

# Personal Member Booklet

1 December 2019

This *Member Booklet (Product Disclosure Statement)* has been prepared by FSS Trustee Corporation (referred to in this document as the 'trustee', 'we', 'us' or 'our') and it provides a summary of significant information for personal members of the First State Superannuation Scheme (referred to in this document as 'First State Super' or 'the fund'). It contains references to important information in the *Member Booklet Supplements* which also form part of this *Member Booklet*.

You should consider all the information contained in this *Member Booklet* and the *Member Booklet Supplements* before making a decision relating to the fund. The information in these documents is general information only and does not take into account your objectives, personal financial situation or needs. You should obtain financial advice that is tailored to your personal circumstances.

The information in this *Member Booklet* was accurate at the time of its preparation. Information which is not materially adverse is subject to change and may be updated from time to time. You can find the updated information on our website, at [firststatesuper.com.au/pdsupdates](http://firststatesuper.com.au/pdsupdates). A paper copy of this *Member Booklet*, the *Member Booklet Supplements* and any update is available free of charge by contacting us on 1300 650 873.

We may change any matter about First State Super without member consent, but in the case of an increase in fees and charges, we will notify members at least 30 days before the change occurs.

We may add, close, or remove investment options; add or remove investment managers; or alter the objectives, ranges or benchmarks of an investment option or the Life Cycle strategy at any time. We will notify you about any material changes, although this may be after the change has occurred. If you have money in an investment option that the trustee decides to discontinue, you may have an opportunity to switch to any of our other investment options. Alternatively, we may switch your money to an investment option with a similar risk/return profile.

This offer is only made to persons receiving this *Member Booklet* (electronically or otherwise) in Australia. We are not bound to accept any application to join First State Super as a personal member.

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Unique Superannuation Identifier (USI)  
53 226 460 365 001  
MySuper Authorisation Number  
53 226 460 365 073

Feel future ready

## 1 About First State Super

First State Super is an industry superannuation fund run solely for the benefit of members. We're one of Australia's largest industry funds providing superannuation, insurance, advice and retirement solutions to those who teach, nurse, care, respond and help others in our communities.

You have a choice of 12 investment options. If you don't want to make a choice, your super will be invested in our MySuper Life Cycle strategy. MySuper was introduced by the government to give members who don't choose their own fund access to a simple, low-cost super option.

Our latest MySuper product dashboards are available on our website at [firststatesuper.com.au/dashboards](http://firststatesuper.com.au/dashboards).

You can stay with the fund if you change jobs, or even if you're not working. We also offer retirement income products for when you prepare for, and move into, retirement.

Important information about the fund and the trustee, including trustee and executive remuneration, is available on our website at [firststatesuper.com.au/policies](http://firststatesuper.com.au/policies).

## 2 How super works

### Compulsory retirement savings

The federal government wants Australians to save for their retirement rather than rely solely on the age pension, so superannuation has tax incentives to encourage people to contribute. See **Section 7 – How super is taxed**.

For most people, superannuation is compulsory. Generally, employers are required by law to make superannuation guarantee (SG) contributions on behalf of employees earning \$450 or more (before-tax) per month. Some awards and enterprise agreements have different requirements.

### Choosing a super fund

Most employees have the right to choose the superannuation fund into which their compulsory employer contributions will be paid (choice of fund). This *Member Booklet* summarises the key features of First State Super so you can easily compare it with other super funds.

### Accessing your super

Generally, you can access your super when you reach your preservation age (between 55 and 60 depending on your date of birth) and permanently retire, although you can draw income from your super account as a transition to retirement income stream once you reach your preservation age. In some circumstances, such as severe financial hardship, you may be allowed early access to your super.

### Combine your super

If you have super with more than one fund, you will be paying fees to, and receiving paperwork from, each fund. If you have super with other funds, you can transfer it to First State Super, but remember to check if you will lose and be able to get the equivalent type of insurance cover with us. You should also consider where future employer contributions may be paid. You can look for lost super and combine multiple accounts using the **search and combine** tool on our website at [firststatesuper.com.au/combine](http://firststatesuper.com.au/combine).

### Your super account


Your super is in an accumulation account. Contributions and rollovers are added to your account, while withdrawals, insurance premiums, fees (except for investment fees) and taxes are deducted from your account.

## Contributions

In addition to the SG, there are other types of contributions that can be made to your super to build your retirement savings. The types of contributions available to you depend on your age and employment status. There are limits on how much can be contributed to your super each financial year without incurring additional tax. See the *Member Booklet Supplement: How super works* for more detailed information. The main types of super contributions that can be made to super are shown in **Table 1**.

**Table 1: Contribution types**


| Concessional (before-tax) contributions                 |
|---|
| Employer SG, award and employer voluntary contributions |
| Salary sacrifice  |
| Personal deductible contributions                       |
| Non-concessional (after-tax) contributions              |
| Personal contributions                                  |
| Spouse contributions                                    |
| Other contributions                                     |
| Government co-contribution                              |
| Low-income superannuation tax offset                    |
| Spouse contribution splitting                           |

 You should read the important information about how super works, contributions and preservation rules before making a decision. Go to the fund's website at [firststatesuper.com.au/pds](http://firststatesuper.com.au/pds) and read the *Member Booklet Supplement: How super works*. The material relating to how super works, contributions and preservation rules may change between the time when you read this Statement and the day when you acquire the product.

## 3 Benefits of investing with First State Super

We offer a range of features and services to help you build and manage your superannuation throughout your working life and retirement.

