

# Choice of superannuation fund

## Standard choice form – information for employees



You can choose the superannuation fund or retirement savings account (referred to below as superannuation funds) to which your employer will make future superannuation guarantee contributions (9%).

### OPTION 1: *You do not have to choose a fund.*

If you do not make a choice, your employer's contributions will be paid into the fund that your employer has chosen (see Part A on the reverse side of this form). This may not be the same as your current fund.

Your employer's chosen fund may be suitable for your needs. You can choose a different fund later if you like.

**If you do not want to choose a fund, you do not have to complete this form.**

**i** Your employer is not liable for the performance of superannuation funds that you choose or they choose on your behalf.

**i** Do not seek financial advice from your employer unless they are licensed to provide it.

#### ► *More information*

You can get more information about choice of superannuation fund or superannuation in general from:

- [www.superchoice.gov.au](http://www.superchoice.gov.au), or
- by phoning **13 28 64**

If you do not speak English well and want to talk to an Australian government officer, phone the 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**.

#### ► *Tips for comparing funds*

**Fees:** Most funds charge fees. Differences in the fees 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 amount of fees and costs are 2% rather than 1% (eg. 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.

### OPTION 2: *Choose a 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 highlights key issues you should consider when comparing funds.

#### **STEP 2: *What do I need to tell my employer?***

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

Part A shows details of your employer's superannuation arrangements. This includes the fund that your employer has chosen to make all future superannuation guarantee contributions to. If your employer has changed funds recently, the previous fund will also be shown. You may choose to remain in this previous fund.

#### **STEP 3: *What happens to any superannuation I 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 you may lose before leaving the fund. Your employer cannot do this for you.

**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](http://www.superchoice.gov.au) or phone **13 28 64**.

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## Standard choice form



### PART A: Employer to complete

Give this form to your employee after you have completed Part A

1. **Employer name:**

2. **Employer superannuation guarantee contributions will be made to the following fund:**

Fund name

Superannuation product identification number (if applicable)

To access the product disclosure statement for this fund (if applicable) Phone

Or visit the fund website

3. **Employer superannuation guarantee contributions have previously been made to: (if different to above)**

If the employer fund has not changed please write 'as above' in fund name box below.

Fund name

Superannuation product identification number (if applicable)  Phone

Fund website

4. **Employer contributions:**

Superannuation contributions are currently made at a higher level than the required 9% Yes  No

If Yes, superannuation contributions will continue at this higher level if the employee chooses a fund other than the fund named in part A question 2 Yes  No

**Note that this statement does not alter an employer's legal obligations (if any) relating to future payments.**

### PART B: Employee to complete – ONLY IF MAKING A CHOICE

1. **I request that all future superannuation guarantee contributions be made to:**

my employer's previous superannuation fund named in part A question 3  Go to question 4 below.

my own choice of fund  Complete questions 2, 3 and 4 below.

2. **Your chosen fund details:**

Fund name  Membership No. (if applicable)

Account name

Fund Australian business number (ABN) (if applicable)

Superannuation product identification number (if applicable)  Phone

3. **I have attached:**

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

4. **Employee name:**  Employee No. (if applicable)

Date  Signature

Return this form to your employer. Do not send this form to the Tax Office or to your superannuation fund.

### PART C: Employer only

Date accepted

Date processed



1 April 2006

To whom it may concern,

The HOSTPLUS Superannuation Fund (Fund) is a complying, resident, regulated superannuation fund under the *Superannuation Industry (Supervision) Act 1993* (SIS Act) and is constituted under a trust deed dated 8 February 1988. The trustee of the Fund is Host-Plus Pty Limited ABN 79 008 634 704 (trustee).

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

Fund details	
<b>Fund name</b>	HOSTPLUS Superannuation Fund
<b>Australian business number (ABN)</b>	68 657 495 890
<b>Superannuation product identification number (SPIN)</b>	HOS 0100AU
<b>Fund contact details</b>	Level 9 114 William Street Melbourne VIC 3000  Telephone: 1300 799 998 Facsimile: 1300 366 991 Website: <a href="http://hostplusexecutive.com.au">hostplusexecutive.com.au</a>

The Fund is able to accept contributions from employers on behalf of their employees. Details of how an employer can make contributions to the Fund are detailed overleaf.

