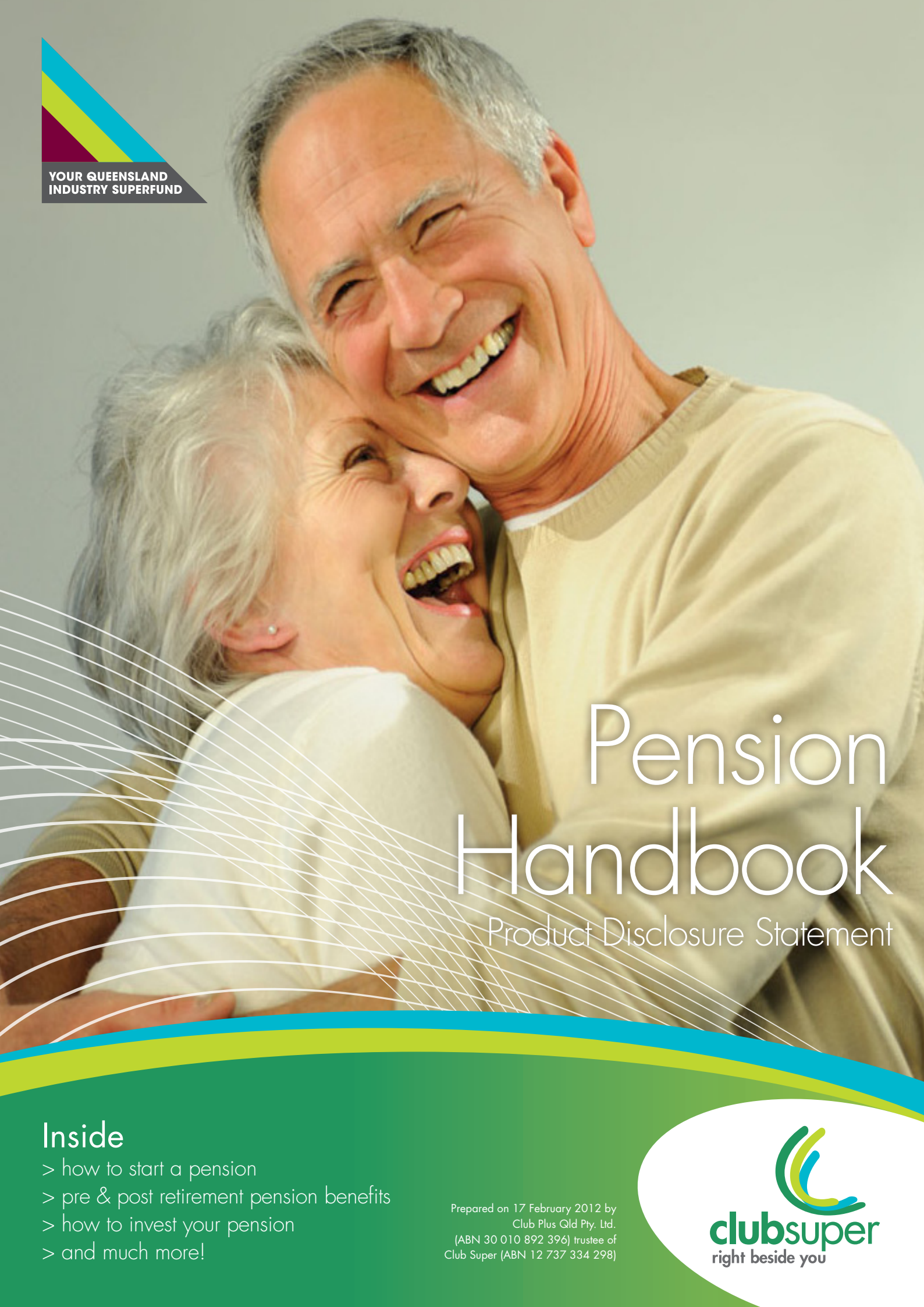




YOUR QUEENSLAND  
INDUSTRY SUPERFUND



# Pension Handbook

Product Disclosure Statement

## Inside

- > how to start a pension
- > pre & post retirement pension benefits
- > how to invest your pension
- > and much more!

Prepared on 17 February 2012 by  
Club Plus Qld Pty. Ltd.  
(ABN 30 010 892 396) trustee of  
Club Super (ABN 12 737 334 298)



# Who is Club Super?

Club Super was established over 21 years ago for the benefit of employees working in the sporting and recreational clubs and associated industries. We are a 'profit for members' fund, which means that after taxes and costs are taken out of returns, all surpluses are returned to our members. Therefore, more money and greater benefits for you! Club Super is an accumulation style superannuation fund which provides a separate account for each member to which contributions are allocated together with interest, taxes and fees. Benefits can accumulate and remain in the Fund indefinitely.

This Pension Handbook Product Disclosure Statement was issued in February 2012 for Club Super (ABN 12 737 334 298) by the Trustee of the Fund, Club Plus Qld Pty Ltd (ABN 30 010 892 396). It sets out the main features of the Club Super Pensions.

Club Plus Qld Pty Ltd is an authorised representative (Authorised Representative Number 268814) under Australian Financial Services Licence No. 238507 and is authorised to provide general financial product advice in relation to superannuation.

This Pension Handbook Product Disclosure Statement provides important information about the features, costs, benefits and investment options of the Club Super Pensions. You should also read the Financial Services Guide in conjunction with this document.

**Cooling off period:** If you apply to join any Club Super Account Based Pension, you will receive a welcome letter to confirm your application has been accepted. You then have 14 days from the receipt of this welcome letter to review the terms and conditions of the Account Based Pension – known as the “cooling off period”. If you wish to cancel your application for the Account Based Pension, you must notify Club Super of your decision, in writing, within the 14 days.

If you wish to make an enquiry about the Fund, or if you have any concerns about its operation or management, please ring Club Super or contact us at the address supplied on the next page.

The information provided by Club Super is of a general nature only and does not take into account your individual financial situation, objectives or needs. If you require such specific advice, you should contact a licensed Financial Adviser.

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# Key features of Club Super pension

When you join Club Super Pension you have the option to commence a Pre-Retirement Account Based Pension or a Post-Retirement Account Based Pension. As a member of Club Super Pension you can take advantage of some or all of the benefits listed below.

## Access to a regular Pension

You can receive your pension in monthly, quarterly, six monthly or annual payments.

## The flexibility to make lump sum withdrawals

If you're in a Post-Retirement Pension you can make lump sum withdrawals whenever you want, with no maximum. If you're on a Pre-Retirement Pension you need to satisfy a 'condition of release' such as retirement. See page 9.

## Tax free payments after 60

Tax offsets are available between ages 55-60. See pages 11-12.

## Choose your beneficiaries

Your Club Super pension gives you the ability for your pension to revert to your reversionary beneficiary if you die. See page 10.

## Member Investment Choice

Club Super offers members a choice of eight investment choice options, each with different risk / return profiles. See pages 13-15.

## Fees

There are no establishment fees and only a \$3 per week membership fee. See page 16.

## Financial Planning

Club Super offers members access to personal financial advice in relation to superannuation. You can get advice on topics such as retirement planning, investment options, Club Super pensions, and more. Only initial single issue advice on superannuation or retirement may be subsidised by Club Super. However, the fee for additional advice will be charged to you.

Call us on 1300 369 330 for more information.

## Member online

You can have access to member online. See page 9.

## Banking products

Club Super members can have access to a full range of discounted banking products through Members Equity Bank Pty Ltd (ABN: 56 070 887 679 AFS Licence: 229500).

Call us on 1300 369 330 for more information.

## Contact Us



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www.clubsuper.com.au

## Benefits of a Pre-Retirement pension

### Reduce your working hours without retiring

- Work less - relax more
- Pursue a hobby or travel

### Supplement your salary

- You can earn a full time income by only working part-time
- Control the income you receive (subject to a minimum and maximum amount) to suit your circumstances

### Tax effective income - saves you \$\$\$\$\$

- If you're 60 or over - your pension is tax free!



# Benefits of a Post-Retirement pension

## Freedom

- Do the things you want, when you want
- Travel more and spend time with your family

## Flexible income

- Control the income you receive (subject to a minimum amount) to suit your circumstances

## Ability to withdraw lump sum payments

- Take as much as you want, anytime!

## Tax effective income - saves you \$\$\$\$\$

- If you're 60 or over - your pension is tax free!



# 8 Easy Steps to start a Club Super Account Based Pension

## Step 1 - Choose a Pension

Choose a Club Super Post-Retirement or Pre-Retirement Account Based Pension depending on your personal circumstances.

## Step 2 - Rollover your super

Rollover all existing superannuation you wish to form part of your Pension first. We have included a Member Rollover Authorisation form at the back of this Handbook.

You cannot add rollovers into an Account Based Pension after it has commenced.

## Step 3 - Make your personal contributions

Deposit any money you want to form part of your superannuation before you transfer your super into a Pension. You can make a deposit via Cheque, BPAY or Direct Debit.

There are limits to the amount personal contributions you can make without paying unnecessary tax. To find out more visit the website at [clubsuper.com.au](http://clubsuper.com.au) and click on Members, then click on Contribution caps (limits) under Grow Your Super.

Once you have commenced an Account Based Pension you cannot make any further deposits or contributions.

## Step 4 - Make an investment choice

Club Super offers you a choice of eight investment options. The full range of investment options are outlined on pages 13-15. In addition, members are able to invest in more than one option. You should choose the option/s most suited to your needs. You can switch investment options monthly. The first switch in a financial year is free. Any subsequent switch in the same financial year is \$50. If you do not choose an option, your money will be invested in the last option selected for your superannuation account. If you have never chosen an option, your money will be invested in the Balanced Option.

