



Set up Cbus Corporate Super

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Super that's built tough

- ☒ Low fees
- ☒ Insurance designed for your work
- ☒ History of strong returns
- ☒ Investment in industry jobs

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About this guide

This product disclosure statement (PDS) is a summary of significant information about Cbus and contains references to important information which also forms part of this PDS. You should consider this information before making a decision. If you want a printed copy of this PDS or other information referenced, please call or email us.

The content of this PDS is general information only and does not take into account your financial situation or needs. You should get financial advice tailored to your own personal circumstances. Past performance is not a reliable indicator of future performance.

Information in this PDS may change from time to time. Get the latest updates at cbussuper.com.au/pds or contact us for a copy.

Cbus achieves the highest ratings by the experts



SuperRatings does not issue, sell, guarantee or underwrite this product. Go to superratings.com.au for details of its ratings criteria.

1. About Cbus

Cbus is the industry super fund for the Australian building, construction and allied industries.

Founded in 1984 for workers, Cbus has low fees and we're run to benefit our 761,000 members. Now managing more than \$50 billion of members' super, we've achieved strong investment performance over the long term.

Committed to building a better future for our members, we invest in property projects around the country, creating jobs for people who build Australia.

With more than 145,000 employers signed up, Cbus might just be the last super fund you ever need – if you can choose super when you change jobs, you can choose Cbus.

Who is Cbus Corporate Super for?

Cbus Corporate Super is for people joining through their employer. Your employer will let you know if you're eligible for Corporate Super and will open your account with us.

Otherwise you can join Cbus through:

- **Industry Super:** for people joining through an employer but not eligible for Corporate Super
- **Sole Trader Super:** for self-employed people
- **Personal Super:** for people not receiving employer contributions
- **Super Income Stream:** for people nearing or in retirement

Important information to read

Visit cbussuper.com.au/fund for information including:

- Trust Deed (and governing rules)
- *Annual Report*
- *Financial Services Guide*
- details of service providers, appointment attendance, remuneration of Cbus directors, and remuneration of Cbus executives.

You can also visit cbussuper.com.au/dashboard to access our MySuper product dashboard.

2. How super works

Most people get employer super contributions

Super helps you save for retirement. That's why the Government takes less tax from super than other types of investments. Most people receive super contributions from their employer and can choose the super fund these payments are made to. The amount your employer must contribute is usually at least 9.5% of your regular pay (which doesn't include overtime or allowances).

You can build your account with extra contributions

You can get more super by putting in extra money (see page 9 for limits). There are two ways:

- from your before-tax salary: which may save tax for some people using salary sacrifice
- from your after-tax salary: which the Government may match with a co-contribution of up to \$500 for some people.

Combine your super accounts to save

If you've had more than one job, you may have more than one super account – and you could pay fees on every one of them. We can help you find your other super accounts. Ask us to on the attached form when you fill it out.

Super's usually for your retirement

To access your super savings, you will generally need to reach your preservation age (age 60 if you were born after 1965), or age 65. Early access is possible under severe financial hardship, terminal illness, or on compassionate grounds.

You can also stay with Cbus when you finish work

You can turn your super into a tax-free income that gives you regular payments after age 60 with Cbus. With a Cbus Super Income Stream account, you can stay with Cbus as you transition or after you retire.

Keep track of your super

If we can't contact you for a long time, we may be required to transfer your super to the Australian Taxation Office (ATO). This will close your account, end your insurance cover and all the other benefits.

It could also be transferred out of Cbus (to the ATO or an eligible rollover fund) if you don't have insurance through Cbus, your balance is under \$6,000 and there has been limited activity in your account (e.g. you haven't received a contribution) for 16 months or more.



You should read the important information about *How super works* before making a decision. Go to cbussuper.com.au/superworks The material relating to *How super works* may change between the time you read the PDS and when you acquire the product.



3. Benefits of investing with Cbus



Low fees and no entry fees

We keep costs low so more of your super stays where it belongs: in your account.

9.23%

Strong long-term investment performance

Our Growth (Cbus MySuper) option has returned an average of 9.23% each year for the past 35 years.*



Insurance designed for your work

Your employer selects your insurance from flexible death, disability and income protection cover options designed for your work.



Creating jobs in your industry

Our direct property investment company, Cbus Property Pty Ltd, has created thousands of construction jobs across Australia.†



Financial advice that's in your interests

Call us for help and advice about your account from Cbus Advice Services, that will present the best outcome for you, not Cbus.



Digital services make it easy

Manage your super account your way. Register online at cbussuper.com.au/login or search for Cbus in your app store.



Regular, personalised updates

You'll get two updates a year, along with personalised account videos and retirement income estimates for most members.

* From inception in 1984 to 30 June 2019. The average annual return is based on the crediting rate, which is the return minus investment fees, the Trustee operating cost and taxes. Excludes account keeping administration fees. Past performance is not a reliable indicator of future performance. See page 6 for details.

† Cbus Property Pty Ltd is a wholly-owned subsidiary of Cbus and has responsibility for the development and management of Cbus' direct property investments.

4. Risks of super

All investing has risk. Understanding risk helps you to make better investment decisions.

Cbus invests your super in different asset classes and each has a different level of risk and expected return. Shares, property and some alternative investments can have high returns, but also more risk of a negative return or loss in the short term. Cash and fixed interest investments generally have more stable but lower long-term returns.

When investing in super (including Cbus) it's important to consider:

- the value of your investment can change as returns aren't guaranteed and you may lose some of your money
- the level of investment returns can vary – future returns can be different to past returns
- contributions and investment returns may not grow your super enough to fully support you when you retire and your savings might not last long enough, and
- super laws may change in the future.

So, when you come to choose investment options, it's important to think about:

- how old you are now and how long you plan to invest – to retirement or longer
- other investments you have outside super, such as savings, property or shares, and
- how much risk you want to take to achieve the return you want.

5. How we invest your money


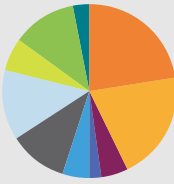
You can choose from a range of investment options:

- ☒ Cash Savings
- ☒ Conservative
- ☒ Conservative Growth
- ☒ Growth (Cbus MySuper)
- ☒ High Growth
- ☒ Cbus Self Managed – for even more control, you can choose from a range of Australian shares, exchange traded funds, term deposits, property and infrastructure options (conditions and extra costs apply).

