

# Important things to know about your super

## Personal Plan Product Disclosure Statement

25 September 2019

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[australiansuper.com/join](https://australiansuper.com/join)



MySuper Authorised 65 714 394 898 856  
Issued by AustralianSuper Pty Ltd ABN 94 006 457 987 AFSL 233788  
Trustee of AustralianSuper ABN 65 714 394 898 USI STA0100AU  
26/50 Lonsdale St MELBOURNE VIC 3000



# 1 About AustralianSuper

This Product Disclosure Statement explains the key features and benefits of being with AustralianSuper.

AustralianSuper is Australia's largest industry super fund – trusted by more than 2.2 million Australians to look after over \$167 billion in assets\*. Here's why:

## **You come first**

As a profit-for-member super fund, we act in your best interests and not the interests of shareholders.

## **Helping you build a better future**

We're committed to providing strong, long-term returns to help you build a better future.

## **Working with employers**

We work with around 300,000 employers Australia-wide.

## **Award-winning products and services**

You can be confident knowing your super is being managed by an award-winning fund (see back cover).

## **MySuper Authorised**

AustralianSuper is MySuper Authorised 65 714 394 898 856 and can accept all Superannuation Guarantee contributions from employers.

A copy of the product dashboard for AustralianSuper's MySuper Balanced option is available at [australiansuper.com/MySuperDashboard](https://australiansuper.com/MySuperDashboard)

## **Other information**

You can find important information, including our Trust Deed, Annual Report and remuneration for executive officers, at [australiansuper.com](https://australiansuper.com)

\* As at 30 June 2019

### **AustralianSuper is here to look after you**

See how we compare at [australiansuper.com/compare](https://australiansuper.com/compare)



### **About this Product Disclosure Statement**

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

This information is current at the date of publication, but may change frequently. You should check the website for current information. A paper copy of the changes is available on request at no extra charge.

The information provided in the PDS is general information only and doesn't take into account your personal financial situation or needs. You should obtain financial advice tailored to your personal circumstances.

# 2 How super works

Super is an important way for you to save for retirement.

Super is an investment for your future and the sooner money starts going into your account, the better off you'll be when you retire. That's because over the long term your super grows from investment returns and money that's added to your account regularly.

There are a number of ways money can be added (contributed) to your account.

## Superannuation Guarantee contributions

Employers pay a compulsory contribution to your super known as the Superannuation Guarantee (SG). Currently this is an amount equal to 9.5% of your annual salary (subject to salary cap).

There are also other types of contributions that could help you grow your super.

## Personal contributions

- › **Before tax\*** – includes salary sacrifice contributions made by you, any personal contributions for which you claim a tax deduction and voluntary contributions made by your employer for which they claim a tax deduction.
- › **After tax\*** – includes any extra additional contributions you make from your take-home pay, for which you don't advise us you wish to claim a tax deduction.

## Useful information to know

Tax benefits are provided by the Government to encourage you to save more for retirement and grow your super over time.

You generally can't access your super savings until you're 55 or over depending on the year you were born. To learn more about accessing your super, rollovers and preservation age, visit [australiansuper.com/AccessYourSuper](http://australiansuper.com/AccessYourSuper)

## It's your super, it's your choice

Normally you can tell your employer where you want your super to be paid. But in some cases, it depends on your employment contract. If you don't make a choice or tell your employer where you want your super paid, they'll pay your contributions into their preferred super fund.

## Protecting your super

If you have an inactive low-balance account below \$6,000, new legislation requires us to transfer your account to the Australian Tax Office (ATO) after 16 months of inactivity, such as not receiving a contribution. Where possible the ATO will transfer your account to your active super fund. To find out how to keep your AustralianSuper account active, visit [australiansuper.com/pys](http://australiansuper.com/pys)

## Combine your super and transfer your insurance to save

If you've had more than one job in the past, you may have more than one super account, and several insurance policies. Having multiple accounts isn't just messier – it could be a lot more expensive. Learn more about combining your super and transferring insurance cover at [australiansuper.com/combine](http://australiansuper.com/combine)

\* Depending on your income and personal circumstances, you may be better off contributing before or after tax, or using a combination of both. The Government places limits on the amount that can be contributed to super. To learn more, visit [australiansuper.com/InfoTax](http://australiansuper.com/InfoTax)

# 3 Benefits of investing with AustralianSuper

We're here to help you get the most from your money, today and tomorrow. That's why we offer simple and effective solutions to help you manage your account.

## Get more from being a member



An online account and mobile app to track your super 24/7



A range of investment options to choose from, backed by a history of strong long-term investment performance\*



Competitive insurance to protect you and those who matter to you



Free retirement and financial planning seminars



Advice tools and calculators to help you understand super



Financial advice available online, over-the-phone and face-to-face<sup>†</sup>

Set up your online account at [australiansuper.com/register](https://australiansuper.com/register)

Download the app here:



\* Investment returns aren't guaranteed. Past performance isn't a reliable indicator of future returns.

