transaction costs which are reported separately. Indirect costs may vary from year to year and we can't calculate them precisely in advance.

<sup>1</sup> OTC derivatives are financial contracts that are traded directly between two parties rather than being traded on listed financial markets.

<sup>2</sup> Hedging is a risk management strategy employed to offset losses in investments by taking an opposite position in a related asset. For example, a number of foreign investments are hedged to the Australian dollar via the use of currency forward contracts, a type of OTC derivative. This helps minimise the impact of currency fluctuations on investment returns.

### Abnormal costs

Abnormal costs are expenses not generally incurred during the day-to-day operations of the Investment Funds and are not necessarily incurred in any given year. They are due to abnormal events, such as the cost of running a unit holder meeting or legal costs in relation to changes to the Investment Funds' constitution or defending legal proceedings. We will obtain reimbursement from each Investment Fund in relation to these types of expenses should they arise.

Abnormal costs are generally calculated with consideration to the actual costs incurred during the financial year and paid out of the assets of each Investment Fund. When they arise, they are included in indirect costs.

There were no abnormal costs deducted from any Investment Fund in the 2023/24 financial year.

The estimated indirect costs per Investment Fund for the 12 months to 30 June 2024 are shown in the table on page 24.

### Performance fees

While we don't charge performance fees directly, we have performance fee arrangements with a number of external investment managers. These managers receive (or accrue) performance fees if they generate investment returns that exceed an agreed level. Investment managers with performance fee arrangements are generally also paid a base management fee. However, the base management fee for these managers is typically lower than we consider it likely to be if there were no performance fee arrangement.

When our external managers with performance fee arrangements perform well, you'll typically pay higher than average fees and costs, and performance fees may be payable even when the performance of an Investment Fund as a whole does not exceed its performance objective.

Performance fees are typically accrued at a frequency consistent with the valuation cycle of the relevant asset or portfolio. This means the valuations for the relevant investments factor in any performance fees owing. These accrued amounts are included in the

performance fee amounts we report and can go up and down over time. In some years, performance fees may be negative which indicates that the amount of performance fees owing decreased over the relevant financial year. Performance fees are generally only paid once an investment is sold, and not all accrued performance fees will necessarily be paid.

Performance fees are an additional cost to you and can vary from year to year. The actual amount of performance fees incurred in a particular financial year will depend on:

- the individual performance fee arrangements with investment managers
- the investment returns for these investments
- the allocation of the Investment Funds to these investments.

Where applicable, the performance fees shown in the table on page 24 are an average of the last five financial years for each Investment Fund.

## Transaction costs

Transaction costs may be incurred directly by an Investment Fund or through an underlying investment vehicle when buying and selling their assets. Transaction costs are deducted from the assets attributable to an Investment Fund or an underlying investment vehicle at the time they are incurred and are an additional cost that reduces the return on your investment.

Transaction costs include:

- brokerage costs (the amount paid to a broker when buying and selling underlying securities, for example shares)
- settlement and clearing costs
- stamp duty (a government tax paid on the transfer of certain assets or property from one owner to another)
- due diligence costs on investment transactions, for example legal and advisory costs
- buy/sell spreads on underlying investment vehicles, as applicable
- OTC derivative costs that relate to hedging.

We don't charge a buy-sell spread on any of the Investment Funds. This means transaction costs for an Investment Fund will also include the costs incurred as a result of individual member applications and withdrawals, including any switches between Funds.

Transaction costs will vary from year to year depending on the type, size and frequency of transactions. In general, illiquid asset classes such as unlisted property and infrastructure tend to have higher transaction costs (for example stamp duty) compared to more liquid asset classes like shares and fixed income.

The estimated transaction costs for the 12 months to 30 June 2024 are shown in the table on page 24.

## Member activity-related fees and costs

### Personal advice fees

An additional fee may apply for personal advice services. Your financial planner may be able to request for their advice fees to be deducted from your account upon your consent, or you may need to pay for it directly. This fee will be in addition to the fees and costs stated above and may be deducted from your account through the redemption of units. We don't pay any commissions to financial planners.

### Tax

Investing in a registered managed investment scheme, like the Investment Funds, is likely to have tax consequences and you are strongly advised to seek professional tax advice. Registered managed investment schemes generally do not pay tax on behalf of investors. You are assessed for tax on any income and capital gains generated by the registered managed investment scheme to which you are attributed.

For more information on the amount of tax payable, see 'Tax and your Investment Funds Account' section.

### GST and stamp duty

GST generally applies to the fees and costs payable by the Investment Funds, including the management fees payable to Aware Financial Services. The Investment Funds may be entitled to claim a reduced input tax credit (RITC), which represents a proportion of the GST applicable to investment fees and costs and certain other expenses, as set out in the GST law.

Management fees and costs, performance fees, and transaction costs are inclusive of GST and net of any RITCs at the prescribed rate.

### Changes to fees and costs

We may vary fees or introduce new fees up to the maximums described in the constitution, without your consent.

Under the constitution for the Funds, we are entitled to charge the following maximum fees:

- Management fee: 1.5% p.a. of net asset value for the Growth, Balanced, Capital Stable and Cash Funds, and 2% of net asset value for the Moderate, Australian Equities and International Equities Funds.
- Switching fee: \$100 CPI indexed from 30 June 1993 (not currently charged).

We'll give you at least 30 days' prior notice if the fees we charge increase or if we introduce a new fee that affects your account. Prior notice won't be given for any increases in indirect costs, transaction costs or performance fees paid to external investment managers.





## How your account works

### How to invest

You can only open a new account for the Investment Funds Class B. The Investment Funds Class A is closed to new accounts, but, if you hold Class A interests in an Investment Fund, you can invest in or switch to Class A interests in another Investment Fund.

Please refer to the Transaction Processing table for details on how to apply to invest in the Investment Funds.

You can open your account with an initial investment of as little as \$1,000. This can be made up of deposits or transfers from other Aware Financial Services or Aware Super products.

**Please note:** You must include a completed tax residency self-certification with your application in order for us to meet our legal obligations or we will be unable to set up your account.

**Please note:** We cannot accept an application without the completion of Investment Fund suitability questions (see Step 6 in the *Aware Investment Fund Application* form).

**Please note:** The Investment Funds are only available to persons in Australia and we are not bound to accept any application and we may refuse an application without giving a reason.

### Investment instructions

#### Deposit profile

A deposit profile tells us in which Funds to invest your initial and additional contributions. We will invest each deposit we receive from you in accordance with your deposit profile.

When completing your application form we ask that you create a deposit profile by nominating the percentage amount you wish to allocate to each Fund.

**Please note:** We cannot accept an application without a deposit profile. If we receive an application without a deposit profile we will contact you to obtain your instructions. If we are unable to contact you we may not be able to accept your application.

You can only have one deposit profile. All deposits, including deposits made as part of the Regular Savings Plan, will be invested in accordance with the one profile.

You can change your deposit profile at any time.



## Withdrawal profile

A withdrawal profile tells us from which Funds to sell units to satisfy your withdrawal request. If we receive a withdrawal request from you without specific instructions we will process your request in accordance with your withdrawal profile. We will also use your withdrawal profile to process payments using the Regular Withdrawals Plan.

You can define your withdrawal profile in one of three ways.

1. **Sell order** – you choose the order in which you want us to redeem units. We will process your withdrawal request by selling units from the Fund nominated first. Once all the units have been sold, we will move onto the next Fund and so on until we have satisfied your withdrawal request.

### Example 1: Sell order

Fund	Amount	Sell order
Cash	\$40,000	2
Balanced	\$60,000	1
Growth	\$50,000	3
Australian Equities	\$50,000	4

In the example above if we received a withdrawal request of \$80,000 we would sell all of the units in the Balanced Fund first and \$20,000 worth of units from the Cash Fund.

2. **Percentage allocation** – you nominate a percentage allocation to your chosen Funds. We will process a withdrawal request by selling units from Funds in the proportion set out in your withdrawal profile. If you have insufficient assets in any of the Funds your withdrawal will be based on the default profile outlined below.

### Example 2: Percentage allocation

Fund	Amount	Sell order
Cash	\$40,000	25%
Balanced	\$60,000	25%
Growth	\$50,000	25%
Australian Equities	\$50,000	25%

In the example above if we received a withdrawal request of \$80,000 we would sell \$20,000 worth of units from each of the Funds listed in the table above.

3. **Pro-rata allocation** – your withdrawals are drawn from your Investment Funds in proportion to the balance held in each Investment Fund at the time of payment.

### Example 3: Pro-rata allocation Fund Investment holdings on the day of withdrawal

Fund	Investment Fund holding	Amount
Cash	15%	30,000
Balanced	20%	40,000
Growth	30%	60,000
Australian Equities	35%	70,000

In the example above if we received a withdrawal request of \$80,000 each investment will be sold proportionally to the balance held on the day of your withdrawal. As a result the following withdrawal will apply, Cash Fund \$12,000 (15%), Balanced Fund \$16,000 (20%), Growth Fund \$24,000 (30%), and Australian Equities Fund \$28,000 (35%).

