

Thank you for requesting this Product Disclosure Statement from Funds Focus.

How to Apply

Please have a read through the PDS and if you would like to invest the application pages can generally be found towards the back of the document. You will only need to send the application section back with a cheque/direct debit payable direct to the investment company (not ourselves). You should take note of any minimum investment amounts that may apply and proof of ID that is now required for the new Anti-Money Laundering regulations.

Then mail the completed application directly to us.

We will then check to ensure your form is completed correctly before forwarding your document on to the investment provider on your behalf.

Wealth Focus Pty Ltd
Reply Paid 760
Manly
NSW 1655

Please note that we are unable to track applications mailed directly to the product provider and therefore cannot guarantee that your discounts have been applied in these instances.

Should you wish to take advantage of our free annual valuation and tax report for all your investments you should complete our broker nomination form for The Wealth Focus Investment Service.

Regards

Suliaman Ravell
Managing Director



Requirements for verifying your identity under the new Anti Money Laundering (AML)/Counter Terrorism Financing (CTF) Act

The AML/CTF Act came into effect on the 12th December 2007. All financial planning and fund management companies are now required to collect, verify and store specific customer information before arranging investment services for a client. It is designed to prevent, detect and protect Australian business from money laundering and the financing of terrorist activities.

As such, we request that all new applications are sent with 'certified documentation'.

We have found that the easiest way to provide the required documentation is to have a copy of your driving licence *or* passport certified by Australia Post or a Justice of the Peace (please see following page for a full list of individuals that can certify documentation).

Once this has been completed, under the current requirements we will not require you to send identification again.

What you need to do

You will need to enclose a certified piece of photographic evidence or one piece of primary non-photographic evidence and one piece of secondary evidence (please refer to the Identification Form for document requirements), with your application form and post to us at the following address

Wealth Focus Pty Ltd

Reply Paid 760

Manly

NSW 1655

Please do not send us original driving licences or passports as these can very easily get lost in the post. Copies of documents can be certified by an authorised individual, they will need to sight and verify that the copy is a 'certified true copy', sign, date, print their name and list their qualification.

**ANTI-MONEY LAUNDERING REQUIREMENT FOR NEW APPLICATIONS
IDENTIFICATION FORM A**

GUIDE TO COMPLETING THIS FORM

- Please contact us on 1300 55 98 69 if you have any queries.
- If you wish to apply in the name of a trust or company, please contact us for an alternative identification form.
SMSF's and retail superannuation applications do not need to provide ID (an online check will be performed for SMSFs)

Attach a certified copy of the ID documentation used as proof of identity. ID enclosed should verify your full name; and **EITHER** your date of birth or residential address.

- Complete Part I (or if the individual does not own a document from Part I, then complete either Part II or III.)

PART I – ACCEPTABLE PRIMARY ID DOCUMENTS

	Select ONE valid option from this section only
<input type="checkbox"/>	Australian State / Territory driver's licence containing a photograph of the person
<input type="checkbox"/>	Australian passport (a passport that has expired within the preceding 2 years is acceptable)
<input type="checkbox"/>	Card issued under a State or Territory for the purpose of proving a person's age containing a photograph of the person
<input type="checkbox"/>	Foreign passport or similar travel document containing a photograph and the signature of the person*

PART II – ACCEPTABLE SECONDARY ID DOCUMENTS – should only be completed if the individual does not own a document from Part I

	Select ONE valid option from this section
<input type="checkbox"/>	Australian birth certificate
<input type="checkbox"/>	Australian citizenship certificate
<input type="checkbox"/>	Pension card issued by Centrelink
<input type="checkbox"/>	Health card issued by Centrelink
	AND ONE valid option from this section
<input type="checkbox"/>	A document issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits to the individual and which contains the individual's name and residential address
<input type="checkbox"/>	A document issued by the Australian Taxation Office within the preceding 12 months that records a debt payable by the individual to the Commonwealth (or by the Commonwealth to the individual), which contains the individual's name and residential address. <i>Block out the TFN before scanning, copying or storing this document.</i>
<input type="checkbox"/>	A document issued by a local government body or utilities provider within the preceding 3 months which records the provision of services to that address or to that person (the document must contain the individual's name and residential address)
<input type="checkbox"/>	If under the age of 18, a notice that: was issued to the individual by a school principal within the preceding 3 months; and contains the name and residential address; and records the period of time that the individual attended that school

Who can verify customer identity documents?

Please find below a list of all the Approved Individuals that can certify documents:

- **A Justice of the Peace**
- **An agent of the Australian Postal Corporation** who is in charge of an office supplying postal services to the public, or a permanent employee with more than two years continuous service (who is employed in an office supplying postal services to the public)
- A notary public (for the purposes of the Statutory Declaration Regulations 1993)
- A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described)
- A judge, magistrate, registrar or deputy registrar of a court
- A chief executive officer of a Commonwealth Court
- A police officer
- An Australian consular or diplomatic officer (within the meaning of the Consular Fees Act 1955)
- An officer or finance company officer with two or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993)
- An officer with, or authorised representative of, a holder of an Australian Financial Services Licence, having two or more continuous years of service with one or more licensees, and
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with more than two years continuous membership.

Guaranteed Annuities

Lifestream Guaranteed Income

Product Disclosure Statement (PDS)

Preparation date: 2 October 2008

Issue date: 20 October 2008



Lifestream Guaranteed Income

A guaranteed regular income plan
A secure investment with a
guaranteed return

- **Short Term Income** – 1 to 5 years
- **Long Term Income** – 6 to 30 years
- **Lifetime Income** – income for as long as you live



Guaranteed Annuities Lifestream Guaranteed Income

Preparation date: 27 April 2010

This is a Supplementary Product Disclosure Statement (SPDS) in relation to the Guaranteed Annuities Lifestream Guaranteed Income Product Disclosure Statement with an issue date 20 October 2008 (PDS). This SPDS is issued by The Colonial Mutual Life Assurance Society Limited ABN 12 004 021 809, AFSL 235035. You should read this SPDS in conjunction with the PDS. Copies of the PDS and SPDS are available at comminsure.com.au

The purpose of this SPDS is to remove from the PDS reference to the disclosure of ratings from a credit ratings agency.

Changes to the PDS

The PDS is amended as follows:

1. Front inside cover of the PDS

Remove the following text:

“Standard & Poor’s (Australia) Pty. Ltd A.C.N 007 324 852, has given and not withdrawn its consent in respect to being reference in relation to the credit rating.”

2. Second column, page 2 of the PDS

Remove the following text:

“Standard & Poor’s, a leading global credit rating agency, has awarded CommInsure an AA Insurer Financial Strength rating. This reflects our very strong financial security in relation to our ability to pay under the terms of our insurance contracts.

Credit ratings are statements of opinion, not statements of fact or recommendations to buy, hold or sell any securities. Credit ratings may be changed, withdrawn or suspended at any time.

The credit ratings referred to in this document have been assigned without taking into account any recipients objectives, financial situation or needs. Before acting on any credit rating you should consider the appropriateness of the credit rating having regard to your own objectives, financial situation and needs.

In Australia, credit ratings are assigned by Standard & Poor’s (Australia) Pty Limited, which does not hold an Australian financial services licence under the Corporations Act 2001 for the provision of credit ratings.

The financial strength of an insurer is naturally an important factor in the decision to buy the right annuity product. By choosing CommInsure as your annuity source, you can make our recognised strengths your own.”

3. Bottom of page 2 of the PDS

Remove the Standard & Poor’s financial strength rating logo.

The issue of this SPDS is solely authorised by The Colonial Mutual Life Assurance Society Limited ABN 12 004 021 809 AFSL 235035 (referred to in this SPDS as ‘CommInsure’, ‘CMLA’, ‘we’, ‘our’ or ‘us’). Apart from CMLA, neither the Commonwealth Bank of Australia ABN 48 123 123 124 nor its subsidiaries are responsible for any of the statements contained in this SPDS. CommInsure is a registered business name of CMLA.

The information contained in this SPDS is general information only and does not take into account individual objectives, financial situation or needs. You should assess whether the information is appropriate for you and consider talking to a financial adviser before making an investment decision.

The issue of this Product Disclosure Statement (PDS) is solely authorised by The Colonial Mutual Life Assurance Society Limited ABN 12 004 021 809 (referred to in this PDS as 'CommInsure', 'CMLA', 'we', 'our', 'us') AFSL 235035. Apart from CMLA, neither the Commonwealth Bank of Australia ABN 48 123 123 124 nor its subsidiaries are responsible for any of the statements contained in this PDS. CommInsure is a registered business name of CMLA.

The Colonial Mutual Life Assurance Society Limited
Level 7

39 Martin Place
SYDNEY NSW 2000

Phone: 13 10 56 between 8am and 8pm (Sydney time), Monday to Friday

Facsimile: 02 9947 4392

CMLA is a wholly owned subsidiary of the Commonwealth Bank of Australia. CMLA guarantees all benefits under policies described in this PDS.

The Commonwealth Bank of Australia and its subsidiaries (excluding CMLA) do not guarantee Lifestream Guaranteed Income Annuities or the repayment of capital or interest by CMLA. Investments in Lifestream Guaranteed Income Annuities are not deposits or other liabilities of the Commonwealth Bank of Australia or its subsidiaries (excluding CMLA).

The information contained in this PDS is general information only and does not take into account individual objectives, financial situation or needs. You should assess whether the information is appropriate for you and consider talking to a financial adviser before making an investment decision.

You can only apply for the product by completing the Application attached to this PDS.

The offer made in this PDS is available only to persons receiving this PDS in Australia. Applications from outside Australia will not be accepted.

All references to monetary amounts in this PDS are, unless specifically identified to the contrary, references to Australian dollars.

Standard & Poor's (Australia) Pty. Ltd A.C.N 007 324 852, has given and not withdrawn its consent in respect to being referenced in relation to the credit rating. John Fairfax Publications Pty Ltd A.C.N 003 357 720 (Personal Investor Magazine published by Michael Gill for John Fairfax Publications) and Plan For Life Pty Ltd A.C.N 006 233 923 have given and not withdrawn their consent to be referenced in this PDS.

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Why CommInsure?

CommInsure provides a wide range of straightforward insurance and investment solutions to meet the needs of individual Australians.

CommInsure is the specialist insurance arm of the Commonwealth Bank Group and a leader in the Australian financial services industry. Our fresh approach combines innovation and simplicity with competitive products and responsive service. Although the CommInsure name was first introduced in 1999, CommInsure's roots within the Australian insurance industry go back well over 100 years.

CommInsure offers award-winning annuity investments. The following are some of the awards CommInsure has achieved;

Awarded by Plan for Life & Association of Financial Advisers for 2007

- Gold Annuity Provider of the Year
- Gold Award Lifetime Annuity of the Year
- Gold Award Long Term Annuity of the Year
- Life Insurance Company of the Year.

Awarded by Plan for Life for 2006

- Silver Annuity Provider of the Year
- Gold Award Lifetime Annuity
- Gold Award Long Term Annuity

Awarded by Money Magazine for 2006

- Best of the Best Annuity

Awarded by Personal Investor and Asset Magazine for Excellence in Australian Financial Services for 2005

- Annuity Provider of the Year

These awards took into account not only CommInsure's product features and benefits, and customer service, but also our financial strength and security, plus our market strengths compared to other providers and industry benchmarks.

Standard & Poor's, a leading global credit rating agency, has awarded CommInsure an AA Insurer Financial Strength rating. This reflects our very strong financial security in relation to our ability to pay under the terms of our insurance contracts.

Credit ratings are statements of opinion, not statements of fact or recommendations to buy, hold or sell any securities. Credit ratings may be changed, withdrawn or suspended at any time.

The credit ratings referred to in this document have been assigned without taking into account any recipients objectives, financial situation or needs. Before acting on any credit rating you should consider the appropriateness of the credit rating having regard to your own objectives, financial situation and needs.

In Australia, credit ratings are assigned by Standard & Poor's (Australia) Pty Limited, which does not hold an Australian financial services licence under the Corporations Act 2001 for the provision of credit ratings.

The financial strength of an insurer is naturally an important factor in the decision to buy the right annuity product. By choosing CommInsure as your annuity source, you can make our recognised strengths your own.



Introduction

Commlnsure offers an extensive range of award-winning guaranteed annuities which include:

1) Lifestream Guaranteed Income

2) Guaranteed Index Tracked Annuity

This PDS provides information on Lifestream Guaranteed Income.

Lifestream Guaranteed Income

With a range of options and terms, a Lifestream Guaranteed Income annuity is an investment product available for individuals, companies, superannuation funds and trusts.

Lifestream Guaranteed Income provides a regular payment that you can use to do those things you have always wanted to do.

Read this PDS to find out more about our Lifestream Guaranteed Income annuity.

Guaranteed Index Tracked Annuity

One of Commlnsure's innovative retirement income options, the Guaranteed Index Tracked Annuity (GITA) offers the guaranteed income stream of a traditional annuity with some of the aspects of the growth potential of a market linked pension. Regular payments can increase each year in line with the change in the movement in the S&P/ASX200 for the period up to 5%, but not decrease in any year.

Ask your financial adviser about the benefits of GITA or for further information read the GITA PDS which is available through your financial adviser or from our website at www.commlnsure.com.au.

In this PDS where we refer to superannuation money in relation to our annuities we are referring to certain rolled over superannuation benefits or directed termination payments used to purchase the annuity. The form used in connection with the purchase of your annuity should identify this superannuation money.

Lifestream Guaranteed Income

What is Lifestream Guaranteed Income?

Lifestream Guaranteed Income is an immediate annuity.

