

## Product Information: Lifeplan NextGen Investments

### Adviser Checklist

#### Top 5 tips to avoid an investment being delayed:

1. Ensure the Supplementary PDS acknowledgement slip is attached to the application.
2. Anti Money Laundering information and customer identification – make sure you have completed all requirements – including those required for a power of attorney.
3. Direct Debit authorities – ensure your customer signs the correct authorisation area on the application form.
4. Direct Debit for initial deposit – make sure the deduction date will be after the application is received at Lifeplan.
5. Declarations – ensure that you have signed in the Adviser area of the application form

**IMPORTANT**– Refer to [lifeplan.com.au](http://lifeplan.com.au) for the current PDS and Investing Transaction Cost information.

| Complete<br>✓                                       | Checklist   |                               |           |             |       |           |                          |       |           |                             |       |           |                         |       |           |                      |       |           |                               |       |           |                       |
|---|---|-------------------------------|-----------|-------------|-------|-----------|--------------------------|-------|-----------|-----------------------------|-------|-----------|-------------------------|-------|-----------|----------------------|-------|-----------|-------------------------------|-------|-----------|-----------------------|
| <b>Steps 1, 2, 3 and 4: Client Personal Details</b> |   |                               |           |             |       |           |                          |       |           |                             |       |           |                         |       |           |                      |       |           |                               |       |           |                       |
|   | <p><b>Client personal details are to be completed here, please remember to complete all relevant boxes to ensure we can proceed with the application.</b></p> <p>Applications by companies must be signed in accordance with the company’s governing rules and by a duly authorised officer or under power of attorney.</p> <p><b>For an application signed under a power of attorney please provide a CERTIFIED copy of the power of attorney. Valid customer identification is required for applicants <u>plus</u> any power of attorney.</b></p> <p>Applications on behalf of trusts (eg family trusts or deceased estates) must be completed in the name of the trustee(s) or executor(s). If applying on behalf of a company, trust or partnership, authorised signatories (including partners) must complete the sections under ‘Investor 1’ and ‘Investor 2’. Provide the name of the entity and the contact person in step 3.</p> <p>Please provide a copy of the governing rules of the entity.</p>  |                               |           |             |       |           |                          |       |           |                             |       |           |                         |       |           |                      |       |           |                               |       |           |                       |
| <b>Step 5: Investment Allocation</b>                |   |                               |           |             |       |           |                          |       |           |                             |       |           |                         |       |           |                      |       |           |                               |       |           |                       |
|   | <p><b>Client selection for investment and any regular savings</b></p> <p>The date selected for the initial Direct Debit should be after Lifeplan receives the completed application. If your client makes additional investments after the initial investment please complete step 5(b) for any regular savings plan requirements.</p> <p>Please note that we cannot process a Direct Debit without notice. The date that you complete in this field should be a date in the future and not the date that you complete the application form.</p> <p><b>IMPORTANT – OPTIONS CLOSED TO NEW INVESTORS</b></p> <p>The following options are closed to new investors:</p> <table border="1" data-bbox="252 1753 1310 1980"> <thead> <tr> <th>Option Number</th> <th>APIR Code</th> <th>Option Name</th> </tr> </thead> <tbody> <tr> <td>10000</td> <td>LIF0041AU</td> <td>AMP Capital Conservative</td> </tr> <tr> <td>10001</td> <td>LIF0042AU</td> <td>AMP Capital Balanced Growth</td> </tr> <tr> <td>10005</td> <td>LIF0047AU</td> <td>BT Conservative Outlook</td> </tr> <tr> <td>10024</td> <td>LIF0070AU</td> <td>MLC Australian Share</td> </tr> <tr> <td>10028</td> <td>LIF0077AU</td> <td>Perpetual Property Securities</td> </tr> <tr> <td>10029</td> <td>LIF0081AU</td> <td>Perpetual Ethical SRI</td> </tr> </tbody> </table> | Option Number                 | APIR Code | Option Name | 10000 | LIF0041AU | AMP Capital Conservative | 10001 | LIF0042AU | AMP Capital Balanced Growth | 10005 | LIF0047AU | BT Conservative Outlook | 10024 | LIF0070AU | MLC Australian Share | 10028 | LIF0077AU | Perpetual Property Securities | 10029 | LIF0081AU | Perpetual Ethical SRI |
| Option Number                                       | APIR Code   | Option Name                   |           |             |       |           |                          |       |           |                             |       |           |                         |       |           |                      |       |           |                               |       |           |                       |
| 10000   | LIF0041AU   | AMP Capital Conservative      |           |             |       |           |                          |       |           |                             |       |           |                         |       |           |                      |       |           |                               |       |           |                       |
| 10001   | LIF0042AU   | AMP Capital Balanced Growth   |           |             |       |           |                          |       |           |                             |       |           |                         |       |           |                      |       |           |                               |       |           |                       |
| 10005   | LIF0047AU   | BT Conservative Outlook       |           |             |       |           |                          |       |           |                             |       |           |                         |       |           |                      |       |           |                               |       |           |                       |
| 10024   | LIF0070AU   | MLC Australian Share          |           |             |       |           |                          |       |           |                             |       |           |                         |       |           |                      |       |           |                               |       |           |                       |
| 10028   | LIF0077AU   | Perpetual Property Securities |           |             |       |           |                          |       |           |                             |       |           |                         |       |           |                      |       |           |                               |       |           |                       |
| 10029   | LIF0081AU   | Perpetual Ethical SRI         |           |             |       |           |                          |       |           |                             |       |           |                         |       |           |                      |       |           |                               |       |           |                       |





