


# Education Savings Plan.

THIS IS A COMBINED FINANCIAL SERVICES GUIDE AND PRODUCT DISCLOSURE STATEMENT  
PRODUCT DISCLOSURE STATEMENT DATED 05 DECEMBER 2008.



Easy to use, purpose built.  
Start saving now for your  
child's education and future.

ISSUED BY:



PROMOTED AND DISTRIBUTED BY

**Commonwealth**Bank



### Things you need to know

The Education Savings Plan ('the Plan') is an investment product issued by Lifeplan Australia Friendly Society Limited ABN 78 087 649 492 (Lifeplan) AFS Licence 237989. Lifeplan has prepared and is responsible for this Product Disclosure Statement ('PDS'). The issue of this PDS is authorised solely by Lifeplan.

Lifeplan Funds Management is a business name and a registered trademark of Lifeplan. Lifeplan's contact details are set out on page 5 in the table 'Key features and benefits at a glance'.

The Commonwealth Bank of Australia ABN 48 123 123 124 (Commonwealth Bank) AFS Licence 234945 distributes the Plan and promotes it by marketing it to its customers.

Lifeplan invests the Plan's assets into funds managed by Colonial First State Investments Limited ABN 98 002 348 352 (Colonial First State) AFS Licence 232468, a wholly owned subsidiary of the Commonwealth Bank. Colonial First State includes licensed related entities of Colonial First State Investments Limited to which it has delegated investment management functions. The Commonwealth Bank and its subsidiaries do not guarantee the Plan or any rights or obligations in respect of the Plan and are not issuing or underwriting the Plan. Lifeplan and the Commonwealth Bank and its subsidiaries do not guarantee the performance of any of the Plan's investment options or the repayment of contributions and investment returns by the Plan. Investments in the Plan are not deposits or other liabilities of the Commonwealth Bank or its subsidiaries and investment-type products are subject to investment risk, including possible delays in repayment and loss of investment returns and contributions invested. Lifeplan is not related to the Commonwealth Bank and its subsidiaries.

The Commonwealth Bank and Colonial First State have given, and not withdrawn, their consent to be named in this PDS. Neither the Commonwealth Bank nor any of its subsidiaries are responsible for any statement or information contained in this PDS.

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

The Education Savings Plan operates as a 'scholarship plan' in accordance with the Income Tax Assessment Act 1997.

You may obtain an electronic copy of this PDS online at [commbank.com.au/educationsavings](http://commbank.com.au/educationsavings). If you are printing an electronic copy of this PDS you need to ensure that you print all the pages including the application form. If you make this PDS available to another person, you need to ensure that you give them the entire electronic file or printout, including the application form. You may obtain a paper copy of this PDS free of charge by contacting your financial adviser or calling Lifeplan on 1800 888 411.

Units in the investment options cannot be allocated until we have received a completed current application form and your investment.

The offer made in this PDS is only available to persons receiving this PDS within Australia.

The information in this PDS is general information only and does not take into account your personal objectives, financial circumstances or needs and should not be considered personal advice. You should consider these factors and read this PDS before making any decision about whether to invest in the Plan. If you would like to talk to someone about the information in this PDS you can call Lifeplan on 1800 888 411 between 8:30 am and 5:30 pm (Adelaide time) Monday to Friday and talk to one of our consultants, or you can talk to a financial adviser.

All times and business days referred to in this PDS are Adelaide times and South Australian business days.

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The Education Savings Plan is an initiative of Lifeplan and the Commonwealth Bank. Lifeplan is the product issuer and administrator. The Commonwealth Bank is the distributor and promotes the Plan by marketing it to its customers. Lifeplan invests the money in funds managed by Colonial First State, which is a subsidiary of the Commonwealth Bank.

# What is the Education Savings Plan?

## Education provides choices and opportunities.

**Education is one of the greatest gifts that children can receive. It provides an ideal foundation for a rewarding and fulfilling life. Access to a quality education opens the door to a lifetime of opportunities and exciting possibilities.**

The Education Savings Plan is a specially designed saving and investment product to help you fund the education expenses of your children, grandchildren or a special child in your life. The Plan can be used for a lifetime of education – primary (including pre-school), secondary, and a wide range of tertiary (including TAFE) and special needs education, in Australia and overseas.

The Plan is simple to use, is flexible, has tax advantages to help you meet the challenges of education and has a unique design that sets it apart from other savings and investment products:

- You can add to or withdraw from your investment at any time.
- When you make a withdrawal for education expenses using your investment earnings, you gain a special tax benefit.
- You can use your investment earnings for any reason (after you have withdrawn all your contributions).
- You do not have to pay tax on your investment earnings while they remain in the Plan.

# Key features and benefits at a glance

<p>Covers a broad range of education</p>	<ul style="list-style-type: none"> <li>• The Plan covers primary, secondary and a wide range of tertiary education.</li> <li>• Tertiary education includes all full-time and part-time post secondary education and training provided by accredited organisations in Australia and overseas.</li> <li>• The Plan covers education programs for children with physical, intellectual or learning disabilities.</li> </ul> <p>Refer to page 42.</p>
<p>Covers a wide range of education related expenses</p>	<p>Expenses include;</p> <ul style="list-style-type: none"> <li>• Uniforms, tuition fees (including course related private tuition), books, materials, student union fees and travel expenses to and from the school or course provider.</li> <li>• Living allowance – students living away from home can currently withdraw an education benefit of up to \$5,200 per calendar year to meet general living expenses. No proof of expenditure is required.</li> <li>• Education related residential boarding costs, rent and other accommodation expenses in excess of the living allowance.</li> </ul> <p>Refer to pages 15 and 42.</p>
<p>Tax advantages</p>	<ul style="list-style-type: none"> <li>• The Plan operates as a 'scholarship plan' under Australian tax laws, which allows certain tax advantages not generally available in other savings and investment products.</li> <li>• While your investment earnings remain within the Plan, there are no Plan related annual tax return obligations for you or your nominated student.</li> </ul> <p>Refer to pages 37 to 39.</p>
<p>Tax-free easy access to your contributions</p>	<p>Your contributions are easily accessible and can be withdrawn tax free<sup>1</sup>. Refer to pages 37 to 39.</p>
<p>EasyClaim withdrawal</p>	<p>EasyClaim allows you to split the withdrawal between your plan accounts or you can request us to do the calculations for you. Refer to pages 15 to 17.</p>

## Key features and benefits at a glance

Estate planning	<ul style="list-style-type: none"> <li>You can nominate a plan guardian to look after your plan arrangements so that your original wishes are carried out in the event of your death or intellectual disability.</li> <li>You can arrange to pass your plan investment to nominated beneficiaries or to your estate in the event your nominated student dies after your death.</li> </ul> <p>Refer to pages 40 and 41.</p>
Investment manager	Colonial First State. Refer to page 18.
Four investment options to choose from	<ul style="list-style-type: none"> <li>Capital Secure.</li> <li>Balanced.</li> <li>Diversified.</li> <li>High Growth.</li> </ul> <p>Further information on the investment options is outlined on pages 26 to 30.</p> <p>Investing carries risks which are explained on pages 21 to 25.</p>
Unit prices	Calculated daily for each investment option. Refer to page 43.
Switching advantages	You can switch between investment options with no personal tax impact. Refer to page 11.

### Refer to pages 9 to 14

Maximum contribution	Currently \$365,000 per student or child. Lifeplan may increase this limit from time to time.
Minimum initial contribution <sup>2</sup>	\$1,000 per option
Minimum account balance	\$1,000 per option
Minimum additional contribution	\$500 per option
Regular Savings Plan (Optional)	Minimum monthly contribution of \$100 per option
Minimum switch	\$500 per option
Minimum withdrawal	\$500

Further information is outlined in the section 'Fees and other costs' on pages 31 to 36

<b>Current fees and costs<sup>3</sup></b>	
Contribution and withdrawal fees	Nil. There are no contribution or withdrawal fees.
<b>Ongoing fees:</b>	
Management fee	<ul style="list-style-type: none"> <li>• Capital Secure Option – 1.75% pa</li> <li>• Balanced Option – 1.75% pa</li> <li>• Diversified Option – 1.85% pa</li> <li>• High Growth Option – 1.95% pa</li> </ul>
Administration fee	\$1.00 per week per plan
Investing Transaction Cost	0% to 0.60% per investment or switch (varies between investment options).
Adviser service fee	Nil
Switching service fee	Nil

<b>Cooling off period</b>	14 days. Refer to page 42.
<b>Complaints resolution</b>	We have a complaints handling process in place. Refer to page 45.
<b>Contact details</b>	<p>Phone 1800 888 411</p> <p>Fax (08) 8212 2790</p> <p>Mail Lifeplan Funds Management, Reply Paid 89, Adelaide SA 5001</p> <p>Email <a href="mailto:espservice@lifeplan.com.au">espservice@lifeplan.com.au</a></p> <p>Internet <a href="http://commbank.com.au/educationsavings">commbank.com.au/educationsavings</a></p>

1. Administration fees and investing transaction costs are deducted from your contributions as described in the section 'Fees and other costs' on pages 31 to 36.
2. We may accept amounts of less than the minimum, at our discretion.
3. All fees disclosed include the net effect of GST.

# How does the Plan work?

The Plan is simple and easy to use. The following is a summary of how it works including an illustration for an example investor.

**Every plan consists of two accounts plus a tax benefit. These are explained below:**

- We use the Contributions Account to record all your contributions.<sup>1</sup> You can access your funds in this account tax free, at any time and for any purpose.
  - We use the Earnings Account to record the investment returns in your plan.<sup>2</sup>
  - The Education Tax Benefit<sup>3</sup> is available when you withdraw funds from the Earnings Account to pay education expenses.<sup>4</sup> The Education Tax Benefit may be worth an additional \$30 for every \$70 withdrawn. Lifeplan pays you the Education Tax Benefit in your withdrawal.
- When you wish to make a claim for education expenses, Lifeplan's 'EasyClaim' withdrawal process automatically calculates the withdrawal allocations between the accounts or, alternatively, you can choose the withdrawal allocations.

1. Contribution withdrawals will be shown as a deduction from this account. Fees are deducted as set out in the section 'Fees and other costs' on pages 31 to 36.

2. Investment returns are after asset based management fees and corporate taxes (paid by Lifeplan) and reflect the movement in the unit prices of the chosen investment option(s). Negative returns may be reflected by a reduction in the value of the Contributions Account. In some cases, negative returns may cause the Education Tax Benefit to reduce to zero. Withdrawals of investment returns will be shown as a deduction from the Earnings Account. Actual investment returns which may be withdrawn will depend on the unit prices of the selected investment option(s) at the time we receive a completed withdrawal notice. Fees are deducted as set out in the section 'Fees and other costs' on pages 31 to 36.

3. As tax laws and rates may change, the Education Tax Benefit is not guaranteed. Refer to 'What are the tax features?' on pages 37 and 39 for further explanation of the Education Tax Benefit.

4. 'Education expenses' means all education and related expenses incurred when your nominated student undertakes an eligible course covered by the Plan. Most education related expenses incurred will fall under this meaning. Refer to page 42.