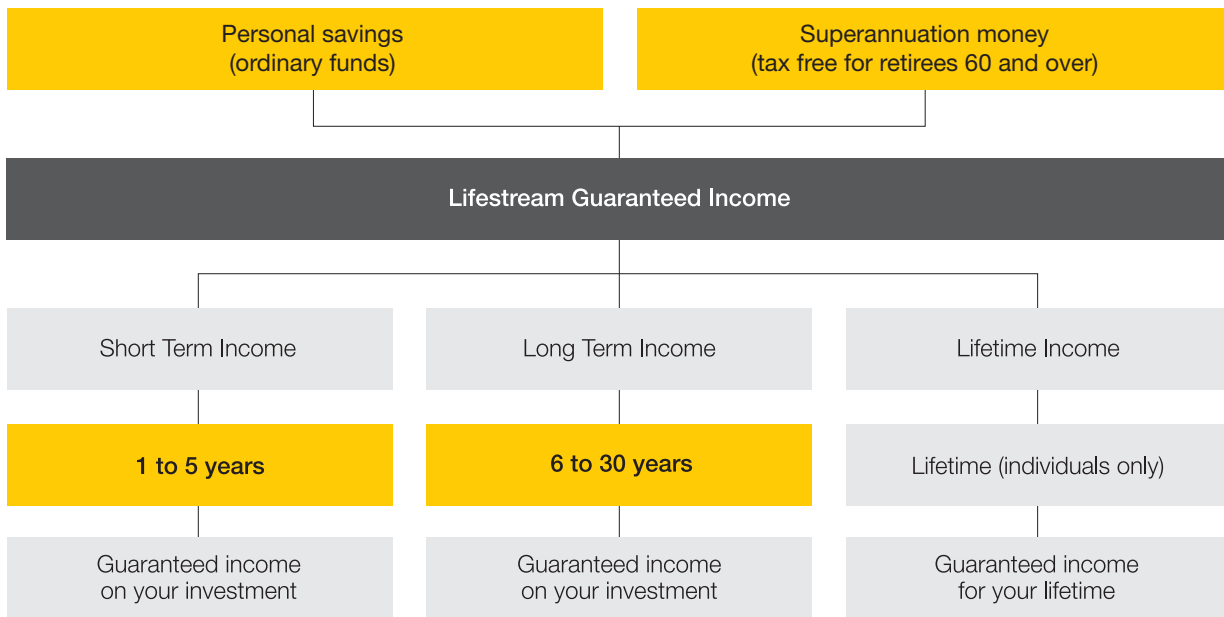
It allows you to invest a lump sum amount (from either personal savings or superannuation money) to provide you with a regular, guaranteed income over a specific term including:

- Short Term Income, for a Fixed Term of 1 to 5 years earning a guaranteed yield
- Long Term Income, for a Fixed Term of 6 to 30 years earning a guaranteed yield, or
- Lifetime Income, provides a guaranteed income for your lifetime.

Who is it suitable for?

Lifestream Guaranteed Income is generally suitable for:

- individuals, companies, funds and trusts seeking a low risk investment that provides guaranteed regular income payments
- retirees using superannuation money, seeking a tax free income stream. When a retiree turns 60 and they invest in an annuity sourced from superannuation money, they can take advantage of superannuation laws regarding tax free payments (see page 6)
- retirees seeking an income stream that provides longevity protection. A Lifetime Income Annuity provides investors with a regular income stream for as long as they are alive.



Lifestream Guaranteed Income – features at a glance

This table is a summary only of some of the features of Lifestream Guaranteed Income. It should not be considered a substitute for reading the PDS.

Feature	Short Term Income	Long Term Income	Lifetime Income
Who can invest? (see page 8)	Individuals, companies, funds, trusts.	Individuals, companies, funds, trusts.	Individuals
Term (see page 6)	Guaranteed income with fixed rate of return for 1 to 5 years.	Guaranteed income with a fixed rate of return for 6 to 30 years.	Guaranteed income for your lifetime.
Invest with personal savings or superannuation money	Yes	Yes	Yes
Tax free payments for retirees 60 and over using superannuation money (see page 15)	Yes	Yes	Yes
Choice of payment frequency (see page 9)	<ul style="list-style-type: none"> • Monthly • Quarterly • Half-yearly • Yearly 	<ul style="list-style-type: none"> • Monthly • Quarterly • Half-yearly • Yearly 	<ul style="list-style-type: none"> • Monthly • Quarterly • Half-yearly • Yearly
Is there a way to be protected against the impact of inflation? (see page 6)	No	Yes, by indexing the payment to CPI.	Yes, by indexing the payment to CPI.
Guaranteed period (Lifetime Income only) (see page 10)	Not applicable	Not applicable	Yes, up to life expectancy.
Full withdrawal (see page 11)	Yes ¹	Yes ¹	Yes ¹ , within guaranteed period.
Partial withdrawal (see page 11)	Yes, for investments made with personal savings. No, for investments with superannuation money.	Yes, for investments made with personal savings. No, for investments with superannuation money.	No
Can capital be returned at the end of the term of the investment? (see page 10)	Yes, 0% to 100%. For an investment with superannuation monies where you choose an RCV, the RCV may be limited to ensure that you meet the minimum regular payments (see page 10).	Yes, 0% to 100%. For an investment with superannuation monies where you choose an RCV, the RCV may be limited to ensure that you meet the minimum regular payments (see page 10).	No
Can I have joint ownership? (see page 9)	Yes, where the investment is from personal savings only and the investor is an individual.	Yes, where the investment is from personal savings only and the investor is an individual.	Yes, where the investment is from personal savings only and the investor is an individual.
Reversionary beneficiary (see page 9)	Yes	Yes	Yes
Nominated beneficiary (see page 9)	Yes, for investments made with personal savings. No, for investments with superannuation money.	Yes, for investments made with personal savings. No, for investments with superannuation money.	No
Commission² (see page 13)	Maximum 0.66% of amount invested x investment term.	Maximum initial commission of 3.30% of amount invested. Maximum subsequent commission of 0.33% annually of initial investment amount.	Maximum initial commission of 3.30% of amount invested. Maximum subsequent commission of 0.33% annually of initial investment amount.

1. If you withdraw your investment early, you may get back less than you originally invested depending upon the interest rates at the time of your withdrawal, even after taking into account amounts already paid to you.

2. Rates inclusive of GST.

Features and benefits

Term of investment

We offer a term of 1 to 30 years however your choice of term may be limited by the minimum regular payments required under the relevant superannuation law and the requirement that some annuities must not be paid beyond age 100. Your financial adviser will be able to indicate to you the term of investments available.

Short Term Income 1 to 5 years

The Short Term Income option provides you with all the above features.

Long Term Income 6 to 30 years

The Long Term Income option provides you with all the above features as well as the ability to receive:

- annual payment increases or indexation – you can choose to index your income payments to keep pace with inflation. You may link indexation to the consumer price index (CPI) or as a fixed rate of up to 8% per annum. Indexation can only be chosen at the time of your initial investment.

Lifetime Income

The Lifetime Income option provides you with a series of regular payments for your lifetime (known as a Lifetime Investment). These payments are guaranteed by Commlnsure.

Lifestream Guaranteed Income annuities offer benefits when using superannuation monies or personal savings.

Annuities using superannuation money

If you are a retiree 60 and over and you invest with superannuation money you receive a series of tax free guaranteed regular payments. There are also tax benefits for retirees aged from 55 to 59 when investing with superannuation money (see page 15). You can choose between investing for a fixed term or for your lifetime.

Fixed Term Income

Fixed Term Income provides you with regular payments for a set number of years. These payments and any capital are guaranteed by Commlnsure for the term of the contract.

Fixed Term Income offers:

- guaranteed income for the chosen fixed term. Once you have invested, you can be certain that your regular income payments are guaranteed and will be unaffected by movements in investment markets or changes in the economy
- easy way to budget. You know in advance what your regular income payments will be and when you will receive them. The regular payments you receive will be based on the minimum annual amount payment requirements under the relevant superannuation law

- the choice to receive your capital at the end of the fixed term. You can choose to receive back some (or in some cases all) of the capital you invested at the end of the investment as a lump sum. This is known as Residual Capital Value (RCV). You can nominate a RCV from 0% to 100%. Limitations to the RCV you can nominate may apply for superannuation money (see page 10)
- the ability to nominate a reversionary beneficiary (see page 9)
- tax free income payments for retirees 60 and over. There are also tax benefits for retirees aged from 55 to 59 (see page 15).

Lifetime Income offers:

- longevity protection in the form of a guaranteed income for life. Once you have invested, you can be certain that your regular income payments are guaranteed and will be unaffected by movements in investment markets or changes in the economy
- annual payment increases or indexation – you can choose to index your income payments to keep pace with inflation. You may link indexation to the consumer price index (CPI) or as a fixed rate of up to 8% per annum. Indexation can only be chosen at the time of your initial investment
- the ability to nominate a reversionary beneficiary (see page 9)
- tax free payments for retirees 60 and over. There are also tax benefits for retirees aged from 55 to 59 when investing with superannuation money (see page 15)

Please note: Delays can occur when rolling over superannuation funds. We cannot process your Application until all requirements, including monies, have been received. As our quotes are only valid for 7 days, a new quote may be required to proceed with your investment. The new quote may differ from the previous quote depending upon interest rate movements.

Annuities using personal savings

Investing with personal savings provides you with a series of guaranteed regular payments and the flexibility to choose from all the features and benefits below. You can choose between investing for a fixed number of years or for your lifetime.

Fixed Term Income

Fixed Term Income provides you with regular payments for a set number of years. These payments and any capital are guaranteed by CommInsure.

Fixed Term Income offers:

- guaranteed income for the chosen fixed term. Once you have invested, you can be certain that your regular income payments are guaranteed and will be unaffected by movements in investment markets or changes in the economy
- easy way to budget. You know in advance what your regular income payments will be and when you will receive them
- the choice to receive your capital at the end of the fixed term. You can choose to receive back some or all of the capital you invested at the end of the investment as a lump sum. This is known as Residual Capital Value (RCV). You can nominate a RCV from 0% to 100%
- the ability to make a partial withdrawal at any time (costs may be incurred, see page 11)
- the ability to nominate a reversionary beneficiary (see page 9)
- the ability to also nominate a nominated beneficiary (see page 9).

Lifetime Income offers:

- longevity protection in the form of a guaranteed income for life. Once you have invested, you can be certain that your regular income payments are guaranteed and will be unaffected by movements in investment markets or changes in the economy
- annual payment increases or indexation – you can choose to index your income payments to keep pace with inflation. You may link indexation to the consumer price index (CPI) or as a fixed rate of up to 8% per annum. Indexation can only be chosen at the time of your initial investment
- the ability to nominate a reversionary beneficiary (see page 9)
- easy to budget. You know in advance what your regular income payments will be and when you will receive them.

Your investment

Who can invest?

Anyone can invest in Lifestream Guaranteed Income (including individuals, companies, superannuation funds and trusts). However, a Lifetime Income can only be owned by an individual.

You can invest with:

- your own personal savings, or
- superannuation money that is accessible (i.e. unrestricted non-preserved monies).

Generally, your superannuation money will be considered 'unrestricted non-preserved' if:

- you are preservation age and have retired from the workforce
- you have left employment after reaching age 60
- you are age 65 or over
- you are permanently incapacitated, or
- your superannuation money is not preserved for any other reason.

Overseas residents

If you are an overseas resident currently in Australia, you may be able to invest in either Short Term or Long Term Income using your personal savings. To invest you will need to receive all the information about Lifestream Guaranteed Income (including this PDS) and complete the Application whilst in Australia.

The taxation information contained on pages 15 and 16 of this PDS may not be relevant to you as a non-resident investor and we recommend that you speak to an appropriate tax adviser before investing. In particular, we note that a number of the International Tax Agreements between Australia and its trade partners give sole taxing rights on annuity income to the country of residence of the annuitant.

If you satisfy the taxation law definition of a resident of a country which has entered into such an agreement, no Australian tax will be deducted from your annuity income. Additionally, you will not be required to include that income in an Australian income tax return.

For further information on investing as a non-resident, please speak with your financial adviser.

Pre-retirement annuities

In some limited circumstances people who have reached their superannuation preservation age can purchase an annuity with their superannuation monies without having to permanently retire.

Your superannuation preservation age is based on your date of birth as follows:

Date of birth	Preservation age
Before 1 July 1960	55
1 July 1960 to 30 June 1961	56
1 July 1961 to 30 June 1962	57
1 July 1962 to 30 June 1963	58
1 July 1963 to 30 June 1964	59
After 30 June 1964	60

In addition to meeting the usual requirements for annuities purchased with superannuation money, the conditions of pre-retirement annuities must also include requirements such as:

- the annuity is non-commutable, other than within the first six month period or other limited circumstances allowed under superannuation law, and
- either be a lifetime annuity or for a fixed term that is generally at least the life expectancy of the primary annuitant and no longer than the period to age 100.

There is no limit to the amount of superannuation that can be accessed by you for the purpose of a pre-retirement annuity, however there may be limitations imposed by your super fund.

We may consider requests to issue these pre-retirement annuities. You should speak to your financial adviser about the benefits and restrictions of a pre-retirement annuity if you consider this might be relevant to you.

How much can I invest?

Minimum investment – \$20,000 for each investment.

Maximum investment – \$10,000,000 for each investment.

You cannot add to Lifestream Guaranteed Income once your investment has commenced. If you are investing a rolled over superannuation benefit, you must ask the 'payer' to roll over your superannuation benefit directly into your chosen Lifestream Guaranteed Income, because under taxation law the payment cannot be rolled over once you have cashed it.

Can I jointly own Lifestream Guaranteed Income?

You can make an investment with someone else if you invest with personal savings. This offers you the flexibility to split the regular income payments between joint owners and potentially achieve greater tax savings. Joint ownership is not possible where you are using superannuation money to invest or where a company, fund or trust invests.

Can I have a reversionary beneficiary?

Yes. This means that after you die, the reversionary beneficiary will receive the regular payments until the end of the fixed term.

A reversionary beneficiary can only be nominated at inception, and once nominated cannot be changed.

For annuities with superannuation money, reversionary beneficiaries must be a dependant at the death of the annuitant (see page 13).

If you have invested in joint names, you do not need to select a reversionary beneficiary as the payments will automatically revert to the joint owner upon your death.

Can I have a nominated beneficiary?

Yes, when investing with personal savings only for Short Term or Long Term Income. The nominated beneficiary can be in addition to a joint owner or reversionary beneficiary. You cannot nominate a beneficiary for investments using superannuation money.

Where a beneficiary is nominated, the beneficiary will have the option to receive the withdrawal value of the investment or continue to receive the regular payments until the end of the fixed term, if the beneficiary survives:

- you (the owner)
- the joint owner (if any), and
- the reversionary beneficiary (if any).

The nominated beneficiary can be removed or changed by the person receiving the regular payments at any time but must be made prior to the nominated beneficiary becoming entitled to such payment. A request to change the nominated beneficiary must be in writing. A change to the nominated beneficiary does not take effect until we have sent written confirmation of the change.

Are there any significant risks?

Lifestream Guaranteed Income has certain risks. Here are a few things you should keep in mind when choosing to make your investment.

- withdrawal of your investment – most people do not withdraw their annuity during its term. When the investment is withdrawn (whether completely or in part), withdrawal fees and costs will be incurred. The value on withdrawal may also be lower than you expected because of interest rate movements. Please see page 11 for more details on how the withdrawal value is calculated and for details on partial withdrawal
- if Lifetime Income is purchased, there is a risk of dying before receiving back all or any part of your investment. The withdrawal value of the investment will be paid to your estate if a guaranteed period is chosen and has not expired. If a guaranteed period is not chosen or was chosen and has expired, payments will cease on your death, and the withdrawal value will be nil. However, if there is a surviving reversionary beneficiary or joint owner, payments could continue to the reversionary beneficiary or joint owner.

How often will I receive my income payments?

