

# Lifepan Education Bond

## Supplementary Product Disclosure Statement

**20 February 2024**

This SPDS is issued by Lifepan Australia Friendly Society Limited ('Lifepan'), ABN 78 087 649 492, AFS Licence No. 237989, as the issuer of the Lifepan Education Bond.

### Important Notice

This is a Supplementary Product Disclosure Statement (SPDS) to the Lifepan Education Bond (Fund) Product Disclosure Statement (PDS) dated 29 March 2023 and the Additional Information Document 29 March 2023 (AID). The information in this SPDS updates and replaces the information in the PDS. You should read this SPDS together with the PDS and AID. Except to the extent amended by this SPDS, or updated on the website, the PDS and AID remain in full force.

### Purpose of this SPDS

The purpose of this SPDS is to advise of the following changes to our PDS:

1. **Change of the reply-paid GPO Box from Adelaide to Melbourne**
2. **Updates to 'How we process your transactions' and 'Making withdrawals'**
3. **Update to 'Labour standards or environment, social or ethical considerations'**
4. **Update to 'Living Away from Home Allowance Limit' and 'maximum contribution limit'**
5. **Update to 'Fees and other Costs' and 'Additional explanation of fees and other costs'**

# Updates to the PDS

In the Lifepan Education Bond PDS, the following section(s) or wording have been updated:

## 1. Reply-paid GPO Box moving from Adelaide to Melbourne

Within the inside cover of the PDS, replace the 'About this PDS' section for the following updates:

- replace 'South Australia' with 'Melbourne'
- replace 'Australian Central Standard time' and 'Australian Central Daylight Time' with 'Australian Eastern Standard Time and Australian Eastern Daylight Time'
- addition of 'How to find updated information' paragraph

### About this Product Disclosure Statement ('PDS')

All times referred to in this PDS are Australian Eastern Standard Time or, in the case of daylight saving, Australian Eastern Daylight Time and all business days are with reference to business days in Melbourne.

### How to find updated information

Information in this PDS is subject to change from time to time and may be updated by us without notice, if the change is not materially adverse to you. If a materially adverse change is made, we will provide you with written notice.

Updated information can be obtained by:

- contacting Investor Services on 1300 1300 38 between 8.30am and 5:30pm (AEST) weekdays or
- emailing [enquiries@australianunity.com.au](mailto:enquiries@australianunity.com.au)
- visiting our website at [www.australianunity.com.au/wealth](http://www.australianunity.com.au/wealth)

A copy of this PDS (and any supplementary PDS') is also available by calling Investor Services or by contacting your financial adviser. The PDS can also be downloaded from our website at [www.australianunity.com.au/wealth](http://www.australianunity.com.au/wealth).

### On page 22 of the PDS

*The complete 'How to Apply' paragraph, is to be replaced by the following*

### How to apply

1. Read this Product Disclosure Statement and the Additional Information Document.
2. Complete the Application Form, ensuring you follow the accompanying instructions.
3. You can send the completed Application Form together with your direct debit request instructions, and certified identification document to:  
Australian Unity – Investment Bonds  
Reply Paid 93753  
Melbourne VIC 8060  
(postage paid)  
The application will be considered lodged when it is received in our Melbourne office by 2:00pm on a Melbourne business day.

**On page 22 of the PDS**

*Within the 'Making your first contribution' paragraph, the contact details are to be replaced with the following:*

**Cheque**

Please make the cheque payable to 'Lifeplan Australia Friendly Society Limited, <Investor name>' and cross it 'Not Negotiable'

Mail your cheque to:  
Australian Unity – Investment Bonds  
Reply Paid 93753  
Melbourne VIC 8060  
(postage paid)

**On page 29 of the PDS**

*Within the 'Your Personal Information' section, the contact details are replaced with the following:*

If you have any complaints or questions about the privacy of your personal information, please contact our Privacy Officer by writing to:

**Email:** [enquiries@australianunity.com.au](mailto:enquiries@australianunity.com.au)

**Address:** Privacy Officer  
Australian Unity – Investment Bonds  
Reply Paid 93753  
Melbourne VIC 8060  
(postage paid)

If we do not address your complaint to your satisfaction, you may write to the Privacy Commissioner at:  
Office of the Australian Information Commissioner

**Address:** GPO Box 5288  
Sydney NSW 2001

**Online:** <https://www.oaic.gov.au/individuals/how-do-i-make-a-privacy-complaint>

**On page 29 of the PDS**

*Within the 'Complaints resolution' section, the contact details are replaced with the following:*

Senior Service Manager  
Australian Unity – Investment Bonds  
Reply Paid 93753  
Melbourne VIC 8060  
(postage paid)

**On the Back cover (page 31) of the PDS**

*Within the Back cover of the PDS, the contact details are replaced with the following*

The Issuer: Lifeplan Australia Friendly Society Limited ABN 78 087 649 492, AFS Licence No. 237989. Reply Paid 93753, Melbourne VIC 8060.

## 2. Updates to 'How we process your transactions' and 'Withdrawals'

### On page 23 of the PDS

Replace the 'How we process your transactions' paragraph with the following:

#### How we process your transactions

If we receive a completed application, switch or contribution request and all necessary supporting documentation prior to 2:00pm on a Melbourne business day, your transaction will generally be processed using the unit price calculated as at the close of business that day. Applications or requests received after this time will generally be processed using the unit price calculated as at the close of business the next business day, subject to receiving all necessary supporting documentation.

Additional contributions received electronically via direct debit or BPAY® will generally be processed using the unit price calculated as at the close of business on the day that funds are confirmed as received.

If you have invested into multiple investment options, additional investments will be allocated to your chosen investment option(s) in the proportions notified in your most recent advice to us, unless you specify otherwise at the time of your additional investment.

When we process your application, we divide the contribution by the applicable unit price(s) of your chosen investment option(s) to determine the number of units allocated in each chosen investment option. We then deduct from your Plan investment accounts any applicable fees and costs.

We may temporarily suspend processing of investment applications and switches if financial markets are closed or in other extraordinary circumstances.

### On page 24 of the PDS

Replace the 'Withdrawals' paragraph with the following:

#### Withdrawals

The minimum withdrawal amount is \$500, and you are required to maintain a minimum balance of \$1,000 per Plan.

You will need to complete and lodge our 'EasyClaim' Form, together with any required documentation when you wish to:

- make a claim for education expenses incurred,
- claim the living allowance, or
- make a withdrawal for any other purpose.

EasyClaim Forms are available from us and online at [australianunity.com.au/wealth](http://australianunity.com.au/wealth). Our EasyClaim withdrawal process has been designed to simplify and automate the withdrawal process. Refer to 'How does EasyClaim simplify your withdrawals?' on page 25.

If we receive a complete 'EasyClaim' Form prior to 2:00pm on a Melbourne business day, you will generally receive the unit price calculated as at the close of business that day and proceeds will generally be paid within seven business days. We cannot accept your withdrawal request until you provide us with all necessary supporting documentation.

A complete 'EasyClaim' Form received after this time will generally receive the unit price calculated at the close of business the next business day.

If you have invested in multiple investment options, a partial withdrawal will be processed according to your investment allocation following your most recent investment or switch allocation advice to us, unless you specify otherwise at the time of your withdrawal.

Once we have received your withdrawal request and all necessary supporting documentation, we will process your withdrawal. There may be times when withdrawals may take longer to process in exceptional circumstances. We may temporarily suspend withdrawals (including regular withdrawals) from some or all investment options.

### 3. Update to 'Labour standards or environment, social or ethical considerations'

#### On Page 28 of the PDS

Replace the 'Ethical investment considerations' paragraph with the following:

#### Labour standards or environment, social or ethical considerations

We do not specifically take into account the investment manager's labour standards or environmental, social, or ethical considerations in our selection and retention process. The investment managers have their own policies on the extent to which labour standards or environmental, social, or ethical considerations are taken into account when making investment decisions. These policies are not specifically considered when selecting investment managers.

### 4. Update to 'living away from home allowance' and 'maximum contribution limit'

#### On Page 3 of the PDS

Replace the following sections of the table with the following:

Feature	Description	Refer page(s)
Covers a wide range of education related expenses	Expenses include: <ul style="list-style-type: none"><li>• Uniforms, tuition fees (including course related private tuition), books, materials, student union fees and travel expenses to and from the school or course provider.</li><li>• Living allowance – students living away from home can currently withdraw an education benefit of up to \$9,700 per calendar year (reviewed annually) to meet general living expenses. No proof of expenditure is required.</li><li>• Education related residential boarding costs, rent and other accommodation expenses in excess of the living allowance.</li></ul>	6, 24
Maximum contribution	Currently \$668,000 (reviewed annually) per student or child. We may increase this limit from time to time.	22

#### On page 24 of the PDS

Update to the 'living away from home allowance limit', as of 1 October 2023.

#### What is the living allowance and how can you claim it?

The living allowance is a special type of education benefit that is only available to students living away from home.

Full-time students living away from home can currently withdraw a living allowance of up to \$9,700 (reviewed annually) per calendar year without having to provide proof of expenditure.

**On page 23 of the PDS**

*Replace the 'What is the maximum contribution' paragraph with the following:*

**What is the maximum contribution?**

The maximum contribution(s) that can be made for each student or child is currently \$668,000. We review this limit annually and may increase it with effect from 1 October each year to reflect rises in the cost of education. If the limit is increased, you can make additional contributions up to the new limit.

For updated information on the current maximum contribution, visit the Announcements section of our website at [australianunity.com.au/wealth](http://australianunity.com.au/wealth).

## 5. Update to 'Fees and other costs' and Additional explanation of fees and other costs'

### On Page 4 of the PDS

Replace the following section of the table with the following:

Current fees and costs		
Management fees and costs	Administration fee of 0.70% p.a. gross (0.49% p.a. net), plus Investment option management costs between 0.20% p.a. and 1.11% p.a.	13

### On page 15 of the PDS

Replace the 'Example of annual fees and costs for a balanced investment option or other investment option' table with the following:

This table gives an example of how the ongoing annual fees and costs in the MLC Horizon 4 – Balanced investment option for this product can affect your investment over a 1-year period. You should use this table to compare this product with other products offered by managed investment schemes.

EXAMPLE: MLC Horizon 4 – Balanced		Balance of \$50,000 with a contribution of \$5,000 during year
Contribution Fees <sup>1</sup>	Nil	For every additional \$5,000 you put in, you will be charged \$0 <sup>2</sup>
<b>PLUS</b> Management fees and costs <sup>3,4</sup>	0.70% p.a. plus 0.87% p.a.	<b>And</b> , for every \$50,000 you have in the MLC Horizon 4 – Balanced you will be charged or have deducted from your investment \$785 each year.
<b>PLUS</b> Performance fees <sup>6</sup>	0.03% p.a.	<b>And</b> , you will be charged or have deducted from your investment \$15 in performance fees each year
<b>PLUS</b> Transaction costs <sup>2</sup>	0.07% p.a.	<b>And</b> , you will be charged or have deducted from your investment \$35 in transaction costs
<b>EQUALS</b> Cost of MLC Horizon 4 – Balanced		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>\$835</b> <sup>*1, 2, 3, 4, 5</sup>  <b>What it costs you will depend on the investment option you choose and the fees you negotiate.</b>

\* Additional fees may apply.

#### Please note:

- This example assumes that the contribution of \$5,000 is made at the end of the year, and therefore no management costs for the contribution have been included.
  - A buy-sell (investing transaction costs) may apply if you enter or switch amount into an investment option. Refer to the buy-sell spread (investing transaction costs) section below for more information.
  - The administration fees may be negotiated with investors who are wholesale clients.
  - The management fees and costs for the MLC Horizon 4 – Balanced investment option at the date of this PDS. Refer to the Fees and Other Costs update on our website for updates to underlying investment option management costs disclosure.
  - The maximum gross administration fee is 0.70% p.a. It is reduced to 0.49% p.a. by way of a tax deduction benefit Lifeplan is entitled to, which is passed on to investors. This deduction reduces the gross administration fee by 30%, with the net administration fee being the effective cost to each investment option.
  - The MLC Horizon 4 – Balanced investment option charges a performance fee. The performance fee included is the estimated performance fee, which has been calculated based on the net asset value of the relevant investment option over a 5-year average. Other investment options may charge performance fees. For each investment options' performance fees, refer to the table of Performance fees section.
- The example above is illustrative only.

On page 16 of the PDS, replace the 'Costs of product for 1 year' table with the following:

### Cost of product for 1 year

Investment option	Cost of product (gross) <sup>1</sup>	Cost of product (net) <sup>1</sup>
AMP Capital Balanced Growth	\$940	\$835
Colonial First State FirstChoice Conservative	\$880	\$775
Colonial First State FirstChoice Growth	\$945	\$840
Colonial First State FirstChoice Moderate	\$910	\$805
MLC Horizon 2 – Income Portfolio	\$750	\$645
MLC Horizon 4 – Balanced	\$835	\$730
MLC Horizon 6 – Share	\$875	\$770
Pendal Active Balanced Fund	\$935	\$830
Pendal Active Conservative Fund	\$875	\$770
Pendal Active Growth Fund	\$925	\$820
Perpetual Balanced Growth	\$925	\$820
Perpetual Conservative Growth	\$845	\$740
Perpetual Industrial Share	\$910	\$805
UBS Cash Fund	\$450	\$345

1. The gross management fees and costs includes an administration fee of 0.70% p.a. The net management fees and costs include an administration fee of 0.49% p.a. which takes into account the tax deduction benefit Lifeplan is entitled to, which it passes on to investors. This deduction reduces the gross administration fee by 30%, with the net administration fee being the effective cost to each investment option.



On page 17 of the PDS, replace the 'Management fees and costs' table with the following:

### Management fees and costs

Investment option	Investment option management costs <sup>1</sup> % p.a. (A)	Lifepan administration fee (gross) % p.a. <sup>2</sup> (B)	Lifepan administration fee (net) % p.a. (C)	Total Management fees and costs (gross) % p.a. (A + B)	Total Management fees and costs (net) % p.a. (A + C)
AMP Capital Balanced Growth	1.04	0.70	0.49	1.74	1.53
Colonial First State FirstChoice Conservative	0.92	0.70	0.49	1.62	1.41
Colonial First State FirstChoice Growth	1.02	0.70	0.49	1.72	1.51
Colonial First State FirstChoice Moderate	0.97	0.70	0.49	1.67	1.46
MLC Horizon 2 – Income Portfolio	0.75	0.70	0.49	1.45	1.24
MLC Horizon 4 – Balanced	0.87	0.70	0.49	1.57	1.36
MLC Horizon 6 – Share	0.98	0.70	0.49	1.68	1.47
Pendal Active Balanced Fund	0.95	0.70	0.49	1.65	1.44
Pendal Active Conservative Fund	0.83	0.70	0.49	1.53	1.32
Pendal Active Growth Fund	0.95	0.70	0.49	1.65	1.44
Perpetual Balanced Growth	1.11	0.70	0.49	1.81	1.60
Perpetual Conservative Growth	0.95	0.70	0.49	1.65	1.44
Perpetual Industrial Share	0.99	0.70	0.49	1.69	1.48
UBS Cash Fund	0.20	0.70	0.49	0.90	0.69

1. Investment option management costs are at the date of this SPDS. Refer to the fees and costs update website for updates to underlying investment option management costs disclosure.

2. The administration fee is 0.70% p.a. of your account balance, gross of the benefit of any tax deductions. The amount you effectively pay is 0.49% p.a. by way of passing onto you the benefit of a tax deduction that Lifepan is entitled to you. The net administration fee is the effective cost of administering each investment option. The fees and costs set out here only relate to gaining access to the investment options through Lifepan and do not include the fees and costs that relate to investing in the investment options.

On page 18 of the PDS, replace the 'Transaction costs' table with the following:

## Transaction costs

Investment option	Gross total transaction costs <sup>1</sup> % p.a.	Net total transaction costs <sup>2</sup> % p.a.	Buy-sell spread (ITC) <sup>3</sup> % p.a.
AMP Capital Balanced Growth	0.16	0.13	0.22
Colonial First State FirstChoice Conservative	0.14	0.11	0.30
Colonial First State FirstChoice Growth	0.15	0.13	0.30
Colonial First State FirstChoice Moderate	0.14	0.12	0.30
MLC Horizon 2 – Income Portfolio	0.05	0.03	0.20
MLC Horizon 4 – Balanced	0.07	0.07	0.20
MLC Horizon 6 – Share	0.08	0.05	0.20
Pendal Active Balanced Fund	0.30	0.22	0.29
Pendal Active Conservative Fund	0.28	0.22	0.17
Pendal Active Growth Fund	0.31	0.20	0.31
Perpetual Balanced Growth	0.14	0.04	0.25
Perpetual Conservative Growth	0.07	0.04	0.21
Perpetual Industrial Share	0.15	0.13	0.24
UBS Cash Fund	0.00	0.00	0.00

1. The gross transaction costs are the investment option's transaction costs before the investment option's buy and sell spread recovery is applied.
2. The net transaction costs are the investment option's transaction costs after the investment option's buy and sell spread recovery is applied.
3. The buy-sell spread (ITC) is charged by us to cover the transaction costs incurred by the Fund when investing in each investment option, and aims to ensure that each investor shares the transaction costs associated with their investment decision to either enter or exit an investment option.

On page 19 of the PDS, replace the 'Performance Fees costs' table with the following:

## Performance Fees costs

Investment option	Performance fee % p.a. <sup>1</sup>
AMP Capital Balanced Growth	0.01
Colonial First State FirstChoice Conservative	0.03
Colonial First State FirstChoice Growth	0.04
Colonial First State FirstChoice Moderate	0.03
MLC Horizon 2 – Income Portfolio	0.02
MLC Horizon 4 – Balanced	0.03
MLC Horizon 6 – Share	0.02

1. The performance fee included is the estimated performance fee, which has been calculated based on the net asset value of the relevant investment option over a 5-year average.

# Lifeplan Education Bond

## Supplementary Product Disclosure Statement

**1 June 2023**

This SPDS is issued by Lifeplan Australia Friendly Society Limited ('Lifeplan'), ABN 78 087 649 492, AFS Licence No. 237989, as the issuer of the Lifeplan Education Bond.

### **Important Notice**

This is a Supplementary Product Disclosure Statement (SPDS) to the Lifeplan Education Bond (Fund) Product Disclosure Statement (PDS) dated 29 March 2023 and the Additional Information Document 29 March 2023 (AID). The information in this SPDS updates and replaces the information in the PDS. You should read this SPDS together with the PDS and AID. Except to the extent amended by this SPDS, or updated on the website, the PDS and AID remain in full force.

### **Purpose of this SPDS**

The purpose of this SPDS is to advise that the fund manager for the UBS Cash investment option will increase the management fee from 0.10% p.a. to 0.20% p.a. with effect from 1 June 2023. As a result of the increased management fee, the following sections of the PDS have been updated to reflect this.

#### **Section - Fees and other costs**

Update to 'Cost of product for 1 year' and 'Management fees and costs' sections for change in UBS Cash investment option management cost.

## Fees and other costs

### Cost of product for 1 year

PDS, Page 16

From 1 June 2023, the cost of product for the UBS Cash investment option will change. The following 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 options. It is calculated in the manner shown in the Example of annual fees and costs provided in the PDS.

The cost of product information 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.

Investment option	Cost of product (gross) <sup>1</sup>	Cost of product (net) <sup>1</sup>
UBS Cash	\$455	\$350

1. The gross management fees and costs includes an administration fee of 0.70% p.a. The net management fees and costs include an administration fee of 0.49% p.a. which takes into account the tax deduction benefit Lifeplan is entitled to, which it passes on to investors. This deduction reduces the gross administration fee by 30%, with the net administration fee being the effective cost to each investment option.

## Additional explanation of fees and other costs

### Management fees and costs

PDS, Page 17

From 1 June 2023, the cost of product for the UBS Cash investment option will change as follows:

Investment option	Investment option management costs <sup>1</sup> % p.a. (A)	Lifeplan administration fee (gross) % p.a. <sup>2</sup> (B)	Lifeplan administration fee (net) % p.a. (C)	Total Management fees and costs (gross) % p.a. (A + B)	Total Management fees and costs (net) % p.a. (A + C)
UBS Cash	0.20	0.70	0.49	0.90	0.69

1. Investment option management costs are at the date of this SPDS. Refer to the fees and costs update website for updates to underlying investment option management costs disclosure.
2. The administration fee is 0.70% p.a. of your account balance, gross of the benefit of any tax deductions. The amount you effectively pay is 0.49% p.a. by way of passing onto you the benefit of a tax deduction that Lifeplan is entitled to you. The net administration fee is the effective cost of administering each investment option. The fees and costs set out here only relate to gaining access to the investment options through Lifeplan and do not include the fees and costs that relate to investing in the investment options.

# Lifeplan Education Bond

Product Disclosure Statement  
29 March 2023



## **Australian Unity**

Established in 1840, we were Australia's first member-owned wellbeing company, delivering health, wealth and care services.

Being a member-owned company—also called a mutual— gives us the freedom to invest money into the services and solutions that matter most to our members, customers and the Australian community. We can also make long-term decisions.