Growth (Cbus MySuper) is designed to suit most members

We'll invest your super in Growth (Cbus MySuper) if you don't make a choice. This option suits people who can live with occasional negative returns but want long-term returns to be higher than inflation. It invests in a range of assets including shares, property, infrastructure and cash. We consider environmental, social and corporate governance factors when investing across our whole portfolio.

Growth (Cbus MySuper)

Risk/return																																			
Risk level /(band)*	Medium to High (5)																																		
Objectives	Deliver a return of inflation plus: 3.25% a year over rolling 10-year periods																																		
Likelihood of negative returns	3 in every 20 years																																		
Minimum timeframe	Invested for at least 7 years																																		
Strategic Asset Allocation and range at 1 July 2019		<table> <thead> <tr> <th></th><th>Allocation %</th><th>Range %</th></tr> </thead> <tbody> <tr> <td>■ Australian shares</td><td>22.5</td><td>7.5 – 37.5</td></tr> <tr> <td>■ Global shares</td><td>20.5</td><td>5.5 – 35.5</td></tr> <tr> <td>■ Emerging market shares</td><td>5.0</td><td>0.0 – 15.0</td></tr> <tr> <td>■ Private equity</td><td>2.0</td><td>0.0 – 12.0</td></tr> <tr> <td>■ Absolute return</td><td>5.0</td><td>0.0 – 15.0</td></tr> <tr> <td>■ Infrastructure</td><td>11.0</td><td>0.0 – 26.0</td></tr> <tr> <td>■ Property</td><td>13.0</td><td>0.0 – 28.0</td></tr> <tr> <td>■ Alternative debt</td><td>6.0</td><td>0.0 – 16.0</td></tr> <tr> <td>■ Fixed interest</td><td>12.0</td><td>0.0 – 27.0</td></tr> <tr> <td>■ Cash</td><td>3.0</td><td>1.0 – 18.0</td></tr> </tbody> </table>		Allocation %	Range %	■ Australian shares	22.5	7.5 – 37.5	■ Global shares	20.5	5.5 – 35.5	■ Emerging market shares	5.0	0.0 – 15.0	■ Private equity	2.0	0.0 – 12.0	■ Absolute return	5.0	0.0 – 15.0	■ Infrastructure	11.0	0.0 – 26.0	■ Property	13.0	0.0 – 28.0	■ Alternative debt	6.0	0.0 – 16.0	■ Fixed interest	12.0	0.0 – 27.0	■ Cash	3.0	1.0 – 18.0
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Average annual return (based on annual crediting rates to 30 June 2019)	Over 10 years: 9.39% (inflation + 7.25%) Over 35 years: 9.23% Visit cbussuper.com.au for the latest returns.																																		

* This is an industry standard to group options that are expected to have a similar number of negative returns over 20 years – from 1 (very low risk) to 7 (very high risk). It measures some but not all investment risks.

Investment options may change as our investment strategy changes. We'll contact you or post updates at cbussuper.com.au for significant changes. You can also use our website to change your investment option.



The right investment choice for you will depend on its likely return, the amount of risk you're happy to take to achieve it, and how long until you retire.



You should read the important information about *How we invest your money* before making a decision. Go to cbussuper.com.au/pds and then read the *Investment handbook* and the *Cbus Self Managed investment guide*. You should also read the important information about our responsible investment policy at cbussuper.com.au/esg. The material relating to *How we invest your money* may change between the time you read this PDS and the day you acquire the product.

6. Fees and costs

Consumer advisory warning

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 account 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 moneysmart.gov.au has a superannuation calculator to help you check out different fee options.

Cbus only charges fees to cover costs, not to make a profit. So, you're unable to negotiate these fees. The main fees to set up and invest your account are shown below. These are based on the Growth (Cbus MySuper) option.

Type of fee	Amount	How and when paid
Investment fee ^{*,†}	0.65% a year (\$6.50 for each \$1,000)	Deducted from the returns before the crediting rate is applied to your account.
Administration fee [†]	\$1.50 a week Plus Trustee operating cost of 0.19% a year (\$1.90 for each \$1,000)	Deducted from your account at the end of each month or when you close your account. Deducted from returns before the crediting rate is applied to your account. Cbus claims a tax deduction for administration costs, which reduces the Trustee operating cost. For the 2019/20 financial year this is 0.24% (gross of tax).
Buy-sell spread	Nil	n/a
Switching fee	Nil	n/a
Advice fees	Nil	n/a
Other fees and costs	Other fees and costs may apply (such as insurance premiums and activity fees), see the <i>Additional explanation of fees and costs</i> at cbussuper.com.au/fees	
Indirect cost ratio [†]	Nil	n/a

* These are estimated fees based on expenses for the previous year and are subject to change. The actual fee will be determined at the end of the financial year and published on your 30 June statement.

† If your account balance for a product is less than \$6,000 at the end of the financial year, the total combined amount of administration fees, investment fees and indirect costs charged to you is capped at 3% of your account balance. Any amount charged above this cap will be refunded to you.


Example of annual fees and costs for Growth (Cbus MySuper)

Below is an example of how the fees and costs can affect your super over one year. You can use this to compare Cbus with other super funds.


Type of fee	Amount	Balance of \$50,000
Investment fee	0.65% (\$6.50 for each \$1,000 invested)	For every \$50,000 you have in the MySuper product you'll be charged \$325 each year.
PLUS Administration fee	\$78 (\$1.50 a week) 0.19% (\$1.90 for each \$1,000 invested)	And you'll be charged \$78 (\$1.50 a week) in administration fees regardless of your balance. And costs of \$95 each year will be deducted from your investment.
EQUALS Cost of product		If your balance was \$50,000, then for that year you'll be charged fees of \$498* for the Growth (Cbus MySuper) option.

* Additional fees may apply.

Cbus may change fees and costs at any time. You'll get at least 30 days' notice before any increase to administration fees or insurance premiums.