## Step 5 - Nominate a Beneficiary

Nominate your chosen beneficiary(ies) on the attached Pension Application Form to indicate to the Trustee as to who your benefit should be paid upon your death. This is an important decision as there are a number of considerations.

Advice from a financial adviser should be sought before making a decision on your beneficiary.

## Step 6 - Decide on your income level

### Post-Retirement Account Based Pension

Your Pension payments must be equal to or above the minimum annual payment level (which is calculated on a Government-determined percentage of your Account Balance for your age group).

There is no limit on payments from a Post-Retirement option other than the balance of your super account.

### Pre-Retirement Account Based Pension

Pre-Retirement Pension benefit payments must be equal to or greater than the minimum annual payment level and equal to or no greater than 10% of your Account Balance at commencement or each 1 July.

### Temporary Reduction of the Pension Payment

Following the Global Financial Crisis, the Federal Government provided a temporary concession in that pensioners may, if they wish, take only 50% of the minimum annual pension in 2009/10 and 2010/11. This reduction has been extended for the 2011/12 financial year, but at a reduced amount of 25%. This reduction will also be extended for the 2012/13 year.

If you are a Club Super pensioner and you would like your 2011/12 pension payments reduced by 25% of the minimum annual payment amount, please contact Club Super on 1300 369 330.

## Step 7 - Decide on your payment frequency

**Monthly** – Annual payment split into 12 monthly payments paid on the 14th of each month.

**Quarterly** – Annual payment split into 4 quarterly payments paid on the 14th of every 3rd month.

**Half Yearly** – Annual payment split into 2 half-yearly payments paid on the 14th of every 6th month.

**Yearly** – Annual payment paid on the 14th of the chosen month.

*You can change this frequency at any time by notifying the Fund in writing. Payments can be made to your nominated Bank, Credit Union or Building Society.*

## Step 8 - Transfer your Club Super Superannuation Account to your chosen Account Based Pension

### (Post-Retirement or Pre-Retirement)

Simply complete the Pension Application form attached to this Handbook.

# How do Account Based Pensions work?

## What is an Account Based Pension?

An Account Based Pension provides a regular Pension to members, and requires a minimum annual payment to be made, based on your age. The pension is flexible, and you can nominate any amount above the minimum (except for a pre-retirement Account Based Pension, in which case a 10% maximum payment limit also applies).

The Club Super Account Based Pension can be taken:

- before you finish working if certain conditions are met (Pre-Retirement); or
- after retirement (Post Retirement).

## When can I start taking my superannuation?

To be eligible to commence an Account Based Pension with Club Super in Pre-Retirement you must:

- Have reached your preservation age (between 55 and 65); and
- Have a minimum Account Balance of \$10,000.

To be eligible to commence an Account Based Pension with Club Super in Post-Retirement you must:

- Have reached age 55 and be permanently retired from the workforce; or
- Have reached age 60 and left your employer; or
- Have reached age 65; or
- Have been assessed as Totally and Permanently Disabled (TPD); and
- Have a minimum Account Balance of \$10,000.

## What is a Pre-Retirement Account Based Pension?

The Pre-Retirement Account Based Pension is a transition to retirement measure. It is designed to allow you to lessen your full-time workload. If you decide to work, say, 3 days per week, your reduced salary can be supplemented by means of a Pre-Retirement Account Based Pension. You can however, elect to commence a Pre-Retirement Account Based Pension even if you continue working full-time. You may use some or all of the balance in your superannuation account to fund the Pre-Retirement Account Based Pension. However, in taking up the Pre-Retirement option you cannot withdraw ("commute") any benefits as a lump sum unless you satisfy a Condition of Release. eg. became Totally and Permanently Disabled, permanently retire or die.

A Pre-Retirement Account Based Pension requires annual payments to be between minimum and maximum amounts, which are set by the Federal Government. If you would like to work out the minimum and maximum annual payments that would apply in your own circumstances, a Pre-Retirement Account Based Pension worksheet is available on [www.clubsuper.com.au](http://www.clubsuper.com.au) by clicking on Members, and then Member Forms.

## What is a Post-Retirement Account Based Pension?

The Post-Retirement Account Based Pension allows you to invest your superannuation savings and to receive regular income payments until the total account balance is exhausted.

A Post-Retirement Account Based Pension requires minimum annual payments to be made (these rules are set by the Federal Government). If you would like to work out the minimum annual payment that would apply in your own circumstances, a Post-Retirement Account Based Pension worksheet is available on [www.clubsuper.com.au](http://www.clubsuper.com.au) by clicking on Members, and then Member Forms.

The balance of your pension is not locked away, so you can access your savings as a lump sum at any time should an unexpected expense arise.

*Requests for lump sum withdrawals must be made in writing.*

## How do I commence an Account Based Pension?

Simply complete the Pension Application Form attached to this Handbook. Cross (X) the box to indicate the type of pension you want. You start your Club Super Account Based Pension by transferring your superannuation account balance to the Account Based Pension section of Club Super.

Before you begin your Account Based Pension, it is important that you have amalgamated into your Club Super Superannuation Account all the benefits that you want to use for the Pension. This includes making any deposits of voluntary non-concessional or concessional contributions into your superannuation account, as well as rolling over any benefits you have in other superannuation funds. Limits apply to the amount of contributions that can be made to your account. See page 12 for more details.

*It is important you complete this amalgamation before commencing your Pension, as you cannot add to your initial investment once your Pension has commenced.*

## How much can I take from my Account?

Once you start a Pension, a minimum annual payment is required to be paid as a benefit each year to ensure your capital is generally drawn down over time.

**Please Note:** In the Pre-Retirement option, a maximum annual payment of 10% of your account balance also applies. In the Post-Retirement option there is no maximum amount other than the balance of your account. You must receive at least one Pension payment each year. The only exception is if you start your Account Based Pension in June. In this case, you may defer your first payment until the next financial year.

## How do I calculate my minimum annual payment?

At commencement of the Pension and each subsequent 1 July, your minimum annual payment is calculated based on your age and Account Balance at the time. You have the choice as to the level of income you receive as long as it is equal to or above the minimum annual payment requirement and in the case of the Pre-Retirement option, no more than the maximum annual payment allowed.

For the 2011/12 and 2012/13 financial year you are able to elect your minimum annual payment amount to be reduced by 25%. If you would like to receive only 75% of the minimum pension, please write "75% of minimum" in the "Income Details" section of the Pension Application Form.

# How do Account Based Pensions work? (cont)

## What is my Account Balance?

Your Account Balance is the total value of your Pension account at the time it is commenced.

Club Super will advise you of your new minimum (and maximum if Pre-Retirement) annual payment as soon as possible after the annual crediting rates for each investment option have been determined (usually in October). Until this time, your Pension payments will continue unaltered from the previous financial year. The following table shows the minimum annual payment percentage for each age group.

Age	Minimum annual payment %*
Under 65	4%
65 - 74	5%
75 - 79	6%
80 - 84	7%
85 - 89	9%
90 - 94	11%
95 or more	14%

\* Before the application of 25% reduction for 2011/12 and 2012/13.

The following is an example of how to calculate your minimum annual payment using the percentage table above.

**EXAMPLE:** George is 60 years old and commences his Account Based Pension on 1 April 2011<sup>#</sup> with \$200,000.

To determine George's minimum annual payment we multiply his \$200,000 account balance by the minimum annual payment percentage for a 60 year old, then multiply it by the number of days from 1 April 2011 to 30 June 2011 and divide by the number of days in that financial year (i.e. pro-rata).

$(\$200,000 \times 4\% \times 91/365 = \$1,994.52)$

(However, for 2011/12, George may elect to receive only 75% of \$1,994.52).

**75% x \$1,994.52 = \$1,495.89**  
**i.e. the minimum annual payment**

The payment amount (annual or pro-rata) is rounded to the nearest \$10. Where the amount ends in an exact \$5 then it is rounded up to the next whole \$10.

*\*If you commence your Pension at any date other than 1 July, your minimum annual payment for the year will be pro-rata based on the number of days in that year, except if you commence your Pension in June. In this case the first payment can be deferred until after 1 July.*

**EXAMPLE:** If George was to commence his Account Based Pension with an account balance of \$200,000 on 1 July 2011, no pro-rata calculation is performed but the option still exists to receive only 75% of the minimum annual pension payment. Therefore, assuming George remains 60 years of age, his minimum annual pension will be as follows.  $\$200,000 \times 4\% = \$8,000$ , but he may elect to receive only 75% of this amount (\$6,000).

In the case of a Pre-Retirement Pension a maximum annual payment is calculated by multiplying your account balance by 10%.

## How much can I take?

Once the minimum (and maximum if applicable) annual payment amount for the period is calculated you can choose any amount equal to the minimum annual payment and up to your full Account Balance (for the Post-Retirement option) or up to the 10% maximum (for the Pre-Retirement option).

## How do I calculate my payment amount?

Your chosen pension amount is then divided by your payment frequency (monthly, quarterly, half yearly or yearly) to determine the amount of pension you will receive in each payment.

**EXAMPLE:** George has chosen a gross benefit payment of \$18,000 p.a. and has decided to receive monthly payments from his Account Based Pension.

**\$18,000 ÷ 12 = \$1,500 per month gross Pension**

*You can change your payment amount and payment frequency at any time. Simply forward your request, in writing, to Club Super.*

## How long will my Account Based Pension last?

How long your Account Based Pension lasts depends on a number of factors, including:

- The initial amount invested;
- How much you draw from your Account Based Pension each year;
- The earnings of your chosen investment option(s);
- Fees and other costs deducted from your account; and
- The amount of any lump sum withdrawals (only available for the Post-Retirement option).

