

# Announcement End of financial year processing update

19 June 2020

We will soon be entering our end of financial year processing period.

At this busy time of year, it is important that all required documents reach our office by the date and timeframe set out below to ensure transactions are processed with minimal delays before year end.

Please also keep in mind as you plan for the end of the financial year that we are unable to backdate transactions.

#### **Documentation**

Please ensure all documents are fully completed and that ID documentation (if required) is also sent through to avoid any delays in processing.

#### **BPAY®**

BPAY transactions need to be submitted to the financial institution in time for us to receive the funds by 12pm (AEST) on Friday, 26 June 2020. You can find your client's BPAY customer reference number on the Adviser Online Portal in the 'Investment details' section.

Note: Each financial institution has their own processing commitments – we recommend contacting them to confirm their processing timeframe.

# Direct debit

Original Additional Investment via Direct Debit requests and the related Application or any instruction form need to be received in our Melbourne office by 5pm (AEST) on Friday, 26 June 2020.

# **Direct credit/Electronic Fund Transfer**

Direct credit transactions need to be submitted to the financial institution in time for us to receive the funds by 12pm (AEST) on Friday, 26 June 2020.

Note: Each financial institution has their own processing commitments – we recommend contacting them to confirm their processing timeframe.

Please transfer funds to:

**BSB number:** 083 817 **Account number:** 14 924 6690

Please ensure you also include your client's name and investment bond number when making a payment.



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## Cheque

Please ensure your client's cheque and the related Application or any instruction form are received in our Melbourne office by 12pm (AEST) on Friday, 26 June 2020.

Please ensure the cheque (payable to 'Generation Life – client bond number or client name') 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 us via the contact details provided below.

Investor services Adviser services

Phone 1800 806 362 Phone 1800 333 657

Email enquiry@genlife.com.au Email advisers@genlife.com.au

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