† Financial advice provided face-to-face and over the phone will be under the Australian Financial Services Licence held by a third party and not by AustralianSuper Pty Ltd (AustralianSuper) and therefore isn't the responsibility of AustralianSuper. With your approval a fee may be charged if a *Statement of Advice* is produced.

# 4 Risks of super

All investments, including super, have some risk.

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

Different types of assets have different levels of potential return and volatility. Generally, higher returns are accompanied by greater potential for volatility in the short term.

You can choose from a range of investment options, each with a different mix of assets. So, the likely investment return and the level of potential volatility of returns involved are different for each option.

## What you need to think about

When considering your super, it's important to understand that:

- › investment returns may go up and down over time and the value of investments will vary, so the value of your super may also go up and down
- › investing too conservatively can be risky because over the long term your investment may not earn a return above the inflation rate
- › returns aren't guaranteed, and you may lose some of your money
- › past returns aren't a reliable indicator of future returns
- › the laws affecting your super may change
- › the amount of your future super savings (including contributions and returns) may not be enough for your retirement.

### More information

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



# 5 How we invest your money

When you join AustralianSuper you'll automatically be invested in the default Balanced option – our MySuper authorised product, unless you choose a different investment option. You should consider the likely investment return, risk and your investment timeframe when choosing an investment option.

## Investment details for the Balanced option

This option invests in a wide range of assets, with a higher allocation to shares, infrastructure and property than fixed interest and cash. It's designed for members seeking medium to long-term growth who are willing to accept short-term fluctuations in returns.

## Investment objective

To outperform (after fees and taxes) the return of the median balanced fund and an average annual return of CPI + 4% over the medium to long term<sup>†</sup>.

## Minimum investment timeframe

Be prepared to stay invested in this option for at least 10 years before it meets its objectives.

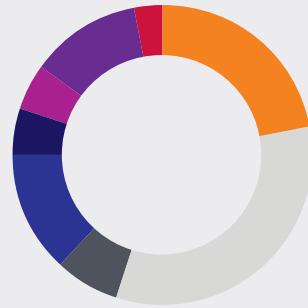
## Risk levels

- > Short-term risk classifies investment options according to their likelihood of negative returns in a given year. This is also known as the Standard Risk Measure.
- > Medium-term risk balances two risks. The first is that your super savings will be reduced by volatility and the second is that your super savings won't keep up with inflation.
- > Long-term risk is the risk that your super savings won't keep up with wage inflation.

## How often you can expect a negative annual return

Approximately 5 out of every 20 years.

## Balanced option investment mix – strategic asset allocation and ranges\*



- Australian shares **22%** (10-45%)
- International shares **33%** (10-45%)
- Direct property **7%** (0-30%)
- Infrastructure **13%** (0-30%)
- Private equity **5%** (0-10%)
- Credit **5%** (0-20%)
- Fixed interest **12%** (0-25%)
- Cash **3%** (0-20%)
- Other assets **0%**<sup>‡</sup> (0-5%)

## Risk level for the time invested

Short term	(if savings are required in 5 years or less)	High
Medium term	(if savings are required after 5 to 20 years)	Medium
Long term	(if savings are required after 20 years or more)	Low

\* Investment information is current at the date of publication and may change from time to time. See [australiansuper.com/AssetAllocation](http://australiansuper.com/AssetAllocation) for updated information. Investment returns aren't guaranteed.

<sup>†</sup> CPI stands for Consumer Price Index – which is used as a measure of inflation.

<sup>‡</sup> Investments that represent unique opportunities or strategies. Examples may include strategic equity holdings, commodities, royalties, leases and other alternative approaches.

AustralianSuper has a range of investment options to suit a wide range of investors.

PreMixed options	DIY Mix options
<p>Combine different mixes of asset classes to provide different types and levels of risk and potential return.</p> <ul style="list-style-type: none"><li>› High Growth</li><li>› Balanced</li><li>› Socially Aware</li><li>› Indexed Diversified</li><li>› Conservative Balanced</li><li>› Stable</li></ul>	<p>Made up of a single asset class. With DIY Mix options you can select a combination of asset classes to suit you.</p> <ul style="list-style-type: none"><li>› Australian Shares</li><li>› International Shares</li><li>› Property</li><li>› Diversified Fixed Interest</li><li>› Cash</li></ul>
Member Direct investment option	
<p>Member Direct investment option enables you to invest in your choice of stocks in the S&amp;P/ASX 300 index, selected Exchange Traded Funds (ETFs), selected Listed Investment Companies (LICs), term deposits and cash.</p>	

### Changing your investment option

You can choose your preferred investment option in the mobile app or by logging into your online account. It won't cost you anything to switch.

For more information, download our *Investment Guide* at [australiansuper.com/InvestmentGuide](https://australiansuper.com/InvestmentGuide)

You should read the important information about our investment options before making a decision. Go to [australiansuper.com/Reinvestments](https://australiansuper.com/Reinvestments) and download the *How we invest your money* fact sheet.



This contains information about our other investment options including the risk and expected returns over different periods of time. The material relating to our investment options may change between the time when you read this PDS and the day when you acquire the product.

