

## Personal Plan Product Disclosure Statement

[www.australiansuper.com/join](http://www.australiansuper.com/join)

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# 1. About AustralianSuper



AustralianSuper is Australia's largest not-for-profit super fund and provides superannuation solutions for employers and individuals, as well as a low cost pension for retirees.

We are the super fund for all Australians. Run to benefit members, our sole purpose is to maximise our members' retirement savings.

Our size, strength and stability help us to achieve better outcomes for our 1.8 million members and their savings of \$42 billion (as at 30 June 2011).

## **Low fees**

Our fees are set at a level to cover the costs of operation, not to make profits for others. We charge fewer fees than many other funds and our fees are generally lower, which helps your super grow faster.

## **Strong returns**

Super is a long-term investment for most people. That's why we're committed to providing members with strong, long-term returns.

Strong long-term investment performance – the ten-year return for our Balanced option places us in the top five Australian super funds (as at 30 June 2011, according to the SuperRatings Balanced Option Crediting Rate survey).



**See how we compare to over 100 retail super funds**

Visit [www.australiansuper.com/compare](http://www.australiansuper.com/compare)

## **About this Product Disclosure Statement**

This Product Disclosure Statement is a summary of significant information and contains a number of references to important information (each of which forms part of the Statement). You should consider that information before making a decision about the product.

The information provided in the Statement is general information only and does not take into account your personal financial situation or needs. You should obtain financial advice tailored to your personal circumstances.

## 2. How super works



Super was introduced by the Government as a partly compulsory way to save for your retirement.

What you and your employer add to your super is known as a contribution. Your employer is generally required to contribute an amount equal to 9% of your salary to a super account for you – this is known as the Superannuation Guarantee (SG). You can also contribute extra from your own pay.

Your savings grow because money is contributed regularly, and can earn investment returns over many years. To help you save, super has different features to other investments:

- The Government provides tax savings and other incentives to boost your super.
- Because super is about saving for retirement, generally you can't withdraw your super until you've retired and reached the preservation age (currently 55), but there are some special circumstances where you can withdraw it earlier.

### Contributions

There are different types of contributions:

- Before-tax – this includes the SG contributions made to your super by your employer and salary sacrifice contributions made by you.
- After-tax – all contributions you make to your super from your after-tax income.

Depending on your income and personal circumstances, you may be better off contributing before or after-tax, or using a combination of both.

The Government places limits on the amount that can be contributed to super.

### Government co-contribution

If you earn less than \$61,920 a year and you make a contribution to your super from your after-tax pay, you may be eligible for a super contribution from the Government of up to \$1,000.



Compare the benefits of making before-tax and after-tax contributions with our Contributions Calculator at [www.australiansuper.com/calculators](http://www.australiansuper.com/calculators)

### Choosing your fund

In most cases you can choose the super fund your employer pays your contributions to, but in some cases your super fund may be selected according to the terms of your employment. If you don't make a choice or don't tell your employer where to pay your super, your employer will choose a fund for you.

# 3. Benefits of investing with AustralianSuper



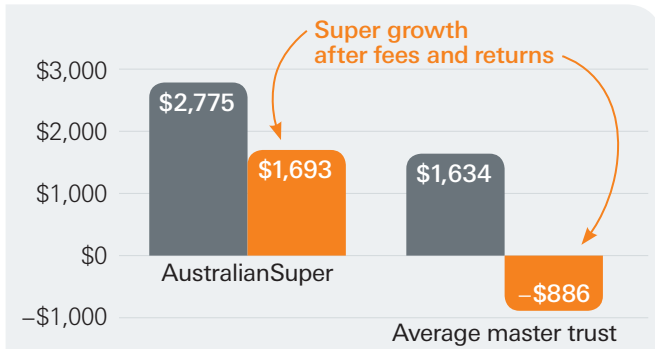
As a member, you'll benefit from the low fees, strong, long-term returns and range of services that only one of Australia's largest super funds can provide.

### Here are some of the benefits:

- Pay just \$1.50 per week for the administration of your super account (other fees also apply).
- Strong long-term investment performance – the ten-year return for our Balanced option places us in the top five Australian super funds (as at 30 June 2011).
- Industry leading insurance – Death, Total & Permanent Disablement (TPD) and Income Protection cover to provide financial security for you and your family.
- A range of investment options.
- Online account access – manage and track your account online 24/7.
- Financial advice on specific topics – speak to our Financial Education and Advice Team at no cost.
- Membership through to retirement – access to the low-cost AustralianSuper Pension.

### Lower fees = more retirement money

This graph shows the difference AustralianSuper can make. Over five years, invested in a balanced investment option, we provided a greater benefit than an average master trust.



- Impact of investment returns – higher returns mean higher growth.
- Growth after fund fees deducted – the real amount added to a member's account.