Yours faithfully,

David Elia  
Chief Executive Officer

For and on behalf of the trustee  
Host-Plus Pty Limited

Postal address: Locked Bag 969, Carlton South VIC 3053 • Email: [info@mail.hostplusexecutive.com.au](mailto:info@mail.hostplusexecutive.com.au) • Website: [hostplusexecutive.com.au](http://hostplusexecutive.com.au)  
Phone: 1300 799 998 (open 8am–8pm weekdays) or Facsimile: 1300 366 991 for the cost of a local call anywhere in Australia.

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## Pay the easy way – how to make employee contributions into HOSTPLUS Executive

With HOSTPLUS Executive, you can process and pay your employees' super contributions in a number of ways, each offering 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><b>1. Paper based</b></p> <p>Use HOSTPLUS' Contribution Advice or your own internally produced report</p>	<ul style="list-style-type: none"> <li>• Easy to use</li> <li>• Good for small employers who don't have internet access or a computerised payroll system, or who would just prefer to contribute in a manual form</li> </ul>	<ul style="list-style-type: none"> <li>• 1 to 30 employees</li> </ul>	<ul style="list-style-type: none"> <li>• Cash (at HOSTPLUS offices)</li> <li>• Cheque made payable to 'HOSTPLUS' and sent to any of their state offices</li> <li>• Electronic Funds Transfer (EFT)</li> <li>• POSTbillpay®</li> <li>• BPAY®</li> </ul>
<p><b>2. SuperConverter</b></p> <p>Report your contributions using popular payroll systems</p>	<ul style="list-style-type: none"> <li>• Download directly from your payroll system – saving you time and effort</li> <li>• Minimises the chance of errors as data is copied straight from your system to HOSTPLUS'</li> </ul>	<ul style="list-style-type: none"> <li>• More than 30 employees</li> </ul>	<ul style="list-style-type: none"> <li>• Cheque made payable to 'HOSTPLUS' and sent to any of their state offices</li> <li>• Electronic Funds Transfer (EFT)</li> </ul>
<p><b>3. HOSTPLUS Excel™ spreadsheet</b></p> <p>This spreadsheet can be emailed or downloaded onto a disk and mailed to HOSTPLUS</p>	<ul style="list-style-type: none"> <li>• Easy to use – popular package that many are familiar with</li> <li>• HOSTPLUS can send you a pre-formatted sheet with user instructions to get you started – at no cost</li> </ul>	<ul style="list-style-type: none"> <li>• Any number of employees</li> </ul>	<ul style="list-style-type: none"> <li>• Cheque made payable to 'HOSTPLUS' and sent to any of their state offices</li> <li>• Electronic Funds Transfer (EFT)</li> </ul>
<p><b>4. SuperSite</b></p> <p>Submit contributions over the internet via the HOSTPLUS website at <a href="http://hostplusexecutive.com.au">hostplusexecutive.com.au</a></p>	<ul style="list-style-type: none"> <li>• Simple to use and secure</li> <li>• System allows you to modify employee details electronically and view a history of the contribution advices that you have submitted</li> </ul>	<ul style="list-style-type: none"> <li>• 1 to 30 employees</li> </ul>	<ul style="list-style-type: none"> <li>• Direct debit</li> <li>• Electronic Funds Transfer (EFT)</li> <li>• POSTbillpay®</li> <li>• BPAY®</li> </ul>

For more information on any of these options please call HOSTPLUS Executive on **1300 799 998** or visit [hostplusexecutive.com.au](http://hostplusexecutive.com.au)

### Streamline your super with HOSTPLUS' clearing gateway facility

Of all the new initiatives HOSTPLUS Executive has introduced to help you streamline the implementation and ongoing management of Super Choice, access to a clearing gateway facility may well be the most important. Because regardless of how many different super funds your staff choose, it means you'll still be able to meet all your Superannuation Guarantee obligations with a single payment. Managed by ADP Employer Services – the world's largest provider of payroll and human resource solutions – this facility is now available to HOSTPLUS Executive employers.

For detailed information, or an application form, please phone ADP direct on 1800 000 729 and tell them you are a HOSTPLUS Executive employer to be eligible for special pricing rates.