# 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 administration 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 fees based on your own circumstances, the Australian Securities and Investments Commission (ASIC) website ([moneysmart.gov.au](http://moneysmart.gov.au)) has a superannuation calculator to help you check out different fee options.

## Fees and other costs for the Balanced option

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

Type of fee	Amount	How and when paid
Investment fee*	0.60%	Deducted from before-tax investment returns on 30 June each year (earlier if you close your account), before the returns are applied to your account.
Administration fee*	\$2.25	The administration fee of \$2.25 per week is calculated weekly and deducted monthly from your account. The fund pays its administration costs from the administration reserve. The Fund's estimated costs are \$2.65 per member per week gross of tax. The Fund claims a tax deduction for the administration costs each year. The amount of the deduction is also paid into the administration reserve.
Buy sell spread	Nil	
Switching fee	Nil	
Advice fees relating to all members investing in a particular MySuper product or investment option	\$0-\$295	This is the cost for over-the-phone advice. For face-to-face advice, a higher fee applies which may be deducted directly from your account.
Other fees and costs		Go to <a href="http://australiansuper.com/RefFees">australiansuper.com/RefFees</a> for information about other costs. Refer to section 7 of this PDS for tax details and section 8 for insurance costs.
Indirect cost ratio*	Nil	

The Investment fee for our other investment options is different. This fee is calculated looking back as at 30 June each year. It may change from year to year.

\* 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 the account balance. Any amount charged in excess of that cap must be refunded.



### Example of annual fees and costs

This table gives an example of how the fees and costs for the Balanced option 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 – Balanced option		Balance of \$50,000
Investment fee	0.60%	For every \$50,000 you have in the MySuper product you will be charged \$300 each year.
<b>PLUS</b> administration fees	\$117 pa (\$2.25 a week)	<b>AND</b> you will be charged \$117 in administration fees regardless of your balance.
<b>PLUS</b> indirect costs for the MySuper product	Nil	<b>AND</b> indirect costs of \$0 each year will be deducted from your investment.
<b>EQUALS</b> cost of product		If your balance was \$50,000, then for that year you will be charged fees of \$417 for the MySuper product.

Note: Additional fees may apply.

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

See section 7 of this PDS for information on how super is taxed and section 8 for insurance information and costs.

### Adviser service fee

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

### See how fees affect your super

Use the Superannuation calculator at [moneysmart.gov.au](https://moneysmart.gov.au)

You should read the important information about fees and costs before making a decision. Go to [australiansuper.com/RefFees](https://australiansuper.com/RefFees)

This contains information about service fees and fees for our other investment options. The material relating to our fees may change between the time when you read this PDS and the day when you acquire the product.

\* The financial advice you receive will be provided under the Australian Financial Services Licence held by a third party and not by AustralianSuper Pty Ltd (AustralianSuper) and therefore isn't the responsibility of AustralianSuper. With your approval a fee may be charged if a *Statement of Advice* is provided.

# 7 How super is taxed

## Tax on contributions

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

Type	Tax on contributions in 2019/2020
<b>Before-tax contribution</b>	<p>If your income is \$250,000 or less, 15% will be applied to contributions up to the before-tax contributions cap of \$25,000.</p> <p>If your income (including your before-tax contributions) is over \$250,000, all or some of your before-tax contributions will be taxed at 30%.</p> <p>Contributions that exceed the cap will be taxed at your personal rate (less a 15% tax offset), plus an interest charge.</p> <p>You can choose to withdraw up to 85% of excess contributions, which won't then count towards your after-tax limit.</p>
<b>After-tax contribution</b>	<p>No tax on amounts up to the after-tax contributions cap of \$100,000 a year (or \$300,000 over 3 years if certain conditions are met).</p> <p>You can choose to withdraw any excess contributions plus 85% of its earnings. These earnings will be taxed at your personal rate (less a 15% tax offset). If you don't withdraw the excess contributions, they will be taxed at 47%* in the fund.</p> <p>There may be restrictions on the after-tax contributions you can make if you already have a very large balance in your super account/s.</p>

**Tax on investment earnings:** Investment earnings are taxed at up to 15%. This tax is deducted from the crediting rate that applies to your super, before the earnings are credited to your account.

**Tax on withdrawals:** Your super is made up of two components: taxable and tax-free. There's no tax payable on the tax-free component. Lump sum withdrawals are generally tax-free if you're aged 60 or over.

### Tax on the taxable component<sup>†</sup> if you're under 60

2019/2020 - If you're between your preservation age and 59, the first \$210,000 is tax-free and the balance is taxed at 17%\*.

If you're younger than your preservation age, your lump sum withdrawal will be taxed at 22%\*.

Tax on withdrawals is deducted before you receive your payment.

Tax rates, contribution limits and the way excess contributions are treated are subject to change. You should read *Tax and super* at [australiansuper.com/RefSuperTax](http://australiansuper.com/RefSuperTax)

You should provide your Tax File Number (TFN). If we don't have your TFN, your before-tax contributions and withdrawals are taxed at a higher rate and we can't accept after-tax contributions from you. You should read the important information about providing your TFN before making a decision.