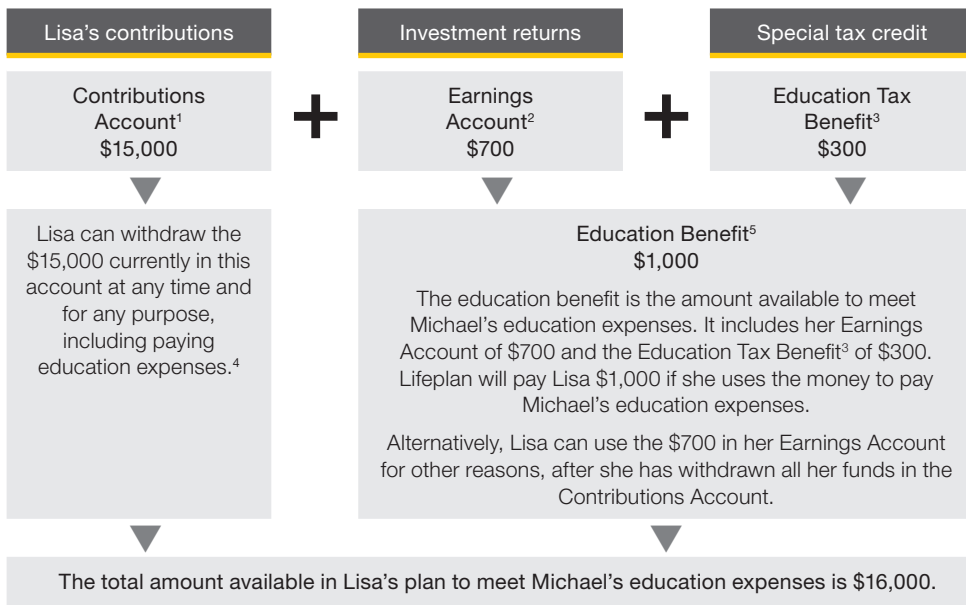
The following is a simplified example to illustrate how the Plan works:

**Lisa set up a plan for her son Michael. She currently has \$15,000 in her Contributions Account. Her Earnings Account shows \$700 of investment returns. This means that she can qualify for an Education Tax Benefit of up to \$300 if she uses those earnings to meet Michael's education expenses.**

This means that:

- The total amount available in Lisa's plan to meet Michael's education expenses is **\$16,000**, which is the sum of her Contributions Account, Earnings Account and Education Tax Benefit.
- The current value of Lisa's investment in the Plan is **\$15,700**, which is the sum of her Contributions and Earnings Accounts. If Lisa does not use any of her Earnings Account to pay Michael's education expenses she could withdraw up to **\$15,700**, but she would not be entitled to receive the Education Tax Benefit.

# How does the Plan work?



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

1. Contribution withdrawals will be shown as a deduction from this account. Fees are deducted as set out in the section 'Fees and other costs' on pages 31 to 36.
2. Investment returns are after asset based management fees and corporate taxes (paid by Lifeplan) and reflect the movement in the unit prices of the chosen investment option(s). Negative returns may be reflected by a reduction in the value of the Contributions Account. In some cases, negative returns may cause the Education Tax Benefit to reduce to zero. Withdrawals of investment returns will be shown as a deduction from the Earnings Account. Actual investment returns which may be withdrawn will depend on the unit prices of the selected investment option(s) at the time we receive a completed withdrawal notice. Fees are deducted as set out in the section 'Fees and other costs' on pages 31 to 36.
3. As tax laws and rates may change, the Education Tax Benefit is not guaranteed. Refer to 'What are the tax features?' on pages 37 to 39 for further explanation of the Education Tax Benefit.
4. 'Education expenses' means all education and related expenses incurred when your nominated student undertakes an eligible course covered by the Plan. Most education related expenses incurred will fall under this meaning. Refer to page 42.
5. 'Education benefits' paid by Lifeplan are treated as assessable income of the nominated student. Tax rates for students differ depending on their age and other personal circumstances. Refer to 'What are the tax features?' on pages 37 to 39 for further explanation.

# Investing in the Education Savings Plan

## **Who can start a plan?**

Anyone aged 16 years and over can start a plan. Applications can be made in the names of single or joint investors. Companies and trusts (including deceased estates) can also start a plan.

You are required to nominate a student and only one student can be nominated for each plan. You can nominate yourself as the student. If you wish to start plans for more than one student, you can do so by simply completing another application form. Two application forms are attached to this PDS. You can change your nominated student at any time by completing and signing a new Student Nomination form, which is available from Lifeplan and online at [commbank.com.au/educationsavings](http://commbank.com.au/educationsavings).

## **When can I start my plan?**

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

## **What happens to my contributions?**

The Plan offers you a choice of four investment options – the Capital Secure Option, the Balanced Option, the Diversified Option and the High Growth Option. You can invest in one option or any combination. The options allow you to invest across a range of different investments.

Each investment option invests into fund(s) which are professionally managed by Colonial First State, according to the option's objectives.

The investment options offered with the Plan are investment options within a fund operated by Lifeplan. When you invest in the Plan, your money is combined with the money of other investors into your selected option(s). You are then allocated a number of units by Lifeplan in each chosen option based on the amount invested and the unit price of the option(s) at the time you invest. Unit prices can rise or fall depending on the market value of the underlying investments.

## **How do I start my plan?**

The minimum initial contribution is \$1,000 per investment option.

You can make your initial contribution by cheque, direct debit or BPAY® from your nominated Australian financial institution account. Simply complete the application form (indicating your method of payment) and send the form and, if applicable, your cheque to Lifeplan. We can only process your application when we receive a completed current application form and your initial contribution at our principal office of administration (see the Directory on the back cover of this document).

# Investing in the Education Savings Plan

If your correctly completed application (and cheque if applicable) are received and accepted by 1:30pm (Adelaide time) on a South Australian business day, applications will usually be processed using that day's unit price(s). Applications received after this time are processed the following business day. You will receive a written confirmation generally within 5 business days after your initial contribution has been accepted.

If you wish, you can apply online at [commbank.com.au/educationsavings](http://commbank.com.au/educationsavings).

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

## **How do I make additional contributions?**

The minimum additional lump sum contribution is \$500 per investment option.

You can make additional contributions in a number of ways:

- BPAY® from your Australian financial institution. Lifeplan absorbs all fees charged by BPAY.®
- Occasional direct debit payments.
- Mailing a cheque to:  
Lifeplan Funds Management  
Reply Paid 89 Adelaide SA 5001
- Establishing a Regular Savings Plan (see below).

Additional contributions received by 1:30pm (Adelaide time) on a South Australian business day will usually be processed using that day's unit price. Contributions received after this time are processed the following business day using that day's unit price.

### **Can I set up a Regular Savings Plan?**

You can start a Regular Savings Plan (RSP) by making regular contributions from as little as \$100 per month (per investment option). An RSP offers you a convenient way to make automatic regular investments and develop a regular savings habit.

### **How does the Regular Savings Plan work?**

After making your minimum initial contribution, regular amounts will be automatically withdrawn directly from your account held by your nominated Australian financial institution.

You can nominate any day of the month for the debit from your account. If the nominated day falls on a weekend or a public holiday, or the day selected does not occur in a particular month, then the deduction will normally occur on the next business day.

If you wish to set up an RSP, please complete the details in steps 7 and 8 of the application form. Please allow 10 business days for your RSP to be established.

### **How do I change my Regular Savings Plan?**

If you wish to alter the amount of your regular deduction or stop contributing simply notify Lifeplan in writing. If you wish to change your account details you will need to complete a new Direct Debit Request available from Lifeplan and online at [commbank.com.au/educationsavings](http://commbank.com.au/educationsavings). Please allow 10 business days for the implementation of your request.

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

### **What is the maximum contribution?**

The maximum contribution(s) that can be made for each student or child is currently \$365,000. We review this limit annually and may increase it with effect from 1 October to reflect rises in the cost of education. If the limit is increased you can make additional contributions up to the new limit. For up to date information on the current maximum contribution contact Lifeplan on 1800 888 411 or visit [commbank.com.au/educationsavings](http://commbank.com.au/educationsavings).

### **How do I switch between investment options?**

A minimum switch of \$500 per investment option applies.

A switch is a transfer of money from one option to another within the Plan. Money is withdrawn from one option and invested in the other option effective the same business day. Switching may incur investing transaction costs.

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

When switching, you must have a copy of the current PDS so that you have information on the available investment options. To switch, simply complete and return a Request to Switch form, which is

# Investing in the Education Savings Plan

available from Lifeplan and online at [commbank.com.au/educationsavings](http://commbank.com.au/educationsavings).

Switch requests received by 1:30pm (Adelaide time) on a South Australian business day will usually be processed using that day's unit price. Requests received after this time are processed the following business day using that day's unit price. We may temporarily suspend switching between the options if financial markets are closed or in other extraordinary circumstances.

## **How do I obtain the latest information about the Plan?**

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

It is important that you keep up to date with the latest information on the Education Savings Plan. To obtain this information, you can:

- Visit [commbank.com.au/educationsavings](http://commbank.com.au/educationsavings).
- Phone **1800 888 411** between 8:30am and 5:30pm (Adelaide time) Monday to Friday on a South Australian business day.

We will provide you with a paper copy of the most recent information free of charge upon request.

If there is a change to the product or the information in this PDS which is materially adverse, we will either issue a new PDS or a supplementary PDS setting out the updated information.

### **What information is on the internet?**

The internet site [commbank.com.au/educationsavings](http://commbank.com.au/educationsavings) provides access to:

- An online application facility.
- Useful and topical information on education.
- Unit prices and performance information.
- EasyClaim withdrawal and other forms to help you manage your investment.

### **How do I transact or obtain information about my account?**

Simply by calling Lifeplan on 1800 888 411, you can arrange to make additional contributions, request withdrawals, switch between investment options, change your address, obtain the latest information about your plan and make general enquiries.

Information can be requested between 8:30am and 5:30pm (Adelaide time) Monday to Friday on a South Australian business day. You can also request these transactions and access information by faxing us on (08) 8212 2790.

### **What information will I receive?**

#### **When you transact or give us instructions**

- Confirmation of your initial investment.
- Confirmation of your transactions (eg additional investments, withdrawals and switches) and other instructions (eg change of nominated student).

- Notification of any component of a withdrawal that may be assessable for tax.
- Confirmation of any changes to direct debit arrangements.

#### **Half-yearly**

- A statement as at 31 December showing your transactions over the previous 6 months, the value of your plan accounts and expected Education Tax Benefits.

#### **Yearly**

- A communications pack which includes:
  - A statement as at 30 June showing your transactions over the previous 12 months, the value of your plan accounts, investment return and expected Education Tax Benefits.
  - Information about the performance and asset allocation of the Plan's investments.
  - Comments on investment market trends.
- Shortly after 30 June, Lifeplan will send an annual tax statement to the student advising the total education benefits (which are assessable to the student) paid during the previous financial year. We will not send a statement if there are no education benefits paid during a financial year.

# Investing in the Education Savings Plan

## Periodically

- The Commonwealth Bank may send you material from time to time which provides you with information on educational topics of general interest, general investing and other product or service offers. If you have provided your e-mail or mobile phone details the Commonwealth Bank may provide this material to you electronically. You can elect not to receive this material by completing step 5 of the application form or by writing to:

Customer Relations  
Commonwealth Bank Group  
Reply Paid 41  
Sydney NSW 2001  
Email: [CustomerRelations@cba.com.au](mailto:CustomerRelations@cba.com.au)  
or by calling 1800 805 605.

# Withdrawing and claiming education expenses

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

## When you are ready to:

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

all you need to do is complete and lodge our EasyClaim withdrawal form, together with any required documentation. EasyClaim forms are available from Lifeplan and online at [commbank.com.au/educationsavings](http://commbank.com.au/educationsavings). Our EasyClaim withdrawal process has been designed to simplify and automate the withdrawal process. Refer to 'How does EasyClaim simplify your withdrawals?' on page 16.

## How do I claim for education expenses?

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

## What is the living allowance and how do I claim it?

The living allowance is a special type of education benefit that is only available to students living away from home. Full-time students living away from home can currently withdraw a living allowance of up to \$5,200 per calendar year without

having to provide proof of expenditure. For part-time students, this limit is reduced on a pro-rata basis to reflect the proportion of full-time study the student is currently undertaking. The living allowance can be claimed at any time during the year.

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

To qualify for the living allowance, students (or investors on behalf of students) are required to complete a 'living away from home' declaration form available from Lifeplan and online at [commbank.com.au/educationsavings](http://commbank.com.au/educationsavings). To request the living allowance, simply complete and lodge our EasyClaim withdrawal form.

We review the living allowance limit annually and may increase it with effect from 1 October to reflect rises in the cost of education. For up to date information on the current maximum living allowance payment, contact Lifeplan on 1800 888 411 or visit [commbank.com.au/educationsavings](http://commbank.com.au/educationsavings).

