

# Portability and rollover

This fact sheet explains how to roll over all or part of your UniSuper account to another complying super fund, including self-managed super funds (SMSFs).

## When can I roll over my benefit?

If you're working for a UniSuper employer, you can request to roll over all or some of your accumulation account/component to another complying super fund up to four times in any 12-month period starting from your last portability withdrawal. We refer to this as a portability rollover. If you're a Defined Benefit Division (DBD) member, please refer to the 'Special rules for DBD members' section in this fact sheet.

A UniSuper employer is an employer who's nominated UniSuper as the default fund for its employees and is typically a university or research institute. Call us on **1800 331 685** if you need further clarification.

If you're not employed by a UniSuper employer, you can request a full or partial rollover at any time.

We recommend you seek advice to understand the effect a partial or full rollover may have on your benefit entitlements, including fees and charges, inbuilt benefits and/or insurance cover.

## What happens to my account if I request a full rollover?

If you're employed by a UniSuper employer and you request a full rollover of your entire account, your account will remain open to receive future contributions from you or your UniSuper employer. Any external insurance held through your account will cease if you have insufficient funds in your accumulation account/component when premiums are due.

If you're not employed by a UniSuper employer and you request a full rollover of your entire benefit, your account will be closed. Any insurance cover you may have held through this account will cease.

## What happens to my account if I request a partial rollover?

If you request a partial rollover, your account will remain open to receive future contributions from you or your employer. Partial rollovers from an accumulation account/component will be made on a pro-rata basis from the account's investment options in proportion to the balance in each investment option at the time your rollover is processed. Generally, you must leave a minimum of \$6,000 in your accumulation account/component following any partial rollover. Your external insurance cover will cease if you don't have sufficient funds in your accumulation account/component to pay for insurance premiums when they're due. This cover will also cease if we haven't received a contribution in the last 16 months (unless you've elected to keep your insurance cover while not making regular contributions). This does not apply if you are in the DBD.

## Special rules for DBD members

Restrictions are imposed under the Fund's governing rules which limit when DBD members can access their defined benefit component (either as a full or partial rollover). If you're a DBD member you can generally only roll over the accumulation component of your account. Any external insurance held through your account may cease if you have insufficient funds in your accumulation account/component when premiums are due.

If you're a DBD member, you can generally request a full or partial rollover of your defined benefit component when you leave your UniSuper employer, including if you've deferred your DBD membership (provided you haven't recommenced employment with another UniSuper employer). If you request a partial rollover under these circumstances, any remaining defined benefit component will be converted to an accumulation benefit and transferred to an Accumulation 1 account.

## Providing your tax file number (TFN)

Please read the important information about providing your tax file number at [unisuper.com.au/tfn](https://unisuper.com.au/tfn). You can also request a copy by calling **1800 331 685**.

## Tax on rollovers

No tax is payable on rollovers.

### Certified proof of identity

UniSuper is required by law to verify your identity. If you provide us with your correct TFN, we may be able to process your rollover and transfer request to another super fund without additional proof of identity.

If your TFN can't be validated, or you want to transfer to a self-managed super fund, you'll need to provide us with certified copies of proof of identity documents.

For more information about which documents can be accepted, read the *Your guide to proof of identity* fact sheet.

## Rollovers to self-managed super funds (SMSFs)

We confirm you're a member of the SMSF using the ATO SMSF verification service (SVS) when we process your rollover request. To avoid potential delays in processing your rollover, you can confirm the membership details of your SMSF by:

- calling the ATO (ensure that an authorised contact for the SMSF is available to talk to the ATO customer service representative to complete proof of identity checks), or
- having the registered tax agent for your SMSF contact the ATO to update your SMSF membership records, or
- accessing the Australian Business Register online—available to SMSFs registered for online services.

You will also need to provide your SMSF electronic service address (ESA) to us, so we can complete your rollover.

Changes are usually processed within 24 hours. For more information about keeping your SMSF details up to date, please refer to the ATO at [ato.gov.au](https://ato.gov.au).

## No exit fee

You don't pay any exit fee for rolling over part or all of your UniSuper account balance to another super fund.

This information is of a general nature only and includes general advice. It has been prepared without taking into account your individual objectives, financial situation or needs. Before making any decision in relation to your UniSuper membership, you should consider your personal circumstances, the relevant product disclosure statement for your membership category and whether to consult a licensed financial adviser. This information is current as at September 2025 and is based on our understanding of legislation at that date. Information is subject to change. To the extent that this fact sheet contains information which is inconsistent with the UniSuper Trust Deed and Regulations (together the Trust Deed), the Trust Deed will prevail. Issued by: UniSuper Management Pty Ltd ABN 91 006 961 799, AFSL No. 235907 on behalf of UniSuper Limited the trustee of UniSuper, Level 1, 385 Bourke Street, Melbourne Vic 3000.