## **Lifepan Australia Friendly Society Limited**

Lifepan Australia Friendly Society Limited ABN 78 087 649 492, AFS Licence No. 237989 ('Lifepan') is a leading provider of tax effective investment products, such as investment bonds, education bonds and funeral bonds. Lifepan has total funds under management and administration of \$2.30 billion as at 30 June 2022.

Lifepan is a subsidiary of Australian Unity Limited ABN 23 087 648 888 ('Australian Unity') and is part of the group of companies undertaking investment activities at Australian Unity, generally known as Australian Unity Wealth and Capital Markets.

## **About this Product Disclosure Statement ('PDS')**

The Lifepan Education Bond ('Fund') is an investment product issued by Lifepan. Lifepan has prepared and is responsible for this Product Disclosure Statement (PDS).

The Fund operates as a 'scholarship plan' ('Plan') in accordance with the Income Tax Assessment Act 1997.

In this PDS, the terms 'we', 'us' and 'our' refer to Lifepan. 'You' and 'your' refer to the investor(s).

All times referred to in this PDS are Australian Central Standard Time or, in the case of daylight saving, Australian Central Daylight Time and all business days are with reference to business days in South Australia.

All fees shown are inclusive of the impact of goods and services tax (GST), less any input tax credits (including approximate reduced input tax credits) that we and the underlying investment funds may be entitled to claim.

## **Target Market Determination (TMD)**

TMD is a set of criteria that we, in our capacity as the product issuer, issue for each of our products (including their investment options).

It describes who our products are likely to be appropriate for. It also contains details around distribution conditions, eligibility criteria, information reporting requirements, and a set of internal review triggers. For more information on whether this product may be suitable for your investment needs, please refer to the TMD at [australianunity.com.au/wealth/target-market-determinations](https://australianunity.com.au/wealth/target-market-determinations).

## **Investments in the Lifepan Education Bond**

Investments in the Fund are subject to investment risk, including possible delays in repayment and/or loss of investment returns and contributions invested. Neither Lifepan, Australian Unity or any member of the Australian Unity Group guarantees the repayment of your investment or the level of future investment performance (which will fluctuate over time) in any of the investment options available through this PDS. Past performance should not be taken as an indication of current or future performance.

Lifepan invests the Fund's assets into investment options managed by fund managers. Refer to the Additional Information Document for a list of the fund managers. Each investment manager has given its consent to all statements in this PDS made by it or based on statements made by it, and has not withdrawn this consent as at the date of this PDS. Investment options managed by fund managers are not deposits or liabilities of the fund managers or their member companies. These fund managers are not issuing, selling, guaranteeing or underwriting this financial product or performing any other function in relation to the relevant investment option(s) apart from investment management.

## **Applications**

Applications for investment in the Fund can only be made using an Application Form which forms part of this PDS or otherwise provided by Lifepan. This PDS is available in electronic format, including access via our website at [australianunity.com.au/wealth](https://australianunity.com.au/wealth). If you receive it electronically, please ensure that you have received the entire PDS and Application Form. A paper copy of this PDS is available free of charge by contacting your financial adviser or our Investor Services team on 1300 1300 38.

This document may only be used by investors receiving it (electronically or otherwise) in Australia. All dollar amounts referred to in this PDS are reference to Australian currency.

## **Seeking financial advice**

The information in this PDS is general information only and does not take into account your personal objectives, financial circumstances or needs. You should consider these factors and read this PDS before making any decision about whether to invest in the Fund. We recommend you speak to your financial adviser who can help you understand the risks associated with investing and assess whether the investment option(s) are appropriate for you.



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# Why invest in the Lifeplan Education Bond?

## Being prepared

A quality education not only opens young eyes to a world of exciting possibilities, it brings those possibilities within reach. With costs on the rise, and formal education now spanning an increasing number of years, how can you adequately prepare?

The Fund can be used for a lifetime of education – primary (including pre-school), secondary, a wide range of tertiary education (including TAFE) and special needs education, in Australia and overseas.

Investing for a child's education through the Fund is simple, easy and tax effective.

## What is the Lifeplan Education Bond?

The Fund is classified under Australian tax law as a 'scholarship plan', which gives it unique tax features that are not generally available for other savings and investment products. These tax concessions are effectively passed onto you to help fund the education expenses of your children, grandchildren or a special child in your life.

Features include:

- no age restriction on the person you wish to start a Plan for;
- flexibility to invest your funds in a range of investment options which are managed by professional fund managers; and
- withdrawals can be made at any time by making a claim for education expenses, a living allowance or for other purposes.

## Who can invest?

Anyone aged 16 years and over can invest in the Fund. For example, parents, grandparents, godparents, uncles, aunts – or anyone else who wants to contribute towards the education of someone they care for. Applications can be made in the names of:

- individuals or joint investors; or
- companies and trusts (including deceased estates).

## The benefits of investing in the Fund

- Provide a child or grandchild with a helping hand at the start of their adult life.
- Start with as little as \$1,000.
- Access 14 investment options across a range of asset classes.
- Your investment is managed by experienced professional fund managers.
- Access your money at any time.
- Your Plan is serviced by our high quality staff renowned for their product knowledge and excellent client service.
- Your investment in the Fund is a type of life policy, which, in some limited circumstances may receive protection from creditors in the event of bankruptcy.

## Tax efficiency and estate planning advantages at a glance

- Invest for future education expenses in a tax-effective manner.
- Tax-free access to your contributions (including for non-education purposes).
- When investment earnings are withdrawn to meet education expenses, we are able to claim a tax deduction, and this amount is added to the withdrawal proceeds.
- Highly effective wealth transfer and estate planning features such as nominating a Plan Guardian to look after your plan arrangements so that your wishes are carried out.

## Target Market Determination for the Lifeplan Education Bond

The product is intended for applicants who want:

- access to a broad range of investment choices to select from;
- to cover a broad range of education and education related expenses, providing flexibility for education at all age levels;
- to access a concessional tax structure where investment earnings:
  - do not need to be reported in their personal income tax return, while they remain invested in the product;
  - that are used to pay for eligible education expenses may benefit from a tax deduction, for tax previously paid on those earnings within the bond;
- the flexibility to be able to change their nominated student beneficiary at any time through the life of the policy;
- control in how their capital and investment earnings are allocated when withdrawing amounts for education purposes;
- to establish a long-term regular savings plan, helping them reach a long-term savings goal for the education of their nominated student beneficiary.



# Lifepan Education Bond at a glance

The following table is a summary of key features of the Fund. This PDS should be read in full before you make a decision to invest in the Fund.

Feature	Description	Refer page(s)
Covers a broad range of education	<ul style="list-style-type: none"> <li>The Fund covers primary, secondary and a wide range of tertiary education.</li> <li>Tertiary education includes all full-time and part-time post-secondary education and training provided by accredited organisations in Australia and overseas.</li> <li>The Fund covers education programs for children with physical, intellectual or learning disabilities.</li> </ul>	6
Covers a wide range of education related expenses	<p>Expenses include:</p> <ul style="list-style-type: none"> <li>Uniforms, tuition fees (including course related private tuition), books, materials, student union fees and travel expenses to and from the school or course provider.</li> <li>Living allowance – students living away from home can currently withdraw an education benefit of up to \$9,200 per calendar year (reviewed annually) to meet general living expenses. No proof of expenditure is required.</li> <li>Education related residential boarding costs, rent and other accommodation expenses in excess of the living allowance.</li> </ul>	6
Tax advantages	<ul style="list-style-type: none"> <li>The Fund operates as a 'scholarship plan' under Australian tax laws, which means it is eligible for a special type of tax concession which is not generally available for other savings and investment products. A tax deduction available to us is effectively passed onto you when earnings are used to pay for education expenses.</li> <li>While your investment earnings remain within the Fund, there are no Fund related annual tax return obligations for you or your nominated student.</li> </ul>	7
Tax-free easy access to your contributions	Your contributions are easily accessible and can be withdrawn tax free. <sup>1</sup>	7
Estate planning	<ul style="list-style-type: none"> <li>You can nominate a guardian to look after your Plan arrangements so that your original wishes are carried out in the event of your death or intellectual disability.</li> <li>You can arrange to pass your Plan investment to nominated beneficiaries or to your estate in the event your nominated student dies after your death.</li> </ul>	9
Investment options	The Fund gives you access to 14 investment options managed by professional Australian and international fund managers. <sup>2</sup>	13–21
Maximum contribution	Currently \$635,000 (reviewed annually) per student or child. We may increase this limit from time to time.	22
Switching advantages	You can switch between investment options with no personal tax impact. <sup>1</sup>	23
EasyClaim withdrawal	EasyClaim makes claiming education expenses easy and flexible for you.	25

Feature	Description	Refer page(s)
<b>Minimums</b>		
Initial contribution <sup>1</sup>	\$1,000	22
Regular savings plan (optional)	Minimum monthly contribution of \$100 per investment option <sup>4</sup>	22
Switch	\$500 per investment option	22
Additional contribution	\$500 (subject to a yearly maximum of 125% of the previous year's contributions if the ten-year rule is to be maintained as commencing from the policy inception)	23
Account balance	\$1,000 per Plan	23
Withdrawal	\$500	22 & 24
<b>Current fees and costs</b>		
Management fees and costs	Administration fee of 0.70% p.a. gross (0.49% p.a. net), plus Investment option management costs between 0.10% p.a. and 1.06% p.a.	13
Payment(s) to adviser	Agreed between you and your financial adviser.	13
Switching service fee <sup>1</sup>	Nil	14
Cooling-off period	14 days from your initial investment.	27
Investor Portal Online access to your investment	Within our Investor Portal you can view your Plan balance, transaction history, download statements, update your details and more. To register call us on 1300 1300 38.	27

1. We may accept amounts of less than the minimum at our discretion.

2. In this PDS, references to 'investment options' means those described in the Additional Information Document.

# How does the Lifepan Education Bond work?

The Fund is a special type of investment product which operates as a ‘scholarship plan’ in accordance with the Income Tax Assessment Act 1997. This entitles us to obtain a tax deduction, which is effectively passed onto you and is worth up to \$30 for every \$70 of earnings used to pay education expenses.

Some other important features include:

- The ability to choose to withdraw from contributions and investment earnings.
- No annual tax return obligations for you or your nominated student, until you start to withdraw investment earnings from the Fund.

## Unique design

Every individual Plan is made up of two parts:

- The first part records the balance of investor contributions in every individual Plan and is referred to as the ‘Investor

Contributions’ account.<sup>1</sup> The investor can withdraw available funds from this account tax-free, at any time and for any purpose.

- The second part contains the ‘Education Benefits’.<sup>2</sup> Education Benefits comprise the ‘Investor Earnings’ account<sup>3</sup> plus a tax benefit referred to as the ‘Education Tax Benefit’.<sup>4</sup> The Education Tax Benefit is a special type of tax concession that we are able to claim and is included in the benefit payment only when Investor Earnings are withdrawn to pay ‘education expenses’.<sup>5</sup> Based on the current applicable tax rate, this credit can be worth an additional \$30 for every \$70 of earnings withdrawn. We include the Education Tax Benefit in your withdrawal.

When you make a claim for education expenses, our EasyClaim withdrawal process will automatically calculate the withdrawal allocations between Investor Contributions and Investor Earnings accounts or, alternatively, you can choose the withdrawal allocations.

### The following is a simplified example to illustrate how the Fund works:

Jane set up a Plan for her son Peter. Jane currently has \$15,000 in her Investor Contributions account. Her Investor Earnings are \$700. This means that she can qualify for an Education Tax Benefit of up to \$300 if she uses those earnings to meet Peter’s education expenses.

Investor Contributions <sup>1</sup>		Education Benefits <sup>2</sup>				
\$15,000	+	Investor Earnings <sup>3</sup> \$700	+	Education Tax Benefit <sup>4</sup> \$300	=	Education Benefit <sup>2</sup> \$1,000

- Jane’s Plan has an Education Benefit of \$1,000, which means we can pay Jane up to \$1,000 of Education Benefits when she uses the money to pay Peter’s education expenses.
- The total amount available to meet Peter’s education expenses is \$16,000, which is the sum of her Investor Contributions account and the Education Benefits.
- Jane can withdraw the \$15,000 currently in the Investor Contributions account at any time and for any purpose, including paying education expenses, with no personal tax impact.
- The current value of Jane’s investment is \$15,700, which is the sum of her Investor Contributions and Investor Earnings accounts.

If Jane does not use any of the Investor Earnings to pay Peter’s education expenses she could withdraw up to \$15,700 (she would not be entitled to receive the Education Tax Benefit of \$300<sup>6</sup>).

The example shown is a simplified illustration to demonstrate how the Fund operates. The investment earnings of \$700 shown for Jane does not represent a financial forecast or prospective financial information and should not be taken as an indication of the current or future investment earnings you are likely to receive. Investment performance will vary from year to year. This example assumes all fees and corporate taxes have been deducted.

1. Contribution withdrawals will be shown as a deduction from this Investor Contributions account. Fees and costs are deducted as set out in the section ‘Fees and other costs’ on page 13.

2. ‘Education Benefits’ paid by us are treated as assessable income of the nominated student. Tax rates for students differ depending on their age and other personal circumstances. Refer to ‘What are the tax features?’ on page 7 for further information.

3. Investor returns are calculated after asset based management fees and costs and corporate taxes (paid by us) and reflect the movement in the unit prices of the chosen investment option(s). Negative returns may be reflected by a reduction in the value of the Investor

Contributions account. In some cases, negative returns may cause the Education Tax Benefit to reduce to zero. Withdrawals of investor returns will be shown as a deduction from the Investor Earnings account. Actual investor earnings that may be withdrawn will depend on the unit prices of the selected investment option(s) at the time we receive a completed withdrawal notice. Fees are deducted as set out in the section ‘Fees and other costs’ on page 13.

4. As tax laws and rates may change, the Education Tax Benefit is not guaranteed. Refer to ‘What are the tax features?’ on page 7 for further explanation of the Education Tax Benefit.

5. ‘Education expenses’ means all education and related expenses incurred when your nominated student undertakes an eligible course covered by the Fund. Most education related expenses incurred will fall under this meaning. Refer to page 6.

6. Investor earnings withdrawn under such circumstances are taxed differently compared to withdrawals made for education purposes. Refer to ‘What are the tax implications if I withdraw from the Investor Earnings account?’ on page 7 for further explanation of the taxation associated with such withdrawals.

# What education expenses are covered?

## What approved courses and education expenses are covered?

The Fund covers primary education (including pre-school or reception), secondary education and a wide range of tertiary education and training courses, including:

- Education and training courses provided by universities, postgraduate higher education providers, public and private colleges, TAFE, special purpose programs run by a professional or trade association, registered training organisations and any other Lifeplan approved Australian or overseas course.
- Lifeplan approved special education programs for children with physical, intellectual or learning disabilities.
- Lifeplan approved courses for mature age students.

Tertiary education includes all full-time and part-time post-secondary education and vocational training provided the course or training leads to a qualification under the Australian Qualifications Framework or is approved by us as an appropriate course of education.

## What are 'education expenses'?

Education expenses must relate to or be incurred for the purpose of the student attaining the qualifications sought under the education or training program. Subject to the annual living allowance limits (refer to '*What is the living allowance and how can you claim it?*' on page 24), the education expenses you may claim from the Fund include:

- Higher Education Loan Program (HELP) debts, course fees, tuition fees (including course related private tuition), student union fees, uniforms, books, materials, equipment, music lessons and instruments, education related sports equipment, school outings and travel expenses to and from the school/course provider.
- Expenses for career training if the course or training leads to a qualification approved by us.
- Education related residential boarding costs, rent and other accommodation expenses incurred by students living away from home.
- Course electives in a foreign education institution or even entire courses attended in an approved foreign education institution approved by us.

We have full and sole discretion to determine approved courses and education expenses covered by the Fund.

# What are the tax features?

## What is unique about 'scholarship plans'?

We operate the Fund as a 'scholarship plan'. This entitles us, in effect, to recover the tax paid on the Fund's investment earnings where those earnings are used to pay eligible education expenses. The value of any tax recovered by us (referred to as the Education Tax Benefit) is added to the amount withdrawn from the Investor Earnings account, and the combined amount is paid as the education benefit.

## What tax does the Fund pay?

Earnings generated by the Fund's investment options are taxed at the life insurance tax rate, which is currently 30%. This tax is paid by us from the investment income of the investment options. However, the actual level of tax varies between the investment options and can be lower due to the impact of dividend franking credits and other tax offsets received within each investment option.

## Will you be liable for tax when withdrawing your contributions?

No. All withdrawals from the Investor Contributions account are treated as a tax-free return of capital to the investor.

## Will your nominated student be liable for tax?

Education benefits, when paid, become assessable to your nominated student and are treated as investment income for tax purposes. The tax implications for your nominated student will vary depending on their age and personal circumstances, as outlined below.

### Students under 18 years of age

- In most cases, as long as the student's taxable income from any investments (including the Plan) does not exceed \$416 in a financial year, there will normally be no tax liability.<sup>1</sup>
- Any part-time employment income earned by the student is not subject to this threshold.
- There are other limited circumstances when the higher adult tax free threshold (see next section) may apply, such as where the student is employed full time, is handicapped or where the investment in the Plan is sourced from a deceased estate.

### Students aged 18 or older

- In most cases, as long as the student's taxable income from any part-time employment and/or investments (including the Plan) should not be subject to taxation if it is below \$18,200. The effective tax-free threshold will be higher than \$18,200 to the extent there is change in the tax-free threshold or low income tax offset.
- This higher effective tax-free threshold may apply to a resident student who is at least 18 years old and also in those limited circumstances mentioned in the previous section when a resident student is under age 18.

Shortly after 30 June, we will send an annual tax statement to the student advising the total amount of assessable education benefits paid during the financial year just ended. We will not send a statement if there are no education benefits paid during a financial year.

## What are the tax implications if you withdraw from the Investor Earnings account?

There are no tax implications for you (as an investor) when withdrawals are made from the Investor Earnings account to pay education expenses (refer to the previous section). Only after you have withdrawn all your funds from the Investor Contributions account can you access accrued investment returns remaining in the Investor Earnings account for other or unspecified purposes.

### The 10-year rule

- if your Plan is, for tax purposes, eligible to be treated as held for more than 10 years (refer '125% rule' below), withdrawal proceeds are not taxable on receipt.
- withdrawals made within the first eight years of your Plan's commencement period are fully assessable. The assessable amount is reduced to two-thirds for a withdrawal in the ninth year, and to one-third in the 10th year.
- a tax offset of 30% currently applies on the assessable amount, to compensate for tax already paid by the Fund, which may eliminate or help reduce your personal tax liability.

For example, if your marginal tax rate is 47% you only need to pay additional tax of 17%. If your personal tax rate is below 30%, any excess tax offset will help reduce your tax on other assessable income.

1. Minors who are Australian residents do not have to lodge a tax return if they earn less than \$416 in a financial year (Australian Taxation Office).

### The 125% rule

The 10-year tax period (used to determine whether non-education withdrawals are characterised as assessable income), begins from your policy's original start date. However, the 10-year period calculation can be reset if, in an investment year, your total contributions exceed 125% of the amount contributed in the previous investment year. If this occurred, the 10-year period would restart to be calculated from the date that this limit was exceeded.

Here are some important things to note with the 125% rule:

- an investment year is considered each 12-month period from your investment's original start date. This date is referred to as your anniversary start date.
- if you make an additional contribution in excess of the 125% limit, the 10-year period will start again for the entire investment, from the anniversary start date within the year you have breached the 125% rule.
- if you do not make any contribution in a particular year, any contributions in following years will reset under the 10-year tax period rule.
- if you wish to invest more than 125% of the previous investment year's contributions, it may be more appropriate to start a new investment.
- after the 10th year, earnings on each additional contribution receive immediate tax-free withdrawal status.

To assist you in adhering to the 125% rule, we will provide in your annual statement details of the previous year's contributions, and the allowable contribution for the following year.

### Is there a need to quote a tax file number (TFN)?

Under current rules, investors and nominated students are not required to quote their TFN.

### Does withholding tax apply to non-residents?

If you are a non-resident investor or student, including an investor or student who has left Australia for an extended period, your Plan's accrued investment returns and any withdrawals from your Plan are not subject to non-resident withholding tax. Please note that the offer made in this PDS is only available to persons receiving or downloading this PDS within Australia.

### Foreign Account Tax Compliance Act (FATCA)

We intend to meet any requirements imposed on Lifeplan under Australian legislation designed to give effect to the FATCA agreement between Australia and the United States. As such, Lifeplan is registered with the United States authorities, and may be required to collect certain information from you, report payments made in respect of your investment(s) and retain information to meet record keeping requirements – if you are a citizen, resident or other affected person of the United States for FATCA purposes.

### Tax laws may change

The tax information provided in this PDS is current at the time of its preparation and is general in nature. The information is only intended to provide summary guidance on Australian tax matters associated with the operation of the Fund and areas affecting an Australian resident investor and their nominated student.

Tax laws may change in the future and may affect your tax position and the tax information described in this PDS. You should seek independent tax advice if you believe that you or your nominated student's particular circumstances may be affected.

# Estate planning and other features

The Fund has a number of other important features including the Plan Guardian and Plan Beneficiary. You may nominate another student if the current student ceases education.