You may also pay to use a financial adviser. Please refer to your planner's Statement of Advice for details of the fees and costs they will charge.



You should read the other important information about *Fees and costs* at **cbussuper.com.au/fees** before you make a decision. The information on fees and costs may change between the time you read this statement and the day you acquire this product.

7. How super is taxed

Super is a more tax-effective way for most people to save for retirement.



Although you don't have to, you should give Cbus your tax file number or you'll pay extra tax and won't be able to make after-tax contributions. See **cbussuper.com.au/tfn** for details.

Tax on money put in

Tax on money put into super is worked out using your age, income, the amount and if it's paid from your before or after-tax income. Tax is usually deducted from your account after the money has gone in. Cbus then pays the tax to the Australian Taxation Office.

Limits on how much you can put into super (for the 2019/20 financial year)

Before-tax (concessional) such as employer and salary sacrifice contributions	15%* tax on amounts up to \$25,000 a year. Amounts above this limit are added to your assessable income and taxed at your marginal rate (plus an interest charge). If your before-tax contributions are less than \$25,000 and you have less than \$500,000 in super at the end of the financial year, you can carry forward any unused amounts in your before-tax contributions caps. Unused amounts carried forward expire after five years.
After-tax (non-concessional) such as personal or voluntary contributions where no tax deduction has been claimed	No tax on amounts up to \$100,000 a year. If under 65, you can contribute \$300,000 in any three-year period. Contributions more than this limit are taxed at 45%.†

* This rate may double if your income and before-tax contributions reach \$250,000.

† Plus the Medicare Levy and other applicable Government levies.

You can apply to claim a tax deduction for after-tax contributions you make. Contributions you claim as a tax deduction are treated as concessional contributions, so they're taxed at 15% and contribute to your before-tax (concessional) contributions cap.



There are limits on how much you can contribute to your super (contribution caps). If you contribute more than these limits you may pay extra tax.

Tax on withdrawals

Age 60 or over: withdrawals are generally tax-free. Under age 60: tax is deducted from withdrawals before we pay them to you as follows.

Component	Tax if you're under 60
Tax-free	No tax payable.
Taxable	Less than preservation age: taxed at 20%.* Between preservation age and 59: the first \$210,000† is generally tax-free and the balance is taxed at 15%.*

* Plus Medicare Levy.

† Tax-free threshold for 2019/20.

Tax on investment earnings

Investment earnings are taxed at up to 15%, which is deducted from crediting rates before being applied.



You should read the important information about *How super is taxed* before making a decision. Go to cbusuper.com.au/tax or ato.gov.au The material relating to *How super is taxed* may change between the time you read this PDS and the day you acquire the product.

8. Insurance in your super

Cover you can count on

Why have insurance through Cbus? Here are some of the many benefits:

- Most members get cover automatically, with no health checks and no hassle.
- Everyone’s different, so you can change your cover to suit you.
- Our size means we can negotiate a better deal for our members, with premiums paid from your super, not your salary.
- In 2018/19 we paid \$246 million in claims to 2,553 members and their families.
- We provide flexible insurance options designed for your work.

Your employer selects your automatic cover

Your employer selects the type and amount of cover you may get when you join Cbus Corporate Super. If you’re eligible, you can be covered for:

Your life

Death

Lump sum to your dependants if you die

Automatic if you qualify

Terminal illness

Lump sum if you have death cover and are diagnosed as terminally ill[^]

Automatic if you qualify

Your income

Total and permanent disablement (TPD)

Lump sum if you’re permanently disabled and can’t work anymore^{^^}

Automatic if you qualify

Income protection (IP)

Monthly payment if you temporarily can’t work^{^^}

Automatic if you qualify

[^]With a life expectancy of 24 months or less from when you were diagnosed. ^{^^}Conditions apply.

The cover you can get will depend on your age, your occupation category (see opposite) and in many cases your salary. If you’re eligible, you’ll be covered under the insurance benefit design your employer has chosen from the following options:

Death and TPD design options	How much automatic cover could you get?	IP design options	How much automatic cover could you get?
Multiple of your salary	1 to 7 x your salary*	Percentage of your salary	85% of your salary (including a super contribution of 10%)
Percentage of your salary x future years of service	5%, 10%, 15%, 20% or 25% of your salary x future years of service to age 65** (up to 7 x your salary)*	Waiting period	30 or 90 days (how long you need to be unable to work before you’re eligible for IP payments if you make a claim)
Fixed cover	\$100,000 to \$1,000,000	Payment period	2 or 5 years*** (how long you can receive IP payments for if you make a claim)

* Rounded up to the next \$1,000. ** Calculated by full years and months till you turn 65.

*** If you’re in the light manual occupation category any automatic IP cover you receive will have a 2-year payment period, but you can apply to change it to 5 years – learn how to change your cover on page 13.

See your welcome pack for details

Details of your employer's chosen insurance design will be in the welcome pack we send you once you've joined. If you're not sure, just give us a call.

If you're eligible for cover, it will start when an on-time compulsory super payment is received into your Corporate Super account. We'll write to you when this happens to confirm your cover.

Limits on your automatic cover

There are limits on how much cover you can get automatically when you become a Corporate Super member, which depend on your employer. You'll find your automatic cover limits in the *Corporate Super insurance* fact sheet in your welcome pack, or you can call us to check. If your automatic cover is capped at the limit, you can apply for more cover if you want – see page 13 for details.

Your cover may change in line with your salary

If your employer tells us your salary has changed, any salary-based cover you have can change too, up to certain limits. For details, see your *Corporate Super insurance* fact sheet. Any fixed cover you have won't be affected by changes to your salary.

Cost-effective cover based on your work

With Cbus Corporate Super, you can choose from three occupation categories to suit the risks of your job. When you join, you'll be given the occupation category your employer selected for you, or the light manual category if your employer didn't make a choice. If you're eligible for a different occupation category, you can change it when you set up your account.

Mainly in the office?