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| <b>Step 6: Financial Institution Account Details</b> |  |
|  | <p><b>Client bank details are required</b></p> <p>If your client wishes to deposit via Direct Debit for either initial or regular savings deposit complete the detail remembering to record the information correctly as advised by the Financial Institution.</p> <p>If you client is nominating to receive a regular payment from Lifeplan, these details are also required along with the direct debit form that can be located at <a href="http://lifeplan.com.au">lifeplan.com.au</a> and selecting customer forms from the quick links.</p>  |
| <b>Step 7: Life(s) Insured</b>                       |  |
|  | <p><b>Client(s) can nominate themselves or any other natural person as the Life(s) Insured.</b></p> <p>If the investors are to be the Life(s) Insured then you can skip this section. If, however, the Life/Lives Insured are different to the Investor(s) then you should complete all relevant details here.</p> <p><b>IMPORTANT</b> – If the Investor(s) and Life(s) Insured are not the same then you will be unable to complete Step 8 Nomination of Beneficiary.</p>   |
| <b>Step 8: Nomination</b>                            |  |
|  | <p><b>This step is optional: clients can nominate a beneficiary to receive the proceeds of their investment</b></p> <p>This section is optional and if your client does not wish to complete this at this time there is a form available on <a href="http://lifeplan.com.au">lifeplan.com.au</a> and select customer forms from the Quick Links that can be used at a later date.</p> <p>If your client has more complex requirements, particularly in relation to Wealth Preserver or using a combination of Wealth Preserver and the traditional beneficiary facility, you will find a schedule with more options on our website <a href="http://lifeplan.com.au">lifeplan.com.au</a>.</p> |
| <b>Step 9: Adviser Remuneration</b>                  |  |
|  | <p><b>Planners you need to complete this section with the customer</b></p> <p>All areas in this section must be completed. If you are unsure of what is required contact your BDM or the Adviser Services team on 1300 133 285.</p>  |
| <b>Step 10: Client Declaration</b>                   |  |
|  | <p><b>Check that all investors have signed the declaration</b></p> <p>Your client should read the declaration and sign where noted.</p>  |
| <b>Adviser Use Only</b>                              |  |
|  | <p>Advisers please remember to add your business card to the application. By doing this you are ensuring that we have your most up to date information and it makes it easier for us to contact you.</p>   |



|   |  |
|---|--|
| <b>Adviser declaration of investor identification</b> |  |
|   | <p><b>NOTE:</b> Two options are provided for Investor Identification and it is critical that only one option is chosen. If you forget to complete this area or provide a combination of information from each option, it will delay acceptance of the investment. <b>We cannot accept faxes or email with identification details.</b></p> <p><b>IMPORTANT-</b> If there is a Power of Attorney or company signatories, you need to verify the identity of this person(s) also.</p> |

### Lifeplan NextGen Child Investments

#### Only one investment owner

- Only 1 child can be nominated per investment.
- Step 4 – Vesting Age: This is the age when the ownership of the investment will be transferred to the nominated child. Lifeplan allows the investor to amend this age once the investment has commenced provided the child has not already reached the nominated age. Please remember to complete this section.
- Nomination of Beneficiaries is not available under NextGen Child.

#### What happens next?

Our preferred method of confirming an investment is via email and we will notify you when the information is available on our Adviser Website go to [lifeplan.com.au](http://lifeplan.com.au) and select login to Adviser Toolkit from the Quick Links.

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