## What is a Plan Guardian?

To provide greater certainty about who will look after your Plan arrangements if you die or become intellectually disabled before your nominated student has completed his or her education, you can nominate a Plan Guardian who becomes responsible for administering your Plan in the best interests of the student. Importantly, the Plan Guardian has limited capacity to alter your Plan arrangements. We will provide you with information about the Plan Guardian's powers to change Plan arrangements if you nominate a Plan Guardian on your Application Form. For Plans in joint names, the Plan Guardian becomes operative on the death or intellectual disability of both joint Plan investors.

A Plan Guardian may operate independently to, and is not subject to, the terms of your Will or a power of attorney you may have established.

To nominate a Plan Guardian, complete the 'Nomination of Plan Guardian' section in the Application Form. A Plan Guardian may be any individual aged 18 years or more, a company or a trustee of a trust. The nomination of a natural person as a Plan Guardian is revoked automatically upon the death of that person. The Plan Guardian may be altered at any time by completing and signing a new Plan Guardian Nomination Form, which can be obtained from us by calling 1300 1300 38 and online at [australianunity.com.au/wealth](http://australianunity.com.au/wealth).

## What happens if no Plan Guardian is nominated?

If you have not nominated a Plan Guardian, the following arrangements take effect in the event that you die or suffer from an intellectual disability before your nominated student has completed their education:

- In the event of your death, your Plan's ownership is transferred to your estate. The executor of your estate will become responsible for the operation of your Plan and has the same rights and powers as a Plan Guardian to allow them to operate your Plan for the benefit of your nominated student.
- In the event you suffer from an intellectual disability, any person appointed by power of attorney or a court to administer your affairs, will become the person responsible for administering your Plan and will have the same rights and powers as a Plan Guardian to allow them to operate your Plan for the benefit of your nominated student. In the event that you recover from an intellectual disability, all rights and powers will revert to you.

## Why should you nominate a Plan beneficiary?

You can nominate one or more Plan beneficiaries who will automatically receive the proceeds of any residual Plan investment should your current nominated student die after your own death (the 'death benefit'). For Plans in joint names, this feature only applies upon the death of the current nominated student after the death of both joint Plan investors. The proceeds of any death benefit will be paid to your nominated Plan beneficiaries when we receive official notification of the death of your nominated student, and your death if not already notified. Nominating a Plan beneficiary can avoid delays involved in obtaining a grant of probate on an estate. Death benefit proceeds are tax-free in the hands of the nominated Plan beneficiaries who are paid in the proportions you advise.

To nominate a Plan beneficiary, complete the 'Nomination of Plan Beneficiaries' section on the Application Form. A nominated Plan Beneficiary can be a natural person of any age, a company or a trust. The nomination of a natural person as a Plan Beneficiary is revoked automatically upon the death of that person. You may alter your nominated Plan Beneficiaries at any time by completing and signing a new 'Plan Beneficiary Nomination' Form, which is available from us by calling 1300 1300 38 and online at [australianunity.com.au/wealth](http://australianunity.com.au/wealth).

If you have not nominated any Plan Beneficiaries and your current nominated student dies after your death, any remaining funds (the 'death benefit') will form part of your estate to be dealt with under the terms of your Will. If your Plan is jointly held, ownership passes to the surviving joint Plan investor(s).

## What happens if your nominated student dies?

In the event your nominated student dies, you can continue your Plan by nominating another student. If you do not wish to nominate another student, your Plan will be closed and you will receive the proceeds of your Plan investment (excluding any Education Tax Benefit) tax-free when we receive official notification of the death of the student.

### **What happens when the student completes their education?**

If there are any funds remaining in your Plan, you can make a full withdrawal (excluding any Education Tax Benefit) and close your Plan. Alternatively, you can keep your Plan open by nominating another student.

### **What happens if you move overseas?**

Your Plan is portable and continues if you move overseas and whether or not the student moves with you or remains in Australia.

### **The Fund cannot be used for raising money**

An investment in the Fund cannot be used as security for raising money.

### **Is there a time limit on the Plan?**

Your Plan can continue for the life of your nominated student. Importantly, you do not have to close your Plan if the student wishes to take a break from studies after completing only part of their education or completes a course but wishes to undertake further education or training in the future.

### **Protection from creditors in the event of bankruptcy**

The Fund is a type of life policy which in some limited circumstances may receive protection from creditors.

You should consider seeking independent legal advice if you believe this may apply to your particular circumstances.



# Understanding the risks of investing

## What is investment risk?

All investments involve some risk and some investments are considered more risky than others. When referring to investment risk, we mean the possibility that:

- You may lose money on your investment, including the potential for your capital to fall below your initial investment value;
- Investment returns may vary significantly from one year to the next; or
- Your investment objectives will not be achieved.

Below is a summary of the main risks that may affect your investment. You should consider these risks before investing.

## Economic risks

### Market risk

This risk relates to the performance of the market as a whole impacting on investment returns. Market risk factors that can influence your investment include economic activity, the level of interest rates, investor sentiment, world events and the risk that the political and/or legal framework including taxation rules may change and adversely impact your investments, particularly in emerging markets. For example, a sudden decline in property prices could negatively impact the value of property investments.



### How can you manage your risk?

Before investing, we recommend that you consult with a licensed financial adviser who may help you understand the risks of investing and help you choose the investment option(s) that may be appropriate for your specific objectives and tolerance for risk.

You should regularly review your investment strategy with your financial adviser as your needs and circumstances may change over time.

## Investment option specific risks

### Security specific risk

The value of individual securities such as shares or unlisted securities or bonds can change because of specific events.

For example, the value of shares could be impacted negatively or positively by unexpected changes in company management, its business environment or profitability.

### Inflation risk

Increases in prices (e.g. food, clothing, healthcare, school fees) may exceed the total return from your investment.

Investing in growth assets (such as shares or property) may reduce this risk over time.

### Interest rate risk

The market value of individual securities and asset classes can change in response to changes in interest rates. The impact of the response will differ depending on the asset class and specifics of the individual security. For example, the market value of a bond can be especially sensitive to changes in interest rates and will tend to fall when interest rates rise, negatively affecting investment returns.

### Liquidity risk

Liquidity risk refers to the ease with which a security can be bought or sold. If a security cannot be sold quickly at market value, it may need to be sold at a discount to attract buyers for a quick sale, or if it cannot be sold, it must be held to maturity. Such investments are referred to as being illiquid, that is, they can be hard to buy or sell quickly.

### Currency risk

If the fund manager's underlying fund invests in other countries, then the value of the investment is affected by the exchange rate between foreign currencies and the Australian dollar. This is referred to as currency risk. Gains or losses can be made, depending on movements in the value of the underlying investments and changes in currency exchange rates. Fund managers may utilise a hedging strategy, which is aimed at reducing or removing currency risk from an investment option, often through the use of derivatives (see next page).

### **Derivatives risk**

Derivatives are financial contracts which may be used to manage certain risks in investment options. However, their use may also increase other risks in the investment option or expose it to additional risks. For example, the possibility that the derivative position is difficult or costly to reverse, that it does not perform as expected, or that the parties do not perform their obligations under the contract. All investment options described in this PDS may use financial derivatives.

### **Gearing risk**

Gearing means that an investment option borrows to increase the amount it can invest. It can magnify both gains and losses from the investment option's investments. Investors in geared investment options will face larger fluctuations in the value of their investment than of a comparable ungeared investment option. For gearing to be profitable, the return from the strategy needs to exceed the interest and other costs incurred through borrowing.

### **Short selling risk**

Short selling means that the fund manager sells a security it does not yet own in the expectation that the security's price will fall so that it can be bought back later at a profit. Losses will occur if the price of the security increases after it is sold. Short selling may also incur interest and other costs which need to be covered by the fall in the security's price for the transaction to be profitable.

Short selling strategies can involve much greater risk than buying a security, as losses on purchased securities are restricted to the amount invested while losses on a short position can be much greater than the initial value of the security.

### **Counterparty risk**

The risk of loss arising from the failure of another party to meet contractual obligations. It arises primarily from investments in derivatives and currency transactions and can result in substantial losses.

## **Other risks**

### **Regulatory and taxation risk**

Changes to Government policies that affect the taxation of Lifeplan, 'scholarship plans' and the investment options managed by external fund managers, may affect the returns from and the value of your investment.

### **Unforeseen risks**

Major external events including natural phenomena, pandemics, terrorist attacks or other events could affect investment options with exposure to properties, tenant operations and other funds your selected underlying Fund invests in. If your selected investment option is affected by any such events for which it has no insurance cover for, it could result in a loss of capital that could impact the unit prices and investor returns.

## **How investment risk is managed**

The fund managers of the investment options are unable to eliminate all investment risks, but they do analyse, manage and aim to reduce the impact of risks through the use of carefully considered investment guidelines. Where possible, the fund managers seek to spread the risk of each underlying fund across different investments and sectors, as diversification can achieve long term objectives while minimising the impact of short term volatility.

# Fees and other costs

## DID YOU KNOW?

Small differences in both investment performance, fees and costs can have a substantial impact on your long-term returns. For example, total annual fees and costs of 2% of your total fund 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 account balance, from the returns on your investment or from the investment option(s) assets 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 options are set out on pages 13 to 21.

## Fees and costs summary

### Lifepan Education Bond

Type of fee or cost	Amount	How and when the fee is paid
<b>Ongoing annual fees and costs</b>		
<b>Management fees and costs</b> The fees and costs for managing your investment	<ul style="list-style-type: none"> <li>administration fee<sup>1,2,3</sup> of 0.70% p.a. gross of tax deductions (or 0.49% net of tax deductions)</li> </ul> <p><i>plus</i></p> <ul style="list-style-type: none"> <li>investment option management cost<sup>3,4,7</sup> charged by the fund manager to manage the underlying portfolio estimated between 0.10% to 1.08% p.a. for the previous financial year for the investment option.</li> </ul> <p>The investment management costs for each investment option are shown in the table of the 'Management fees and costs' table below.</p>	<p>The administration fee is calculated and accrued daily and paid monthly in arrears from the investment option. The administration fee can be negotiated with wholesale clients<sup>2</sup>.</p> <p>Investment option management costs are deducted by the fund manager from the underlying portfolio. Refer to the relevant investment option's PDS for details of how and when investment option management costs are paid.</p>
<b>Performance fees</b> Amounts deducted from your investment in relation to the performance of the product	<p>Estimated to be 0.00% p.a. to 0.09% p.a. of the net asset value of the relevant investment option based on a 5-year average.</p> <p>The estimated performance fees based on an average of the previous 5 financial years for each investment option are shown on the table in the Performance fee section below.</p>	<p>The Fund does not charge a performance fee. Underlying fund managers may charge performance fees, which are payable from the assets of the relevant underlying investment option where the relevant performance criteria are met.</p>

Table continued on next page...

Type of fee or cost	Amount	How and when the fee is paid
<b>Transaction costs<sup>5,6</sup></b> The costs incurred by the scheme when buying or selling assets	Estimated to be 0.01% p.a. to 0.22% p.a. of the net asset value of the relevant investment option for the previous financial year for the investment option.  The transaction costs for each investment option are shown in the table of the 'Transaction costs' section below.	The Fund does not incur transaction costs itself. These costs are payable when incurred from the assets of the investment option or the assets of interposed vehicles in which the investment option invests and reflected in the investment option's unit price.  Refer to the 'Transaction Costs' section for more information.
<b>Member activity related fees and costs (fees for services or when your money moves in or out of the product)<sup>6</sup></b>		
<b>Establishment fee</b> The fee to open your investment	Nil	Not applicable
<b>Contribution fee</b> The fee on each amount contributed to your investment	Nil	Not applicable
<b>Buy-sell spread<sup>6</sup></b> An amount deducted from your investment representing costs incurred in transactions by the scheme	Ranges from 0.00% p.a. to 0.31% p.a. (the amount comprises the investing transaction costs)	These costs are deducted from your investment account or switch amount upon entry into the investment option. Refer to the buy-sell (investing transaction costs) section for more information on these cost and the buy-sell spread (investing transaction costs) of each investment option.
<b>Withdrawal fee</b> The fee on each amount you take out of your investment	Nil	Not applicable
<b>Exit fee</b> The fee to close your investment	Nil	Not applicable
<b>Switching fee</b> The fee for changing investment options	Nil	There are no switching fees, but you incur an investing transaction cost on switching.

1. The administration fee is 0.70% p.a. of your account balance, gross of tax deductions. The amount you effectively pay is 0.49% p.a. by way of a tax deduction benefit Lifeplan is entitled to, which is passed on to you. This deduction reduces the gross administration fee by 30%, with the net administration fee being the effective cost to each investment option. The fees and costs set out here only relate to gaining access to the investment options through Lifeplan and do not include the fees and costs that relate to investing in the investment options.
2. The administration fee may be negotiated in certain circumstances. For more information see 'Wholesale clients' section under the heading 'Additional explanation of fees and costs'.
3. We do not charge management costs on the value of any Education Tax Benefits.
4. Investment option management costs are based on the underlying fund manager's disclosure as at the date of this PDS. Refer to the Fees and Other Costs update on our website for updates to underlying investment option management costs disclosure.

5. To cover the transaction costs we incur when investing in an investment option, a buy-sell spread (investing transaction costs) is deducted from your investment account or switch amount upon entry into an investment option. Refer to the buy-sell (investing transaction costs) section below for the buy-sell spread (investing transaction costs) of each investment option.
6. Investment option transaction costs are based on the underlying fund manager's PDS. Refer to the Fees and Other Costs update on our website for updates to underlying investment option transaction costs disclosure.
7. The investment option management cost are expressed as the total average percentage of net assets of the relevant investment options, unless otherwise stated in the PDS.
8. Adviser fees may be payable. Refer to 'Adviser Remuneration' section.

### Example of annual fees and costs for a balanced investment option or other investment option

This table gives an example of how the ongoing annual fees and costs in the MLC Horizon 4 – Balanced investment option for this product can affect your investment over a 1-year period. You should use this table to compare this product with other products offered by managed investment schemes.

EXAMPLE: MLC Horizon 4 – Balanced		Balance of \$50,000 with a contribution of \$5,000 during year
Contribution Fees <sup>1</sup>	Nil	For every additional \$5,000 you put in, you will be charged \$0 <sup>2</sup>
<b>PLUS</b> Management fees and costs <sup>3,4</sup>	0.70% p.a. plus 0.93% p.a.	<b>And</b> , for every \$50,000 you have in the MLC Horizon 4 – Balanced you will be charged or have deducted from your investment \$710 each year.
<b>PLUS</b> Performance fees <sup>6</sup>	0.09% p.a.	<b>And</b> , you will be charged or have deducted from your investment \$45 in performance fees each year
<b>PLUS</b> Transaction costs <sup>2</sup>	0.04% p.a.	<b>And</b> , you will be charged or have deducted from your investment \$20 in transaction costs
<b>EQUALS</b> Cost of MLC Horizon 4 – Balanced		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>\$880</b> * <sup>1, 2, 3, 4, 5</sup> <b>What it costs you will depend on the investment option you choose and the fees you negotiate.</b>

\* Additional fees may apply.

**Please note:**

1. This example assumes that the contribution of \$5,000 is made at the end of the year, and therefore no management costs for the contribution have been included.
2. A buy-sell (investing transaction costs) may apply if you enter or switch amount into an investment option. Refer to the buy-sell spread (investing transaction costs) section below for more information.
3. The administration fees may be negotiated with investors who are wholesale clients.
4. The management fees and costs for the MLC Horizon 4 – Balanced investment option at the date of this PDS. Refer to the Fees and Other Costs update on our website for updates to underlying investment option management costs disclosure.
5. The maximum gross administration fee is 0.70% p.a. It is reduced to 0.49% p.a. by way of a tax deduction benefit Lifepan is entitled to, which is passed on to investors. This deduction reduces the gross administration fee by 30%, with the net administration fee being the effective cost to each investment option.
6. The MLC Horizon 4 – Balanced investment option charges a performance fee. The performance fee included is the estimated performance fee, which has been calculated based on the net asset value of the relevant investment option over a 5 year average. Other investment options may charge performance fees. For each investment options' performance fees, refer to the table of Performance fees section.

The example above is illustrative only.

## 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 options. It is calculated in the manner shown in the Example of annual fees and costs.

The cost of product information 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.

Investment option	Cost of product (gross) <sup>1</sup>	Cost of product (net) <sup>1</sup>
AMP Capital Balanced Growth	\$925	\$820
Colonial First State FirstChoice Conservative	\$850	\$745
Colonial First State FirstChoice Growth	\$950	\$845
Colonial First State FirstChoice Moderate	\$905	\$800
MLC Horizon 2 – Income Portfolio	\$790	\$685
MLC Horizon 4 – Balanced	\$880	\$775
MLC Horizon 6 – Share	\$890	\$785
Pendal Active Balanced Fund	\$935	\$830
Pendal Active Conservative Fund	\$875	\$770
Pendal Active Growth Fund	\$925	\$820
Perpetual Balanced Growth	\$955	\$850
Perpetual Conservative Growth	\$850	\$745
Perpetual Industrial Share	\$895	\$790
UBS Cash	\$405	\$300

1. The gross management fees and costs includes an administration fee of 0.70% p.a. The net management fees and costs includes an administration fee of 0.49% p.a. which takes into account the tax deduction benefit Lifeplan is entitled to, which it passes on to investors. This deduction reduces the gross administration fee by 30%, with the net administration fee being the effective cost to each investment option.

# Additional explanation of fees and costs

## Management fees and costs

The management fees and costs include amounts which are generally incurred in the day-to-day operation of a fund and include, for example: registry costs, legal, custodian services, compliance and related administration functions, accounting, printing, audit and asset management related fees.

Management fees and costs:

- are deducted directly from the investment option before unit prices or earnings are declared and not from your investment account;
- do not include fees or costs deducted from your investment account (such as adviser service fees or investing transaction costs);
- do not include any performance fees (refer to page 19) and other costs charged by the fund managers.

The total estimated investment option management costs for all investment options in the Lifepan Education Bond are shown in the Management fees and cost table below.

## Investment option management costs

The total estimated investment option management costs for all investment options in the Lifepan Education Bond are shown in the table below.

To assist you in making an informed investment choice based on current information about fees in each of the investment options, we publish a Fees and Costs Update on our website. This document will update any changes made to the fees disclosed in this PDS and will be published as we are advised of any changes.

The Fees and Costs Update is incorporated by reference to this PDS. Please refer to the Fees and Costs Update once you have read this PDS, so you can check if there has been a change to any of the investment options you may select. You should print or retain a copy of the current Fees and Costs Update for your records.

Investment option	Investment option management costs <sup>1</sup> % p.a.	Lifepan administration fee (gross) % p.a. <sup>2</sup>	Lifepan administration fee (net) % p.a.	Total Management fees and costs (gross) % p.a.	Total Management fees and costs (net) % p.a.
	(A)	(B)	(C)	(A + B)	(A + C)
AMP Capital Balanced Growth	1.00	0.70	0.49	1.70	1.49
Colonial First State FirstChoice Conservative	0.93	0.70	0.49	1.63	1.42
Colonial First State FirstChoice Growth	1.06	0.70	0.49	1.76	1.55
Colonial First State FirstChoice Moderate	1.00	0.70	0.49	1.70	1.49
MLC Horizon 2 – Income Portfolio	0.81	0.70	0.49	1.51	1.30
MLC Horizon 4 – Balanced	0.93	0.70	0.49	1.63	1.42
MLC Horizon 6 – Share	0.99	0.70	0.49	1.69	1.48
Pendal Active Balanced Fund	0.95	0.70	0.49	1.67	1.46
Pendal Active Conservative Fund	0.83	0.70	0.49	1.55	1.34
Pendal Active Growth Fund	0.95	0.70	0.49	1.66	1.44
Perpetual Balanced Growth	1.08	0.70	0.49	1.78	1.57
Perpetual Conservative Growth	0.93	0.70	0.49	1.63	1.42
Perpetual Industrial Share	0.99	0.70	0.49	1.69	1.48
UBS Cash	0.10	0.70	0.49	0.80	0.59

1. Investment option management costs are at the date of this PDS. Refer to the fees and costs update website for updates to underlying investment option management costs disclosure.

2. The administration fee is 0.70% p.a of your account balance, gross of the benefit of any tax deductions. The amount you effectively pay is 0.49% p.a. by way of passing onto you the benefit of a tax deduction that Lifepan is entitled to you. The net administration fee is the effective cost of administering each investment option. The fees and costs set out here only relate to gaining access to the investment options through Lifepan and do not include the fees and costs that relate to investing in the investment options.

## Buy-sell spread (Investing transaction costs) (“ITC”)

The buy-sell spread (Investing transaction costs) is charged by us to cover the transaction costs incurred by the Fund when investing in each investment option, and aims to ensure that each investor shares the transaction costs associated with their investment decision to either enter or exit an investment option.

The cost is deducted from your investment or switch amount upon entry into an investment option. The ITC is comprised of both the buy and sell spread of the relevant investment option combined. It is not an additional fee paid to us or the fund manager of the investment option and is retained to cover the buy-sell spread transaction costs. The ITC does not include the management fees or costs, refer to the management fees and costs section.

The ITC for each investment option are set out in the table of Investment option transaction costs.