Assumptions: \$15,000 starting balance, \$45,000 annual salary, 3.5% salary increase, 9% Superannuation Guarantee contributions, balanced investment option, five years to 30 September 2011. Source: SuperRatings Pty Ltd.

## 4. Risks of super



All investments, including super, have some level of risk.

How you should invest your super will depend on your age, how long you will be investing your super, other investments you may have and your tolerance for volatility. Volatility is when the returns on your investment go up and down over a period of time. The level of volatility your super investment could potentially have will depend on the types of assets that your super is invested in. Assets are investments such as shares, property, bonds or cash.

Different types of assets have different levels of risk and potential return. Generally, higher returns are accompanied by greater risk in the short-term. So, the more you earn from an investment over time, the more likely that investment may rise and fall in value over short periods of time.

We offer a great range of investment options, each with a different mix of assets. So, the likely investment return and the amount of risk involved is different for each option.

When considering your super, it is important to understand that:

- Investment returns will go up and down over time and the value of investments will vary, so the value of your super may also go up and down.
- Investing too conservatively can be risky because over the long term your investment may not earn a return above the inflation rate
- Returns are not guaranteed.
- Past returns are not an indicator of future returns.
- The laws affecting your super may change.
- The amount of your future super savings (including contributions and returns) may not be enough for your retirement.



For more information about our investment options, the different asset classes and investment risk, download our *Investment Choice Guide*, available at [www.australiansuper.com/InvestmentGuide](http://www.australiansuper.com/InvestmentGuide)

# 5. How we invest your money



AustralianSuper has a great range of investment options. Each one has a different level of risk and potential level of return – so there is an option for every type of investor.

## Our investment options

PreMixed options – are made up of more than one asset class and have been premixed to provide diversity and achieve different levels of risk.	<ul style="list-style-type: none"><li>• High Growth</li><li>• Balanced</li><li>• Sustainable Balanced*</li><li>• Indexed Diversified</li><li>• Conservative Balanced</li><li>• Stable</li><li>• Capital Guaranteed</li></ul>
DIY Mix options – are made up of a single asset class. With DIY Mix options you can select a combination of asset classes to suit you.	<ul style="list-style-type: none"><li>• Australian Shares</li><li>• International Shares</li><li>• Australian Sustainable Shares*</li><li>• International Sustainable Shares*</li><li>• Property</li><li>• Australian Fixed Interest</li><li>• International Fixed Interest</li><li>• Diversified Fixed Interest</li><li>• Cash</li></ul>
Access to the Australian Securities Exchange (ASX)	AustralianSuper’s Member Direct investment option – invest in a choice of ASX-listed companies, Exchange Traded Funds and term deposits.

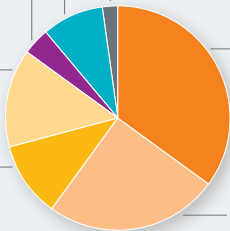
\* These are our socially responsible investment options. For these options, we appoint investment managers that must consider issues such as labour standards and environmental, social or ethical factors when making investment decisions.

When your account is set up it will be invested in the Balanced option, unless you choose a different investment option. You should consider the likely investment return, risk and your investment timeframe when choosing an option.

## Changing your investment option

You can change your investment option when you join AustralianSuper online, or complete the *Make an investment choice* form in our *Investment Choice Guide*, available at [www.australiansuper.com/InvestmentGuide](http://www.australiansuper.com/InvestmentGuide)

## Investment details for the Balanced option

Investment objective	To outperform the median balanced fund and CPI + 4%, over the medium to long term.*
Strategic asset allocation (asset allocation ranges are shown in brackets)	 <p>Fixed Interest 9% [0–25%]      Cash 2% [0–15%]</p> <p>Private Equity 4% [0–10%]</p> <p>Infrastructure 14% [0–30%]</p> <p>Direct Property 11% [0–30%]</p> <p>Absolute Returns 0% [0–10%]</p> <p>Australian Shares 35% [20–45%]</p> <p>International Shares 25% [10–40%]</p>
Description of option	<p>A diversified option that invests across most asset classes, with a large proportion in Australian and international shares, property and infrastructure. This option has a higher allocation to fixed interest and cash than the High Growth option.</p> <p>This option may suit members who expect to have their super or pension invested for more than five years.</p>
Minimum investment timeframe	Medium to long-term: if you choose this option, be prepared to stay invested in it for more than 5 years before it meets its objectives.
Expected frequency of a negative annual return	Approximately 4 to 5 years in every 20.
Risk classification	Medium to high risk: returns can fluctuate from year to year – either moderately or considerably.

\* AustralianSuper returns are after fees and taxes and benchmark returns are adjusted for fees and taxes. CPI stands for Consumer Price Index – which is used as a measure of inflation.

Strategic asset allocations and other information are current as at 1 July 2011.