- **MySuper** – if you don't make an investment choice, your super will be automatically invested in the MySuper Life Cycle strategy (see **Section 1 – About First State Super**).
- **An industry fund** – designed to deliver better financial outcomes for members, not shareholders.
- **Competitive fees** – as one of Australia's largest superannuation funds, we use our size and stability to keep costs down.
- **Insurance cover** – the option of applying for death (including terminal illness), total and permanent disability and income protection cover for financial security and peace of mind.
- **Investment choice** – 12 investment options.
- **Financial advice** – you have access to a range of advice services and no commissions are paid to financial advisers.
- **Stay with us when you change jobs or retire** – keep your membership wherever you work and choose an income stream to help you move into retirement.
- **Online access** – gives you easy access to information that will help you understand and manage your super.
- **Binding beneficiary nominations** – helps you ensure your death benefit is paid according to your wishes.

 You should read the important information about the benefits of investing with First State Super before making a decision. Go to the fund's website at [firststatesuper.com.au/pds](http://firststatesuper.com.au/pds) and read the *Member Booklet Supplement: About First State Super Personal and Nominating beneficiaries*. The material relating to the benefits of investing with First State Super may change between the time when you read this Statement and the day when you acquire the product.

## 4 Risks of super

### Investment risk

All investments carry some risk. The key short-term risk is market volatility and the impact this can have on your account balance. The two main risks over the long term are that your savings (including contributions and returns) are not enough to provide adequately for your whole retirement, or don't keep up with the rising cost of living over time.

Your super may be invested in different asset classes such as shares, fixed income, property and cash, and each of these can rise or fall in value. The size and frequency of these rises and falls is referred to as the risk profile. In general, investments that are volatile over short periods of time, such as Australian and international shares, grow more over longer periods. This means that assets with the highest long-term returns may also carry the highest level of short-term risk. By contrast, investments like cash and fixed income tend to produce more stable but lower returns and may not generate the returns you need to reach your retirement goals. This is often called the risk/return trade off and is a key thing to keep in mind when choosing an investment option.

Different options may carry different levels of risk, depending on the assets that make up the option. When choosing an investment option, you should consider the level of investment risk that is appropriate for you, which depends on your age, investment timeframe, where other parts of your wealth are invested and your attitude to risk. Seeking advice from a financial planner can help you choose the most suitable investment option.


Your investment is not guaranteed, and you may lose some of the money you have invested due to investment losses. The value of your investments and the level of returns will vary, and while past performance shows how an investment has performed in the past, future returns may differ.

### Other risks

Changes to laws and regulations may affect the value of your super (for example, changes to taxation rules) or when and how you can access your super. Changes to rules about when and how much you can contribute to super, or how we are required to manage your super, may also affect you. We will communicate material changes that affect your superannuation.

The fund itself is exposed to certain operational risks such as unit pricing errors, systems failures, or fraud against the fund. However, the trustee maintains an Operational Risk Financial Requirement (ORFR) reserve to provide funding for any material losses arising from such events.

Fees, charges or insurance premiums may increase, or we may discontinue or significantly change an investment option you are invested in. We will communicate material changes that affect your superannuation and you will be given at least 30 days' written notice before an increase in fees takes effect. This notice period does not apply to Investment fees, other than the trustee's charge of 0.04%, as Investment fees may vary from year-to-year and cannot be known precisely in advance. For more information on fees and costs, refer to the *Member Booklet Supplement: Fees and costs* or our website at [firststatesuper.com.au/fees](http://firststatesuper.com.au/fees).

 You should read the important information about the risks of investing in super before making a decision. Go to the fund's website at [firststatesuper.com.au/pds](http://firststatesuper.com.au/pds) and read the *Member Booklet Supplement: Investments*. The material relating to the risks of investing in super may change between the time when you read this Statement and the day when you acquire the product.

## 5 How we invest your money


### MySuper Life Cycle

If you don't make a choice, your super will be invested in First State Super's MySuper Life Cycle strategy, which consists of the Growth (for members aged under 60) and Balanced Growth (for members aged 60 and over) options. If you are invested in the MySuper Life Cycle strategy in the Growth option, your account balance and future contributions will be automatically switched to the Balanced Growth option when you reach age 60.

The details of the Growth and Balanced Growth options are set out in Table 2 on page 4.

### Your options

We offer you a choice of 12 investment options including five pre-mixed options and seven single asset class options. You can choose to invest in one option or a combination of different investment options and can transfer (switch) your money to another investment option at any time free of charge.

 When choosing how to invest your super, you should consider the likely investment return, the risk and your investment timeframe.

### Pre-mixed investment options

The pre-mixed options provide you with the benefit of diversification by being invested across different asset classes, investment styles and managers. The percentage allocated to each asset class varies, which means each pre-mixed investment option has a different risk/return profile. The pre-mixed options are:

- High Growth
- Growth
- Diversified Socially Responsible Investment (SRI)
- Balanced Growth
- Conservative Growth

Each pre-mixed option is assigned medium to longer term target asset allocation, known as the strategic asset allocation, as well as asset allocation ranges, which are the minimum and maximum amounts we can invest in each asset class. The asset allocation targets and ranges, as at the date of this PDS, are shown in the investment option tables in the *Member Booklet Supplement: Investments*.


### Single asset class investment options

The single asset class options are invested in one asset class only. These options allow you to take a greater degree of control over your investment by choosing your allocation to one or more asset classes. However, some asset classes are not available as a single asset class option (e.g. infrastructure and private equity), so it may be difficult to obtain the same degree of diversification as the pre-mixed options. The risk and potential return of the single asset class investment options reflect the particular asset type in which they are invested. The single asset class options are:

- Australian Equities
- Australian Equities Socially Responsible Investment (SRI)
- International Equities
- Property
- Australian Fixed Interest
- International Fixed Interest
- Cash

## Socially Responsible Investment (SRI) options

Our two socially responsible investment (SRI) options, Diversified SRI and Australian Equities SRI, are designed for members who want greater certainty about the environmental and social impact of their investments. A key feature of these options is that they exclude companies operating within sectors recognised for having a high negative social impact and seek to invest in companies that meet criteria in 'sustainable' products and services or that have strong environmental, social and governance performance. For more information refer to the *Member Booklet Supplement: Investments*.