### Default withdrawal order

If you haven't established a withdrawal profile or provided specific instructions, withdrawals will follow the default order outlined below.

Funds will initially be withdrawn from the first Fund on the list that you hold. If funds in that option run out, we will withdraw funds from the next Fund in the list that you hold, and so on.

The default order is designed to prioritise withdrawing funds from the lowest risk Funds you hold first. This can help avoid withdrawals being taken from higher risk investments, which tend to fluctuate in value more.

1. Cash Fund
2. Capital Stable Fund
3. Moderate Fund
4. Balanced Fund
5. Growth Fund
6. Australian Equities Fund
7. International Equities Fund

You should be aware that the order for redeeming units may not be the best suited for your particular circumstances, therefore it is important that you provide us with full withdrawal details.

## Account rebalance instructions

The percentage of your account balance in each Fund changes over time with market movements. You can choose to set up an automatic rebalance instruction to return your portfolio to a nominated percentage in each Fund. The automatic rebalancing feature will only occur annually on 15 July each year. If 15 July does not fall on a business day, the rebalance will be processed on the next business day.

**Please note:** if you change your deposit profile this will automatically amend the nominated percentages for your annual rebalance to reflect what you have selected as your deposit profile.

## Transactions and special investment facilities

### Deposits

Once you have opened your account and made your initial deposit of at least \$1,000 you can make additional deposits of any amount at any time.

### Switches

When you request a switch, we will redeem units from the Fund(s) you request and use the proceeds to purchase units in one or more other Funds you nominate subject to a minimum total switch amount of \$500. You can switch Funds either by utilising the switch function or by doing a one-off portfolio rebalance.

### Switch function

The switch function allows you to move money between Funds by specifying the dollar amount or percentage you wish to sell down from existing Funds and applying this dollar amount or percentage across new or existing Funds. If you hold Class A units in a Fund, you can only switch to Class A units in another Fund. If you hold Class B units in a Fund, you can only switch to Class B units in another Fund.

**Please note:** that when doing a percentage based switch the total percentage being applied to new or existing Funds needs to add up to 100% as this is based on the amount being switched.

### One-off portfolio rebalance

A one-off portfolio rebalance allows you to reset your portfolio allocations to a particular percentage in each Fund (either existing or new).

**Please note:** that a one-off portfolio rebalance will not change your automatic deposit profile and if you want new Funds to match the allocations of your one-off portfolio rebalance you will need to amend your automatic deposit profile.

The percentage of your account balance in each Fund changes over time with market movements. Using the portfolio rebalance allows you to bring the percentage invested in each Fund in line with your desired allocation.

## Withdrawals

You can make a partial withdrawal from your account or a full withdrawal which will close your account.

Payments are made directly to your bank, credit union or building society account. Payments are not made by cheque. You should allow at least a further three to five business days after your nominated date for the funds to be credited to your bank, building society or credit union account.

## Regular Savings Plan

You can arrange to make regular investments into the Investment Funds using the Regular Savings Plan, subject to a minimum amount for each deposit of \$100. This facility involves us making automatic deductions from your bank, credit union or building society account on a monthly basis on a day you nominate. If you select an end of month date that doesn't happen each month (for example 31st), your payment will be scheduled for the last day of the month. If the scheduled day is not a business day we will debit your account on the next business day.

A business day is all weekdays excluding the following public holidays: New Year's Day, Australia Day, Good Friday, Easter Monday, ANZAC Day (when it falls on a weekday), King's Birthday (in June), Christmas Day and Boxing Day.

**Please note:** You should check whether your financial institution will charge you a fee for each withdrawal from your account before establishing a Regular Savings Plan.

## Progressive Investment Facility

You may benefit from regularly investing a specified amount into one or more Funds over time, as this may reduce the risk linked to attempting to time the market with a lump sum investment. This is often called 'dollar cost averaging'. By doing so, more units may be purchased when prices are low and fewer units purchased when prices are high. The aim is to lower the total average cost per unit of your investment, giving you a lower overall cost for the units purchased over time.

The Progressive Investment Facility enables you to switch fixed amounts on a regular basis (monthly, quarterly, or yearly) into nominated Fund(s), from amounts you hold in the Cash Fund.

This facility involves us making automatic switches on the day you nominate.

If your nominated day is not a business day, the switch will occur on the first business day thereafter.

The minimum amount that can be switched under the Progressive Investment Facility is \$2,000 per switch.

You can also select the date you wish the facility to end.

In the instance where there are insufficient funds to perform a switch, the switch will not be processed.

The facility will end, and no further switches will be made, on the date you nominate and we have the right to cancel the facility when there are insufficient funds in the Cash Fund to perform a scheduled switch.

Please refer to the 'Transacting on your account' section for details on how to add the Progressive Investment Facility to your account.

## Regular Withdrawals Plan

A Regular Withdrawals Plan is also available allowing you to choose to regularly withdraw a set amount.

The minimum amount that can be withdrawn under this facility is \$500 per withdrawal and you can establish more than one Regular Withdrawal Plan. Withdrawals under the Regular Withdrawals Plan are processed on the dates you nominate on a fortnightly, monthly, quarterly, half-yearly or yearly basis.

If you select an end of month date that doesn't happen each month (for example 31st), your payment will be scheduled for the last day of the month. If the scheduled day is not a business day we will debit your account on the next business day.

You are also able to index your set withdrawal amounts so that they increase over time. You can do this by either indexing to match inflation, as measured by CPI, or choose your own annual percentage between 0.1% and 10%. Indexing will be applied on 30 June each year. Withdrawals using this facility are made from your account using your withdrawal profile. For more information on your withdrawal profile please refer to the 'Investment instructions' section.

Payments are made directly to your bank, credit union or building society account. Payments are not made by cheque. You should allow at least a further three to five business days after your nominated date for the funds to be credited to your bank, building society or credit union account.

Please refer to the 'Investment instructions' section for details on how to add the Regular Withdrawals Plan to your account.

## Making a transaction

You can transact on your account in a number of ways. So you can choose the service that is most convenient to you.



### Online

You can use the Member Online [login.aware.com.au](https://login.aware.com.au) for some transactions.



### Phone

You can call us on **1300 650 873** and ask one of our staff members to help you with certain transaction requests.



### Mail

Aware Financial Services  
GPO Box 89  
Melbourne VIC 3001

## Payment options

You can use the following payment options to contribute to your Investment Funds account.

**BPAY®** Please use the following BPAY biller code.  
156208 – Investment Fund

We will provide you with a unique BPAY reference code when you apply. Please use this reference code each time you send in a transaction using BPAY.











® Registered to BPAY Pty Ltd  
ABN 69 079 137 518.







**Direct Debit** – You can request us to debit your bank account.

**Please note:** You should check whether your financial institution will charge you a fee for any withdrawal from your account before arranging payment.

To satisfy a withdrawal we will typically make payments to your nominated financial institution. We don't make payments by cheque.

Use this table as a quick reference guide to help you operate your account. Before transacting on your account or changing your investment instructions you may wish to seek independent advice from a financial planner in relation to how a transaction will affect your personal circumstances.

What do you want to do?	Method	Payment options	Additional information
Open a new account		Direct Debit BPAY® For further details on these payment options please refer to 'How your account works'.	You can open an account with \$1,000.  You can send your application to us at GPO Box 89, Melbourne, VIC, 3001
Make additional (ad-hoc) investments	  	Direct Debit BPAY® For further details on these payment options please refer to 'How your account works'.	Login to Member Online to initiate a direct debit. <sup>1</sup>  <b>Or</b> Initiate a BPAY deposit via your financial institution using your individual BPAY reference numbers.
Make regular additional investments via the Regular Savings Plan facility	  	Direct Debit For further details on these payment options please refer to 'How your account works'.	The minimum amount is \$100.  You can manage your Regular Savings Plan Facility online. <sup>1</sup>  <b>Or</b> You can complete the <i>Change of member details (Aware Investment Funds)</i> form available at <a href="https://aware.com.au/forms">aware.com.au/forms</a> and return it to us.
Switch between Funds	  	N/A	The minimum amount is \$500.  You can request to switch between your existing Funds online. <sup>1</sup>  <b>Or</b> You can call us on <b>1300 650 873</b>  <b>Or</b> You can complete the <i>Change of investments (Aware Investment Funds)</i> form available at <a href="https://aware.com.au/forms">aware.com.au/forms</a> and return it to us.  When you request a switch we will redeem units from the Fund(s) you request and use the proceeds to purchase units in one or more other Funds you nominate.
Withdraw from my account	  	N/A	You can submit your request online. <sup>1</sup>  <b>Or</b> You can complete the <i>Investment Fund withdrawal</i> form available at <a href="https://aware.com.au/forms">aware.com.au/forms</a> and return it to us.  We will deposit the requested amount directly into your bank account. This will typically take three to five business days.
Make regular switches via the Progressive Investment Facility		For further details on these payment options please refer to 'Payment options'	The minimum amount is \$2,000.  You can complete the <i>Change of member details (Aware Investment Funds)</i> form available at <a href="https://aware.com.au/forms">aware.com.au/forms</a> and return it to us.