## Transaction costs

Both the Fund and the investment options will each incur transaction costs.

The table below provides a summary of the estimated total transaction costs of each investment option, calculated on the option’s average net asset value for the previous financial year for the investment option.

Transaction costs are an additional cost to you where they have not already been recovered by the ITC we charge.

Please note that past transaction costs are not a reliable indicator of future transaction costs.

## Fund’s transaction costs

The transaction costs incurred by the Fund are limited to the buy/sell spreads it incurs on investing and redeeming from the investment options and are incurred. The ITC is charged to pay for these transaction costs.

## Investment option transaction costs

In managing the investments of an option, transaction costs such as brokerage, settlement costs, clearing costs, stamp duty, buy/sell spreads and other government charges may be incurred. These costs are generally paid from the assets of the investment option and are reflected in the investment option’s unit price. Changes in an investment option’s investment portfolio (or when new investments into or redemptions out of the investment option are paid) can also incur fees.

Transaction costs exclude borrowing costs, property operating costs and certain implicit transaction costs or market impact costs.

Transaction costs may include:

### Buy-sell spreads

Buy-sell spreads are incurred when investors apply for or redeem units in an option. These costs are typically covered by the ITC. If an investment option were to buy units in an interposed vehicle then the associated buy-sell spread will comprise part of the purchase price. In this case, the costs of the buy-sell spread are paid from the assets of the option, and are reflected in the investment option’s Unit Price.

### Brokerage costs

The amount that is paid to a broker when securities are bought and sold. Investment options may incur brokerage costs are paid from the assets of an investment option, and are reflected in the investment option’s Unit Price.

### Stamp duty

Stamp duty is a tax imposed by State governments in all Australian States and Territories, which is typically triggered by the sale or transfer of real property. Stamp duty is payable at the time an investment option completes the purchase of a real property. It is paid from the assets of the investment option, and will be reflected in the investment option’s Unit Price.

Investment option	Gross total transaction costs <sup>1</sup> % p.a.	Net total transaction costs <sup>2</sup> % p.a.	Buy-sell spread (ITC) <sup>3</sup> %
AMP Capital Balanced Growth	0.16	0.14	0.25
Colonial First State FirstChoice Conservative	0.08	0.05	0.30
Colonial First State FirstChoice Growth	0.13	0.10	0.30
Colonial First State FirstChoice Moderate	0.11	0.08	0.30
MLC Horizon 2 – Income Portfolio	0.06	0.02	0.20
MLC Horizon 4 – Balanced	0.07	0.04	0.20
MLC Horizon 6 – Share	0.06	0.02	0.20
Pendal Active Balanced Fund	0.30	0.22	0.29
Pendal Active Conservative Fund	0.28	0.22	0.17



Investment option	Gross total transaction costs <sup>1</sup> % p.a.	Net total transaction costs <sup>2</sup> % p.a.	Buy-sell spread (ITC) <sup>3</sup> %
Pendal Active Growth Fund	0.31	0.20	0.31
Perpetual Balanced Growth	0.40	0.13	0.25
Perpetual Conservative Growth	0.11	0.07	0.21
Perpetual Industrial Share	0.12	0.10	0.24
UBS Cash	0.01	0.01	0.00

1. The gross transaction costs are the investment option's transaction costs before the investment option's buy and sell spread recovery is applied.
2. The net transaction costs are the investment option's transaction costs after the investment option's buy and sell spread recovery is applied.
3. The buy-sell spread (ITC) is charged by us to cover the transaction costs incurred by the Fund when investing in each investment option, and aims to ensure that each investor shares the transaction costs associated with their investment decision to either enter or exit an investment option.

### Stamp duty

Stamp duty may be payable in some States on establishment of your Plan. Any applicable stamp duty on your Plan is currently absorbed by us.

Stamp duty may be payable in some States on transfer or assignment of your Plan. We will advise you of any applicable stamp duty which will be payable before transfer.

### Performance fees

The performance fees of the Fund's investment options are estimated based on an average of the previous 5 financial years. Performance fees are between 0.00% p.a. to 0.28% p.a. of the net asset value of the investment option, based on our reasonable estimate having regard to the investment option performance and the investment option average asset value.

Estimated performance fees do not represent the actual performance fees you may incur and are an estimate only, with consideration to recent historic investment performance and recent changes in the net asset value of the investment option.

Estimated performance fees are not a guarantee of future performance and actual performance may differ.

The exact amount of performance fees charged by an investment option is dependent on a number of factors, particularly the timing and relative value of periods of out-performance. Actual performance fees charged will vary, depending on the returns of an investment option and may be higher or lower than the estimated performance fees currently disclosed. Generally, the greater the investment performance of an investment option, the greater the performance fee and therefore the greater the overall management fees and costs for the investment option.

### Example performance fee calculation

Below is an example calculation of the performance fee based on the following assumptions:

- an investment balance of \$50,000 over a 12-month period;
- investment return over a 12-month period: 8.0% p.a.;
- fund manager benchmark or hurdle: 6.0% p.a.; and
- performance fee: 15.0% of the excess return.

Calculation of excess performance		Example in \$
Investment return	8.0% p.a.	\$4,000
Less benchmark return	6.0% p.a.	\$3,000
Excess performance above benchmark	2.0% p.a.	\$1,000

Performance fee calculation		Example in \$
Performance fee (15% x 2.0%)	0.3% p.a.	\$150

Investment option	Performance fee % p.a. <sup>1</sup>
AMP Capital Balanced Growth	0.01
Colonial First State FirstChoice Conservative	0.02
Colonial First State FirstChoice Growth	0.04
Colonial First State FirstChoice Moderate	0.03
MLC Horizon 2 – Income Portfolio	0.05
MLC Horizon 4 – Balanced	0.09
MLC Horizon 6 – Share	0.07

1. The performance fee included is the estimated performance fee, which has been calculated based on the net asset value of the relevant investment option over a 5 year average.

## Remuneration of fund managers

Each of the fund managers of the listed investment options is entitled to be reimbursed investment management costs, any performance fees (refer to the section below), a range of ongoing recoverable expenses such as operating expenses (including audit, taxation advice and offer documents) and infrequent abnormal expenses (such as the costs of investor meetings) directly from any underlying fund they manage or operate.

Any performance fees, ongoing operating and infrequent abnormal expenses are additional to the investment option's investment management cost.

All fees and costs charged or incurred by the fund managers are reflected in the daily unit prices we calculate for each investment option.

## Adviser Remuneration

The Corporations Act 2001 contains provisions which regulate, and in some cases prohibit, payments to financial advisers and intermediaries by product issuers. Any arrangement by us to make payments or provide incentives to financial advisers and intermediaries will be entered into in compliance with the legislation.

You may agree with your financial adviser that advice fees will be paid for financial planning services your financial adviser provides for you. These advice fees are additional to the fees shown in the fees and costs summary, and are paid to your financial adviser, not to us.

### Adviser service fees

You can choose to have payments to your financial adviser deducted from your account. The adviser service fee is not a fee paid to us.

You may request us to make:

- a one-off payment
- and/or one of the following:
  - i. a fixed term payment (being the term that is less than 12 months) or
  - ii. a regular ongoing payment to your financial adviser.

The amount, timing, and all other arrangements for payment are subject to agreement between you and your financial adviser. We are not a party to the agreement.

### One-off adviser service fee

This adviser service fee is paid as a fixed dollar amount. If you invest into more than one investment option, the adviser service fee is deducted proportionally across each investment option. The adviser service fee is paid to your financial adviser shortly after it is deducted by way of a withdrawal of units from your investment.

### Fixed term or ongoing adviser service fee

You can choose to pay an ongoing adviser service fee as:

- a fixed dollar amount deducted monthly from your account; or
- a percentage of your investment account balance calculated at the beginning of each month and based on your average investment balance during the previous month.

Only one of these fees can apply at any time – you cannot be charged both. The payment of either a fixed term or ongoing adviser service fee to your adviser will continue until the expiration of your arrangement with your adviser.

Your adviser is required to provide Lifeplan with a copy of the adviser service fee consent form, that both you and your adviser have signed and which notes the expiration date of the agreement. Should you not renew the agreement and associated consent with your adviser, Lifeplan will cease paying the fixed term or ongoing service fee payment to your adviser upon this expiration date.

These fees are normally deducted from your account within 10 business days after the end of the previous month. Adviser service fees are paid to your financial adviser shortly after they are deducted from your investment by way of a withdrawal of units from your investment. We may (at our discretion) refuse to deduct an adviser service fee.

#### Example of fixed dollar amount adviser service fee

If you request us to pay your financial adviser an adviser service fee of \$500 p.a., the amount deducted from your Plan will be \$500 p.a. or \$41.66 per month.

#### Example of percentage based regular ongoing adviser service fee

If you request us to pay your financial adviser a regular ongoing adviser service fee of 0.50% p.a., and assuming your average monthly investment balance is \$50,000, then the amount deducted from your Plan will be \$250 p.a. or \$20.83 per month ( $\$50,000 \times 0.50\%$  p.a.).

## Other fees charges and costs

Dishonour fees are charged when your authorised direct debit dishonours due to insufficient funds. While we do not currently charge a dishonour fee we may, at our discretion, charge you for any costs we incur as a result of the dishonour by deducting the cost from your investment account.

## Changes to fees and costs

### Changes to fees and costs charged by Lifepan

We may change the fees and costs specified in this PDS, or introduce new fees or costs, at any time at our discretion in accordance with the governing rules of the Lifepan Bond.

The governing rules of the Lifepan Bond provide for:

- the contribution fee, establishment fee, withdrawal fee, termination fee and switching service fee to be set at a level determined at our discretion. The current levels of those fees are shown in the fees and costs summary above;
- a maximum management fee of 4% p.a. (of the daily gross market value) for each investment option. This maximum is provided for your information only and is not the current fee charged.

The management fee for each investment option is included in the current management costs which are shown in the Additional Information Document.

We will provide you with 30 days written notice of any change or introduction of a fee or cost.

### Changes to fees and costs charged by fund managers

Fees and costs which are set and charged by the fund manager (such as investment management costs and investing transaction costs), may be changed or introduced without notice.

We will make sure you are charged no more than the total management costs as set out in the current PDS unless we notify investors separately (for example, by publishing a 'Fees and Costs Update' or issuing a Supplementary PDS on our website).

We will also notify you of any changes in your next regular communication from us following a change.

## Wholesale clients

'Wholesale clients' as defined under the Corporations Act 2001 may negotiate with us to pay a reduced administration fees through the payment of fee rebates. From time to time, we may rebate some of our administration fees to employees within the Australian Unity Group so that they pay reduced fees. We do not enter into individual fee arrangements with other investors.

## Tax

See 'Tax Effective Investing' section for more information.

# Investing in the Lifeplan Education Bond

## Who can start a Plan?

Anyone aged 16 years and over can start a Plan. Applications can be made in the names of single or joint investors. Companies and trusts (including deceased estates) can also start a Plan. You are required to nominate a student and only one student can be nominated for each Plan. You can nominate yourself as the student. If you wish to start a Plan for more than one student, you can do so by completing another Application Form. You can change your nominated student at any time by completing and signing a new Student Nomination Form, which is available online through the Investor Portal or by accessing the form from our website at [australianunity.com.au/wealth](http://australianunity.com.au/wealth).

## When can you start your Plan?

You can start your Plan at any time after the birth of a child, including after they have commenced school or higher education. There is no restriction on the age of the student.

## How to apply

1. Read this Product Disclosure Statement and the Additional Information Document.
2. Complete the Application Form, ensuring you follow the accompanying instructions.
3. You can send the completed Application Form together with your direct debit request instructions to:

**Australian Unity – Investment Bonds**  
Reply Paid 89,  
Adelaide SA 5001  
(postage paid)

The application will be considered lodged when it is received in our Adelaide office by 1:30pm on a South Australian business day.

The Application Form for the Lifeplan Education Bond can be found on our website at [australianunity.com.au/wealth](http://australianunity.com.au/wealth).

## Making your first contribution

To start a Plan, you will need to make a minimum contribution of \$1,000.

Simply complete the Application Form using the step by step instructions included in the Application Form, and make your initial contribution either by:

- **Direct debit**
- **BPAY®** from your Australian financial institution  
Refer to page 23 for further details on making BPAY® contributions.
- **Cheque**

Please make the cheque payable to 'Lifeplan Australia Friendly Society Limited, <Investor name>' and cross it 'Not Negotiable'

Mail your cheque to:

**Australian Unity – Investment Bonds**  
Reply Paid 89,  
Adelaide SA 5001  
(postage paid)

*We can only process your investment when we receive a completed current Application Form and your initial contribution has cleared.* You will receive a written confirmation generally within seven business days after your initial contribution has been accepted.

You can make additional contributions by direct debit, BPAY®, mailing us a cheque, or establishing a regular savings plan (refer to 'Regular savings plan' on page 21).

## Managing your investment

Overview	Minimum
Initial contribution	\$1,000
Additional contribution	\$500 per investment option
Regular savings plan	\$100 per month and investment option
Switch	\$500 per investment option
Minimum investment balance	\$1,000
Accessing your money	
Withdrawal	\$500

## Making additional contributions

You can make additional contributions by direct debit, BPAY®, mailing us a cheque, or establishing a regular savings plan (see below).

## Regular savings plan

A regular savings plan is a convenient way to make regular additional contributions to help you save towards your financial goal. The minimum regular deposit amount is \$100 per month per investment option and can be made weekly, fortnightly, monthly or quarterly. After making your initial contribution, regular amounts will be automatically withdrawn by direct debit from your nominated Australian financial institution account.

To set up a regular savings plan, please complete the details in steps 7 and 8 of the Application Form. Please allow three business days for your regular savings plan to be established.

## Changing your regular savings plan

You can change your regular deposit amount, or stop the plan at any time by notifying us in writing. Please notify us at least 10 business days before the next automatic contribution is due, to ensure your request is carried out.

## Changing your Australian financial institution account details

If you wish to change your Australian financial institution account details, you will need to complete a new Direct Debit Request available from our website at [australianunity.com.au/wealth](http://australianunity.com.au/wealth). Please allow 10 business days for the implementation of your request.

If you stop investing and your balance is less than \$1,000, we may withdraw your investment and pay the proceeds to you after giving you 10 business days' notice.

## What is the maximum contribution?

The maximum contribution(s) that can be made for each student or child is currently \$635,000. We review this limit annually and may increase it with effect from 1 October each year to reflect rises in the cost of education. If the limit is increased you can make additional contributions up to the new limit.

For up to date information on the current maximum contribution, visit the Announcements section of our website at [australianunity.com.au/wealth](http://australianunity.com.au/wealth).

## Switching between investment options

You can easily transfer your money from one investment option to another within the Fund. A minimum switch of \$500 per investment option applies. Switching may incur investing transaction costs (refer to 'Buy-sell spread (Investing transaction costs) ("ITC")' on page 18.)

Importantly, a switch is not treated as a withdrawal from the Fund so no personal tax impact results from a switch.

When switching, you must have a copy of the current PDS so that you have information on the available investment options. We will ask you to confirm this when submitting your switch request. To switch, complete and return a 'Request to Switch' Form, which is available online through the Investor Portal, or by accessing the form from our website at [australianunity.com.au/wealth](http://australianunity.com.au/wealth).

## How we process your transactions

If we receive a completed application request to invest or switch by 1:30pm on a South Australian business day, your transaction will generally be processed using the unit price calculated as at the close of business that day. Complete applications or switch requests received after this time will generally be processed using the unit price calculated as at the close of business the next business day.

Additional contributions received electronically via direct debit or BPAY® will generally be processed using the unit price calculated as at the close of business on the day that funds are confirmed as received.

If you have invested into multiple investment options, additional investments will be allocated to your chosen investment option(s) in the proportions notified in your most recent advice to us, unless you specify otherwise at the time of your additional investment.

When we process your application, we divide the contribution by the applicable unit price(s) of your chosen investment option(s) to determine the number of units allocated in each chosen investment option. We then deduct from your Plan investment accounts any applicable fees and costs.

We may temporarily suspend processing of investment applications and switches if financial markets are closed or in other extraordinary circumstances.

## BPAY® payments

### New investor

If you wish to make your initial deposit using the convenience of BPAY®, please call our Investor Services team on 1300 1300 38 and they will issue a customer reference number for you to use in the online process.

### Current investor

To make additional deposits using BPAY® simply use your customer reference number (CRN) which can be easily located on the bottom of your statement and welcome pack. If you cannot locate your CRN, please contact our Investor Services team on 1300 1300 38.

It is important that you supply your CRN when using BPAY® to avoid processing delays.

## Incomplete applications

If your application is incomplete, we will retain the application money while we endeavour to obtain the required information. If the information is not received after 30 business days your money will be returned to you with any interest earned being retained by us.

Please refer to the Application Form for further details.

# Withdrawing and claiming education expenses

## Withdrawals

The minimum withdrawal amount is \$500 and you are required to maintain a minimum balance of \$1,000 per Plan.

You will need to complete and lodge our 'EasyClaim' Form, together with any required documentation when you wish to:

- make a claim for education expenses incurred,
- claim the living allowance, or
- make a withdrawal for any other purpose.

EasyClaim Forms are available from us and online at [australianunity.com.au/wealth](http://australianunity.com.au/wealth). Our EasyClaim withdrawal process has been designed to simplify and automate the withdrawal process. Refer to 'How does EasyClaim simplify your withdrawals?' on page 25.

If we receive a complete 'EasyClaim' Form prior to 1:30pm on a South Australian business day, you will generally receive the unit price calculated as at the close of business that day and proceeds will generally be paid within seven business days. A complete 'EasyClaim' Form received after this time will generally receive the unit price calculated at the close of business the next business day.

If you have invested in multiple investment options, a partial withdrawal will be processed according to your investment allocation following your most recent investment or switch allocation advice to us, unless you specify otherwise at the time of your withdrawal.

There may be times when withdrawals may take longer to process in exceptional circumstances. We may temporarily suspend withdrawals (including regular withdrawals) from some or all investment options.

## How can you claim for education expenses?

Please provide us with a completed 'EasyClaim' Form together with documentation supporting the relevant expense(s) being claimed (e.g. a school invoice or receipt of expense). Supporting documentation is only required for expenses up to the amount of education benefits being claimed.

## What is the living allowance and how can you claim it?

The living allowance is a special type of education benefit that is only available to students living away from home.

Full-time students living away from home can currently withdraw a living allowance of up to \$9,200 (reviewed annually) per calendar year without having to provide proof of expenditure. For part-time students, this limit is reduced on a pro-rata basis to reflect the proportion of full-time study the student is currently undertaking. The living allowance can be claimed at any time during the year.

Claims for general living expenses in excess of the living allowance limit require supporting documentation.

To qualify for the living allowance, students (or investors on behalf of students) are required to complete a 'Living Away From Home Declaration' Form available on our website at [australianunity.com.au/wealth](http://australianunity.com.au/wealth). To request the living allowance, complete and lodge our 'EasyClaim' Form.

We review the living allowance limit annually and it may increase with effect from 1 October each year to reflect rises in the cost of education. For up to date information on the current maximum living allowance payment, contact our Investor Services team on 1300 1300 38 or visit [australianunity.com.au/wealth](http://australianunity.com.au/wealth).

## Can you withdraw your contributions?

You can request a withdrawal of your funds from the Investor Contributions account at any time and for any purpose. No reason is required for the withdrawal for tax purposes. Contribution withdrawals are treated as a tax-free refund of capital to the investor. To withdraw your contributions, complete and lodge our 'EasyClaim' Form.



## What happens if you have withdrawn all your contributions?

If you have withdrawn all your funds from the Investor Contributions account, you can withdraw accrued investment returns from the Investor Earnings account:

- to pay education benefits, or
- for any other or unspecified purpose, in which case the withdrawal does not qualify for the Education Tax Benefit.

To make a withdrawal from the Investor Earnings account, complete and lodge our 'EasyClaim' Form. A full withdrawal will cancel your Plan. The tax treatment of proceeds differs between the two types of withdrawals. Refer to 'What are the tax features?' on page 7.

## Is there an annual withdrawal limit?

### Investor contributions

You can withdraw all the funds available in your Investor Contributions account.

### Education benefit (the sum of the Investor Earnings account and the Education Tax Benefit)

Provided you have valid education expenses (and you can provide documentary evidence of your claim), there is no limit to the amount of education benefits you can withdraw from your Plan. The living allowance does not require documentary evidence, subject to a reviewable limit per calendar year. Refer to 'What is the living allowance and how can you claim it?' on page 24 for further information.

## Can education expenses be carried forward?

Yes. Unclaimed education expenses in any calendar year may be carried forward and claimed in a later year. You can only claim education expenses incurred after starting your Plan.

## How does EasyClaim simplify your withdrawals?

With EasyClaim, you can tell us how you want to split the withdrawal between your Plan accounts or you can instruct us to do the calculations for you. Investors are required to authorise each EasyClaim withdrawal.

For Plans in joint names, all joint investors are required to authorise the EasyClaim withdrawal. If you wish, you can authorise us to act on the instructions of your nominated student if they are over the age of 16, by completing a 'Student Authority' Form available on our website at [australianunity.com.au/wealth](http://australianunity.com.au/wealth), or by calling our Investor Services team on 1300 1300 38.