Your Pension payments will continue until your account balance falls below \$2,000, at which time a lump sum payment will be made to you and your pension account closed.

*There is no guarantee your Account Based Pension will continue for life. You may wish to seek advice from a licensed financial adviser if you are unsure if the Account Based Pension best suits your needs. If you wish to speak to a financial planner, call us on 1300 369 330.*

# How do Account Based Pensions work? (cont)

## Can I make lump sum withdrawals?

Lump sum withdrawals can only be made from post-retirement Account Based Pensions. The amount of any lump sum withdrawal is in addition to your regular pension payment. The minimum amount for a lump sum withdrawal is \$1,000, or your remaining account balance if your balance is below \$2,000.

When you make a lump sum withdrawal, the law requires that you still take at least your regular minimum income payment (pro rata) for the current financial year – in addition to your lump sum payment.

**EXAMPLE:** Mary is 66 years old and commences a Post-Retirement Account Based Pension on 1 July 2011 with \$300,000.

Mary's minimum annual payment amount will be \$15,000 (\$300,000 multiplied by 5%). Mary has opted to take the minimum annual payment amount and will receive monthly payments of \$1,250.

On October 8 2011, Mary requests a lump sum payment of \$50,000 from her account. The minimum annual payment that Mary must receive before the lump sum is paid is calculated as follows:

Minimum annual payment x (Days from 1 July to 8 October/Days in financial year)  
= \$15,000 X (100/ 365)  
= \$4,109.59

*Requests for lump sum withdrawals must be made to Club Super in writing.*

## Do I have to cash out my super at a certain age?

Superannuation laws no longer require your benefit to be paid at a certain age. However, your payments are subject to the rules of your particular fund. In the case of the Pre-Retirement pension, on reaching age 65 you have met a Condition of Release and your Account Balance becomes totally unrestricted, even if you are continuing to

work. This means after the age of 65 there is no maximum annual payment requirement on your Pension, although the minimum annual payment still applies. Your account will be transferred to the Post-Retirement option at this time and you can withdraw lump sum benefit payments from then.

## Temporary Residents

If you are a temporary resident, you are not eligible to commence a pension.

Changes to legislation prevent a temporary resident member from having an Account Based Pension. If the Australian Tax Office (ATO) identifies an existing pension member to have temporary residency status, the Trustee will receive notification from the ATO to commute the member's pension and is required to pay the benefit to the ATO as an unclaimed benefit.

If your account balance is transferred to the ATO, you will cease to be a member of Club Super and you will no longer have any rights against the Trustee of Club Super.

Unclaimed benefits can be claimed later from:

**Unclaimed Super Money  
Australian Taxation Office  
PO Box 1417  
ALBURY NSW 2640**

If you are a temporary resident, and would like more information, please see "Additional Information - How Super Works" available at [www.clubsuper.com.au](http://www.clubsuper.com.au). Go to Members, click on Publications and then Additional Information or call us on 1300 369 330.

## Go online and save time!

Need to check your pension balance? Well you don't need to wait for the end of year Member Statements. Member online is a free and easy service available for Club Super members, which enables access to your personal superannuation account details. It allows you to:

- View balance history and previous Member Statements;
- Obtain an account balance;
- Use the pension calculator; and
- View and update your current member details.

**Security** – records are protected and only accessible through a Membership Number and unique password. To access a demonstration of this system, visit [www.clubsuper.com.au](http://www.clubsuper.com.au) and click on "Login to Member Online".

# Nominating a beneficiary

You will be asked to nominate a beneficiary when you join Club Super - to provide the Fund with details as to who you wish to receive your superannuation benefits in the event of your death.

You can choose from two types of beneficiary

1. Reversionary Beneficiary
2. Preferred Nomination of Beneficiary

If you elect not to nominate a beneficiary, the Trustee of the Fund will exercise their discretion as to who will receive your benefits in the event of your death.

## 1. Reversionary beneficiary

A reversionary beneficiary will continue to receive your pension payments after your death or they can commute their pension and be paid a lump sum benefit. A reversionary beneficiary must be a dependant. The definition of a dependant is provided in "Additional Information - Insurance in your super" available at [www.clubsuper.com.au](http://www.clubsuper.com.au). Go to Members, click on Publications and then Additional Information.

You can only nominate a reversionary beneficiary when you commence your Club Super Account Based Pension. If you want to change your beneficiary at a later date, you will need to cancel this pension and purchase a new pension. However, your nomination will lapse on divorce or death of the beneficiary.

### How do I nominate a Reversionary Beneficiary?

Complete the Beneficiary Section and place a cross in the Reversionary box on the Pension Application Form provided in this Handbook.

## 2. Preferred Nomination of Beneficiary

Where a Preferred Nomination of Beneficiary section has been made the Trustee of the Fund will consider your nomination of preferred beneficiaries, your Will, and other factors relevant at the time of your death in deciding how to distribute your benefits and pay a lump sum to your Beneficiary/ies.

You can change your Preferred Nomination of Beneficiaries at any time.

*If you are having difficulties in deciding on a beneficiary you should speak to a financial adviser who can help you to make an informed choice.*

### How do I nominate a Preferred Beneficiary?

Complete the Beneficiary Section details and place a cross in the Preferred box on the Pension Application Form provided in this Handbook.

### What happens if I die?

In the event of your death, there are two options as to how your Pension benefits are treated.

#### Option 1:

Pension payments continue to be made to a Reversionary Beneficiary after your death.

Your Reversionary Beneficiary will have the choice to continue receiving Pension payments or to withdraw the account balance as a lump sum.

#### Option 2:

A lump sum payment is made to your Beneficiary after your death.

## Flood levy for 2011/12

For the 2011/12 year only, the Federal Government has introduced a temporary Flood and Cyclone Reconstruction Levy (flood levy) applying to taxable income. In addition to affecting PAYG salary and income, the flood levy will also apply to superannuation pension payments (and some lump sum payments) received in 2011/12, but only where the taxable component of the payment exceeds \$50,000. The flood levy applies in addition to existing taxation rates and will only apply to pension payments to members under age 60.

You are exempt from the flood levy if you have been affected by a declared natural disaster that occurred during 2010/11 and are in receipt of an Australian Government Disaster Recovery Payment from Centrelink.

If the taxable component of your Club Super pension payments in 2011/12 exceeds \$50,000, the flood levy will automatically be included in the tax taken out of your pension, regardless of whether you may be exempt. If you are exempt, you will be eligible to reclaim the flood levy when you lodge your income tax return for the 2012 financial year.

The rate at which the flood levy tax will apply is set out below.

Taxable income	Flood levy on this income
\$0 to \$50,000	Nil
\$50,001 to \$100,000	Half a cent for each \$1 over \$50,000
Over \$100,000	\$250 plus 1c for each \$1 over \$100,000

# Taxation

## Taxation and Post-Retirement and Pre-Retirement Account Based Pensions

Benefits paid from a taxed superannuation fund such as Club Super either as a lump sum or Pension are tax-free when paid to members aged 60 and over.

However, if benefits are paid from a taxed superannuation fund to a person aged under 60 they comprise two components:

### 1. Tax-Free Component

The tax-free component will always be paid tax-free to a member, regardless of their age.

### 2. Taxable Component

The Taxable component is the remaining benefit after the tax-free component has been deducted.

**For those aged under 60 the taxable portion of their Pension will be taxed at the marginal tax rate. However, a Tax Offset of 15% of the taxable portion may apply.**

**No tax applies to the earnings in your Account Based Pension account.**

Please refer to "Additional Information - How super is taxed" available at clubsuper.com.au. Go to Members, click on Publications and then Additional Information for more information.

## Tax File Number

Members under age 60 commencing a pension must complete a Tax File Number (TFN) declaration (copies are available from Club Super or from the Australian Taxation Office). Even if you have previously supplied Club Super with your TFN, the TFN declaration form should be completed because it allows you to advise the Fund whether you are claiming the tax free threshold (currently \$6,000 per annum) and the 15% pension tax offset. This in turn will impact on the tax that Club Super will deduct from your pension payments.

If you do not advise Club Super of your TFN, the Fund will deduct tax at the top marginal rate (plus Medicare levy) from the taxable component of your pension.

## Tax-Free and Taxable portions

The proportion of the Pension payment amount (as well as any lump sum withdrawals, if applicable) comprised of the tax-free component will be determined based on the relevant proportion of tax-free component that made up the Account Balance at the commencement of the Pension.

### EXAMPLE

Bill, who is aged 56 and has retired, commences an Account Based Pension with Club Super on 1 July 2011 with a \$400,000 Account Balance. The Tax-Free Component of this balance at commencement is \$100,000.

Tax Free component = 25% of Account Balance (\$100,000/\$400,000)

## How much tax will I pay?

The tax you pay on the taxable component of your benefits varies according to your age and whether you are taking the benefit as a lump sum (in Post-Retirement) or Pension.

Members aged 60 or above will not pay any tax.

The following table is a break down of age-related tax rates for both the Pension and lump sum benefit payments.

Age	Tax on Pension	Tax on Lump Sum
55 – 59	Marginal tax rates with tax offset	Up to the low rate cap is Tax-free. Excess at 15% + Medicare Levy. Please Note: The low rate cap is \$160,000 for 2011/12 (indexed).
60 and above	Tax-Free	Tax-Free

## Tax Offset

Members under the age of 60 who commence a pension may still be eligible to receive the 15% tax offset on the taxable component of their Pension. Members eligible for the 15% offset have:

- Attained their preservation age (age 55); or
- Are receiving the Pension as a result of invalidity; or
- Are receiving the Pension as a result of death of the primary beneficiary.