Professional

- You do only desk-based professional work (and no manual work)
- At least 80% of your work is in an office
- Your annual taxable income is more than \$100,000 (pro rated if part time), and
- You're a senior manager or executive, or have a university degree or higher qualification

Examples

Accountant, Architect,
HR Manager, Lawyer

Non-manual

- You do only administrative, managerial or professional work (and no manual work)
- At least 80% of your work is in an office, and
- You don't qualify for the professional category

Examples

Bookkeeper,
Quantity surveyor,
Payroll administrator

Sometimes onsite?



Light manual

- Less than 20% of your job involves manual or physical work
- You don't work in an underground mine, underwater, offshore or in an aeroplane or helicopter, and
- You don't qualify for the non-manual or professional categories

Examples


Site supervisor,
Project manager




Some words in this section (such as **compulsory super**, **normal job** and **senior manager or executive**) have specific meanings that you need to understand. Please read the *Corporate Super insurance guide* to learn more.

Most members are eligible for cover

You must meet some basic conditions to be eligible for cover through Cbus Corporate Super. You'll generally qualify for automatic cover when you join, subject to the following:

If...	Then...
<div></div> <div>Full cover</div> <div>None of the below apply to you</div>	<ul style="list-style-type: none">You'll get automatic cover under your employer's chosen insurance design
<div></div> <div>Some cover</div> <div>You're between 65 and 69</div>	<ul style="list-style-type: none">You won't get any automatic cover (unless you were already a Cbus member with insurance cover before joining Corporate Super – see the next page)You can apply for death and TPD cover, but you can't get any IP coverAny cover you receive will be fixed and reduce by 20% a year
<div></div> <div>You're off work or on restricted duties because you're sick or injured</div>	<ul style="list-style-type: none">You'll get automatic cover, but your TPD and IP cover will be only for injuries or illnesses that first occur after your cover startsYou'll get full cover when you can do your normal job again
<div></div> <div>You're working less than 15 hours a week</div>	<ul style="list-style-type: none">You'll get automatic death and TPD cover, but no IP cover
<div></div> <div>You're not an Australian resident</div>	<ul style="list-style-type: none">You'll get automatic death and TPD cover, but no IP cover
<div></div> <div>Your Corporate Super insurance starts more than six months from when you joined your employer or first became eligible for Corporate Super with your employer (whichever is later)</div> <div>Your employer will let you know if you're eligible for Corporate Super</div>	<ul style="list-style-type: none">For 24 months, you'll only be covered for injuries or illnesses that first occur after your cover startsYou'll get full cover after that, if you can do your normal job without being restricted by injury or illness for ten days in a row
<div></div> <div>No cover</div> <div>You don't qualify for one of the occupation categories on page 11</div>	<ul style="list-style-type: none">You can't get any cover through Corporate Super, but you may be eligible for cover through Industry Super
<div></div> <div>You're under 15 or over 70</div>	
<div></div> <div>You've received a total and permanent disablement or terminal illness payment from a super fund or insurance policy, or you're currently applying for or entitled to one</div>	<ul style="list-style-type: none">Unfortunately, you can't get any insurance cover through Cbus
<div></div> <div>You have a terminal illness with a life expectancy of 24 months or less from when it was diagnosed</div>	



Insurance needs calculator

Work out how much you might need to protect you and your family using our *Insurance needs calculator* available at cbussuper.com.au/calculators

If you're already a Cbus member

If you're a Cbus Industry, Sole Trader or Personal Super member, you'll automatically move to Corporate Super when your employer opens an account for you.

If you had insurance, you'll automatically receive:

- the cover you're eligible for under your Corporate Super insurance design (up to the automatic cover limit), plus
- fixed cover equal to any additional death or TPD cover you had under your previous membership (rounded up to the next \$1,000).

You'll also get IP cover automatically if it's part of your insurance design and you qualify for it. If you had IP cover with a 30-day waiting period or a 5-year payment period under your previous membership, you'll keep the same waiting period or payment period under Corporate Super. Otherwise you'll have the waiting period and payment period that your employer selected for your insurance design.

If you'd previously cancelled your insurance, you won't automatically get cover when you join Corporate Super, but you can apply for it – find out how to change your cover below.

How much does it cost?

How much you'll pay for your cover depends on your age, occupation category, employer risk rating and what type of cover you have.

The *Corporate Super insurance* fact sheet in your welcome pack explains how your cover is worked out, including limits that may apply.

Check the *Corporate Super insurance guide* to work out the cost of your cover, or you can always check by logging into your account at cbussuper.com.au/login or calling us. The insurance guide will also show you how much a different amount of cover would cost and how the cost of your cover can change as you get older or if your occupation category, salary or employer risk rating changes.

Change your cover to suit you

If automatic cover isn't right for you, it's easy to tailor it to your needs. You can:

- increase or reduce your death or TPD cover
- increase your IP cover up to 85% of your salary (if your cover was capped at less than this), or choose a different waiting period or payment period, or
- apply for IP cover if you're eligible for it but it's not part of your employer's insurance design.

Any extra death or TPD cover you receive above the maximum for your insurance design will be fixed cover. If you reduce your cover, any salary-based death and TPD cover you have will also become fixed cover.

If you don't want cover or already have insurance elsewhere, you can cancel some or all of your cover whenever you like. But if you change your mind and want cover later, you'll need to apply for it and provide information about your health for our insurer to consider.



How to change your cover

To increase, reduce or cancel your cover, complete a *Change your insurance (Corporate Super)* form. You can also apply to transfer your death and TPD cover from another super fund or insurance policy – complete an *Application to transfer existing insurance cover*.

Find these forms at cbussuper.com.au/forms or call us for copies.

What happens if you change jobs?

If you stop working for your Corporate Super employer, you'll automatically move to Cbus Industry Super and your insurance will change. We'll write to you if this happens to explain the changes to your membership and insurance. See the *Corporate Super insurance guide* for details.

Keep your cover, even when life changes

Your death and TPD insurance cover will stop if your account doesn't receive a contribution or roll in for 16 months (i.e. your account becomes inactive) and you haven't elected to keep your cover.

We can keep you covered – even if you're on extended unpaid leave – if you tell us you want to keep your cover when you complete the enclosed *Set up your Cbus Corporate Super account* form.