Fund: UniSuper, ABN 91 385 943 850  
Trustee: UniSuper Limited, ABN 54 006 027 121 AFSL 492806  
Date: September 2025 UNIS00F104 0925

# Portability and rollover form



Use this form to roll over all or part of your UniSuper account to another complying super fund, including self-managed super funds (SMSFs).

## IMPORTANT INFORMATION

By completing this form, you're requesting the rollover of all or part of your account to another complying super fund. Using this form to roll over your account won't change the super fund into which your employer makes contributions. If you want to change the super fund where your employer contributions are paid and you're eligible for choice of fund, you'll need to complete a Standard Choice Form, which is available at [www.ato.gov.au](http://www.ato.gov.au).

## MEMBERS MAKING A PORTABILITY ROLLOVER

**Accumulation 1, 2 and Personal Account members:** You can roll over all or part of your account to another complying super fund. You can request a rollover up to four times in each 12-month period starting from your last portability rollover. It may take three days to process your request. If information provided is incomplete or incorrect, processing your request may be delayed.

If you request to roll over part of your account, and it doesn't leave a minimum account balance of \$6,000, we'll process as much of your withdrawal as possible while still retaining \$6,000 in your account. Partial rollovers from an accumulation account will be made on a pro-rata basis from the account's investment options in proportion to the balance in each investment option at the time your rollover is processed.

**Defined Benefit Division (DBD) members:** Ensure you read the 'Special rules for DBD members' section in the attached fact sheet. It may take up to 30 days to rollover your benefit.

## SECTION 1 MEMBER DETAILS

▶ Please complete in BLACK or BLUE BALL POINT PEN using CAPITAL letters. Cross (X) where required.  
Complete everything in this section.

UniSuper member number

Account number

Title

 Mr  Mrs  Ms  Dr  Professor  Other 

Surname

Given name

Date of birth (DD/MM/YYYY)

Daytime contact number

Email address

## SECTION 2 TAX FILE NUMBER

▶ You don't have to provide your tax file number (TFN), however, if you don't, you may need to provide us with additional information.

Your tax file number

I don't wish to quote my TFN.



### SECTION 3 EMPLOYMENT DETAILS

► Provide details of your employment below.

Are you currently employed by a 'UniSuper employer'? Please refer to the 'When can I rollover my benefit?' section of the attached fact sheet for an explanation of this term.

Yes  No

### SECTION 4 YOUR MEMBERSHIP TYPE

I'm an Accumulation 1, Accumulation 2 or Personal Account member. Go to SECTION 5

I'm a Defined Benefit Division (DBD) member. Go to SECTION 6

### SECTION 5 ACCUMULATION 1, ACCUMULATION 2 AND PERSONAL ACCOUNT MEMBERS

Choose one of the following:

Full account rollover. Go to SECTION 7

Partial rollover (You must leave a minimum of \$6,000 in your account)\*

How much do you wish to roll over?

\$

OR

Entire account balance, less \$6,000

\* If you roll over part of your account, you must leave a minimum of \$6,000 in your account. If the amount requested doesn't allow a minimum account balance of \$6,000, we'll process your rollover and retain \$6,000 in your account.

Once you have completed this section, go to SECTION 7.

### SECTION 6 DEFINED BENEFIT DIVISION MEMBERS

Restrictions apply. Please refer to the section 'Special rules for DBD member' in the attached fact sheet or call us on [1800 331 685](tel:1800331685) for more information.

Choose one of the following:

Full account rollover. Go to SECTION 7

Partial rollover (You must leave a minimum of \$6,000 in your accumulation component)\*

How much do you wish to roll over?

\$

OR

Entire component balance, less \$6,000

Please select which component you wish to rollover (one option only):

Defined benefit and accumulation component ^

Defined benefit component only ^

Accumulation component only

\* If you're making a partial rollover, you must retain at least \$6,000 in your accumulation component. If the amount requested doesn't allow a minimum account balance of \$6,000 to be retained in UniSuper, we'll process as much of the rollover as possible to retain \$6,000 in your account.

^ If you're eligible and choose to rollover all or part of your defined benefit component, you'll cease to be a DBD member. Any amount left over in your defined benefit component will be transferred together with your accumulation component to an Accumulation 1 account. Please refer to the section Special rules for DBD members in the attached fact sheet.

## SECTION 7 ROLLOVER FUND DETAILS\* (INCLUDING SMSFS)

➤ Complete your rollover fund details below.