 You should read the important information about how we invest your money before making a decision. Go to the fund's website at [firststatesuper.com.au/pds](http://firststatesuper.com.au/pds) and read the *Member Booklet Supplement: Investments*. The material relating to how we invest your money may change between the time when you read this Statement and the day when you acquire the product.

**Table 2: MySuper Life Cycle strategy**

|  | <b>Growth (Default option for members up to and including age 59)</b>  |               |              | <b>Balanced Growth (Default option for members aged 60 and over)</b>  |               |              |
|--|--|---------------|--------------|---|---------------|--------------|
| Summary  | Invests in a wide range of Australian and overseas investments with a bias toward capital growth via investments in growth assets such as Australian and international equities. |               |              | Invests in a diversified portfolio of income and growth assets with a slight bias towards growth assets such as Australian and international equities.            |               |              |
| Investment objective <sup>1</sup>  | CPI + 3.75% p.a. over rolling 10-year periods net of tax and fees.   |               |              | CPI + 2.75% p.a. over rolling 10-year periods net of tax and fees.  |               |              |
| Growth/income allocation <sup>2</sup>                                      |  | <b>Target</b> | <b>Range</b> |   | <b>Target</b> | <b>Range</b> |
|  | Growth assets  | 75%           | 55% – 95%    | Growth assets   | 55%           | 35% – 75%    |
|  | Income assets  | 25%           | 5% – 45%     | Income assets   | 45%           | 25% – 65%    |
| Strategic asset allocation <sup>2</sup>                                    |  | <b>Target</b> | <b>Range</b> |   | <b>Target</b> | <b>Range</b> |
|  | Australian equities  | 20%           | 10% – 30%    | Australian equities   | 14%           | 4% – 24%     |
|  | International equities   | 30%           | 20% – 40%    | International equities  | 21%           | 11% – 31%    |
|  | Alternatives <sup>3</sup>  | 30%           | 10% – 50%    | Alternatives <sup>3</sup>   | 30%           | 10% – 50%    |
|  | Fixed income   | 10%           | 0% – 25%     | Fixed income  | 20%           | 0% – 35%     |
|  | Cash   | 10%           | 1% – 45%     | Cash  | 15%           | 1% – 60%     |
|  | Currency exposure <sup>4</sup>   | 23%           | 0% – 40%     | Currency exposure <sup>4</sup>  | 16%           | 0% – 31%     |
| Minimum suggested investment timeframe                                     | Medium to long term (7 years)  |               |              | Medium term (5 years)   |               |              |
| Standard Risk Measure <sup>5</sup>   | 6 – High   |               |              | 5 – Medium to High  |               |              |
| Estimated frequency of annual negative returns every 20 years <sup>5</sup> | 4 to less than 6   |               |              | 3 to less than 4  |               |              |
| Who might invest in this option?   | This option may suit investors who can accept fluctuations in returns, including years of negative returns, but are seeking strong long-term returns.                            |               |              | This option may suit investors who can accept some years when returns are negative but who expect that, over the long term, returns will be well above inflation. |               |              |

<sup>1</sup> The investment objectives do not constitute a forecast or guarantee of future performance or the future rates of return of the investment option.

<sup>2</sup> We may vary the asset allocation for an investment option from time to time. Refer to our website for the latest asset allocations.

<sup>3</sup> Alternative assets include a wide range of investments such as credit income, property, infrastructure, private equity, hedge funds and real return strategies.

<sup>4</sup> These currency exposure targets and ranges refer to the proportion of assets that are subject to foreign exchange rate movements.

<sup>5</sup> For more information on the methodology used to determine risk measures and the estimated number of annual negative returns, refer to the 'Standard Risk Measures' section in the *Member Booklet Supplement: Investments* or our website at [firststatesuper.com.au/investmentandrisk](http://firststatesuper.com.au/investmentandrisk).

## 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 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 or your employer, as applicable, may be able to negotiate to pay lower fees. Ask the fund or your financial adviser.

### To find out more

If you would like to find out more, or see the impact of the 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.

**Table 3** summarises the fund's fees and costs that may be charged to members. These fees and other costs may be deducted from your account, from the returns on your investment, or from the assets of the superannuation entity as a whole. Other fees, such as activity fees, advice fees for personal advice and insurance fees, may also be charged, but these will depend on the nature of the activity, advice or insurance chosen by you. This information can be used to compare costs between different superannuation products. We may vary our fees or introduce new fees at our discretion at any time without your consent. If we increase our fees or introduce new fees, we will notify you at least 30 days before the change occurs. This excludes investment fees which are estimates and the actual fees may be more or less than estimated.

Definitions of the fees and costs can be found in the *Member Booklet Supplement: Fees and other costs* and on our website at [firststatesuper.com.au/fees](http://firststatesuper.com.au/fees). First State Super does not pay any commissions to financial advisers.