You can change your mind and cancel your cover at any time. Your cover could also stop for other reasons too, such as you reach a certain age or don't have enough money in your account to pay for it. Different rules apply to any IP cover you have – see the *Corporate Super insurance guide* for details.



The cost of cover will come out of your account unless you cancel it (or it stops for another reason). When deciding what cover is right for you – now and in future – think about the benefits of being covered and the impact of insurance costs on your retirement savings.



You should read the important information about *Insurance in your super* before making a decision, including the amount and costs of cover, when cover stops and starts, changing your cover, making claims, and any other terms and conditions of Cbus' insurance policies. For more information, read the *Corporate Super insurance guide* at cbussuper.com.au/cs-cover and the *Corporate Super insurance* fact sheet in your welcome pack, or call us for copies. The material relating to *Insurance in your super* may change between the time you read this PDS and the day you acquire the product.



9. How to set up your account

Setting up your account will only take a couple of minutes. All you need to do is fill in the attached forms and return them to us.

- **Set up your Cbus Corporate Super account:** to set up your account and work out if you're eligible for automatic insurance.
- **Rollover your super to Cbus:** to close an existing super account and roll it over to Cbus.

Contact us if you're not satisfied

Cbus strives to provide great service for every member. If you're dissatisfied with any aspect:

- Write to the Cbus Complaints Officer, Cbus, Level 28, 2 Lonsdale Street, MELBOURNE VIC 3000
- Call **1300 361 784** from 8am to 8pm AEST/AEDT (within Australia)
Open Monday to Friday, closed national public holidays
- Submit your complaint online at **cbussuper.com.au/complaint**

Complaints must be considered within 90 days, but we'll usually review them well before then. If you're not satisfied with the outcome, your complaint may be considered by the Australian Financial Complaints Authority (AFCA). AFCA is an independent dispute resolution body set up by the Federal Government to provide a free, impartial and binding dispute resolution service for financial services.

- Write to GPO Box 3 Melbourne VIC 3001
- Email **info@afca.org.au**
- Call **1800 931 678**
- Website **afca.org.au**



You should read the important information about *How to make a complaint* before making a decision. Go to **cbussuper.com.au/complaint** to read more. The material relating to *How to make a complaint* may change between the time you read this PDS and the day you acquire the product.

Privacy

Cbus collects, stores and discloses the personal information you provide only to administer your account and in accordance with the *Cbus Privacy Policy*. Except where required by law, Cbus will not use your personal information for any other purpose. Please refer to the *Cbus Privacy Policy and Personal Information Collection Statement* for details about how Cbus collects and discloses personal information at **cbussuper.com.au/privacy** or call **1300 361 784** for a copy.



Set up your Cbus Corporate Super account

This form is part of the *Cbus Corporate Super Product Disclosure Statement (PDS)* dated 11 November 2019. Please read the PDS before you complete this form.

Please use black or blue pen and CAPITAL letters. Use an X in boxes where required.

REQUIRED



Complete this form after your employer has opened your Corporate Super account and you've received your welcome pack from us.

Step 1: Provide your personal details

Cbus member number (see your welcome letter)

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Date of birth

D D / M M / Y Y Y Y

Gender

☐ Male ☐ Female

Given name(s)

Family name

Home phone

()

Mobile

Email address (providing your email means you give permission for Cbus to use it)

Residential address

Street number

Street name

Suburb/town

State

Postcode

Postal address (complete if different from your residential address)

Street number

Street name

Suburb/town

State

Postcode

Occupation

Employer name

Cbus employer number (if known)

Phone

Date you started with this employer

 D D / M M / Y Y Y Y

Step 2: Consider giving us your tax file number

Providing your tax file number (TFN) can result in paying less tax and allows you to top up your super with your take-home pay. You don't have to give us your TFN. (See section 7 of the PDS for details.)

My TFN is:

I give Cbus permission to use my TFN to search for any of my lost and other super (including any insurance cover) I may have and notify me of the results.

☐ Yes

☐ No

Super held by the ATO will be combined into your Cbus account automatically. Super with other funds will be combined on your request.

We will store this consent and you can change this permission at any time once you have set up your online account or call us.

Step 3: Set your communication preferences

You can change your statement and marketing preferences through your online account at any time.

How do you want to receive your statements?

☐ Email

☐ Post

Do you want to receive information from Cbus about products and services not related to your membership?

☐ Yes

☐ No

Do you want to receive The New Daily (TND)? (A free online newspaper, providing general and financial content.)

☐ Yes

☐ No

This is a part of your Cbus membership and to get started, your personal details will be provided to TND.

Step 4: Choose your non-binding beneficiaries: who gets your super if you die? (see page 17 of the insurance guide for details)

Legal Personal Representative

. %

Dependants: Given name and initial(s) (eg Sam R) Family name

Relationship to you (spouse, child, etc)

. %
 . %
 . %

Attach another page if you have more than three beneficiaries. You can change your nominations at any time online or by calling us.

Must add up to

1 0 0 . 0 0 %

Step 5: Check if you can get automatic insurance cover

Answer the following questions to see if you're eligible for automatic cover.

Are you applying for, entitled to or been paid a total and permanent disablement (TPD) or terminal illness payment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	You're not eligible for cover. Go to step 6 .
Have you been diagnosed with a terminal illness with a life expectancy of 24 months or less from when it was diagnosed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	You're not eligible for cover. Go to step 6 .

Answer the following questions to see what sort of cover you may be able to get.

Are you off work or on restricted duties because you're sick or injured? (See page 12 of this PDS for details of cover in this situation.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	You may get death cover and new events TPD and IP cover You may get full automatic cover
Are you working at least 15 hours a week?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	You may get full automatic cover You may get death and TPD cover but no IP cover
Are you an Australian resident? A resident is an Australian citizen or permanent resident (under section 30 of the <i>Migration Act 1958</i>), or someone living in Australia on an approved working visa.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	You may get full automatic cover You may get death and TPD cover but no IP cover

Which occupation category currently describes your work?

We'll check your occupation category if you make a claim, so contact us if you're not sure which category applies to you.