You should read the important information about our investment options before making a decision. Login to [www.australiansuper.com/RefInvestments](http://www.australiansuper.com/RefInvestments). This contains information about our investment options, past returns and how returns are calculated and applied to your account. The material relating to our investment options may change between the time when you read this Statement and the day when you sign the application form.

# 6. Fees and costs



## Did you know?

Small differences in both investment performance and fees and costs can have a substantial impact on your long-term returns. For example, total annual fees and costs of 2% of your fund balance rather than 1% could reduce your final return by up to 20% over a 30-year period (for example, reduce it from \$100,000 to \$80,000).

You should consider whether features such as superior investment performance or the provision of better member services justify higher fees and costs. You may be able to negotiate to pay lower contribution fees and management costs where applicable. Ask the fund or your financial adviser.

## To find out more

If you would like to find out more, or see the impact of fees based on your own circumstances, the Australian Securities and Investments Commission (ASIC) website ([www.moneysmart.gov.au](http://www.moneysmart.gov.au)) has a superannuation calculator to help you check out different fee options.

## Fees for the Balanced option

The main fees to set-up and manage your account are below. These are based on our Balanced option, and can be used to compare our fees with similar funds.

Type of fee or cost	Amount
Fees when your money moves in or out of the fund	
Establishment fee	Nil
Contribution fee	Nil
Withdrawal fee	\$35 – charged on cash withdrawals above \$200 and transfers to other funds
Termination fee	Nil – but the withdrawal fee above may be charged
Management costs	
The fees and costs for managing your investment	\$1.50 per week paid from your account PLUS 0.62% a year of your account balance for investment management, including 0.03% for member protection (for 2010/2011).

The fees for our other investment options are different. Investment management fees are calculated looking back as at 30 June each year. These may change from year to year.

## How fees are charged to your account

Investment fees are paid from investment earnings before they are added to your account. Administration fees are paid from your account and shown on your statement.

### Example of annual fees and costs for a balanced investment option

Below is an example of how fees for the Balanced option can affect your super over one year. You can use this to compare this product with other super products.

AustralianSuper Balanced option		Balance of \$50,000 with total contributions of \$5,000 during the year
Contribution fees	Nil	For every \$5,000 you put in, you will be charged \$0.
PLUS management costs	0.62% + \$78 (\$1.50 per week)	And, for every \$50,000 you have in the Fund you will be charged \$310 each year, plus \$78 in administration fees regardless of your balance.
EQUALS cost of fund		If you put in \$5,000 during a year and your balance was \$50,000, then for that year you will be charged fees of \$388*.  What it costs you will depend on the investment option you choose and the fees you negotiate with your fund or financial adviser. (This statement is required by law – AustralianSuper's fees are not negotiable.)

\* Additional fees may apply

The Trustee can change the fees which you may be charged. You'll be given at least 30 days notice before any increase in fees takes effect.

### Adviser service fee

If you get advice from an eligible adviser about your investment with AustralianSuper, you can have fees for the advice deducted from your account. The Statement of Advice provided by the adviser will state the fees (if any) that you will pay.



#### See how fees affect your super

Use our Fee Comparator at [www.australiansuper.com/calculators](http://www.australiansuper.com/calculators) or the Superannuation calculator at [www.moneySMART.gov.au](http://www.moneySMART.gov.au)



You should read the important information about fees and costs before making a decision. Go to [www.australiansuper.com/RefFees](http://www.australiansuper.com/RefFees). This contains information about service fees and fees for our other investment options. The material relating to our fees may change between the time when you read this Statement and the day when you sign the application form.

# 7. How super is taxed



## Tax on contributions

The tax paid on super contributions depends on your age and the amount and type of contribution. Tax is deducted after the contribution is received. There are limits on how much you can contribute, and if you exceed these limits you may pay extra tax.

Type of contribution	Tax if you're under 50	Tax once you turn 50 (until 30 June 2012)
Before-tax	15% on amounts up to \$25,000 a year. 46.5%* on amounts more than \$25,000 a year.	15% on amounts up to \$50,000 a year. 46.5%* on amounts more than \$50,000 a year.
After-tax	0% on amounts up to \$150,000 a year. 46.5%* on amounts more than \$150,000 a year. If under 65, you can contribute \$450,000 tax-free in the first year of a three-year period. Any more contributions in the following two financial years will be taxed at 46.5%*.	

## Tax on investment earnings

Investment earnings are taxed at up to 15%. This tax is deducted from the interest rate that applies to your super, before the earnings are credited to your account.

## Tax on withdrawals

If you're under 60, tax on withdrawals is deducted before you receive your payment. Withdrawals from AustralianSuper are tax-free if you are aged 60 or over.

Component	Tax if you're under 60
Tax-free	No tax payable
Taxable	If under 55, taxed at 21.5%*. If 55–59 years, the first \$165,000 is tax-free and the balance is taxed at 16.5%*.