Depending on your needs, you can choose to receive your regular payments at the following intervals:

- monthly
- quarterly
- half-yearly, or
- yearly.

You will always be paid on the same date, this is known as the 'regular payment date'. The regular payment date is based on the date that your investment is received and this will be specified in the policy schedule you receive. You cannot change the frequency or date of your payments once you have started your investment. If your payments are payable to more than one person, it will be paid to such persons in equal shares unless specified otherwise.

You can elect to receive your payments by cheque or paid directly to your bank, building society or credit union account. If the owner of the investment is a company, fund or trust, payments must be made to your company, fund, trust or estate account.

Your investment

You may receive your payment on the next business day after your regular payment date if the regular payment date falls on a weekend or public holiday.

You may also have to wait for your payment to clear through your financial institution.

How much income will I receive?

The amount of regular payments you will receive from your investment will depend on:

- how much money you invest
- the term you select when you set up your investment
- the rates we offer you at the time you invest, and
- whether you are investing with ordinary money or superannuation money.

Minimum payment standards apply for Short and Long Term Income purchased with superannuation monies. These rules specify the minimum annual regular payments that you should receive based generally upon your age, as outlined in the table below:

Age	% of your original investment
55-64	4
65-74	5
75-79	6
80-84	7
85-89	9
90-94	11
95+	14

For annuities with a RCV, the percentage factors need to be met in each and every year as the you become older. For annuities with a nil-RCV the percentage factor only has to be met in the first year of investment. In addition, part of the minimum payment standards stipulate that nil-RCV annuities sourced from super can only have a term duration up to your 100th birthday. The above requirements will be reflected in the quotation you receive.

In order to meet the minimum percentage drawdown factors above, depending upon your age, you may not be able to choose 100% RCV.

Annuities sourced with personal savings do not have to meet minimum requirements for annual payment amounts

Your financial adviser will be able to calculate the amount of the regular payments for you and can provide you with a printed quote, which will show details of the amount of the regular payments you can expect to receive, based on the options you choose and your personal circumstances.

Our rates are reviewed weekly, so quotes are only valid for 7 days. A new quote will be required if the original quote expires before your investment can be finalised.

Can I have a guaranteed payment period?

If you choose a Lifetime Income, you can also select a minimum period, starting on the day you first invest, during which payments must be made (known as the 'guaranteed period'). If you die, your payments will continue to the end of the guaranteed period, but in the case of an investment made with superannuation money regular payments will cease and the withdrawal value will be payable.

If you choose a Lifetime Income, the guaranteed period can be up to a maximum of your life expectancy (rounded up to the nearest whole year).

If you die during the guaranteed period and you have a reversionary beneficiary or joint owner, they can usually elect to receive the withdrawal value of the investment instead of receiving the regular payments. If there is no reversionary beneficiary or joint owner the withdrawal value will be paid to your estate.

Can I have some or all of my money returned at the end of the fixed term?

If you invest in a Short Term Income or Long Term Income annuity you can choose to have some or all of the money you invested returned as a lump sum when the fixed term ends. This is your RCV. The higher the percentage that you would like returned to you, the lower your regular payments will be. For example, you may want to get back 20%, 50% or 100% of the money you invested less any tax (see pages 15 and 16).

For an investment made with superannuation money where you choose an RCV the RCV may be limited to ensure that we make at least the minimum regular payments (see 'How much income will I receive?') Your financial adviser will be able to calculate the maximum RCV based on your age, type and term of investment.

Prior to the end of the term we will contact you to enquire as to what you would like us to do with the RCV. If you wish to reinvest all or part of your RCV you will need to contact your financial adviser or one of our Customer Service Representatives, on **13 10 56**, to arrange for a new Application including quotation.

Am I able to make a full withdrawal of my investment?

You can withdraw all of your Short Term or Long Term investments at any time. For Lifetime Income, if you choose a nil guaranteed period or the guaranteed period has expired there will be no withdrawal value.

How is the withdrawal value calculated if it becomes payable?

If a full withdrawal of an investment has been made with superannuation money, before calculating the full withdrawal value we will also calculate and pay to you (unless superannuation law decrees otherwise) a proportion of your regular payment. This is to ensure that you are paid the minimum annual amount as provided under superannuation law. Your full withdrawal value will then be calculated after allowing for this payment.

If all your investment is withdrawn, the amount you receive back is likely to be less than the amount you invested. You will receive an amount equal to the value, at the time you make the withdrawal, of any remaining regular payments and capital (if any) to the end of the fixed term.

The investment value will initially be calculated:

- by using an interest rate based on rates prevailing at the time you withdraw your investment
- regular payments to the end of the guaranteed period if you choose a Lifetime Income
- in accordance with the requirements of the Life Insurance Act.

We then deduct the full withdrawal fee, which is 3% of the amount calculated above up to a maximum fee of \$1,500 before determining an amount which is the full withdrawal value. For example, if the investment value before the full withdrawal fee was \$20,000 then the full withdrawal fee is \$600 and the actual withdrawal value will be \$19,400. If the withdrawal value before the full withdrawal fee was \$100,000 then the full withdrawal fee will be \$1,500 and the actual withdrawal value is \$98,500.

We may increase the full withdrawal fee at any time by any amount by giving you 3 months prior notice.

Am I able to make a partial withdrawal of my investment?

You can make a partial withdrawal from Short Term or Long Term Income with a fixed term that have been purchased with personal savings.

You cannot make a partial withdrawal from your Lifetime Income or an investment with superannuation money. If you want to make a partial withdrawal you will need to request this in writing and send your request to us.

The minimum amount you can partially withdraw is \$5,000; the maximum amount is the full investment less the \$20,000 minimum investment amount.

The withdrawal value of your remaining investment is calculated in the same manner as a full withdrawal (see 'How is the withdrawal value calculated if it becomes payable?'), but using the amount remaining after the partial withdrawal as the basis for the calculation. We will tell you if you have reached your maximum amount, and if so, ask you to choose a smaller partial withdrawal amount. Following a partial withdrawal your regular payments are recalculated by taking into account:

- the amount of your partial withdrawal
- the cost of setting up and maintaining the revised investment
- the interest rate, which is based on rates prevailing at the time of this withdrawal
- the period remaining of regular payments to the end of the fixed term
- the change to the RCV payable (if any)
- the requirements of the Life Insurance Act, and
- the partial withdrawal fee.

The partial withdrawal fee is a proportion of the full withdrawal fee which is applied to the withdrawal value. The proportion is determined by dividing the amount of partial withdrawal you requested by the withdrawal value.

For example, if the regular payments were \$35,000 per annum and the withdrawal value (having deducted the full withdrawal fee) was \$748,500 with a RCV of \$750,000 and the partial withdrawal requested was \$100,000 the proportion withdrawn is 13.36% ($\$100,000/\$748,500$) and therefore the partial withdrawal fee deducted from the amount used to calculate your regular payments is \$200.40 ($\$1,500 \times 13.36\%$).

Your investment

We will inform you of the revised amount of your regular payments, the residual payment (RCV, if any) and the adjusted 'deductible amount' that will apply to you. In the above example your regular payments of \$35,000 per annum would be reduced by 13.36% to \$30,324 per annum with a new RCV of \$649,800 (\$750,000 x 86.64%) after your partial withdrawal. You should be aware that any movement in market interest rates since you made your investment, or last altered your investment, may reduce your regular payments when a partial withdrawal is made.

Can I index or increase my regular payments?

Indexation helps you to maintain your lifestyle as the cost of living increases.

If you choose Long Term or Lifetime Income you can choose to have your payments remain at the same level or be increased each year by either:

- the CPI, so your income payments keep up with inflation, or
- a fixed percentage up to 8% per annum.

Please note: Indexation of payments is not available for fixed terms of 5 years or less.

You cannot choose to increase or change the level of your regular payments once you have started your investment.

What happens on death?

Regular payments may continue to be payable on your death depending on the type of annuity you have chosen.

A withdrawal value may also be payable in some circumstances. However where your annuity has been purchased with superannuation money and there is no surviving reversionary beneficiary or a child is a reversionary beneficiary, the withdrawal benefit may have to be paid instead of regular payments continuing (see page 13).

What happens to my fixed term investment on death?

If you die before the end of a fixed term and a reversionary beneficiary or joint owner has not been selected or a beneficiary has not been nominated (or none of them survive you), regular payments can continue until the end of the fixed term to your estate or your estate can elect to receive the withdrawal value of the investment. However please see page 13 to see what happens where the annuity has been purchased with superannuation money and on your death there is no surviving reversionary beneficiary.

If you die before the end of the fixed term and a reversionary beneficiary or joint owner has been selected, regular payments will continue to the surviving reversionary beneficiary or joint owner until the end of the fixed term at the level selected. However see page 13 for circumstances that apply where the beneficiary is a child and the annuity was purchased with superannuation money. Alternatively, the reversionary beneficiary or joint owner may be able to elect to receive the withdrawal value of the investment.

If the reversionary beneficiary or joint owner dies after you and before the end of the fixed term and there is no surviving beneficiary, regular payments can continue to their estate or the estate can elect to receive the withdrawal value of the investment. For superannuation money please see below.

What happens to my fixed term investment on death if a nominated beneficiary has been selected?

If a nominated beneficiary has been selected and survives your death and the death of any joint owner or reversionary beneficiary, then the nominated beneficiary will have the option to either receive the withdrawal value of the investment or to continue to receive the regular payments to the end of the fixed term. The nominated beneficiary will need to advise us in writing of their preferred option.

If the nominated beneficiary who is receiving the regular payments dies before the end of the fixed term the withdrawal value of the investment will be paid to the estate of the nominated beneficiary.

If the nominated beneficiary dies before you and any joint owner or reversionary beneficiary and there is no replacement nominated beneficiary, then regular payments and the withdrawal value will be paid as if there was no nominated beneficiary.

What happens to my Lifetime Income on death?

If you choose a Lifetime Income and the guaranteed period was chosen and has not expired on your death, regular payments can continue to your estate or your estate can elect to receive the withdrawal value.

However, for superannuation monies, your estate cannot elect to receive the regular payments and any withdrawal value will be paid to the estate.

If a guaranteed period was not chosen, or was chosen and has expired on your death, payments will cease on your death, and the withdrawal value will be nil, unless there is a reversionary beneficiary or joint owner.

Please also see below to understand what happens if the beneficiary is a child and the annuity was purchased with superannuation money.

Can regular payments reduce when I die for Lifetime Income?

When you choose a Lifetime Income and there are joint owners or you select a reversionary beneficiary, the continuation of the regular payments can depend on two lives. If one person dies, the remaining person may not need to receive the same level of payments. When setting up your Lifetime Income you can elect to reduce the regular payments if this happens. You may decide to leave the payments at the same level, or decrease them by 15%, 25%, 33.3% or 50% (subject to government limits).

Please note that, for investments made with personal savings in joint names, the reduction will apply to the total amount of the payments from the investment. However, where you have selected a guaranteed period for Lifetime Income, any reduction will not occur until after the end of the guaranteed period.

What happens to regular payments if the annuity was purchased with superannuation money, you die and there is no surviving reversionary beneficiary?

If you die and there is no surviving reversionary beneficiary we will pay the withdrawal value to your estate (and regular payments must cease).

What happens to regular payments if the annuity was purchased with superannuation money, you die and the beneficiary is a dependant child?

If the surviving reversionary beneficiary is your dependant child (i.e. a financially dependant child of the deceased under 25 years of age), we will continue to pay the regular payments to the dependant child. Once they reach 25, unless the child is considered disabled under the Disability Services Act, regular payments must cease and the withdrawal value must be paid to them. In general terms this is a permanent disablement resulting in a substantially reduced capacity for communication, learning or mobility and the need for ongoing support services.

If the child of the deceased is not a dependant at the date of claim (i.e. is over 25 years of age) we must pay the withdrawal value to them. Non-dependants cannot receive a death benefit as regular payments. Payments to non-dependants must be made as a lump sum and will be taxed at the rates outlined on page 16.

Lifetime Income using personal savings: joint ownership compared to reversionary beneficiaries

- for investments made with personal savings in joint names, the payments will reduce on the first death. Joint ownership is not available where investments are made using superannuation money
- for investments where there is a reversionary beneficiary, the payments reduce on your death only, and not that of the reversionary beneficiary if this occurs first.

What are the fees and charges for this investment?

Your regular payments in your quote will take into account any amount paid to your adviser as commission, plus and the fees and costs associated with administering your investment. However, if you request a full or partial withdrawal, additional fees and charges will be incurred (see page 11).

What is paid to my adviser?

Advisers employed by the Commonwealth Bank Group are remunerated by salary. An incentive program exists whereby advisers may be eligible for bonuses based on sales of products made available by the Commonwealth Bank Group and external product providers. The bonus payments may include dollar-based incentives, international, interstate and local travel, accommodation and may include spending money.

Commonwealth Bank Group advisers are also entitled to receive bonus payments representing revenue above a set threshold. Revenue towards this threshold is generated by the placement of investment and insurance products.

Salary, bonuses and other benefits are payable by the Commonwealth Bank Group and are not additional to the charges outlined above.

Advisers not employed by the Commonwealth Bank may receive commission in two separate components – an initial commission and ongoing service commission.

Initial commission is paid when your policy commences. It is a percentage of the investment made and depends on the term of your policy. The following table outlines the commission payable. Ongoing service commission is paid each year for as long as regular payments continue. All commission payments are inclusive of GST.

If your adviser agrees to rebate part or all of their commission from us, you will receive larger guaranteed income payments for your investment. The amount paid to your adviser forms part of the total charges when your income payments are calculated. It is not an additional separate cost to you.

Your investment

Lifestream Guaranteed Income commission summary

Term of policy	Initial commission	Ongoing service commission
1 year	0.66% of amount invested	Nil
2 years	1.32% of amount invested	Nil
3 years	1.98% of amount invested	Nil
4 years	2.64% of amount invested	Nil
5 years	3.30% of amount invested	Nil
6 to 25 years	3.30% of amount invested	0.33% per annum of the original amount invested

For example, if you invest \$100,000 in Short Term Income for 5 years, the maximum initial commission amount received by your adviser is \$3,300.

An additional amount of up to 10% of the commission may be paid to an adviser if the adviser meets certain sales targets. This level of additional adviser commission includes the additional amount, which may be more or less than the actual amount paid to your adviser.

These advisers may receive, from time to time, an additional incentive of up to 1% of the amount you invest.

If your adviser agrees to rebate part or all of their commission from us, you will receive larger regular payments for your investment. These amounts paid to your adviser form part of the total charges. They are not an additional cost to you.

Additional information

What information will I receive on my investment?