Go to [australiansuper.com/RefTFN](http://australiansuper.com/RefTFN) The material relating to tax may change between the time when you read this PDS and the day when you acquire the product.

\* Includes the Medicare levy.

† If your taxable component includes an untaxed element, additional tax may be applied to that element.

## Are you self-employed?

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

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

## How to claim a tax deduction

From 1 July 2017, most Australians – not just self-employed people – can claim a tax deduction for personal (after-tax) contributions made into super. If aged between 65 and 74, you'll need to satisfy the work test to be eligible.

To claim a tax deduction for personal contributions, you need to complete a *Notice of intent to claim a tax deduction for personal super contributions* form and send it to us.

The amount of after-tax contributions for which you claim a tax deduction will then count towards your before-tax contribution cap and will be concessional tax at 15% within the Fund.

## When to claim

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

### Example



Jane can submit her claim for a tax deduction up to 30 June 2019, but she must submit her claim form before she lodges her 2017/2018 tax return.

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

- › you leave AustralianSuper
- › you transfer some or all of your benefit to another super fund
- › you transfer some or all of your benefit to a retirement income account, or
- › you split your contributions with your spouse.

Otherwise you may not be able to claim your deduction.

This area of super tax law can be complex. Speaking with a financial adviser may help you get the full benefit of making personal super contributions.

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

# 8 Insurance in your super

Insurance through AustralianSuper is designed to provide financial support if you die, or become ill or injured.

**Cover isn't provided automatically when you join Personal Plan**, but you can apply for it any time.

You can choose the types of cover you need:

- › **Death cover** – can provide a lump sum to your beneficiaries if something happens to you.
- › **Total & Permanent Disablement (TPD) cover** – can provide a lump sum if you become totally and permanently disabled and can no longer work.
- › **Income Protection** – can provide monthly payments to help you get by if you become ill or injured (at work or outside of work) and can't work temporarily.

If you have Death or TPD cover you're also covered for terminal illness. A terminal illness payment can help ease some of the financial stress if you're suffering from a terminal medical condition.

## Why insurance cover is important

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

The right insurance can protect your salary against the unexpected. If you're eligible, it can give you an income or lump sum payment, depending on whether you're temporarily or permanently unable to work. You may need cover if:

- › you or your family rely on your income to pay living expenses such as rent, bills and food
- › you have debts such as a mortgage, student loan, personal loan, credit card or car payments
- › you need to provide for children or anyone else you support financially
- › you have a job where there's a higher chance of injury than normal
- › you participate in sports competitively or as a hobby.

## Our commitment to you

We're a participant of the Insurance in Superannuation Voluntary Code of Practice. Learn about the Code, our insurance strategy and our premium adjustment arrangements at [australiansuper.com/InsuranceCode](https://australiansuper.com/InsuranceCode)

## Applying for cover is easy

You can apply for Death, TPD and Income Protection cover any time. You'll just need to provide detailed health information for the Insurer to consider and have enough money in your super account to cover the cost of your first month of insurance.

Read important information about our insurance before making a decision. Our *Insurance in your super* guide for your division at [australiansuper.com/InsuranceGuide](https://australiansuper.com/InsuranceGuide) includes terms and conditions about insurance, including costs, your eligibility for cover, how much you can apply for, what you're covered for, when it starts and stops, limited cover and exclusions, and your insurance options.

Your eligibility to claim for benefits will be determined by the Insurer in line with our insurance policy terms and conditions.

To apply for cover log into your account and go to *My insurance*. Or complete the *Change your insurance* form at [australiansuper.com/InsuranceForms](https://australiansuper.com/InsuranceForms)

### How much cover can I apply for?

You can apply for cover any time, as long as you have enough money in your account to cover the cost of your first month of insurance. The maximum cover you can apply for is shown in the table below. Your application will be considered by the Insurer and you'll need to provide detailed health information.

Type of cover	Maximum amount of cover available
Death	No maximum
TPD	\$3 million
Income Protection	\$30,000 a month or 85% of your salary, whichever is lower

### Transfer cover from another fund or insurer

You may be able to transfer your current cover from outside of AustralianSuper. Use the app, log into your account or complete the *Insurance transfer* form at [australiansuper.com/InsuranceForms](https://australiansuper.com/InsuranceForms)

### How much does cover cost?

If you get insurance, the cost of your cover will depend on the amount and type of cover you apply for, your age and your individual work rating. Costs are deducted monthly from your super account. See our *Insurance in your super* guide for details.

### What's an individual work rating?

We offer three types of individual work ratings: Standard, Low Risk and Professional. A Standard work rating is automatically given to most new members, regardless of their occupation (including manual or hazardous occupations). **A Standard work rating means your cover is the most expensive.**

But if you spend at least 80% of your time in an office environment and don't do any manual work, you may be eligible for a Low Risk or Professional rating, which means your cover will cost less.