\* Including the Medicare levy



You should provide your Tax File Number (TFN). If we don't have your TFN, your before-tax contributions and withdrawals are taxed at a higher rate and we can't accept after-tax contributions from you. You should read the important information about providing your TFN before making a decision. Go to [www.australiansuper.com/RefTFN](http://www.australiansuper.com/RefTFN). The material relating to tax may change between the time when you read this Statement and the day when you sign the application form.

## Are you self-employed?

When you work for yourself, no one else will contribute to your retirement savings but you.

Regular contributions to your super will mean more in retirement, and the earlier you start, the better off you'll be. And if you're self-employed, you may be able to claim your contributions as a deduction on your income tax return.

### How to claim a tax deduction

If you make after-tax contributions, you can claim a tax deduction for your super contributions if:

- less than 10% of your total assessable income, reportable fringe benefits and reportable employer superannuation contributions is earned as an employee.
- you complete a *Notice of intent to claim a tax deduction for personal contributions* form, letting us know the amount you want to claim.

If you claim an income tax deduction for your super contributions, AustralianSuper is required to deduct 15% tax from those contributions – this is the same amount of tax that is deducted from contributions made by an employee from their before-tax salary.

### When to claim

Once you make a contribution, you have until the end of the following financial year to claim your deduction. But you need to send us your tax deduction claim form before you submit your tax return. Example:



Jane can submit her claim for a tax deduction up to 30 June 2013. But she must submit her claim before she lodges her 2011/2012 tax return.

You also need to send us your tax deduction claim form before:

- you leave the Fund
- you transfer some or all of your benefit to another super fund
- you transfer some or all of your benefit to an AustralianSuper Pension
- you choose to split the contributions with your spouse.

### Making a partial claim

If you transfer some of your super or take part of it in cash, you may still be able to claim a partial tax deduction for what's left in your super account. This area of super tax law can be complex. Speaking with a financial adviser may help you get the full benefit of making personal super contributions.

To learn more about how to claim an income tax deduction for personal super contributions, go to [www.australiansuper.com/SelfEmployed](http://www.australiansuper.com/SelfEmployed)

## 8. Insurance in your super



Insurance through AustralianSuper is designed to provide financial support if you die or become disabled.

AustralianSuper offers three types of cover:

- Death cover – provides a lump sum for your dependants or your legal personal representative (executor of your estate).
- Total & Permanent Disablement (TPD) cover – provides you a lump sum if you become totally and permanently disabled.
- Income Protection cover – provides regular monthly payments if you become temporarily or permanently disabled.

### **Why insurance cover is important**

Most people insure their important assets, like their car or home, but their biggest asset – their future income – is often left unprotected.

The right insurance can protect your salary against the unexpected, and give you an income if you are temporarily or permanently unable to work.

You may need cover if:

- you or your family need your salary to cover day-to-day expenses
- you have debts such as a mortgage, personal loan or credit card
- you support someone financially.



### **Work out how much cover you need**

It's easy with our Insurance Calculator at [www.australiansuper.com/calculators](http://www.australiansuper.com/calculators)

AustralianSuper insurance is provided by TAL Life Limited (the Insurer)  
ABN 70 050 109 450 AFSL 237848.

## How much cover can I apply for?

You can apply for cover at any time if you have at least \$1,000 in your account. The maximum cover you can apply for is shown in the table below. Your application will be assessed by the Insurer and you may need to provide health information.

Type of cover	Maximum amount of cover available
Death	No maximum
TPD	\$3 million
Income Protection	\$50,000 per month for up to 2 years

## Change your cover when your life changes

Marriage, children, divorce or buying a home are all reasons to review your cover. When one of these Life Events occurs, in most cases you can apply to increase your cover up to certain limits and you won't have to provide health information or have your application assessed by the Insurer. If your application is accepted, limited cover will apply for two years (generally meaning that you won't be covered for any pre-existing conditions).

See our *Insurance in your super* guide for details.

## What is the cost of cover?

The cost of your cover will depend on the amount and type of cover you apply for, your age and occupation. Costs are paid from your super account. See our *Insurance in your super* guide for details.

## Applying for cover is easy

For information about your eligibility for cover, how much cover you can apply for, what your insurance will and won't cover, and any other conditions, read our *Insurance in your super* guide.



You should read the important information about insurance in your super before making a decision. Go to [www.australiansuper.com/InsuranceGuide](http://www.australiansuper.com/InsuranceGuide). The material relating to insurance may change between the time when you read this Statement and the day when you sign the application form.

To apply, complete the *Change your insurance* form in our *Insurance in your super* guide.

# 9. How to open an account



There are two ways to join AustralianSuper:

## Join online

Set up your account the way you want – straight away!

Go to [www.australiansuper.com/join](http://www.australiansuper.com/join)

- Set up your contributions
- Apply for your insurance cover
- Make your investment choice.

## Send us an application form

Complete the *Join AustralianSuper* form provided with this Guide.