What do you want to do?	Method	Payment options	Additional information
<b>Make regular withdrawals via the Regular Withdrawals Facility</b>		N/A	The minimum amount is \$500. You can submit your request online. <sup>1</sup>
			<b>Or</b>  You can complete the <i>Change of member details (Aware Investment Funds)</i> form available at <a href="https://aware.com.au/forms">aware.com.au/forms</a> and return it to us.  We will deposit the requested amount directly into your bank account. This will typically take three to five business days.
<b>Change my deposit profile or update my withdrawal profile</b>		N/A	You can submit your request online. <sup>1</sup>
			<b>Or</b>  You can complete the <i>Change of member details (Aware Investment Funds)</i> form available at <a href="https://aware.com.au/forms">aware.com.au/forms</a> and return it to us.
<b>Manage my income distributions</b>		N/A	You can submit your request online. <sup>1</sup>
			<b>Or</b>  You can complete the <i>Change of member details (Aware Investment Funds)</i> form available at <a href="https://aware.com.au/forms">aware.com.au/forms</a> and return it to us.

<sup>1</sup> Not available for non-individual accounts (i.e. companies, trusts, associations).

## Transaction processing – diversified and single asset class Investment Funds

### Unit prices and valuations

Your investment in each Fund is represented by either Class A or Class B units in that Fund. The price of units in a Fund (unit price) is:

- in respect of the Cash Fund, \$1.00 per unit
- in respect of the other Funds, based on the net value of the assets (assets minus liabilities, such as fees and tax) of the relevant Fund(s). Any rise or fall in the value of the Fund's investments is reflected in a corresponding rise or fall in the unit price.

Each Fund is required to be valued at least weekly, however, we currently value each Fund as at the close of each business day. We may change this practice without notice to you. The Unit Price based on that calculation is the applicable Unit Price for that day.

Income earned net of fees on an investment in the Cash Fund is accrued on a daily basis for each Class of unit on issue and is accumulated for distribution to you.

Investment income earned on the investments referable to the Capital Stable Fund, Moderate Fund, Balanced Fund, Growth Fund, Australian Equities Fund and International Equities Fund, such as dividends and interest, capital gains, capital losses and costs are

all reflected in the unit price of each Class of units for each Fund.

Fees and other costs payable on the investments referable to the Capital Stable Fund, Moderate Fund, Balanced Fund, Growth Fund, Australian Equities Fund and International Equities Fund, such as management fees, indirect costs, performance fees and transaction costs are all reflected in the unit price of each Class of units for each Fund.

The assets referable to the Capital Stable Fund, Moderate Fund, Balanced Fund, Growth Fund, Australian Equities Fund and International Equities Fund are valued at market prices. Assets may rise or fall in value.

Currently, the issue price of a unit is the same as the redemption price of a unit. This is because we do not currently apply a buy/sell spread to the unit prices for the Investment Funds. A buy/sell spread is effectively a fee that seeks to cover the costs incurred when buying and selling assets as a result of investments in or switches or withdrawals from a Fund. The responsible entity may choose to apply a buy/sell spread in the future. As the responsible entity does not apply a buy/sell spread, investors do not incur direct transaction costs when making investments in a Fund or switches or withdrawals from a Fund. Transaction costs (see 'Fees



and other costs' section) are taken into account at the time the assets of a Fund are valued and are reflected in unit prices. Should we propose to change this in the future we will provide you with advance notice.

For your convenience, the latest available unit price information is available 24 hours a day at [aware.com.au/ifa](http://aware.com.au/ifa) or [aware.com.au/ifb](http://aware.com.au/ifb).

We may exercise certain discretions that could affect unit prices on investment, switching or withdrawal in each of the Capital Stable Fund, Moderate Fund, Balanced Fund, Growth Fund, Australian Equities Fund and International Equities Fund. The types of discretions that we may exercise, in what circumstances, our policies on how we exercise the discretions and the reasons why we consider our policies are reasonable, are set out in our Unit Pricing Policy.

If we exercise a discretion in a way that departs from the policies set out in our Unit Pricing Policy, we are required to keep a record of this in a Register of Exceptions.

You can obtain a copy of our Unit Pricing Policy or Register of Exceptions, or both, free of charge, by calling us on **1300 650 873**.

We may suspend or delay unit pricing and, accordingly, the processing of transactions where:

- a significant event or incident occurs that has the potential to affect the investment markets
- an event occurs that has the potential to affect unit prices (such as an external investment manager being unable to provide current unit prices).

We are not responsible for any losses caused by these suspensions or delays.

### Amounts deducted from your account

Every amount deducted from your account involves selling units. Transactions that decrease the number of units you hold in your Fund(s) include:

- the payment of any service fees, including adviser service fees
- any regular withdrawals or ad hoc withdrawals made or transferred out of your Investment Funds account.

If your Investment Funds account is invested in a number of Funds, deductions are made according to your withdrawal profile, or according to the default withdrawal order if you have not set up a withdrawal profile. The unit price applied to transactions is generally the unit price applicable for the day the transaction is processed.

### Income and income distributions

Following the end of each income period (see below) for a Fund, other than for the Cash Fund, the net income (if any) of each Fund in which you are invested is distributed to you in proportion to the number of units you hold in the Fund at that time. For the Cash Fund, you will receive any income entitlement for each day that you hold units in that Fund during the period (less any income entitlement that has already been paid to you on those units during the income period).

Net income comprises both income (such as interest and dividends) plus any realised capital gains on assets sold. Realised capital gains (if any) are generally distributed at the end of the financial year. Instead of paying your distribution(s) into your bank, credit union or building society account, you can choose to purchase additional units of the same class (re-invest) in the same Fund(s) from which the distribution was made.

You have the option to elect at a Fund level which funds you would prefer to re-invest and those which you prefer to distribute.

You can request that your distributions be paid into your bank, credit union or building society account. Please refer to the 'Transacting on your account' section for details on how to provide these instructions.

If you do not tell us that you wish to have distributions paid into your bank, income distributions (net of any tax withheld) will be automatically reinvested in the relevant Fund.

### When are distributions paid?

The Cash Fund, Capital Stable Fund, Moderate Fund and Balanced Fund distribute the net income of each Fund as at the end of each September, December, March and June quarter. The Growth Fund, Australian Equities Fund and International Equities Fund distribution periods are half yearly as at the end of December and June. Each quarter (for the Cash Fund, Capital Stable Fund, Moderate Fund and Balanced Fund) or six-month period (for the Growth Fund, Australian Equities Fund and International Equities Fund) is known as an 'income period'. In order to be eligible for a distribution, a unitholder must hold a unit on the close of business on the last business day of the month for the distributing period.

The trustee may change the income period for a Fund at any time without notice.

## Processing of investment, withdrawal and switch transactions

We generally process investment application, withdrawal and switch request each business day.<sup>1</sup>

If we receive a valid request from you to process a withdrawal or make a switch between the investment fund(s) before 3pm AEST/AEDT (for online and paper requests) on a business day, we will normally process it using the unit prices that apply for that same business day<sup>1</sup> when they become available and the transaction will be completed by the second business day. For valid additional (one-off) deposits to your investment account that are received on any business day (online or paper) we will normally process it using the next business day's unit price.

For any regular deposits scheduled via the Regular Savings Plan, you will receive the unit price for the day the transaction is scheduled to be processed. If we don't have enough information from you to proceed with your request, a later unit price may be used.

**Please note:** if you ask for a unit price or investment valuation we can provide a historical unit price or investment valuation only.

You should allow at least three business days after the processing of your withdrawal for your funds to be credited to your bank, credit union or building society account.

Note that when a withdrawal request is received that represents a significant portion of the units in the relevant Fund, we have the right to delay payment in

order to assess the impact of the redemption. We have this right so that all unit holders in the Fund are treated fairly. As a result of this assessment we may pay the withdrawal as normal, make a special distribution to all unit holders prior to paying the withdrawal, or pay the withdrawal and attribute any capital gains generated as a result of the withdrawal to the redeeming investor.

There may be situations where we have an extended delay or suspend the processing of investment application, withdrawal or switch transactions. This could occur, for example, if extreme market volatility or circumstances outside of our control mean we can't calculate a fair unit price, where processing of a transaction would adversely affect the interests of others invested in a Fund, or we are unable to realise sufficient assets to satisfy the transaction. Additionally, please note that there are delays in processing your transactions, including withdrawals, over the June quarter-end distribution period of around 4-5 business days.

We are not responsible for any losses caused by these suspensions or delays.

You should be aware that the constitution of the Investment Funds allows up to 30 days for the completion of any withdrawal or switch from the Capital Stable Fund, Moderate Fund, Balanced Fund, Growth Fund, Australian Equities Fund and International Equities Fund.

