

Memorandum of Transfer

A memorandum of transfer is for use only when the ownership of the policy is to change. It is not applicable if a superannuation fund is a current or proposed policy owner.

1. The person/s signing as transferor must be the current owner/s of the policy.
2. The person/s signing as the transferee should be the new owner/s of the policy.
3. If the policy is owned or to be transferred to a company, please ensure at least 2 directors or a director and company secretary sign as the current or new policy owner.
4. If the company has a sole director/company secretary, please ensure that a letter on company letter head and stamped with the company stamp accompanies this form.
5. The Life Insurance Act 1995 provides that a transfer is not valid until it is registered by us.
6. A transfer may be liable to stamp duty.

MetLife is subject to the National Privacy Principles under the Privacy Act 1988 and has a Privacy Statement that explains how we handle the information we collect about you. For a copy of the MetLife Privacy Statement, please contact us on 1300 555 625 or visit www.metlife.com.au/privacy

Privacy- Use and disclosure of personal information

Your privacy with MetLife Insurance Limited ABN 75 004 274 882 AFSL 238096 ('MetLife' and the 'Insurer')

The personal information you provide in this form is necessary for us to provide you with the products and services you have requested from us, and to manage your claims. You do not have to provide us with your personal information, but if you do not do so, we may not be able to provide you with our products or services.

MetLife Insurance Limited complies with the Privacy Act 1988 and the principles laid out in its Privacy Policy, which details information about how you may access or seek correction of your personal information, how we manage that information and our complaints process. MetLife's Privacy Policy is readily available and can be viewed at www.metlife.com.au/privacy

Section A. Transferor details (current owner)

Policy number

Policy owner 1

Full name of transferor (transfer from)

Signature of transferor



Date (dd/mm/yyyy)

Full name of witness

Signature of witness



Date (dd/mm/yyyy)

Policy owner 2

Full name of transferor (transfer from)

Signature of transferor



Date (dd/mm/yyyy)

Full name of witness

Signature of witness



Date (dd/mm/yyyy)

Section B. Transferee details (new owner)

Policy owner 1

Full name of transferee (transfer to)

Address

Suburb

State

Postcode

Signature of transferee

Date (dd/mm/yyyy)



Full name of witness

Signature of witness

Date (dd/mm/yyyy)



Policy owner 2

Full name of transferee (transfer to)

Address

Suburb

State

Postcode

Signature of transferee

Date (dd/mm/yyyy)



Full name of witness

Signature of witness

Date (dd/mm/yyyy)



Section C. Transfer details (to be completed by MetLife)

Date transfer is registered by MetLife Insurance Limited

Signature of authorised officer



Please return completed form to

MetLife Insurance Limited, GPO Box 3319, Sydney NSW 2001 or email auserVICES@metlife.com

For more information or assistance with the completion of this form, call us on 1300 555 625

Monday to Friday 8am - 6pm AEST.

metlife.com.au

Products are offered by MetLife Insurance Limited (MetLife) which is an affiliate of MetLife, Inc. and operates under the "MetLife" brand. None of the obligations of MetLife are guaranteed by MetLife, Inc. (Incorporated in the USA) or any other member of the MetLife group.



MetLife Insurance Limited | Level 9, 2 Park Street, Sydney | NSW 2000

ABN 75 004 274 882 AFSL NO. 238 096

© 2017 METLIFE, INC.