## Tax on lump sum death benefit

A lump sum death benefit will be tax free if paid to a person who is a dependant. A dependant for tax purposes is:

- A spouse or former spouse (including a defacto spouse and same-sex partner);
- A child less than 18 years of age;
- A person with whom you had an interdependency relationship just before you died;
- Or any other person who was financially dependent on you just before you died.

If the lump sum is paid to a non-dependant, the taxable component will be taxed at 15% plus Medicare Levy, except where the beneficiary has not supplied their TFN, in which case the taxable component will be taxed at the top marginal rate plus Medicare Levy.

## Tax on a death benefit paid as a reversionary pension

The taxation of a death benefit paid as a reversionary pension will depend upon the age of the primary\* and reversionary beneficiary. If the primary beneficiary was aged 60 or more at the time of death, then payments to the reversionary beneficiary will be tax exempt.

If the Club Super Pension member was under age 60 at the time of death, the pension will be taxed at the reversionary beneficiary's marginal tax rate unless, or until, the reversionary beneficiary is aged 60 or more, in which case the pension becomes tax exempt. Between preservation age and 59, the reversionary beneficiary may also be entitled to a 15% tax offset.

\*The Primary beneficiary is the Club Super Pension member.

## Taxation (continued)

Death benefits can be paid as a reversionary pension to a child. However, the pension must be paid out as a lump sum once the child:

- Attains age 18 years of age, or
- Is aged between 18 and 24 years inclusive and ceases to be financially dependent upon the member.

The pension may continue to be paid for a child aged 25 years or over only where the child has a permanent disability.

### Will I have to lodge a tax return?

Members aged 60 or above do not have to declare tax-free income paid from taxed sources of superannuation. If you are 60 or over and your only source of income is superannuation benefits from a taxed source you will not need to lodge an income tax return.

Members aged between 55 and 59 may still have to pay tax and lodge a tax return. All payments will be split into tax-free and taxable components as explained above.

**All members with income from other sources, including from investments or untaxed superannuation sources such as some public service super funds, will have to lodge a tax return.**

### Taxation in Pre-Retirement

#### Pre-Retirement and concessional contributions

Members choosing the Pre-Retirement Pension option may still be eligible for compulsory employer Superannuation Guarantee (SG) contributions.

Employees eligible for SG superannuation contributions must:

- earn at least \$450 in a calendar month; and
- be under 70 years of age.

However, SG contributions can only be made to superannuation benefits still in the Accumulation Phase, therefore a separate account will be established for your Pension.

#### Pre-Retirement and non-concessional contributions?

You cannot make any contributions to your Pension account. However, personal (Non-Concessional) contributions to your superannuation account can be made until the age of 75.

Members aged under 65 do not have to meet the Work Test to be allowed to make personal contributions to their super, but from age 65-74 members must meet the Work Test before making the contribution. To satisfy the Work Test you must have worked at least 40 hours in any consecutive 30 day period during the financial year ended June 30.

#### Pre-Retirement - tax advantages

As there is no requirement for you to reduce your working hours in order to commence a Pre-Retirement Pension after age 55, it may be possible (depending on your employment arrangements) to Salary Sacrifice a significant portion of your income into superannuation. In addition, investment earnings on your Pre-Retirement Account Based Pension will be tax-free.

Also, taxable Pension payments are eligible for a 15% tax offset, whereas your salary would be otherwise fully taxable.

Salary sacrifice contributions count towards your Concessional Contributions cap and also count to your RESC. This should be taken into account when calculating the tax advantages of a Pre-Retirement Pension. To find out more visit the website at [clubsuper.com.au](http://clubsuper.com.au) click on Members, then click on Salary Sacrifice under Grow Your Super.

#### EXAMPLE of Salary Sacrifice

Mike, aged 55, earns \$70,000 per year and has \$450,000 in his current super account. Mike does not wish to stop working, but would like to begin a transition to retirement by reducing his weekly working hours.

Mike cannot afford to reduce his take-home income. His financial adviser suggests that Mike commences a Pre-Retirement Account Based Pension with Club Super and use the pension payments to supplement his wages, while sacrificing the equivalent amount back into his superannuation.

In choosing this strategy Mike can take advantage of tax-free investment earnings on his Pre-Retirement Account Based Pension while also being eligible for the 15% tax offset on the taxable component of his Pre-Retirement Account Based Pension payments.

**The information given does not take into account your individual financial situation, objectives or needs. If you require such specific advice you should contact a licensed financial adviser.**

#### What are concessional contributions?

- Employer contributions;
- Salary sacrifice contributions;
- Self employed contributions for which a tax deduction is claimed.

#### What are non-concessional contributions?

- Personal (after tax) contributions;
- Spouse contributions; and
- Contributions over the concessional contributions limit.

#### What contribution limits apply?

For 2011/12 year, contributions which are taxed concessionally are limited to:

- \$25,000 for concessional contribution (or \$50,000 if you are aged 50 or over)
- \$150,000 for non-concessional contributions (or \$450,000 over 3 years if you are under age 65).

#### What if the contribution limits are exceeded?

- Any Concessional Contributions in excess of \$25,000 (indexed) per financial year to June 30 will be taxed at an additional 31.5% on top of the current 15% tax on contributions.
- Any non-concessional contributions in excess of six times the indexed concessional contributions limit (\$150,000 for 2011/12) will be taxed at 46.5%. This tax must be taken from your superannuation account.

For more information about these rules and your eligibility to make contributions, see "Additional Information - How super works" - available at [www.clubsuper.com.au](http://www.clubsuper.com.au). Go to Members, click on Publications and then Additional Information.

# Investments

We know that many of our members are taking more interest in how their super is invested. That's why we've provided you with eight investment options to choose from:

Balanced (default)	Cash
Growth	Australian Shares
Capital Stable	International Shares
Property	Fixed Interest

It is important you understand the associated risk and potential benefits of each option. If you do not exercise choice, your super will remain in the option you last selected. If you have never made an investment choice, your Pension will be invested in the Balanced option.

## So how do I make an investment choice?

You can nominate one investment option, or a mix of different options, for your account balance. For example, you may elect as follows:

Balanced	40%
Growth	25%
Australian Shares	35%
<b>Total</b>	<b>100%</b>

To nominate a different mix of investment options for your Pension Account Balance, please complete the Member Investment Choice section on the Pension Application form. If you wish to switch out of your current option, complete a Pension Member Investment Choice form available at [www.clubsuper.com.au](http://www.clubsuper.com.au). Go to Members, and then Member Forms.

For more information on investment choice, asset classes and investment risk, please read "Additional Information - How we invest your money" - available at [www.clubsuper.com.au](http://www.clubsuper.com.au). Go to Members, click on Publications and then Additional Information.

Your switch will be effective from the start of the following month after your completed form is received. You must provide at least 5 working days notice. You are entitled to one free switch each financial year.

## Which option(s) are best for me and what are the risks?

All investments involve a degree of risk. Investment risk can be described as the possibility of losing or not gaining capital over a given timeframe. The key to choosing the investment options that are right for you is deciding on the level of investment return you want to achieve and how comfortable you are with investment risk in relation to that strategy.

The tables on pages 14-15 of this Handbook, in conjunction with the document "Additional Information - How we invest your money" - available at [www.clubsuper.com.au](http://www.clubsuper.com.au) may assist you with your decision. Go to Members, click on Publications and then Additional Information.

## How is interest credited to my account?

Interest is calculated on a daily basis, after taking into account deductions for tax and administration fees. Interest is credited as at 30 June each year. The annual returns are determined by the Trustee, having regard to the actual investment return on the Fund's assets in each investment option, after tax and expenses.

The Trustee will declare a monthly crediting rate for each investment option and disclose the details on the Fund's website. These rates are determined by the Trustee with regard to the actual investment return on the Fund's assets, after estimated tax and expenses. The declared monthly crediting rates are applied to members' accounts following the end of each financial year, or on earlier exit, based upon the transactions in each month. Interest is calculated from the date of each transaction for the number of remaining days in the month. Interest then compounds at the end of each month. The crediting rates can also be negative, in line with movements in the value of the Fund's investments, in which case the interest applied will be negative. The crediting rates are combined for the options and percentages you have selected, and a single interest amount is applied to each account.

## What happens if I switch or leave?

Any switch to your investment option(s) are effective from the start of the following month after your switch form is received. Your account will be credited with the declared rates for the previous months, as outlined above. If you exit the Fund before the Trustee has declared the most recent monthly crediting rate/s, an interim rate is used for each investment option.

The Trustee determines the interim rate/s, based upon benchmark returns which reflect the investment performance for each investment option at that point in time. The interim rates are reviewed regularly to reflect movements in investment markets and may change without notice.

Labour standards or environmental, social or ethical considerations are not taken into account in selecting, retaining or realising the investments of the Fund.