**Table 3: Fees and costs (Personal)**

| Type of fee   | Amount   | How and when paid   |
|---|--|---|
| <b>Investment fee<sup>1,2</sup></b>   | <b>MySuper Life Cycle strategy:</b><br>Growth option: 0.80% per year<br>Balanced Growth option: 0.65% per year<br>The investment fee for the other options varies according to which option you select.  | Deducted from the assets of the option, or the assets of underlying investment vehicles, before the unit price is determined.   |
| <b>Administration fee<sup>2</sup></b>   | \$52 per year (\$4.33 per month) plus an asset-based administration fee of 0.15% per year (\$75 per \$50,000). The asset-based administration fee is capped at \$750 per year (\$62.50 per month).   | Deducted from your account at the end of each month, or on exit. Fees for part of a month are calculated based on the number of days you were in the fund. The asset-based administration fee is charged from the month your first contribution or rollover is received.  |
| <b>Buy-sell spread</b>  | Nil  | The fund does not charge a buy-sell spread.   |
| <b>Switching fee</b>  | Nil  | The fund does not charge a switching fee.   |
| <b>Advice fee</b><br>relating to all members investing in a particular MySuper product or investment option | Nil  | No advice fee is charged for providing general and simple advice limited to your First State Super account.   |
| <b>Other fees and costs<sup>3</sup></b>   | Comprehensive financial advice   | <p>⚠ Additional fees may be paid to a financial adviser. The fees will depend on the complexity of the advice you are seeking.</p> <p>If you obtain complex financial advice from a planner in our financial planning business, you will be informed of the fee before you proceed. If you are issued with a Statement of Advice, it will contain details of the fees, which may be deducted from your account when the advice is received (or you may need to pay the fee directly). See the <i>Member Booklet Supplement: Fees and other costs</i>.</p> |
|   | Family law application fee of \$110  | Payable to us by the person making the request for information at the time a request is made.   |
|   | Family law splitting fee of \$88   | Shared equally between both parties and deducted from each party's benefit at the time the benefit is split unless all of the benefit is going to the non-member spouse (in which case the non-member spouse pays the full fee).  |
|   | You will pay insurance premiums if you have insurance. In addition, to offset the costs of administering your insurance, for unit-based cover we retain \$1.20 per year per unit of death and total and permanent disablement (TPD) cover, and \$0.60 per year per unit of death only cover. | Deducted from your account at the end of the month or on exit, as part of the insurance premium. Fees for part of a month are calculated daily.   |
| <b>Indirect cost ratio</b>  | Nil  | All indirect costs are included in investment fees.   |

<sup>1</sup> Investment fees may vary from year to year and cannot be precisely calculated in advance. These amounts are an estimate of the fees and costs of each option for the 12 months to 30 June 2019. Past costs are not a reliable indicator of future costs. The investment fees for all investment options are provided on page 4 of the *Member Booklet Supplement: Fees and other costs*.

<sup>2</sup> If your account balance is less than \$6,000 at the end of the financial year, the total combined amount of administration fees and indirect costs charged to you is capped at 3% of your account balance. Any amount charged in excess of that cap will be refunded.

<sup>3</sup> For more information on 'Other fees and costs' (also called 'Activity fees'), see the **Additional explanation of fees and costs** section in the *Member Booklet Supplement: Fees and other costs*.

## Example of annual fees and costs

These tables give an example of how the fees and costs in the MySuper Life Cycle strategy for this superannuation product can affect your superannuation investment over a one-year period. You should use this table to compare this superannuation product with other superannuation products.

| EXAMPLE – MySuper Life Cycle Growth option                |                                 | BALANCE OF \$50,000   | EXAMPLE – MySuper Life Cycle Balanced Growth option       |                                 | BALANCE OF \$50,000   |
|---|---------------------------------|---|---|---------------------------------|---|
| Investment fees <sup>1</sup>                              | 0.80%                           | For every \$50,000 you have in the superannuation product you will be charged \$400 each year.                            | Investment fees <sup>1</sup>                              | 0.65%                           | For every \$50,000 you have in the superannuation product you will be charged \$325 each year.                            |
| <b>PLUS</b> Administration fees                           | \$52 (\$4.33 per month) + 0.15% | <b>And</b> , you will be charged \$127 in administration fees.  | <b>PLUS</b> Administration fees                           | \$52 (\$4.33 per month) + 0.15% | <b>And</b> , you will be charged \$127 in administration fees.  |
| <b>PLUS</b> Indirect costs for the superannuation product | 0.00%                           | <b>And</b> , indirect costs of \$0.00 each year will be deducted from your investment.                                    | <b>PLUS</b> Indirect costs for the superannuation product | 0.00%                           | <b>And</b> , indirect costs of \$0.00 each year will be deducted from your investment.                                    |
| <b>EQUALS</b> Cost of product <sup>2</sup>                |                                 | If your balance was \$50,000, then for that year you will be charged fees of <b>\$527</b> for the superannuation product. | <b>EQUALS</b> Cost of product <sup>2</sup>                |                                 | If your balance was \$50,000, then for that year you will be charged fees of <b>\$452</b> for the superannuation product. |

<sup>1</sup> These amounts reflect the estimated investment fees for the 12 months to 30 June 2019. The actual amount you'll pay in future years will depend on the actual fees, costs and taxes incurred by us in managing the investment option.

<sup>2</sup> Additional fees may apply.

This example is illustrative only. What it costs you will depend on the investment option you choose.

 ASIC provides a calculator on its MoneySmart website, [www.moneysmart.gov.au](http://www.moneysmart.gov.au) that can be used to calculate the effect of fees and costs on account balances.

 You should read the important information about fees and costs before making a decision. Go to the fund's website at [firststatesuper.com.au/pds](http://firststatesuper.com.au/pds) and read the *Member Booklet Supplement: Fees and other costs*. The material relating to fees and costs may change between the time when you read this Statement and the day when you acquire the product.


## 7 How super is taxed

Tax concessions make super a tax-effective way to save for your retirement.