When you make your investment you will receive the following information:

- a Policy Document. This is the document which sets out the terms and conditions of your investment

During the course of your investment you will also receive:

- an annual statement. For individual investors this includes your Pay As You Go (PAYG) Payment Summary (as applicable), which shows details of any payments you have received and any tax deducted during the year. Companies, funds and trusts are not required to have PAYG tax instalments deducted from their regular payments and therefore no PAYG Payment Summary will be provided.

Taxation

We have only provided general statements on taxation. As your individual circumstances may be quite different, you should discuss any taxation issues with your tax adviser. All taxation information is based on the tax laws and their interpretation that were current on 12 September 2008.

For investments purchased with superannuation money –

- a tax offset (rebate) of 15% applies to the assessable portion of your regular payment if you are aged from 55 to 59, and
- if you are aged 60 or over, your regular payments are tax free.

How are your regular payments taxed?

We are not required to deduct Pay As You Go (PAYG) tax instalments from payments to companies, superannuation funds or trusts. For specific advice on the taxation treatments of regular payments to any of these entities you should contact your own taxation adviser. The following comments relate to individual investors.

For individual investors, we are generally obliged to deduct PAYG tax instalments at normal personal income tax rates. A Tax File Number (TFN) Declaration has been provided for your use. You are not required to complete this form. However, if you do not provide your TFN we are obliged to withhold tax from your income payments at the highest marginal tax rate plus the Medicare Levy (currently 46.5%).

Annuity payments are assessable as income and subject to tax instalments, which are deducted at the time each payment is made. However, your assessable income excludes your 'deductible amount' (i.e. annuity income which generally represents a return of your capital and is tax free).

The deductible amount is calculated differently depending on the source of the money used to purchase the annuity.

For annuities purchased with personal savings, the deductible amount is calculated by dividing the amount you invest less any amount that is to be returned to you at the end of the annuity term (RCV), divided by the investment term in years:

$$\text{Deductible amount} = \frac{\text{Investment} - \text{RCV}}{\text{Investment term}}$$

For fixed term investments the investment term will be the number of years to maturity of the policy. For Lifetime Income, the investment term will be:

- your life expectancy if there is no reversionary or joint owner, otherwise
- the longer of the life expectancies of you, your joint owner or reversionary.

For an investment made with superannuation money, the deductible amount is determined by the components of the lump sum superannuation benefit (LSSB) rolled over to us. The LSSB may comprise a Tax Free component and a Taxable component. The ratio of the Tax Free component to your total LSSB is used in determining the deductible portion of each income payment.

What tax is payable when I die?

The amount of tax payable on your death can depend on the source of the money used to make your investment and the choices you made when setting it up.

If the regular payments continue to a joint owner, reversionary beneficiary or your estate the payments will generally be taxed as income in their hands (having regard for any deductible amount). However, if you or your reversionary were aged 60 or more at your date of death and your investment was sourced from superannuation money the regular payments will be tax exempt. We suggest that recipients seek professional advice based on their particular circumstances.

If a lump sum is paid to your reversionary beneficiary, joint owner or estate any tax liability will depend on whether your investment was purchased with superannuation money or personal savings and who receives the benefit.

As a general statement, for investments purchased with personal savings any lump sum death payments are tax free to the recipient.

For investments purchased with superannuation money the tax treatment will depend on whether the recipient is regarded as a dependant for tax law purposes. This definition would include your spouse or former spouse, your child or anyone who had a dependency relationship with you. However, note that a child is not generally regarded as a dependant once they have reached 18 years of age.

Additional information

Where a lump sum death benefit is paid to a dependant the amount is exempt from tax. For non-dependant recipients the benefit is subject to tax at the rate of 16.5% on the Taxable component.

Special rules also apply to a reversionary beneficiary who is your child where the investment was made with superannuation money. We are prevented by law from commencing a reversionary income stream for your child if they do not satisfy the dependency definition. We are also required to pay the residual value of your policy to a child reversionary on their attaining age 25. Note that such a payment would be tax exempt.

What taxes do I pay if I withdraw from my investment?

As a general statement the amount returned when you withdraw (includes an RCV) from an investment purchased with personal savings is a return of your capital and is not subject to tax.

Where the investment has been purchased with superannuation monies, the withdrawn amount is a Lump Sum Superannuation Benefit and can comprise of a Tax Free and Taxable component. The proportional rule discussed above will also apply here to determine the Taxable component. That component is taxed in accordance with the following table:

If you cash your superannuation when you are:	Your benefits will be taxed as follows	
	Taxable component	Tax Free component
Under age 55	21.5%*	Tax-free
Age 55-59	Tax-free up to the low rate threshold of \$145,000 [Ⓢ] : 16.5%* thereafter	Tax-free
Age 60 or over	Tax-free	Tax-free

* Includes Medicare Levy of 1.5%

[Ⓢ] Indexed in line with Average Weekly Ordinary Times Earnings (AWOTE), in increments of \$5,000.

Contributions tax

If your superannuation money comes from a government superannuation fund, or directly from your employer (not your employer's superannuation fund), a part of it may not have been taxed. You should note that 15% tax is payable on the Taxable component. We will deduct this tax upfront when your investment is received. Your regular payments are then calculated on the balance after the deduction.

Investments with personal savings

There is no tax payable on money paid as a lump sum to your estate or beneficiary, to the extent that the payment represents a return of your capital.

Can I transfer my investment to another party?

You cannot transfer your investment to another party.

Can I use my investment as security for borrowing?

You cannot use your investment as security for borrowing.

Can you vary my policy?

We may have to vary the terms and conditions of your policy or its benefits:

- if taxation or superannuation law changes or to make such changes that we consider are necessary to meet requirements of superannuation law. This may be with effect from the start of your annuity or such later date as we may require
- if additional or alternative government levies are imposed on us, or
- if our rights or obligations are changed by law.

Changes to this PDS

The information in this PDS is subject to change from time to time and is up to date as at the date stated on the cover of the PDS. Where the new information is materially adverse information, we will either issue a new PDS or Supplementary PDS for new investors setting out the updated information. Where the new information is not materially adverse information, we will not issue a new PDS or supplementary PDS. Nevertheless, you will be able to access the updated information by calling us on **13 10 56** between 8am and 8pm (Sydney time), Monday to Friday. If you ask us to, we will send you a paper copy of the information.

Investment strategy

All investments are invested in the CMLA Number 3 Statutory Fund maintained under the Life Insurance Act.

Annuity funds within this statutory fund are used to purchase assets to meet the liabilities created when annuity payments commence.

CMLA does not explicitly take labour standards or environmental, social or ethical considerations into account when making an investment decision. However, should sustainability of earnings of those companies we invest in be adversely affected due to poor labour standards or activities considered environmentally socially or ethically unacceptable, we may divest ourselves of the investment. Hence these factors may sometimes be implicitly taken into account when investment decisions are made.

Anti-Money Laundering and Counter-Terrorism Financing laws

These laws establish a regulatory regime to combat money laundering and the financing of terrorism. They impose significant new obligations upon CommInsure. We are required to comply with these laws, including when required the need to establish your identity and the identity of any surviving beneficiary or reversionary beneficiary and other persons associated with your investment.

Additionally, from time to time, we may require additional information to assist with this process. You will be notified if we need to establish your identity or if we require further information to assist with this process.

We may be required to report information about you to the relevant authorities. We may not be able to tell you when this occurs. We may not be able to transact with you or other persons. This may include delaying, blocking, freezing or refusing to process a transaction. This may impact on your investment and could result in a loss of the amount invested.

Privacy of your personal information

Collection and verification of personal information

'Customer Information' is information about a customer. It includes personal information such as name, age, gender, contact details as well as your health and financial information.

The law requires us to identify our customers. We do this by collecting and verifying information about you. We may also collect and verify information about persons who act on your behalf. The collection and verification of information helps to protect against identity theft, money-laundering and other illegal activities.

We use your customer information to manage our relationship with you, provide you with the products and services you request and also tell you about the products and services offered by the Commonwealth Bank Group (Group), affiliated providers and external providers for whom we act as agent. If we have your email or mobile phone details we may contact you electronically. You may also receive information on the Group's products and services electronically.

The collection and verification of customer information may be carried out in different ways and we will advise you of the most acceptable methods of doing this. We may disclose your customer information in carrying out verification – e.g. we may refer to public records to verify information and documentation, or we may verify with an employer that the information you have given us is accurate.

Depending on whether you are an individual or an organisation, the information we collect will vary. For instance, if you are an individual, the type of information we may collect and verify includes your full name, date of birth and residential address. If you are commonly known by two or more different

names, you must give us full details of your other name or names.

For instance, if you are a company, we may collect and verify information, including company incorporation and registration details, as well as details of the company's officers and its major shareholders.

If you are acting as a trustee, we may ask you for, amongst other things, information on the beneficiaries of the trust and evidence of the existence of the trust.

If you are a partnership, we may require information including evidence of the fact that the partnership exists, as well as the full name of the partnership, the names of the partners and any business name owned by the partnership.

Where it is necessary to do so, we also collect information on customers' agents and persons dealing with us on a 'one-off' basis.

For other organisations, the kind of information we collect and verify will depend on the type of organisation you are.

In addition, during your relationship with us, we may also seek, and collect further information about you and about your dealings with us.

You must provide us with accurate and complete information. If you do not, you may be in breach of the law and also we may not be able to provide you with products and services that best suit your needs.

Protecting customer information

We comply with the National Privacy Principles as incorporated into the Privacy Act 1988 (Cth).

We disclose customer information to other members of the Group (including overseas members), so that the Group may have an integrated view of its customers and to facilitate the integrated treatment of its customers. It also enables other members of the Group to provide you with information on their products and services.

Other disclosures

So that we can manage our relationships, customer information may be disclosed to:

- agents who refer your business to us
- any person acting on your behalf, including your financial adviser, solicitor, settlement agent, accountant, executor, administrator, trustee, guardian or attorney
- if you have superannuation or managed investments external product providers into which you might direct some of your investment, other product providers to which your investment might be transferred, and
- organisations to whom we may outsource certain functions.

In all circumstances where our contractors, agents and

Additional information

outsourced service providers become aware of customer information, confidentiality arrangements apply. Customer information may only be used by our agents, contractors and outsourced service providers for our purposes.

We may be required to disclose customer information by law, e.g. under Court Orders or Statutory Notices pursuant to taxation or social security laws or under laws relating to sanctions, anti-money laundering or counter terrorism financing.

We may send customer information overseas if:

- that is necessary to complete a transaction, or
- we outsource certain functions overseas.

We may also disclose personal information to other financial institutions and organisations at their request if you seek credit from them.

We may also be permitted, as distinct from required, to disclose information in other circumstances. For more information, please refer to our Privacy Policy.

Access to your personal information

The law allows you (subject to permitted exceptions) to access your personal information. You can do this by contacting:

- email at CustomerRelations@cba.com.au
- telephone 1800 805 605*, or
- writing to the address below.

Customer Relations
Commonwealth Bank
Reply Paid 41
Sydney NSW 2001

We may charge you for providing access.

Further information

For further information on our privacy and information handling practices, please refer to the Group's Privacy Policy, which is available at commbank.com.au, upon request from us or at any branch of the Commonwealth Bank.

Complaints handling procedures

If you have a complaint about Guaranteed Annuities we want to know. So please tell us if you have a complaint and we promise to do something about it – and get back to you.

To register a complaint please follow these steps:

- 1 Gather all supporting documents about your complaint, think about the questions you want answered and decide what you want us to do.

- 2 Call our Customer Service Centre on **13 10 56** between 8am and 8pm (Sydney time), Monday to Friday. One of our Customer Service Representatives will either deal with the matter personally or refer the matter to the appropriate person. A quick chat is all that is required to resolve most complaints.

If you would prefer to put your complaint in writing, you can either email us on customerrelations@cba.com.au or you can write to:

Complaints Manager
Commonwealth Bank Group
GPO Box 41
Sydney NSW 2001

The Complaints Manager will strive to ensure that your complaint is resolved fairly and promptly. Within 45 days of receiving your complaint, we will write to you with either a suggested resolution or an explanation of why your complaint will take more than 45 days to resolve.

- 3 If you are not satisfied with the proposed resolution or the extended time for resolution of your complaint, you can also contact either:

The Financial Services Ombudsman Limited (FOS)

FOS is an independent service that handles complaints involving life insurance companies. It is able to offer free, informed assistance to help resolve your complaint. FOS will advise you of any complaints it cannot consider when you contact them.

You can contact FOS on:

Phone: **1300 780 808**
9am to 5pm Monday to Friday AEST

Facsimile: **03 9613 6399**

Web site: **www.fos.org.au**

Email: **info@fos.org.au**

Postal address:

Financial Services Ombudsman Limited
GPO Box 3
Melbourne VIC 3001

Superannuation Complaints Tribunal

The Superannuation Complaints Tribunal (SCT) is an independent body established by the Commonwealth Government that can deal with complaints about the decisions and conduct of life insurance companies as providers of immediate annuities, including the conduct and decisions of people acting on behalf of the life insurance company.

Before the SCT has jurisdiction to deal with the matter, it must be satisfied that the complaint was previously made to an appropriate person under our internal complaints procedures as described above.

* A free call unless made from a mobile phone, which will be charged at the applicable mobile rate.

A person may be able to make a complaint to the SCT where they have or claim an interest in an annuity or where they are a potential beneficiary in relation to a benefit payable after the death of the annuity holder. The SCT cannot deal with complaints that are not particular to the complainant, such as the general level of fees and charges or factors used in the calculation of commutation values.

If the SCT accepts your complaint, it will attempt to resolve the matter through conciliation, which involves assisting you and us to come to a mutual agreement. If conciliation is unsuccessful, your complaint is referred to the SCT for a determination which is binding.

You can contact the SCT on:

Phone: **1300 780 808**

Facsimile: **03 8635 5588**

Web site: **www.sct.gov.au**

Postal address:

Superannuation Complaints Tribunal
Locked Mail Bag 3060
GPO Melbourne VIC 3001

Family law

Family law legislation allows the superannuation money of married couples who separated or divorced to be divided. Where superannuation money is involved in respect of your investment the legislation allows:

- you, your spouse or a person who intends to enter into a superannuation agreement with you to request information about your investment. When we receive a valid request from someone other than you we cannot tell you about their request
- regular payments to be split either by superannuation agreement between the parties to the marriage or court order.

While the Family law legislation does allow us to charge a reasonable fee for the administration of family law matters we do not charge family law administration fees at this time, however, we reserve the right to do so in the future. You will be notified if a decision is made to introduce fees for family law administration.

For further details regarding the family law processes please contact your adviser, legal representative or us on **13 10 56** between 8am and 8pm (Sydney time), Monday to Friday.

What do I need to do if I want to invest in Lifestream Guaranteed Income?

If you want to invest in Lifestream Guaranteed Income you need to read this PDS and complete the Application. Then make sure you obtain a quote from your adviser.