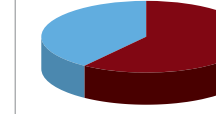
# Member Investment Choice

## Diversified Options

Crediting Rates	Balanced	Growth	Capital Stable																																																																																							
30 June 2011	9%	9.42%	7.36%																																																																																							
30 June 2010	10.70%	11.52%	10.55%																																																																																							
30 June 2009	-15.60%	-17.60%	-3.20%																																																																																							
30 June 2008	-8.40%	-11.20%	1.40%																																																																																							
30 June 2007	18.50%	19.50%	10.00%																																																																																							
5 year average*	2.02%	1.31%	5.09%																																																																																							
Investment return objectives	To achieve a competitive rate of return through investment in a diversified range of assets, in order to optimise members' eventual retirement benefits.	To provide a medium to high risk investment with the potential for a high level of growth over the long term. Crediting rates could be negative or zero.	To provide security of capital, while delivering returns that will exceed cash over the medium term.																																																																																							
Description of investment return	Investments are diversified across a mix of asset classes with a bias more towards shares and property than defensive assets. This option is suited to an investor with a long term investment horizon of at least 5 years. Investors are seeking exposure mainly to growth assets, but with some defensive exposure to reduce volatility. Investors are prepared to accept negative returns on average once every five years.	Predominately shares and property with little defensive exposure. This option is suited to an investor with a longer term horizon of at least 7 years. Investors are seeking higher long term returns than the Balanced portfolio through higher exposure to growth assets, while still retaining some exposure to defensive investments. Investors are prepared to accept negative returns on average once every four years.	Invests predominantly in defensive assets such as cash and fixed interest securities, with a limited exposure to Australian and international shares and property. This option is suited to an investor who would like limited exposure to growth investments, and are looking for long term returns higher than that of cash or fixed interest while being protected to some extent against the volatility of the share markets.																																																																																							
Mix of asset classes	<table border="1"> <thead> <tr> <th>Asset Class</th> <th>Benchmark%</th> <th>Range%</th> </tr> </thead> <tbody> <tr> <td>Australian Shares</td> <td>35</td> <td>25 - 45</td> </tr> <tr> <td>International Shares</td> <td>25</td> <td>10 - 30</td> </tr> <tr> <td>Property</td> <td>10</td> <td>5 - 15</td> </tr> <tr> <td>Growth Alternatives</td> <td>5</td> <td>0 - 15</td> </tr> <tr> <td><b>Growth Assets Total</b></td> <td><b>75</b></td> <td></td> </tr> <tr> <td>Defensive Alternatives</td> <td>10</td> <td>0 - 15</td> </tr> <tr> <td>Fixed Interest</td> <td>10</td> <td>0 - 20</td> </tr> <tr> <td>Cash</td> <td>5</td> <td>(Balance)</td> </tr> <tr> <td><b>Defensive Assets Total</b></td> <td><b>25</b></td> <td></td> </tr> </tbody> </table>	Asset Class	Benchmark%	Range%	Australian Shares	35	25 - 45	International Shares	25	10 - 30	Property	10	5 - 15	Growth Alternatives	5	0 - 15	<b>Growth Assets Total</b>	<b>75</b>		Defensive Alternatives	10	0 - 15	Fixed Interest	10	0 - 20	Cash	5	(Balance)	<b>Defensive Assets Total</b>	<b>25</b>		<table border="1"> <thead> <tr> <th>Asset Class</th> <th>Benchmark%</th> <th>Range%</th> </tr> </thead> <tbody> <tr> <td>Australian Shares</td> <td>40</td> <td>35 - 55</td> </tr> <tr> <td>International Shares</td> <td>30</td> <td>20 - 40</td> </tr> <tr> <td>Property</td> <td>10</td> <td>0 - 15</td> </tr> <tr> <td>Growth Alternatives</td> <td>10</td> <td>5 - 15</td> </tr> <tr> <td><b>Growth Assets Total</b></td> <td><b>90</b></td> <td></td> </tr> <tr> <td>Fixed Interest</td> <td>5</td> <td>0 - 15</td> </tr> <tr> <td>Cash</td> <td>5</td> <td>(Balance)</td> </tr> <tr> <td><b>Defensive Assets Total</b></td> <td><b>10</b></td> <td></td> </tr> </tbody> </table>	Asset Class	Benchmark%	Range%	Australian Shares	40	35 - 55	International Shares	30	20 - 40	Property	10	0 - 15	Growth Alternatives	10	5 - 15	<b>Growth Assets Total</b>	<b>90</b>		Fixed Interest	5	0 - 15	Cash	5	(Balance)	<b>Defensive Assets Total</b>	<b>10</b>		<table border="1"> <thead> <tr> <th>Asset Class</th> <th>Benchmark%</th> <th>Range%</th> </tr> </thead> <tbody> <tr> <td>Australian Shares</td> <td>10</td> <td>5 - 15</td> </tr> <tr> <td>International Shares</td> <td>5</td> <td>0 - 10</td> </tr> <tr> <td>Property</td> <td>10</td> <td>0 - 15</td> </tr> <tr> <td>Growth Alternatives</td> <td>5</td> <td>5 - 15</td> </tr> <tr> <td><b>Growth Assets Total</b></td> <td><b>30</b></td> <td></td> </tr> <tr> <td>Defensive Alternatives</td> <td>10</td> <td>0 - 15</td> </tr> <tr> <td>Fixed Interest</td> <td>20</td> <td>20 - 40</td> </tr> <tr> <td>Cash</td> <td>40</td> <td>(Balance)</td> </tr> <tr> <td><b>Defensive Assets Total</b></td> <td><b>70</b></td> <td></td> </tr> </tbody> </table>	Asset Class	Benchmark%	Range%	Australian Shares	10	5 - 15	International Shares	5	0 - 10	Property	10	0 - 15	Growth Alternatives	5	5 - 15	<b>Growth Assets Total</b>	<b>30</b>		Defensive Alternatives	10	0 - 15	Fixed Interest	20	20 - 40	Cash	40	(Balance)	<b>Defensive Assets Total</b>	<b>70</b>	
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Minimum suggested time frame	3 to 5 years	At least 7+ years	Up to 3 years																																																																																							
Summary of the level of risk	Medium to high risk. Chance of a negative return is 1 in every 5 years.	Medium to high risk. Chance of a negative return is 1 in every 4 years.	Low to medium risk. Chance of a negative return is 1 in every 10 years.																																																																																							

You are entitled to one free switch of investment options each financial year.

## Single Asset Class Options

Crediting Rates	Cash	Property <sup>^</sup>	Australian Shares <sup>^</sup>	International Shares <sup>^</sup>	Fixed Interest <sup>^</sup>																																																
30 June 2011	4.67%	9.33%	9.86%	5.73%	6.97%																																																
30 June 2010	3.45%	4.28%	14.90%	11.20%	13.66%																																																
30 June 2009	4.10%	-10.60%	9.70%	-0.90%	5.80%																																																
30 June 2008	7.30%	-	-	-	-																																																
30 June 2007	6.30%	-	-	-	-																																																
5 year avg*	5.15%	0.64%	11.46%	5.23%	8.76%																																																
<b>Investment return objectives</b>	To provide security of capital over all periods.	To achieve a return before tax and after fees that exceeds the 100% Mercer Unlisted Property Unit (pre tax) over rolling 3 year periods.	To achieve a return before tax and after fees that exceeds the S&P/ASX 300 Accumulation Index over rolling 3 year periods.	To achieve a return before tax and after fees that exceeds the MSCI World ex-Australia Index in \$A over rolling 3 year periods.	To achieve a return before tax and after fees that exceeds the 50% UBSA Composite Bond Index, 50% Lehman Global Aggregate Hedged Index over rolling 3 year periods.																																																
<b>Description of investment return</b>	Investments in short term money market securities and fixed interest. Investments include bank deposits, bank bills and cash management trusts. This option is suited to risk averse investors who seek stability, low volatility and a positive return on their investments. They are prepared to sacrifice the higher long term returns available from more growth oriented options for more stable levels of returns.	This option is only invested in property. This option is suited to investors that seek exposure to growth assets through investments in property. Investors have a long term investment horizon and are seeking a lower level of volatility than equities, but expect a lower level of returns in the long term.	This option is only invested in Australian Shares. This option is suited to risk seeking investors with a long-term investment horizon who seek exposure to Australian equities. Investors are prepared to accept a high level of volatility with the likelihood of negative returns on average every three to four years.	This option is only invested in International Shares. This option is suited to risk seeking investors with a long term investment horizon who seek exposure to international equities. Investors are prepared to accept a high level of volatility with the likelihood of negative returns on average every five years.	This option is invested in Australian and international fixed interest. This option is suited to members seeking a higher level of returns than cash, while retaining a low level of volatility and accepting a lower level of returns than shares and property in the long term.																																																
<b>Mix of asset classes</b>	<table border="0"> <tr> <td>Asset Class</td> <td>B'mark %</td> <td>Range %</td> </tr> <tr> <td>■ Cash .....</td> <td>100</td> <td>0-100</td> </tr> <tr> <td>Defensive Assets Total .....</td> <td>100</td> <td></td> </tr> </table> 	Asset Class	B'mark %	Range %	■ Cash .....	100	0-100	Defensive Assets Total .....	100		<table border="0"> <tr> <td>Asset Class</td> <td>B'mark %</td> <td>Range %</td> </tr> <tr> <td>■ Property .....</td> <td>100</td> <td>0-100</td> </tr> <tr> <td>Growth Assets Total .....</td> <td>100</td> <td></td> </tr> </table> 	Asset Class	B'mark %	Range %	■ Property .....	100	0-100	Growth Assets Total .....	100		<table border="0"> <tr> <td>Asset Class</td> <td>B'mark %</td> <td>Range %</td> </tr> <tr> <td>■ Australian Shares .....</td> <td>100</td> <td>0-100</td> </tr> <tr> <td>Growth Assets Total .....</td> <td>100</td> <td></td> </tr> </table> 	Asset Class	B'mark %	Range %	■ Australian Shares .....	100	0-100	Growth Assets Total .....	100		<table border="0"> <tr> <td>Asset Class</td> <td>B'mark %</td> <td>Range %</td> </tr> <tr> <td>■ International Shares .....</td> <td>100</td> <td>0-100</td> </tr> <tr> <td>Growth Assets Total .....</td> <td>100</td> <td></td> </tr> </table> 	Asset Class	B'mark %	Range %	■ International Shares .....	100	0-100	Growth Assets Total .....	100		<table border="0"> <tr> <td>Asset Class</td> <td>B'mark %</td> <td>Range %</td> </tr> <tr> <td>■ Australian Fixed Interest .....</td> <td>60</td> <td>30-70</td> </tr> <tr> <td>■ International Fixed Interest .....</td> <td>40</td> <td>30-70</td> </tr> <tr> <td>Defensive Assets Total .....</td> <td>100</td> <td></td> </tr> </table> 	Asset Class	B'mark %	Range %	■ Australian Fixed Interest .....	60	30-70	■ International Fixed Interest .....	40	30-70	Defensive Assets Total .....	100	
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■ International Fixed Interest .....	40	30-70																																																			
Defensive Assets Total .....	100																																																				
<b>Minimum suggested time frame</b>	12 months	At least 7-10 years	7+ years	7+ years	At least 3 years																																																
<b>Summary of the level of risk</b>	Low risk. The chance of a negative return is negligible.	Medium to high risk. The chance of a negative return is 1 in every 6 years.	High risk. The chance of a negative return is 1 in every 3.5 years.	High risk. The chance of a negative return is 1 in every 5 years.	Low risk. The chance of a negative return is 1 in every 32 years.																																																

<sup>^</sup>This option commenced from 1 January 2009, therefore no prior period returns are available.