### Tax on contributions

Concessional (before-tax) contributions to your super (including compulsory employer and salary sacrifice contributions) and personal contributions claimed as a tax deduction are generally taxed at 15%. A provision for this tax is deducted from your account. Additional tax may be payable under certain circumstances, read the *Member Booklet Supplement: Tax and super* for further information. Contributions that exceed the concessional contribution cap for the financial year may be included in your assessable income and taxed at your marginal tax rate, plus an interest charge, on top of the 15% contributions tax.

Non-concessional contributions and other contributions to your super, which include spouse contributions, government co-contributions and contributions made from your after-tax salary or from your own savings, are not taxed. The government has set limits on the amount that may be contributed after tax to super in a financial year.


 Contributions that exceed the annual limit may attract additional tax.


### Tax on investment income

Investment income is generally taxed at 15%, but offsets (tax credits and rebates) may reduce the effective tax rate. Tax is deducted from investment income before daily unit prices are determined.

### Tax on your super benefits

Withdrawals from your super account may be taxed if you are aged less than 60 and any applicable tax will be withheld from your benefit payment. Once you turn 60, generally no tax applies to withdrawals, unless you are a temporary resident.

 You may wish to provide your tax file number (TFN). It's not compulsory to provide your TFN, but if you don't you may pay additional tax on your contributions and benefit; and some contributions may not be accepted. It will also be more difficult to trace different superannuation accounts in your name. By providing your TFN, you can help ensure that you receive all your super benefits when you retire.

 You should read the important information about tax and super before making a decision. Go to the fund's website at [firststatesuper.com.au/pds](http://firststatesuper.com.au/pds) and read the *Member Booklet Supplement: Tax and super*. The material relating to tax and super may change between the time when you read this Statement and the day when you acquire the product.

## 8 Insurance in your super

First State Super provides death cover (including terminal illness cover), death and total and permanent disablement (TPD) cover and income protection cover.

**!** Information about eligibility, cancellation, conditions, and exclusions that may affect your entitlement to insurance cover can be found in the *Member Booklet Supplement: Insurance (Personal)* available on our website and by contacting us. You should read this information before deciding whether the insurance is appropriate for you.

### Death and total and permanent disablement cover

As a fund member, if you are aged between 15 and less than 70, you can apply for death and TPD cover or death only cover.

A death, terminal illness or TPD benefit is paid as a lump sum. Certain occupations will not be able to receive certain types of insurance. For more information, please refer to the *Member Booklet Supplement: Insurance (Personal)*. A terminal illness or TPD benefit can only be paid if you meet the applicable definition under the insurance policy, your claim is accepted by the insurer and you must meet a condition of release under superannuation law. Insurance cover stops at age 70 (except terminal illness cover which stops at age 69) and a restricted definition of TPD applies from age 65. Definitions are explained in the **Glossary** section of the *Member Booklet Supplement: Insurance (Personal)*.

You can apply for cover as:

- **unit-based cover**, where your benefit amount depends on your age and occupation insurance category; and/or
- **fixed cover**, where the benefit amount is fixed, regardless of your age.

Insurance cover is provided to First State Super under an insurance policy issued to the trustee by TAL Life Limited (ABN 70 050 109 450, AFSL 237848).

If your application for cover is accepted by the insurer, you will be given an insurance category based on your occupation. If you are employed in a low-risk clerical or management occupation, you can apply to be in the Basic Plus insurance category.

If you have fixed cover, the cost of your cover will depend on your age and occupation insurance category. If you have unit-based cover, the cost of your cover is fixed but your occupation insurance category will determine the value of your insurance benefit.

You can apply to the insurer to change your occupation insurance category by completing the *Application to change insurance category rating* form. The form is available on our website and by contacting us.

### Amount of cover

You may elect to apply for any level of cover, up to the maximum amount. The maximum amount of insurance cover is unlimited for death, \$5 million for terminal illness, and \$5 million for TPD cover.

### The cost of your death and TPD cover

**Table 4** shows the cost of death and TPD cover per unit of cover and summarises fixed cover premiums. The cost of cover may change in the future. Refer to the *Member Booklet Supplement: Insurance (Personal)* for further information. Insurance premiums are deducted monthly in arrears from your super account. The cost of cover for part of a month is calculated on a daily basis. Your cover will cease when any of the following occur (among other situations):

- there is not enough money in your account to cover the cost of your cover;

- unless you have made an election, your account becomes inactive for a continuous period of 16 months or more;
- we receive your request to cancel your cover.

**Table 4: Cost of death and TPD cover**


#### Unit-based cover

| Occupation insurance category                | Cost per unit per month <sup>1</sup> |               |
|--|--------------------------------------|---------------|
|  | Death only                           | Death and TPD |
| Basic Plus                                   | \$3.37                               | \$7.08        |
| Public Service + White Collar                | \$3.37                               | \$7.08        |
| Health                                       | \$3.20                               | \$6.72        |
| Government Trading Enterprise + Light Manual | \$3.80                               | \$7.98        |
| Education                                    | \$4.03                               | \$8.47        |
| Emergency Services + Manual/ Heavy Manual    | \$4.01                               | \$8.43        |

<sup>1</sup> The cost of cover per unit includes an insurance administration fee of \$0.10 per unit per month for death and TPD and \$0.05 per unit per month for death only.

#### Fixed cover

Fixed cover depends on your age, the amount of cover, and your occupation insurance category. The annual cost per \$1,000 of cover ranges from \$0.31 for death only cover (\$0.65 for death and TPD) to \$19.25 for death only cover (\$40.49 for death and TPD).

-  The insurance calculators on our website can help you decide how much insurance you need.

### Income protection cover

Income protection insurance provides a monthly income benefit, which is a percentage of your pre-disability income, if you become sick or injured and are not able to work, as defined by the insurance policy. You have a choice of benefit payment periods.