## Can I withdraw my contributions?

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

# Withdrawing and claiming education expenses

## **What happens if I have withdrawn all my contributions?**

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

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

To make a withdrawal from the Earnings Account, simply complete and lodge our EasyClaim withdrawal form. A full withdrawal will cancel your plan. The tax treatment of proceeds differs between the two types of withdrawals. Refer to 'What are the tax features?' on pages 37 to 39.

## **Is there an annual withdrawal limit?**

### **Investor contributions**

You can withdraw all the funds available in your Contributions Account.

### **Education benefit (the sum of the Earnings Account and Education Tax Benefit).**

Provided you have valid education expenses (excluding the living allowance, see below), there is no limit to the amount of education expenses you can withdraw from your plan.

The living allowance is a special type of education benefit and the limit is currently \$5,200 per calendar year. Refer to 'What is the living allowance and how do I claim it?' which is discussed above, for further information.

## **Can education expenses be carried forward?**

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

## **How does EasyClaim simplify your withdrawals?**

With EasyClaim, you can tell us how you want to split the withdrawal between your plan accounts or you can request us to do the calculations for you.

Investors are required to authorise each EasyClaim withdrawal. For plans in joint names, all joint investors are required to authorise the EasyClaim withdrawal. If you wish, you can authorise Lifeplan to act on the instructions of your nominated student if they are over the age of 16, by completing a student authority form available from Lifeplan and online at [commbank.com.au/educationsavings](http://commbank.com.au/educationsavings). Students authorised to lodge education expense claims must provide supporting documentation for the whole claim, except when claiming any eligible living allowance.

We reserve the right to reject a claim (in full or part), in which case the rejected claim will not qualify for the Education Tax Benefit. We will advise you if we reject a claim and will request additional withdrawal instructions.

### **Withdrawal processing**

Withdrawal requests received by 1:30 pm (Adelaide time) on a South Australian business day will usually be processed using that day's unit price. Requests received after this time are processed the following business day. Proceeds are normally paid within 7 business days of Lifeplan receiving a completed EasyClaim form. There may be times when withdrawals may take longer to process. We may temporarily suspend withdrawals if financial markets are closed or in other extraordinary circumstances.

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

Payment will be credited to your previously nominated Australian financial institution account belonging to you or the student, or mailed by cheque to your address. For the protection of investors, we do not in any circumstances provide cash withdrawals.

# Who manages your money?

## Lifeplan invests the Plan's assets into funds managed by Colonial First State.

Colonial First State aims to create wealth by applying an active and disciplined approach to managing money. It is one of Australia's leading wealth management groups and have been managing investment funds since 1988. Over this time Colonial First State has earned a reputation as a professional and disciplined investment manager providing investment expertise to individual, corporate and public sector investors. It manages money across all major asset classes including Australian and international shares, property, fixed interest and cash.

As at 30 June 2008, it managed over \$150 billion on behalf of clients around the world.

## **An active and disciplined approach to managing money**

Colonial First State believes that a consistent, active and disciplined approach to managing money can be used to identify investment opportunities that enable it to generate returns in excess of recognised market indices, or benchmarks as they are often called, over the medium to long term.

Colonial First State believes that its role as an investment manager is not to avoid investment risk, but to understand the relationship between risk and return and to manage this risk appropriately. Investment selection and portfolio construction is performed in a disciplined process driven manner, with an emphasis on identifying and managing risk and appropriate portfolio diversification.



Investment Superannuation Retirement

# What are the main asset classes?

To assist you in reviewing the investment options on offer, we provide a brief explanation of the broad asset classes available for investing and their risk and return characteristics.

**Cash** investments (also referred to as 'money market securities' or 'short term loans') generally refer to securities where the original investment and a fixed amount of interest is paid when the security matures after a specified period of time, usually less than one year. The cash asset class covers a wide range of securities and includes, but is not limited to bank bills, commercial bills, promissory notes and negotiable certificates of deposit.

While cash investments generally provide a stable and predictable return with low potential for capital loss, returns from cash investments can still fluctuate. The potential for cash returns to outperform returns from other asset classes over the longer term is relatively low. Cash is generally referred to as an investment with low risk and return characteristics.

**Fixed interest securities** usually have a longer term to maturity than cash investments. They generally operate the same way as loans. In return for making the investment, the investor receives regular interest payments for an agreed period of time, at the end of which the investment matures and is repaid. Interest payments can be based on fixed or variable rates. Variable rate securities are usually reset at regular intervals based on the movement of an observable market interest rate.

The fixed interest asset class covers a wide range of securities and includes bonds issued by companies and governments, mortgages, asset backed securities and securities with specially designed features.

A number of the broad types of fixed interest securities have been mentioned in this section. However, there are many fixed interest securities available for investment which have not been mentioned. You should be aware that new types of fixed interest securities are continually being developed and that the Plan's investment options may invest in some or all of the securities which can be grouped under the fixed interest asset class.

Fixed interest investments are regarded as more risky than cash investments but offer a higher potential return over time. Historically, fixed interest investments have provided lower but more consistent returns than property or shares. Fixed interest investments are generally referred to as an investment with low to moderate risk and return characteristics.

# What are the main asset classes?

**Property** generally involves buying a property directly or investing in the securities of a property trust. Property trusts invest in sectors such as office, industrial, retail and residential properties and earn income from rent. Property trusts can also invest in infrastructure investments or companies involved in property related activities. Property securities are generally listed on a stock exchange and are bought and sold like shares. Prices will rise and fall according to movements in investment markets, economic conditions and the value of the underlying property investments. The return from property securities depends on the market price of the securities and any income distributed by the trust. Historically, over the longer term, property investments have provided higher returns than cash and fixed interest but lower returns than shares. Property is generally referred to as an investment with moderate to high risk and return characteristics.

**Shares** represent a part ownership of a company and are generally bought and sold on a stock exchange. The investment return depends on the market price of the share and any dividend paid by the company. Shares are generally considered to be more risky than other asset classes because share prices tend to fluctuate more than other asset classes. However, over the longer term they have tended to outperform the other asset classes. Shares are generally referred to as an investment with high risk and return characteristics.

## **What are 'defensive assets' and 'growth assets'?**

The term 'defensive assets' is commonly used to describe investments in fixed interest and cash, while 'growth assets' is commonly used to describe investments in shares and property.

## **What asset classes do the options invest in?**

- The Capital Secure Option invests in cash and fixed interest securities with a very low risk of capital loss.
- The Balanced Option invests in a diversified portfolio consisting of all the main asset classes. The broad allocation is to be 50% invested in growth assets and 50% in defensive assets.
- The Diversified Option invests in a diversified portfolio consisting of all the main asset classes with an emphasis on growth assets. The broad allocation is to be 70% invested in growth assets and 30% in defensive assets.
- The High Growth Option invests in a diversified portfolio of Australian and global shares.

Refer to page 29 and 30 for further information about the investment options.

# Understanding the risks of investing

Before investing it is important that you understand the risks which can affect the performance of the investment options and your investment. All investment options will be affected by the risks of investing.

## What is investment risk?

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

- you can lose money on your investments,
- investment returns can vary significantly from one year to the next, or
- your investment objectives will not be achieved.

## What are the main risks of investing?

The main risks affecting investments in general are:

### Market risk

This risk relates to the performance of the market as a whole impacting on investment returns. Market risk factors that can influence your investment include economic activity, the level of interest rates, investor sentiment and world events.

### Security risk

The value of individual securities such as shares or bonds can change because of events specific to the security. Such events include unexpected changes in company management, its business environment or profitability. Each event can have a positive or negative effect on the market value of the company's shares or bonds. Security risk for the company's bonds gives rise to credit risk – the risk that the company is not able to pay interest or repay the loan. Government bonds generally have less credit risk and tend to offer lower interest yields than corporate bonds.

For mortgages and other asset backed securities, in the event a borrower can no longer meet their interest payment and/or the loan repayment obligations, the asset securing the loan may need to be sold. An investment loss will occur if the sale proceeds of the asset (including any recoveries) are insufficient to cover the outstanding loan, unpaid interest and other costs.

### Inflation risk

Increases in prices (eg food, clothing, health care, school fees) may exceed the total return from your investment. Investing in growth assets can reduce this risk over time.

### Interest rate risk

The market value of individual securities and asset classes can change in response to changes in interest rates. The impact of the response will differ depending on the asset

# Understanding the risks of investing

class and specifics of the individual security. For example, the market value of a bond can be especially sensitive to changes in interest rates and will tend to fall when interest rates rise, negatively affecting investment returns. Bonds with longer maturities tend to be more sensitive than bonds with shorter maturities. Interest rates can change for a variety of reasons including changes initiated by the Reserve Bank of Australia and changes in the economic climates in Australia and overseas.

## **Liquidity risk**

Buying and selling some investments such as assets in private, unlisted or small specialised markets can often be a long process. Such investments are referred to as being illiquid – hard to buy or sell quickly. Liquidity risk is the risk that an investment cannot be sold quickly at market value, and so may need to be sold at a discount to attract buyers, or cannot be sold and must be held to maturity.

## **Currency risk**

Investing in global markets exposes investors to changes in the exchange rate between foreign currencies and the Australian dollar – referred to as currency risk. Returns from global markets will depend on movements in the value of the underlying investments and changes in currency exchange rates.

Hedging is a currency management strategy which aims to reduce or remove currency risk from an investment portfolio, often through the use of derivatives (see below).

Currency risk associated with international investments can be described as unhedged, partially hedged or fully hedged.

An unhedged portfolio means that the investment portfolio is fully exposed to movements in the Australian dollar, which can have a positive or negative effect on investment returns. The currency management strategy of each investment option is disclosed under the option's investment strategy on page 29 and 30.

## **Derivatives risk**

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

## **Investment management risk**

Lifeplan invests the Plan's assets into funds managed by Colonial First State. Investment managers generally try to understand and manage investment risk. There is a risk that the investment manager will not perform to expectations.

## **Other risks to be aware of**

### **Changes to taxation**

Changes can occur to the taxation of Lifeplan, 'scholarship plans' and the portfolios managed by Colonial First State, which may affect the value of your investment.

### **Will I achieve my investment objectives?**

Achieving your objectives will depend on the risks of investing, any change in your personal circumstances during the period of investing and how well your investment strategy is aligned to your objectives. When investing, you should be aware of the possibility that you may not achieve all of your investment objectives.

# How is investment risk managed?

Colonial First State manages investment risk by investing your money across a portfolio of different investments to provide more consistent returns. This is referred to as diversification, which aims to reduce the variability of portfolio returns by offsetting any underperformance in one asset or asset class with better relative performance in other assets or asset classes. It's the old adage of 'not putting all your eggs in one basket'. Diversification is an important way of reducing investment risk.

Portfolio diversification occurs at a number of levels:

- **Diversification within an asset class**  
This means investing in multiple investments within the one asset class so that portfolio returns are less dependent on the performance of a single investment. For example, if investing in Australian shares, a range of different Australian companies are selected rather than concentrating the portfolio in the shares of one or two companies.
- **Diversification across asset classes**  
This means investing in a range of the main asset classes such as cash, fixed interest, property and shares at the same time. This has the effect of reducing the impact on portfolio returns from a positive or negative performance in a single asset class.

## The trade-off between risk and return

When investing you will usually find that there is a trade-off between risk and return. Different investments are exposed to different types and levels of risk. As illustrated, cash investments are generally considered to have the lowest risk (and return characteristics) while share investments are generally considered to have the highest risk (and return characteristics).

Higher risk and higher returns
Shares
Property
Fixed Interest
Cash
Lower risk and lower returns

In general, over time:

- **Investments with lower risk generally provide lower returns**  
If you want an investment that provides relatively stable returns with a low chance of capital loss, an investment containing lower risk defensive assets like fixed interest and cash may be the most suitable for you. Although these investments may be more appropriate for short term goals, they may not provide sufficient long term returns for you to achieve your investment objective.

- **Investments with higher risk generally provide higher returns**

If you want an investment that is more likely to outperform the returns expected from cash based portfolios over the longer period, an investment containing higher risk growth assets like shares and property may be the most suitable for you. When investing in growth assets, a longer investment timeframe is appropriate to allow the portfolio to recover from periods of poor returns.

