

Administration Update

Transfer of eligible member account balances to the AMP Eligible Rollover Fund (ERF)

To comply with superannuation legislation the Trustee has completed a recent review of member accounts and identified that a number of accounts are eligible for transfer to an ERF. The ERF process is outlined in the relevant Product Disclosure Statement (PDS). The Wealthtrac Rollover & Superannuation and Employer divisions will transfer to the AMP Eligible Rollover Fund (ERF).

Eligible member accounts for transfer to the AMP ERF:

- have an account balances of less than \$1,000 and the account has been dormant for a minimum of one year
- have no notification for future deposits. (i.e. rollover, transfer or Direct Debit request).

It is important to note that any active insurance cover held on these identified ERF transfer member accounts will be deemed as dormant and cancelled when transferred to the AMP ERF.

Member opt-outs

In May 2016, notification letters were distributed to all identified member accounts that were not currently deemed 'lost members'. Lost members will not have received letters as we do not hold adequate contact details. If a member wished to opt-out of the transfer, written notification was required requesting to 'opt-out' along with a reason they intended to retain their account for example; the member intended to place additional deposits into the fund, or add/continue an insurance policy to the account.

Members had 30 days from the date of the letter to opt out of being transferred to the AMP ERF by contacting us or their Adviser.

Adviser instructed opt-outs

If you had any eligible ERF transfer clients and wished to remove them from the AMP ERF transfer process, we required an email to contactus@wealthtrac.com.au detailing member account number, name and reason (e.g. the member wanted to add insurance, intending to add additional deposits or is part of a broader family group you service etc.) by 6 June 2016.

AMP ERF transfer process

From mid June 2016, the AMP ERF transfer process commenced. Once this process has completed, a confirmation letter will be sent to the member advising their account has been closed and their account balance transferred to the AMP ERF. The confirmation letter will include a Rollover Benefit Summary (RBS) and exit statement.

Note: **the AMP ERF may have different fees and costs** [click here](#) or visit www.amp.com.au > Personal > Superannuation > AMP Superannuation Products > AMP Eligible Rollover Fund to access the PDS. If you require any additional information on the AMP ERF PDS the toll free number is 1300 300 288.

Once member accounts are transferred to the AMP ERF you will no longer be recorded as the 'active Adviser' on these accounts.

Accessing your identified ERF client list

A list of your clients that may be eligible for the AMP ERF transfer can be downloaded from MoneyOne Online by following the steps below:

1. Log into MoneyOne Online at <https://online.moneyone.com.au> using your login code and password.
2. Click on the item labelled 'Reports' located on the left hand side of the screen.
3. Click on the tab labelled 'Data Analysis' located on the top of the screen.
4. Click on the tab item labelled 'Common Queries' located on the top of the screen.
5. In the query type drop down menu select the '**ERF Transfer 2016**'.
6. Click on the "Run Query" button.
7. Any members that are eligible for the AMP ERF Transfer will be displayed

A reference copy of the member letter is attached.

Where the Adviser does not have any ERF members the reports will return no results.

Accessing copies of the client letters

Your clients' member letters were available to download via MoneyOne Online from Friday 6 May 2016.

These letters can be accessed by following the steps below:

1. Log into MoneyOne Online at <https://online.moneyone.com.au> using your login code and password.
2. Click on the menu item labelled '**Documents and Resources**' located on the left hand side of the screen.
3. Click on the menu item labelled '**Investor Documents**' located on the top of the screen.
4. Under the '**Investor Correspondence**' tab, select '**2016 AMP ERF Transfer**' from the drop down menu. A listing of your clients' details will appear.
5. Check the '**Select All**' option and click the '**Download**' button view all client information. Alternatively, select individual accounts by marking the check boxes alongside each account number to view information about specific clients.

If you do not have any member's eligible for ERF transfers, you will not see the 2016 AMP ERF Transfer batch name in the list.

For further information, please contact Client Services.

To view this and other recent platform news select the 'Latest News' link in the footer of MoneyOne Online, or to search and view all platform news go to 'Documents & Resources > News & Updates' in MoneyOne Online.

Enquiries
Client Services

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