As a fund member, if you are aged between 15 and less than 65 and you are gainfully employed for at least 15 hours per week, you can apply, depending on your occupation, for income protection insurance cover under an insurance policy issued to the trustee by TAL Life Limited. You have the choice of benefit options, shown in **Table 5**.

**Table 5: Income protection cover options**

|  | Two-year benefit period               | Five-year or to age 65 benefit period |
|--|---------------------------------------|---------------------------------------|
| Income replacement ratio                       | 50% or 75%                            | 50% or 75%                            |
| Waiting period                                 | 14, 30, 60 or 90 days                 | 30, 60 or 90 days                     |
| Cover for superannuation contributions benefit | 10% of monthly income                 | 10% of monthly income                 |
| Maximum insured monthly benefit                | Up to \$50,000 per month <sup>2</sup> | Up to \$40,000 per month <sup>2</sup> |

<sup>2</sup> Including the superannuation contributions benefit if applicable.

### The cost of your income protection cover

A premium is deducted from your super account monthly, in arrears. The premium is calculated using your age, occupation insurance category, income replacement ratio (50% or 75% of your monthly income), and selected benefit options.

## Other important information

### How to apply for cover

To apply for cover, complete the *Application for insurance* form available on our website or by contacting us. You will need to provide information about your health, occupation, income and lifestyle and the insurer has the right to accept or reject your application or may apply conditions to your cover. When providing information for your application for insurance cover, you have a duty of disclosure to the insurer (see the *Member Booklet Supplement: Insurance (Personal)*).

### When does cover start?

If your application is accepted, your cover starts on the date of the insurer's written acceptance. You will be eligible for interim accident cover while your application is being assessed.

**!** If the insurer accepts your application, insurance premiums for death and/or TPD and/or income protection cover will be deducted monthly in arrears from your super account. Cover for part of a month is calculated on a daily basis. If there is not enough money in your account, or you notify us that you wish to cancel your cover, your insurance cover will stop.

### Reducing or cancelling your cover

You can reduce or cancel your cover by completing the *Application to reduce or cancel insurance cover* form available on our website or by contacting us. If you reduce or cancel your cover and you change your mind, you will need to re-apply under the standard application process.

### Transferring cover to First State Super

If, after joining the fund, you obtain insurance cover through First State Super, you may apply to have death, TPD or income protection cover that you may have in another life policy transferred to First State Super. To apply to transfer cover, complete the *Application to transfer insurance* form available on our website or by contacting us. Conditions apply and the insurer has the right to accept or reject your application.

### Exclusions and limitations

There are conditions and events that affect your cover. See the *Member Booklet Supplement: Insurance (Personal)* on our website for details.

**?** You should read the additional important information about insurance before making a decision. Go to the fund's website at [firststatesuper.com.au/pds](http://firststatesuper.com.au/pds) and read the *Member Booklet Supplement: Insurance (Personal)*. The material relating to insurance may change between the time when you read this Statement and the day when you acquire the product.

## 9 How to open an account

To apply to become a member of First State Super, simply complete and return the *Personal member application* form (included in this *Member Booklet*) or apply online at [firststatesuper.com.au/join](http://firststatesuper.com.au/join). If you decide to join us, and if we receive advice from one of our participating employers that you work for them, your membership category will change from Personal to Employer sponsored.

If you have an employer who would like to contribute for you, complete a *Superannuation (super) standard choice* form and give it to your payroll manager.

If you'd like to make super contributions by payroll deduction, complete the *Contributions by payroll deduction* form available on our website and give it to your payroll manager.

As a new member, you have a number of choices open to you, particularly in relation to insurance and investment options. It's not compulsory to make an investment choice and if you don't, the MySuper Life Cycle strategy will apply to you. Make sure you're fully informed by reading all the information in this *Member Booklet* and the *Member Booklet Supplements*.

If you're not sure which options are best for you, we recommend that you seek financial advice. Our members have access to single issue advice about their First State Super account at no charge and comprehensive advice on a fee-for-service arrangement, through our financial planning business.

### Cooling-off rights

If you apply to become a First State Super member, you have a 14 day cooling-off period. If you change your mind, you can cancel your membership by informing us in writing within 14 days of the earlier of:

- the date you receive your welcome letter/email; or
- five working days after your account is opened.

If you have exercised any other rights or powers (such as claiming a benefit) as a member within the cooling-off period, you cannot cancel your First State Super membership.

### Making a complaint

You can make a complaint in the following ways:

- call us on 1300 650 873
- send an email to [complaints\\_officer@firststatesuper.com.au](mailto:complaints_officer@firststatesuper.com.au)
- send a fax to 1300 722 072
- write to the Complaints Officer  
First State Super, PO Box 1229, Wollongong NSW 2500
- go online to [firststatesuper.com.au/contact](http://firststatesuper.com.au/contact).

**?** You should read the important information about the cooling-off provisions and making a complaint before making a decision. Go to the fund's website at [firststatesuper.com.au/pds](http://firststatesuper.com.au/pds) and read the sections, **Cooling-off period** and **If you have a complaint** in the *Member Booklet Supplement: About First State Super (Personal)*. The material relating to cooling-off and making a complaint may change between the time when you read this Statement and the day when you acquire the product.



### Contact us

**Phone** 1300 650 873  
**Fax** 1300 722 072  
**Email** [enquiries@firststatesuper.com.au](mailto:enquiries@firststatesuper.com.au)  
**Web** [firststatesuper.com.au](http://firststatesuper.com.au)  
**Post** PO Box 1229, Wollongong NSW 2500



# Personal member application

Use this form if you want to join First State Super as a personal member.

Please use a dark pen and CAPITAL letters, or type directly into this form online, print and sign it and send it to us. Use (X) to mark boxes.