This quote outlines the expected payments you will receive. This amount is based on current rates we offer and our administration costs. Send all the required details (see checklist on page 23) to us, making sure that your quote will be no more than 7 days old when we receive it (as our rates are reviewed weekly) or we will need you to obtain another from your adviser.

If you are investing your rolled over superannuation benefit and this is held with another financial institution you will need to complete the Benefit Transfer Request form and send it to that financial institution. We will not be able to set up your investment until we receive your rolled over superannuation benefit and if your quote has expired during this time you will have to obtain a further quote from your adviser. Your adviser will contact you to arrange this.

For Lifetime Income you will also need to enclose a certified copy of your birth certificate, or extract from a birth certificate, for each person on whose life the investment depends. If you have changed your name you will also need to enclose proof of your name change.

Once you have a Lifetime Income we may also ask you to complete a Certificate of Existence up to twice a year to confirm that the person(s) on whose lives the investment is based are still living. If the Certificate of Existence is not returned within 30 days, we will assume the person has died and payments will be suspended.

Cooling-off period

After you take out a Lifestream Guaranteed Income and receive the Policy Document from us, you have 14 days to check that the policy meets your needs. This is known as the 'cooling-off period'. Within this period you may cancel the policy and request a refund of your investment. If you wish to cancel, we ask that you put your request in writing and send it to us with your Policy Document.

If you do cancel during this cooling-off period you will not be liable to pay any withdrawal fee. However, the amount available will be adjusted to take account of any applicable taxes, and any payments made.

Tables – life expectancy and terms

The life expectancy figures below can be used for taxation purposes and to calculate the maximum allowable guaranteed period for a Lifetime Income. They provide a broad indication of how many years people live on average from a given year.

Male			
Age	Life expectancy (years)	Age	Life expectancy (years)
55	25.92	85	6.11
56	25.05	86	5.77
57	24.19	87	5.47
58	23.34	88	5.20
59	22.49	89	4.95
60	21.66	90	4.74
61	20.84	91	4.54
62	20.04	92	4.36
63	19.24	93	4.19
64	18.46	94	4.03
65	17.70	95	3.87
66	16.95	96	3.73
67	16.21	97	3.60
68	15.48	98	3.47
69	14.78	99	3.35
70	14.08	100	3.24
71	13.41	101	3.14
72	12.75	102	3.04
73	12.11	103	2.94
74	11.50	104	2.85
75	10.90	105	2.77
76	10.32	106	2.69
77	9.77	107	2.61
78	9.24	108	2.54
79	8.73		
80	8.24		
81	7.77		
82	7.32		
83	6.89		
84	6.48		

Female			
Age	Life expectancy (years)	Age	Life expectancy (years)
55	29.91	85	7.28
56	29.00	86	6.83
57	28.10	87	6.41
58	27.21	88	6.02
59	26.32	89	5.66
60	25.44	90	5.33
61	24.57	91	5.03
62	23.71	92	4.75
63	22.85	93	4.50
64	22.00	94	4.28
65	21.15	95	4.07
66	20.32	96	3.88
67	19.49	97	3.71
68	18.67	98	3.55
69	17.87	99	3.40
70	17.08	100	3.26
71	16.29	101	3.13
72	15.53	102	3.01
73	14.78	103	2.90
74	14.05	104	2.79
75	13.33	105	2.69
76	12.63	106	2.60
77	11.94	107	2.52
78	11.27	108	2.43
79	10.61		
80	9.98		
81	9.38		
82	8.81		
83	8.27		
84	7.76		

What if I want more information about Lifestream Guaranteed Income Annuities?

If you have a financial adviser, please contact them to make an appointment to discuss whether Lifestream Guaranteed Income is right for you.

If you do not have a financial adviser, please contact us on **13 10 56** between 8am and 8pm (Sydney time) Monday to Friday, and we will arrange for an adviser to call you to make an appointment.

Should you need to contact CMLA, please phone the Customer Service Centre on **13 10 56** 8am to 8pm Monday to Friday (Sydney time).

Alternatively, you can write to:

CommInsure Guaranteed Annuities
PO Box 320
Silverwater NSW 2128

Identification and Verification form

All clients applying for a new Lifestream Guaranteed Annuity must complete the identification procedures for the purposes of Anti-Money Laundering and Counter-Terrorism Financing laws.

We have included the Individuals and Sole Traders Identification and Verification form after the Application form on pages 7 and 8. If you are making an Application for a non-individual (for example, a company or trust) you will be required to complete different forms to establish your identity, which can be obtained from our forms library at www.comminsure.com.au or by phoning our Customer Services Centre **13 10 56**. Adviser can also access these forms through the Comminsure adviser website.

Financial advisers can undertake the identification and verification procedures by completing sections A to C of the Identification and Verification form or by using other industry standard forms.

If you do not have a financial adviser, you are required to complete section A of the Identification and Verification form and provide certified copies of the ID documents (do not send original documents).

For joint accounts, please provide a separate Identification and Verification form for each investor.

A list of the parties who can certify copies of the documents is set out on page 7 of this form. To be correctly certified we need the ID documents to be clearly noted 'True copy of the original document'. The party certifying the ID documents will also need to state what position they hold and sign and date the certified documents. If this certification does not appear, you may be asked to send in new certified documents.

For existing investors, where there have been no changes to the details on the Application form marked with an asterisk (*) required for the purposes of anti-money laundering and counter-terrorism financing laws, the Identification and Verification form is not required.

Application checklist

Before submitting your Application, please make sure that you:	Please tick (✓)
Complete each section of the Application Form.	<input type="checkbox"/>
For individual/joint investors and sole traders, you or your adviser must also complete the Identification and Verification form on pages 7 and 8.	<input type="checkbox"/>
For companies, partnerships, superannuation funds and other entity types, you or your adviser must also complete the appropriate identification form which can be found in our forms library at comminsure.com.au , adviser. comminsure.com.au (for advisers only), or by phoning our Customer Service Centre on 13 10 56 .	<input type="checkbox"/>
Complete a Tax File Number Declaration for each investor.	<input type="checkbox"/>
Attach a Rollover Benefits Statement if you are investing with rolled over superannuation monies (these are the details of the various superannuation components of your payment). Note that a compliance letter is not required as we are able to accept accessible superannuation monies under the Superannuation law.	<input type="checkbox"/>
For Lifetime Income for each person on whose life the investment depends, attach a certified copy of a birth certificate or extract from a birth certificate. If you have changed your name you will also need to enclose proof of your name change.	<input type="checkbox"/>
Attach your current Lifestream Guaranteed Income Annuities quote. This quote must not be more than 7 days old when we receive it.	<input type="checkbox"/>
For investments with personal savings, attach cheque(s) made payable to 'CMLA Guaranteed Annuities' and no other person. Cash deposits will not be accepted.	<input type="checkbox"/>
If your accessible rolled over superannuation monies are held with another financial institution, complete the Superannuation Benefit Transfer Request at the back of this document and post it to the relevant financial institution . A copy of this request should be attached to your Application form. We cannot process your Application until we have received your money and all other documentation/information we require. If there is a delay in receiving your payment from the other financial institution or the information we require which means that your quote is more than 7 days old you will need to obtain a new quote through your adviser.	<input type="checkbox"/>
To lodge your investment, send your Application form, money and all other documentation/information required to the address shown on the Application.	<input type="checkbox"/>

Guaranteed Annuities Lifestream Guaranteed Income Application Form

CommInsure



Issued by The Colonial Mutual Life Assurance Society Limited
ABN 12 004 021 809 AFSL 235035 (CMLA)

Lifestream Policy number
(for office use only)

Please note only one product selection may be made on this Application

Before you sign this Application, be aware that the life company or financial adviser is obliged to have provided you with a Product Disclosure Statement (PDS) containing important information you must know about this product. This information will help you to understand the product and decide whether it's appropriate to your needs.

Fields marked with an asterisk (*) must be completed for the purposes of anti-money laundering and counter-terrorism financing laws.

Please write in BLOCK letters and use a ballpoint pen to complete this form.

Please indicate the type of investment you are making by placing a tick (✓) in the appropriate box before following the instructions.

Is this a re-investment? Yes No Existing Lifestream Guaranteed Income policy number

Lifestream Guaranteed Income: Short Term Income Long Term Income Lifetime Income

1 Investor details

Is the investor an individual?

Yes Complete below **or** No Go to Company, Fund or Trust details on page 2

Details if the investor is an individual.

One investor – please complete **a** with details of the investor.

One investor with a reversionary beneficiary – please complete **a** with details of the investor and **b** with details of the reversionary beneficiary.

Joint owner – please complete **a** with details of the investor and **b** with details of the joint owner.

Joint ownership is not available if the investment is made with superannuation money. If there are joint owners, they will own the investment as joint tenants.

a Investor – Individual/Sole Trader

Mr Ms Miss Mrs Other

Surname* Given name/s*

Other names known by (if any)*

Full business name of sole trader* ABN (if any)*

Residential address* (PO Box is not acceptable)

State Postcode Country

Mailing address

State Postcode Country

Date of birth* / / Gender Male Female

Home phone number () Work phone number ()

Email

Occupation*

Is the investor a resident of Australia?* No Yes

Your main country of residence, if not Australia*

b Please tick (✓) one box

Reversionary beneficiary **or** **Joint owner**

Mr Ms Miss Mrs Other

Surname* Given name/s*

Other names known by (if any)*

Full business name of sole trader* ABN (if any)*

Residential address* (PO Box is not acceptable)

State Postcode Country

Mailing address

State Postcode Country

Date of birth* / / Gender Male Female

Home phone number () Work phone number ()

Email

Is the investor a resident of Australia?* No Yes

Your main country of residence, if not Australia*

or Company, Fund or Trust details

Details if the investor is a company, fund or trust.

Investment based on one person – please complete **c** with details of the investor. Also complete **d** with details of the person on whom the investment is based.

Investment including a reversionary beneficiary – please complete **c** with details of the investor. Also complete **d** with details of the person on whom the investment is based and **e** with details of the reversionary beneficiary.

Joint ownership is not available if the investor is a company, fund or trust.

c Investor – Company, Fund or Trust

Type of Investor*

Company Fund Trust

Company/Fund/Trust name*

ABN*

Phone number

()

Business address* (PO Box is not acceptable)

State Postcode Country

Mailing address

State Postcode Country

Principal business/trust activity*

Are you a charity?* No Yes

Country established, if not Australia*

d Person on whom the investment is based

Mr Ms Miss Mrs Other

Surname*

Given name/s*

Other names known by (if any)*

Residential address* (PO Box is not acceptable)

State Postcode Country

Mailing address

State Postcode Country

Date of birth*

/ /

Gender

Male Female

Home phone number

()

Work phone number

()

Occupation*

Is the investor a resident of Australia?* No Yes

Your main country of residence, if not Australia*

e Reversionary beneficiary

Mr Ms Miss Mrs Other

Surname

Given name/s

Other names known by (if any)

Residential address (PO Box is not acceptable)

State Postcode Country

Mailing address

State Postcode Country

Date of birth

/ /

Gender

Male Female

Home phone number

()

Work phone number

()

2 Regular payment details

Investment amount (min \$20,000)

\$

Payment frequency – Please tick (✓) one box

Monthly

Quarterly

Half-yearly

Yearly

Regular payment method – Please tick (✓) one box

Cheque

Bank

Building society account

Account name⁺

⁺ must be investor

Account number

BSB (Branch number)

Name of bank or building society

Branch

3 Investment type

Are you using superannuation money to invest?

No

Yes Please attach a **Rollover benefits statement**, or other form confirming the superannuation components of your investment. For directed termination payments please attach relevant detail.

If yes, are you rolling superannuation funds from a Superannuation Savings Account?

No

Yes

4.1 Lifestream Guaranteed Income details

a Complete the following section if you are investing in the Lifestream Guaranteed Short Term Income.

Please choose a fixed term – Please tick (✓) one box

1 year

2 years

3 years

4 years

5 years

Please indicate how much of your investment you want **returned to you at the end of the fixed term**.

\$ or %

(maximum 100%)

If you do not indicate any amount, we will assume that you wish to have 100% of your investment returned.

For superannuation money, the fixed term may be limited or the RCV may be limited to ensure we make at least the minimum payments.

b Complete the following section if you are investing in the Lifestream Guaranteed Long Term Income or Lifetime Income.

Please choose a term – Please tick (✓) one box

Fixed term of years

(Must be between 6 and 30 years.)

Lifetime with a **guaranteed period** of years

(Cannot exceed your life expectancy, rounded up. Please refer to page 9 of the PDS 'Can I have a guaranteed payment period?')

Please indicate how much of your investment you want **returned to you at the end of the fixed term**.

\$ or %

(maximum 100%)

If you do not indicate any amount, we will assume that you wish to have 0% of your investment returned.

For superannuation money the fixed term may be limited or the RCV may be limited to ensure we make at least the minimum payments.

Please choose a level of annual increase for the regular payments from your investment – Please tick (✓) one box

No increase

CPI

Fixed rate of %

(Must be between 1% and 8%.)

For Lifetime Income with a joint owner or reversionary beneficiary, please choose how much you would like your regular payments to be reduced upon the first death.

No reduction will occur for Lifetime Income if the reversionary beneficiary dies first.

No reduction

15%

25%

33.3%

50%

5 Nomination of a beneficiary (Only applies to Lifestream Short Term or Long Term investments with ordinary money and a fixed term)

This nomination will be revoked if the beneficiary dies before the first annuitant.

Mr Ms Miss Mrs Other, please specify

Surname Given name/s

Gender Male Female Date of birth / / Age last birthday years

Mailing address
 State Postcode Country

Relationship to owner

6 General declaration and application for policy

- I/We have read and understood the Guaranteed Annuities Lifestream Guaranteed Income PDS with a preparation date of 2 October 2008;
- I/We wish to apply to CMLA for the Lifestream Guaranteed Income identified in this Application;
- I/We declare that the answers to all the questions and declarations on this Application are true and correct;
- I/We declare that all the information/documentation required under the anti-money laundering and counter-terrorism financing laws has been completed;
- I/We understand that:
 - The Colonial Mutual Life Assurance Society Limited ABN 12 004 021 809 AFSL 235035 ('CMLA') is a wholly owned subsidiary of the Commonwealth Bank of Australia ABN 48 123 123 124. CMLA guarantees all benefit payments under policies described in this PDS;
 - **The Commonwealth Bank of Australia and its subsidiaries (excluding CMLA) do not guarantee the Lifestream Guaranteed Income or the repayment of capital or interest by CMLA. Investments in Lifestream Guaranteed Income are not deposits or other liabilities of Commonwealth Bank of Australia or its subsidiaries (excluding CMLA);**
- I/We declare that if this Application is signed under a Power of Attorney, the Attorney declares that they have not received notice of revocation of that power (a certified copy of the Power of Attorney should be submitted with this Application);
- I/We have read and understood the section 'Privacy of your personal information' on page 15 of this PDS. I/We acknowledge and consent to the use and disclosure of my/our personal information as detailed in that section.