If you think you're eligible, you can apply to change your work rating by logging into your account or answering the work ratings questions in the *Change your insurance* form at [australiansuper.com/InsuranceForms](https://australiansuper.com/InsuranceForms) when you apply for cover. Your application is subject to approval by the Insurer.

### Change your cover any time

You can apply for, change or cancel insurance cover any time by using the app, logging into your account or completing the *Change your insurance* form at [australiansuper.com/InsuranceForms](https://australiansuper.com/InsuranceForms)

Use our insurance calculator at [australiansuper.com/calculators](https://australiansuper.com/calculators) to work out the right level of cover for you, and the cost of it.

The material relating to insurance may change between the time when you read this PDS and the day when you acquire the product.

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

# 9 How to open an account

There are two ways you can join us.

## Join online

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

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

- › Set up your contributions.
- › Make your investment choice.

## Send us an application form

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

### You can change your mind about us

If you've chosen AustralianSuper (instead of your employer signing you up) and you change your mind, a 14 day 'cooling off' period applies. This period starts from the earlier of:

- › the date we confirm your AustralianSuper account has been established; or
- › five days after the date your account with AustralianSuper was established.

If you would like to cancel your membership during this period, please write to us at GPO Box 1901, Melbourne VIC 3001 or [australiansuper.com/email](mailto:australiansuper.com/email)

If you cancel your membership during this period, we'll transfer your account to an approved fund of your choice. Any contributions tax we've paid on your behalf will be deducted beforehand. We'll also deduct any fees due.

Your account will attract earnings (positive or negative) for the period of time your super has been with the fund.

Cancelling your membership during this period means you won't be entitled to any insurance benefits.

### Not happy with our service?

To make a complaint about your super account or general advice given by AustralianSuper, you can contact us by email, phone or post. Visit [australiansuper.com/contact-us](https://australiansuper.com/contact-us) for more information.

### We respect your privacy

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

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

### Temporary residents permanently leaving

If you're a temporary resident permanently leaving Australia, you have six months to claim your super from us before we have to transfer it to the Australian Taxation Office (ATO). Once we've transferred your super, you'll need to contact the ATO directly to claim it. Go to [ato.gov.au](https://ato.gov.au)

Under Australian Securities and Investments Commission relief, we don't have to give you an exit statement if we transfer your super to the ATO in these circumstances.

# 10 Changing jobs

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

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

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

## Tell your employer where to contribute

To have your employer contribute to your AustralianSuper account, complete the *Pay my super into AustralianSuper* form with this guide or at [australiansuper.com/ChooseAustralianSuper](https://australiansuper.com/ChooseAustralianSuper) and email it to your new employer.

## Compare your super fund

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

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



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

## We're here to help

Just give us a call or send us an email.

1300 300 273

8am-8pm AEST/AEDT weekdays

[australiansuper.com/email](https://australiansuper.com/email)

[australiansuper.com](https://australiansuper.com)

GPO Box 1901, Melbourne VIC 3001

1300 366 273 (Fax)





Personal Plan

# Forms to open and set up your account

Many people find it quicker and easier to open their account online at [australiansuper.com/join](http://australiansuper.com/join) or you can use these forms to open and get the most out of your account.

I want to...	
Join AustralianSuper	Complete this form in full to join AustralianSuper.
Pay my super into AustralianSuper	If you have an employer who makes super contributions for you, complete this form and give it to them.
Combine your super into AustralianSuper	Complete this form to transfer another super account to AustralianSuper. There are two copies of this form included in this form booklet. If you want to combine more than two accounts into your AustralianSuper account you can make photocopies of the form or combine online at <a href="http://australiansuper.com/combine">australiansuper.com/combine</a>

If you need any help to fill out any of these forms, please call us on 1300 300 273 between 8am and 8pm AEST/AEDT weekdays.



Don't like forms? Join online at [australiansuper.com/join](http://australiansuper.com/join)

## Privacy Collection Statement

Please read this Privacy Collection Statement to see how AustralianSuper uses your personal information.

AustralianSuper Pty Ltd (ABN 94 006 457 987) of 26/50 Lonsdale Street, Melbourne, Victoria, collects your personal information (PI) to run your super account (including insurance), improve our products and services and keep you informed. If we can't collect your PI we may not be able to do these tasks. PI is collected from you but sometimes from third parties like your employer. We will only share your PI where necessary to perform our activities with our administrator, service providers, as required by law or court/tribunal order, or with your permission. Your PI may be accessed overseas by some of our service providers. A list of countries can be found at the URLs below. Our Privacy Policy details how to access and change your PI, as well as the privacy complaints process. For complete details on the above go to [australiansuper.com/CollectionStatement](http://australiansuper.com/CollectionStatement) and [australiansuper.com/privacy](http://australiansuper.com/privacy) or call us on 1300 300 273.

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# Join AustralianSuper

Personal Plan

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

## 1. YOUR PERSONAL DETAILS

Last name

First name

Date of birth

Male Female

Mr Ms Mrs Miss Dr

Tax File Number (TFN)

Existing member number (if applicable)

You can use my TFN once to search the ATO for any other super I might have and let me know what you find. You can automatically transfer any ATO-held super to my AustralianSuper account.