## You can change your mind about us

If you have chosen AustralianSuper (instead of your employer signing you up) you can cancel your membership by writing to us within:

- 19 days of the date that we received your application, or
- 14 days of the date that we send you confirmation of your membership.

Once you cancel your membership, we'll transfer your account to an approved fund of your choice. Any contributions tax we've paid on your behalf may be deducted beforehand. Cancelling your membership during this period means you won't be entitled to any investment returns or insurance benefits.

## You can give feedback or complain

To make a complaint about your super account or general advice given by AustralianSuper, please write to the Complaints Officer, AustralianSuper 33/50 Lonsdale Street, MELBOURNE VIC 3000.

## We respect your privacy

Protecting your personal information is important to us. Our Privacy Policy outlines the type of information we keep about you. It also explains how we – and any organisations we appoint to provide services on our behalf – will use this information.

For more information on privacy, go to [www.australiansuper.com/privacy](http://www.australiansuper.com/privacy)

## Temporary residents – permanently leaving

If you're a temporary resident permanently leaving Australia, you have six months to claim your super from us. If you don't, we may transfer your benefit to the Australian Taxation Office (ATO).

Under Australian Securities and Investments Commission relief, we do not have to give you an exit statement if we pay your benefit to the ATO in these circumstances. Once transferred, you'll need to contact the ATO to claim your benefit.

# 10. Changing jobs



When you change jobs there are good reasons to keep your AustralianSuper account.

If you're changing jobs, your new employer will ask you to nominate a super fund – if you don't, your employer will choose a fund for you. But why collect a new super fund every time you change jobs? More funds mean more fees and extra paperwork.

The right fund can make a real difference to how much you save for your future. So don't leave your choice up to someone else – keep your super in one fund that you know won't charge extra fees.

### **Tell your employer where to contribute**

To have your employer contribute to your AustralianSuper account, complete the *Choose AustralianSuper* form at [www.australiansuper.com/ChooseAustralianSuper](http://www.australiansuper.com/ChooseAustralianSuper) and email it to your new employer.



### **Compare your super fund**

Compare the costs, services and performance of different super products using the Super AppleCheck\*, an independent online report produced by Chant West.

Order your FREE comparison report at [www.australiansuper.com/compare](http://www.australiansuper.com/compare)

\* Super AppleCheck is provided by independent research consultant, Chant West Financial Services. While AustralianSuper has paid Chant West a fee for making the service available to you, AustralianSuper has no influence over the research results and ratings and does not accept responsibility for any loss or damage caused by the service.



## Get more information in your language

用您說的語言瞭解詳情

Pribavite više informacija na svom jeziku

Βρείτε περισσότερες πληροφορίες στη γλώσσα σας

Ottenete maggiori informazioni nella vostra lingua

Најдете повеќе информации на ваш јазик

Потражите више информација на вашем језику

Obtenga mayor información en su idioma

Konuştuğunuz dilde daha fazla bilgi edinin

Có thêm thông tin bằng ngôn ngữ của quý vị

إحصل على المزيد من المعلومات بلغتك

[www.australiansuper.com/help](http://www.australiansuper.com/help)

## It's Australian. And it's super

If you have any questions, or would like another copy of this Product Disclosure Statement or any of the additional information mentioned in it, call **1300 300 273** (8.00am to 8.00pm AEST weekdays).

Website **[www.australiansuper.com](http://www.australiansuper.com)**

Secure email **[www.australiansuper.com/email](mailto:www.australiansuper.com/email)**

Mail **GPO Box 1901, MELBOURNE VIC 3001**

Fax **1300 366 273**



Industry SuperFund logo used with permission of Industry Fund Services (IFS). This consent had not been withdrawn at the date of publication.

# Join AustralianSuper

Personal Plan



Please complete in pen using CAPITAL letters. Print  to mark boxes.

## 1. YOUR PERSONAL DETAILS

Last name

Given names

Date of birth

Male Female

Mr Ms Mrs Miss Dr

Tax File Number (TFN)

Existing member number (if applicable)

Street address

Suburb

State

Postcode

Telephone (business hours)

Mobile

Employment

 Full-time  Part-time  Casual

Your job title/occupation

Email

Please don't email me information about super products and services, investment information, or third-party products.

**!** It's a good idea to provide your TFN. If we don't have it, your before-tax contributions and withdrawals are taxed at a higher rate and we can't accept after-tax contributions from you. If you transfer your super to another fund, we may give them your TFN unless you tell us not to in writing.

For more information about how we use your TFN, go to [www.australiansuper.com/RefTFN](http://www.australiansuper.com/RefTFN)

## 2. INITIAL CONTRIBUTION

To join AustralianSuper Personal Plan, please write the amount of your initial contribution below. You need an account balance of at least \$1,000 if you want to apply for insurance. Cheques should be made payable to 'AustralianSuper' and marked 'Not Negotiable'.