\* 'Average' is the compound average of the Annual returns for each investment option for the past 5 years. C.P.I. over the same 5 year period averaged 3.6% in eight capital cities. No information exists for the Property, Australian Shares, International Shares and Fixed Interest options prior to the 30 June 2009 year as these options were introduced on 1 January 2009. Members are credited with the earnings from the underlying investments in each option net of taxes and investment expenses.

Past performance is not necessarily an indication of future performance.

You don't have to put all of your money into one option. You can mix and match options if you wish. Need help selecting the best option for you? Call us on **1300 369 330**.

# Fees and other costs

## Consumer advisory warning

### Did You Know?

Small differences in both investment performance and fees and costs can have a substantial impact on your long term returns.

For example, total annual fees and costs of 2% of your fund balance rather than 1% could reduce your final return by up to 20% over a 30 year period (for example, reduce it from \$100,000 to \$80,000).

You should consider whether features such as superior investment performance or the provision of better member services justify higher fees and costs.

You may be able to negotiate to pay lower contribution fees and management costs where applicable. Ask the fund or your financial adviser.

### To Find Out More

If you would like to find out more, or see the impact of 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 fee calculator to help you check out different fee options.

Please note that Club Super is unable to negotiate fees with individual members as we do not charge any contribution fees or advisory fees.

This document shows fees and other costs that you may be charged. These fees and costs may be deducted from your money, from the returns on your investment or from the Fund assets as a whole. You should read all the information about fees and costs because it is important to understand their impact on your investment. Fees and costs for particular investment options are set out below.

Type of fee or costs	Amount	How & when paid
<b>Fees when your money moves in or out of the fund</b>		
<b>Establishment fee</b> The fee to open your investment	Nil	Not applicable
<b>Contribution fee</b> The fee on each amount contributed to your investment – either by you or your employer	Nil	Not applicable
<b>Withdrawal fee</b> The fee on each amount you take out of your investment	Nil	Not applicable
<b>Termination fee</b> The fee to close your investment	Nil	Not applicable
<b>Management costs</b>		
<b>Operational cost</b> The fees and costs for managing your investment. The amount you pay for specific investment options is detailed on the following page.	0.17% to 0.81% p.a. (\$1.70 to \$8.10 p.a per \$1,000) plus \$156.00 p.a. (\$3.00 p.w.)	The fees and costs calculated as a percentage of Fund assets are deducted from the Fund's investment earnings before the interest crediting rate is determined. This comprises management costs of the Fund as well as fees paid to investment managers. The \$3.00 per week fee is an account-keeping fee deducted from your account balance.
<b>Other management costs*</b> Administration	up to 0.30% of assets	This amount is already deducted from investment returns before they are credited or debited to your account.
<b>Performance fees*</b>	Estimated to be between 0 and 0.128% p.a. of your account balance, depending on your investment option.	This amount is already deducted from investment returns before they are credited or debited to member accounts.
<b>Service fees</b>		
<b>First investment switching fee</b> Subsequent fee for switching investment options	Nil \$50	No fee is charged for your first switch in each financial year. Deducted from your account balance at the time of your second and subsequent switches in the same financial year.
Location fee	\$35	Payable if your address is incorrect and we need to use our search agency to locate you. The fee is deducted from your account balance at the time your address is updated.
Family law enquiry fee	\$110	Charged to process requests for information from your spouse, and is payable by cheque by your spouse at the time of processing a request for information.
Family law splitting fee	\$100	Charged for splitting an account under the Family Law Act, and is divided evenly and deducted from your and your spouse's account balances at the time of processing the split.

## Additional Explanation of fees and costs

For tax costs, refer to pages 11 and 12 of this Handbook. The Fund passes the benefit of any taxation deductions indirectly to members through the crediting rate. Club Super does not charge any advisory fees.

Fees and charges may be reviewed at any time by the Trustee. However, members will be notified in writing at least 30 days in advance of any increase to a fee charged by the Trustee. The indirect costs of the Management costs comprises expenses of the Fund, including fees paid to investment managers, and these may change at any time. Performance fees are paid by the Fund to underlying investment managers, where a manager has outperformed a pre-determined benchmark.

For the year ended 30 June 2011, total performance fees represented 0.084% of the Fund's average net assets and were paid to three investment managers who outperformed their benchmarks of: MSCI ex Australia Index + 2% p.a. over rolling 3 year periods; the S&P/ASX300 Accumulation index over rolling 5 year periods; and the RBA cash rate + 7% over rolling 3 year periods.

## You Benefit Through Low Fees and No Commissions

Club Super is a profit for members superannuation fund, which means that you benefit as all profits are returned to members. There are no entry or advisers' fees. Club Super does not pay commissions or incentives to agents.

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

This table gives another example of how the fees and costs in the balanced investment option for this product can affect your superannuation investment over a 1 year period. You should use this table to compare this product with other superannuation products.

<b>EXAMPLE – the Balanced Investment Option</b>		Balance of \$50,000 with a contribution of \$5,000 during year
Contribution fees	Nil	For every \$5,000 you put in, you will be charged \$0
PLUS Management Costs	(0.66% + 0.054% + 0.30%) + \$156.00 p.a. (\$3.00 p.w.)	And for every \$50,000 you have in the fund you will be charged \$507 each year plus \$156.00 in administration fees, regardless of your balance
EQUALS Cost of fund		If you put \$5,000 in during a year and your balance was \$50,000, then for that year you will be charged fees of:  <b>\$663.00*</b>  What it costs you will depend on the investment option you choose and the fees you negotiate with your fund or financial adviser.
<b>EXAMPLE – the Balanced Investment Option</b>		Balance of \$20,000 with a contribution of \$5,000 during year
Contribution fees	Nil	For every \$5,000 you put in, you will be charged \$0
PLUS Management Costs	(0.66% + 0.054% + 0.30%) + \$156.00 p.a. (\$3.00 p.w.)	And for every \$20,000 you have in the fund you will be charged \$202.80 each year plus \$156.00 in administration fees.
EQUALS Cost of fund		If you put \$5,000 in during a year and your balance was \$20,000, then for that year you will be charged fees of:  <b>\$358.80*</b>  What it costs you will depend on the investment option you choose and the fees you negotiate with your fund or financial adviser.

\*Additional fees may apply. Please refer to the Additional Explanation of fees and costs.

## Operational costs for each investment option

Capital Stable	0.46%
Balanced (Default)	0.66%
Growth	0.64%
Cash	0.17%
Fixed Interest	0.52%
Property	0.65%
Australian Shares	0.60%
International Shares	0.81%

Operational costs are deducted from the Fund's investment before the interest crediting rate is determined. These figures exclude the 0.3% administration fee and any performance fees.

# Providing Information to Club Super – Privacy

The purpose of collecting the information we have asked you for on the Member Application form is to provide superannuation benefits for you. This includes admitting you as a member, administering your account and identifying when you may become entitled to benefits.

If you do not provide the information required on the Member Application form, your membership rights will be restricted and Club Super may be unable to properly administer your benefits and notify you about your entitlements.

If there is any dispute about your entitlement, Club Super may disclose information about you to other advisers (for example, legal advisers).

In addition, Club Super may also provide you with information about benefits provided by third parties, such as home loans or other products and services which are available to you as a member. Club Super will not pass your personal information to any organisation for the purposes of direct mailing or marketing. If you do not want such information provided to you, simply contact Club Super.

If you wish to obtain personal Financial Advice, Club Super will provide information to the preferred Financial Planning organisation appointed by the Fund.

Club Super may cross match your personal details with other superannuation funds with a similar membership to help locate any other superannuation accounts in your name, or to identify your current address if you have not notified us of your change of address. Club Super may also provide your details to an external address location service provider if we do not have a current address for you.

If you would prefer that your details not be disclosed for the purposes of cross matching, you should advise us of this in writing. By signing the Member Application form, you consent to the disclosure of information about you for those purposes.

## Advising your Tax File Number (TFN)

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

It is not an offence not to quote your TFN. However giving your TFN to your superannuation fund will have the following advantages (which may not otherwise apply):

- your superannuation fund will be able to accept all types of contributions to your account/s (superannuation, not pension accounts);
- the tax on contributions to your superannuation account/s will not increase;
- other than the tax that may ordinarily apply, no additional tax will be deducted when you start drawing down your superannuation benefits; and
- it will make it much easier to trace different superannuation accounts in your name so that you receive all your superannuation benefits when you retire.