Full name of fund <sup>^</sup>	<input type="text"/>	
Name of product (N/A if SMSF)	<input type="text"/>	
Fund contact number	<input type="text"/>	
Fund postal address (SMSF only)	<input type="text"/>	
Suburb/Town	<input type="text"/>	
State	<input type="text"/>	Postcode <input type="text"/>
Membership/policy number <sup>^</sup>	<input type="text"/>	
Fund type	<input type="checkbox"/> Australian Prudential Regulation Authority (APRA)	
	<input type="checkbox"/> Self-managed Super Fund (SMSF) <i>Please ensure you attach your certified proof of identity documents</i>	
	<input type="checkbox"/> Other	
ABN <sup>^</sup>	<input type="text"/>	
Unique Superannuation Identifier (USI)	<input type="text"/>	
Electronic Service Address (ESA) (SMSF only)	<input type="text"/>	

\* Check this is a complying super fund that can accept this rollover.

<sup>^</sup> Mandatory. If you don't complete all information fields, there will be a delay in processing your request.

## SECTION 8 YOUR SMSF BANK DETAILS

➤ Please specify the SMSF bank account into which the rollover is to be paid.

Financial institution name	<input type="text"/>	
Account name*	<input type="text"/>	
<b>Please provide a copy of your bank statement (no more than 6 months old) from your SMSF bank account which shows the bank details.</b>		
BSB number (must have six digits)	<input type="text"/>	
Account number	<input type="text"/>	
Email me to confirm that payment has been processed.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please ensure you've entered your financial institution account details correctly. Our responsibility is discharged once payment is made to this account.

\* Payments can only be made if the bank account is in the SMSF name. Payments can't be made to a personal account or a third party bank account.

## SECTION 9 MEMBER DECLARATION AND SIGNATURE

➤ Please read this declaration before you sign and date your form.

- I declare that I've read the Portability and rollover fact sheet and the information I've provided on this form is true and correct.
- I authorise UniSuper to process my rollover as instructed on this form.
- I understand I must leave a minimum of \$6,000 in my account if I'm requesting a partial rollover.
  - For Accumulation 1, Accumulation 2 and Personal Account members: if the amount requested doesn't allow for a minimum of \$6,000 to remain, I consent to UniSuper processing the rollover and retaining \$6,000 in my account.
  - For DBD members: if the amount requested doesn't allow for a minimum of \$6,000 to remain in my accumulation component, I consent to UniSuper processing the rollover and retaining \$6,000 in my accumulation component.
- I understand that I may ask UniSuper to provide me with all the information I reasonably require to understand the effect a rollover may have on UniSuper benefit entitlements, including fees and charges, in built benefits and/or insurance cover (if applicable) and I don't require any further information.
- I understand if I intend to claim a tax deduction for some or all of my personal contributions made to my UniSuper account, I must lodge a notice of intent to claim a tax deduction with UniSuper and UniSuper must acknowledge it in writing, before making a rollover.
- Where I have an Accumulation 1, Accumulation 2 or Personal Account, and my instruction to roll over my benefit results in the disposal of an amount held in the Balanced investment option (UniSuper's MySuper offering), I consent to the disposal of my investment in UniSuper's MySuper offering.
- I consent to my personal details being used to electronically verify my identity if paper copies of my certified documents are incorrectly certified or can't be read.
- I understand my details will be subject to an information match request for relevant record holder information, and that the result will be provided through an external third party system.
- I acknowledge that if any details, including mandatory information, haven't been completed or the certified proof of identity documents not provided, my application cannot be processed.
- I discharge UniSuper from all further liability, claims and obligations in respect of the benefits paid into my nominated fund, as applicable.
- I consent to my personal information being used in accordance with UniSuper's Privacy Policy.

Signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
DD	MM	YYYY

## SECTION 10 POWER OF ATTORNEY SIGNATURE

➤ Please also complete this section if you have signed this form in your capacity as the member's attorney.

Signed on behalf of the Member under Power of Attorney.

Attorney's full name (please print)

Signature of attorney

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
DD	MM	YYYY

Power of Attorney documentation (tick one box only):  Attached  Previously supplied to UniSuper

### Return your form

You can return your form and any supporting documents electronically using the *Upload a document* tool at [unisuper.com.au/contact-us](https://www.unisuper.com.au/contact-us).

Or by post to Level 1, 385 Bourke Street,  
Melbourne VIC 3000.

**Note:** We can't accept electronic signatures on this form.

### Need help?

- Call **1800 331 685**, or
- visit [unisuper.com.au/contact-us](https://www.unisuper.com.au/contact-us) for more options - including chat.

### CERTIFIED PROOF OF IDENTITY

We're required by law to verify your identity. If you've provided us with your correct TFN we may be able to process your request without additional proof of identity.

If your TFN can't be validated, or you want to transfer to a self-managed super fund, you'll need to provide us with certified copies of proof of identity.

Find out about which documents can be accepted and how to verify your identity by reading the *Your guide to proof of identity* fact sheet.

### PRIVACY STATEMENT

UniSuper is committed to protecting your personal information in accordance with privacy law obligations. The information that you provide on this form is collected and used in accordance with our Privacy Policy which can be found online at [unisuper.com.au/privacy](https://www.unisuper.com.au/privacy). If you have any privacy related questions, call **1800 331 685**.