

Choice of superannuation fund Standard choice form

VALID FROM 1 NOVEMBER 2009



Please complete this form in **BLACK PEN** and **CAPITAL LETTERS**.

Your Member No.

RETURN THIS FORM TO YOUR EMPLOYER.

Have you previously registered as a member of Media Super? YES NO

Are you a current member of Media Super? YES NO



Do you need to complete this form?

EMPLOYEES

You may complete this form if you are an employee who is eligible to choose a super fund and you choose a fund that is different to your employer's nominated fund.

EMPLOYERS

You must complete this form if you are an employer and:

- you hire a new employee who is eligible to choose a super fund
- an existing eligible employee asks you for a form
- you cannot contribute to an employee's chosen super fund or it is no longer a complying fund, or
- you change your employer nominated super fund (for the employees affected by this change of fund).

BEFORE YOU COMPLETE THIS FORM

Before you complete your **Standard choice form**, you should read *Super Decisions*, a document prepared by the Australian Securities and Investments Commission (ASIC) to help you understand more about super and make better super decisions.

To obtain a copy of *Super Decisions*:

- visit www.fido.gov.au or phone **1300 300 630**.

For more information about choosing a super fund:

- visit the Australian Taxation Office (ATO) website at www.ato.gov.au or
- phone the ATO on **13 28 64** (8am–6pm, Monday to Friday) to speak to a tax officer.

How to choose a super fund

You can choose the superannuation fund where you want your future employer contributions to be paid. Your employer is only required to accept one choice every 12 months.

STEP 1

GATHER INFORMATION – WORK OUT WHAT'S BEST FOR YOU

You will need to find out what superannuation options are available to you. Find out about the features and benefits of your current fund, the fund chosen by your employer and any other funds you are considering. Your current fund may be different to the fund chosen by your employer.

The 'Tips' section below highlights key issues you should consider when comparing funds.

STEP 2

WHAT DO YOU NEED TO TELL YOUR EMPLOYER?

Give your employer details of your chosen fund by completing Section A of this form overleaf or by a written statement including the necessary information. This information may be provided by your chosen fund.

STEP 3

WHAT HAPPENS TO ANY SUPERANNUATION THAT YOU HAVE IN EXISTING FUNDS?

Any money you have in existing funds will remain there unless you make arrangements to transfer it (roll over) to another fund. Check the impact of any exit fees or benefits that you may lose before leaving the fund. Your employer cannot do this for you.

Tips for comparing funds

Fees: Most funds charge fees. Differences in the fees that funds charge can have a big effect on what you may have to retire on. This effect may be more than you think, and for this reason you need to consider what fees are being charged. For example, your final return could be reduced by up to 20% over 30 years if your total fees and costs amount to 2% rather than 1% (e.g. from \$100,000 to \$80,000). Some funds may also charge an exit fee if you leave the fund.

Death and disability insurance: Your current fund may insure you against death or an illness or accident that makes you unable to return to work. Other funds may not offer insurance, or you may have to pass a medical examination before they cover you. Check if you'll be covered in any new fund, and the costs and amount of cover, before leaving your current fund.

Investment choice: Some funds let you choose where the fund will invest your super. Some choices offer higher returns, but with a higher risk that investments may go down as well as up. Other choices offer greater security, but with lower expected returns. Choose the level of risk and return that you are comfortable with.

Investment performance: Superannuation is a long-term investment for your retirement, so its investment performance needs to be judged over the long term. Short-term performance, whether good or bad, may not be repeated. There is no guarantee that a fund that has performed well in the past will do so in the future.

The information you'll need to make these checks is in each fund's product disclosure statement, which you can get from the fund. For further information on choosing a fund, go to the website www.superchoice.gov.au or phone **132 864**.

Issued by the Trustee of Media Super, Media Super Limited, ABN 30 059 502 948, AFSL 230254.

The terms 'super fund', 'superannuation fund' and 'fund' also refer to a retirement savings account. A retirement savings account can be chosen as a super fund by an employee.

RETURN THIS FORM TO YOUR EMPLOYER AND KEEP A COPY FOR YOUR RECORDS.
DO NOT send this form to the Australian Taxation Office or to your superannuation fund.

Standard choice form (cont.)

How to complete this form

SECTION A: EMPLOYEES

If you are an employee and you are eligible to choose a super fund, your employer must give you this form after they have completed 'Section B'.

QUESTION 1: Choice of superannuation fund

Complete this question by placing a tick (✓) in one of the boxes.

OPTION 1: You can stay with your employer's super fund

If you don't make a choice, your employer's super contributions will be paid into a fund chosen by your employer. You do not need to complete **Section A** for this option.

Your employer is not liable for the performance of the super fund you choose or the employer fund they choose on your behalf.

Do not seek financial advice from your employer unless they are licensed to provide it. You can choose a different fund later if you like.

You only need to complete **Section A** if you are choosing a fund that is different to your employer's nominated fund (also known as their default fund). You do not need to return this form to your employer if you want to continue to stay with their default fund.

OPTION 2: Choose your own super fund

You can choose the super fund you want your employer super contributions paid to. You need to complete **Section A** for this option.