### **What is my investment timeframe?**

Your investment timeframe will depend on your own personal circumstances and usually means how long you wish to invest for or how long you can invest before you need to access your money. When discussing investment timeframes in this PDS and investment products in general:

- Short term is generally considered to be 12 months or less.
- Medium term is generally 1 to 5 years.
- Long term is generally more than 5 years.

We have suggested a minimum investment timeframe for each investment option in this PDS (refer to pages 29 and 30). However, these timeframes are only a guide and should not be considered personal advice.

# Choosing an investment option

There are four investment options to choose from. You can choose to invest in one or any combination of the four options, which are listed opposite.

Before deciding on your strategy, you should:

- Consider your personal needs, objectives and financial circumstances
- Consider your investment timeframe. For example, how long before you think you will need the money to pay for education expenses
- Ask yourself how you would react if you saw your investment rising or falling from time to time or day to day.

## Investment options at a glance

Capital Secure Option	Balanced Option
<p>This option is more likely to suit investors who:</p> <ul style="list-style-type: none"> <li>• Want to invest in a diversified portfolio of cash and fixed interest investments.</li> <li>• Seek a high level of capital security with relatively stable and predictable returns.</li> <li>• Are prepared to accept relatively lower returns over the longer term for lower risk.</li> <li>• Intend to invest for either the short or over the long term.</li> </ul>	<p>This option is more likely to suit investors who:</p> <ul style="list-style-type: none"> <li>• Want to invest in a diversified portfolio consisting of all the major asset classes (eg shares, property, fixed interest and cash).</li> <li>• Wish to invest in a portfolio that provides the opportunity to achieve higher returns than the Capital Secure Option over the medium to longer term and understand that this comes with a higher level of risk.</li> <li>• Are prepared to accept periods of negative returns from time to time depending on market conditions.</li> <li>• Intend to invest for a minimum of 3 to 4 years.</li> </ul>
Diversified Option	High Growth Option
<p>This option is more likely to suit investors who:</p> <ul style="list-style-type: none"> <li>• Want to invest in a diversified portfolio consisting of all the major asset classes with an emphasis on growth assets.</li> <li>• Wish to invest in a portfolio that provides the opportunity to achieve higher returns than the Balanced Option over the medium to longer term and understand that this comes with a higher level of risk.</li> <li>• Are prepared to accept higher levels of variability in short term returns than the Balanced Option.</li> <li>• Are prepared to accept periods of negative returns from time to time depending on market conditions.</li> <li>• Intend to invest for a minimum of 4 to 5 years.</li> </ul>	<p>This option is more likely to suit investors who:</p> <ul style="list-style-type: none"> <li>• Want to invest in a diversified portfolio of Australian and global shares.</li> <li>• Seek higher returns over the longer term and understand that this comes with a higher level of risk than the other investment options.</li> <li>• Are prepared to accept relatively high levels of variability in short term returns.</li> <li>• Are prepared to accept periods of negative returns. In some situations, the negative returns may persist for extended periods.</li> <li>• Intend to invest for a minimum of 5 to 7 years.</li> </ul>

For up to date information on performance and unit prices contact Lifeplan on 1800 888 411 or visit [commbank.com.au/educationsavings](http://commbank.com.au/educationsavings). Past performance is no indication of current or future investment performance.

# Choosing an investment option

Although we have suggested a minimum investment timeframe for each of the investment options, the period suggested is only a guide.

The statements above are not a recommendation. They are provided as a guide only to help you with your strategy selection. We have not considered your personal objectives or financial circumstances or needs.

## **Speak to your financial adviser**

If you wish, you can speak to your financial adviser. Your financial adviser can help you understand investment risk and the benefits of diversification. Discussing your personal objectives, financial circumstances and needs with your adviser will help them design an investment strategy that is suitable for you. You should regularly review your investment strategy with your adviser because your needs and circumstances may change over time.



# About the investment options

	Diversified Option Minimum suggested timeframe 4 – 5 years			High Growth Option Minimum suggested timeframe 5 – 7 years		
<b>Investment objective</b>	Aims to provide growth over the medium to long term from a diversified portfolio investing primarily in growth assets.			Aims to provide growth over the long term through investment in a diversified portfolio of Australian and global shares.		
<b>Investment strategy</b>	The broad asset allocation is to be 70% invested in growth assets and 30% in defensive assets. Allocations are regularly reviewed and may be altered in response to a fundamental change in long term expectations or market demand. This option may partially hedge currency risk.			The broad asset allocation is to be 100% invested in Australian and global shares. Allocations are regularly reviewed and may be altered in response to a fundamental change in long term expectations or market demand. This option may partially hedge currency risk.		
<b>Risk profile<sup>1</sup></b>	Moderate to high			High		
<b>Asset allocation<sup>2</sup></b>		<b>Benchmark</b>	<b>Range</b>		<b>Benchmark</b>	<b>Range</b>
	Australian shares	35%	32 – 38%	Australian shares	50%	45 – 55%
	Global shares	28%	23 – 33%	Global shares	50%	45 – 55%
	Australian and global property securities	7%	3 – 11%	Cash	0%	0 – 10%
	Fixed interest and cash	30%	20 – 40%			

For up to date information on performance and unit prices contact Lifeplan on 1800 888 411 or visit [commbank.com.au/educationsavings](http://commbank.com.au/educationsavings). Past performance is no indication of current or future investment performance.

1. Risk profile indicates the level of investment risk you may expect based on the asset class allocation of the option. Please refer to page 19 and 20 for details of asset classes.
2. Benchmark is the percentage of the option that is expected to be invested in this asset class, on average over time. Range is the minimum and maximum percentage of the option that may be invested in this asset according to the investment strategy.

# Fees and other costs

This section shows the current fees and other costs that you may be charged. The fees and costs can change (refer to page 36). These fees and costs may be deducted from your account, from the returns on your investment or from the investment option assets as a whole.

Taxes are set out on pages 37 to 39. You should read all of the information about fees and costs because it is important to understand their impact on your investment. All fees are paid to or deducted by Lifeplan, unless otherwise stated.

Type of fee or cost	Amount <sup>1</sup>	How and when the fee is paid
<b>Fees when your money moves in or out of the Plan</b>		
<b>Establishment Fee</b> The fee to open your plan.	Nil	There are no establishment fees.
<b>Contribution Fee</b> The fee on each amount contributed to your plan.	Nil <sup>2</sup>	There are no contribution fees.
<b>Withdrawal Fee</b> The fee on each amount you take out of your plan.	Nil	There are no withdrawal fees.
<b>Termination Fee</b> The fee to close your plan.	Nil	There are no termination fees.
<b>Ongoing fees</b>		
The fees and costs for the administration, promotion, distribution and management of your investment:		
<b>Management Fee<sup>3, 4</sup></b>	1.75% to 1.95% pa (depending on the investment option)  (From \$175 to \$195 pa for a \$10,000 investment balance).  The management fee for each option is shown on page 33.	The management fee is calculated and expressed as a percentage of the daily gross market value of the investment option.  Management fees are reflected in the daily unit price of each option and are deducted monthly from the options.  We do not charge management fees on the value of any Education Tax Benefits
<b>Administration Fee</b>	\$1 per week per plan (\$52 pa per plan).	The administration fee is deducted at the rate of \$1 per week from your Contributions Account or, if there are insufficient funds, from the Earnings Account by selling units.

# Fees and other costs

Type of fee or cost	Amount <sup>1</sup>	How and when the fee is paid
<b>Service fees and other costs</b>		
<b>Switching Service Fee</b> The fee for changing investment options.	Nil <sup>2</sup>	There are no switching service fees.
<b>Adviser Service Fee</b> The fee charged by your adviser for extra advice about your investment. This fee is in addition to the standard adviser remuneration discussed on page 35.	Nil	There are no adviser service fees.
<b>Investing transaction cost</b> The cost when you invest or switch into an option (except the Capital Secure Option). The cost has the same purpose as a 'buy/sell spread' generally used by other investment products.	0% to 0.60% per investment or switch (depending on the investment option).  (Nil to \$60 for a \$10,000 investment or switch).  The investing transaction cost for each option is shown in the table on page 33.	When you invest or switch into an option, an investing transaction cost is incurred to recover the cost of brokerage and certain other costs of investing incurred by the options. It is not a fee retained by Lifeplan. The cost is deducted from your Contributions Account or, if there are insufficient funds, from your Earnings Account and reduces the amount of your investment or switch.  There is no investing transaction cost on withdrawal from any option.

- All figures disclosed include the net effect of GST.
- You may incur an investing transaction cost when you invest or switch into an option (refer to the table above).
- This management fee includes fees paid to Commonwealth Bank for the promotion, distribution and sale of this product and to Colonial First State for investment management. This fee also includes an amount payable to your adviser (refer to 'What is paid to your adviser?' on page 35) and to your Lifeplan consultant (refer to 'What is paid to your Lifeplan consultant?' on page 36).
- The management fee is shown before tax. This means the fee is an expense and treated as an allowable tax deduction to the investment options and the benefit is passed on to investors as part of the unit price.

## Additional explanation of fees and costs

### Management fees and investing transaction costs

Investment Option	Management fee pa		Investing transaction cost	
	%	Example in \$ for a \$10,000 balance <sup>1</sup>	%	Example in \$ for a \$10,000 investment or switch <sup>2</sup>
Capital Secure Option	1.75% pa	\$175 pa	Nil	Nil
Balanced Option	1.75% pa	\$175 pa	0.20%	\$20
Diversified Option	1.85% pa	\$185 pa	0.40%	\$40
High Growth Option	1.95% pa	\$195 pa	0.60%	\$60

1. The dollar examples shown assume a constant investment balance of \$10,000 for the year.

2. The dollar examples shown assume you invest or switch \$10,000 into an option.

### Dollar fee examples for ongoing fees

The dollar fee examples on page 34 show the effect of the ongoing fees on the following two case studies. The examples are simplified for illustrative purposes only and assume a stable investment balance over the year for each investor. An investor's plan investment balance is the sum of their Contributions Account and Earnings Account and excludes the Education Tax Benefit.

# Fees and other costs

## Example 1

The following example assumes a plan investment balance of \$10,000, with \$5,000 invested in the Capital Secure Option and \$5,000 invested in the Diversified Option.

Fee type	Calculation	Dollar amount pa
<b>Management Fee</b>		
Capital Secure Option	$\$5,000 \times 1.75\% \text{ pa}$	\$87.50
Diversified Option	$\$5,000 \times 1.85\% \text{ pa}$	\$92.50
<b>Total Management Fee</b>		\$180.00
Administration Fee	\$1 per week	\$52.00
<b>Total Ongoing Fees</b>		\$232.00

## Example 2

The following example assumes a plan investment balance of \$50,000, with \$25,000 invested in the Capital Secure Option and \$25,000 invested in the Diversified Option.

Fee type	Calculation	Dollar amount pa
<b>Management Fee</b>		
Capital Secure Option	$\$25,000 \times 1.75\% \text{ pa}$	\$437.50
Diversified Option	$\$25,000 \times 1.85\% \text{ pa}$	\$462.50
<b>Total Management Fee</b>		\$900.00
Administration Fee	\$1 per week	\$52.00
<b>Total Ongoing Fees</b>		\$952.00

Please note that in practice, the actual investment balance of an investor will vary depending on the market value of the investment options and the fees charged. Management fees are deducted directly from the option and not from your plan's accounts. The administration fee is deducted from your Contributions Account or, if there are insufficient funds, from the Earnings Account.

### **Dishonour fees**

Dishonour fees are charged when there are insufficient funds in your Australian financial institution account to meet an authorised direct debit resulting in the contribution being dishonoured. While we do not currently charge a dishonour fee, we may at our discretion, obtain reimbursement from you for any costs we incur as a result of the dishonour by deducting the cost from your Contributions Account or, if there are insufficient funds, from your Earnings Account.

### **What is paid to your adviser and others?**

If you wish you may request the services of a financial adviser to provide you with personal financial advice in relation to your purchase of this product.