Students authorised to lodge education expense claims must provide supporting documentation for the whole claim, except when claiming any eligible living allowance. We reserve the right to reject a claim (in full or part), in which case the rejected claim will not qualify for the Education Tax Benefit. We will advise you if we reject a claim and will request additional withdrawal instructions.

## Paying withdrawal proceeds

Withdrawal proceeds will be paid to you unless you authorise us to reimburse the student.

Payment will be credited to your nominated Australian financial institution account belonging to you or the student, or mailed by cheque. Cash withdrawals are not permitted.

Please note if the value of your account is below the minimum balance of \$1,000, we may withdraw your investment and pay you the proceeds.

# Additional important information

## Keeping you informed

### Obtaining the latest information about the Lifeplan Education Bond

The information in this PDS is up to date at the time of its preparation. However, some of this information will change over time. For example, the contribution and living allowance limits are reviewed and may be updated annually. Also, we regularly update information on the investment options such as their investment performance and unit price history and we may change the investing transaction cost for an option from time to time.

It is important that you keep up to date with the latest information on the Fund. To obtain the updated information, you can:

- visit [australianunity.com.au/wealth](http://australianunity.com.au/wealth)
- phone our Investor Services team on 1300 1300 38

We will provide you with a paper copy of the most recent information free of charge upon request. If there is a change to the product or the information in this PDS which is materially adverse, we will either issue a new PDS or a supplementary PDS setting out the updated information.

## What information will you receive?

To help keep you informed of your investment, we will send you the following:

Information	Frequency
Confirmation of your initial application	At the time of the transaction
Confirmation of subsequent transactions (e.g. additional contributions, withdrawals and switches)	
Confirmation of your instructions (e.g. change of nominated beneficiary, changes to direct debit arrangements)	
Notification of any withdrawal component that may be assessable (and rebateable) for tax	
A statement as at 31 December showing your transactions over the previous six months and the value of your Plan accounts, investment return and expected Education Tax Benefit.	Half-yearly
A communication pack which includes: <ul style="list-style-type: none"><li>• A statement as at 30 June showing your transactions over the previous 12 months, the value of your Plan accounts, investment return and expected Education Tax Benefit.</li><li>• Information about the performance and asset allocation of your chosen investment option(s).</li><li>• Commentary on investment market trends.</li></ul> Shortly after 30 June, we will send an annual tax statement to the student advising the total education benefits (which are assessable to the student) paid during the previous financial year. We will not send a statement if there are no education benefits paid during a financial year.	Annually

## Transacting with us

By calling our Investor Services team on 1300 1300 38, you can arrange to make additional contributions, request withdrawals, switch between investment options, change your address and make general enquiries. You can also access information from our website at [australianunity.com.au/wealth](http://australianunity.com.au/wealth) or by emailing us on [enquiries@australianunity.com.au](mailto:enquiries@australianunity.com.au).

## Obtaining financial information about us

The audited financial report of Australian Unity Limited incorporating information on Lifeplan's benefit funds is available on our website at [australianunity.com.au/wealth](http://australianunity.com.au/wealth), or by calling our Investor Services team on 1300 1300 38.



## Lifeplan Investor Portal

In the Investor Portal you can view your Fund balance, transaction history and tax portion statements. In addition you can change your nominated student beneficiaries and also action investment switching and withdrawal requests.

You can also find other useful information and resources such as frequently asked questions and investor forms.

To access our Investor Portal please visit our website at [australianunity.com.au](http://australianunity.com.au) to register. You can register and login to the Investor Portal on a variety of electronic devices including your smart phone and/or tablet.

## Statement delivery

Statements for the Lifepan Education Bond are available on the Australian Unity Investment Bonds Investor Portal, mail statements will only be sent if Lifepan is notified by phone on 1300 1300 38.

## How are investments valued?

When you invest in an investment option we essentially pool your investment with the investments of other investors and process them into an underlying investment managed by the fund manager. These transactions with the fund manager are generally processed within two business days of receipt of your completed request.

This means that variances may arise when comparing the performance of your investment in the investment options offered in this PDS to the performance of the underlying fund, even after allowing for management costs, taxes and other relevant expenses deducted by the fund managers and us.

For all investment options offered in this PDS, valuations are usually undertaken each business day. A unit price is calculated by taking the close of business day total market value of the assets held in each investment option, less management costs, taxes and any other relevant expenses for each investment option, divided by the total number of units allocated to investors in each investment option. This process is generally completed within two business days.

Unit pricing is conducted on a 'forward' basis. This means we use the next applicable valuation after the processing time of your application, switch or withdrawal. This minimises exposure to market timing practices, that is, where an investor gains from price movements known but not yet reflected in the unit price. This approach is considered industry best practice.

As the value of the underlying assets held in the investment options can rise and fall, so too will the unit prices and the value of your investment. If we consider it appropriate to do so, we may calculate unit prices more or less frequently than daily or may suspend the daily calculation of unit prices.

We calculate one unit price for each investment option offered in this PDS. We do not calculate different entry and exit unit prices as some products do, but may do so in the future if we consider it appropriate.

## What else do I need to know?

### Cooling off period

A 14-day cooling off period will apply to your initial investment. This period starts when you receive confirmation of your initial investment or five business days after your investment is issued (which will occur when units are allocated), whichever is earlier. If you wish to cancel your investment then advise us in writing. We will return your investment after deducting any applicable investing transaction costs, tax or duty incurred and after allowing for any reduction or increase in the value of your investment (refer to 'How are investments valued' on this page).

As a result, the amount returned to you may be less than your original investment.

### Processing your transactions

We may reject, defer or request additional information relating to any instruction in your application to invest or switch at our discretion, without giving any reason. If we reject your application to invest, we will notify you and return your money with any interest earned being retained by us.

### Why may processing transactions or unit pricing be delayed or suspended?

Delay or suspension in processing applications, switches, withdrawals and/or calculating unit prices on any business day may occur as a result of any of the following:

- There are liquidity issues in the investment option, the underlying fund or financial market.
- A fund manager delays or suspends transactions and/or unit pricing.
- We are unable to obtain a price for valuation purposes.
- Normal accounting practice around the end of financial year.
- Other events outside of our control that impact our ability to accurately calculate a unit price.

### How will your social security or pension entitlements be affected?

Investing in the Fund may affect your social security entitlements. If you receive the age or service pension or any other means tested government benefit, the current value of your Plan investment will be treated as a 'financial asset' and assessed under the assets test and the deeming provisions of the Income test. Unless you are the custodial parent of the student, any part of your Plan investment paid to or on behalf of your nominated student will be regarded as a gift from you to the student. Under current assessment rules, total gifts of up to \$10,000 may be made during a financial year (subject to a rolling five year limit of \$30,000) without adversely affecting any pension entitlements.

Please consult your financial adviser or Centrelink or the Department of Veterans Affairs.

### **Changes to investment strategies and fund managers**

The governing rules of the Fund provide us with discretion about what investments may be held by the investment options.

Subject to the Fund's rules, we may make changes to the investments held by the investment options. The investment options may hold investments directly or indirectly via registered managed investment schemes and/or unlisted funds/portfolios. Unless we notify you otherwise, each investment option available through this PDS invests in underlying fund(s) managed by external fund managers.

We continuously research new investment opportunities and we adopt an active and disciplined approach when selecting and monitoring the fund managers. We may, without prior notice to investors:

- add, remove or change a fund manager or the amount of money they manage,
- add, close or cease to offer an investment option.

Fund managers may also revise their investment objective, investment strategy or asset allocation from time-to-time and without prior notice. If we cease to offer an investment option to new applications but you are a current investor in the investment option, you may continue to invest in that investment option until further notice. We may decide to close an investment option. In that case all money currently invested in the investment option will need to move to another investment option.

If we close an investment option in which you are an investor, you will be required to switch to another active investment option within 30 days after we provide you with written notification of its closure. If we do not receive instructions from you after this period has expired, we will switch your investment in the closed investment option to a cash (or similar) investment option nominated by us. Any switch made under these circumstances will not attract investing transaction costs. We accept no liability in relation to investment gains or losses that may result from this action. We will notify existing investors in affected investment options of any material change as soon as required by law. Updated information, such as information about closed investment options and changes to asset allocations can be obtained by visiting our website at [australianunity.com.au/wealth](http://australianunity.com.au/wealth), or calling our Investor Services team on 1300 1300 38.

The Fund's governing rules do not permit us to borrow on behalf of an investment option. On occasion, an investment option may hold increased cash levels more than the prescribed limit if there are insufficient fund flows in the investment option to transact within the limits imposed by the underlying fund.

### **Changes to the investment option and manager name**

Fund managers may from time to time change:

- their name;
- the name of the investment options they manage; and
- transfer investment management to another company or entity in their corporate group.

If any of the above occurs, we will provide notification on our website.

### **Ethical investment considerations**

The Corporations Act 2001 requires us to comment on the extent to which labour standards, environmental, social or ethical considerations are taken into account in the selection, retention or realisation of investments. We do not take these factors specifically into account when making investment decisions. However, where these factors may negatively impact on the performance of any particular investment held by the options, we may review our decision to hold the specific investment. We do not use any specific methodology for such reviews nor do we have predetermined views about the extent to which such factors will be taken into account in a review.

We do not specifically take into account the fund manager's labour standards, environmental, social or ethical considerations. However, we may consider these factors to the extent to which they impact on a fund manager's organisational stability, reputation and performance. Fund managers have their own policies on the extent to which labour standards, environmental, social or ethical considerations are taken into account when making investment decisions. These policies are not specifically considered when selecting fund managers.

### **Dealer group requirements**

We may have an agreement with your financial adviser's dealer group under which the dealer group advises us of the investment options it approves for use by your financial adviser. This is generally referred to as a 'recommended list'.

Applications from you to invest or switch into an investment option not on your financial adviser's recommended list may not be accepted by us, or deferred pending discussion between you and your financial adviser. Speak to your financial adviser to determine the investment options available from their recommended list.

### **Your liability**

Investors are not under any personal obligation to indemnify Lifeplan (or its creditors) in respect of its liabilities in relation to the Lifeplan Education Bond, or any underlying fund.

### Your relationship with Lifepan and Australian Unity Limited

On acceptance of your application to the Fund, you will become a member of the Education Savings Plan Benefit Fund, which is a Lifepan benefit fund. After two continuous years as an investor of the Fund, you are eligible to become a member of Australian Unity Limited (AUL) subject to acceptance by AUL. You will be taken to have applied for and have consented to become a member of AUL. Membership of AUL is subject to the rights and obligations set out in the constitution of AUL which operates as a contract between AUL and its members.

### Anti-Money Laundering

Australia's Anti-Money Laundering and Counter Terrorism Financing (AML/CTF) laws requires Lifepan to adopt and maintain an AML/CTF program. To meet this legal requirement, we need to collect certain identification information and documentation (Know Your Client (KYC) documents) from new investors. If you are applying through a financial adviser, your financial adviser will assist you in providing the necessary identification documents prior to lodging the application.

For further detail please refer to the Application Form.

### Your personal information

We collect your personal information for the following purposes:

- to administer and provide products and services to manage our relationship with you;
- to process transactions, to answer queries and for security purposes;
- to develop products and services;
- to meet regulatory requirements; and
- to allow the Australian Unity Group to market products and services to you (subject to your right to opt-out of receiving various direct marketing materials at any time).

In managing your Plan, we may need to disclose your personal information to:

- your financial adviser, either directly or through other service providers (such as platform software including Xplan and Visiplan) which we may have arrangements with;
- reputable service providers who may carry out functions associated with our products and services on our behalf (e.g. mailing houses who conduct mailings for us);
- our Australian financial institution to initiate the drawing from or payment to your nominated Australian financial institution account (where you have selected the direct debit or credit facility); and
- a third party as required by law.

You are entitled to access information we have about you. You should notify us immediately if any of the information we hold about you changes, so that we can ensure your information is always complete, accurate and up to date. If you do not provide the information requested on the Application Form, we may be unable to process your application request.

If a financial adviser's details appear on the Application Form, you authorise us to give information relating to your account and investments to your financial adviser and acknowledge that your financial adviser is your agent for the purpose of receiving this information.

Your personal information will be collected, used and disclosed by us in accordance with our Privacy Policy and in accordance with the law. You can obtain a copy of our Privacy Policy via our website at [australianunity.com.au/privacy-policy](http://australianunity.com.au/privacy-policy) or by phone on 1300 1300 38.

If you have any complaints or questions about the privacy of your personal information, please contact our Privacy Officer by writing to:

**Privacy Officer**  
**Australian Unity – Investment bonds**  
**Reply Paid 89**  
**Adelaide SA 5001**  
 (postage paid)

If we do not respond to your complaint to your satisfaction, you may write to the Privacy Commissioner at:

**Office of the Australian Information Commissioner**  
**GPO Box 5218**  
**Sydney NSW 2001**

### Complaints resolution

We take complaints seriously and aim to resolve them as quickly as possible. If you would like to make a complaint, you can call us on 1300 1300 38, email us at [enquiries@australianunity.com.au](mailto:enquiries@australianunity.com.au) or write to us at the following address:

**The Client Services Manager**  
**Australian Unity – Investment bonds**  
**Reply Paid 89**  
**Adelaide SA 5001**  
 (postage paid)

We will promptly acknowledge your complaint, investigate it and decide in a timely manner what action needs to be taken. We will notify you of our decision within 30 days after receipt of the complaint, together with any remedies that are available, or other avenues of appeal against the decision.

If you are not satisfied with our handling or resolution of your complaint, then you may contact the external independent body that has been established to provide recourse for consumers, free of charge:

**Australian Financial Complaints Authority**  
 Website [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 to:

**Australian Financial Complaints Authority**  
**GPO Box 3**  
**Melbourne VIC 3001**

This service operates as an independent body for the industry to determine unresolved complaints. There is no cost to you for using this service.

## How we are regulated

The operations of Lifeplan, and this Fund are governed by Lifeplan's Constitution, the Fund's Rules, the Corporations Act 2001 and the Life Insurance Act, which together set out the conditions under which Lifeplan is required to operate. Contact us to inspect or obtain free of charge a copy of Lifeplan's Constitution.

The Australian Prudential Regulation Authority under the Life Insurance Act and the Australian Securities and Investments Commission under the Corporations Act regulate Lifeplan and the Fund.

As a financial services provider operating under Australian laws, we are required to comply with a range of State and Commonwealth laws, and with directions and orders of Courts and legal, statutory and government bodies. We must act in accordance with these requirements including any lawful order to withdraw funds from your Plan(s) and pay the proceeds as required.

Your Plan is issued under Rule 26 of Lifeplan's Constitution and is a benefit fund maintained by Lifeplan. The investment options you choose are not individual benefit funds or in any way separate to the benefit fund which issues your Plan.

All of Lifeplan's benefit funds are kept separate and distinct from each other as well as from the assets held by Lifeplan itself. This structure means that the assets in your benefit fund are only available to meet the liabilities owed to you and the other investors in your benefit fund.

A benefit fund may be terminated in accordance with legislation. Your investment gives you a proportional interest in the assets of each chosen investment option as a whole, but not in any particular asset of the investment option or in any other Lifeplan benefit fund.

### Lifeplan's rights under its Constitution

The Constitution provides us with certain rights and powers, some of which have already been disclosed in this PDS. In accordance with the Constitution, other rights and powers include, but are not limited to the following:

- We may decide to not accept or to defer your application to invest or switch at our discretion, without giving any reason. If we reject your application to invest, we will notify you and return your money with any interest earned being retained by Lifeplan.
- We may decide to not accept or to defer your nomination for another student.

### Your rights as a member of the Fund

Lifeplan's approved benefit fund rules provide investors with certain rights, many of which have already been disclosed in this PDS. In accordance with Lifeplan's approved benefit fund rules, investor rights additional to other rights disclosed throughout this PDS include the right to transfer your investment, including to your nominated student.

Your investment gives you a proportional interest in the assets of each chosen investment option as a whole, but not in any particular asset of the investment option or in any other Lifeplan benefit fund.

### Terms and conditions for email communications

By completing the Application Form, you are taken to agree to the following conditions:

- We will only act on email instructions that meet the requirements listed below. If your instructions do not meet these requirements, we may refuse to act on them or refuse to act unless your instructions have been confirmed by other means. We will not be liable for and will not compensate you for any loss or delay resulting from the non-receipt of any email transmission.
- We will not be responsible to you and we will not compensate you for any loss for any action undertaken on receipt of an email communication that to all intents and purposes appears to have been authorised by the correct signatories.
- You will release and indemnify us against all losses and liabilities arising from any payment or action that we may or may not take based on any instruction (which may appear to have been signed by the authorised signatories) that is received by us.

### Requirements for email instructions

If you wish to give us instructions by email in relation to your account, you must:

- Send the email to [enquiries@australianunity.com.au](mailto:enquiries@australianunity.com.au) or such other email address we may advise from time to time.
- Ensure that you attach a PDF document to your email that contains instructions and is signed by all the authorised signatories to the investment and is dated correctly.
- Included the name of all the investors, the account number(s) and sufficient information to enable us to complete the transaction.

# For Real Wellbeing Since 1840

## Adviser Services

T 1300 133 285

E [investmentbonds@australianunity.com.au](mailto:investmentbonds@australianunity.com.au)

## Investor Services

T 1300 1300 38

E [enquiries@australianunity.com.au](mailto:enquiries@australianunity.com.au)

The Issuer: Lifeplan Australia Friendly Society Limited ABN 78 087 649 492, AFS Licence No. 237989. Reply Paid 89, Adelaide SA 5001

[australianunity.com.au/wealth](https://australianunity.com.au/wealth)

# Application Form

29 March 2023

## Lifeplan Education Bond

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### Important information

This Application Form accompanies the Product Disclosure Statement (PDS) dated 29 March 2023 for the Lifeplan Education Bond which is a product issued by Lifeplan Australia Friendly Society Limited ABN 78 087 649 492, AFS Licence No. 237 989 (Lifeplan). You must consider the PDS which contains important information about investing in the Lifeplan Education Bond before completing this Application Form. The PDS can be found via our website at [australianunity.com.au/wealth](https://australianunity.com.au/wealth) or a free paper copy is available by calling us on 1300 1300 38. A reference to 'you', or 'your', includes individuals or entities making an investment.

- your financial adviser, either directly or through other service providers (such as platform software including Xplan) which we have arrangements with;
- reputable service providers who may carry out functions associated with our products and services on our behalf (e.g. mailing houses who conduct mailings for us);
- our Australian financial institution to initiate the drawing from or payment to your nominated Australian financial institution account (where you have selected the direct debit or credit facility); and
- a third party, as required by law.

You are entitled to access information we have about you. You should notify us immediately if any of the information we hold about you changes, so that we can ensure that your information is complete, accurate and up to date.

**If you do not provide the information requested on the Application Form, we may be unable to process your application request.**

If a financial adviser's details appear on the Application Form, you authorise us to give information relating to your investment account and investments to your financial adviser, in doing so you acknowledge that your financial adviser is your agent for the purpose of receiving this information.

### Collecting your personal information

We collect and manage your personal information in accordance with the law and the Australian Unity Privacy Policy, which can be accessed from our website at [australianunity.com.au/privacy-policy](https://australianunity.com.au/privacy-policy). If you have any concerns or questions about the privacy of your personal information please contact our Privacy Officer:

Email: [enquiries@australianunity.com.au](mailto:enquiries@australianunity.com.au)

Address: Privacy Officer  
Australian Unity – Investment Bonds  
Reply Paid 93753  
Melbourne VIC 8060  
(postage paid)

## 1. Providing your information

### Your personal information

We collect your personal information for the following purposes:

- to administer and provide products and services and to manage our relationship with you;
- to process transactions;
- to answer queries and for security purposes;
- to develop products and services;
- to meet regulatory requirements; and
- to allow the Australian Unity Group to market products and services to you (subject to your right to opt-out of receiving various direct marketing materials at any time).

In managing your account, we may need to disclose your personal information to:



If you are not satisfied with how your concern was addressed you may contact the Privacy Commissioner at:

Address: Office of the Australian Information Commissioner  
GPO Box 5288  
Sydney NSW 2001

Online: <https://www.oaic.gov.au/individuals/how-do-i-make-a-privacy-complaint>

### Changing your personal details

It is important that we maintain accurate records about you. Please inform us of any changes to your personal details as soon as possible.

You can change your personal details, such as mailing address, phone, mobile or email address, by:

- logging into your account on our Lifeplan Investor Portal [australianunity.com.au/wealth/login](https://australianunity.com.au/wealth/login);
- sending us a request by mail;
- emailing us at [enquiries@australianunity.com.au](mailto:enquiries@australianunity.com.au); or
- calling us on 1300 1300 38.

Please ensure that you provide us with the following information when requesting a change of personal details:

- your account number;
- the full name on your account;
- the change(s) you are requesting;
- a contact name and daytime phone or mobile number in case we need to contact you; and
- where the request is made by mail, ensure each signatory to the investment account signs the request.

### Providing instructions via email

We offer an email service that allows you to send us instructions on your account (**Email Instructions Service**).