Any money you have in existing funds will remain there unless you arrange to transfer it (or roll it over) to another fund. Check the impact of any exit fees, or benefits you may lose, before leaving the fund. Your employer cannot do this for you.

Your employer is only required to accept one *Standard choice form* from you every 12 months.

If you chose this option, go to **Question 2**.

QUESTION 2: Your details

Provide your personal details.

If you quote your tax file number (TFN) to your employer for super purposes, they must provide it to the super fund they pay your super to. Providing your TFN means:

- your super fund will, subject to its rules, be able to accept all contributions for you

- the tax on contributions your fund receives for you will not increase
- other than the tax that may ordinarily apply, no additional tax will be deducted when you start drawing down your super benefits, and
- it is easier to keep track of different super accounts in your name so you receive all your super when you retire.

You are not legally required to quote your TFN, but if you do not quote it, your contributions may be taxed at a higher rate.

QUESTION 3: Details of my chosen superannuation fund

Provide the details of your chosen super fund.

QUESTION 4: Appropriate documentation

Complete by placing a tick (✓) in the box and including a copy of the appropriate documentation listed in the *Standard choice form*.

Your employer does not have to accept your choice of fund if you have not provided the appropriate documents.

If you have completed **Section A**, give this form to your employer and keep a copy for your own records. Do not send a copy of this form to the ATO or your super fund.

SECTION B: EMPLOYERS

You must complete **Section B** of the form before you give the form to your eligible employee.

QUESTION 5: Your details

Provide your details.

QUESTION 6: Your employer nominated superannuation fund

Provide details of your employer nominated super fund.

If your employer nominated fund has not changed, write 'NOT APPLICABLE' in the 'Fund's name' field.

Give this form to your employee after you have completed **Section B**. When your employee returns the completed form to you, do not send it to the ATO or your super fund. You must keep a copy for your own records for five years.

Make sure that you pay super contributions for your employees by the super guarantee cut-offs:

- 28 October
- 28 January
- 28 April
- 28 July

This applies whether an employee completes this form or not.

Where an employee chooses a fund, any contributions you make in the two months after receiving the form can be made to EITHER your employer nominated super fund (your default fund) OR the employee's new chosen fund. Contributions after the two-month period MUST be made to the employee's new chosen super fund.

CONTACTING THE ATO FOR MORE INFORMATION

For individuals

- *Super – what you need to know* (NAT71039), and *Super and your retirement* (NAT71040).

For employers

- *Super – what employers need to know* (NAT71038)
- *Superannuation guarantee – how to meet your super obligations* (NAT1987), and
- *Paying super – your handy reference* (NAT72035).

For more information

- visit ASIC's FIDO website www.fido.gov.au for financial tips and safety checks
- visit the ATO website www.ato.gov.au and subscribe to 'What's New' to receive regular updates
- phone the ATO (8am–6pm Monday to Friday) on **13 10 20** to speak to a tax officer or **13 28 64** to ask about choosing a super fund
- phone the ATO's publications ordering service on **1300 720 092** for copies of publications, or
- write to: Australian Tax Office
PO Box 3578, ALBURY NSW 2640

If you do not speak English well, phone the ATO's Translating and Interpreting Service on **13 14 50** for help with your call.

If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone **13 36 77**. If you do not have access to TTY or modem equipment, phone the Speech to Speech Relay Service on **1300 555 727**.

Choice of superannuation fund

Standard choice form



VALID FROM 1 NOVEMBER 2009

Section A: Employee to complete

You only need to complete Section A if you want to choose the superannuation fund that your employer's superannuation contributions are paid to.

1. CHOICE OF SUPERANNUATION FUND

I request that all my future superannuation contributions to be paid to:

- My employer's superannuation fund named in Section B, Question 6.
- My own choice of superannuation fund.

2. YOUR DETAILS

Name

Employee identification number (if applicable)

Tax File Number (TFN)

Note: Make sure your superannuation fund knows your TFN. You can check just by looking at your latest statement from them. It helps you keep track of your money, allows you to pay extra contributions, and makes sure the money gets taxed at the special low rate.

3. DETAILS OF MY CHOSEN SUPERANNUATION FUND

Fund name

Fund address

State

Postcode

Member number (if applicable)

Account name

Fund Australian Business Number (ABN) (if applicable)

Superannuation product identification number (if applicable)

Telephone

4. APPROPRIATE DOCUMENTATION

I have attached:

- a letter from the Trustee stating that this is a complying Fund or retirement savings account (RSA) or, for a self-managed superannuation fund, a copy of documentation from the Tax Office confirming that it is regulated.
- written evidence from the Fund stating that they will accept contributions from my employer, and
- details about how my employer can make contributions to this fund.

Your employer is not required to accept your choice of fund if you have not provided the appropriate documents.

Applicant's signature

Date (DD/MM/YYYY)

Standard choice form (cont.)

Section B: Employer to complete

Give this form to your employee after you have completed Section B.