By ticking (✓) the box beside my signature below I indicate that I do not want to receive marketing information.

Signature of Investor 1 Date / /

Signature of Investor 2 (Joint owner) Date / /

To be signed under company stamp by an authorised officer where the Investor is a company.

Please complete the Tax File Number declaration on page 15 and 17 of this form for each individual investor.

7 Financial adviser details

Financial adviser 1

Name	<input type="text"/>	Agency number	<input type="text"/>
Company name of financial adviser (if applicable)			
<input type="text"/>			
Referral branch name (if applicable)	<input type="text"/>	Referral branch BSB (if applicable)	<input type="text"/>
Contact name	<input type="text"/>	Phone number	<input type="text"/> ()
		Fax number	<input type="text"/> ()

Financial adviser 2 (if applicable)

Name	<input type="text"/>	Agency number	<input type="text"/>
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English literacy

Can the proposed policy owner/s and/or life/lives to be insured read and understand English? No Yes

If 'No', what language was used to explain the policy?

Customer contact

If required, do you give permission for Commlnsure to contact your client direct to clarify any matter in relation to this Application? No Yes

If 'Yes', please provide daytime contact phone number ()

and preferred time of contact am/pm

Financial adviser declaration

I certify that I have provided the Investor(s) with the Guaranteed Annuities Lifestream Guaranteed Income PDS with a preparation date of 2 October 2008.

I certify that the adviser sections of the relevant Identification and Verification form for all Investor(s) have been completed.

Signature of Financial adviser 1	Date	Signature of Financial adviser 2	Date
<input type="text"/>	<input type="text"/> / /	<input type="text"/>	<input type="text"/> / /

Lifestream Guaranteed Income commission

Commission rate to be paid (including GST)

If not completed, standard commission will be assumed

Initial % Trail % (applies to Long Term Income only)

Commission split (complete if there are two Financial advisers)

Financial adviser 1	<input type="text"/> %	Financial adviser 2	<input type="text"/> %
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Please attach a current* quote for the investment.

*This means that **no more than 7 days** have elapsed between the 'Date of Illustration' on the quote and the date the quote, Application and payment are received by CMLA.

Mail this Application to: Commlnsure Guaranteed Annuities
PO Box 320
SILVERWATER NSW 2128

This page has been left blank intentionally.

Identification and Verification Form – Individuals and Sole Traders

CommInsure



All clients applying for a new Lifestream Guaranteed Income Annuity must complete the identification procedures (for the purposes of Anti-Money Laundering and Counter-Terrorism Financing laws). This form is to assist with those procedures for individuals and sole traders. If you are making an application for a non-individual annuity (for example, a company or trust) you will be required to complete different forms to establish your identity, which can be obtained from our forms library at comminsure.com.au or by phoning our Customer Services Centre **13 10 56** 8am - 8pm (Sydney time) Monday to Friday.

Financial advisers undertake identification and verification procedures by completing sections A to C of this form or by using other industry standard forms.

If you do not have a financial adviser you are required to complete section A of this form and provide certified copies of the ID documents (do not send original documents).

Please note: For joint owners a separate form is required for each investor.

The list of parties who can certify copies of the documents is set out below. To be correctly certified we need the ID documents to be clearly noted 'True copy of the original document'. The party certifying the ID documents will also need to state what position they hold and sign and date the certified documents. If this certification does not appear, you may be asked to send in new certified documents.

List of persons who can certify documents:

- A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner;
- A judge of a court;
- A magistrate;
- A chief executive officer of a Commonwealth court;
- A registrar or deputy registrar of a court;
- A Justice of the Peace;
- A notary public (for the purposes of the Statutory Declaration Regulations 1993);
- A police officer;
- (Postal Agent) An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
- (Post Office) A permanent employee of The Australian Postal Corporation with two (2) or more years of continuous service who is employed in an office supplying postal services to the public;
- An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955);
- An officer with two (2) or more years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993);
- A finance company officer with two (2) or more continuous years of service with one or more financial companies (for the purposes of the Statutory Declarations Regulations 1993);
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having two (2) or more continuous years of service with one or more licensees;
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two (2) or more years of continuous membership.

Section A: Verification procedure

Full name of investor

Complete Part 1 (or if the individual does not own a document from Part 1, then complete either Part 2 or Part 3)

Part 1 - Acceptable primary ID documents

Select ONE valid option from this section only

- Australian State/Territory driver's licence containing a photograph of the person
- Australian passport (a passport that has expired within the preceding two years is acceptable)
- Card issued under a State or Territory for the purpose of proving a person's age containing a photograph of the person
- Foreign passport or similar travel document containing a photograph and the signature of the person¹

Part 2 - Acceptable secondary ID documents - should only be completed if the individual does not own a document from Part 1
 Select ONE valid option from this section.

- Australian birth certificate
- Australian citizenship certificate
- Pension card issued by Centrelink
- Health card issued by Centrelink

AND ONE valid option from this section.

- A document issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits to the individual and which contains the individual's name and residential address
- A document issued by the Australian Taxation Office within the preceding 12 months that records a debt payable by the individual to the Commonwealth (or by the Commonwealth to the individual), which contains the individual's name and residential address
- A document issued by a local government body or utilities provider within the preceding three months which records the provision of services to that address or to that person (the document must contain the individual's name and residential address)
- If under the age of 18, a notice that was issued to the individual by a school principal within the preceding three months and contains the name and residential address; and records the period of time that the individual attended that school

Part 3 - Acceptable foreign ID documents - should only be completed if the individual does not own a document from Part 1
 BOTH documents from this section must be presented

- Foreign driver's licence that contains a photograph of the person in whose name it is issued and the individual's date of birth¹
- National ID card issued by a foreign government containing a photograph and a signature of the person in whose name the card was issued¹

Section B: Record of verification procedure

Financial adviser USE ONLY

Verify the **individual's** full name and date of birth **OR** residential address.

Receipt of a completed form will constitute your agreement as a reporting entity that you have completed the identification and verification of the investor for the purposes of Anti-Money Laundering and Counter-Terrorism Financing laws.

ID document details	Document 1	Document 2
Verified from	<input type="checkbox"/> Original <input type="checkbox"/> Certified copy	<input type="checkbox"/> Original <input type="checkbox"/> Certified copy
Document issuer		
Issue date		
Expiry date		
Document number		
Accredited English translation	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted

Section C: Financial adviser details - identification and verification conducted by:

Date verified

Financial adviser's name

Phone number

AFS licensee name

AFS Licence number

¹ Documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator.¹



Australian Government
Australian Taxation Office

Tax file number declaration

The information you provide in this declaration will enable your payer to work out how much to withhold from payments made to you.

Complete a *Tax file number declaration* before you start to receive payments from a new payer, for example, when you start a new job or become entitled to a superannuation pension. Your payer must notify the Tax Office within 14 days of the start of the new arrangement.

You do not need to complete a new *Tax file number declaration* if you have a current one with your payer (or an *Employment declaration* or *Annuity and superannuation pension declaration* completed before 1 July 2000).

This declaration covers:

- payments for work and services, including payments to employees, company directors and office holders; payments under return-to-work schemes and labour hire arrangements; and payments specified by regulation
- benefit and compensation payments, and
- superannuation benefits.

The information in these instructions is current to 30 June 2008.

You do not need to complete a new declaration unless your situation changes. You must lodge a new declaration if:

- you leave your current payer and start to receive payments from a new payer, or
- your circumstances change.



THIS IS NOT A TFN APPLICATION FORM

This declaration is not an application for a tax file number (TFN). If you have never had a TFN and want to provide your payer with a TFN, you will need to complete a *Tax file number application or enquiry for an individual* (NAT 1432).

! YOU MAY NEED OTHER FORMS AS WELL

You also need to complete a *Withholding declaration* (NAT 3093) if you want to:

- advise of a change to your tax offset or family tax benefit entitlement
- claim the tax-free threshold with a new payer and discontinue claiming the threshold with other payers
- advise that you have become, or are no longer, an Australian resident for tax purposes, or
- advise your payer of Higher Education Loan Programme (HELP) or Financial Supplement repayment obligations or changes.

If you qualify for a reduced rate of Medicare levy or are liable for the Medicare levy surcharge, you can vary the amount your payer withholds from your payments by completing a *Medicare levy variation declaration* (NAT 0929) (see 'More information for payees' on page 5).



If you need more information or help, you can:

- visit www.ato.gov.au or
- phone **13 28 61** between 8.00am and 6.00pm, Monday to Friday.

HOW TO COMPLETE THE TAX FILE NUMBER DECLARATION

Section A: To be completed by the PAYEE

QUESTION 1:

What is your tax file number (TFN)?

It is not an offence not to quote your TFN. However, if you do not provide your payer with your TFN or claim an exemption from quoting it, your payer must withhold an amount at the top marginal rate of tax plus Medicare levy (46.5% for 2007–08) from any payments to you.

➤ When you complete a TFN declaration or you otherwise quote your TFN to your payer for superannuation purposes, your payer must pass your TFN to the superannuation fund to which the payer is making contributions.

Provision of your TFN to your superannuation fund

Giving your TFN to your superannuation fund will have the following advantages (which may not otherwise apply):

- your superannuation fund will be able to accept all types of contributions to your account(s)
- the tax on contributions to your superannuation account(s) will not increase
- other than the tax that may ordinarily apply, no additional tax will be deducted when you start drawing down your superannuation benefits, and
- it will make it much easier to trace different superannuation accounts in your name so that you receive all your super when you retire.

Under the *Superannuation Industry (Supervision) Act 1994*, your superannuation fund is authorised to collect your TFN, which will only be used for lawful purposes. These purposes may change in the future as a result of legislative change. The trustee of your superannuation fund may disclose your TFN to another superannuation provider, when your benefits are being transferred, unless you request the trustee of your superannuation fund in writing that your TFN may not be disclosed to any other trustee.

➤ NEED TO KNOW YOUR TFN?

You will find your TFN on:

- your income tax notice of assessment
- correspondence sent to you by the Tax Office, or
- a payment summary issued by your payer.

If you have a tax agent, they may also be able to tell you your TFN.

If you cannot find your TFN or are not sure you have one phone **13 28 61** between 8.00am and 6.00pm, Monday to Friday. You will be asked for information about your identity and, if you have a TFN, we will tell you what it is.

If you have never had a TFN (or are not sure if you have one), you can also complete a *Tax file number application or enquiry for an individual* (NAT 1432).

Print X in the appropriate box if you:

- have lodged a *Tax file number application or enquiry for an individual* or made a phone or counter enquiry to obtain your TFN. Your payer will withhold at the standard rate but, if they do not have your TFN after 28 days, they will withhold an amount at the top marginal rate of tax plus Medicare levy (46.5% for 2007–08) from future payments, or
- are claiming an exemption from quoting a TFN. You are exempt from quoting your TFN if you:
 - are under 18 years of age and do not earn enough to pay tax, or
 - receive certain Centrelink pensions, benefits or allowances or a service pension from the Department of Veterans' Affairs. However, you are not exempt from quoting your TFN if you receive Newstart, sickness allowance, special benefit or partner allowance.

➤ For more information about privacy and TFNs, see 'Privacy of information' on page 6.

QUESTIONS 2, 3, 4 and 5:

Fill in your personal information.

QUESTION 6:

On what basis are you paid?

Check with your payer if you are not sure of the basis of your payment.

QUESTION 7:

Are you an Australian resident for tax purposes?

Generally, the Tax Office considers you to be an Australian resident for tax purposes if you:

- have always lived in Australia or you have come to Australia and now live here permanently
- are an overseas student doing a course that takes more than six months to complete
- have been in Australia continuously for six months or more and for most of that time you worked in the one job and lived in the same place, or
- will be or have been in Australia for more than half of 2007–08 (unless your usual home is overseas and you do not intend to live in Australia).

If you go overseas temporarily and do not set up a permanent home in another country, you may continue to be treated as an Australian resident for tax purposes.

The criteria the Tax Office uses to determine your residency status are not the same as those used by the Department of Immigration and Citizenship or Centrelink.

ⓘ NON-RESIDENT RATES ARE DIFFERENT

It is against the law to claim the tax-free threshold and tax offsets (with the exception of zone or overseas forces tax offsets) if you are a non-resident of Australia for tax purposes.

➤ If you need help deciding whether you are an Australian resident for tax purposes:

- visit **www.ato.gov.au** and select 'Individuals', or
- phone **13 28 61** between 8.00am and 6.00pm, Monday to Friday.

If you are not an Australian resident for tax purposes, you must answer NO at questions 8 and 10 (unless you are entitled to a zone or overseas forces tax offset).

QUESTION 8:

Do you want to claim the tax-free threshold from this payer?

The tax-free threshold is the amount of income you can earn each year that is not taxed (currently, the first \$6,000 of your annual income).

It is available only to people who are Australian residents for tax purposes (that is, people who answered YES at question 7).

Answer YES at question 8 if you:

- are an Australian resident for tax purposes
- are not currently claiming the tax-free threshold from another payer, and
- want to claim the tax-free threshold.

If you want to change the payer you are currently claiming the tax-free threshold from, you must also give them a *Withholding declaration* (NAT 3093) to advise them that you no longer want to claim the tax-free threshold from them.

! DO YOU HAVE MORE THAN ONE JOB OR PAYER?

You can claim the tax-free threshold from only one payer at a time. Generally, you should claim it from the payer you expect to pay you the most during the income year.

If you receive any taxable Centrelink payments or allowances such as Newstart, Austudy or Youth Allowance, you are probably already claiming the tax-free threshold with Centrelink. If you are, you cannot also claim it from another payer.

If you expect to earn more than \$16,500 from the job where you have claimed the tax-free threshold, you may end up with a tax debt at the end of the income year.

To avoid having a debt, you should ask one or more of your payers to withhold additional amounts by completing a *Withholding declaration – upwards variation* (NAT 5367).

➤ If you need help deciding whether you can claim the tax-free threshold, or which payer you should claim it from:

- visit www.ato.gov.au and select 'Individuals', or
- phone **13 28 61** between 8.00am and 6.00pm, Monday to Friday.

For more information about varying your withholding rate, phone **1300 360 221** between 8.00am and 6.00pm, Monday to Friday.

QUESTION 9:

Do you want to claim family tax benefit or the senior Australians tax offset by reducing the amount withheld from payments made to you?

⊖ CLAIM BENEFITS AND TAX OFFSETS WITH ONLY ONE PAYER

It is against the law to reduce your withholdings, or claim the senior Australians tax offset, with more than one payer at the same time.

Family tax benefit

What is family tax benefit?