If you wish to give us instructions by email in relation to your account, (including for example additional investments, withdrawals, switches, change of details or transfer requests) then you must:

- 1) send the email to [enquiries@australianunity.com.au](mailto:enquiries@australianunity.com.au) or such other email address we may advise from time to time;
- 2) ensure that you attach the relevant completed PDF form to your email that contains the instructions and is signed by all the authorised signatories to the investment and is dated correctly; and
- 3) include the name of all the investors, the customer reference number and sufficient information to enable us to complete the email instructions.

(Collectively referred to as **Email Instructions Requirements**).

Lifeplan may refuse to act on email instruction unless they meet the Email Instructions Requirements. In addition to the Email Instructions Requirements the following terms also apply to your use of the Email Instructions Service:

- (a) You use the service entirely at your own risk.
- (b) Lifeplan is not in any way liable for and will not compensate you for any losses arising as a result of your use of the Email Instructions Service, unless required by law.

- (c) Lifeplan is not in any way liable for any action taken by Lifeplan based upon any email instructions that are false, misleading, fraudulent or incorrect. This means that Lifeplan will not compensate you for any claim arising out of, for example, a fraudulent email redemption request made by someone who has access to your investor code and a copy of your signature.
- (d) Lifeplan is not in any way liable for any loss that may be incurred by you arising from an email being delayed or not being received by Lifeplan.

### Making changes to your account on the Lifeplan Investor Portal

You can make certain changes in relation to your account by logging on our **Lifeplan Investor Portal** [australianunity.com.au/wealth/login](https://australianunity.com.au/wealth/login). These changes include:

- updating your contact details;
- changing a beneficiary;
- changing your regular savings plan<sup>1</sup>;
- switching between investment options; and
- making withdrawal requests;

1. Please ensure to notify us at least five (5) business days before the next automatic contribution is due to ensure your request is carried out.

## 2. Direct Debit Request Service Agreement

This is your Direct Debit Request Service Agreement with Lifeplan Australia Friendly Society Limited (Lifeplan), User ID 26445, ABN 78 087 649 492. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request and should be read in conjunction with your Direct Debit Request authorisation. If you require a copy of a Direct Debit Service Agreement, please contact us (see below in the section 'Notice' for our mailing address).

The terms for this Direct Debit Service Agreement are for the purpose of an investment into the Lifeplan Education Bond by:

- 1) Initial contribution by direct debit, or
- 2) Regulars Savings Plan.

### Definitions

**account** means the account held at your nominated Australian financial institution from which we are authorised to arrange for funds to be debited.

**agreement** means this Direct Debit Request Service Agreement between you and us.

**business day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

**debit day** means the day that payment from you to us is due.

**debit payment** means a particular transaction where a debit is made.

**Direct Debit Request** means the written, verbal or online request between us and you to debit funds from your account.

**our, us or we** means *Lifepan Australia Friendly Society Limited*, (the Debit User) **you** have authorised by requesting a Direct Debit Request.

**PDS** means the offer document to which this agreement is incorporated by reference and which sets out the terms of the offer of the fund.

**fund** means the Lifepan Education Bond.

**you or your** means the customer who has signed the Direct Debit Request.

**your financial institution** means the Australian financial institution as nominated by you on the Direct Debit Request at which the account is maintained.

### **Our commitment to you**

- By signing a *Direct Debit Request*, **you** have authorised **us** to arrange for funds to be debited from **your** account. **You** should refer to the *Direct Debit Request* and this **agreement** for the terms of the arrangement between **us** and **you**.
- **We** will only arrange for funds to be debited from **your account** as authorised in the *Direct Debit Request*.
- Where **you** request a one off debit, the payment will be drawn from **your** nominated **account** on the date **you** have indicated on **your** application.
- For regular debits, payment will normally start to be drawn from **your** nominated **account** from the date **you** have indicated on **your** application.
- Where the due date for a drawing falls on a non-*business day*, it will be drawn from **your account** on the next *business day*. If **you** are unsure about which day **your account** has or will be deducted **you** should ask **your financial institution**.
- **We** may vary any terms of this **agreement** or a *Direct Debit Request* at any time by giving **you** at least fourteen (14) days written notice sent to the preferred email/address **you** have given **us** in the *Direct Debit Request*.
- **We** will keep the details of **your** nominated **account** and **financial institution** private and confidential.
- **We** will investigate and deal promptly with any queries, claims or complaints regarding debits.

### **Your commitment to Lifepan (us)**

- It is **your** responsibility to check with **your** nominated Australian **financial institution** to confirm that direct debits are available on **your account** as direct debiting through the Bulk Electronic Clearing System (BECS) may not be available on all accounts.
- If there are insufficient clear funds in **your account** to meet a **debit payment**:
  - (a) **you** may be charged a fee and/or interest by **your financial institution**;

(b) **we** may charge **you** reasonable costs incurred by **us** on account of there being insufficient funds; and

(c) **you** must arrange for the **debit payment** to be made by another method or arrange for sufficient clear funds to be in **your account** by an agreed time so that **we** can process the **debit payment**.

- It is **your** responsibility to ensure that the authorisation at the 'Direct Debit Request' section of this Application Form matches the signing instructions on **your** nominated Australian **financial institution account**.
- It is **your** responsibility to ensure that there are sufficient cleared funds in the nominated Australian **financial institution account** to allow a **debit payment** to be made on the drawing date in accordance with the *Direct Debit Request*. **We** may reject **your** application if **we** are unable to draw funds from **your** nominated Australian **financial institution**.
- It is **your** responsibility to cover any charges resulting from the use of the direct debit program. This may include transaction fees charged by **us** or **your** nominated Australian **financial institution** due to dishonoured drawing.
- It is **your** responsibility to check **your account** details which **you** have provided to **us** are correct by checking them against a recent **account** statement from **your** Australian **financial institution**.
- It is **your** responsibility to check with **your financial institution** before completing the 'Direct Debit Request' section of this Application Form, if **you** have any queries about how to complete the *Direct Debit Request*.
- It is **your** responsibility to check **your account** statement to verify that the amounts debited from **your account** are correct.

### **Changes to the arrangement**

If **you** want to make changes to the drawing arrangements, please notify **us** in writing (see below section 'Notice' for **our** mailing address), at least five (5) *business days* prior to the drawing date. **You** can also contact **your own financial institution**, which must act promptly on **your** instructions. These changes may include:

- deferring the drawing;
- altering the details of the drawing;
- stopping an individual debit; or
- cancelling the *Direct Debit Request* completely.

### **Enquiries**

All **your** personal customer information held by **us** will remain confidential, except for information that may be provided to **our financial institution** to initiate the drawing to **your** nominated **account**, or information that may be disclosed to a third party as required by law. Information may also be provided to any entity within the Australian Unity Group to enable the *Direct Debit Request* to be effected as required by law.



## Disputes

- If you believe there has been an error in debiting your account, you should notify us directly in writing by mail, emailing us at [enquiries@australianunity.com.au](mailto:enquiries@australianunity.com.au) or contacting us on 1300 1300 38 (see below section 'Notice' for our mailing address) and then confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.
- If we conclude, as a result of our investigations that your account has been incorrectly debited, we will respond to your query by arranging within a reasonable period for your Australian financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.
- If we conclude, as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you reasons and any evidence for this finding in writing.
- If you do not receive a satisfactory response from us, then please follow up with your nominated Australian financial institution regarding your claim.
- You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing.

## Confidentiality

- We will keep any information (including your account details) in your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
- We will only disclose information that we have about you:
  - (a) to the extent specifically required by law; or
  - (b) for the purposes of this agreement (including disclosing information in connection with any query or claim).

## Notice

- If you wish to notify us in writing about anything relating to this agreement, you should write to:

Australian Unity – Investment Bonds  
Reply Paid 93753  
Melbourne VIC 8060  
(postage paid)  
or email us at [enquiries@australianunity.com.au](mailto:enquiries@australianunity.com.au)
- We will notify you by:
  - (a) sending a notice in the ordinary post to the address you have given us in this Application Form to the PDS; or
  - (b) by sending a notice electronically to the email address you have given us in the Application Form to the PDS.
- Any notice received after 2:00pm in our Melbourne office on any Melbourne Business Day will be deemed to have been received on the next Melbourne Business Day.

## 3. Anti-Money Laundering Laws and the Application Form

### Anti-Money laundering

Australia's Anti-Money Laundering and Counter Terrorism Financing ('AML/CTF') laws requires Australian Unity to adopt and maintain an AML/CTF program. To meet this legal requirement, we need to collect certain identification information and documentation (Know Your Client ('KYC') Documents) from investors.

- If you are applying through a financial adviser:

Your financial adviser will assist you in providing the necessary identification documents prior to lodging the application.
- If you are submitting your application directly (without the assistance of a financial adviser):

The required identification documents are set out under 'Applying for different types of investment accounts' on page 7 of this Application Form.

Please note that any certified identification documents must be certified by an approved certifier. See 'Certification of documents' on page 5 of this Application Form for more details. Please note your identification document must be in date (or within two years of expiry for a passport). Existing investors may also be asked to provide KYC Documents as part of a re-identification process to comply with the AML/CTF laws.

### Processing of applications or withdrawals will be delayed or refused if investors do not provide the required KYC Documents when requested.

Under the AML/CTF laws, Australian Unity is required to submit regulatory reports to the Australian Transaction Reports and Analysis Centre (AUSTRAC). This may include the disclosure of your personal information. Australian Unity may not be able to tell you when this occurs. As a result, if instructed by AUSTRAC, Australian Unity may be required to deny you (on a temporary or permanent basis) access to your investment. This could result in loss of the capital invested, or you may experience significant delays when you wish to transact on your investment.

We are not liable for any loss you may suffer because of compliance with the AML/CTF laws.

### Politically Exposed Persons (PEP)

To comply with AML/CTF laws we require you to disclose whether you (or any of your beneficial owners) are, or have an association with, a PEP. A PEP is an individual who holds a prominent public position or function in a government body or an international organisation in Australia or overseas, such as a Head of State, or Head of a Country or Government, or a Government Minister, or equivalent senior politician. A PEP can also be an immediate family member of a person referred to above, including spouse, de facto partner, child, and a child's spouse or a parent. A close associate of a PEP, i.e. any individual who is known to have joint beneficial ownership of a legal arrangement or entity is also considered to be a PEP. Where you identify as, or have an association with, a PEP, we may request additional information from you.

## Source of investable assets/wealth

Under AML/CTF laws, we are required to identify your source of investable assets/wealth.

## Non-individual entities – your beneficial owners

Your beneficial owner means an individual who ultimately 'controls' you or owns you. 'Control' includes control (directly or indirectly) as a result of, or by means of trusts (including in the capacity as beneficiary, trustee or settlor), an agreement, an understanding or practice, and further includes the ability to exercise control over decisions about financial and operating policies. 'Owns' means ownership (either directly or indirectly) of 25% or more of you.

Under AML/CTF laws you are required to provide information about your Beneficial Owners for certain account types including:

- Australian incorporated or created entities such as:
  - unlicensed proprietary limited companies, not subject to regulatory oversight (note: not applicable for complying Australian Superannuation Fund investors); or
  - partnerships; or
  - unregistered trusts, including family trusts.
- Entities incorporated or created outside of Australia such as:
  - companies;
  - partnerships;
  - trusts; or
  - estates.

These account types will be required to complete Application Form Part B or the Beneficial Owner Information Form, which is available on our website at [australianunity.com.au/wealth](http://australianunity.com.au/wealth) or by calling our Investor Services team on 1300 1300 38.

## Submitting your application without the assistance of a financial adviser

If you are submitting the Application Form directly, without having consulted with a financial adviser, you must include the relevant identification documents when you submit your Application Form. The required identification documents are set out under 'Applying for different types of investment accounts' of this Application Form.

**Important note:** Please take your time to complete the Application Form, ensuring that all of the required information (for example, AML/KYC requirements) is included. If your application does not meet the requirements and we need to contact you for further information, this may result in you receiving a different unit price than you expected. Units cannot be issued to you until you have submitted all required verification documents.

## Certification of documents

Where your identification documents need to be certified, we suggest that the person certifying the document(s) for you uses the following statement on the copy being certified:

**'I certify this to be a true copy of [name of document] the original of which, was seen by me at the time of signing'.**

The certified copy must also be dated, and have the signature, printed name, occupation, employer, registration number (if applicable) and address of the person certifying the document. Please note your identification document must be in date (or within two years of expiry for a passport).

Persons who may certify copies of original identification documents are:

- Officer with or authorised representative by an Australian Financial Services licence holder, with two or more years of continuous service with one or more licensees.
- Chartered Accountant, CPA or member of the National Institute of Accountants with two or more years of continuous membership.
- Officer of a financial institution or finance company with two or more years of continuous service, with one or more institutions or companies.
- Permanent employee of the Australian Postal Corporation with two or more years of continuous service, or someone who operates as an agent of the Australian Postal Corporation.
- Police Officer.
- A person who, under the law in force in a state or territory, is currently licensed or registered to practice as a: chiropractor, dentist, legal practitioner, medical practitioner, nurse, optometrist, pharmacist, physiotherapist, psychologist or veterinary surgeon.
- Lawyer, Magistrate, Registrar of a Court, Justice of the Peace.
- Notary Public (including persons authorised as a notary public in a foreign country).

A complete list of persons who may certify documents can be obtained from our website at [australianunity.com.au/wealth/ACL](http://australianunity.com.au/wealth/ACL) or by contacting us on 1300 1300 38.

## 4. Completing the Application Form

The following information is provided to assist you in completing and lodging the Application Form.

- You may type your details into the Application Form; or use a blue or black pen.
- Print in **BLOCK** letters inside the boxes.
- Answer all sections unless otherwise indicated (if a section does not apply, please indicate using 'N/A').
- Ensure each signatory to the investment account signs the Application Form.
- Complete the Direct Debit Request in Step 6.
- Scan and email, or mail your Application Form, relevant identification documents (where required) and direct debit instructions to our mailing address (see 'Lodgement').

### Signing the Application Form

Read the declaration section carefully before signing the Application Form. Each signatory to the investment account must sign the Application Form(s).

If signed under Power of Attorney, the Attorney must certify that they have not received notice of revocation of the Power. We require an original OR a certified copy OR a copy of a certified copy of the Power of Attorney for our reference.

Company applications must be signed in accordance with the constitution or rules of the company.

### Lodgement

**By email:** [enquiries@australianunity.com.au](mailto:enquiries@australianunity.com.au)

**By post:** Australian Unity – Investment Bonds  
Reply Paid 93753  
Melbourne VIC 8060  
(postage paid)

### Identification documents:

If you are submitting this Application Form directly, without having consulted with a financial adviser, you must include the relevant identification documents when you submit your Application Form. The required identification documents are set out under 'Applying for different types of investment accounts' on page 7 of this Application Form.

Your identification documents can be sent to us by the following means:

#### By email:

- A scanned copy of a certified copy; and/or
- A scanned copy of a certified extract.

#### By post:

- An original; and/or
- A certified copy; and/or
- A certified extract.

Any application received after 2:00pm in *our* Melbourne office on any Melbourne *Business Day* will be deemed to have been received on the next Melbourne *Business Day*.

### Incomplete applications

Please take your time to complete the Application Form, ensuring that all of the required information is included, or we may not be able to process your application.

If we do not receive sufficient information from you, we will contact you to request the necessary information. **Any delay in providing the necessary information may result in you receiving a different unit price than you expected.**

**We reserve the right to decline your application if your application does not meet our AML/KYC requirements.**

We recommend you carefully complete the Application Form and use the 'Completing the Application Form' instructions, the 'Application Form checklist', and 'Applying for different types of investment accounts' to ensure that you provide all of the required information. If you require assistance with completing the Application Form, please call us on 1300 1300 38.

If your application is incomplete and/or if the additional information is not received after 30 business days, we may return the application and your application monies with any interest earned being retained by us.

## 5. Applying for different types of investment accounts

The following identification documents are required if you are submitting your application directly, without the assistance of a financial adviser.

Please Note:

- You may be required to complete the 'Beneficial Owner Information' Form. See page 5 for information about 'Non-individual entities – your beneficial owners'.
- Certified copies of relevant identification documents(s) must not be more than 12 months old. Please note that any certified identification documents must be certified by an approved certifier. See 'Certification of documents' on page 5 for more details.
- If you have sent us originals of your relevant identification documents, we will take a copy of the document and certify that is an original copy. After which we will post the original document(s) back to the mailing address you have provided in your Application Form.

Type of investor	Your account must be in the name of	ABN or ARSN (if applicable)	Signature(s) required	Identification documents required (in support of the Application Form)
<b>Individual account</b>	The applicant e.g. Jane Citizen	N/A	The applicant	An original OR a certified copy OR a copy of a certified copy of any of the following that identify your (the applicant's) full name and either date of birth and/or residential address:
<b>Joint account</b>	Both or all joint applicants e.g. Jane Citizen and John Citizen	N/A	All joint applicants	<ul style="list-style-type: none"> <li>Driver Licence; or</li> <li>Passport containing photo identification.</li> </ul> <p>Applicable to foreign individual accounts only:</p> <ul style="list-style-type: none"> <li>In addition to the identification documents outlined above, a <b>foreign individual</b> who wishes to establish a relationship must also provide evidence of a current visa with working rights.</li> </ul>
<b>Partnership</b>	Registered business name of partnership (if applicable) or full name of the partnership	N/A	As required under the partnership agreement	<p>Please provide at least one of the following three documents:</p> <ul style="list-style-type: none"> <li>An original OR a certified copy OR a copy of a certified copy OR a certified extract OR a copy of a certified extract of a partnership agreement; and/or</li> <li>An original OR a certified copy OR a copy of a certified copy OR a certified extract OR a copy of a certified extract of minutes of meeting; and/or</li> <li>A relevant ASIC company search/extract showing registered business name, number and address. This document should also list the full name of each Partner (not required if the regulated status of the partnership is confirmed by referring to a current membership directory of the relevant professional association).</li> </ul> <p>If the Partner is a company, please provide the same type of information requested for a <b>Company account</b>. For each Director and/or company secretary, please provide the same type of information requested for an <b>Individual account</b>.</p> <p>If the Partnership is <b>not regulated</b> by a professional association, for each Partner please provide:</p> <ol style="list-style-type: none"> <li>the same type of information requested for an <b>Individual account</b> (e.g. full name, date of birth and residential address);</li> <li>the respective share of the partner in the partnership; and</li> <li>the business activity of the partnership.</li> </ol> <p>If the Partnership is <b>regulated</b> by a professional association, identification documents are only required for a minimum of one Partner. Please provide the same type of information requested for an <b>Individual account</b>. Please also provide:</p> <ol style="list-style-type: none"> <li>the name of the professional association; and</li> <li>relevant membership details (e.g. account name and membership number).</li> </ol>

Type of investor	Your account must be in the name of	ABN or ARSN (if applicable)	Signature(s) required	Identification documents required (in support of the Application Form)
<b>Company</b>	The name of the company e.g. Sample Company Pty Ltd	The company's	Two directors; or a director and a company secretary or if there is only one director, by that director	<p>Please provide at least one of the following two documents:</p> <ul style="list-style-type: none"> <li>An original OR a certified copy OR a copy of a certified copy of the Certificate of Registration/Incorporation (or similar) document confirming the company's name, registered business number and whether the company is a public or proprietary company; and/or</li> <li>An original OR a certified copy OR a copy of a certified copy OR a certified extract OR a copy of a certified extract of minutes of meeting.</li> </ul> <p>For each beneficial owner, director and/or company secretary, please provide the same type of information requested for an <b>Individual account</b>.</p> <p><b>Note:</b> Where the company is an Australian listed public company, a majority owned subsidiary of an Australian listed public company or is licensed and subject to Commonwealth, state or territory regulatory oversight in relation to its activities as a company, <b>Company</b> documents are not required (unless in circumstances where the documents are not publicly available for us to verify).</p>
<b>Unregulated Trust</b>	The trustee(s) of the Trust or Trust e.g. ABC Trustees ATF for the Citizen Family Trust or Citizen Family Trust	N/A	The trustee(s), 'as trustee(s) for...'	<ul style="list-style-type: none"> <li>An original OR a certified copy OR a copy of a certified copy of the Title page, schedule page and execution page of the Trust Deed.</li> <li>For each trustee, please provide the same type of information for an <b>Individual account</b>.</li> </ul> <p>For Corporate Trustees, please provide the same identification documents and information requested for a <b>Company</b>.</p> <p>For Directors, please provide the same type of documents and information requested for an <b>Individual account</b>.</p> <p>For Settlor of the unregulated trust please provide full name and identification documents as requested for an <b>Individual account</b> unless:</p> <ol style="list-style-type: none"> <li>the material asset contribution by the settlor at the time the trust is established is less than \$10,000; or</li> <li>the settlor is deceased.</li> </ol>
<b>Estate</b>	The executor(s) of the estate e.g. Estate of the late Jane Citizen.	The deceased person's	The executor(s) or administrator(s)	<ul style="list-style-type: none"> <li>An original OR a certified copy OR a copy of a certified copy of the grant of probate or Letters of Administration; or</li> <li>Death Certificate.</li> </ul> <p>For each executor, please provide the same identification documents and information requested for an <b>Individual account</b>.</p>

## 6. Application Form checklist

Ensure you complete the relevant steps according to your investor type outlined in the table below:

Investor type	Application Form (Part A)	Application Form (Part B)
Individual	Complete Steps 1–12	Not Applicable.
Joint	Complete Steps 1–12	Not Applicable.
Partnership – Individual	Complete Steps 1–12	Not Applicable.
Partnership – Corporate	Complete Steps 1–12	Complete relevant steps
Company	Complete Steps 1–12	Complete relevant steps
Unregulated trust	Complete Steps 1–12	Complete relevant steps
Estates – Individual Executor	Complete Steps 1–12	Complete relevant steps
Estates – Corporate Executor	Complete Steps 1–12	Complete relevant steps
Other applicant types	Please contact us on 1300 1300 38 for assistance	

To ensure that we are able to process your Application Form quickly and efficiently, please 'X' that you have completed all of the following:

### Step 1 Product Selection Criteria (non advised clients only)

- Under the Design and Distribution Obligations (DDO) framework, Lifeplan Australia Friendly Society, as Issuer of the Lifeplan Education Bond, is required to ascertain the key criteria on which customers have based their decision to take out the product and their investment choice.

