

End of financial year cut off dates

30 June 2018



With the end of financial year fast approaching, it's important to plan ahead to ensure your clients' requests are processed before 30 June. To help you plan, our cut-off dates are:

Thursday 14 June 2018

Thursday 21 June 2018

Friday 22 June 2018

Thursday 28 June 2018

The following tables show how these dates apply to your clients' investments. Please take them into account as you plan for the EOFY as we're unable to backdate transactions. For hints and tips on getting your paperwork completed correctly this year end, please refer to our 'Processing and practice tips for a successful EOFY' flyer.

If you have any questions, please call us on 1800 731 804 or talk to your Business Development Manager.

Contributions

Reminder: Clients aged 65-75 will need to update their 'gainfully employed' status before submitting any personal or spouse contributions for the financial year.

Asgard Super – new and existing clients (Master Trust, Elements, eWRAP, Infinity eWRAP and Employee Super)			Deadline
Paper-based	Direct Debit	Application or Contribution Remittance Advice forms and original Direct Debit Request forms must be received in our Perth office by 5pm (EST).	28 June
	Cheque	Application or Contribution Remittance Advice forms and cheques must be received by: > PO Box 7490, Cloisters Square, WA 6850, OR > your local Asgard office for receipt by 5pm (local time).	28 June
Client initiated	Bpay®*	We must receive Bpay proceeds by 5pm (EST) on 28 June. See the important note below this table about clients submitting instructions with their financial institution. Note: Unless an e-form has been submitted before a client submits their Bpay, the default fee and investment instruction specified on the account will apply.	28 June*
AdviserNET	Direct Debit#	Submit the application or contribution e-form by 5pm (EST).	28 June
	Bpay*	1. Submit the application or contribution e-form on AdviserNET before your client contacts the bank to initiate Bpay. 2. Give your client the Biller Code and Bpay customer reference number. 3. We must receive Bpay proceeds by 5pm (EST) on 28 June. See the important note below this table about clients submitting instructions with their financial institution. Note: Unless an e-form has been submitted before a client submits their Bpay, the default fee and investment instruction specified on the account will apply.	28 June*

Asgard Super – new and existing clients (Master Trust, Elements, eWRAP, Infinity eWRAP and Employee Super)		Deadline
Cheque	Print the submitted application or contribution e-form, attach the cheque and send to: <ul style="list-style-type: none"> > PO Box 7490, Cloisters Square, WA 6850, OR > your local Asgard office for receipt by 5pm (local time).	28 June

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Only the final direct debit instruction will be actioned if multiple one-off direct debits are submitted on the same day. If you submit additional one-off direct debits on the same day, ensure the final request is for the total amount of all instructions.

* Some financial institutions may take longer to process your client's Bpay transaction. Clients should check with their financial institution to confirm their cut-off time and daily transaction limit. Daily Bpay transfer limits are enforced by all financial institutions. We won't be responsible for any delays by Bpay or a financial institution in processing the transaction.

Asgard eWRAP and Infinity eWRAP Investment Account – new and existing clients		Deadline	
Stand-alone CASH Connect/eCASH and eWRAP/Infinity eWRAP Investment with CASH Connect/eCASH			
Application forms	Paper-based	Application forms must be received by PO Box 7490, Cloisters Square, WA 6850 by 5pm (WST).	21 June
Deposits	EFT	<ul style="list-style-type: none"> > Clients can make an EFT payment to their CASH Connect/eCASH account from any other financial institution. If made by 5pm (local time) on Friday 22 June we'd expect the deposit to be credited to their account on or prior to 30 June. Note: As the transfer processes of other financial institutions are beyond our control, we're unable to guarantee this.	22 June
	Cheque	Cheques (with deposit form if existing account) must be received in our Perth office by 5pm (WST) Friday 22 June. Note: For CASH Connect only, clients can deposit a cheque at any St.George, BankSA or Bank of Melbourne branch by close of business (local time) Friday 29 June.	22 June
	Direct Debit AdviserNET and paper-based#	Direct Debit Request forms must be received by 5pm (WST): <ul style="list-style-type: none"> > Online – submit via AdviserNET > Paper-based – send to PO Box 7490, Cloisters Square, WA 6850 	22 June

QuickSuper		Deadline
Direct Credit	<ul style="list-style-type: none"> > If payment is made via direct credit by 5pm (EST), we'd expect the funds to be received for 30 June processing. The electronic contribution file confirming the payment instructions must be submitted via QuickSuper at the same time. Note: We're unable to guarantee processing for 30 June if either file is submitted after this deadline.	22 June
Bpay*	<ol style="list-style-type: none"> 1. Submit Contribution File via QuickSuper. 2. We must receive Bpay proceeds by 5pm (EST) on 28 June. See the important note below this table about clients submitting instructions with their financial institution. 	22 June*
Direct Debit#	Submit Contribution File via QuickSuper by 5pm (EST).	28 June

Please note:

- > Application(s) for new employee accounts must be submitted via QuickSuper prior to the nominated payment deadline as outlined above.
- > Contributions to employees who don't hold a default Asgard Employee Super Account (via Direct Credit, Direct Debit and Bpay) must be submitted by 5pm (EST) on 14 June.