<input type="checkbox"/> Professional <ul style="list-style-type: none">You do only desk-based professional work (and no manual work)At least 80% of your work is in an officeYour annual taxable income is more than \$100,000 (pro rated if part time), andYou're a senior manager or executive, or have a university degree or higher qualification.	<input type="checkbox"/> Non-manual <ul style="list-style-type: none">You do only administrative, managerial or professional work (and no manual work)At least 80% of your work is in an office, andYou don't qualify for the professional category.	<input type="checkbox"/> Light manual <ul style="list-style-type: none">Less than 20% of your job involves manual or physical workYou don't work in an underground mine, underwater, offshore or in an aeroplane or helicopter, andYou don't qualify for the non-manual or professional categories.
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Some words (such as senior manager or executive) have specific meanings, so you should read your insurance guide to understand them.

Do you want to keep your insurance cover if your account becomes inactive?

☐ Yes

If your account becomes inactive (i.e. it doesn't receive contributions or a roll in for 16 months) any death and TPD cover – including any future cover – will stop unless you've elected to keep it (see page 14). You can change your mind and cancel cover at any time.

Please consider what insurance is right for your circumstances and the impact insurance premiums can have on your account balance.

 **Want to choose investments?** Register your account at cbussuper.com.au/login to choose investment options online or download an *Investment choice* form at cbussuper.com.au/forms

Step 6: Sign and date this form

I am eligible for Cbus Corporate Super membership and agree to the terms and conditions in the Trust Deed and I confirm that:

- I've read and understood the *Cbus Corporate Super PDS* and additional information incorporated by reference before making the decision to join.
- I have read the Trustee's Privacy Statement as contained in the *Privacy Policy and Personal Information Collection Statement* and I consent to the collection, use and disclosure of my personal and sensitive information by the Trustee in the manner described in the Privacy Statement.
- I'm entitled to one Cbus super account (except for Super Income Stream) and one insured benefit, and I accept duplicate accounts may be closed.
- I understand Cbus documents do not contain personal advice. I have considered my own personal circumstances, needs and objectives (with or without the assistance of a financial planner) in deciding to invest in Cbus products or make any other choice set out in this form.
- I have answered all questions truthfully and correctly to the best of my knowledge. I am aware my insurance benefit may be affected if I claim and my responses are later shown to be false or misleading. I acknowledge that the insurer has the right to verify my answers.
- I acknowledge that, if I'm eligible, automatic insurance cover will only start when an on-time compulsory super payment is received into my Corporate Super account and will stop for the reasons set out in the *Corporate Super insurance guide*. If I have applied to change my occupation category, this won't take effect until the later of:
 - the first day of the period that the compulsory super payment relates to, or
 - the day Cbus receives my application to set up my account or change my insurance.
- My election to keep insurance cover will apply to the death and TPD cover I have and will continue to remain in place even if my level or type of cover changes in the future (unless it stops for another reason).



Sign here:

Date

/ / 20YY



Cbus
Locked Bag 5056
PARRAMATTA NSW 2124



1300 361 784
8am to 8pm (AEST/AEDT)
Monday to Friday



cbusenq@cbussuper.com.au
cbussuper.com.au



Visit Cbus in person in Adelaide,
Brisbane, Melbourne, Perth and Sydney.
Details: cbussuper.com.au/contact



Rollover your super to Cbus

Complete this form to transfer money from your other super funds to your Cbus account.
Please use black or blue pen and CAPITAL letters. Use an X in boxes where required.

OPTIONAL

! Did you know you can combine your super online? It's quick and easy – log in at cbussuper.com.au/login

Step 1: Provide your personal details

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	Date of birth	<input type="text"/> D <input type="text"/> D / <input type="text"/> M <input type="text"/> M / <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y	Gender	<input checked="" type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Given name(s)	<input type="text"/>				
Family name	<input type="text"/>				
Other previous name(s)	<input type="text"/>				
Home phone	<input type="text"/> (<input type="text"/>) <input type="text"/>		Mobile	<input type="text"/>	
Email address (providing your email means you give permission for Cbus to use it)	<input type="text"/>				
Tax file number (if you haven't already provided it)	<input type="text"/>				

! You don't have to give us your tax file number, but there may be tax consequences. Visit cbussuper.com.au/tfn for details.

Residential address

Street number	<input type="text"/>	Street name	<input type="text"/>		
Suburb/town	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>
Previous address (if you know that the address held by your FROM fund is different from your current residential address)					
Street number	<input type="text"/>	Street name	<input type="text"/>		
Suburb/town	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>

Step 2: Provide your fund details

You can provide the details of up to two different funds to transfer your super from. To transfer your super from more than two funds you can attach another form or log into your account and combine your super online.

FROM (transferring)	<input type="text"/>	FROM (transferring)	<input type="text"/>
Fund name	<input type="text"/>	Fund name	<input type="text"/>
Membership or account number	<input type="text"/>	Membership or account number	<input type="text"/>
Fund phone number	<input type="text"/>	Fund phone number	<input type="text"/>
Australian business number (ABN)	<input type="text"/>	Australian business number (ABN)	<input type="text"/>
Unique Superannuation Identifier (USI)	<input type="text"/>	Unique Superannuation Identifier (USI)	<input type="text"/>
Whole or partial balance rollover		Whole or partial balance rollover	
<input type="checkbox"/> Whole – transfer the whole balance of this account, which will close your other super account.		<input type="checkbox"/> Whole – transfer the whole balance of this account, which will close your other super account.	
<input type="checkbox"/> Partial – transfer this amount: \$ <input type="text"/> , <input type="text"/> , <input type="text"/> . <input type="text"/>		<input type="checkbox"/> Partial – transfer this amount: \$ <input type="text"/> , <input type="text"/> , <input type="text"/> . <input type="text"/>	
TO (receiving)	CBUS		
Fund name	<input type="text"/>		
Membership or account number	<input type="text"/>		
Australian business number (ABN)	75 493 363 262		
Fund phone number	1 3 0 0 3 6 1 7 8 4		
Unique Superannuation Identifier (USI)	CBU0100AU		

Step 3: Allow us to search for any other super you have

I give Cbus permission to search for any of my lost and other super (including any insurance cover) I may have and notify me of the results.