### Step 2 Account details

- Indicate whether you are a new investor or if you have an existing active investor number (mandatory). Please note that if you have an existing investment in the Bond and an existing active investor number with us, you are not required to supply the required identification documents.
  - Investors can be individuals aged 16 years or over, companies, trusts or partnerships.
  - Applications in joint names are treated as joint tenants.
  - Please provide your full name, not initials.

### Step 3 Investor details

- Indicate your investment type and provide your personal details (mandatory).

### Step 4 Account contact details

- Provide your contact details for all your correspondence for this account.

### Step 5 Nominated student details

- Please complete the details for your nominated student.  
**If you wish to nominate another student, please complete a second Lifeplan Education Bond Application Form – Part A attached.**  
 Please note there can only be one student nominated per investment.

### Step 6 Contribution, investment allocation details and payment instructions

- Provide details on your initial contribution amount and allocate initial contribution as either a 'dollar' or 'percentage' across the investment menu. A minimum initial contribution of \$1,000 is required.
- Specify how you want to pay for your initial contribution.

**Direct debit:** If you are investing by direct debit, please provide your nominated Australian financial institution account details and sign the Direct Debit Request Authorisation in Step 7.

**BPAY®:** If paying by BPAY®, please contact us on 1300 1300 38 to obtain your Customer Reference Number and Lifeplan'

**Cheque:** If paying by cheque, please make the cheque payable to 'Lifeplan Australia Friendly Society Limited, <Investor name>' and cross it 'Not Negotiable'.

### Step 7 Regular savings plan

- If you wish to start a regular savings plan, please specify your regular contribution amount and the contribution frequency to be debited from your nominated Australian financial institution account. A minimum monthly contribution of \$100 per investment option is required.

### Step 8 Australian financial institution account details

- Please provide your nominated Australian financial institution account details and sign the Direct Debit Request Authorisation in this step so that we can debit your initial and any regular savings plan contributions.

### Step 9 Nomination of Plan Beneficiaries (optional)

- Please complete this step if you wish to nominate beneficiaries for your investment.
- Provide the details of any person(s), to receive the proceeds of any residual investment should your current nominated student die after the death of the last surviving joint investor(s).



### Step 10 Nomination of Plan Guardian (optional)

- Please complete this step if you wish to nominate a guardian for your Plan.

### Step 11 Adviser service fee payment instruction

- Please complete this step if any adviser service fee is to be paid to your financial adviser.

### Step 12 Adviser Arrangements (Adviser use only)

Investor identity verification and declaration

- This section is to be completed by your financial adviser. If you are not using the services of a financial adviser, please leave blank.

### Step 13 Declarations and investor signature(s)

- Individual investors** – Provide your signature and date the Form.
- Joint investors** – Provide both signatures and date the Form.
- Partnership** – Provide the signatures and date the Form.
- Corporate partnership** – Provide the signatures of two directors (or a director and a company secretary); or if there is only one director, by that director and date the Form. Ensure you also complete the relevant sections in **Part B**.
- Company** – Provide the signatures of two directors (or a director and a company secretary); or if there is only one director, by that director and date the Form. Ensure you also complete the relevant sections in **Part B**.

- Unregulated Trust** – Provide the signatures of the trustees and date the Form. Ensure you also complete the relevant sections in **Part B**.

- Estate** – Provide the signature of the executor and date the Form. Ensure you also complete the relevant sections in **Part B**.

- Power of Attorney** – Provide your signature and date the Form. Attach a certified copy of the Power of Attorney. A Justice of the Peace, Solicitor or Notary Public must certify the Power of Attorney. You also need to provide the same type of information requested for an Individual account as it relates to the Attorney named in the application. If the Power of Attorney document does not contain a sample of the Attorney's signature, please provide an original OR a certified copy OR a copy of a certified copy of identification documents for the Attorney, containing a sample of their signature, e.g. Driver Licence or passport containing photo identification.

- Your Beneficial Owners** – Certain types of entities may also be required to provide information and identification documents in relation to your Beneficial Owners. You will be required to complete the 'Beneficial Owner Information' Form. See 'Non-individual entities – your beneficial owners' on page 5 for more information.



# Application Form Part A

29 March 2023

## Lifepan Education Bond

This application is for new and additional investments.

Please note:

- You may type your details into the Application Form; or use **BLOCK** letters and a black or blue pen to complete this Application Form.
- Indicate using an 'X' where appropriate. If a section does not apply to you, please indicate using 'N/A'.
- For further information on completing the Application Form please refer to 'Application Form Checklist' on page 9.
- Refer to page 4 for the definition of a Politically Exposed Person.
- You may also be required to provide information and identification documents in relation to your Beneficial Owners.**  
Refer to 'Non-individual entities - your beneficial owners' on page 5 to assess whether you are required to include a Beneficial Owner Information Form with your Application Form.

Office use only
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### Step 1 Product Selection Criteria (non-advised clients only)

#### What level of decision making are you seeking when selecting your investment strategy?

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Extensive investment menu | You seek to invest in a product with investments chosen from an extensive investment menu (more than 15 investment options), with administration provided by the fund |
| <input checked="" type="checkbox"/> Limited investment menu   | You seek to invest in a product with investments chosen from a limited investment menu (less than 15 investment options), with administration provided by the fund    |
| <input checked="" type="checkbox"/> Default Option only       | You seek to invest in a product with a default investment strategy applied where no investments selection is made. Administration is provided by the fund.            |

#### How long do you intend to hold this investment for?

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Less than 1 year      | You are intending to invest for less than a year       |
| <input checked="" type="checkbox"/> 1 to 3 year           | You are intending to invest from 1 to 3 years.         |
| <input checked="" type="checkbox"/> 4 to 7 years          | You are intending to invest from 4 to 7 years.         |
| <input checked="" type="checkbox"/> 8 to 10 years         | You are intending to invest from 8 to 10 years.        |
| <input checked="" type="checkbox"/> Greater than 10 years | You are intending to invest for greater than 10 years. |

#### What is your risk (ability to bear loss) and return profile?

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Low       | You are naturally conservative or have a low risk appetite, you seek to minimise potential losses (e.g. have the ability to bear up to 1 negative return over a 20 year period) and you are comfortable with a low target return profile.<br>You typically prefer defensive assets such as cash and fixed income.   |
| <input checked="" type="checkbox"/> Medium    | You have a moderate or medium risk appetite, you seek to minimise potential losses (e.g. have the ability to bear up to 4 negative returns over a 20 year period) and are comfortable with a moderate target return profile.<br>You typically prefer a balance of growth assets such as shares, property, alternative assets and defensive assets such as cash and fixed income.                        |
| <input checked="" type="checkbox"/> High      | You have a higher risk appetite and can accept higher potential losses (e.g. have the ability to bear up to 6 negative returns over a 20 year period) in order to target a higher target return profile.<br>You typically prefer predominantly growth assets such as shares, property and alternative assets with only a smaller or moderate holding in defensive assets such as cash and fixed income. |
| <input checked="" type="checkbox"/> Very high | You have a more aggressive or very high risk appetite, seek to maximise returns and can accept higher potential losses (e.g. have the ability to bear 6 or more negative returns over a 20 year period) and possibly other risk factors, such as leverage.<br>You typically prefer growth assets such as shares, property and alternative assets.   |

## Step 2 Account details

**New investor:** Are you a new investor with Lifeplan?

Yes – Go to **Step 3** and complete all details  No – See below

**Existing investor:** Is this investment to be in the same name?

No – Go to **Step 3** and complete all details  Yes – Please specify your existing Policy number and Policy name.

Existing policy number

Existing policy name

Please note we will use the details that you have previously provided to us. If any of your details have changed please provide them below, otherwise go to **Step 5**

## Step 3 Investor details

What type of investment are you opening? (Please indicate using an 'X')

Individual/Joint  Company  Partnership – Corporate

Estate  Unregulated Trust  Sole trader  Other (please specify):

**Please complete all sections below that are relevant to your investor type.** Note that all fields that apply to your account type are mandatory. Please note: **If you wish to invest for an Association or Government Body**, please call us on 1300 1300 38 for details of the additional information we may require from you. **If there are more than two partners in the Partnership**, please call us on 1300 1300 38.

### Investor 1 (Individual/Joint/Partnership/Sole Trader)

Title  Mr  Mrs  Ms  Miss Date of birth //

Surname

Given name(s)

Email

Phone (after hours) -- Phone (business hours) --

Mobile --

Occupation

Are you a Politically Exposed Person?  Yes  No

Please identify the source of your investable assets or wealth  Gainful employment  Inheritance/gift  Financial investments  Business activity  Superannuation savings  Other – please specify

### Investor 1 Residential address (not a P.O. Box)

Unit  Street number

Street name

Suburb  State

Postcode  Country (if not Australia)

**Investor 2 (Individual/Joint/Partnership/Sole Trader)**

Title  Mr  Mrs  Ms  Miss Date of birth   /   /

Surname

Given name(s)

Email

Phone (after hours)   -     -     Phone (business hours)   -     -

Mobile     -     -

Occupation

Are you a Politically Exposed Person?  Yes  No

Please identify the source of your investable assets or wealth

<input checked="" type="checkbox"/> Gainful employment	<input checked="" type="checkbox"/> Inheritance/gift	<input checked="" type="checkbox"/> Financial investments
<input checked="" type="checkbox"/> Business activity	<input checked="" type="checkbox"/> Superannuation savings	<input checked="" type="checkbox"/> Other – please specify

**Investor 2 Residential address (not a P.O. Box)**

Unit     Street number

Street name

Suburb  State

Postcode     Country (if not Australia)

**Company/Unregulated Trust/Estate/Sole Trader/Partnership – Corporate**

If you are applying as a Partnership – Corporate, please call us on 1300 1300 38 before you complete this section.

Name of entity

ARBN or ABN

Country of incorporation or creation

Type of Trust (if applicable)

Name of Custodian/Trustee/Executor (if applicable)

Contact person

Email

Phone (after hours)   -     -     Phone (business hours)   -     -

Mobile     -     -

Please identify the source of your investable assets or wealth

<input checked="" type="checkbox"/> Gainful employment	<input checked="" type="checkbox"/> Inheritance/gift	<input checked="" type="checkbox"/> Financial investments
<input checked="" type="checkbox"/> Business activity	<input checked="" type="checkbox"/> Superannuation savings	<input checked="" type="checkbox"/> Other – please specify

Nature of business (if applicable)

**Registered business address (not a P.O. Box)**

Unit  Street number   
Street name   
Suburb  State   
Postcode  Country (if not Australia)

**Company's/Unregulated Trust /Estate/Sole Trader/Partnership – Corporate principal place of business in Australia (if any or if not the same as above address):**

Unit  Street number   
Street name   
Suburb  State   
Postcode

**Step 4 Account contact details**

Please provide the contact details for your all correspondence for this account

- Same as Investor 1 contact person and residential/business address **or**
- Same as Investor 2 contact person and residential/business address
- Same as Company/Unregulated Trust/Estate/Sole Trader/Partnership – Corporate contact person and registered business address provided.

**Otherwise complete mailing address details below:**

Unit  Street number  P.O. Box   
Street name   
Suburb  State   
Postcode  Country (if not Australia)   
Contact name   
Phone (after hours)  -  -  Phone (business hours)  -  -   
Mobile  -  -   
Email

**(Please add one email address only to receive email alerts)**

**Statements**

Your statements can be accessed by logging into your account on our website portal at [australianunity.com.au/wealth/login](http://australianunity.com.au/wealth/login). You will receive an **email alert** to notify you when your statements are available.

Please note, the email alert will be sent to the email address details you have provided in this section of the Application Form. Alternatively, if you wish to receive a printed copy of your statement, please call us on 1300 1300 38.

**Step 5 Nominated student details**

Title  Mr  Mrs  Ms  Miss Date of birth   /   /

Relationship to investor

Surname

Given name(s)

Email

Phone (after hours)   -     -     Phone (business hours)   -     -

Mobile     -     -

Unit     Street number

Street name

Suburb  State

Postcode     Country (if not Australia)

## Step 6 Contribution, investment allocation details and payment instructions

### Initial contribution

Please specify your initial contribution amount and allocate your contribution as either 'dollar' or 'percentage' amounts in the table below.

The **minimum** initial contribution is \$1,000. Please specify the amount that you wish to invest. The minimum additional contribution is \$500 for one-off additional contributions and \$100 as part of a Regular Savings Plan per investment option.

**Note:** If you do not make an investment allocation, we will apply your investment amount in full to Colonial First State FirstChoice Conservative as our default investment option.

\$    ,     ,

Fund Name	Option code	Initial/additional contribution		
AMP Capital Balanced Growth	1001	\$	OR	%
Colonial First State FirstChoice Conservative	1012	\$	OR	%
Colonial First State FirstChoice Growth	1014	\$	OR	%
Colonial First State FirstChoice Moderate	1013	\$	OR	%
MLC Horizon 2 – Income Portfolio	1006	\$	OR	%
MLC Horizon 4 – Balanced	1007	\$	OR	%
MLC Horizon 6 – Share	1008	\$	OR	%
Pendal Active Balanced Fund	1004	\$	OR	%
Pendal Active Conservative Fund	1003	\$	OR	%
Pendal Active Growth Fund	1005	\$	OR	%
Perpetual Conservative Growth	1009	\$	OR	%
Perpetual Balanced Growth	1010	\$	OR	%
Perpetual Industrial Share	1011	\$	OR	%
UBS Cash	1015	\$	OR	%
<b>Total initial contribution</b>		<b>\$</b>	<b>OR</b>	<b>%</b>

### Payment instruction – initial contribution

Please specify how you want to pay for your initial contribution below:

Direct Debit  Direct Debit collection date   /   /     (Please complete **Step 8**)

BPAY®  If paying by BPAY®, please contact us on 1300 1300 38 to obtain your Customer Reference Number and Lifeplan's BPAY® Biller code.

Cheque  If paying by cheque, please make your cheque payable to 'Lifeplan Australia Friendly Society, <Investor name>' and cross it 'Not Negotiable'.

### Step 7 Regular savings plan (optional)

If you wish to start a regular savings plan, please specify your regular contribution amount and the contribution frequency to be debited from your nominated Australian Financial Institution Account. Please note a **minimum** monthly contribution of \$100 per investment option is required.

**Regular savings plan contributions will be allocated as instructed in Step 6, unless you instruct us otherwise.**

Regular savings plan amount \$       Start Date   /   /

Regular savings plan direct debit frequency  Weekly  Fortnightly  Monthly  Quarterly

Please ensure for successful payment of your direct debit that:

- Your nominated bank account allows for a direct debit to occur
- You are aware of the transfer timings and that sufficient funds are in your account to cover the amount to be transferred
- Your bank's daily transaction limit will cover the nominated amount

**To commence your regular savings plan please complete Step 8.**

## Step 8 Australian financial institution account details

### Direct Debit Request

The terms of this Direct Debit are for the purpose of an investment into the Lifeplan Education Bond by an initial contribution or Regular Savings Plan. If you would like us to deduct your investment directly from your nominated Australian financial institution account or you have selected the Regular Savings Plan, please complete the section below.

Initial contribution by direct debit to be deducted from my account on   /   /

Regular Savings Plan direct debits to commence from   /   /     continuing until:

(Please select one option below)

Date:   /   /     OR  Cancellation

Providing your nominated Australian financial institution details below means that you authorise the use of this information for all future deposit transaction requests that you initiate.

Name of Australian financial institution	<input type="text"/>
Branch name	<input type="text"/>
Name of account holder(s)	<input type="text"/>
Branch number (BSB)	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
Account number	<input type="text"/>

### Confirmation

- I/we request and authorise Lifeplan Australia Friendly Society Limited (Lifeplan) ABN 78 087 649 492, User ID 26445 to debit funds through the Bulk Electronic Clearing System (BECS) according to the details specified above from my/our nominated Australian financial institution account and will be subject to the terms and conditions of the *Direct Debit Service Agreement*.
- I/we are authorised to operate my/our nominated Australian financial institution account.
- I/we have read, understood and agree to the terms and conditions set out in this Request and in the *Direct Debit Request Service Agreement* in the PDS dated 29 March 2023.
- I/we acknowledge and agree this Direct Debit arrangement is governed by the *Direct Debit Request Service Agreement*.
- I/we agree to indemnify Lifeplan against all losses, costs, damages and liability (including, without limitation, legal costs and expenses on a full indemnity basis) that Lifeplan may suffer as a result of my/our breach of the *Direct Debit Request Service Agreement*, or providing an invalid or non-binding direct debit request or Lifeplan otherwise acting upon any unauthorised direct debit request. This indemnity is a continuing obligation, separate and independent from other obligations and survives termination of this agreement. It is not necessary for Lifeplan to incur expenses or make payment before enforcing this right of indemnity. I/we agree to pay Lifeplan all or any sum due without deduction or set-off. This indemnity does not apply to the extent of any fraud, negligence or breach of trust by Lifeplan.
- I/we acknowledge and agree that by signing and/or providing Lifeplan with a valid instruction in respect to my/our Direct Debit Request, I/we confirm that I/we have understood and agreed to the terms and conditions governing the debit arrangements between myself/us and Lifeplan as set out in this Direct Debit Request and in my/our *Direct Debit Request Service Agreement*.

All account signatories must sign below.

### Signature of Australian financial institution account holder or company officer

Investor 1 Surname

Investor 1 Given name(s)

Company position (if applicable)

Date   /   /

### Signature of Australian financial institution account holder or company officer

Investor 2 Surname

Investor 2 Given name(s)

Company position (if applicable)

Date   /   /

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and Lifeplan as set out in this request and in your *Direct Debit Service Agreement*.



**Step 9 Nomination of Plan Beneficiaries (optional)**

I/We nominate the following person(s) to receive the proceeds of any residual plan investment should my/our current nominated student die after the death of the last surviving joint investor(s) in accordance with my/our instructions specified below, this PDS dated 29 March 2023 and in the Lifeplan Education Bond benefit fund rules.

**Nomination of beneficiary 1**

Surname

Given name(s)

Residential address

Suburb

State  Postcode

Date of birth / /  Relationship to investor

Proportion of proceeds .  %

**Nomination of beneficiary 2**

Surname

Given name(s)

Residential address

Suburb

State  Postcode

Date of birth / /  Relationship to investor

Proportion of proceeds .  %

**Nomination of beneficiary 3**

Surname

Given name(s)

Residential address

Suburb

State  Postcode

Date of birth / /  Relationship to investor

Proportion of proceeds .  %

### Step 10 Nomination of plan guardian (optional)

I/We nominate the following Plan Guardian who will take administrative control of my/our plan in the event of my/our death or intellectual disability before my/our nominated student has completed their education in accordance with this PDS dated 29 March 2023 and in the Lifeplan Education Bond benefit fund rules. The Plan Guardian must be at least 18 years old.

Title  Mr  Mrs  Ms  Miss Date of birth   /   /

Relationship to investor

Surname

Given name(s)

Email

Phone (after hours)   -     -     Phone (business hours)   -     -

Mobile     -    -

Unit     Street number

Street name

Suburb  State

Postcode     Country (if not Australia)

### Step 11 Adviser service fee payment instruction

You may instruct us to pay your financial adviser a one-off adviser service fee payment and/or one of the following:

- a fixed term adviser service fee payment or
- a regular ongoing adviser service fee payment.

**Please note:**

- you cannot be charged a fixed term and ongoing fee arrangement at the same time.
- for the adviser service fee to be deducted you and your adviser must complete the relevant 'Consent for Adviser Service Fees' form attached to the back of the application form.
- that the adviser service fee will be deducted from your investment account.

#### A. One-off adviser service fee

I/We agree that the following amount is deducted from my/our initial investment amount as a one-off adviser service fee to my/our financial adviser:

\$   ,    .   (including GST)

#### B. Fixed term adviser service fee

I/we agree that the following amount is deducted from my/our investment as a fixed term adviser service fee to my/our financial adviser, for a period no greater than 12 months from the date of this application

(Please note – only select one of the following two options.)

.   % per annum (payable monthly) (including GST) OR \$   ,    .   per month (including GST)

#### C. Regular ongoing adviser service fee

I/We agree that the following amount is deducted from my/our investment account as a regular ongoing adviser service fee to my/our financial adviser.