Transfer amount	\$ <input type="text"/>	If you are transferring super from another fund, please complete the <i>Combine your super into AustralianSuper</i> form.
Employer contribution	\$ <input type="text"/>	This amount will be treated as a before-tax contribution and have contributions tax deducted.
Member contribution	\$ <input type="text"/>	This amount will be treated as an after-tax contribution.
Spouse contribution	\$ <input type="text"/>	If your spouse is making a contribution for you, your spouse must complete Section 4.
<b>TOTAL</b>	\$ <input type="text"/>	

If you are between 65 and 74 years old, we can only accept your member or voluntary employer contributions if you have worked at least 40 hours in a 30-day period in the current financial year. Please mark the box to confirm you meet this requirement.

### 3. NOMINATE YOUR BENEFICIARIES

Provide details of any dependants who may be entitled to your super (including any insurance benefit) if you die.

Full name	Address	Relationship to you	Benefit proportion %
For more information on making a binding nomination, please contact us.			<b>Total must add up to 100%</b>

**!** By nominating beneficiaries, you're telling us who you'd like us to pay your super to if you die. We are not bound by your nomination, but we use this information as a guide to work out who to pay your benefit to.

### 4. SPOUSE CONTRIBUTIONS

This section must be completed (and signed) by your spouse, if they are making a spouse contribution for you.

I, (insert full name of contributing spouse)

wish to make a contribution to my spouse's AustralianSuper Personal Plan account. I declare that:

- I am the spouse of the applicant named in Section 1 of this form.
- I am living with my spouse on a permanent basis.
- I receive some assessable income.
- I am not my spouse's employer.
- My spouse and I are both Australian residents.
- My spouse is aged under 65, or aged 65–69 and has worked at least 40 hours in a 30-day period this financial year.

Your spouse's signature:

Date

Once the account is established with an initial contribution, a spouse member can make their own contributions as long as they satisfy the eligibility criteria for a member.

### 5. OPTIONS WHEN JOINING AUSTRALIANSUPER

**Transfer your other super:** to transfer super from another fund to AustralianSuper, complete the *Combine your super into AustralianSuper* form provided with this guide.

**Transfer your existing insurance:** if you have Death, Total & Permanent Disablement (TPD) or Income Protection insurance cover with another division of AustralianSuper, or another insurer, you can apply to transfer this cover to Australian Super Personal Plan, by completing the *Insurance transfer* form in our *Insurance in your super* guide.

**New insurance:** to apply for Death, TPD or Income Protection cover, complete the *Change your insurance* form in our *Insurance in your super* guide.

### 6. DECLARATION

This section must be completed.

- I apply for admission as a member of AustralianSuper Personal Plan upon the terms and conditions contained in the Trust Deed and the Product Disclosure Statement.
- I acknowledge that I have read and understood the privacy statement as outlined in the Product Disclosure Statement, and acknowledge that the information requested on this form (unless otherwise stipulated) is required in order for AustralianSuper to accept my application for membership and for the ongoing administration of my membership by AustralianSuper's fund administrator and other service providers.

Sign here:



Date



## 5. COMPLIANCE STATEMENT (EMPLOYER USE ONLY)

I certify, on behalf of the Trustee of AustralianSuper (Fund), that:

- a. The Fund is a resident regulated super fund within the meaning of the *Superannuation Industry (Supervision) Act 1993* (SIS Act). The Fund holds Registrable Superannuation Entity Registration Number R1001693.
- b. The Fund is a complying super fund within the meaning of the SIS Act and has never received a notice of non-compliance from the Australian Prudential Regulation Authority.
- c. The Fund is able to accept superannuation contribution for eligible persons. These contributions are maintained and subsequently paid only in accordance with the Superannuation Industry (Supervision) Regulations 1994.
- d. The Fund is not subject to a direction under Section 63 of the SIS Act.
- e. The Fund has never previously been subject to a direction under Section 63 of the SIS Act.
- f. This letter satisfies the requirements of Section A, Question 4 of the *Standard Choice* form issued by the Australian Taxation Office that the Fund:
  - (i) is a complying fund,
  - (ii) will accept Superannuation Guarantee contributions on behalf of eligible persons from an employer, and
  - (iii) provides details of how an employer can make contributions to AustralianSuper (see below).
- g. The Fund offers insurance cover that meets the minimum requirements, set out in the *Superannuation Guarantee (Administration) Act 1992*, of a fund to be offered by an employer where an employee does not choose a fund.



**Ian Silk**  
Chief Executive  
For and on behalf of AustralianSuper  
1 November 2009

## 6. PAYMENT OPTIONS (EMPLOYER USE ONLY)

AustralianSuper offer employers flexibility with five ways to pay super contributions:

- 1. BPAY®:** Using BPAY, employers can pay super contributions through their bank, credit union or building society.
- 2. Postbillpay®:** Employers can make Postbillpay payments over the counter at almost 4,000 post offices in Australia.
- 3. Direct debit:** AustralianSuper can automatically deduct the required amount from an employer's account each month – bank, building society or credit union – once we receive their completed contribution advice.
- 4. Electronic funds transfer:** Employers can automatically transfer funds to a dedicated AustralianSuper bank account.
- 5. Cheque:** We bank all cheques on the day of receipt when employers send the relevant contribution advice (or reference number) and their employer number. Cheques should be made payable to 'AustralianSuper'.