Family tax benefit is a payment to help with the cost of raising dependent children. It has two parts:

- Part A helps with the cost of raising children, and
- Part B provides extra help to families with one main income, including single parent families.

You may be eligible for Part A, Part B, or both.

Are you eligible to claim family tax benefit?

To be eligible to claim family tax benefit you must:

- be an Australian resident for family assistance purposes, which means:
 - you reside in Australia on a permanent basis, and
 - satisfy one of the following:
 - you are an Australian citizen
 - you hold a permanent visa
 - you are a New Zealand citizen who entered Australia under a special category visa, or
 - you hold a certain class of temporary visa
- have provided care to a dependent child. Care means that you had the responsibility for the day-to-day care, welfare and development of the child, and
- have cared for a dependent child for a minimum of 10% of the assessment period, if you shared the care of a dependent child with another person who is not your current spouse (for example, if you shared the care for a dependent child, this must have been for at least 37 nights of the 2007-08 income year).

➤ If you are unsure of your residency status, visit the Family Assistance Office website at www.familyassist.gov.au or phone **13 61 50** between 8.00am and 8.00pm, Monday to Friday.

Two ways you can claim family tax benefit

If you are eligible for family tax benefit, you can claim it either:

- 1 as a fortnightly payment from the Family Assistance Office, or
- 2 through the tax system from the Tax Office:
 - as an end-of-year lump sum through the tax system, or
 - by reducing the amount withheld from payments made to you during the year.

! FAMILY ASSISTANCE OFFICE CLIENTS

If you are receiving an income support payment from the Family Assistance Office, you cannot claim family tax benefit by reducing the amount withheld from payments made to you.

Answer NO at this question if you choose to receive family tax benefit as:

- a fortnightly payment from the Family Assistance Office, or
- an end-of-year lump sum through the tax system.

Answer YES at this question if you choose to claim family tax benefit by reducing the amount withheld from payments made to you during the year. You need to also complete a *Withholding declaration* (NAT 3093) and a *Withholding declaration – family tax benefit worksheet* (NAT 7089). Your payer may have copies of these forms or see 'More information for payees' on page 5.

Senior Australians tax offset

⊖ If your income comes from more than one source, do not complete this question for any of your payers. For advice, phone **1300 360 221** between 8.00am and 6.00pm, Monday to Friday.

To be eligible for the senior Australians tax offset, you must meet conditions 1, 2, 3 and 4 explained below.

Condition 1: Age

To meet this condition, on 30 June 2008 you must be a:

- male aged 65 years or more OR a female aged 63.5 years or more, or
- male veteran or war widower aged 60 years or more OR a female veteran or war widow aged 58.5 years or more who meets the veteran pension age test.

➤ If you are not sure whether you meet the veteran pension age test, visit the Department of Veterans' Affairs website at www.dva.gov.au or phone **13 32 54**.

Condition 2: Eligibility for an Australian Government age pension or similar type of payment

To meet this condition, you must fit into one of the following categories:

- A You received an Australian Government age pension, or a pension allowance or benefit from the Department of Veterans' Affairs, at any time during the 2007–08 income year.
- B You would be eligible for an Australian Government age pension, but are not receiving one because you have not made a claim or because of the application of the income test or the assets test.
- C You are a veteran with eligible war service or a Commonwealth veteran, allied veteran or allied mariner with qualifying service and you are eligible for a pension, allowance or benefit from the Department of Veterans' Affairs, but are not receiving it because you have not made a claim or because of the application of the income test or the assets test.

➤ If you need help working out your eligibility for a social security or Centrelink pension, phone Centrelink on **13 23 00**. If you are a veteran and not sure if you are eligible for a payment, visit www.dva.gov.au or phone **13 32 54**. For all other enquiries about the senior Australians tax offset, phone the Tax Office on **13 28 61** between 8.00am and 6.00pm, Monday to Friday.

Condition 3: Taxable income threshold

To meet this condition for the 2007–08 income year, you must satisfy one of these income thresholds:

- You do not have a spouse (married or de facto) and your taxable income will be less than \$43,707.
- You have a spouse (married or de facto) and you and your spouse's combined taxable income will be less than \$68,992.
- You have a spouse (married or de facto), and for some or all of the income year you have to live apart due to illness or because one of you is in a nursing home, and you and your spouse's combined taxable income will be less than \$81,840.

The threshold amounts shown here relate to determining your eligibility for the senior Australians tax offset – they are not tax-free thresholds.

ⓘ 'Had to live apart due to illness' is a term used to describe a situation where the living expenses of you and your spouse (married or de facto) are increased because you cannot live together in your home because of the indefinitely continuing illness or infirmity of one or both of you.

Condition 4: Not in jail

To meet this condition, you must not be in jail for the whole income year.

How your income affects the amount of your tax offset

If you meet conditions 1, 2, 3 and 4 above, you are eligible for the senior Australians tax offset. Being eligible means that you are entitled to the senior Australians tax offset but it does not mean you will automatically get an amount of senior Australians tax offset. Your own taxable income will be used to work out the amount of your tax offset. The combined income amounts set out in condition 3 are used for eligibility purposes – not for working out the amount of your entitlement.

Answer NO if you are not eligible for the senior Australians tax offset or you want to claim your entitlement to the tax offset as a lump sum in your end-of-year assessment.

Answer YES if you choose to receive the senior Australians tax offset by reducing the amount withheld from payments made to you during the year. You also need to complete a *Withholding declaration* (NAT 3093).

QUESTION 10:

Do you want to claim a zone, overseas forces, dependent spouse or special tax offset by reducing the amount withheld from payments made to you?

⊖ CLAIM TAX OFFSETS WITH ONLY ONE PAYER

It is against the law to claim tax offsets from more than one payer at the same time.

You may be entitled to:

- a zone tax offset if you live or work in certain remote or isolated areas of Australia
- an overseas forces tax offset if you serve overseas as a member of Australia's Defence Force or a United Nations armed force
- a dependent spouse (married or de facto) tax offset if your spouse's separate net income is expected to be less than \$8,682 for the income year ended June 2008, or
- a special tax offset for a dependent invalid relative, dependent parent, housekeeper caring for an invalid spouse or a dependent child-housekeeper.

Answer NO at this question if you choose to receive any of these tax offsets as an end-of-year lump sum through the tax system.

Answer YES at this question if you choose to receive any of these tax offsets by reducing the amount withheld from payments made to you. You also have to complete a *Withholding declaration* (NAT 3093).

➤ If you are not sure whether you are eligible for the zone, overseas forces, dependent spouse or special tax offset:

- visit www.ato.gov.au and select 'Individuals', or
- phone **13 28 61** between 8.00am and 6.00pm, Monday to Friday.

QUESTION 11(a):

Do you have an accumulated Higher Education Loan Programme (HELP) debt?

Answer YES if you have an accumulated HELP debt.

Answer NO if you do not have an accumulated HELP debt, or you have repaid all your HELP debt.

ⓘ If you had a Higher Education Contribution Scheme (HECS) debt it became an accumulated HELP debt on 1 June 2006.

HELP

The Higher Education Loan Programme (HELP) was introduced on 1 January 2005, replacing the HECS.

HELP consists of:

- HECS-HELP – for eligible students enrolled in Commonwealth supported places. A HECS-HELP loan will cover all or part of their student contribution.
- FEE-HELP – for eligible fee-paying students enrolled at an approved eligible higher education provider. FEE-HELP provides students with a loan to cover up to the full amount of their tuition fees to a limit of \$80,000, and \$100,000 for dentistry, medicine or veterinary science courses. These limits are indexed each year.
- OS-HELP – for eligible Commonwealth supported students who wish to study overseas. OS-HELP provides students with a cash loan to cover expenses such as accommodation and travel.

If the Australian Government lends you money under any of these schemes you will have a HELP debt.

Repaying your HELP debt

You must start repaying your debt when your repayment income is above the minimum threshold. The minimum threshold for 2007–08 is \$39,824. We will calculate your compulsory repayment for the year and include it on your income tax notice of assessment.

If your annual income is likely to be above the minimum repayment threshold, your payer will regularly withhold additional amounts to cover any compulsory repayment that may be calculated.

If you have claimed the tax-free threshold, the additional withholding for repaying your debt will commence at weekly earnings of \$765. If you have not claimed the tax-free threshold, the additional withholding will commence at weekly earnings of \$448.

Do you have more than one job and a HELP debt?

If your payments from all jobs add up to more than the repayment threshold for the income year, you will have a compulsory repayment included in your next income tax notice of assessment. You can ask one or more of your payers to withhold additional amounts to cover your compulsory repayment.

❗ HAVE YOU REPAID THIS DEBT?

When you have repaid your accumulated HELP debt, you must complete a new *Withholding declaration* (NAT 3093).

➡ For more information about HELP debts, obtain a copy of our guide *Repaying your HELP debt in 2007–08* (NAT 3913) from www.ato.gov.au or phone **1300 720 092**.

QUESTION 11(b):

Do you have an accumulated Financial Supplement debt?

Answer YES if you have an accumulated Financial Supplement debt.

❗ The Student Financial Supplement Scheme closed on 31 December 2003 and new loans are no longer being issued. Existing Financial Supplement debts will continue to be collected through the tax system as before.

Answer NO if you do not have an accumulated Financial Supplement debt, or you have repaid all your Financial Supplement debt.

Repaying your Financial Supplement debt

You must start repaying your Financial Supplement debt when your repayment income is above the minimum threshold. The minimum threshold for 2007–08 is \$39,824. We will calculate your compulsory repayment for the year and include it on your income tax notice of assessment.

If your annual income is likely to be above the minimum repayment threshold, your payer will regularly withhold additional amounts to cover any compulsory repayment that may be calculated.

If you have claimed the tax-free threshold, the additional withholding for repaying your debt will commence at weekly earnings of \$765. If you have not claimed the tax-free threshold, the additional withholding will commence at weekly earnings of \$448.

❗ HAVE YOU REPAID THIS DEBT?

When you have repaid your accumulated Financial Supplement debt, you must complete a *Withholding declaration* (NAT 3093).

➡ For more information about Financial Supplement debts, obtain a copy of our guide *Repaying your Financial Supplement loan 2007–08* (NAT 2789) from www.ato.gov.au or phone **1300 720 092**.

❗ WHAT HAPPENS TO THE ADDITIONAL AMOUNTS WITHHELD?

The additional amounts withheld by your payer are not credited to your HELP or Financial Supplement account during the year but form part of the amount shown on your annual *PAYG payment summary* at **total tax withheld** and on your income tax notice of assessment at **PAYG withholding credits**. If you had too much withheld during the year and you have no other outstanding debts, we will refund the excess to you.

❗ SIGN AND DATE THE DECLARATION

Make sure you have answered all the questions in section A and have signed and dated the declaration. Give your completed declaration to your payer.

➡ MORE INFORMATION FOR PAYEES

For a copy of the *Withholding declaration* (NAT 3093), the *Withholding declaration – family tax benefit worksheet* (NAT 7089) or other Tax Office products, you can:

- visit www.ato.gov.au – online ordering
- obtain a fax by phoning **13 28 60**, or
- phone **1300 720 092**.

These services are available 24 hours a day, seven days a week.

You can phone:

- **13 28 61** for help completing the *Tax file number declaration*
- **1300 360 221** for information on varying the standard withholding rate
- **13 32 54** for the Department of Veterans' Affairs
- **13 61 50** for the Family Assistance Office, or
- **13 23 00** for Centrelink.

If you do not speak English well and want to talk to a tax officer, phone the Translating and Interpreting Service on **13 14 50** for help with your call.

If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone **13 36 77**. If you do not have access to TTY or modem equipment, phone the Speech to Speech Relay Service on **1300 555 727**.

Section B: To be completed by the PAYER

The following information will help you comply with your pay as you go (PAYG) obligations.

Tax file number declarations

If you withhold amounts from payments to an employee or other payee, or are likely to withhold amounts, the payee may give you a completed *Tax file number declaration*. The amount you withhold from payments you make to a payee depends on the answers the payee gives on this declaration.

A *Tax file number declaration* applies to payments made after the declaration is provided to you. If the payee gives you a later declaration, this overrides the earlier one.

This declaration replaces the *Employment declaration* and *Annuity and superannuation pension declaration* from 1 July 2000. However, employment declarations and annuity and superannuation pension declarations that were valid at 30 June 2000 continue to be valid as tax file number (TFN) declarations under PAYG.

When a payee gives you a completed *Tax file number declaration*, you must:

- complete section B and send the original to the Tax Office within 14 days, and
- retain the payer's copy for your records.

Provision of payee's TFN to the payee's superannuation fund

If you make a superannuation contribution for your payee, you need to give your payee's TFN to their superannuation fund within 14 days of receiving the payee's *Tax file number declaration* form. But if you do not make a contribution for the payee in that period, you may pass the payee's TFN on to their superannuation fund at the time when you make such a contribution.

What if a payee advises you that they have applied for a TFN, or enquired about their existing TFN??

If a payee states at question 1 on the *Tax file number declaration* that they have applied for an individual TFN, or enquired about their existing TFN, they have 28 days to give you their TFN. If they do not give you their TFN within this time (and unless the Tax Office tells you not to), you must withhold an amount at the top marginal rate of tax plus the Medicare levy (46.5% for 2007–08) from:

- the payee's payments
- all leave loading payments
- leave payments on termination of employment (that is, holiday pay, unused annual leave and long service leave), and
- the taxable component of an employment termination payment.

What if a payee does not give you a completed Tax file number declaration?

If a payee does not give you a completed *Tax file number declaration* you must withhold an amount at the highest marginal rate of tax plus the Medicare levy (46.5% for 2007–08) from any payment to that payee. Within 14 days of the start of the withholding obligation, you must notify the Tax Office. You do this by completing as much of the *Tax file number declaration* as you can. Make sure you:

- complete questions 1 to 8 of section A as well as you can
- print **PAYER** in the signature box of section A
- complete section B
- send the original copy to the Tax Office within 14 days
- retain the payer's copy for your records, and
- withhold an amount at the top marginal rate of tax plus the Medicare levy (46.5% for 2007–08) from any payments to the payee.

Storing and disposing of TFN declarations

Under the TFN guidelines in the *Privacy Act 1988*, you must use secure methods when storing and disposing of TFN information. Under tax laws, if a payee submits a new *Tax file number declaration* or leaves your employment, you must still keep this declaration for the current and next financial year.

OUR COMMITMENT TO YOU

We are committed to providing you with advice and information you can rely on.

If you feel this publication does not fully cover your circumstances, please seek help from the Tax Office or a professional adviser.

The information in this publication is current at July 2007. We regularly revise our publications to take account of any changes to the law, so make sure that you have the latest information. If you are unsure, you can check for a more recent version on our website at www.ato.gov.au or contact us.