(Please note – only select one of the following two options.)

.   % per annum (payable monthly) (including GST) OR \$   ,    .   per month (including GST)

## Step 12 Adviser arrangements (Adviser use only)

If you are an existing financial adviser with us, please provide your name and Lifeplan adviser code. Otherwise, please complete all details below.

Adviser's business name	<input type="text"/>			
Adviser's title	<input checked="" type="checkbox"/> Mr	<input checked="" type="checkbox"/> Mrs	<input checked="" type="checkbox"/> Ms	<input checked="" type="checkbox"/> Miss
Adviser's surname	<input type="text"/>			
Adviser's given name(s)	<input type="text"/>			
Phone	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Mobile	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Email	<input type="text"/>			
Dealer Group/Licensee	<input type="text"/>			
Lifeplan Adviser Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	AFS Licence No	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

### Investor identity verification declaration

I certify in accordance with the FSC/FPA Industry Guidance Note 24 ('GN 24'), that I have:  
(Mark the appropriate box with an 'X')

1. Collected, verified and retained the appropriate customer identification documentation to confirm the identify of all individuals/investors with this application to meet my obligations in respect of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 ('AML/CTF laws') and agree to provide access to these records as required.
- OR
2. Attached a copy of the industry 'Customer Identification Form' which confirms that I have sighted and verified all of the documentation required to identify a customer under AML/CTF laws.
- OR
3. Attached a copy of the source documents from which I have identified the customer as required by the AML/CTF laws.

If no box is marked, I agree that Option 1 applies.

In addition, as the Investor's financial adviser, I warrant and represent to Lifeplan that I, as applicable:

- have followed and complied with GN 24 and any other applicable AML/CTF laws in identifying and verifying all individuals/investors with this application;
- will continue to comply with GN 24;
- will provide, upon request, original identification and verification records and details of the identification procedures adopted;
- have kept a record of the investor's identification and verification and will retain these for a period of seven years after the investor/adviser relationship has ended;
- will if requested update and re-verify the investor and provide any other additional information regarding the investor;
- will not knowingly do anything to cause Lifeplan to breach AML/CTF laws and will notify Lifeplan if I become aware of anything that would cause Lifeplan to breach AML/CTF laws;
- confirm that the details provided in any identification and verification records are true and correct; and
- have advised my client that Lifeplan communicates via email unless my client has contacted them to opt out.

Please note, Lifeplan reserves the right to reject any applicable GN 24 form attached to this Application Form for whatever reason (for example, if it has been incorrectly completed). The FSC/FPA investor identification forms are available from Lifeplan and online at [australianunity.com.au/wealth](http://australianunity.com.au/wealth). Please ensure the correct form is used for each investor type.

### DDO Target Market Determination declaration

I attest that, in recommending this product:

- I have considered the target market determination for the product.
- I have provided personal advice.
- the client is within the target market determination. Or, where the client is not within the target market determination, I have provided high-level details regarding this outside dealing below (e.g. relating to clients' needs and objectives, financial situation and/or eligibility).

Provide details in this section only where the client is outside the target market (e.g. needs and objectives, financial situation and eligibility):

Adviser signature

X

Date

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

### Step 13 Declarations and investor signature(s)

I/We agree and acknowledge:

- to be bound by the terms and conditions of the Product Disclosure Statement (PDS) dated 29 March 2023; the Application Form and in the Lifeplan Education Bond benefit fund rules;
- to be bound by the terms and conditions of the 'Direct Debit Request Service Agreement' in this Application Form, where I/we have opted to use the Direct Debit Service;
- that none of the entities mentioned throughout the PDS and the Application Form guarantee the performance of the Lifeplan Education Bond, payment of interest or any return of capital;
- that monies invested in the Lifeplan Education Bond do not represent investments in Lifeplan nor with a member with Lifeplan;
- that the investment is subject to investment risk including possible delays in repayment, loss of income or principal invested;
- having read and understood the PDS dated 29 March 2023 and the Application Form, and where these documents have been obtained through electronic means, then I/we declare that I/we received the whole PDS and Application Form before making an application for units in the Lifeplan Education Bond;
- that Lifeplan and its related bodies corporate may offer goods and services appropriate for my needs and interests. I/We consent to my information being disclosed between those entities and to its use for direct marketing (subject to my/our right of opt-out by calling 1300 1300 38, product management and development and for other related purposes;
- that Lifeplan may give information relating to my/our account and investment in that account to my/our adviser whose stamp appears on the Application Form;
- that my/our financial adviser will receive the payments detailed in this PDS and this Application Form;
- that if this application is signed under a Power of Attorney, the Attorney verifies that no notice of revocation of that power has been received at the date of completing this application;
- for all account types other than individual and joint accounts, that the application is signed in accordance with the governing rules and/or constituent documents;
- that all of the information provided in this Application Form is complete and accurate to the best of my/our ability/abilities;
- that I/we will provide any supporting or additional information which might be required in order to process this application, or subsequently, as a consequence of my holding units in the Lifeplan Education Bond;
- that I/we have no reason to suspect that the monies used to fund this application, or any subsequent contributions into the Lifeplan Education Bond; is or will be derived from or related to any money laundering, terrorism financing or other illegal activities;
- that by providing my/our email address at Step 4, Lifeplan may use this address to provide me/us, where permitted by law or regulation, with information via email about my/our investment and the Lifeplan Education Bond, including to satisfy any continuous disclosure requirements;
- that my/our personal information will be collected, used and disclosed by Lifeplan in accordance with its Privacy Policy which can be accessed at [australianunity.com.au/privacy-policy](http://australianunity.com.au/privacy-policy) and in accordance with the law; and
- I/we confirm the information provided in this application form is correct and I/we will inform you within 30 days if there are any changes in circumstances. I/we understand that penalties may apply for providing false information.

## Who signs below?

If the account is held for one or more <b>individuals</b>	THEN	those individuals sign.
If the account is held for a <b>partnership</b>	THEN	all partners or those authorised to sign on behalf of the partnership.
If the account is held for a <b>company or corporate partnership or corporate trustee</b>	THEN	two directors; or a director and a company secretary; or if there is a single director, by that director. By signing as a single director you confirm that your company is a single director company.
If the account is held for an <b>unregulated trust</b>	THEN	the trustee(s), 'as trustee(s) for...'

### Investor 1

Capacity  Individual  Joint  Director  Partner  Trustee  Other

Surname

Given name(s)

Investor 1 signature  Common Seal (if applicable)

Date

### Investor 2

Capacity  Individual  Joint  Director  Partner  Trustee  Other

Surname

Given name(s)

Investor 2 signature  Common Seal (if applicable)

Date

## Submitting your Application Form

- Corporate – partnership, company, Unregulated trust, unincorporated body, estate or sole trader applications please also complete **Part B**.
- You may also be required to provide information and identification documents in relation to your Beneficial Owners. Refer to 'Non-individual entities – your beneficial owner' on page 5 to assess whether you are required to include a Beneficial Owner Information Form with your Application Form.
- Sign the Application Form.
- Where identity verification as required by Anti-Money Laundering Legislation has not been undertaken by a financial adviser, please enclose the relevant identification documentation outlined in the **'Applying for different types of investment accounts' on page 7 of this Application Form**.
- Complete the Direct Debit details in **Step 8**.
- Please send the completed application with your Direct Debit Request instructions and identification documentation (if relevant) to:
 

**By email**  
[enquiries@australianunity.com.au](mailto:enquiries@australianunity.com.au)

**By post**  
Australian Unity – Investment Bonds  
Reply Paid 93753  
Melbourne VIC 8060  
(postage paid)

**Your identification documents can be sent to us by the following means:**

**By email:**

  - A scanned copy of a certified copy; and/or
  - A scanned copy of a certified extract.

**By post:**

  - An original; and/or
  - A certified copy; and/or

# Application Form Part B

29 March 2023

## Lifepan Education Bond

### Additional information required for special account types

Please note:

- Complete all relevant sections below as incomplete applications may not be accepted. Ensure that you also complete all relevant sections in **Part A**.
- You may type your details into the Application Form; or use **BLOCK** letters and a black or blue pen to complete this Application Form.
- Indicate using an 'X' where appropriate. If a section does not apply to you, please indicate using 'N/A'.
- Refer to page 4 for the definition of a 'Politically Exposed Person'.
- For further information on completing the Application Form please refer to 'Application Form Checklist' on page 9.
- **You may also be required to provide information and identification documents in relation to your Beneficial Owners.**  
Refer to 'Non-individual entities – your beneficial owners' on page 5 to assess whether you are required to include a Beneficial Owner Information Form with your Application Form.

Office use only

### Account details

What type of investment account are you opening? (Please indicate using an 'X'.)  
Please also complete the sections below that are relevant to your investor type.

**Note that all fields that apply to your account type are mandatory.**

Company       Unregulated Trust       Estate       Partnership – Corporate

**Please note:** If you wish to invest for an **Association** or **Government Body**, please call us on 1300 1300 38 for details of the additional information we may require from you.

### Company/Corporate trustee/Executor (if applicable)/Partnership – Corporate

\*Persons signing this Application Form must confirm their names and Politically Exposed Person ('PEP') status below. If you are a domestic proprietary company or a foreign company please provide the names and PEP status of all directors. If you are applying as a Corporate Partnership or more than four directors exist for a proprietary company or a foreign company, please call us on 1300 1300 38 before you complete **Part B**.

Registered business name

#### Registered business address

Unit  Street number  P.O. Box   
 Street name   
 Suburb  State   
 Postcode  Country (if not Australia)

#### Main Principal place of business (if any and not the same as registered business address)

Unit  Street number   
 Street name   
 Suburb  State   
 Postcode  Country (if not Australia)

ARBN or ABN

Company type  Proprietary  Public company

Beneficial owners  Please fill in the beneficial owner's form

**If you are an overseas company**

Full name of company's local Australian agent (if any)

**Address of company's local Australian agent**

Unit  Street number  P.O. Box

Street name

Suburb  State

Postcode  Country (if not Australia)

Country of incorporation

**Director 1's full name\***

Date of birth / /

Are you a Politically Exposed Person?  Yes  No

Please identify the source of your investable assets or wealth  Gainful employment  Inheritance/gift  Financial investments  Business activity  Superannuation savings  Other – please specify

**Residential address (not a P.O. Box)**

Unit  Street number

Street name

Suburb  State

Postcode  Country (if not Australia)

**Director 2's full name\***

Date of birth / /

Are you a Politically Exposed Person?  Yes  No

Please identify the source of your investable assets or wealth  Gainful employment  Inheritance/gift  Financial investments  Business activity  Superannuation savings  Other – please specify

**Residential address (not a P.O. Box)**

Unit  Street number

Street name

Suburb  State

Postcode  Country (if not Australia)



**Director 3's full name\***

Date of birth

Are you a Politically Exposed Person?

 Yes  No

Please identify the source of your investable assets or wealth

 Gainful employment  Inheritance/gift  Financial investments  
 Business activity  Superannuation savings  Other – please specify

**Residential address (not a P.O. Box)**

Unit     Street number        
Street name   
Suburb  State     
Postcode     Country (if not Australia)

**Director 4's full name\***

Date of birth

Are you a Politically Exposed Person?

 Yes  No

Please identify the source of your investable assets or wealth

 Gainful employment  Inheritance/gift  Financial investments  
 Business activity  Superannuation savings  Other – please specify

**Residential address (not a P.O. Box)**

Unit     Street number        
Street name   
Suburb  State     
Postcode     Country (if not Australia)

**Individual trustee/Individual executor (if applicable)**

\* If more than four individual trustees exist for the unregulated trust, please call us on 1300 1300 38 before you complete **Part B**.

**Trustee 1's full name\***

Date of birth

Are you a Politically Exposed Person?

 Yes  No

Please identify the source of your investable assets or wealth

 Gainful employment  Inheritance/gift  Financial investments  
 Business activity  Superannuation savings  Other – please specify

**Residential address (not a P.O. Box)**

Unit     Street number        
Street name   
Suburb  State     
Postcode     Country (if not Australia)

**Trustee 2's full name\***

Date of birth

Are you a Politically Exposed Person?

 Yes  No

Please identify the source of your investable assets or wealth

 Gainful employment  Inheritance/gift  Financial investments  
 Business activity  Superannuation savings  Other – please specify

**Residential address (not a P.O. Box)**

Unit

Street number

Street name

Suburb

State

Postcode

Country (if not Australia)

**Trustee 3's full name\***

Date of birth

Are you a Politically Exposed Person?

 Yes  No

Please identify the source of your investable assets or wealth

 Gainful employment  Inheritance/gift  Financial investments  
 Business activity  Superannuation savings  Other – please specify

**Residential address (not a P.O. Box)**

Unit

Street number

Street name

Suburb

State

Postcode

Country (if not Australia)

**Trustee 4's full name\***

Date of birth

Are you a Politically Exposed Person?

 Yes  No

Please identify the source of your investable assets or wealth

 Gainful employment  Inheritance/gift  Financial investments  
 Business activity  Superannuation savings  Other – please specify

**Residential address (not a P.O. Box)**

Unit

Street number

Street name

Suburb

State

Postcode

Country (if not Australia)

### Unregulated Trust beneficiary details

\* Please specify the beneficiaries of the trust. If more than four individual beneficiaries exist or if the terms of the trust identify the beneficiaries by a membership class, please call us on 1300 1300 38 before you complete **Part B**.

**Beneficiary 1's  
full name\***

Are you a Politically  
Exposed Person?

Yes  No

**Beneficiary 2's  
full name\***

Are you a Politically  
Exposed Person?

Yes  No

**Beneficiary 3's  
full name\***

Are you a Politically  
Exposed Person?

Yes  No

**Beneficiary 4's  
full name\***

Are you a Politically  
Exposed Person?

Yes  No

### Unregulated trusts

Settlor full name unless:

(i) the material asset contribution by the settlor at the time the trust is established is less than \$10,000; or

(ii) the settlor is deceased.

Are you a Politically  
Exposed Person?

Yes  No

### Source of investible assets or wealth

For unregulated trusts whose account is not in the name of the trustee, please provide:

Settlor full name

Are you a Politically  
Exposed Person?

Yes  No

# Consent for Ongoing Adviser Service Fees

## Adviser Service Fee

Name of practice

is required by law to obtain your written consent before the ongoing fees can be deducted from your account with Lifeplan Australia Friendly Society Limited (LAFS). By completing this form, you are providing consent to pay ongoing adviser service fees to your nominated financial adviser. Please read the form carefully to ensure this accurately reflects the agreement with your adviser. If you have any questions, please feel free to contact your adviser.

**Please note:** Your consent will cease to have effect up to 150 days after the anniversary date and you can withdraw your consent, terminate or vary this ongoing fee arrangement at any time by writing to your adviser. If you do not provide written consent to deduct ongoing fees, we are legally obliged to cease the fees that you pay.

Policy number  
(if known)

### Investor / joint investor details

#### Investor 1

Title  Mr  Mrs  Ms  Miss Date of birth   /   /

Surname

Given names

Residential address  
(not a PO Box)

Suburb  State    Postcode

Country (if not Australia)

Phone  Mobile

Email

#### Investor 2

Title  Mr  Mrs  Ms  Miss Date of birth   /   /

Surname

Given names

Residential address  
(not a PO Box)

Suburb  State    Postcode

Country (if not Australia)

Phone  Mobile

Email

**Financial adviser details**

Adviser full name

Dealer Group  AFSL

Office address (not a PO Box)

Suburb  State  Postcode

Country (if not Australia)

Phone  Mobile

Email

**Adviser service type**

New ongoing fee arrangement       Change in adviser fee arrangements       Renewal

**How long does your consent last?**

From // to // you agree to pay the fees outlined in the section below.

Your consent expires on // which is 1 year plus 150 days after your anniversary date.

**What amount of ongoing fees will you pay?**

**Exact / Flat Fees**

You will pay the following ongoing fee(s) from the account noted below:

Product name / Policy number	Policy owner(s)	Fee amount (inc GST) / month
		\$
		\$
<b>Total fees for the next 12 months</b>		\$

**Reasonable estimate / %FUA**

We estimate you will pay the following ongoing fee(s) from the account noted below:

Product name / Policy number	Policy owner(s)	Current investment balance	Agreed percentage fee	Estimated fee (inc GST) / month
		\$	%	\$
		\$	%	\$
<b>Total estimate of fees for the next 12 months</b>				\$

Please be aware this is an estimate of fees only based on your current investment balance(s) and an agreed percentage fee as noted in the table to be applied at the time the deduction is processed.

### What happens if we don't receive your consent?

Without receipt of the subsequent written consent to deduct ongoing fees prior to the consent expiring, our ongoing service agreement terminates. This means that your adviser will have to ask for you to sign a new ongoing service agreement if we are to recommence deducting ongoing fees from your account in return for ongoing services.

### How can you withdraw your consent?

You may vary or withdraw your consent at any time by notifying your adviser in writing at the contact details on page 1 of this form.

### Client authorisation

By signing below, you give consent to both of:

- (i) the deduction of ongoing fees, as outlined in this notice; and
- (ii) the method of payment of those ongoing fees.

#### Signature 1

Name

Date

#### Signature 2

Name

Date

# Consent for One-off Adviser Service Fees Deduction

## Adviser Service Fee

By completing this form, you are providing consent to pay adviser service fees to your nominated financial adviser from your account with Lifeplan Australia Friendly Society Limited (LAFS). Please read the form carefully to ensure this accurately reflects the agreement with your adviser. If you have any questions, please contact your adviser.

Policy number (if known)

### Investor / joint investor details

#### Investor 1

Title  Mr  Mrs  Ms  Miss Date of birth   /   /

Surname

Given names

Residential address (not a PO Box)

Suburb  State    Postcode

Country (if not Australia)

Phone  Mobile

Email

#### Investor 2

Title  Mr  Mrs  Ms  Miss Date of birth   /   /

Surname

Given names

Residential address (not a PO Box)

Suburb  State    Postcode

Country (if not Australia)

Phone  Mobile

Email

### Financial adviser details

Adviser full name

Dealer Group  AFSL

Office address (not a PO Box)

Suburb  State    Postcode

Country (if not Australia)

Phone  Mobile

Email



### What amount will you pay?

You agree that the following fee(s) will be deducted from the account(s) noted below and be paid as a one-off adviser service fee:

Product name / Policy number	Policy owner(s)	Fee amount (inc. GST)
		\$
		\$
<b>Total fees</b>		\$

### Services provided for fees

Below is an outline of the services your adviser will provide under this fee agreement.

### Client authorisation

By signing below, you give consent to both of:

- (i) the deduction of one-off fees, as outlined in this notice; and
- (ii) the method of payment of those one-off fees.

#### Signature 1

X

Name

Date   /   /

#### Signature 2

X

Name

Date   /   /

# Consent for Fixed-Term Adviser Service Fee Deduction

## Adviser Service Fee

By completing this form, you are providing consent to pay adviser service fees to your nominated financial adviser from your account with Lifeplan Australia Friendly Society Limited (LAFS). Please read the form carefully to ensure this accurately reflects the agreement with your adviser. If you have any questions, please feel free to contact your adviser.

Policy number (if known)

### Investor / joint investor details

#### Investor 1

Title  Mr  Mrs  Ms  Miss Date of birth   /   /

Surname

Given names

Residential address (not a PO Box)

Suburb  State    Postcode

Country (if not Australia)

Phone  Mobile

Email

#### Investor 2

Title  Mr  Mrs  Ms  Miss Date of birth   /   /

Surname

Given names

Residential address (not a PO Box)

Suburb  State    Postcode

Country (if not Australia)

Phone  Mobile

Email

### Financial adviser details

Adviser full name

Dealer Group  AFSL

Office address (not a PO Box)

Suburb  State    Postcode

Country (if not Australia)

Phone  Mobile

Email

### Nominated product/policy

You agree that the Fixed Term Adviser Service Fee will be deducted from the account(s) noted below:

Product name / Policy number	Policy owner(s)

### Fixed term adviser service fee amount

You agree that the following fee will be deducted from your nominated account(s) and be paid as adviser service fees for a maximum of 12 months:

Dollar (\$)/month	OR	Percentage (%)/per annum
\$		%

### Reasonable estimate / %FUA

We estimate you will pay the following ongoing fee(s) from the policy noted below:

Product name / Policy number	Policy owner(s)	Current investment balance	Agreed percentage fee	Estimated fee (inc GST) / month
		\$	%	\$
		\$	%	\$
<b>Total estimate of fees for the next 12 months</b>				\$

Please be aware this is an estimate of fees only based on your current investment balance(s) and an agreed percentage fee as noted in the table to be applied at the time the deduction is processed.

### Services provided for fees

Below is an outline of the services your adviser will provide under this fee agreement.

### Consent period

This consent starts on / /  and ends on / /

The consent end date for this current arrangement cannot be changed. The maximum period the consent can be valid for is 12 months from the fee start date.

**Client authorisation**

By signing below, you give consent to both of:

- (i) the deduction of one-off fees, as outlined in this notice; and
- (ii) the method of payment of those one-off fees.

**Signature 1**

Name

Date   /   /

**Signature 2**

Name

Date   /   /