The financial adviser providing you with advice in relation to your purchase of this product may receive payment ('remuneration') for the sale. Your adviser's remuneration is included in the fees and costs shown in this PDS and is not an additional cost to your investment (except any remuneration that the adviser charges you directly as a fee for service).

There is currently no initial or upfront commission paid to the adviser.

Your adviser's remuneration may include an ongoing commission of 0.60% pa of your plan's average investment balance. If such remuneration is paid, it is paid by Lifeplan

and/or the Commonwealth Bank and its subsidiaries and is not an extra amount paid from the options or your investment. Lifeplan pays ongoing commission monthly.

The adviser may also receive other benefits in a variety of ways. For example, advisers may be provided with specialised product training. If these benefits are provided, they are paid for by Lifeplan and/or the Commonwealth Bank and its subsidiaries and are not an extra amount paid from the options or your investment.

If you are referred to us by an organisation other than Lifeplan or the Commonwealth Bank and its subsidiaries in relation to this product, or you are a member of an organisation with which we have an agreement to pay remuneration in certain circumstances, we may pay that organisation remuneration. The remuneration we pay in relation to this product will not exceed the amount paid to an adviser, as set out in this section, and is not an additional cost to your investment.

Any payment will be made in compliance with the Investment and Financial Services Association Industry Code of Practice on Alternative Forms of Remuneration. We keep a register of certain payments as required by the Code. Please contact us if you would like to view this register. Details of your adviser's remuneration will be in the Financial Services Guide and Statement of Advice which your adviser must give to you.

# Fees and other costs

**Example of adviser remuneration:** If your plan's average investment balance over a 12-month period is \$10,000, your adviser may receive ongoing commission of \$60 ( $\$10,000 \times 0.60\%$ ) over the 12-month period. These amounts are inclusive of GST.

## **What is paid to your Lifeplan consultant?**

Lifeplan's consultants are employees of Lifeplan and will give you general advice about this product. In addition to their salary, Lifeplan's consultants may receive bonus payments depending on individual and team performance during the relevant period (currently monthly and quarterly). Together these payments will not exceed 0.1% of contributions by you and others during the relevant period. For example, if you and other investors make contributions of \$500,000 during the relevant period, your consultant may receive a bonus of up to \$500 ( $\$500,000 \times 0.1\%$ ) in respect of those contributions.

Lifeplan's consultants may also receive other discretionary benefits from us. The payment of bonuses and other benefits are based on the achievement of a range of objectives. The remuneration of Lifeplan's consultants, including any bonuses and other benefits, is included in the charges previously shown and is not an additional cost to your investment. Lifeplan may, without prior notice, vary the amount and type of remuneration and incentive received by its consultants.

## **Can the fees change?**

We may change the fees and costs specified on pages 31 to 36 or introduce new fees or costs at any time at our discretion in accordance with the Plan's governing rules. The change or introduction of the fee or cost becomes effective 30 days after we provide you with written notice, except for investing transaction costs which may be changed or introduced without notice to investors.

The Plan's governing rules provide for:

- The establishment fee, contribution fee, withdrawal fee, termination fee, administration fee, switching service fee and investing transaction cost to be set at a level determined at our discretion. The current level of those fees are shown in the 'fee tables' on pages 31 to 32.
- A maximum management fee of 4% pa for each investment option. This maximum is provided for your information only and is not the current fee charged. The current management fees are shown in the table on page 33.

# What are the tax features?

## **What tax does the Plan pay?**

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

## **What is unique about 'scholarship plans'?**

Lifeplan operates the Education Savings Plan as a 'scholarship plan'. This entitles Lifeplan to recover the tax paid on the Plan's investment earnings whenever those earnings are used to pay eligible education expenses.

The value of any tax recovered by Lifeplan (referred to as the Education Tax Benefit) is added to the amount withdrawn from the Earnings Account, and the combined amount is paid as the education benefit.

## **Will I be liable for tax when I withdraw my contributions?**

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

## **Will my nominated student be liable for tax?**

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

### **Students under 18 years of age**

- In most cases, as long as the student's taxable income from any investments (including the Plan) is below the effective tax free threshold of \$2,666 in a financial year, there will normally be no tax liability and no need for them to complete a tax return.
- Any part-time employment income earned by the student is not subject to this threshold.
- The threshold applies to a resident student who remains under the age of 18 years at the end of a financial year in which a benefit is paid. Note, this threshold is determined by combining the current standard child tax-free threshold for investment income (of \$416) with an allowance for the prevailing low income tax offset.

# What are the tax features?

- There are limited circumstances when the higher adult tax-free threshold may apply (see below), such as where the child is in full-time occupation or is handicapped or where the investment in the Plan is sourced from a deceased estate.

## Students aged 18 or older

- In most cases, as long as the student's taxable income from any part-time employment and/or investments (including the Plan) is below \$14,000 in a financial year, there will normally be no tax liability.
- This higher effective tax free threshold applies to a resident student who is at least 18 years old and also in those limited circumstances mentioned above when a resident student is under age 18. Note, the threshold is determined by combining the current standard adult tax-free threshold (of \$6,000) with an allowance for the prevailing low income tax offset.

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

## What are the tax implications if I withdraw from the Earnings Account?

There are no tax implications for you (as an investor) when withdrawals are made from the Earnings Account to pay education expenses (refer to the previous section).

Only after you have withdrawn all your funds from the Contributions Account, can you access accrued investment returns remaining in the Earnings Account for other or unspecified purposes. However, withdrawals made for other or unspecified purposes do not qualify for the Education Tax Benefit and the proceeds are assessed as investment income in your hands in accordance with the following rules:

- If you have held your plan for more than 10 years, withdrawal amounts are not taxable.
- Withdrawals made within the first 8 years of your plan's commencement are fully assessable. The assessable amount is reduced to two-thirds for a withdrawal in the 9th year, and to one-third in the 10th year.
- A special tax rebate of 30% currently applies on the assessable amount, which will help reduce your personal tax impact. For example, if your marginal tax rate is 46.5% you only need to pay additional tax of 16.5%. If your personal tax rate is below 30%, any excess rebate will help reduce your tax on other assessable income.

**Is there a need to quote a Tax File Number (TFN)?**

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

**What is the withholding tax situation if I am a non-resident?**

If you are a non-resident investor or student, including an investor or student who has left Australia for an extended period, your plan's accrued investment returns and any withdrawals from your plan are not subject to non-resident withholding tax.

**Tax laws may change**

The tax information provided in this PDS is current at the time of its preparation and is general in nature. The information is only intended to provide summary guidance on Australian tax matters associated with the operation of the Plan and areas affecting a resident investor and their nominated student. Australian tax laws may change in the future and may affect your tax position, as well as the tax advantages described in this PDS. You should seek independent tax advice if you believe that you or your nominated student's particular circumstances may be affected.

# Estate planning and other features

## **What is a plan guardian?**

(Optional feature)

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

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

To nominate a plan guardian, simply complete the Nomination of Plan Guardian section in the application form. A plan guardian may be any individual aged 18 years or more, a company or a trustee of a trust. The nomination of a natural person as a plan guardian is revoked automatically upon the death of that person. The plan guardian may be altered at any time by completing and signing a new Nomination of Plan Guardian form, which can be obtained from Lifeplan and online at [commbank.com.au/educationsavings](http://commbank.com.au/educationsavings).

## **What happens if no plan guardian is nominated?**

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

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

## **Why should I nominate a plan beneficiary?** (Optional feature)

You can nominate one or more plan beneficiaries, who will automatically receive the proceeds of any residual plan investment should your current nominated student die after your own death (the 'death benefit'). For plans in joint names, this feature only applies upon the death of the current nominated student after the death of both joint plan investors.

The proceeds of any death benefit will be paid to your nominated plan beneficiaries when Lifeplan receives official notification of the death of your nominated student, and your death if not already notified. Nominating a plan beneficiary can avoid delays involved in obtaining a grant of probate on an estate. Death benefit proceeds are tax-free in the hands of the nominated plan beneficiaries who are paid in the proportions you advise.

To nominate a plan beneficiary, simply complete the Nomination of Plan Beneficiary section on the application form. A nominated plan beneficiary can be a natural person of any age, a company or a trust. The nomination of a natural person as a plan beneficiary is revoked automatically upon the death of that person. You may alter your nominated plan beneficiaries at any time by completing and signing a new Plan Beneficiary Nomination form, which is available from Lifeplan and online at [commbank.com.au/educationsavings](http://commbank.com.au/educationsavings).

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

### **What happens if my nominated student dies?**

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

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

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

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

Your plan is portable and continues if you move overseas and whether or not the student moves with you or stays behind.

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

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

### **Is there a time limit on my plan?**

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

# What else do I need to know?

## **What approved courses and education expenses are covered by the Plan?**

The Plan covers primary education (including preschool or reception), secondary education and a wide range of tertiary education and training courses, including:

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

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

## **What are 'education expenses'?**

The education expenses must relate to or be incurred for the purpose of the student attaining the qualifications sought under the education or training program. Subject to the annual payment/benefit limits specified in this PDS, the education expenses you may claim from the Plan include:

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

Lifeplan has full and sole discretion to determine approved courses and education expenses covered by the Plan.

## **How does the cooling off period work?**

A 14-day cooling off period will apply to your initial investment in the Plan. This period starts when you receive confirmation of your investment or 5 business days after your plan is issued (which will occur when units are allocated), whichever is earlier. If you wish to cancel your investment then simply advise Lifeplan in writing. We will return your investment after deducting any applicable investing transaction costs, tax or duty incurred and after allowing for any reduction or increase in the value of your investment (refer to 'How are investments valued?' on page 43). As a result, the amount returned

to you may be less than your original investment. The cooling off period will lapse if you transact on your investment within the 14 days.

### **How are investments valued?**

Unit prices are usually calculated each business day by taking the total market value of the assets held in each option, less management fees, taxes and any other relevant expenses, divided by the total number of units allocated to investors in each option. As the value of the assets held in the options can rise and fall, so too will the unit prices and the value of your investment. If we consider it appropriate to do so, we may calculate unit prices more frequently than daily or may suspend the daily calculation of unit prices.

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

### **How are Lifeplan and the Plan regulated?**

Lifeplan is registered as a 'Life Company' under the Life Insurance Act 1995. The operations of Lifeplan are governed by its Constitution (which includes the governing rules of the Plan), the Corporations Act 2001 and the Life Insurance Act, which together set out the conditions under which Lifeplan is required to operate. Contact us to inspect or obtain free of charge a copy of Lifeplan's Constitution.

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

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

Your plan is issued under rule 26 of Lifeplan's Constitution and is in benefit funds maintained by Lifeplan that are kept separate and distinct from the other assets held by Lifeplan.

### **What is my relationship with Lifeplan?**

When you become an investor, you become a member of Lifeplan which provides you with certain rights as discussed below.

The Constitution of Lifeplan has effect as a contract between its members and between each member and Lifeplan. Accordingly, members are bound by the provisions of the Constitution of Lifeplan.

## What else do I need to know?

Your investment in the Plan does not represent a deposit with or liability of the Commonwealth Bank and its subsidiaries (including Colonial First State) and does not entitle you to a direct investment in the Plan's underlying funds. Lifeplan is solely responsible for processing all investor transactions and the production of member and statutory reports. The only relationship created by an investor making an investment in the Plan is between Lifeplan and the investor.

### **What are my rights as a member of Lifeplan?**

Lifeplan's Constitution provides members with certain rights, many of which have already been disclosed in this PDS. In accordance with Lifeplan's Constitution, membership rights additional to other rights disclosed throughout this PDS include the right to:

- Transfer your investment, including to your nominated student.
- Receive notice of, attend and vote at general meetings of members of Lifeplan.

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

### **What happens to my personal information?**

Lifeplan collects from you and holds personal information such as your name, date of birth and address. We may also be required to collect and verify certain personal information by Anti-Money Laundering and Counter Terrorism Financing Laws. To the extent required by privacy laws we will provide you with access to your personal information. You can advise us at any time if the information is inaccurate or incomplete.