**Note:** Members under age 60 commencing a pension must complete a Tax File Number (TFN) declaration (copies are available from Club Super or from the Australian Taxation Office). Even if you have previously supplied Club Super with your TFN, the TFN declaration form should be completed because it allows you to advise the Fund whether you are claiming the tax free threshold (currently \$6,000 per annum) and the 15% pension tax offset. This in turn will impact on the tax that Club Super will deduct from your pension payments.

If you do not advise Club Super of your TFN, the Fund will deduct tax at the top marginal rate (plus Medicare levy) from the taxable component of your pension.

# Financial Services Guide

Prepared by Club Super on 29 August 2011.

The purpose of this Financial Services Guide (FSG) is to:

- explain who we are, how we can be contacted, what financial services we can provide, details of any potential conflicts of interest, remuneration and details of our internal and external dispute resolution procedures; and
- provide you with information to enable you to decide whether to use the Financial Services we offer.

## Who are we?

Club Super has appointed Independent Fund Administrators & Advisers Pty Ltd (IFAA) (ABN 28 081 966 243) to provide the day-to-day administration of the Fund, including Call Centre operations and providing written responses to member and employer enquiries. IFAA holds an Australian Financial Services Licence (AFSL No: 238507) and can provide general or personal financial product advice in relation to superannuation.

Club Plus Qld Pty Ltd (ABN 30 010 892 396) is the Trustee of Club Super (ABN 12 737 334 298) and is authorised under this licence, as a Corporate Authorised Representative (CAR No. 268814).

## Who is responsible for the financial services provided?

IFAA and Club Plus Qld Pty Ltd are authorised to provide general or personal financial product advice in relation to superannuation. Any general or personal financial product advice provided by either party is the responsibility of IFAA.

Neither the Trustee or IFAA guarantee the investment performance or return of capital invested in Club Super. Past performance is not a reliable indication of future performance.

## What advice can we provide to you?

Unless otherwise stated, any advice provided is of a general nature and does not take into account your individual financial situation, objectives or needs. Before acting on any advice you receive, you should consider the appropriateness of the advice, having regard to your own financial situation. Before deciding to acquire a financial product, you should obtain a copy of the Product Disclosure Statement (PDS) (available from our website at [www.clubsuper.com.au](http://www.clubsuper.com.au)) relating to that product. The PDS outlines the main features of the financial product.

If you are provided personal financial product advice (which does take into account your individual financial situation, objectives and needs) by IFAA or Club Super, this will be limited to advice on your existing Club Super superannuation account only. A statement of advice (SOA) will be issued containing the advice, the basis on which it is given and the fees, commissions and associations which could influence this advice. You may also be issued with a PDS.

Should you require personal financial product advice relating to products outside of your Club Super account, you may be referred to the Trustee's appointed provider of financial advice services to Club Super members.

## How do you pay for the service?

Any general or personal advice (limited to advice on your Club Super account) provided by Club Super, its Directors or IFAA is included within the administration fees charged to members.

## How are we remunerated for our services?

Club Super is a benefit-for-members industry superannuation fund. That means that we do not pay commissions to staff or sales agents and all profits are returned to members. IFAA receives a fee for the administration services provided to Club Super and IFAA's employees (including Client Services Managers) are salaried staff. The Directors of Club Super receive meeting fees which are not related to sales or volume of business.

## Privacy

Club Super may pass your personal information to a range of parties, including:

- insurers and doctors (in the case of a disablement claim);
- the Superannuation Complaints Tribunal (in the event that you complain about the Fund);
- other Funds (in relation to rollovers and locating your benefits in other Funds);
- financial advisers, if you are referred for financial advice;
- the ATO for the purposes of finding your lost superannuation in other funds.

Club Super may also provide you with information about benefits provided by third parties, such as home loans or other products and services which are available to you as a member. Club Super will not pass your personal information to any organisation for the purposes of direct mailing or marketing.

## Communicating with us

You may communicate with Club Super by mail, telephone, e-mail or in person. Generally, communication with the contact centre will involve contact with IFAA representatives. Club Super also employs Client Services Managers who may visit your workplace and give presentations about the Fund. The Client Services Managers represent the Fund.

## Compensating members for loss or damage

In accordance with the requirements of section 912B of the Corporations Act 2001, the Trustee of Club Super has in place adequate Professional Indemnity insurance to compensate members for loss or damages due to any breaches of relevant legislative requirements. IFAA also has in place adequate Professional Indemnity insurance.

## Do any relationships exist which might influence the financial services we provide?

Club Super has no relationship with any appointed service providers, and monitors the performance of each service provider on an ongoing basis.

The Directors of the Trustee may be members of Club Super. The Directors have in place comprehensive governance procedures, and any conflicts of interest are disclosed and recorded in a conflict of interest register.

## Complaints

If you have a complaint about any advice provided by the Club Super Directors or IFAA, please contact the call centre on 1300 369 330 or lodge a complaint in writing to:

**The Complaints Officer**  
**Club Super**  
**PO Box 2239**  
**Milton Qld 4064**

Your complaint will then be directed to the relevant party, either Club Super or IFAA, who will respond to your complaint in writing as soon as possible.

If your complaint relates to a decision made by the Club Super Trustee in relation to your entitlements, then if you remain dissatisfied about the decision, you may be able to take your complaint to the Superannuation Complaints Tribunal (SCT). The SCT are an independent body established by the Federal Government to assist members and beneficiaries to resolve certain superannuation complaints.

To find out whether the SCT can handle your complaint, you can contact them as follows:

**Superannuation Complaints Tribunal**  
**Locked Bag 3060**  
**Melbourne Vic 3001**

Phone: 1300 884 114  
 Fax: (03) 8635 5588  
 Email: [info@sct.gov.au](mailto:info@sct.gov.au)  
 Website: [www.sct.gov.au](http://www.sct.gov.au)

If your complaint relates to advice provided by IFAA, your complaint will be directed to IFAA to respond to. IFAA is committed to providing the speedy and efficient resolution of complaints. IFAA will address your concerns and try to resolve them quickly and fairly. IFAA aims to resolve any complaints as soon as possible, but no longer than 45 days from the date of receipt. If you are dissatisfied with the outcome of your complaint through IFAA's internal complaints process, you may then contact the Financial Ombudsman Service (FOS). FOS is an independent body that has been established to provide free advice and assistance to consumers to help them in resolving complaints relating to members of the financial services industry. You can contact FOS on 1300 780 808 (for the cost of a local call). Further information can also be obtained from their website; [www.fos.org.au](http://www.fos.org.au).

## Contact Details

Independent Fund Administrators & Advisers	Club Super
<b>In person:</b>	
IFAA Level 3, 424 Upper Roma St Brisbane Qld 4000	Club Super Level 3, 424 Upper Roma St Brisbane Qld 4000
<b>By mail:</b>	
IFAA PO Box 1917 Milton BC Qld 4064	Club Super PO Box 2239 Milton Qld 4064
<b>By phone:</b>	
(07) 3238 1200	1300 369 330
<b>By fax:</b>	
(07) 3236 0555	(07) 3236 0555
<b>By email:</b>	
<a href="mailto:info@ifaa.com.au">info@ifaa.com.au</a>	<a href="mailto:info@clubsuper.com.au">info@clubsuper.com.au</a>
<b>Visit the Website:</b>	
<a href="http://www.ifaa.com.au">www.ifaa.com.au</a>	<a href="http://www.clubsuper.com.au">www.clubsuper.com.au</a>



# Pension Application Form



ALL SECTIONS MUST BE COMPLETED

PLEASE  NOT

PLEASE USE BLOCK LETTERS

## BENEFICIARIES

You can nominate a beneficiary to receive your benefit in the event of your death. A reversionary beneficiary will continue to receive the Pension payments from your account, whereas a preferred beneficiary will receive your remaining account balance as a lump sum. Please select the type of nomination you wish to make:

Reversionary beneficiary  Preferred beneficiary

Please provide details of your beneficiary/ies below.

Surname	Given Name	Relationship	Date of Birth	% Allocation

If more space is required please attach an additional sheet. **Please note:**

TOTAL MUST =

1. A Preferred nomination is not binding on the Trustee of the Fund.
2. Only one person can be nominated as a Reversionary Beneficiary and they must be a Dependant and that nomination cannot be changed (see page 10 for more information).

## MEMBER INVESTMENT CHOICE

You are able to choose one investment option, or a mix of different options, for your account balance. Please nominate your chosen combination of investment options. Refer to the Investment Choice section of this Handbook and Member Investment Choice and Asset Classes Fact Sheet for further information.

You are entitled to one free switch each financial year. Each additional switch will incur a \$50 switch fee. Each change will be effective from the first day of the following calendar month.

I understand that if I do not complete this section, my current account balance will be invested in the the last option I selected for my superannuation account. If I have never chosen an option, my money will be invested in the Balanced option.

If you choose a mix of investment options, your nominated percentages must be in multiples of 5% and must total 100%.

For example:

Balanced	60%
Australian Shares	40%
<b>Total</b>	<b>100%</b>

Balanced	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
Capital Stable	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
Growth	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
Cash	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
Fixed Interest	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
Property	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
Australian Shares	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
International Shares	<input type="text"/>	<input type="text"/>	<input type="text"/>	%
<b>Must be multiples of 5% and add up to TOTAL</b>				<b>100%</b>

## PENSION OPTION

Please send me a superannuation quotation so that I can withdraw a lump sum from my superannuation before my pension commences (only applies if you are commencing a post-retirement pension).

\$  .00

## FULL OR PARTIAL TRANSFER TO YOUR PENSION ACCOUNT

Do you wish to transfer your full account balance to your Pension account and close your existing account?

YES  NO

Please specify the amount of your Club Super Superannuation account balance you want transferred (\$ OR % to be transferred)

\$  .00 **OR**  %

## MEMBER ONLINE

I wish to register for Member Online

**PLEASE COMPLETE DETAILS ON NEXT PAGE**

2



To ensure we can commence your Club Super Account Based Pension in a timely manner, please complete the checklist below.