<sup>1</sup> A business day is all weekdays excluding the following public holidays: New Year's Day, Australia Day, Good Friday, Easter Monday, ANZAC Day (when it falls on a weekday), King's Birthday (in June), Christmas Day and Boxing Day.



## Other things to know

This section covers a number of areas that may not be directly related to your Investment Funds account, but they are important features of the product and your account.

### How the assets of the Investment Funds are held

We have appointed State Street Australia Limited as custodian, whose role is to:

- hold the assets of the Investment Funds, and the discrete investment trusts in which the Investment Funds invest, on our behalf
- perform certain administrative, unit pricing, accounting, monitoring and reporting functions for both the Investment Funds and the discrete investment trusts in which the Investment Funds invest.

The custodian may change from time to time without notice to you.

### Cooling-off period

If you change your mind about investing in any of the Investment Funds, you have a 14 day cooling-off period to tell us in writing or electronically. This starts from the earlier of either:

- the day you receive confirmation of your initial investment in the relevant Investment Fund, or
- the end of the 5th business day after the day on which we issue interests in the relevant Investment Fund to you.

You should be aware the amount refunded under the cooling-off rules may be less than the amount you invested and the amount refunded is based on when we receive your request and may be less any applicable tax.

Cooling-off does not apply to switching between Investment Funds, distribution re-investments, regular savings plan investments or additional one-off investments.

You cannot exercise your cooling-off rights if you have exercised any other right or power you have in relation to your investment in the relevant Investment Fund.

### Death benefits

In the event of your death, your Account Balance in the Investment Funds:

- is paid to your estate – if you are the sole investor
- is transferred to the surviving investor(s) – if you are a joint investor.

## Privacy

It is our policy to respect the privacy of individuals. We are bound by the Australian Privacy Principles contained in the Privacy Act 1988 (**Privacy Act**).

We understand the importance you attach to information that identifies you. Our business provides a financial advice service and financial products. To operate effectively, we need to collect personal information. This policy applies to the personal information obtained through, and held in relation to, our services and products.

Where reasonable and practicable, we collect personal information directly from you. In some cases, we may collect personal information about you from:

- your employer
- your spouse or partner
- your lawyer or accountant if they have been authorised by you
- government agencies and corporate entities.

Our main purpose for collecting and holding personal information is to establish and manage our financial products and services for our customers and reviewing their ongoing needs.

To do this effectively, we obtain personal information about you:

- to establish and administer the financial products and services that you acquire
- for internal administration, including development of new products & services, systems development and testing and accounting functions
- to comply with various legal, statutory and regulatory obligations
- for fraud investigation and prevention
- for your beneficiaries to receive death benefit payments.

We may collect personal details unlikely to be known to other people to help us identify you over the telephone, internet or other digital communications.

Collecting personal information also allows us to meet legal obligations we might have, including, but not limited to, those under the Corporations Act, the Anti-Money Laundering and Counter-Terrorism Financing Act, the U.S. Foreign Account Tax Compliance Act (FATCA) Regime and the Tax Laws Amendment (Implementation of the Common Reporting Standard) Act.

We may also use personal information for purposes related to those set out above – such as market research or surveys for enhancing our products and customer service and providing you with information about investment, retirement and financial planning opportunities or special offers that may be of interest to you.

You have the right not to provide personal information to us. However, if you choose not to provide the information we need, it may affect the appropriateness of our financial advice or we may not be able to provide you with your requested product or service.

We may disclose information about you to:

- our related parties, associates and affiliates
- other financial institutions
- Government bodies in Australia or in the U.S.
- your executor, attorney or accountant
- courts, tribunals and other dispute resolution bodies
- anyone authorised by law to obtain information about you
- our external service providers.

Under the Privacy Act, you generally have the right to request access to personal information that we hold about you and to request its correction. Your right to access this information however is subject to certain exceptions under the Privacy Act. We will, prior to providing access in accordance with this policy, require you to provide evidence of your identity. Our Privacy Policy tells you how you can access or correct the information we hold and our privacy complaints process. It also contains information about how you may complain to us about a breach of the Australian Privacy Principles and how we will deal with such a complaint. A copy of our Privacy Policy can be found on [aware.com.au/privacy](http://aware.com.au/privacy) or can be requested from us free of charge.

## Anti-Money Laundering and Counter Terrorism Financing

### Customer identification and verification

We are required to comply with the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth).

This means that we will need to obtain information and documentation from you to allow us to verify your identity (identification documentation) when you first apply to invest in the Investment Funds and when undertaking transactions in relation to your investment and while you remain a customer of Aware Financial Services.

We can collect this information and verify your identity securely at [login.aware.com.au](http://login.aware.com.au). Once you have logged into Member Online you can provide your identification information electronically which is then verified using a third party identification provider. If we are unable to verify you electronically, or you would otherwise prefer, you can provide original or certified copies of your identification documentation directly to us. You will need to contact us to confirm the documentation you are required to provide.





If your application form is signed under Power of Attorney, we will also require a certified copy of the Power of Attorney and a specimen signature of the attorney.

We may need to ask you for additional information about yourself or anyone acting on your behalf, either when we are processing your application or at some stage after we issue interests in an Investment Fund. We will contact you as soon as possible if we require more information.

If your application is for a non-individual investor such as a self-managed superannuation fund, trust or a company you will not be able to use the online verification system and will need to provide original or certified copies of identification documentation directly to us. The documentation you will need to provide is outlined in the *Identification Verification Section of the Investment Funds – Class B Non-individuals Application Form* which can be provided to you by contacting us.

### Who can certify identification documentation?

Any of the following people can certify identification documentation as a true copy of an original document:

- Justice of the Peace
- Police officer
- Financial institution officer with 2 or more continuous years of service (for the purposes of the Statutory Declaration Regulations 1993)
- Financial adviser or financial planner
- Finance company officer with 2 or more continuous years of service (for the purposes of the Statutory Declaration Regulations 1993)
- Officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees
- Member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants
- Judge of a court
- Magistrate
- A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described), i.e. a lawyer
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- Chief Executive Officer of a Commonwealth court
- Registrar or deputy registrar of a court
- Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
- Notary public (for the purposes of the Statutory Declaration Regulations 1993).

For details of other acceptable certifiers please contact us.



We reserve the right to delay or refuse any request or transaction, including by suspending the issue or withdrawal of interests in the Investment Funds, if we have any reason to suspect that your application for interests may breach any anti-money laundering obligations we have, or cause us to commit or participate in an offence under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (Cth) and applicable regulations. We will not incur any liability in exercising our right to delay or refuse an application made by you for interests in the Investment Funds on this basis.

## Complaints resolution

We can usually answer any questions you have about your account over the phone. If you're not satisfied with the response or need more help, please contact our Complaints Team:

**Email:** [complaints\\_officer@aware.com.au](mailto:complaints_officer@aware.com.au)

**Telephone:** **1300 650 873**

**International:** +61 3 9131 6373

**Online:** [aware.com.au/contact](http://aware.com.au/contact)

**In writing:** Complaints Officer Aware Super  
GPO Box 89  
Melbourne VIC 3001

Once we receive your complaint, we will investigate and try to resolve your concerns as soon as possible, generally within 30 days.

If you're not satisfied with the outcome, you can contact the Australian Financial Complaints Authority (AFCA). AFCA provides free and independent service to help resolve complaints and can be contacted as follows:

**Online:** [afca.org.au](http://afca.org.au)

**Email:** [info@afca.org.au](mailto:info@afca.org.au)

**Phone:** 1800 931 678 (free call)

**In writing:** Australian Financial Complaints Authority  
GPO Box 3  
Melbourne VIC 3001

## Changing your details

At any time after opening your Investment Funds account, you can change your:

- Investment Fund(s) choice
- Regular Savings Plan or Regular Withdrawals Plan
- bank account for receiving your distributions or withdrawals
- contact details and address (you can change your address online if you are registered)
- name (you will need to provide supporting documents certified by a solicitor or Justice of the Peace or other eligible signatory)
- income distribution preferences.

## Keeping you informed

The simplest and best way to access your information is through Member Online. You can access Member Online at [login.aware.com.au](http://login.aware.com.au).

Through this service you can:

- view your account balance
- transact on your account
- view annual statements
- view transaction advices
- view or download all your transaction information.

You can register for this service online at [register.aware.com.au](http://register.aware.com.au). To register you will need your member number and to create a unique password.

If you have investments in the name of a company or trust you will be unable to use Member Online for these accounts.

Use of this service is subject to the terms of use listed on the Aware Super website at [aware.com.au/terms](http://aware.com.au/terms).

## Information we will send you

Each year we will issue you:

- an annual statement for the period ending 30 June
- a distribution statement at the end of each September, December, March and June quarter
- an AMIT Member Annual statement (AMMA statement) to assist you in preparing your Income Tax Return.

We will also issue you a transaction advice when you:

- first invest in the Investment Funds
- make a one-off contribution
- make a one-off withdrawal
- switch Funds.

Transaction advices will not be issued for:

- contributions received via the Regular Savings Plan Facility
- withdrawals made using the Regular Withdrawals Plan Facility
- switches made through the Progressive Investment Facility.