You can also join online. Go to [firststatesuper.com.au/join](http://firststatesuper.com.au/join) and follow the instructions.

The **Notes** at the back will help you complete this form. If you have any questions, please call us on **1300 650 873**.

**\* IMPORTANT!**  
It isn't compulsory to provide your TFN but if you don't, you may not be able to make some types of contributions and may pay additional tax. See **Notes Section 1**.

**\*\* IMPORTANT!**  
By holding multiple accounts, there will be fees applicable for all accounts. See **Notes Section**.

**i** See the *Member Booklet Supplement: Investments* for more information about investment choice.

## 1. Your personal details

Title    Last name

Given name(s)

Date of birth       Male  Female  Other  Unspecified  Tax file number\*

Residential address

Suburb           State   Postcode

Postal address (if different from residential)

Suburb           State   Postcode

Daytime contact number           Mobile number

Email (for security reasons, please ensure that your nominated email address is your personal email address and not a role-based email address such as `employee_title@company.com.au`)

Please mark (X) in one of the boxes below to tell us how you would like to receive information from us:  
 Electronically, via email or online     Paper copies, via mail.

Are you opening a secondary Personal Account? **\*\***  
 Yes     No    If yes, please provide your current member number:

## 2. Investment choice

If you don't make a choice, you will automatically be invested in the MySuper Life Cycle strategy.

**MYSUPER LIFE CYCLE STRATEGY**  
 If you choose the MySuper Life Cycle strategy, you will be invested in the Growth option prior to your 60th birthday then automatically switched to the Balanced Growth option when you reach age 60.

**CHOICE STRATEGY**  
 Choose from the options below. Your choices must add up to 100%.

| PRE-MIXED                   |  | SINGLE ASSET CLASS           |  |
|-----------------------------|--|------------------------------|--|
| High Growth                 | <input type="text"/> <input type="text"/> <input type="text"/> % | Australian Equities          | <input type="text"/> <input type="text"/> <input type="text"/> % |
| Growth (see Note in margin) | <input type="text"/> <input type="text"/> <input type="text"/> % | Australian Equities SRI      | <input type="text"/> <input type="text"/> <input type="text"/> % |
| Diversified SRI             | <input type="text"/> <input type="text"/> <input type="text"/> % | International Equities       | <input type="text"/> <input type="text"/> <input type="text"/> % |
| Balanced Growth             | <input type="text"/> <input type="text"/> <input type="text"/> % | Property                     | <input type="text"/> <input type="text"/> <input type="text"/> % |
| Conservative Growth         | <input type="text"/> <input type="text"/> <input type="text"/> % | Australian Fixed Interest    | <input type="text"/> <input type="text"/> <input type="text"/> % |
|                             |  | International Fixed Interest | <input type="text"/> <input type="text"/> <input type="text"/> % |
|                             |  | Cash                         | <input type="text"/> <input type="text"/> <input type="text"/> % |



**IMPORTANT!**

If you are making a downsizer, CGT exempt or personal injury payment contribution, there are additional tax forms you need to complete and return with your contribution. You may also need to meet certain eligibility rules. See **Notes Section 3** for more information.

Call us on **1300 650 873** for more information before making these contributions or if you have any questions.

### 3. What type of initial contribution will be made?

Use (X) to mark boxes.

- Personal contribution via BPAY®
- Personal contribution by EFT
- Personal contribution by direct debit
- Personal contribution by cheque
- Personal contribution by payroll deduction
- Employer contribution
- Salary sacrifice contribution by payroll deduction
- Transfer money from another super fund
- Spouse after-tax contribution
- Spouse split contribution

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**NOTE:** If you are receiving a contribution from your spouse, please provide your spouse's name:

|                      |                      |
|----------------------|----------------------|
| Title                | Given name(s)        |
| <input type="text"/> | <input type="text"/> |
| Last name            |                      |
| <input type="text"/> |                      |

### 4. Privacy

The personal information provided on this form is collected by and held for First State Super by the fund administrator, Mercer Administration, in accordance with the Australian Privacy Principles of the *Privacy Act 1988* (Cth), for the purpose of administering accounts and providing services associated with fund membership. For further information about how personal information is handled, please call us on 1300 650 873 or visit [firststatesuper.com.au/privacy](http://firststatesuper.com.au/privacy) to view the privacy policy (a hard copy of the policy may also be provided on request). The policy contains information about access to and correction of personal information, how a complaint can be made about a privacy breach and other important information about how personal information is collected, used and disclosed.

### 5. Declaration

- I am applying to be a member of First State Super and I agree to be bound by the Trust Deed and Rules of First State Super.
- I have read and understand the First State Super *Member Booklet* that contained this application form and all relevant *Member Booklet Supplements*. I confirm that I have received these documents, and accept the offer to join, in Australia.
- I understand that the trustee recommends that I seek advice from a financial adviser before making any decision about my super.
- I confirm that I have met the work test requirements for the financial year if I am age 65 or over or that only compulsory employer and/or downsizer contributions will be made to the account.
- Where I have provided my email address I agree that the trustee can contact me by email.
- I accept responsibility for my choice of investment option(s) and acknowledge that the trustee is not liable for any loss from a choice I have made.
- I understand that if I do not choose an investment option, my account balance will automatically be invested in the MySuper Life Cycle strategy, as set out in the current *Member Booklet*.
- I have read and understand the First State Super privacy policy.
- All information supplied by me in this application is accurate and complete and I will notify the trustee immediately if any of this information changes.

Please sign and date form here.

Signature

Date signed (DD-MM-YYYY)

|                      |   |                      |   |                      |                      |                      |                      |                      |                      |
|----------------------|---|----------------------|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | - | <input type="text"/> | - | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|---|----------------------|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

Send the form to this address.