## 7. FOR EMPLOYER RECORDS (EMPLOYER USE ONLY)

This section must be completed when the employee returns the completed form to you.

Date valid choice is accepted

D D M M 2 0 Y Y

Date you act on your employee's valid choice

D D M M 2 0 Y Y

## 8. FOR MORE INFORMATION

If you have any questions about this form, we're here to help.

Call: **1300 300 273**

Email: [www.australiansuper.com/email](http://www.australiansuper.com/email)

# Combine your super into AustralianSuper

Request to transfer whole balance of superannuation benefits between funds

**By completing this form, you will request the transfer of the WHOLE balance of your superannuation benefits between funds. This form can NOT be used to transfer part of the balance of your superannuation benefits. It is for whole balance transfers only. Please complete in pen using CAPITAL letters. Print  to mark boxes where applicable. Form must be completed in full.**

## Before completing this form

- Read the important information below.
- Check that the fund you are transferring your benefits to can accept this transfer.

## When completing this form

- Print clearly in CAPITAL LETTERS.

## After completing this form

- Sign the authorisation.
- Attach the appropriately certified proof of identity documents.
- Review the checklist below.
- Send the request form to your fund.

### IMPORTANT INFORMATION

This transfer may close your account (you will need to check this with your *from* fund). This form can NOT be used to:

- transfer part of the balance of your super benefits
- transfer benefits if you don't know where your super is
- transfer benefits from multiple funds on this one form – a separate form must be completed for each fund you wish to transfer superannuation from (you can photocopy this form) and you must provide multiple copies of your certified identification (see below)
- change the fund to which your employer pays contributions on your behalf
- open a superannuation account, or
- transfer benefits under certain conditions or circumstances, for example if there is a super agreement under the *Family Law Act 1975* in place.

## What happens to my future employer contributions?

Using this form to transfer your benefits will not change the fund to which your employer pays your contributions and may close the account you are transferring your benefits *from*.

If you wish to change the fund into which your contributions are being paid, you will need to speak to your employer about choice of fund. For forms and information about whether you are eligible to choose the fund to which your employer contributions are made, visit [www.ato.gov.au/super](http://www.ato.gov.au/super) or call the Australian Taxation Office on 13 10 20.

## Things you need to consider when transferring your super

When you transfer your super, your entitlements under that fund may cease. You need to consider all relevant information before you make a decision to transfer your super. If you ask for information, your super provider must give it to you. Some of the points you may consider are:

- Fees – your FROM fund must give you information about any exit or withdrawal fees. If you are not aware of the fees that may apply, you should contact your fund for further information before completing this form. The fees could include administration fees as well as exit or withdrawal fees. Some funds may also charge entry or deposit fees on transfer although AustralianSuper does not. Differences in fees funds charge can have a significant effect on what you will have to retire on. For example, a 1% increase in fees may significantly reduce your final benefit.
- Death and disability benefits – your FROM fund may insure you against death, illness or an accident which leaves you unable to return to work. If you choose to leave your current fund, you may lose any insurance entitlements you have. Other funds may not offer insurance, or may require you to pass a medical examination before they cover you. When considering a new fund, you may wish to check the costs and amount of any cover offered.

## What happens if I do not quote my Tax File Number (TFN)?

You are not obligated to provide your TFN to your superannuation fund. However, if you do not provide your TFN, your fund may be taxed at the highest marginal tax rate plus the Medicare levy on contributions made to your account in the year, compared to the concessional tax rate of 15%. Your fund may deduct this additional tax from your account.

If your super fund does not have your TFN, you will not be able to make personal contributions to your superannuation account. Choosing to quote your TFN will also make it easier to keep track of your superannuation in the future.

Under the *Superannuation Industry (Supervision) Act 1993*, your fund is authorised to collect your TFN, which will only be used for lawful purposes. These purposes may change in the future as a result of legislative change. The TFN may be disclosed to another provider, when your benefits are being transferred, unless you request in writing that your TFN is not to be disclosed to any other trustee.

## Checklist

- Have you read the important information?
- Have you considered where your future employer contributions will be paid?
- Have you checked your *to* fund can accept the transfer?
- Have you completed all of the mandatory fields on the form?
- Have you signed and dated the form?
- Have you attached the certified documentation including any linking documents if applicable?

## Providing proof of your identity (ID)

If you don't provide the right ID – correctly certified – it will delay the processing of your request. Please read this information very carefully.