## Annual Report

The annual report of the Investment Funds, containing information about the Investment Funds, together with the audited financial statements will be available from our website within three months after the end of each financial year.

The link for the annual report is [aware.com.au/annualreport](http://aware.com.au/annualreport)

You can ask us to send you a copy of the annual report in the mail, without additional charge. Alternatively, you can ask us to send you an electronic copy of the Annual Report without additional charge. If you choose this option we will notify you by email when the annual report is available on our website. Please call us on **1300 650 873** to update your preferences.

## Communication preferences

Once you provide your email address or register for Member Online we will set your communication preference to electronic and all statements and transaction advices will be provided to you via Member Online, for access by you at any time. We will notify you via email when documents are available to be viewed.

If you would prefer to receive paper copies of statements and transaction advices via mail please call **1300 650 873** and one of our client services team can arrange this for you.

If you have not registered then transaction advices and statements will be printed and mailed to you.

If we do change the method for providing transaction statements we will notify you in advance. We will also give you the option of choosing how to receive these statements. This will include the option of receiving these statements via the post at no additional cost.

## Documents lodged with ASIC in relation to the Investment Funds

Each Investment Fund is a 'disclosing entity' as defined in section 9 of the Corporations Act and, as required by law, is subject to regular reporting and disclosure obligations. Copies of documents lodged with ASIC in relation to the Investment Funds may be obtained from, or inspected at, any ASIC office. ASIC takes no responsibility for the contents of this PDS and expresses no view regarding the merits of the investments set out in this PDS.

You may also obtain a copy of:

- a) each Investment Fund's annual financial report most recently lodged with ASIC
- b) any half-year financial reports lodged with ASIC in relation to any Investment Fund
- c) any continuous disclosure notices lodged with ASIC in relation to any Investment Fund

on request from us without additional charge by contacting us on **1300 650 873**.

Aware Financial Services has adopted ASIC's good practice guidance to continuous disclosure set out in ASIC Regulatory Guide 198: *Unlisted disclosing entities: continuous disclosure obligations*, and will comply with its continuous disclosure obligations by publishing updated material information in respect of any Investment Fund that is a disclosing entity on its website: [aware.com.au/documents](http://aware.com.au/documents). It is important that you check our website regularly for up to date information about any Investment Fund.

**Please note:** Where interests in the Investment Funds are held jointly (e.g. husband and wife), all reports will be sent to the joint investors at the one postal address – separate reports will not be provided to each joint investor.

## Our responsibilities to you

The Trust Deed, this PDS and the law govern our relationship with you. You can inspect a copy of the Trust Deed during normal business hours at any of our offices without charge or request a copy to be emailed or sent to you.



## The application process

You can invest in the Investment Funds Class B if you receive the PDS in Australia, and at the time of application you are in Australia and are an Australian citizen or permanent resident.

**1 Read this PDS**

**2 Complete an application form by:**

- downloading the application form online, printing the form and mailing your completed form to us.

The minimum initial investment in the Investment Funds is \$1,000.

# Aware Investment Fund Application form



Before you complete and sign this application form to join as an individual, jointly or sole trader, please ensure you have accessed and read the **Aware Investment Funds Product Disclosure Statement (PDS)** and **Target Market Determination (TMD)**, available at [aware.com.au/documents](http://aware.com.au/documents) for important information relating to Aware Investment Funds.

Please use a dark pen and CAPITAL letters. Insert (X) when you have to choose an option. If you have any questions, please contact our Member Support Team on **1300 650 873**.

**i** \* Indicates that providing this information is mandatory. Not doing so may delay the processing of your request.

**i** Joint members – Member 1 will be the primary account holder whose details will be used for all communications.

## Step 1: Your personal details

If you are an existing Aware member please supply your existing Aware member number/s.

Member number 1

Member number 2

### Member 1 details

Title

First name\*

Middle name

Last name\*

Date of birth\* (DD-MM-YYYY)

Gender

☐ Male ☐ Female ☐ Intersex or indeterminate ☐ Prefer not to say

Home address\* (must not be a PO Box)

Suburb\*

State\*

Postcode\*

Postal address (if different from your home address)

Suburb\*

State\*

Postcode\*

Mobile number\*

Daytime contact number

Email\*

By providing my email address I'm consenting to receive communications from Aware Super digitally as appropriate and in accordance with Aware Super's Privacy Policy. I understand I can change my communication preferences at any time by logging into Member Online or calling Aware Super on **1300 650 873**.

Tax File Number (TFN)

We are authorised to request your Tax File Number (TFN) under Part VA of the Income Tax Assessment Act 1936. Your TFN will be used for reports we are required to provide to the Australian Taxation Office (ATO). Declining to quote your TFN is not an offence. However, if you do not provide your TFN, we must deduct tax at the highest marginal tax rate plus the Medicare levy, before distributing your net income entitlement to you or reinvesting it on your behalf.

**i** It isn't compulsory to provide your TFN but if you don't, you may pay additional taxes.

## Step 1: Your personal details (continued)

### Sole Traders (if applicable)

Full Business Name\*

### Principal place of business\*

Address

Suburb

State

Postcode

ABN\*

### Member 2 details (complete only if a joint account)

Title

First name\*

Middle name

Last name\*

Date of birth\* (DD-MM-YYYY)

Gender

☐ Male

☐ Female

☐ Intersex or indeterminate

☐ Prefer not to say

Home address\* (must not be a PO Box)

Suburb\*

State\*

Postcode\*

Postal address (if different from your home address)

Suburb

State

Postcode

Mobile number\*

Daytime contact number

Email\*

By providing my email address I'm consenting to receive communications from Aware Super digitally as appropriate and in accordance with Aware Super's Privacy Policy. I understand I can change my communication preferences at any time by logging into Member Online or calling Aware Super on **1300 650 873**.

Tax File Number (TFN)

We are authorised to request your Tax File Number (TFN) under Part VA of the Income Tax Assessment Act 1936. Your TFN will be used for reports we are required to provide to the Australian Taxation Office (ATO). Declining to quote your TFN is not an offence. However, if you do not provide your TFN, we must deduct tax at the highest marginal tax rate plus the Medicare levy, before distributing your net income entitlement to you or reinvesting it on your behalf.



It isn't compulsory to provide your TFN but if you don't, you may pay additional taxes.



**i** This information is required in order to ensure the correct tax treatment is applied. If this information is not provided we may contact you to confirm your tax residency status as it is required to set up your account.

**i** Tax Residency rules differ by country. Whether an individual is tax resident of a particular country is often (but not always) based on the amount of time a person spends in a country, the location of a person's residence or place of work. For the US, tax residency can be as a result of citizenship or residency.

**i** If you change your address to an overseas address, reside overseas or direct Aware Financial Services to make your payment to an overseas address, you must provide proof of identity. See the **Notes**.

## Step 2: Tax information

### Member 1 – Please answer both tax residency questions:

Are you a tax resident of Australia?\*

☐ Yes ☐ No

Are you a tax resident of another country?\*

☐ Yes ☐ No

**If you are a tax resident of a country other than Australia, please provide your Tax Identification Number (TIN) or equivalent below. If you are a tax resident of more than one other country, please list all relevant countries below.**

A TIN is the number assigned by each country for the purposes of administering tax laws. This is the equivalent of a National Insurance Number in the UK or a Social Security Number in the US. If a TIN is not provided, please list one of the three reasons specified (A, B or C) for not providing a TIN.

Country	TIN	If no TIN, list reason A, B or C
1.		
2.		
3.		

If there are more countries, give details on a separate sheet and select (X) this box ☐

**Reason A** The country of tax residency does not issue TINs to tax residents

**Reason B** The individual has not been issued with a TIN

**Reason C** The country of tax residency does not require the TIN to be disclosed

### Member 2 – Please answer both tax residency questions:

Are you a tax resident of Australia?\*

☐ Yes ☐ No

Are you a tax resident of another country?\*

☐ Yes ☐ No

**If you are a tax resident of a country other than Australia, please provide your Tax Identification Number (TIN) or equivalent below. If you are a tax resident of more than one other country, please list all relevant countries below.**

A TIN is the number assigned by each country for the purposes of administering tax laws. This is the equivalent of a National Insurance Number in the UK or a Social Security Number in the US. If a TIN is not provided, please list one of the three reasons specified (A, B or C) for not providing a TIN.

Country	TIN	If no TIN, list reason A, B or C
1.		
2.		
3.		

If there are more countries, give details on a separate sheet and select (X) this box ☐

**Reason A** The country of tax residency does not issue TINs to tax residents

**Reason B** The individual has not been issued with a TIN

**Reason C** The country of tax residency does not require the TIN to be disclosed

## Step 3: Proof of Identity

### Member 1

Please complete (X) one of the options below.

- ☐ I have previously provided certified proof of identity documents or provided the electronic verification information below to Aware Financial Services and I am not changing my name, date of birth or mobile phone number, providing bank details for the first time or changing a previously nominated bank account.
- ☐ I will provide proof of identification for electronic verification.