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Penalties

You may incur a penalty if you do not:

- forward original copies of completed TFN declarations to the Tax Office
- keep the payer copy of completed TFN declarations for your records, or
- provide the payee's TFN to the payee's superannuation fund.

➤ MORE INFORMATION FOR PAYERS

Lodging TFN declaration reports online

If you use payroll software, you can lodge TFN declaration reports online through the Electronic commerce interface (ECI). Visit www.ato.gov.au/onlineservices to learn about ECI.

Australian business number (ABN)

Apply for an ABN at www.abr.gov.au

Withholding payer number

If you require a withholding payer number (if not in business) phone **13 28 66**, between 8.00am and 6.00pm, Monday to Friday.

Order publications

Order TFN declarations, withholding declarations, family tax benefit worksheets and PAYG withholding tax tables:

- visit www.ato.gov.au – online ordering
- phone **1300 720 092**

If you do not speak English well and want to talk to a tax officer, phone the Translating and Interpreting Service on **13 14 50** for help with your call.

If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone **13 36 77**.

If you do not have access to TTY or modem equipment, phone the Speech to Speech Relay Service on **1300 555 727**.

➤ SEND COMPLETED DECLARATIONS TO:

For WA, SA, NT, VIC or TAS

Australian Taxation Office
PO Box 795
ALBURY NSW 2640

For NSW, QLD or ACT

Australian Taxation Office
PO Box 9004
PENRITH NSW 2740

PRIVACY OF INFORMATION

The Tax Office is authorised by the *Income Tax Assessment Act 1936* to ask for the information on this declaration. We need this information to help us administer the pay as you go (PAYG) system. Where authorised by law to do so, we may give this information to other government agencies. These agencies could include Centrelink, the Australian Federal Police, the Child Support Agency, the Departments of Families, Community Services and Indigenous Affairs, Veterans' Affairs, and Education, Science and Training.

Only certain people and organisations can ask for your TFN. These include employers, some Australian Government agencies, trustees for superannuation funds, payers under the PAYG system, higher education providers, the Child Support Agency and investment bodies such as banks. The Tax Office is authorised by the *Taxation Administration Act 1953* to collect your TFN. It is not an offence not to provide your TFN. However, failure to provide your TFN may result in you having extra tax withheld.

If you need more information about how the tax laws protect your personal information, or have any concerns about how the Tax Office has handled your personal information, phone **13 28 61** between 8.00am and 6.00pm, Monday to Friday.



Tax file number declaration

This declaration is NOT an application for a tax file number.
■ Please print neatly in BLOCK LETTERS and use a BLACK pen.
■ Print X in the appropriate boxes.
■ Make sure you read all the instructions before you complete this declaration.



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www.ato.gov.au

Section A: To be completed by the PAYEE

1 What is your tax file number (TFN)?

See Privacy of information on page 6.

OR I have made a separate application/enquiry to the Tax Office for a new or existing TFN.

OR I am claiming an exemption because I am under 18 years of age and do not earn enough to pay tax.

OR I am claiming an exemption because I am a pensioner.

2 What is your name? Title: Mr Mrs Miss Ms

Surname or family name

First given name

Other given names

3 If you have changed your name since you last dealt with the Tax Office, show your previous family name

4 What is your date of birth? Day / Month / Year

5 What is your home address in Australia?

Suburb or town

State Postcode

6 On what basis are you paid? (Select only one.) Full-time employment Part-time employment Labour hire Superannuation income stream Casual employment

7 Are you an Australian resident for tax purposes? Yes No You must answer No at question 8.

8 Do you want to claim the tax-free threshold from this payer? ONLY CLAIM THE TAX-FREE THRESHOLD FROM ONE PAYER.

If you have more than one source of income and currently claim the tax-free threshold from another payer, do not claim it now. Yes No Answer No at questions 9 and 10 unless you are a non-resident claiming a senior Australian, zone or overseas forces tax offset.

9 Do you want to claim family tax benefit or the senior Australians tax offset by reducing the amount withheld from payments made to you? Yes Complete a Withholding declaration, but only if you are claiming the tax-free threshold from this payer. If you have more than one payer, see page 3. No

10 Do you want to claim a zone, overseas forces, dependent spouse or special tax offset by reducing the amount withheld from payments made to you? Yes Complete a Withholding declaration. No

11 (a) Do you have an accumulated Higher Education Loan Programme (HELP) debt? Yes Your payer will withhold additional amounts to cover any compulsory repayments. No

(b) Do you have an accumulated Financial Supplement debt? Yes Your payer will withhold additional amounts to cover any compulsory repayments. No

DECLARATION by payee: I declare that the information I have given is true and correct.

Signature Date Day / Month / Year

There are penalties for deliberately making a false or misleading statement.

Once this form is completed and signed, send the original to the Tax Office and keep your copy in a secure place.

Section B: To be completed by the PAYER

1 What is your Australian business number (ABN) (or your withholding payer number if you are not in business)? Branch number (if applicable)

2 If you don't have an ABN or withholding payer number, have you applied for one? Yes No See 'More information for payers' on page 6.

3 What is your registered business name or trading name (or your individual name if not in business)

DECLARATION by payer: I declare that the information I have given is true and correct.

Signature of payer Date Day / Month / Year

There are penalties for deliberately making a false or misleading statement.

4 What is your business address?

Suburb or town

State Postcode

5 Who is your contact person?

Business phone number

6 If you no longer make payments to this payee, print X in this box

Return completed original Tax Office copy to:
For WA, SA, NT, VIC or TAS Australian Taxation Office PO Box 795 ALBURY NSW 2640
For NSW, QLD or ACT Australian Taxation Office PO Box 9004 PENRITH NSW 2740

TAXPAYER-IN-CONFIDENCE (when completed)

This page has been left blank intentionally.



Tax file number declaration

This declaration is NOT an application for a tax file number.

- Please print neatly in BLOCK LETTERS and use a BLACK pen.
- Print X in the appropriate boxes.
- Make sure you read all the instructions before you complete this declaration.

www.ato.gov.au

Section A: To be completed by the PAYEE

1 What is your tax file number (TFN)?

See Privacy of information on page 6.

OR I have made a separate application/enquiry to the Tax Office for a new or existing TFN.

OR I am claiming an exemption because I am under 18 years of age and do not earn enough to pay tax.

OR I am claiming an exemption because I am a pensioner.

2 What is your name? Title: Mr Mrs Miss Ms

Surname or family name

First given name

Other given names

3 If you have changed your name since you last dealt with the Tax Office, show your previous family name

4 What is your date of birth? Day / Month / Year

5 What is your home address in Australia?

Suburb or town

State Postcode

6 On what basis are you paid? (Select only one.) Full-time employment Part-time employment Labour hire Superannuation income stream Casual employment

7 Are you an Australian resident for tax purposes? Yes No You must answer No at question 8.

8 Do you want to claim the tax-free threshold from this payer? ONLY CLAIM THE TAX-FREE THRESHOLD FROM ONE PAYER.

If you have more than one source of income and currently claim the tax-free threshold from another payer, do not claim it now.

Yes No Answer No at questions 9 and 10 unless you are a non-resident claiming a senior Australians, zone or overseas forces tax offset.

9 Do you want to claim family tax benefit or the senior Australians tax offset by reducing the amount withheld from payments made to you?

Yes Complete a Withholding declaration, but only if you are claiming the tax-free threshold from this payer. If you have more than one payer, see page 3. No

10 Do you want to claim a zone, overseas forces, dependent spouse or special tax offset by reducing the amount withheld from payments made to you?

Yes Complete a Withholding declaration. No

11 (a) Do you have an accumulated Higher Education Loan Programme (HELP) debt?

Yes Your payer will withhold additional amounts to cover any compulsory repayments. No

(b) Do you have an accumulated Financial Supplement debt?

Yes Your payer will withhold additional amounts to cover any compulsory repayments. No

DECLARATION by payee: I declare that the information I have given is true and correct.

Signature Date Day / Month / Year

There are penalties for deliberately making a false or misleading statement.

Once this form is completed and signed, send the original to the Tax Office and keep your copy in a secure place.

Section B: To be completed by the PAYER

1 What is your Australian business number (ABN) (or your withholding payer number if you are not in business)? Branch number (if applicable)

2 If you don't have an ABN or withholding payer number, have you applied for one? Yes No See 'More information for payers' on page 6.

3 What is your registered business name or trading name (or your individual name if not in business)

DECLARATION by payer: I declare that the information I have given is true and correct.

Signature of payer Date Day / Month / Year

There are penalties for deliberately making a false or misleading statement.

4 What is your business address?

Suburb or town

State Postcode

5 Who is your contact person?

Business phone number

6 If you no longer make payments to this payee, print X in this box

Return completed original Tax Office copy to:
For WA, SA, NT, VIC or TAS Australian Taxation Office PO Box 795 ALBURY NSW 2640
For NSW, QLD or ACT Australian Taxation Office PO Box 9004 PENRITH NSW 2740

TAXPAYER-IN-CONFIDENCE (when completed)



IS YOUR EMPLOYEE ENTITLED TO WORK IN AUSTRALIA?

It is a criminal offence to knowingly or recklessly allow someone to work, or to refer someone for work, where that person is from overseas and is either in Australia illegally or is working in breach of their visa conditions.

People or companies convicted of these offences may face fines and/or imprisonment. To avoid penalties you should make sure your prospective employee has a valid visa to work in Australia before you employ them. You can check a visa holder's status online at the Department of Immigration and Citizenship (DIAC) website at www.immi.gov.au/evo

For more information call DIAC on **1800 040 070** between 8.30am and 4.30pm, Monday to Friday, or visit www.immi.gov.au



STORAGE AND DISPOSAL OF TFN INFORMATION

Privacy Act 1988 – Under the TFN guidelines in the Privacy Act, you must use secure methods when storing and disposing of TFN information.

Retaining declarations – Under tax laws, if a payee submits a new *Tax file number declaration* or leaves your employment, you must still keep this declaration for the current and next financial year.

Guaranteed Annuities Superannuation Benefit Transfer Request

The Colonial Mutual Life Assurance Society Limited
ABN 12 004 021 809 AFSL 235035 ('CMLA')

CommInsure



SPIN: CML0848AU

This form can be used to request another institution to transfer your accessible superannuation monies into a Lifestream Guaranteed Income. To do so, complete the form and post it to the institution which is currently responsible for the superannuation monies you wish to transfer.

Please indicate the type of Guaranteed Annuities product you wish to transfer your superannuation money to by placing a tick (✓) in the appropriate box (tick one box only).

Lifestream Guaranteed Income: Short Term Income Long Term Income Lifetime Income

Personal details

Title	Surname	Given name/s	
<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Other			
Mailing address			
	State	Postcode Country	
Work phone number	Home phone number	Facsimile number	Date of birth
()	()	()	/ /

Superannuation Fund details

Name of Superannuation Fund	
Membership number	
<input type="checkbox"/> Full rollover <input type="checkbox"/> Partial rollover	Amount
	\$

Administration Company details

Name			
Mailing address			
	State	Postcode	Country

Authorisation

I authorise the transfer of my benefit from the Superannuation Fund to CMLA (Guaranteed Annuities).

I understand that:

- CMLA (Guaranteed Annuities) is able to accept accessible superannuation monies under the Superannuation Industry (Supervision) Act.
- the trustee of the Superannuation Fund is discharged from any further liability in respect of the benefit transferred.
- CMLA may be required to deduct tax from the untaxed portion (if any) of the benefit transferred.
- in certain circumstances transfer fees and/or exit fees (if any) may be deducted from the benefits being transferred (subject to legislative requirements).

Investor's signature	Date
X	/ /

Please attach a copy of this form to the Application.

To the paying institution

Please make the cheque payable to '**CMLA Guaranteed Annuities**' and to no other person. Cash deposits will not be accepted.

Send the cheque with this request to:

CommInsure Guaranteed Annuities
PO Box 320
SILVERWATER NSW 2128

Enquiries can be made on **13 10 56** 8am - 8pm (Sydney time) Monday to Friday.

Please note CommInsure Guaranteed Annuities will only accept non-preserved monies.

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Like to know more?

Speak with your adviser or call us now on

13 10 56

8 am–8 pm (Sydney time) Monday to Friday

[comminsure.com.au](https://www.comminsure.com.au)



Guaranteed Annuities Lifestream Guaranteed Income

Preparation date: 27 April 2010

This is a Supplementary Product Disclosure Statement (SPDS) in relation to the Guaranteed Annuities Lifestream Guaranteed Income Product Disclosure Statement with an issue date 20 October 2008 (PDS). This SPDS is issued by The Colonial Mutual Life Assurance Society Limited ABN 12 004 021 809, AFSL 235035. You should read this SPDS in conjunction with the PDS. Copies of the PDS and SPDS are available at comminsure.com.au

The purpose of this SPDS is to remove from the PDS reference to the disclosure of ratings from a credit ratings agency.

Changes to the PDS

The PDS is amended as follows:

1. Front inside cover of the PDS

Remove the following text:

“Standard & Poor’s (Australia) Pty. Ltd A.C.N 007 324 852, has given and not withdrawn its consent in respect to being reference in relation to the credit rating.”

2. Second column, page 2 of the PDS

Remove the following text:

“Standard & Poor’s, a leading global credit rating agency, has awarded CommInsure an AA Insurer Financial Strength rating. This reflects our very strong financial security in relation to our ability to pay under the terms of our insurance contracts.

Credit ratings are statements of opinion, not statements of fact or recommendations to buy, hold or sell any securities. Credit ratings may be changed, withdrawn or suspended at any time.

The credit ratings referred to in this document have been assigned without taking into account any recipients objectives, financial situation or needs. Before acting on any credit rating you should consider the appropriateness of the credit rating having regard to your own objectives, financial situation and needs.

In Australia, credit ratings are assigned by Standard & Poor’s (Australia) Pty Limited, which does not hold an Australian financial services licence under the Corporations Act 2001 for the provision of credit ratings.

The financial strength of an insurer is naturally an important factor in the decision to buy the right annuity product. By choosing CommInsure as your annuity source, you can make our recognised strengths your own.”

3. Bottom of page 2 of the PDS

Remove the Standard & Poor’s financial strength rating logo.

The issue of this SPDS is solely authorised by The Colonial Mutual Life Assurance Society Limited ABN 12 004 021 809 AFSL 235035 (referred to in this SPDS as ‘CommInsure’, ‘CMLA’, ‘we’, ‘our’ or ‘us’). Apart from CMLA, neither the Commonwealth Bank of Australia ABN 48 123 123 124 nor its subsidiaries are responsible for any of the statements contained in this SPDS. CommInsure is a registered business name of CMLA.

The information contained in this SPDS is general information only and does not take into account individual objectives, financial situation or needs. You should assess whether the information is appropriate for you and consider talking to a financial adviser before making an investment decision.