☐ Yes ☐ No

This permission will be ongoing and can be revoked by me at any time. Any super held by the ATO may be automatically combined into my Cbus account. Any super found with other funds will not be automatically combined into my Cbus account and it will be up to me to request to consolidate it.

Step 4: Sign and date this form

Important: This transfer may close your FROM account and cancel any insurance or any other entitlements associated with that account (you will need to check this with your FROM fund).

By signing this request form I confirm:

- I have fully read this form and the information completed is true and correct.
- I am aware I may ask my other superannuation provider for information about any fees or charges that may apply, or any other information about the effect this transfer may have on my insurance cover and other benefits, and have obtained or do not require any further information.
- If I have provided it I consent to my tax file number being disclosed for the purposes of consolidating my account.
- I discharge the other superannuation provider of all further liability in respect of any benefits paid and transferred to my Cbus account.
- I have read and understand the important information I need to consider when transferring my super.
- I have considered where my future employer contributions will be paid.
- I am aware and confirm that by rolling over from another super fund, any existing insurance with that fund will be cancelled. I therefore do not intend to transfer existing Death and Total and Permanent Disablement insurance to Cbus.
- I request and consent to the transfer of superannuation as described above and authorise the superannuation provider of each fund to give effect to this transfer.

Privacy

Please refer to the *Cbus Privacy Policy and Personal Information Collection* statement at cbussuper.com.au/privacy for details about how Cbus collects and discloses personal information or contact us on **1300 361 784** for a copy.



Sign here:

Date

/ / 2 0

Things you need to consider when transferring your super

When you transfer your super, your insurance and other entitlements under that fund may cease. You need to consider all relevant information before you make a decision to transfer your super.

- **Fees** – your FROM fund must give you information about any administration, exit or withdrawal fees. Differences in super fees or insurance premiums can have a significant effect on what you will have to retire on. For example, a 1% reduction in fees may significantly increase your final benefit.
- **Insurance cover** – your FROM fund may insure you against death, illness or an accident which leaves you unable to return to work. If you choose to close that account, you may lose any insurance entitlements you have with them, or you may be able to transfer your insurance benefits across to Cbus. If you are going to apply to transfer your cover, **DO NOT** submit this super rollover form until the insurer accepts your application. For information about cost and amount of cover, visit cbussuper.com.au/insurance. To check if you're eligible, go to cbussuper.com.au/forms and search for *Application to transfer existing insurance cover*.

What happens if I don't provide my tax file number (TFN)?

You are not obliged to provide your TFN to Cbus, but if you don't, you may be taxed at a higher rate. Learn more at cbussuper.com.au/tfn

Under the *Superannuation Industry (Supervision) Act 1993*, Cbus 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 super provider, when your benefits are being transferred, unless you request in writing that your TFN is not to be disclosed to any other trustee.

What happens to my future employer contributions?

Using this form to transfer your super will not change the fund to which your employer pays your contributions. To change the fund your super is paid into, speak to your employer about your options, and provide them with a completed *I want my super paid into Cbus* form, available at cbussuper.com.au/forms

Have you changed your name or are you signing on behalf of another person?

If you have changed your name, you'll need a certified copy of your:

- | | | |
|---|-----|--|
| ■ marriage certificate, or | AND | ■ either a current driver's licence or passport. |
| ■ decree absolute (divorce certificate), or | | |
| ■ deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office | | |

If you're signing on behalf of another person, you'll need a certified copy of either guardianship papers, or a Power of Attorney.

This form can NOT be used to:

- transfer super amounts if you don't know where they are
- change the fund to which your employer pays contributions on your behalf
- open a super account, or
- transfer super amounts under certain conditions or circumstances, for example if there is a super agreement under the *Family Law Act 1975* in place.



Cbus
Locked Bag 5056
PARRAMATTA NSW 2124



1300 361 784
8am to 8pm (AEST/AEDT)
Monday to Friday



cbusenq@cbussuper.com.au
cbussuper.com.au



Visit Cbus in person in Adelaide,
Brisbane, Melbourne, Perth and Sydney.
Details: cbussuper.com.au/contact

Contact Cbus



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Monday to Friday, closed on national public holidays



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Visit Cbus in person in Adelaide, Brisbane,
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Details: **cbussuper.com.au/contact**

Important information about your account

Your fees are changing

From 1 February 2020 the administration fees you pay for your Cbus account are increasing. For most members, this will mean a rise of less than \$40* a year.

We work hard to keep fees as low as possible and haven't increased the account keeping fee for over ten years. However, changes to Government regulations and improvements to the products and services we provide mean that it now costs more to run Cbus and administer your account.

To help cover these growing costs your:

- account keeping fee will rise by \$26 a year, and
- Trustee operating cost for 2019/20 has risen by 0.04%.

How do your administration fees work?

How much you pay each month in administration fees depends on how much super you have:

		old fee		new fee
Account keeping fee	This covers the costs of administering your account. It's a fixed fee that's paid out of your account every month, regardless of how much money you have in it.	\$1.50 a week	➔	\$2.00 a week
+				
Trustee operating cost	This covers the operational costs of running Cbus and providing you with different products and services (see page 3). It's calculated as a percentage of the money in your account, so the lower your account balance, the less you pay.	2018/19 0.15% a year	➔	2019/20 0.19% a year

In the past, we've deducted your Trustee operating cost from your investment returns before paying them into your account. From 1 February 2020, this fee will be deducted directly from your account at the end of each month (just like your account keeping fee).

As part of the fee changes, we will also be making the names of the fees simpler. From 1 February 2020 both the account keeping fee and Trustee operating cost will simply be referred to as your administration fees.

Fee caps limit how much you pay

There are caps on your fees to help limit the costs if you have a particularly low or high account balance:

- For low account balances (generally less than \$6,000) we cap your investment and administration fees at 3% of your account balance. Any fees charged above this cap are refunded.
- No matter how much you have in your account, the Trustee operating cost will be capped at \$1,000.