**!** We're authorised under super law to collect, use and disclose your Tax File Number (TFN). You don't have to provide your TFN, but if we have it, we'll be able to accept all types of contributions into your account, you won't pay more tax than you need to and it'll be easier to find your super. If you transfer your super to another fund, we'll give them your TFN unless you tell us not to in writing. Visit [australiansuper.com/RefTFN](http://australiansuper.com/RefTFN) for more details.

Street address

Suburb

State

Postcode

Postal address (if different)

Suburb/Town

State

Postcode

Telephone (business hours)

Mobile

Email

If I provide my email address and/or phone number, I'm consenting to AustralianSuper communicating with me via email, my online account, mobile app and phone as appropriate. I understand I can change my communication preferences through my online account or by calling 1300 300 273.

## 2. INITIAL CONTRIBUTION

To join AustralianSuper Personal Plan, please write the amount of your initial contribution below. You can apply for insurance at any time as long as you have enough in your account to cover the cost of your first month of insurance. Cheques should be made payable to 'AustralianSuper' and marked 'Not Negotiable'.

Transfer amount	\$ <input type="text"/>	If you're transferring super from another fund, please complete the <i>Combine your super into AustralianSuper</i> form.
Employer contribution	\$ <input type="text"/>	This amount will be treated as a before-tax contribution and have contributions tax deducted.
Member contribution	\$ <input type="text"/>	This amount will be treated as an after-tax contribution.
Spouse contribution	\$ <input type="text"/>	If your spouse is making a contribution for you, your spouse must complete Section 6.
<b>TOTAL</b>	\$ <input type="text"/>	

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

## 3. YOUR INVESTMENT CHOICE

When you join AustralianSuper by completing this form, you'll automatically be invested in the default Balanced option – our MySuper authorised product.

If you'd like to move your money into a different investment option or options, it won't cost you anything to switch. Just log into your online account or the mobile app.



For more information about our investment options, download our *Investment Guide* at [australiansuper.com/InvestmentGuide](http://australiansuper.com/InvestmentGuide)





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# Pay my super into AustralianSuper

Give this completed form to your employer. Don't send it to us or the Australian Taxation Office.

## SECTION A: MEMBER TO COMPLETE

Complete in pen using CAPITAL letters. Print  to mark boxes.

### STEP 1. YOUR PERSONAL DETAILS

Last name	Mr	Ms	Mrs	Miss	Dr
<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
First name	Date of birth				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street address					
<input type="text"/>					
Suburb	State		Postcode		
<input type="text"/>	<input type="text"/>		<input type="text"/>		
Tax File Number (TFN)*	* You don't have to quote your TFN but if you don't provide it, your contributions may be taxed at a higher rate. Your TFN also helps you keep track of your super and allows you to make personal contributions to your fund.				
<input type="text"/>					

### STEP 2. YOUR EMPLOYER DETAILS

Employer name					
<input type="text"/>					
ABN (if known)	Employee number (if applicable)				
<input type="text"/>	<input type="text"/>				
Street address					
<input type="text"/>					
Suburb	State		Postcode		
<input type="text"/>	<input type="text"/>		<input type="text"/>		
Telephone number	Email address				
<input type="text"/>	<input type="text"/>				

### STEP 3. YOUR SUPER ACCOUNT DETAILS

Fund name	Superannuation Product Identification Number (SPIN) OR Unique Superannuation Identifier (USI)
<input type="text"/>	<input type="text"/>
Fund address	Australian Business Number (ABN)
<input type="text"/>	<input type="text"/>
Fund telephone number (8am to 8pm AEST/AEDT weekdays)	Member number (this is listed on your benefit statement)
<input type="text"/>	<input type="text"/>

### STEP 4. SIGN THIS FORM

I request that all my future super contributions be paid to AustralianSuper.

Sign here:




Date

**!** Give this form to your employer. Don't send it to us or the Australian Taxation Office.

## SECTION B: EMPLOYER TO COMPLETE

Complete this section when your employee returns the form to you with Section A completed.

### RECORD OF CHOICE ACCEPTANCE

In the two months after you receive the form from your employee you can make super contributions to either the fund you nominated or the fund the employee nominated. After the two-month period you must make payments to the fund chosen by the employee.

Date employee's choice is received	Date you act on your employee's choice
<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="2"/> <input type="text" value="0"/> <input type="text" value="Y"/> <input type="text" value="Y"/>

**!** If you don't meet your obligations, including paying your employee superannuation contribution to the correct fund, you may face penalties.

**!** Employers must keep the completed form for their own record for five years. Don't send it to the Australian Taxation Office, the employer's nominated fund or the employee's nominated fund.

### INFORMATION FOR THE EMPLOYER

Your employee has chosen to have their super contributions paid into AustralianSuper. This form is an allowable alternative to an Australian Taxation Office Standard choice form.

