

Investor tips for the end of financial year

At this busy time of year, it's important all required paperwork reaches our office by our set cut-off dates and times. We've covered the cut-offs for our most common transactions below.

Please keep this in mind as you plan for the end of the financial year as we're unable to backdate transactions.

- **Using BPAY®?** You need to submit a BPAY transaction with your financial institution in time for us to receive it by 5pm (EST)/3pm (WST) on Friday 26 June. You can find your BPAY customer reference number at Account > Account details.

Note: Your financial institution has their own processing commitments – we recommend you contact them and confirm their timeline to make our cut-off.

- **Sending a cheque?** Please ensure we receive your cheque and the related Application or Contribution Remittance Advice form in our Perth office by 5pm (EST)/3pm (WST) on Friday 26 June.
- **Prefer direct debit?** Original Direct Debit Request forms and the related Application or Contribution Remittance Advice form need to be in our Perth office by 5pm (EST)/3pm (WST) Friday 26 June.
- **Writing cheques.** Please ensure your cheque (payable to 'Asgard – your account number') is clearly written, signed, dated and the amounts in numbers and words match.
- **Contact details.** In case we need to contact you for further information, please provide your contact details with any paperwork you send us.

For more information about our 30 June processing cut-off dates, please contact your financial adviser or our Customer Relations team on:

Phone: 1800 998 185
Email: asgard.com.au/contact
All mail to: Asgard
PO Box 7490
Cloisters Square WA 6850

Important note: Our cut-off dates assume all supporting documentation is received at the same time as the request. If an application or deposit is received without the required documentation we can't guarantee the item will be processed in time. We'll process any transactions received outside the cut-offs as quickly as possible but we can't guarantee they'll be processed this financial year.

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