### Step 3: Proof of Identity (continued)

Please provide any TWO of the following:

1. Full name **exactly** as it appears on my Medicare card

My Medicare number is

Valid to (MM-YYYY)

My reference number on this card is

Select your Medicare card colour

☐

Green

☐

Blue

☐

Yellow

2. Full name **exactly** as appears on my driver's licence<sup>#</sup>

Licence number

Licence card number

State of issue

Expiry date (DD-MM-YYYY)

3. My **Australian** passport number is

Place of birth (as shown on your passport)

Country of birth (not shown on your passport)

Family name at birth (not shown on your passport)

- ☐ I will provide original, certified proof of identity (POI) documents. For a list of POI documents and certification guidelines, refer to the **Notes** section. If my POI documents have not been certified correctly, I understand Aware Financial Services may use the information on the documents to verify my identity electronically using independent data sources.

#### Member 2

Please complete (x) one of the options below.

- ☐ I have previously provided certified proof of identity documents or provided the electronic verification information below to Aware Financial Services and I am not changing my name, date of birth or mobile phone number, providing bank details for the first time or changing a previously nominated bank account.
- ☐ I will provide proof of identification for electronic verification.

Please provide any TWO of the following:

1. Full name **exactly** as it appears on my Medicare card

My Medicare number is

Valid to (MM-YYYY)

My reference number on this card is

Select your Medicare card colour

☐

Green

☐

Blue

☐

Yellow

2. Full name **exactly** as appears on my driver's licence<sup>#</sup>

Licence number

Licence card number

State of issue

Expiry date (DD-MM-YYYY)

3. My **Australian** passport number is

Place of birth (as shown on your passport)

Country of birth (not shown on your passport)

Family name at birth (not shown on your passport)

- ☐ I will provide original, certified proof of identity (POI) documents. For a list of POI documents and certification guidelines, refer to the **Notes** section. If my POI documents have not been certified correctly, I understand Aware Financial Services may use the information on the documents to verify my identity electronically using independent data sources.

<sup>#</sup> If providing your driver's licence details in this step, your driver's licence number and driver's licence card number must be provided for Aware Financial Services to complete Proof of Identification checks for those Australian States and Territories where the card number is a mandated requirement. Visit [aware.com.au/verify](http://aware.com.au/verify) for further information on whether your State/Territory has this as a mandated requirement.



### Step 4: Investment instructions\*

Specify the total amount of your investment:\* \$   ,    .

☐ BPay

# The direct debit will be processed as soon as this form is processed. Please ensure there are sufficient funds in the nominated bank account to avoid bank dishonour fees being charged. BPAY details will be available from Member Online or your financial adviser (if applicable) after your account has been opened.

- Please ensure the Australian bank, credit union or building society account details provided are accurate and written clearly. We cannot be held liable where incorrect details are provided.
- We can only deposit amounts into an account held in your name or jointly in your name.

You must provide Proof of identity by completing Step 3 if you are setting up or updating your bank details.

Account name\*

Branch (BSB) number\* Australian bank account number\*

Name of bank or financial institution\*



We cannot accept an application without a deposit profile.

### Step 5: Deposit profile\*

You must specify the percentage you wish to invest in each Fund (must total to 100%).

*The investment instructions you specify when opening your account will apply to all future deposits unless changed in the meantime.*

Fund name	Percentage allocation
Diversified Funds	
Capital Stable Fund (ARSN 090 078 961)	<input type="text"/> <input type="text"/> <input type="text"/> %
Moderate Fund (ARSN 150 755 150)	<input type="text"/> <input type="text"/> <input type="text"/> %
Balanced Fund (ARSN 090 077 991)	<input type="text"/> <input type="text"/> <input type="text"/> %
Growth Fund (ARSN 090 078 103)	<input type="text"/> <input type="text"/> <input type="text"/> %
Single asset class Funds	
Cash Fund (ARSN 090 078 443)	<input type="text"/> <input type="text"/> <input type="text"/> %
Australian Equities Fund (ARSN 150 755 196)	<input type="text"/> <input type="text"/> <input type="text"/> %
International Equities Fund (ARSN 150 755 294)	<input type="text"/> <input type="text"/> <input type="text"/> %
Total (must add to 100%)	<input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="0"/> %



We cannot accept an application without the completion of the Target Market Assessment.

## Step 6: Target Market Assessment\*

**Adviser Details (if applicable)**

Have you received personal financial advice from a licensed financial adviser in relation to this Fund(s)?

- ☐ No – complete the Investment Fund suitability questions in the table below.
- ☐ Yes – complete the adviser details below or have your adviser complete the adviser verification (you do not need to complete the Investment Fund suitability questions).

Adviser name

Practice name

Adviser Registration Number (if known) Australian Business Number

## Step 6: Target Market Assessment\* (continued)

Licensee name

Email

Contact number

### Adviser verification – Adviser use only:

I confirm I have provided personal financial advice in relation to this Aware Investment Fund application and this request in consistent with the advice provided.

Adviser name

Adviser ID

Adviser signature

Date signed (DD-MM-YYYY)

### Investment Fund suitability

You must complete the Investment Fund Suitability questions for the Investment Funds you have selected in this form otherwise your application can't be processed.

You do not need to provide responses for Investment Funds you have not selected. If your responses indicate you are outside of the target market for any of the Investment Funds you have selected your application will be rejected and you won't be able to reapply for those specific Investment Funds for 60 days.

Fund name	Q1 – What is your tolerance towards volatility? (Volatility being the short-term risk that your investment will be reduced by the market's ups and downs)	Q2 – What is the intended time frame you wish to invest in the Fund?
Capital Stable Fund	<input type="checkbox"/> Very Low to Low volatility tolerance (ability to bear up to 1 negative annual return over any 20-year period) <input type="checkbox"/> Medium volatility tolerance (ability to bear up to 3 negative annual returns over any 20-year period) <input type="checkbox"/> High to Very High volatility tolerance (ability to bear over 4 negative annual returns over any 20-year period)	<input type="checkbox"/> Short term (less than 3 years) <input type="checkbox"/> Medium term (3 to 7 years) <input type="checkbox"/> Long term (more than 7 years)
Moderate Fund	<input type="checkbox"/> Very Low to Low volatility tolerance (ability to bear up to 1 negative annual return over any 20-year period) <input type="checkbox"/> Medium volatility tolerance (ability to bear up to 3 negative annual returns over any 20-year period) <input type="checkbox"/> High to Very High volatility tolerance (ability to bear over 4 negative annual returns over any 20-year period)	<input type="checkbox"/> Short term (less than 3 years) <input type="checkbox"/> Medium term (3 to 7 years) <input type="checkbox"/> Long term (more than 7 years)
Balanced Fund	<input type="checkbox"/> Very Low to Low volatility tolerance (ability to bear up to 1 negative annual return over any 20-year period) <input type="checkbox"/> Medium volatility tolerance (ability to bear up to 3 negative annual returns over any 20-year period) <input type="checkbox"/> High to Very High volatility tolerance (ability to bear over 4 negative annual returns over any 20-year period)	<input type="checkbox"/> Short term (less than 3 years) <input type="checkbox"/> Medium term (3 to 7 years) <input type="checkbox"/> Long term (more than 7 years)
Growth Fund	<input type="checkbox"/> Very Low to Low volatility tolerance (ability to bear up to 1 negative annual return over any 20-year period) <input type="checkbox"/> Medium volatility tolerance (ability to bear up to 3 negative annual returns over any 20-year period) <input type="checkbox"/> High to Very High volatility tolerance (ability to bear over 4 negative annual returns over any 20-year period)	<input type="checkbox"/> Short term (less than 3 years) <input type="checkbox"/> Medium term (3 to 7 years) <input type="checkbox"/> Long term (more than 7 years)

## Step 6: Target Market Assessment \* (continued)

Fund name	Q1 – What is your tolerance towards volatility? (Volatility being the short-term risk that your investment will be reduced by the market's ups and downs)	Q2 – What is the intended time frame you wish to invest in the Fund?
Cash Fund	<input type="checkbox"/> Very Low to Low volatility tolerance (ability to bear up to 1 negative annual return over any 20-year period) <input type="checkbox"/> Medium volatility tolerance (ability to bear up to 3 negative annual returns over any 20-year period) <input type="checkbox"/> High to Very High volatility tolerance (ability to bear over 4 negative annual returns over any 20-year period)	<input type="checkbox"/> Short term (less than 3 years) <input type="checkbox"/> Medium term (3 to 7 years) <input type="checkbox"/> Long term (more than 7 years)
Australian Equities Fund	<input type="checkbox"/> Very Low to Low volatility tolerance (ability to bear up to 1 negative annual return over any 20-year period) <input type="checkbox"/> Medium volatility tolerance (ability to bear up to 3 negative annual returns over any 20-year period) <input type="checkbox"/> High to Very High volatility tolerance (ability to bear over 4 negative annual returns over any 20-year period)	<input type="checkbox"/> Short term (less than 3 years) <input type="checkbox"/> Medium term (3 to 7 years) <input type="checkbox"/> Long term (more than 7 years)
International Equities Fund	<input type="checkbox"/> Very Low to Low volatility tolerance (ability to bear up to 1 negative annual return over any 20-year period) <input type="checkbox"/> Medium volatility tolerance (ability to bear up to 3 negative annual returns over any 20-year period) <input type="checkbox"/> High to Very High volatility tolerance (ability to bear over 4 negative annual returns over any 20-year period)	<input type="checkbox"/> Short term (less than 3 years) <input type="checkbox"/> Medium term (3 to 7 years) <input type="checkbox"/> Long term (more than 7 years)

**i** If you do not specify the Fund that you wish to withdraw from and you sign this form, you agree to us withdrawing your units according to your withdrawal profile (if established), otherwise in the default order as outlined in the 'Default withdrawal order' section of this PDS.