#### Compliance statement

AustralianSuper is a complying, resident and regulated super fund and can accept all types of super contributions within the meaning of the Superannuation Industry (Supervision) Act 1993 (SIS Act). AustralianSuper is a registrable superannuation entity and may be nominated as a default fund, as it meets the minimum statutory insurance cover requirements. The Trustee of the Fund is AustralianSuper Pty Ltd ABN 94 006 457 987 AFSL 233788.



#### How to pay super contributions into AustralianSuper

QuickSuper\* is our online payment solution that gives you the choice of making one payment for all your employees – regardless of the super fund they belong to. It's suitable for all types of businesses and is free to use.

You can register for QuickSuper at [australiansuper.com/PaySuper](http://australiansuper.com/PaySuper)<sup>†</sup> You'll need to have your company details and AustralianSuper employer number handy. If you don't have an AustralianSuper employer number, you can join us at [australiansuper.com/join](http://australiansuper.com/join)

\* QuickSuper is managed by Westpac and isn't the responsibility of AustralianSuper. QuickSuper is a registered trademark and a product owned and operated by Westpac Banking Corporation ABN 33 007 457 141. Westpac's terms and conditions applicable to the QuickSuper service are available after your eligibility for the free clearing house service is assessed by AustralianSuper. A Product Disclosure Statement (PDS) is available from Westpac upon request.

<sup>†</sup> You can choose to submit your contributions using a different service, but it needs to meet the Government's minimum data standards as legislated in the Stronger Super reforms – [australiansuper.com/StrongerSuper](http://australiansuper.com/StrongerSuper)



# Combine your super into AustralianSuper

Request to transfer whole or partial balance of super account to AustralianSuper



Complete in pen using CAPITAL letters and mark boxes with  where applicable. Form must be completed in full. This form can't be used to transfer self-managed super fund account balances. To arrange a rollover from your self-managed super fund, the administrator of your account needs to send us a Rollover Benefit Statement with a cheque payable to AustralianSuper.

If you have more than one super account to combine (either with AustralianSuper or other super funds) you'll need to photocopy this form and complete it for each account you want to combine.

## STEP 1. FILL IN YOUR PERSONAL DETAILS

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

If I provide my email address and/or phone number, I am consenting to AustralianSuper communicating with me via email, my online account, mobile app and phone as appropriate. I understand I can change my communication preferences through my online account or by calling 1300 300 273.

## STEP 2. PROVIDE SUPER ACCOUNT DETAILS

<b>FROM:</b> Fund's name	<b>TO:</b> AustralianSuper
<input type="text"/>	Member number
<input type="text"/>	<input type="text"/>
Fund phone number	Phone number <b>1300 300 273</b>
<input type="text"/>	ABN <b>65 714 394 898</b>
Member or account number	USI <b>STA0100AU</b>
<input type="text"/>	
Australian Business Number (ABN)	
<input type="text"/>	
USI*	

\* Unique Superannuation Identifier (USI)

## STEP 3. IS THIS A WHOLE OR PARTIAL BALANCE ROLLOVER?

- Whole – I'd like to transfer the whole balance of this account. This means you're asking us to close your other super account.
- Partial – I'd like to transfer a nominated amount: \$  ,  ,  .00

If you have more than one account with this fund, or want to combine your super from multiple funds, you can photocopy this form. You must complete a separate form, with original signature for each account you wish to combine into your AustralianSuper account.

Before combining your super (and your other account closes) you should consider any penalties that may apply (i.e. fees and charges, effect on insurance cover and loss of benefits). When you combine your super account, any insurance cover you have with your other super fund doesn't transfer. If you want to transfer your cover, you'll need to do this before you combine your super. For more information about transferring cover, read our *Insurance in your super* guide at [australiansuper.com/InsuranceGuide](http://australiansuper.com/InsuranceGuide)

## STEP 4. YOUR TAX FILE NUMBER

### Use my Tax File Number (TFN) to process my super rollover.

Enter your TFN here

By giving us your TFN, you're authorising us to give this information to your other super fund. They'll confirm your ID with the Australian Taxation Office. It's optional to provide your TFN but there are several advantages if you do. See *Providing your TFN* below for more information.

## STEP 5. SIGN THIS FORM

By signing this request form I'm making the following statements:

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

- I've read the Privacy Collection Statement at the front of this form booklet and I understand how AustralianSuper will use my personal information.
- If I've provided my email address and/or phone number, I consent to AustralianSuper sending me information about my account, AustralianSuper's products and services and marketing communications, including third-party products and services, via email, my online account, SMS, mobile app or phone, as appropriate and in accordance with AustralianSuper's Privacy Policy. I understand I can change my communication preferences at any time by calling AustralianSuper on 1300 300 273 or through the *Manage my communications* section of my online account.