Only the final direct debit instruction will be actioned if multiple one-off direct debits are submitted on the same day.

If you submit additional one-off direct debits on the same day, ensure the final request is for the total amount of all instructions.

* Some financial institutions may take longer to process your client's Bpay transaction. Clients should check with their financial institution to confirm their cut-off time and daily transaction limit. Daily Bpay transfer limits are enforced by all financial institutions. We won't be responsible for any delays by Bpay or a financial institution in processing the transaction.

Personal Super Contributions Deduction Notices for the 2016/17 financial year.

To allow sufficient time for us to receive and process valid Personal Super Contributions Deduction Notices and ensure your clients benefit from the favourable tax treatment, notices for the 2016/17 financial year should be sent to us at the earliest opportunity. Notices received after Friday 22 June 2018 will be processed on a best effort basis. Hint: You can submit your clients' notices quickly and easily via AdviserNET.

In-specie transfers – eWRAP/Infinity eWRAP Investment and eWRAP/Infinity eWRAP Super/Pension*

Managed investments – New requests to in-specie transfer managed investments received after 8 May 2018 may be delayed by an additional three weeks on top of the normal four week processing time#. This is to allow for a smooth distribution calculation and account allocation process. All new requests received in our Perth office between 15 June and 30 June 2018 will not commence until 1 July 2018.

Shares – The cut-off date for in-specie transfer requests is 16 June 2018. If the documentation is in some way incorrect or incomplete, we won't be in a position to process the transfer by 30 June. Anything received after the cut-off date will be processed on a best effort basis.

Based on completed paperwork and transfer forms. Certain alternative assets (such as hedge funds) can be difficult to transfer within the time frame due to infrequent unit pricing.

* eWRAP/Infinity eWRAP Super/Pension accounts can only in-specie transfer IN managed investments and shares.

eWRAP/Infinity eWRAP Margin Lending

Fixed rate loan requests	Deadline
To renew a fixed rate loan request – advisers to submit the request via AdviserNET only by 5pm (WST).	22 June
To lodge a new fixed rate loan request – advisers to submit request via AdviserNET only by 5pm (WST).	15 June

Opening a new pension account

You want a new pension account	Please ensure:
With a pension payment this financial year (before 30 June 2018)	<ul style="list-style-type: none">> The account is opened and commences (that is, we've received the funds) by 14 June 2018.> No deferred commencement date is selected.> You've allowed sufficient time for us to receive and process all rollovers by 14 June 2018. Providers have 30 days to finalise rollover requests. <p>AND</p> <ul style="list-style-type: none">> A nominated gross amount is set, OR> The maximum option is selected (pre-retirement pensions only).
Without a pension payment this financial year (before 30 June 2018)	<ul style="list-style-type: none">> A deferred commencement date post 1 July 2018 is selected, OR> The account is opened after 14 June 2018, OR> The minimum option is selected.

Please note:

- When switching from super to pension, and your client has made a Member Deducted Contribution, they need to submit a valid Personal Super Contributions Deduction Notice. It's advisable to submit this notice at the earliest opportunity to ensure your client benefits from the favourable tax treatment. Once your client's money is moved from super to pension, they'll no longer be able to submit a Personal Super Contributions Deduction Notice.
- From 1 July 2017, pension accounts are subject to a \$1.6 million transfer balance cap. Amounts in excess of the cap will generally be required to be withdrawn or rolled back into super.

Making changes to pension arrangements

You can easily change a client's pension payment details via the AdviserNET 'Change account details' screen (Transacting > Account options > Change account details).

To change a client's pension details:	The cut-off for requesting changes is:
Before the final payment for the current financial year (ie June 2018)	14 June 2018
Before the first payment for the new financial year (ie July 2018)*	13 July 2018

* New pension payment amounts are calculated on 1 July, so you can view new pension payment details for the 2018-2019 financial year from Monday 2 July 2018 on AdviserNET.

State Offices

City	Address	Contact
Sydney	Westpac Place, 275 Kent Street Sydney NSW 2000 <small>Note: Last minute cheque deposits on 28 and 29 June (only) should be taken to the Westpac branch at 341 George Street.</small>	1800 608 761
Melbourne	150 Collins Street Melbourne VIC 3000 <small>Note: Last minute cheque deposits on 28 and 29 June (only) should be taken to the Westpac branch at 530 Collins Street.</small>	VICTASQueries@btfinancialgroup.com
Perth	Level 4, Brookfield Place Tower 2 123 St Georges Terrace, Perth WA 6000	0403 862 579
Brisbane	Level 16, 260 Queen Street Brisbane QLD 4000 <small>Note: Last minute cheque deposits on 28 and 29 June (only) should be taken to the Westpac branch at 260 Queen St.</small>	07 3220 4937
Adelaide	Westpac Building, Level 17, 91 King William Street Adelaide SA 5000 <small>Note: Last minute cheque deposits on 28 and 29 June (only) should be taken to the level 19.</small>	08 8230 2349

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 1800 731 804

 PO Box 7490 Perth WA 6850

 asgard.com.au/contact

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