Lifeplan needs your personal information to identify you, to make sure that details about your investment, and other Lifeplan products and services you may use, are accurate, to administer your investment and to contact you when necessary. We may also provide your personal information to service providers used to assist Lifeplan with its administration and investor communications. This information is provided on a strictly confidential basis and will only be used for the purposes of the Lifeplan group.

If you used a financial adviser who recommended your investment in the Plan (as indicated on your application form), then your details (including ongoing account and transaction details) may be provided to that adviser and the adviser's dealer group.

We may also forward your information to the Commonwealth Bank to enable the Commonwealth Bank and its subsidiaries to send you marketing materials on products and services offered. If you do not wish to receive any marketing materials on products and services please complete step 5 of the

application form or call the Commonwealth Bank 13 2221. If you wish to change any of your personal details, you may instruct us by contacting the Privacy Liaison Officer on 1800 888 411.

### **Lifeplan's responsibilities to help prevent financial crime**

As a financial services provider operating under Australian laws, we are required to comply with certain laws to help prevent financial crime. If we reasonably believe that making a payment or allowing any other form of transaction may breach a law in Australia or in any other country, then we may delay, block or refuse to make that payment or process that transaction. We will incur no liability to you if we take any such action. You must provide all information to us that we believe we reasonably require to comply with any laws in Australia or any other country. This may include information verifying your identity and the identity of the student or child nominated under your plan, the plan guardians, any nominated beneficiaries, any proposed assignee/transferee and that of any third party to whom a payment is made, but is not limited to such information. Information may be required before we accept your application, while you hold an investment in the Plan or when you wish to close your plan. We will disclose information collected from you to any person, company, agency or authority who, under law, we are required to report the information to or who is entitled to obtain the information from us.

### **What happens if I wish to make a complaint?**

We have procedures in place to properly consider and deal with any enquiries and complaints that you may have.

If you advise us of a complaint, we will:

- Promptly acknowledge receipt of your complaint.
- Thoroughly investigate the complaint.
- Formally respond to you within 45 days of receipt of the complaint, advising you of the outcome and of options available to you in order to reach a satisfactory resolution.

If you have a complaint or any other enquiry you may contact us on 1800 888 411 or alternatively you may write to:

The Customer Services Manager  
Lifeplan Funds Management  
Reply Paid 89 (no stamp required)  
Adelaide SA 5001

If you feel that your complaint has not been adequately addressed, you may contact the external dispute resolution scheme, the Financial Ombudsman Service. Their contact details are:

Telephone 1800 78 08 08  
Facsimile (03) 9613 6399  
Website [www.fos.org.au](http://www.fos.org.au)  
Email [info@fos.org.au](mailto:info@fos.org.au)  
Mail GPO Box 3, Melbourne,  
Victoria, 3001

# What else do I need to know?

## **How will my social security or pension entitlements be affected?**

Investing in the Plan may affect your social security entitlements. For investors in receipt of the Age or Service Pension or any other means tested government benefits, the current value of your plan investment will be treated as a 'financial asset' and assessed under the Assets test and the deeming provisions of the Income test.

Unless you are the custodial parent of the student, any part of your plan investment paid to or on behalf of your nominated student will be regarded as a gift from the investor to the student. Under current assessment rules, a gift of up to \$10,000 may be made during a financial year (subject to a rolling 5 year limit of \$30,000) without adversely affecting any pension entitlements.

As the laws relating to social security benefits are complex, please consult your financial adviser or Centrelink or the Department of Veterans Affairs.

## **What investments can the Plan hold?**

The governing rules of the Plan provide Lifeplan with significant discretion about what investments (including financial derivatives) may be held by the investment options. Investments may be held directly or indirectly via registered managed investment schemes and/or unlisted funds. This PDS outlines the investments intended to be held.

We aim to always manage and operate the Plan in the best interests of investors and it is sometimes necessary for us to:

- Add to or remove from the range of investments in which the options may invest.
- Add, close or remove an option.
- Change the investment approach of an option.

The governing rules of the Plan do not permit Lifeplan to borrow on behalf of an option.

## **Ethical investment considerations**

The Corporations Act 2001 requires us to comment on the extent to which labour standards, environmental, social or ethical considerations are taken into account in the selection, retention or realisation of investments. Neither Colonial First State nor Lifeplan take these factors specifically into account when making investment decisions. However, where these factors may negatively impact on the performance of any particular investment held by the options, Colonial First State (as investment manager) may review its decision to hold the specific investment. Colonial First State does not use any specific methodology for such reviews nor does it have predetermined views about the extent to which such factors will be taken into account in a review.

## **How do I obtain financial information about Lifeplan?**

The audited financial reports of Lifeplan incorporating information on Lifeplan's benefit funds can be obtained from the current Annual Report, which is available on request and free of charge from the offices of Lifeplan or on our website [lifeplan.com.au](http://lifeplan.com.au).

## **Terms and conditions for fax communications**

Investors completing an application are taken to agree to the following conditions:

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

## **Requirements for fax instructions**

If you wish to give us instructions by fax in relation to your account (eg make a withdrawal or amend your records in any way), you must:

- Send the fax to 'Lifeplan Funds Management' on fax number (08) 8212 2790, or such other fax number that we may advise from time to time.
- Ensure the fax is dated and signed by all the authorised signatories to the investment.
- Include the names of all the investors, the account number(s) and sufficient information to enable us to complete the transaction.

## **Direct debit client service agreement**

By completing and signing the Direct Debit Request Authorisation included in the application form, you authorise us to draw on your nominated account with the following understanding:

- We will advise you, in writing of any change to this direct debit client service agreement at least 14 calendar days prior to the date of any such change.
- Where the due date of the debit to be made falls on a non business day, we will draw the amount on the next business day.
- We will not change the amount or frequency of drawing arrangements without your prior approval.

# What else do I need to know?

- If you are making a once only lump sum payment, we will deduct this amount only once from your account nominated on the application form. Lifeplan will require 3 business days notice. No further deductions will take place under this direct debit client service agreement.
- We reserve the right to cancel the direct debit arrangements if 3 or more drawings are returned unpaid by your nominated financial institution and to arrange with you an alternate payment method. We may, at our discretion, pass onto you any costs we incur due to any direct debit refusal by deducting the cost from your plan.
- We will collect, retain and use your personal information in accordance with our privacy statement under 'What happens to my personal information?' on page 44 of this PDS.
- We will resolve any dispute of a direct debit drawing within 7 business days and in the course of resolution we may share information with Lifeplan's direct debit sponsor.

## Your rights

- You may terminate the direct debit arrangements at any time by giving written notice to us. Such notice should be received by us at least 3 business days prior to the due date.
- You may stop payment of a direct debit under the agreed arrangements by giving us written notice. Such notice should be received by us at least 3 business days prior to the due date.
- You may change the direct debit amount by advising us in writing of your requirements no less than 3 business days prior to the due date.
- You may dispute a direct debit drawing by advising us in writing of the full details of the transaction. You must include the account numbers of both the account to be debited and credited, the amount, date, nature and circumstances of the disputed transaction. Lifeplan will investigate your claim and in the event of a debit being transacted incorrectly a full refund will be provided within 7 business days.

### **Your commitment to us**

- It is your responsibility to ensure that the nominated account can accept direct debits and that sufficient cleared funds are available in the nominated account to meet a drawing on its due date.
- It is your responsibility to ensure that the authorisation given to draw on the nominated account, is identical to the account signing instruction held by the financial institution where the account is based.
- It is your responsibility to advise us in writing if the account nominated by you to be debited is transferred or closed.
- It is your responsibility to arrange with us a suitable alternate payment method if the direct debit arrangements are cancelled either by yourself or the nominated financial institution.
- It is your responsibility to contact Lifeplan direct for any query or dispute in relation to any direct debit transactions. Please direct all telephone enquiries to 1800 888 411.
- It is your responsibility to meet any charges you may incur from your use of the direct debit system.

# Application Checklist

Help us process your application form quickly by using the checklist below.

- Insert your full name, not initials, when completing the form. Applications in joint names are treated as joint tenants. Investors can be individuals aged 16 years or more, companies, trustees of trusts or partnerships (steps 1 to 3).
- Applications by companies must be signed in accordance with the company's governing rules, by a duly authorised officer or under power of attorney. For applications signed under power of attorney please provide a copy of the power of attorney. Applications on behalf of trusts (eg family trusts or deceased estates) must be completed in the name of the trustee(s) or executor(s). If applying on behalf of a company, trust or other entity, authorised signatories must complete the sections under 'Investor 1' and 'Investor 2'. Enter the name of the entity in the space provided. We may request a copy of the governing rules of the entity (steps 1 to 3).
- Check you have provided your contact details (step 4).
- Check you have completed the details for your nominated student (step 6). If you wish to nominate another student, a second application form is attached.
- Check you have completed your contribution and investment details, including whether you wish to join the Regular Savings Plan (step 7).
- Check you have completed the payment instructions notifying Lifeplan how you will contribute to the Plan (step 7). If you send us a cheque, cross it 'Not Negotiable' and make it payable to:  
**'Education Savings Plan, <investor name>'.**
- If investing by direct debit, check you have nominated your account details and signed the Direct Debit Request Authorisation so that we can debit your initial contribution and/or Regular Savings Plan contributions from your Australian financial institution account (step 8).
- Check all applicants have signed and dated the application (step 12). Unsigned applications cannot be accepted.

**How do we deal with incomplete applications?**

If your application is incomplete, we will retain the application money while we endeavour to obtain the required information. If the information is not received after 25 business days your money will be returned to you with any interest earned being retained by Lifeplan.

**Lodging your application**

You can lodge your completed application form by mailing it to the following reply paid address, or if you prefer, your adviser can lodge the form for you:

Lifeplan Funds Management  
Reply Paid 89 (no stamp required)  
Adelaide SA 5001

We may reject or defer your application at our discretion, without giving any reason. If we reject your application, we will notify you and return your money with any interest earned being retained by Lifeplan.

**Please note, we do not accept cash deposits.**

# Financial Services Guide

Dated 05 December 2008

## **Lifeplan and this Financial Services Guide**

This Financial Services Guide (FSG) is an important document that we are required to give you under the requirements of our Australian Financial Services Licence. It provides you with general information about Lifeplan Australia Friendly Society Limited ('Lifeplan', 'we', 'our' or 'us') to help you decide whether to use the financial services we provide. It also explains how our consultants (and other relevant persons) are paid and includes details about our internal and external complaints handling procedures and how you may access them.

Lifeplan is registered as a 'Life Company' under the Life Insurance Act and is also licensed under the Corporations Act to provide financial services. Our Australian Financial Services Licence Number is 237989. Lifeplan Funds Management is a business name and a registered trademark of Lifeplan.

## **Other documents you may receive**

If any general advice you receive relates to the acquisition of a particular financial product, you will receive, in addition to this FSG, a Product Disclosure Statement (PDS). The PDS contains information to assist you in making an informed decision about whether to acquire the product.

The information provided by Lifeplan is designed to help you understand the features and benefits of the products we provide. Lifeplan does not provide a financial planning service or give personal financial advice, which means we will not take into

account your personal objectives, needs or financial situation, so we ask that you give those items consideration when making your investment decision.

## **How you can contact us**

You can contact us by calling 1800 888 411, or by writing to us at Lifeplan Funds Management G.P.O. Box 89, Adelaide SA 5001. Our email address is [espservice@lifeplan.com.au](mailto:espservice@lifeplan.com.au).

## **How you can give us instructions**

Generally, you may give us instructions in person, by writing to us or by telephone, fax, or email. The method by which you give us instructions may depend on the services or products we provide to you.

## **The financial products and services we offer**

Lifeplan is authorised to deal in and provide advice on life insurance investment products, life risk products, basic and other deposit products and non-cash payment facilities such as direct debits. Our representatives are only authorised to provide advice on those products.

Generally there are two types of financial advice available:

- 'Personal advice', where one or more of your objectives, your financial situation and needs is considered, or
- 'General advice' where none of these matters are considered.

Lifeplan employees will only provide you with general advice.