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

### You need to sign here



Date

D	D	M	M	2	0	Y	Y
---	---	---	---	---	---	---	---

### Important information

1. You can't nominate a balance transfer date. The balance transfer will start with within three business days of the date we receive your completed application.
2. If you want to transfer any insurance cover you have with your previous fund to AustralianSuper, you'll need to complete an *Insurance transfer* form before you combine your super. Download a copy at [australiansuper.com/InsuranceForms](http://australiansuper.com/InsuranceForms)
3. If you're making a whole balance transfer, check any remaining employer contributions have been received and no future payments will be made into your FROM account.
4. This form doesn't:
  - transfer super benefits if you don't know where your super is
  - transfer benefits from multiple funds on one form – you must use a separate form for each fund you wish to transfer

- change the fund to which your employer pays your contributions
- open a new super account, or
- transfer benefits under certain conditions or circumstances, for example if there is a superannuation agreement under the Family Law Act 1975 in place.

### Providing your TFN

We're authorised under super law to collect, use and disclose your Tax File Number (TFN). You don't have to provide your TFN, but if we have it, we'll be able to accept all types of contributions into your account, you won't pay more tax than you need to and it'll be easier to find your super. If you transfer your super to another fund, we'll give them your TFN unless you tell us not to in writing. Visit [australiansuper.com/RefTFN](http://australiansuper.com/RefTFN) for more details.



To combine other super accounts into AustralianSuper, go to [australiansuper.com/combine](http://australiansuper.com/combine)

# Combine your super into AustralianSuper

Request to transfer whole or partial balance of super account to AustralianSuper



Complete in pen using CAPITAL letters and mark boxes with  where applicable. Form must be completed in full. This form can't be used to transfer self-managed super fund account balances. To arrange a rollover from your self-managed super fund, the administrator of your account needs to send us a Rollover Benefit Statement with a cheque payable to AustralianSuper.

If you have more than one super account to combine (either with AustralianSuper or other super funds) you'll need to photocopy this form and complete it for each account you want to combine.

## STEP 1. FILL IN YOUR PERSONAL DETAILS

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

If I provide my email address and/or phone number, I am consenting to AustralianSuper communicating with me via email, my online account, mobile app and phone as appropriate. I understand I can change my communication preferences through my online account or by calling 1300 300 273.

## STEP 2. PROVIDE SUPER ACCOUNT DETAILS

<b>FROM:</b> Fund's name	<b>TO:</b> AustralianSuper
<input type="text"/>	Member number
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Fund phone number	Phone number <b>1300 300 273</b>
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Member or account number	USI <b>STA0100AU</b>
<input type="text"/>	
Australian Business Number (ABN)	
<input type="text"/>	
USI*	
<input type="text"/>	

\* Unique Superannuation Identifier (USI)

## STEP 3. IS THIS A WHOLE OR PARTIAL BALANCE ROLLOVER?

- Whole – I'd like to transfer the whole balance of this account. This means you're asking us to close your other super account.
- Partial – I'd like to transfer a nominated amount: \$  ,  ,  .00

If you have more than one account with this fund, or want to combine your super from multiple funds, you can photocopy this form. You must complete a separate form, with original signature for each account you wish to combine into your AustralianSuper account. Before combining your super (and your other account closes) you should consider any penalties that may apply (i.e. fees and charges, effect on insurance cover and loss of benefits). When you combine your super account, any insurance cover you have with your other super fund doesn't transfer. If you want to transfer your cover, you'll need to do this before you combine your super. For more information about transferring cover, read our *Insurance in your super* guide at [australiansuper.com/InsuranceGuide](http://australiansuper.com/InsuranceGuide)

## STEP 4. YOUR TAX FILE NUMBER

### Use my Tax File Number (TFN) to process my super rollover.

Enter your TFN here

By giving us your TFN, you're authorising us to give this information to your other super fund. They'll confirm your ID with the Australian Taxation Office. It's optional to provide your TFN but there are several advantages if you do. See *Providing your TFN* below for more information.

## STEP 5. SIGN THIS FORM

By signing this request form I'm making the following statements:

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

- I've read the Privacy Collection Statement at the front of this form booklet and I understand how AustralianSuper will use my personal information.
- If I've provided my email address and/or phone number, I consent to AustralianSuper sending me information about my account, AustralianSuper's products and services and marketing communications, including third-party products and services, via email, my online account, SMS, mobile app or phone, as appropriate and in accordance with AustralianSuper's Privacy Policy. I understand I can change my communication preferences at any time by calling AustralianSuper on 1300 300 273 or through the *Manage my communications* section of my online account.

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

### You need to sign here



Date

D	D	M	M	2	0	Y	Y
---	---	---	---	---	---	---	---

### Important information

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2. If you want to transfer any insurance cover you have with your previous fund to AustralianSuper, you'll need to complete an *Insurance transfer* form before you combine your super. Download a copy at [australiansuper.com/InsuranceForms](http://australiansuper.com/InsuranceForms)
3. If you're making a whole balance transfer, check any remaining employer contributions have been received and no future payments will be made into your FROM account.
4. This form doesn't:
  - transfer super benefits if you don't know where your super is
  - transfer benefits from multiple funds on one form – you must use a separate form for each fund you wish to transfer

- change the fund to which your employer pays your contributions
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- transfer benefits under certain conditions or circumstances, for example if there is a superannuation agreement under the Family Law Act 1975 in place.

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