## Step 7: Withdrawal profile

### How do you want your funds to be withdrawn?

Please select (X) one option only:

☐ The default order – refer to 'Default withdrawal order' section in this PDS for more information.

OR

☐ Withdraw in the following percentage allocation

OR

☐ Withdraw in the following Fund order

Specify the percentage allocation OR fund order amounts that you wish to withdraw from each Fund (not applicable if you are completing a full withdrawal)

Fund name	Percentage allocation	OR	Fund order
<b>Diversified Funds</b>			
Capital Stable Fund (ARSN 090 078 961)	<input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
Moderate Fund (ARSN 150 755 150)	<input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
Balanced Fund (ARSN 090 077 991)	<input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
Growth Fund (ARSN 090 078 103)	<input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
<b>Single asset class Funds</b>			
Cash Fund (ARSN 090 078 443)	<input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
Australian Equities Fund (ARSN 150 755 196)	<input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
International Equities Fund (ARSN 150 755 294)	<input type="text"/> <input type="text"/> <input type="text"/> %		<input type="text"/>
<b>Total (must add to 100%)</b>	<b>1 0 0 %</b>		



**i** If no instructions are received, your income net of any tax withheld, will be reinvested in the same Fund from which the distribution is made.

## Step 8: Income distribution instructions

Please indicate how income from ALL your Fund(s) is to be distributed.

Please select (X) one option only:

☐ Reinvest all distributions in additional units in the Fund from which the income was earned.

**OR**

☐ Pay all distributions to my bank account (Provide your bank details below).

**OR**

☐ Distribute my income as indicated in table below. Select (X) to the option that applies. Only select from either "Reinvest distribution" or "Pay to bank account" for **each fund**.

Fund name	Reinvest distribution	OR	Pay to bank account
<b>Diversified Funds</b>			
Capital Stable Fund (ARSN 090 078 961)	<input type="checkbox"/>		<input type="checkbox"/>
Moderate Fund (ARSN 150 755 150)	<input type="checkbox"/>		<input type="checkbox"/>
Balanced Fund (ARSN 090 077 991)	<input type="checkbox"/>		<input type="checkbox"/>
Growth Fund (ARSN 090 078 103)	<input type="checkbox"/>		<input type="checkbox"/>
<b>Single asset class Funds</b>			
Cash Fund (ARSN 090 078 443)	<input type="checkbox"/>		<input type="checkbox"/>
Australian Equities Fund (ARSN 150 755 196)	<input type="checkbox"/>		<input type="checkbox"/>
International Equities Fund (ARSN 150 755 294)	<input type="checkbox"/>		<input type="checkbox"/>

- Please ensure the Australian bank, credit union or building society account details provided are accurate and written clearly.
- We can only deposit amounts into an account held in your name or jointly in your name.

You must provide proof of identity by completing Step 3 if you are setting up or updating your bank details.

Account name

Branch (BSB) number

Australian bank account number

Name of bank or financial institution

**i** You only need to complete this section if you wish to establish a regular withdrawal plan. The minimum withdrawal amount is \$500.

## Step 9: Regular withdrawals plan – Optional

Regular withdrawals plan amount

\$   ,    ,

Frequency

☐ Fortnightly ☐ Monthly ☐ Quarterly ☐ Half yearly ☐ Annually

Indexation

☐ None ☐ CPI ☐ Percentage Specify (0-10%)   %

When would you like your regular withdrawals plan to commence?

Next instalment date (DD-MM-YYYY)

End date (DD-MM-YYYY)

OR No end date ☐

Bank account details for regular withdrawals plan

- Please ensure the Australian bank, credit union or building society account details provided are accurate and written clearly.
  - We can only deposit amounts into an account held in your name or jointly in your name.
- ☐ Deposit the funds into the same bank account which I have previously nominated at Step 4.  
(If selecting this option you do not need to provide your bank details below)

**i** Please ensure there are sufficient funds in the nominated bank account to avoid bank dishonour fees being charged.

## Step 9: Regular withdrawals plan – Optional (continued)

You must provide proof of identity by completing Step 3 if you are setting up or updating your bank details.

Account name

Branch (BSB) number

Australian bank account number

Name of bank or financial institution

## Step 10: Monthly regular savings plan

Monthly regular savings plan amount (minimum deposit amount is \$100)

\$ ,

When would you like your regular savings plan to commence?

Next instalment date (DD-MM-YYYY)

End date (DD-MM-YYYY)

OR No end date ☐

### Bank account details for regular savings plan

- Bank account details for regular savings plan **must** be an Australian bank, credit union or building society account.
- Please ensure there are sufficient funds in the nominated bank account to avoid bank dishonour fees being charged.

☐ Debit the funds from the same bank account which I have previously nominated at Step 4.  
(If selecting this option you do not need to provide your bank details below)

You must provide proof of identity by completing Step 3 if you are setting up or updating your bank details.

Account name

Branch (BSB) number

Australian bank account number

Name of bank or financial institution

## Step 11: Read our privacy information

The personal information provided on this form is collected and held by Aware Financial Services, in accordance with the Australian Privacy Principles of the *Privacy Act 1988* (Cth), for the purpose of administering accounts and providing services associated with fund membership. For further information about how personal information is handled, please call us on **1300 650 873** or visit **[aware.com.au/privacy](http://aware.com.au/privacy)** to view the privacy policy (a hard copy of the policy may also be provided on request). The policy contains information about access to and correction of personal information, how a complaint can be made about a privacy breach and other important information about how personal information is collected, used and disclosed.

## Step 12: Declaration

- The information I have provided is true and correct.
- I have read the current Aware Investment Funds Product Disclosure Statement as well as any supplements or on-line updates. The PDS is available at **[aware.com.au/pds](http://aware.com.au/pds)**.
- I have received and accepted this offer in Australia.
- I understand investment in the Funds carry risk.
- I consent to Aware Financial Services Australia Limited disclosing my personal information to any of its service providers, in relation to any identification and verification that it is required to undertake on me, including as required under the Anti-Money Laundering and Counter Terrorism Financing Act.
- I understand that, if there is an inconsistency between the PDS and the Trust Deed, the terms of the Trust Deed prevail. I agree to be bound by the Trust Deed as amended from time to time.
- I understand that where joint account holders have not advised the Trustee in writing that no instruction in respect of the account will be valid and binding unless it is executed by all the joint account holders, the Trustee may act in reliance on, and all the joint account holders will be bound by, any instruction in respect of the account held jointly which is executed by any one of the joint account holders.
- *Joint-account holders only.* I understand that bank account details associated with any other account I hold with Aware Super will be disclosed to all joint account holders via Member Online for the purpose of making bank account updates for this joint Investment Fund account.
- I understand that in the event the amount that I transfer pursuant to this application differs to the amount stated in my application form, my application will be processed on the basis of the amount received by any instruction in respect of the account held jointly which is executed by any one of the joint account holders.

## Step 12: Declaration (continued)

- I have read and understood the Direct Debit Request Service Agreement (if applicable).
- I have read, understood and accept the Aware Super privacy policy.
- I authorise the use of my personal details for the purpose of electronic data verification. I understand that my information may be used to verify my identity electronically using independent data sources.
- If I provided my email address on this application, I am agreeing to receive selected communications electronically, including Annual Statements.
- I understand that I can contact Aware Super's Member Support Team if I have any questions regarding this application form, before and after signing this declaration.
- I understand that if Step 6 has not been completed or I am determined to be outside the target market for any of my selected Investment Fund/s my request may be delayed or rejected.

Signature of Member 1\*

Date signed\* (DD-MM-YYYY)

Signature of Member 2

Date signed (DD-MM-YYYY)

Individual accounts: To be signed by the account holder. Joint accounts: Both joint account holders must sign.

### IMPORTANT

Complete and sign the Declaration.

Post the form to this address.

## Step 13: Where to post your completed form

Send your completed form and certified proof of identity documents (if required) to:

**Aware Super**  
**GPO Box 89**  
**MELBOURNE VIC 3001**

In case you need any further assistance, please contact our Member Support Team on **1300 650 873**.

# Direct Debit Service Agreement Investment Fund

This Direct Debit Request Service Agreement sets out the terms and conditions which apply when you set up a direct debit with us ("Direct Debit").