## **How are we paid for the services we provide?**

If you invest in a product we offer, Lifeplan will receive remuneration (fees and costs) in relation to your investment in that product. This remuneration may include contribution fees, withdrawal fees, management fees and administration fees. Other costs you may incur are investing transaction costs, stamp duty (a government charge which varies between States) and other account and or contribution based fees.

The remuneration we will receive for the products we offer is set out in the PDS for the particular product. The remuneration we will receive for this product is set out in the 'Fees and other costs' section of the PDS on page 31 to 36 of this combined document.

Lifeplan does not receive any fees nor do we charge you additional fees for any advice you receive from us.

Lifeplan may also receive indirect benefit and support from the marketing and distribution of this product.

## **How are Lifeplan staff and employed consultants paid?**

Employees and directors of Lifeplan receive salaries and may receive discretionary bonuses and other benefits from us.

The amount of bonuses and other benefits are based on the achievement of a range of objectives.

Lifeplan's consultants who give you general advice about this product receive salaries and may receive bonuses and other benefits from us that are based on the achievement

of a range of objectives (which may include the overall level of sales achieved by Lifeplan over a given period). The consultant's remuneration is included in the fees you pay when investing in our products and is not an additional cost to your investment. The bonuses we may pay to our consultants in relation to this product are set out in the 'Fees and other costs' section of the PDS on page 31 to 36 of this combined document. If you wish, you may request further details of any bonuses and other benefits your Lifeplan consultant can expect to receive if you invest in this product. You can request this information within a reasonable time after you have received this FSG. However, if you wish to make such a request you must do so before you decide to invest in this product.

You may receive advice about our products from financial advisers who do not work for Lifeplan. These advisers may receive remuneration from us. The adviser's remuneration is included in the fees you pay when investing in our products and is not an additional cost to your investment. The amount of this remuneration is set out in the PDS for the particular product. The remuneration we pay advisers in relation to this product is set out in the 'Fees and other costs' section of the PDS on page 31 to 36 of this combined document. Your adviser is also required to set out the remuneration and commission they receive in the Statement of Advice which they must give to you.

# Financial Services Guide

Dated 05 December 2008

If you are referred to us by another organisation, or if you are a member of an organisation with which we have an agreement to pay remuneration in these circumstances, we may pay that organisation a referral fee of up to 0.6% per annum of the funds you invest. We pay this from Lifeplan's own management fees. We may also pay some or all of your membership fees to that organisation and offer other incentives from time to time. These referral payments by Lifeplan do not result in a fee increase to you.

## **How we handle your personal information**

Please refer to page 44 for details on how your personal information is dealt with.

## **What to do if you have a complaint**

Please refer to page 45 for details about our complaints handling procedures.

## **Compensation arrangements**

The Australian Prudential Regulation Authority (APRA) under the Life Insurance Act and the Australian Securities and Investments Commission under the Corporations Act regulate Lifeplan (refer to page 43 for further details about how Lifeplan and the Plan are regulated). Financial services providers are required by the Corporations Act to have compensation arrangements in place unless they are regulated by APRA, in which case they are exempt from these requirements. As an APRA regulated entity, Lifeplan is exempt from these requirements.

# About Lifeplan Funds Management

Lifeplan has been providing financial services to its customers for over 160 years. We have built a reputation for and are committed to superior customer service. We are best known for our leading range of specialist investment products including tax effective Investment Bonds, Funeral Bonds and Education Savings Plans. Lifeplan currently has total assets and funds under management and administration of \$1.6 billion.

# Directory

**Lifeplan Australia Friendly Society  
Limited (Lifeplan):**

ABN 78 087 649 492

AFS Licence 237989

**Principal Office of Administration:**

111 Gawler Place, Adelaide SA 5000

Telephone (08) 8212 3838

**Education Savings Plan Customer  
Services:**

Telephone 1800 888 411

Facsimile (08) 8212 2790

Email [espservice@lifeplan.com.au](mailto:espservice@lifeplan.com.au)

Website [commbank.com.au/  
educationavings](http://commbank.com.au/educationavings)

Lifeplan Funds Management is a business name and a registered trademark of Lifeplan.

# Education Savings Plan Application



Issued by



Promoted and distributed by



Applications for the Education Savings Plan will only be processed on receipt of the completed application form issued in the PDS dated 5 December 2008. If you have received this application form from the Internet or other electronic means, we will provide you with a paper copy of the PDS (and any Supplementary PDS), which includes this application form, on request and free of charge. If you make this application form available to another person, you must give them the entire electronic file, printout or paper copy of the PDS, including the application forms and any Supplementary PDS, at the same time and by the same means. The PDS contains important information about the Plan. Please read the PDS before applying. Refer to page 50 for instructions on how to complete this form. Please phone Lifeplan on 1800 888 411 with any enquiries.

**Please use BLACK INK and print within the boxes in CAPITAL letters.**

## 1 Investor 1 (all correspondence will be sent to this person)

Title

Mr  Mrs  Ms  Miss  Other

Date of birth

/   /

Given names

Surname

## 2 Investor 2 (person to become joint investor, if applicable)

Title

Mr  Mrs  Ms  Miss  Other

Date of birth

/   /

Given names

Surname

## 3 Company, trust and other investors (to become plan investor, if applicable)

Name of company/trust/other investors\*

ABN

Contact person

Date of birth

/   /

## 4 Contact details

Residential address<sup>†</sup>

Suburb

State

Postcode

Postal address

Suburb

State

Postcode

Phone (Day)

 (  ) 

Mobile

Email address

\* For more information about our identification procedures for applications made under company, trust and other investors, please visit [lifeplan.com.au](http://lifeplan.com.au)

<sup>†</sup> This is required information for our identification procedures (as per step 11), and must be completed even if you have supplied your postal address.



## 8 Financial institution account details



Please provide your account details below. This account will be used to debit your initial contribution from your account, to debit your account under the Regular Savings Plan (RSP) or to credit your account with withdrawal proceeds from time to time.

Name of Australian financial institution

Postal address

Suburb

State

Postcode

Account holder name

Branch number (BSB)

Account number

### Direct Debit Request Authorisation

- I/We authorise Lifeplan (User ID Number: 253513) to debit this nominated account with the RSP contribution shown and the direct debit cycle I/we have selected in step 7.
- I/We have read the direct debit client service agreement provided within this PDS and agree with its terms and conditions.
- I/We acknowledge that this authority will remain in force until Lifeplan receives written notice to cancel/alter this authority.

### Direct Debit Authority

Account owner 1 signature

Account owner 2 signature

## 9 Nomination of plan beneficiaries (optional)

I/We nominate the following person(s) to receive the proceeds of any residual plan investment should my/our current nominated student die after the death of the last surviving joint investor in accordance with the governing rules of the Plan.

### Beneficiary 1

Given names

Surname

Date of birth

Residential address

Suburb

State

Postcode

Relationship to Investor 1

Proportion of proceeds\*

%

### Beneficiary 2

Given names

Surname

Date of birth

Residential address

Suburb

State

Postcode

Relationship to Investor 1

Proportion of proceeds\*

%

\*Ensure that the total proportion payable is equal to 100%

## 10 Nomination of plan guardian (optional)



I/We nominate the following plan guardian who will take administrative control of my/our plan in the event of my/our death or intellectual disability before my/our nominated student has completed their education, in accordance with the governing rules of the Plan. The plan guardian must be at least 18 years old.

Given names

Surname

Date of birth

Residential address

Suburb

State

Postcode

Phone (Day)

Phone (Evening)

Email address

## 11 Investor identification procedure

The information requested below is required under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML). The information collected will be used to verify your personal details. In accordance with the Anti-Money Laundering laws, if you do not provide the information or if we require additional information to be collected we will contact you for further information and we will:

- Delay the start of your investment/withdrawal of funds until we are satisfied with the information received, or
- Refund your contribution or refuse to withdraw funds from your investment.

Each investor must:

- Verify their full name; and EITHER their date of birth or residential address.
- Provide a document from EITHER Part A or 2 documents from Part B. (Note: Part B should only be completed if the individual does not own a document from Part A.)
- Provide the required documents to Lifeplan or contact us on 1800 888 411.

Documents that are written in a language other than English, must be accompanied by an English translation prepared by an accredited translator. All copied documents must be certified as a true copy. For persons who may certify a document refer to page 6 of this application for details.

### Part A - Initial ID requirements (Document must show photo and signature of the person)

Select only one option from this section, go to step 12 once completed.

#### Investor 1 Investor 2

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Australian State/Territory or foreign current driver's licence showing a photograph.                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Australian passport (must not have expired more than 2 years previously).   |
| <input type="checkbox"/> | <input type="checkbox"/> | Card issued under a State or Territory for the purpose of proving a person's age, card must also show a photograph.       |
| <input type="checkbox"/> | <input type="checkbox"/> | Foreign passport or similar travel document showing a photograph and containing a signature.                              |
| <input type="checkbox"/> | <input type="checkbox"/> | National Identity Card issued by a foreign government, showing a photograph of the person in whose name the card is held. |

### Part B - Additional ID requirements (Two documents required, one from each section)

Select one option from this section.

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Australian or foreign birth certificate/extract. |
| <input type="checkbox"/> | <input type="checkbox"/> | Australian or foreign citizenship certificate.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Pension card issued by Centrelink.               |
| <input type="checkbox"/> | <input type="checkbox"/> | Health card issued by Centrelink.                |

**AND** one option from this section.

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <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 and which contains a name and residential address.  |
| <input type="checkbox"/> | <input type="checkbox"/> | A document issued by the Australian Taxation Office within the preceding 12 months that records a debt payable to or from the Commonwealth and which contains a name and residential address.   |
| <input type="checkbox"/> | <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 and contains valid name and residential address.   |
| <input type="checkbox"/> | <input type="checkbox"/> | If under the age of 18, a notice that: <ul style="list-style-type: none"><li>• Was issued by a school principal within the preceding 3 months; and contains a valid name and residential address; and records the period of time that the person attended the school; or</li><li>• A Medicare card if the child does not attend school.</li></ul> |

**Remember to attach your certified documents to this application form.**

## 12 Declaration

I/We apply to invest in the Education Savings Plan and agree that:

- The information I/we have provided in this application is true and correct.
- I/We have read the PDS dated 5 December 2008.
- If I/we have received this application form from the internet or other electronic means, I/we declare that I/we have received it personally, or a printout of it, accompanied by or attached to the complete PDS.
- I/We are subject to the terms and conditions of the PDS and the Constitution of Lifeplan, which includes the governing rules of the Plan as amended from time to time.
- Lifeplan is authorised to supply relevant information about me/us and my/our investment to the adviser whose name appears on this application form.
- My/Our adviser will receive the payments detailed in this PDS.

I/We acknowledge that units in the investment options cannot be allocated until Lifeplan has received a completed current application form, which was issued together with the PDS and any Supplementary PDS.

I/We acknowledge that neither Lifeplan, the Commonwealth Bank of Australia nor its subsidiaries (including Colonial First State) guarantees the repayment of my investment in the Education Savings Plan, or the performance or any particular rate of return from the options.

I/We acknowledge that neither the Commonwealth Bank of Australia nor its subsidiaries guarantee the Education Savings Plan or any rights or obligations in respect of it.

I/We have no reason to suspect that the contribution lodged with this application or any subsequent contributions is or will be derived from or related to any money laundering, terrorism financing or other illegal activities.

**Signed by:** Investor(s)  Power of Attorney  Trustee  Guardian

**Signature(s)** (all Investors must sign and date this form)

Signature of Investor 1

(or company officer/power of attorney/trustee/guardian\*)

X

Print name of Investor 1

[Name input field]

Date

DD / MM / YYYY

Signature of Investor 2

(or company officer/power of attorney/trustee/guardian\*)

X

Print name of Investor 2

[Name input field]

Date

DD / MM / YYYY

## Adviser declaration of investor identification



I certify that I have completed the identification of the investor(s) in accordance with the IFSA/FPA Industry Guidance Note 24 for each investor associated with this application.