## Checklist

- Have you completed page 1-3, signed and dated the form?
- Have you attached your certified identification?
- Have you supplied your Tax File Number?

## Identification requirements

We are required by law to obtain proof of your identity before paying any benefit. We must obtain certified copies of the following to prove your identity. If you have international identification documents or are unable to provide the documents sought, please contact us.

### Completing proof of identity

You will need to provide documentation with this transfer request to prove you are the person to whom the superannuation entitlements belong.

The following documents may be used:

#### EITHER:

##### One of the following documents:

- Current Driver's licence issued under State or Territory law
- Current Passport (or expired within the last 2 years)
- 18+ Card

#### OR

##### Two of the following documents (one from each column)

##### One of the following documents:

- Birth certificate or birth extract, or
- Citizenship certificate issued by the Commonwealth, or
- Pension card issued by Centrelink that entitles the person to financial benefits.

AND

##### One of the following documents:

- Notice that contains your name & residential address that was issued by:
- Commonwealth, State or Territory Government within the past 12 months that records the provision of a financial benefit, for example: Letter from Centrelink regarding a Government assistance payment, or
  - Australian Taxation Office within the past 12 months that records a debt or refund payable, for example: Tax Office notice of Assessment, or
  - Notice issued by Local Council or Utilities Provider within the past 3 months that records the provision of services for example: Rates Notice, Electricity or Phone Bill.

## Have you changed your name?

If you have changed your name, you will need to provide a certified copy of: Marriage Certificate, Decree Nisi, Deed Poll or change of name certificate from the Births, Deaths & Marriages Registration Office.

## Certification of Documents

All copied pages of ORIGINAL proof of identity documents must be certified as true copies by any individual approved to do so (see below). The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping "Certified true copy" followed by their signature, printed name, qualification (eg Justice of the Peace, Australia Post employee, etc) and date.

The following is a list of people who are most commonly used to certify copies of the originals as true and correct copies:

- A permanent employee of Australia Post with 2 or more years of continuous service or employed in an office supplying postal services to the public;
- An officer with 2 or more continuous years service with one or more financial institutions;
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership;
- Teacher employed on a full-time basis at a school or tertiary institution
- A police officer;
- A Justice of the Peace or Commissioner for Declarations;
- Dentist;
- Pharmacist;
- A magistrate; or
- Medical practitioner.

To see the full list of persons who can certify identification documents, please read 'Additional Information - How Super Works' available on our website at [www.clubsuper.com.au](http://www.clubsuper.com.au) under the Publications and then Product Disclosure tab.

## Tax File Number (TFN)

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

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

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

This information is of a general nature and does not take account of your individual financial situation, objectives or needs. Before acting on this advice, you should consider the appropriateness of the advice, having regard to your objectives, financial situation and needs. You should obtain a Product Disclosure Statement (PDS) (available at [www.clubsuper.com.au](http://www.clubsuper.com.au)) and consider the PDS before making any decision. If you require specific advice, you should contact a licensed financial adviser. Club Plus Qld Pty Ltd (ABN 30 010 892 396), the Trustee of CLUB SUPER (ABN 12 737 334 298) is Corporate Authorised representative No 268814 under Australian Financial Services Licence No. 238507 and is authorised to provide general financial product advice in relation to superannuation.

# Member Rollover Authorisation Form



ALL SECTIONS MUST BE COMPLETED

PLEASE  NOT

PLEASE USE BLOCK LETTERS

ARE YOU A CURRENT MEMBER OF Club Super?

YES  NO

Club Super MEMBER NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Note: if you have changed your name since first becoming a member please attach a Certified copy of your Marriage Certificate, Deed Poll or a Statutory Declaration as proof.

## PREVIOUS FUND DETAILS

NAME OF PREVIOUS FUND

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

ABN

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

ADDRESS OF PREVIOUS FUND

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PREVIOUS FUND MEMBERSHIP NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

## PERSONAL DETAILS MY PERSONAL DETAILS IN THE PREVIOUS FUND ARE:

\*DATE OF BIRTH

		/			/														
--	--	---	--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

TITLE

MR  MS  MRS  MISS  MALE  FEMALE

GENDER

\*FIRST NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

\*MIDDLE NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

\*FAMILY NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

TAX FILE NUMBER (SEE NOTE OVERLEAF)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

\*YOUR TELEPHONE NUMBER

(			)																
---	--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

MOBILE NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PREVIOUS EMPLOYER NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

APPROX VALUE OF MY PREVIOUS FUND

\$																			
----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

DATE OF LAST CONTRIBUTION TO PREVIOUS FUND

		/			/														
--	--	---	--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

TELEPHONE NUMBER OF PREVIOUS FUND

(			)																
---	--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

## RESIDENTIAL ADDRESS

STREET NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

STREET NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

SUBURB/TOWN

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

\*STATE

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

\*POSTCODE

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

## POSTAL ADDRESS (If same as above, write "as above")

PO BOX

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

SUBURB/TOWN

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

STATE

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

POSTCODE

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

## PROOF OF IDENTITY (See over for details)

I have attached a certified copy of my driver's licence or passport or 18+ card

OR

Birth Certificate  
Certified or Centrelink Pension Card

AND

Centrelink payment letter (<12months old) or Government or local council notice (<3 months old) with name and address

## SIGNATURE

By signing this form I am making the following statements:

- I declare that I have fully read this form and the information completed is true and correct;
- I am aware I may ask the Trustee of my previous superannuation fund for information about any fees or charges that may apply, or any other information about the effect this transfer may have on my benefits, and do not require any further information;
- I understand that any insurance benefit I had in my previous fund may cease upon transfer and that my previous fund may charge fees to effect this transfer.
- I discharge the Trustee of my previous superannuation fund of all further liability in respect of the benefits paid and transferred to Club Super.

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

SIGNATURE

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

DATE

		/			/														
--	--	---	--	--	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

RETURN COMPLETED FORM TO: Club Super PO Box 2239 Milton Qld 4064

To ensure we can assist you in rolling your other superannuation accounts into Club Super, please complete the checklist below.

## Checklist

- Have you considered where your future employer contributions will be paid?
- Have you completed all of the mandatory fields on the form overleaf (denoted by \*)?
- Have you signed and dated the form?
- Have you attached your certified identification?
- Have you supplied your Tax File Number?

## Identification requirements

We are required by law to obtain proof of your identity before paying any benefit. We must obtain certified copies of the following to prove your identity. If you have international identification documents or are unable to provide the documents sought, please contact us.

## Completing proof of identity

You will need to provide documentation with this transfer request to prove you are the person to whom the superannuation entitlements belong.

The following documents may be used:

### EITHER:

#### One of the following documents:

- Current Driver's licence issued under State or Territory law
- Current Passport (or expired within the last 2 years)
- 18+ Card

### OR

#### Two of the following documents (one from each column)

#### One of the following documents:

- Birth certificate or birth extract, or
- Citizenship certificate issued by the Commonwealth, or
- Pension card issued by Centrelink that entitles the person to financial benefits.

AND

#### One of the following documents:

- Notice that contains your name & residential address that was issued by:
- Commonwealth, State or Territory Government within the past 12 months that records the provision of a financial benefit, for example: Letter from Centrelink regarding a Government assistance payment, or
  - Australian Taxation Office within the past 12 months that records a debt or refund payable, for example: Tax Office notice of Assessment, or
  - Notice issued by Local Council or Utilities Provider within the past 3 months that records the provision of services for example: Rates Notice, Electricity or Phone Bill.

## Have you changed your name?

If you have changed your name, you will need to provide a certified copy of: Marriage Certificate, Decree Nisi, Deed Poll or change of name certificate from the Births, Deaths & Marriages Registration Office.

## Certification of Documents

All copied pages of ORIGINAL proof of identity documents must be certified as true copies by any individual approved to do so (see below). The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping "Certified true copy" followed by their signature, printed name, qualification (eg Justice of the Peace, Australia Post employee, etc) and date.

The following is a list of people who are most commonly used to certify copies of the originals as true and correct copies:

- A permanent employee of Australia Post with 2 or more years of continuous service or employed in an office supplying postal services to the public;
- An officer with 2 or more continuous years service with one or more financial institutions;
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership;
- Teacher employed on a full-time basis at a school or tertiary institution
- A police officer;
- A Justice of the Peace or Commissioner for Declarations;
- Dentist;
- Pharmacist;
- A magistrate; or
- Medical practitioner.

To see the full list of persons who can certify identification documents, please read 'Additional Information - How Super Works' available on our website at [www.clubsuper.com.au](http://www.clubsuper.com.au) under the Publications then Product Disclosure tab.

## Club Super will contact your previous fund

Completing this form authorises Club Super to contact your previous fund/s. Club Super will arrange for your money to be rolled over.

## What if you have more than one previous super funds?

If you have more than one fund to rollover into Club Super, please complete a separate form for each fund.

## Tax File Number (TFN)

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

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

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

This information is of a general nature and does not take account of your individual financial situation, objectives or needs. Before acting on this advice, you should consider the appropriateness of the advice, having regard to your objectives, financial situation and needs. You should obtain a Product Disclosure Statement (PDS) (available at [www.clubsuper.com.au](http://www.clubsuper.com.au)) and consider the PDS before making any decision. If you require specific advice, you should contact a licensed financial adviser. Club Plus Qld Pty Ltd (ABN 30 010 892 396), the Trustee of Club Super (ABN 12 737 334 298) is Corporate Authorised representative No 268814 under Australian Financial Services Licence No. 238507 and is authorised to provide general financial product advice in relation to superannuation.