## 1. Our commitment to you

- a) Aware Financial Services Australia Limited (APCA ID: 023481), "we" or "us", makes any material change to the terms of the Direct Debit arrangements, we will give you at least 14 days written notice of these changes.
- b) Aware Financial Services will keep information relating to your nominated Financial Institution account ("Nominated Account") confidential, except where required for the purposes of conducting Direct Debits with your Financial Institution or providing information to the Financial Institution in connection with a claim made on Aware Super relating to an alleged incorrect debit.
- c) For a Regular Savings Plan Direct Debits will be processed by Aware Financial Services on the nominated day(s) ("Due Date"). For any other deposit request Direct Debits will be processed on the day the request is authorised by you ("Process Date"). Where the Due Date or Process Date is not a business day, Aware Financial Services will process the Direct Debits on the next business day. As it is not certain that your Nominated Account will be debited on the same day that

Aware Financial Services processes the Direct Debit, you should contact your Financial Institution directly to check when your Nominated Account will be debited.

- d) The amount debited will be invested into your account in the Investment Fund, in accordance with the most recent investment instructions received from you.

## 2. Your commitment to us

It is your responsibility to:

- a) Ensure that your Nominated Account can accept direct debits, as direct debits are not available on all types of accounts. You should contact your Financial Institution if you are uncertain whether your Nominated Account can accept direct debits.
- b) Ensure there are sufficient cleared funds available in the Nominated Account to meet each Direct Debit on the Due Date.
- c) Advise us immediately if the Nominated Account is transferred or closed or the account details change.
- d) Meet any Financial Institution charges resulting from the use of the Direct Debit system.

## 3. Your rights

- a) You may alter the Direct Debit arrangements at any time by telling us in writing. We must receive your written notification at least 5 business days before the Due Date, for any of the following:
  - stopping an individual Direct Debit
  - deferring a Direct Debit
  - suspending future Direct Debits
  - altering the DDR Schedule
  - cancelling the Direct Debits completely.
- b) Where you consider that a Direct Debit on your Nominated Account has been initiated incorrectly, we encourage you to contact us directly by calling our Member Support Team on **1300 650 873**.

## 4. Other information

- a) We reserve the right to cancel Direct Debit arrangements if two consecutive Direct Debits are dishonoured by your Financial Institution. If this occurs, we will contact you to arrange an alternate payment method which is suitable to you and us.
- b) We reserve the right to cancel or amend the terms of this Agreement at any 14 days written notice.

## Proof of identity

### Have you changed your name?

If you have changed your name we must obtain and verify your previous full name and new full name against **certified copies** of linking documents displaying both names, such as:

- From Birth, Death's and Marriages Registration Office:
  - marriage certificate (ceremonial certificate is not accepted)
  - relationship certificate
  - change of name certificate
  - birth certificate displaying previous names
  - statutory declaration linking both names and clearly outlining the intention

*If you have reverted to your maiden name, we will require your marriage certificate, showing your maiden name and your married name.*

- Deed poll

### Power of attorney

If you are requesting benefits on behalf of the member as the holder of their Power of Attorney, you must provide certified copies of POI documents for yourself and the member.

We may request updated and/or additional certified POI documents at any time if we consider this is necessary for the security of our members' benefits.

### Proof of identity

Any change of name, change of bank account, update to your mobile number or providing an overseas address we have recorded for you must be supported by **proof of identity** (POI) documentation.

### Providing certified proof of your identity is a three-step process

#### 1 Collect your originals

Collect your proof of identity document(s). We have listed the documents you can use below.

#### 2 Photocopy your originals

#### 3 Have your copies certified

Take your copies and your original documents to a person who can certify documents. A list of authorised certifiers and certification guidelines is included under **Certification of personal documents**.

You can provide:

#### Either:

A certified copy of one of the following documents:

- A current drivers licence with a photograph, issued in Australia or under the authority of a foreign country.<sup>^</sup>
- An Australian passport (if expiry is less than 2 years old)
- A current Australian state/territory proof of age card containing your photograph
- A current passport, similar travel document or national identity card issued by a foreign government department, the UN or an agency of the UN, containing your photograph and either your signature or a unique identifier<sup>^</sup>

#### Or:

One certified document from this list:

- A birth certificate issued by a state or territory of Australia, by a foreign government, or by the United Nations or an agency of the United Nations<sup>^</sup>
- A citizenship certificate issued by the Commonwealth or a foreign government<sup>^</sup>
- A current Centrelink pension card that entitles you to receive financial benefits

#### AND

One certified document from this list:

- A notice issued by the ATO within the last 12 months that shows your name and current residential address and records an amount payable to or by you e.g. your last tax assessment
- A notice issued by a local council or utilities provider in the last three months showing the provision of services to you and your current residential address e.g. rates notice, electricity or water bill
- A notice issued by the Commonwealth or a state or territory government within the last 12 months showing your name and current residential address and the provision of financial benefits to you e.g. Centrelink letter
- If you're under 18, you can provide a student card, or a letter from a school principal. The letter must include the date it was issued (within three months of providing your proof of ID), your name, residential address and the dates you attended the school.

<sup>^</sup> If the document and/or the certification is not written in English, it must be accompanied by an English translation prepared by a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI). If you are unable to provide these documents, please call us to discuss alternatives.

## Certification of personal documents

All copied pages of original personal identity documents (including any change of name documents) must be certified as true copies by an authorised person with the appropriate qualifications or registration (see below) who cannot be the owner or addressee of the document. The authorised person must sight the original and the copy to ensure the documents are identical, then certify each page by writing "Certified to be a true copy of the original seen by me", followed by their signature, printed name, address (personal or professional), qualification (e.g. justice of the peace, Australia Post employee), registration number (if applicable) and date. In the case of a multiple page document, the authorised certifier must certify all pages by repeating the above steps on each page and including the numbering of each page (1 of 12).

### If you are in Australia

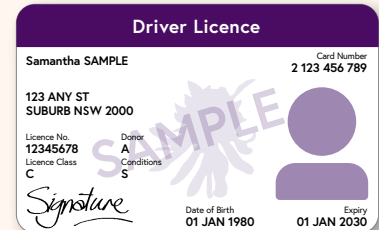
The following lists a subset of people who are authorised to witness your signature on a statutory declaration as well as certify copies of original documents. For a complete list of authorised witnesses/certifiers, go to the Attorney-General's Department website at [www.ag.gov.au](http://www.ag.gov.au).

- Australia Post employee in charge of an office providing postal services (charges may apply)
- chiropractor
- dentist
- financial adviser or financial planner
- full-time or part-time teacher employed at a school or tertiary institution
- justice of the peace
- legal practitioner
- magistrate
- medical practitioner
- nurse
- optometrist
- pharmacist
- physiotherapist
- police officer
- psychologist
- veterinary surgeon.

Samantha Sample has provided a copy of her identification. It includes her **signature, full name, date of birth and current residential address**.

The authorised person has sighted the original identification and confirmed that the copy is a true copy.

Details for the authorised person to include are full name, address, qualification, registration number (if applicable), date and signature.



*I certify that this document is a true copy of the original.*

*K Anderson*

Name: Kate Anderson

Address: 6 Some St Suburb NSW 2000

Qualification: JP

Registration no: 123456

Date: 1 October 2024

**i** If you are providing a certified copy of your driver's licence, please ensure this copy contains the card number which may be located on the back of your card.

### If you are outside Australia

The following people can certify copies of the originals:

- consular staff at an Australia Embassy, High Commission or Consulate
- a public notary or other person authorised to administer an oath or affirmation or to authenticate documents in the country you are visiting or living in.

The professions listed under **If you are in Australia** can only certify documents outside Australia if they work or are registered in Australia. Where your documents are certified outside Australia, the certifier must quote their registration number or the relevant law that qualifies them to authenticate your documents.

### Overseas residents

If you change your address to an overseas address, reside overseas or direct Aware Super to make your payment to an overseas address, you must provide verification proof.

#### What proof of identity information must be provided?

A passport issued by the Commonwealth,

**OR**

A passport or a similar document issued for the purpose of international travel, that:

- a. contains a photograph and the signature of the person in whose name the document is issued
- b. is issued by a foreign government, the United Nations or an agency of the United Nations, and
- c. if it is written in a language that is not understood by the person carrying out the verification, is accompanied by an English translation prepared by an accredited translator.

**AND**

one of the following:




- a. a licence or permit issued under the law or equivalent authority of a foreign country for the purpose of driving a vehicle that contains a photograph of the person in whose name the document is issued and contains their residential address, or
- b. a notice that:
  - was issued to an individual by a local government body or utilities provider within the preceding three months
  - contains the name of the individual and his or her residential address, and
  - records the provision of services by that local government body or utilities provider to that address or to that person.



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**Questions? We've got answers.**

**Contact us:**

-  1300 650 873
-  [aware.com.au/contact](https://aware.com.au/contact)
-  GPO Box 89, Melbourne VIC 3001