- I attach a copy of the IFSA/FPA investor identification form which confirms that I have sighted and verified all of the documentation required to identify a customer under the AML/CTF laws for each investor associated with this application, **OR**
- I attach a copy of the source documents from which I have identified the investor as required by the AML/CTF laws for each investor associated with this application.

Signature of Adviser

Date

/   /

**Note: The IFSA/FPA investor identification forms are available from Lifeplan and online at [advisers.lifeplan.com.au](http://advisers.lifeplan.com.au)  
Please ensure the correct form is used for each investor type.**

### Adviser use only (only complete applicable sections)

Adviser name

Dealer group

Telephone (Day)

(  )

Fax number

(  )

Adviser ID

Adviser: Please attach your business card

### Persons who may certify documents

A certified copy means a document that has been certified as a true copy of an original document by one of the following persons:

- 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 of a court or 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.
- An agent of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public.
- An officer with 2 or more continuous years of service with one or more financial institution (for the purposes of the Statutory Declaration Regulations 1993).
- An officer with, or authorised representative of, a holder of an Australian financial services license, having 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 2 or more years of continuous membership.

#### The certifier must:

- Write the following wording, or similar, on the copy of your documents:**
- Example, for identity verification documents that contain a photograph of you 'I certify that I have seen the original documentation and that the photograph is a true likeness and this copy is a complete and accurate copy of that original.'
- Example, for other identity verification documents 'I certify that I have seen the original documentation and this copy is a complete and accurate copy of that original.'
- Sign and date each page of the photocopy.**
- Add their name in block capitals along with their position/capacity, address and daytime contact telephone number (not a mobile phone). The certifier may be contacted by Lifeplan.**
- Add the official stamp of their office, if possible.**



# Education Savings Plan Application



(Complete this form if you would like to open a plan for a second student)

Applications for the Education Savings Plan will only be processed on receipt of the completed application form issued in the PDS dated 5 December 2008. If you have received this application form from the Internet or other electronic means, we will provide you with a paper copy of the PDS (and any Supplementary PDS), which includes this application form, on request and free of charge. If you make this application form available to another person, you must give them the entire electronic file, printout or paper copy of the PDS, including the application forms and any Supplementary PDS, at the same time and by the same means. The PDS contains important information about the Plan. Please read the PDS before applying. Refer to page 50 for instructions on how to complete this form. Please phone Lifeplan on 1800 888 411 with any enquiries.

Please use **BLACK INK** and print within the boxes in **CAPITAL** letters.

## 1 Investor 1 (all correspondence will be sent to this person)

Title

Mr  Mrs  Ms  Miss  Other

Date of birth

/   /

Given names

Surname

## 2 Investor 2 (person to become joint investor, if applicable)

Title

Mr  Mrs  Ms  Miss  Other

Date of birth

/   /

Given names

Surname

## 3 Company, trust and other investors (to become plan investor, if applicable)

Name of company/trust/other investors\*

ABN

Contact person

Date of birth

/   /

## 4 Contact details

Residential address<sup>†</sup>

Suburb

State

Postcode

Postal address

Suburb

State

Postcode

Phone (Day)

(   )

Mobile

Email address

\* For more information about our identification procedures for applications made under company, trust and other investors, please visit [lifeplan.com.au](http://lifeplan.com.au)

<sup>†</sup> This is required information for our identification procedures (as per step 11), and must be completed even if you have supplied your postal address.



### 8 Financial institution account details

Please provide your account details below. This account will be used to debit your initial contribution from your account, to debit your account under the Regular Savings Plan (RSP) or to credit your account with withdrawal proceeds from time to time.

Name of Australian financial institution

Postal address

Suburb

State

Postcode

Account holder name

Branch number (BSB)

Account number

#### Direct Debit Request Authorisation

- I/We authorise Lifeplan (User ID Number: 253513) to debit this nominated account with the RSP contribution shown and the direct debit cycle I/we have selected in step 7.
- I/We have read the direct debit client service agreement provided within this PDS and agree with its terms and conditions.
- I/We acknowledge that this authority will remain in force until Lifeplan receives written notice to cancel/alter this authority.

#### Direct Debit Authority

Account owner 1 signature

Account owner 2 signature

### 9 Nomination of plan beneficiaries (optional)

I/We nominate the following person(s) to receive the proceeds of any residual plan investment should my/our current nominated student die after the death of the last surviving joint investor in accordance with the governing rules of the Plan.

#### Beneficiary 1

Given names

Surname

Date of birth

Residential address

Suburb

State

Postcode

Relationship to Investor 1

Proportion of proceeds\*

%

#### Beneficiary 2

Given names

Surname

Date of birth

Residential address

Suburb

State

Postcode

Relationship to Investor 1

Proportion of proceeds\*

%

\*Ensure that the total proportion payable is equal to 100%

## 10 Nomination of plan guardian (optional)



I/We nominate the following plan guardian who will take administrative control of my/our plan in the event of my/our death or intellectual disability before my/our nominated student has completed their education, in accordance with the governing rules of the Plan. The plan guardian must be at least 18 years old.

Given names

Surname

Date of birth

Residential address

Suburb

State

Postcode

Phone (Day)

Phone (Evening)

Email address

## 11 Investor identification procedure

The information requested below is required under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML). The information collected will be used to verify your personal details. In accordance with the Anti-Money Laundering laws, if you do not provide the information or if we require additional information to be collected we will contact you for further information and we will:

- Delay the start of your investment/withdrawal of funds until we are satisfied with the information received, or
- Refund your contribution or refuse to withdraw funds from your investment.

Each investor must:

- Verify their full name; and EITHER their date of birth or residential address.
- Provide a document from EITHER Part A or 2 documents from Part B. (Note: Part B should only be completed if the individual does not own a document from Part A.)
- Provide the required documents to Lifeplan or contact us on 1800 888 411.

Documents that are written in a language other than English, must be accompanied by an English translation prepared by an accredited translator. All copied documents must be certified as a true copy. For persons who may certify a document refer to page 13 of this application for details.

### Part A - Initial ID requirements (Document must show photo and signature of the person)

Select only one option from this section, go to step 12 once completed.

#### Investor 1 Investor 2

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Australian State/Territory or foreign current driver's licence showing a photograph.                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Australian passport (must not have expired more than 2 years previously).   |
| <input type="checkbox"/> | <input type="checkbox"/> | Card issued under a State or Territory for the purpose of proving a person's age, card must also show a photograph.       |
| <input type="checkbox"/> | <input type="checkbox"/> | Foreign passport or similar travel document showing a photograph and containing a signature.                              |
| <input type="checkbox"/> | <input type="checkbox"/> | National Identity Card issued by a foreign government, showing a photograph of the person in whose name the card is held. |

### Part B - Additional ID requirements (Two documents required, one from each section)

Select one option from this section.

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Australian or foreign birth certificate/extract. |
| <input type="checkbox"/> | <input type="checkbox"/> | Australian or foreign citizenship certificate.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Pension card issued by Centrelink.               |
| <input type="checkbox"/> | <input type="checkbox"/> | Health card issued by Centrelink.                |

**AND** one option from this section.

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <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 and which contains a name and residential address.  |
| <input type="checkbox"/> | <input type="checkbox"/> | A document issued by the Australian Taxation Office within the preceding 12 months that records a debt payable to or from the Commonwealth and which contains a name and residential address.   |
| <input type="checkbox"/> | <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 and contains valid name and residential address.   |
| <input type="checkbox"/> | <input type="checkbox"/> | If under the age of 18, a notice that: <ul style="list-style-type: none"><li>• Was issued by a school principal within the preceding 3 months; and contains a valid name and residential address; and records the period of time that the person attended the school; or</li><li>• A Medicare card if the child does not attend school.</li></ul> |

**Remember to attach your certified documents to this application form.**

## 12 Declaration

I/We apply to invest in the Education Savings Plan and agree that:

- The information I/we have provided in this application is true and correct.
- I/We have read the PDS dated 5 December 2008.
- If I/we have received this application form from the internet or other electronic means, I/we declare that I/we have received it personally, or a printout of it, accompanied by or attached to the complete PDS.
- I/We are subject to the terms and conditions of the PDS and the Constitution of Lifeplan, which includes the governing rules of the Plan as amended from time to time.
- Lifeplan is authorised to supply relevant information about me/us and my/our investment to the adviser whose name appears on this application form.
- My/Our adviser will receive the payments detailed in this PDS.

I/We acknowledge that units in the investment options cannot be allocated until Lifeplan has received a completed current application form, which was issued together with the PDS and any Supplementary PDS.

I/We acknowledge that neither Lifeplan, the Commonwealth Bank of Australia nor its subsidiaries (including Colonial First State) guarantees the repayment of my investment in the Education Savings Plan, or the performance or any particular rate of return from the options.

I/We acknowledge that neither the Commonwealth Bank of Australia nor its subsidiaries guarantee the Education Savings Plan or any rights or obligations in respect of it.

I/We have no reason to suspect that the contribution lodged with this application or any subsequent contributions is or will be derived from or related to any money laundering, terrorism financing or other illegal activities.

**Signed by:** Investor(s)  Power of Attorney  Trustee  Guardian

**Signature(s)** (all Investors must sign and date this form)

Signature of Investor 1

(or company officer/power of attorney/trustee/guardian\*)

X

Print name of Investor 1

[Name input field]

Date

DD / MM / YYYY

Signature of Investor 2

(or company officer/power of attorney/trustee/guardian\*)

X

Print name of Investor 2

[Name input field]

Date

DD / MM / YYYY

## Adviser declaration of investor identification



I certify that I have completed the identification of the investor(s) in accordance with the IFSA/FPA Industry Guidance Note 24 for each investor associated with this application.

- I attach a copy of the IFSA/FPA investor identification form which confirms that I have sighted and verified all of the documentation required to identify a customer under the AML/CTF laws for each investor associated with this application, **OR**
- I attach a copy of the source documents from which I have identified the investor as required by the AML/CTF laws for each investor associated with this application.

Signature of Adviser

Date

/   /

**Note: The IFSA/FPA investor identification forms are available from Lifeplan and online at [advisers.lifeplan.com.au](http://advisers.lifeplan.com.au)  
Please ensure the correct form is used for each investor type.**

## Adviser use only (only complete applicable sections)

Adviser name

Dealer group

Telephone (Day)

(  )

Fax number

(  )

Adviser ID

Adviser: Please attach your business card

## Persons who may certify documents

A certified copy means a document that has been certified as a true copy of an original document by one of the following persons:

- 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 of a court or 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.
- An agent of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public.
- An officer with 2 or more continuous years of service with one or more financial institution (for the purposes of the Statutory Declaration Regulations 1993).
- An officer with, or authorised representative of, a holder of an Australian financial services license, having 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 2 or more years of continuous membership.

### The certifier must:

- Write the following wording, or similar, on the copy of your documents:**

Example, for identity verification documents that contain a photograph of you 'I certify that I have seen the original documentation and that the photograph is a true likeness and this copy is a complete and accurate copy of that original.'

Example, for other identity verification documents 'I certify that I have seen the original documentation and this copy is a complete and accurate copy of that original.'

- Sign and date each page of the photocopy.**

- Add their name in block capitals along with their position/capacity, address and daytime contact telephone number (not a mobile phone). The certifier may be contacted by Lifeplan.**

- Add the official stamp of their office, if possible.**

**Office use only**



**Document details**

Original viewed  Certified copy viewed  Attached  Not attached

**INFORMATION**

**Document 1**

**Document 2 (If Required)**

ID document details

Document issuer

State/country of issue

Issue date

Expiry date

Document number

English translation required Sighted Yes  No

Sighted Yes  No

Signed by

Date

Receipt number

Effective date

**Branch use only**

Referring branch

BSB

Referring person

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**1800 888 411**

8:30 am to 5:30 pm (Adelaide time) Monday to Friday

**[commbank.com.au/educationsavings](https://commbank.com.au/educationsavings)**

**[espservice@lifeplan.com.au](mailto:espservice@lifeplan.com.au)**

ADB2864 051208

ISSUED BY:



PROMOTED AND DISTRIBUTED BY