### 6. Where to send your completed form

Return the completed form to **First State Super PO Box 1229 WOLLONGONG NSW 2500**. If you have any questions, please call us on **1300 650 873**.

## Notes

Before you make a decision about joining as a personal member, you should read the current *Member Booklet (Product Disclosure Statement)*. The *Member Booklet* is available on our website, or call us and we will send you a copy.

You can also join online. Go to [firststatesuper.com.au/join](http://firststatesuper.com.au/join) and follow the instructions.

All of the forms are located on our website at [firststatesuper.com.au/forms](http://firststatesuper.com.au/forms). You can type data directly into these forms, print and sign them, and send them to us. If you prefer to write on the forms, please use a dark pen and print clearly.

### 1. Your personal details

#### Tax file number

Under the *Superannuation Industry (Supervision) Act 1993*, the trustee is authorised to collect, use and disclose your TFN. The trustee may disclose your TFN to another superannuation provider when your benefits are being transferred, unless you write to your super fund and ask the trustee not to disclose your TFN to any other trustee. It is not compulsory to provide your TFN but if you don't, you may pay additional tax on your contributions and benefit payments, and some contributions may not be accepted.

#### Secondary Accounts

If you have elected to open a secondary account as part of an advice strategy or for tax purposes, you acknowledge that there will be:

- Fees applicable to all accounts held as presented in the Product Disclosure Statement.
- No insurance held on the secondary account

### 2. Investment choice

You can switch between the MySuper Life Cycle strategy and the Choice strategy and between the individual investment options within the Choice strategy at any time. There is no fee for account balance switches, or changes to the options into which your future contributions are invested. See the *Member Booklet Supplement: Investments* for more information about investment choice.

### 3. What type of initial contribution will be made?

Depending on the type of contribution being made there may be other forms or additional information you need to send us. To be eligible to make a personal contribution, we must hold your tax file number (TFN) and you must be either less than 65 years of age, or 65 or over but not yet 75 and have worked at least 40 hours in a period of not more than 30 consecutive days during each financial year these contributions are made. However, you can make a downsizer contribution if you are 65 years or older and investing the proceeds from the sale of your house, even if you have not met the work test or you are 75 years of age or more. Other eligibility rules apply. See our the *Member Booklet Supplement: How super works* available on our website and from customer service for more information.

To be eligible to receive a contribution from your spouse, we must hold your TFN, you must not be employed by your spouse, and you must be either less than 65 years of age or 65 or over but not yet 70 and have worked at least 40 hours in a period of not more than 30 consecutive days during each financial year these contributions are made.

Your employer can make compulsory contributions for you, but if you want salary sacrifice contributions made to your account, you must be either less than 65 years of age or 65 or over but not yet 75 and have worked at least 40 hours in a period of not more than 30 consecutive days during each financial year these contributions are made. If we don't hold your TFN, additional tax may be payable on these contributions.

Your employer must agree if you wish to make a personal or salary sacrifice contribution by payroll deduction.

The forms to complete and return are shown in the table on the next page.

| Contribution type*  | Form or information required   |
|---|--|
| Personal contribution via BPAY®   | You will need the BPAY® Biller Code and your Customer Reference Number. Once your account has been set up, you can find these by accessing your account online, or calling us.   |
| Personal contribution by cheque or EFT                                      | Complete a <i>Personal conts by cheque or EFT, or contributions for your spouse or child</i> form and attach a cheque or arrange a funds transfer.   |
| Personal contribution by direct debit                                       | Complete a <i>Direct debit request</i> form or you can login to your account and set up a direct debit online once your account has been established.  |
| Employer SG contribution  | If you would like your employer's compulsory SG contributions paid to First State Super, you should complete the <i>Superannuation standard choice</i> form and give it to your employer.  |
| Before-tax (salary sacrifice) or personal contribution by payroll deduction | Complete a <i>Contributions by payroll deduction</i> form and give it to your payroll manager. You should first check that your employer offers to arrange salary sacrifice contributions or payment of personal contributions for you.  |
| Transfer money from another super fund                                      | You can transfer balances from other super funds to your First State Super account by completing a <i>Request to transfer benefits to First State Super</i> form or by using our online Search and Combine tool once you have been issued with your member number.   |
| Spouse after-tax contribution   | Your spouse can make after-tax contributions to your account by completing a <i>Personal contributions by cheque or EFT, or contributions for your spouse or child</i> form and attaching a cheque or by completing a <i>Direct debit request</i> form. Your spouse can also contribute for you using BPAY. They will need the BPAY Biller Code and your unique Customer Reference Number for spouse contributions. Once your account has been set up, you can find these by accessing your account online, or calling us. |
| Spouse split contribution   | If your spouse is a member of First State Super, they can apply to split their before-tax (employer, salary sacrifice or personal deductible) contributions with you by completing an <i>Application to split superannuation contributions</i> form, otherwise they should contact their fund.   |

\* If you are making a downsizer, CGT exempt or personal injury payment contribution, there are additional tax forms you need to complete and return with your contribution. Call us on 1300 650 873 for more information before making these contributions, or if you have any questions.

## Checklist

- Have you confirmed that the *Member Booklet* containing this application form is the latest version? You can check the website or call us to ensure you have the latest version.
- Do you wish to nominate beneficiaries and if so, have you completed the appropriate form? There are separate forms for making a binding and non-binding nomination. See our fact sheet called *Nominating beneficiaries* for more information.
- Do you wish to choose your own investment options and if so, have you completed **Section 2** correctly?
- Do you wish to apply for insurance cover and if so, have you completed the *Application for insurance (or to increase your current insurance benefit)* form available on our website and from customer service?
- Have you signed and dated **Section 5 Declaration**?