5. YOUR DETAILS

Business name

Australian Business Number (ABN)

Employer contact

Position

Signature

Date (DD/MM/YYYY)

6. YOUR EMPLOYER NOMINATED SUPERANNUATION FUND

If your employee does not choose a different superannuation fund, superannuation contributions will be paid to the following superannuation fund on behalf of this employee (unless the employee has previously chosen a different fund).

Fund's name

Superannuation product identification number (if applicable)

For the product disclosure statement for this fund (if applicable) telephone

Fund's website

FOR YOUR RECORDS

This section must be completed when the employee returns the form to you with a completed Section A.

Date valid choice is accepted (DD/MM/YYYY)

Date your act on your employee's valid choice (DD/MM/YYYY)

DO NOT send a copy of this form to the Australian Taxation Office or to your superannuation fund.

You must keep a copy for your own records for a period of five years.

When you receive this form and all of the required information from your employee, and where your employee has chosen a fund, any contributions you make in the two months after receiving the form can be made EITHER to your employer nominated superannuation fund (your default fund) OR the employee's new chosen fund.

Contributions after the two-month period MUST be made to the employee's new chosen superannuation fund.

Media Super's easy pay options for employers

With Media Super, there are four ways in which you can process and pay your employees' super contributions.

Each option offers unique advantages depending on the size of your business and the structure of your payroll system.

CONTRIBUTION OPTION	ADVANTAGES	SUITABLE FOR:	PAYMENTS CAN BE MADE VIA:
<p>1. Online account</p> <p>Submit contributions via the secure Employers section of the Media Super website at www.mediasuper.com.au.</p>	<ul style="list-style-type: none"> Simple to use and secure. System allows you to modify employee contribution amount details electronically and to view a history of the contribution advices that you have submitted to Media Super. 	<ul style="list-style-type: none"> 1 to 30 employees 	<ul style="list-style-type: none"> Cheque made payable to Media Super and sent to: Locked Bag 1229 Wollongong NSW 2500 Electronic Funds Transfer (EFT) / Direct Deposit Direct Debit
<p>2. Payroll link</p> <p>Report your contributions using popular payroll systems. Completed files are submitted via Media Super's website www.mediasuper.com.au.</p>	<ul style="list-style-type: none"> Upload directly from your payroll system, saving you time and effort. Minimises the chance of errors, as data is copied straight from your system to Media Super. 	<ul style="list-style-type: none"> Any number of employees 	<ul style="list-style-type: none"> Cheque made payable to Media Super and sent to: Locked Bag 1229 Wollongong NSW 2500 Electronic Funds Transfer (EFT) / Direct Deposit Direct Debit
<p>3. Microsoft Excel™ spreadsheet</p> <p>This spreadsheet can be downloaded from the secure Employers section of the Media Super website at www.mediasuper.com.au and saved onto your PC. Completed files can be submitted via the Media Super website.</p>	<ul style="list-style-type: none"> Easy to use – popular software application that many employers are familiar with. Media Super can send you a pre-formatted sheet with user instructions to get you started at no cost. 	<ul style="list-style-type: none"> Any number of employees 	<ul style="list-style-type: none"> Cheque made payable to Media Super and sent to: Locked Bag 1229 Wollongong NSW 2500 Electronic Funds Transfer (EFT) / Direct Deposit Direct Debit
<p>4. Paper-based</p> <p>Use Media Super's Contribution Advice or your own internally produced report.</p>	<ul style="list-style-type: none"> Easy to use. Good for small employers who do not have Internet access or a computerised payroll system, or for those who would prefer to use a manual form. 	<ul style="list-style-type: none"> 1 to 30 employees 	<ul style="list-style-type: none"> Cheque made payable to Media Super and sent to: Locked Bag 1229 Wollongong NSW 2500 Electronic Funds Transfer (EFT) / Direct Deposit Direct Debit

For more information on any of these options, phone Media Super on **1800 640 886** or visit our website at www.mediasuper.com.au

Information for employers:
Complying fund letter



1 November 2009

To whom it may concern

Media Super is a complying, resident, regulated superannuation fund under the *Superannuation Industry (Supervision) Act 1993* (SIS Act) and is constituted under a trust deed dated 28 January 1981, as amended from time to time. The trustee of Media Super is Media Super Limited ABN 30 059 502 948 (Trustee).

Media Super meets the minimum insurance standards required to be considered a default fund under the member super choice laws.

In the event that Media Super's complying status is revoked, the Trustee would receive notice to that effect under section 63 of the SIS Act. This would mean Media Super could not receive any further contributions. The Trustee confirms that it has not received nor does it expect to receive any such notice.

FUND DETAILS

Fund Name:	Media Super
Australian Business Number (ABN):	42 574 421 650
Superannuation Product Identification Number (SPIN):	PIN0100AU
Fund Contact Details:	Locked Bag 1229 Wollongong NSW 2500 Telephone: 1800 640 886 Facsimile: 1800 246 707 Website: www.mediasuper.com.au

Media Super is able to accept contributions from employers on behalf of their employees. Details of how an employer can make contributions to Media Super are detailed on page 5.

Yours faithfully,

Ross Martin

For and on behalf of the Trustee
Media Super Limited