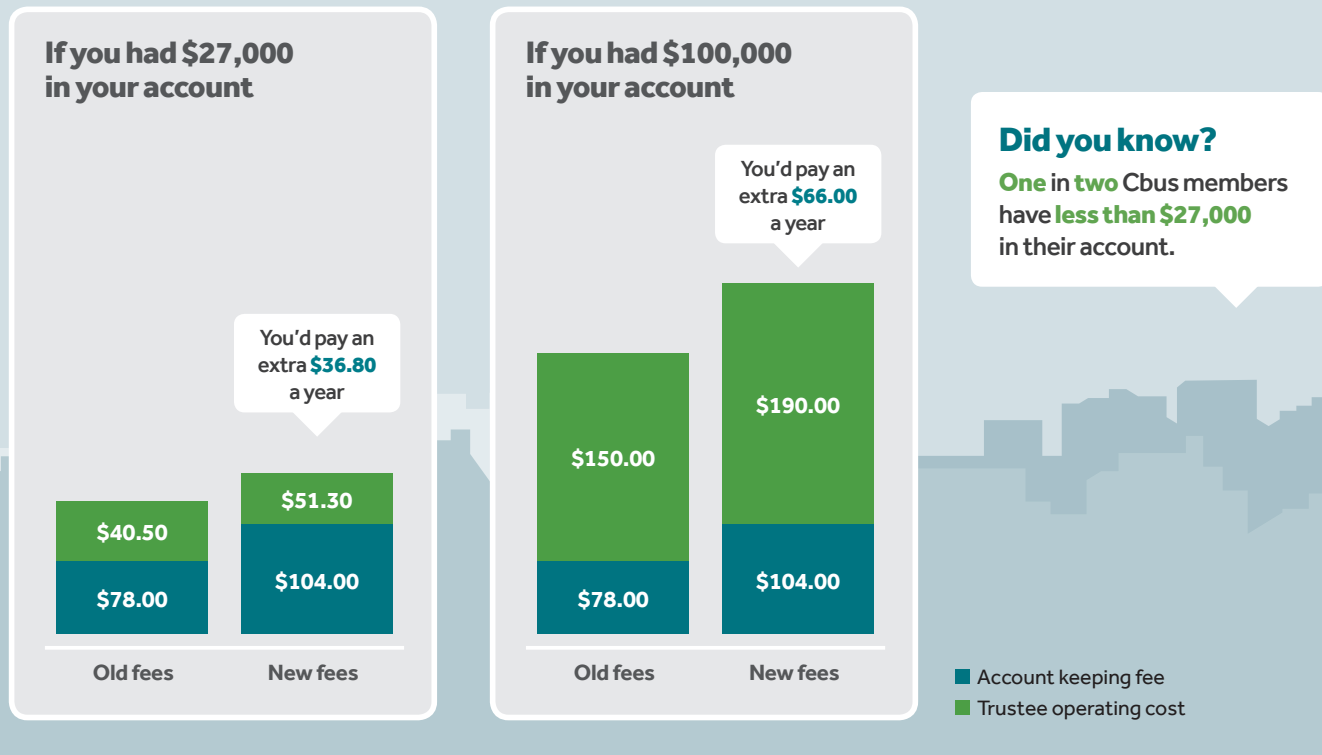


Find out more about the changes, your investment returns and fee caps at cbussuper.com.au/fee-update.

*For anyone with an account balance of less than \$35,000.

What could the changes mean for you?

The charts below show what the changes could mean each year for different account balances:



The indicative fees shown above do not include insurance premiums and other fees that may be payable in addition to the account keeping fee and Trustee operating cost.

You don't need to do anything

The changes are applied to your account automatically. You'll be able to check your fees on your next annual statement or by logging into your account at cbussuper.com.au/login.

Committed to delivering you strong long-term returns

Cbus remains a low-cost super fund that's committed to delivering strong long-term investment returns.

While investment markets can go up and down over the short-term, our default Growth (Cbus MySuper) option has outperformed the industry average*, year after year.

Since it was set up 35 years ago it has returned an average each year of 9.23% (to 30 June 2019)[†].

It was also ranked by SuperRatings as a top 5 performer over the last 10 years[‡], helping to ensure Cbus members are getting some of the highest returns of any Australian super fund.



* The Growth (Cbus MySuper) option has outperformed the SuperRatings median (rolling 1 year) in the SR50 Balanced Survey for each financial year since 2014/15.

† Returns to 30 June 2019 are based on the crediting rate, which is the return minus investment fees, the Trustee operating cost and taxes. Excludes account keeping administration fees. Past performance is not a reliable indicator of future performance.

‡ Ranked 4th over a rolling 10 year period in the SuperRatings SR50 Balanced Survey, 30 June 2019.

SuperRatings is a ratings agency that collects information from super funds to enable performance comparisons – visit superratings.com.au.

We only charge fees to cover the costs of running Cbus

As an Industry SuperFund, we only charge fees to cover costs – we don't pay profits to shareholders. This fee change is about making sure we can continue to give you the products and services you need throughout your retirement.

Your administration fees cover the costs of things like:



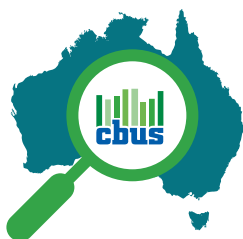
Support and advice
over the phone



Access to front counter
staff in most capital cities



Government changes to
super rules and regulations



Running Cbus offices
across Australia



Online services
(e.g. the website, App and other tools)



Retirement seminars and
pre-retirement tools

We've also directed funding towards:

- security and technology upgrades to protect your account from growing cyber security threats
- extra resources to collect unpaid contributions from employers
- making the insurance claims process faster and simpler
- better retirement income and advice solutions to support you, and
- improved services when you need help from us online, over the phone, or in person.

We're here to help

You can read more about the fee changes at cbussuper.com.au/fee-update.

If you need help or advice about your super, you can speak to one of our qualified financial advisers over the phone – this service is included as part of your Cbus membership.



Visit cbussuper.com.au/getadvice for more details.

Your fees
are changing



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This information is about Cbus. It doesn't take into account your specific needs, so you should look at your own financial position, objectives and requirements before making any financial decisions. Read the relevant Cbus Product Disclosure Statement to decide whether Cbus is right for you. Call us on **1300 361 784** or visit cbussuper.com.au for a copy.