### 1. Get the right ID together

You'll need A CURRENT driver's licence or passport

### 2. Photocopy your ID

You need to show both the ORIGINAL ID and a photocopy of your ID to the person authorised to certify ID. Please photocopy both sides of your licence.

### 3. Get your ID certified properly

Most people find it easy to get their ID certified at a:

- police station, or
- post office.

To certify your ID, the authorised person needs to:

- Compare the photocopy to the ORIGINAL.
- Stamp or write 'This is a true and correct copy of the original' followed by their signature, printed name, address, telephone number, qualification (eg Australia Post employee\*, police officer) and the date.

If you don't have a passport or driver's licence or can't get to a post office or police station, download a copy of *A guide to providing proof of your identity* from [www.australiansuper.com/forms](http://www.australiansuper.com/forms)

This guide lists all the people who can certify ID and the original documents you can use if you don't have a passport or driver's licence.

\* Must be a permanent employee with at least 5 years of continuous service.

OFFICE USE ONLY  
Member number

# Combine your super into AustralianSuper

Request to transfer whole balance of super account to AustralianSuper



Please complete in pen use CAPITAL letters. Print  to mark boxes where applicable.

## STEP 1. FILL IN YOUR PERSONAL DETAILS

Last name	Mr	Ms	Mrs	Miss	Dr
<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
First names	Date of birth				
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Other/previous names	<input type="text"/>	<input type="text"/>			
Street address	<input type="text"/>				
Suburb	State	Postcode			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Previous street address (if details with your FROM fund are different to those above)	<input type="text"/>				
Suburb	State	Postcode			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Tax File Number (TFN)	Sex	Email			
<input type="text"/>	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="text"/>			
Telephone (during business hours)	Telephone (after hours)	Mobile			
<input type="text"/>	<input type="text"/>	<input type="text"/>			

## STEP 2. PROVIDE SUPER ACCOUNT DETAILS

**FROM:** Fund's name

Fund phone number	<input type="text"/>
Member or account number	<input type="text"/>
Australian Business Number (ABN)	<input type="text"/>
Superannuation Product Identification Number (SPIN)	<input type="text"/>
Approximate balance (if known)	\$ <input type="text"/>

If you have more than one account with this fund, complete a separate form and attach separate certified ID for each account you wish to combine into your AustralianSuper account.

**TO:** AustralianSuper

Member number	<input type="text"/>
Phone number	1300 300 273
ABN	65 714 394 898
SPIN	STA0100AU

## STEP 3. CONFIRM PROOF OF IDENTITY IS ATTACHED

When you are moving money between super funds you are required to prove your identity (ID). Your super could be thousands of dollars, so super funds need to be sure that they are transferring super to the right place. **If you don't provide the right ID correctly certified, it will delay the transfer.**

Most people can get their ID certified in three easy steps. To find out how to get your ID certified, read the back of this form.

Mark this box (X) if you have attached your certified proof of identity documents.

## STEP 4. SIGN THIS FORM

By signing this request form I am making the following statements:

- I declare I have fully read this form and the information completed is true and correct.
- I am aware I may ask my super provider for information about any fees or charges that may apply, or any other information about the effect this transfer may have on my benefits such as insurance cover, and do not require any further information.
- I discharge the super provider of my FROM fund of all further liability in respect of the benefits paid and transferred to AustralianSuper.
- I authorise AustralianSuper (or its agents) to contact my other super fund regarding this request to combine my super from that fund into my AustralianSuper account only.

I request and consent to the transfer of super as described above and authorise the super provider of each fund to give effect to this transfer.

**You need to sign here**



Date

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## When completing this form

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## After completing this form

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First names	Date of birth				
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Other/previous names	<input type="text"/>	<input type="text"/>			
Street address	<input type="text"/>				
Suburb	State	Postcode			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Previous street address (if details with your FROM fund are different to those above)	<input type="text"/>				
Suburb	State	Postcode			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Tax File Number (TFN)	Sex	Email			
<input type="text"/>	<input type="checkbox"/> M <input type="checkbox"/> F	<input type="text"/>			
Telephone (during business hours)	Telephone (after hours)	Mobile			
<input type="text"/>	<input type="text"/>	<input type="text"/>			

## STEP 2. PROVIDE SUPER ACCOUNT DETAILS

<b>FROM:</b> Fund's name	<b>TO:</b> AustralianSuper
<input type="text"/>	Member number
Fund phone number	<input type="text"/>
Member or account number	Phone number 1300 300 273
Australian Business Number (ABN)	ABN 65 714 394 898
Superannuation Product Identification Number (SPIN)	SPIN STA0100AU
Approximate balance (if known) \$	
<input type="text"/>	
If you have more than one account with this fund, complete a separate form and attach separate certified ID for each account you wish to combine into your AustralianSuper account.	

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- I discharge the super provider of my FROM fund of all further liability in respect of the benefits paid and transferred to AustralianSuper.
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