



Consolidate and save

Everything you need to
roll over your super to
HOSTPLUS Executive

1 November 2009



SELECTING
SUPER
QUALITY
RATING
AAA

Independently
Researched
by Rainmaker
Information
Lic: 2005604



Get your super working together

If you've been with different employers at different times, you're likely to have super spread among many different funds. Roll it all into one fund however, and you can get your super working smarter.

You minimise fees

Having your super in more than one fund may mean you're paying more than one set of fees. But having it all with HOSTPLUS Executive means you pay one, competitive member fee of \$2 per week. Like most super funds, investment expenses also apply. But we strive to ensure they are among the most competitive in Australia. And, unlike many other funds, we don't pay commissions to financial advisers.

You minimise paperwork

By keeping your super together in one fund, there's only one account to manage. Plus there's just one, convenient point of contact for all your super needs.

You share in the profits

HOSTPLUS Executive is a fund run to profit members, so after taxes and investment expenses are subtracted, we reinvest all profits back into the fund for you and other members.

We're here to help

Naturally, if you have any questions, simply contact HOSTPLUS Executive. Just call **1300 799 998**, 8am–8pm, Monday to Friday, email info@mail.hostplusexecutive.com.au or visit hostplusexecutive.com.au

Consolidate your super in three simple steps

Rolling your super into one fund is easy. Simply complete Steps 1, 2 and 3 and we'll do the rest. Once we receive your form, we will contact your old fund or funds and arrange for your money to be deposited into your HOSTPLUS Executive account. This may take up to 90 days.

• Step 1 Find out where your super is.

You'll need the name and membership number of your old super fund. If you can't find statements of your fund, call your old employer who can tell you where your super was paid. If they can't, you can use SuperSeeker at www.ato.gov.au/super to search for your missing super or call 13 28 65.

• Step 2 Complete the attached form.

You'll need to complete one for each old fund. Simply photocopy this form, download a copy at hostplusexecutive.com.au or call HOSTPLUS Executive on **1300 799 998** if you require extra copies. Before cancelling your existing arrangements, you should check to see if there are any exit fees or penalties and whether cancellation will affect any related insurance cover.

• Step 3 Return by mail, no stamp required.

Once your form(s) is complete, simply sign and send back to HOSTPLUS Executive. Mail to: Reply Paid 83142, Carlton South VIC 3053.

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How to complete the attached *Request to transfer form*

By completing the attached form, you're requesting the transfer of the **WHOLE** balance of your superannuation benefits to **HOSTPLUS** Executive. This form **CANNOT** be used to transfer part of the balance of your superannuation benefits. This form will **NOT** change the fund to which your employer pays your contributions. The Standard Choice Form must be used by you to change funds.

How to roll over

Before completing this form

Please ensure you read the important information below.

When completing this form

- Refer to these instructions where a question shows a message like this: 
- Print clearly in **BLOCK LETTERS**.

After completing this form

- Sign the authorisation
- Attach the appropriately certified proof of identity documents
- Review the checklist below
- Send the request form to **HOSTPLUS** Executive.

More information

- ❗ This transfer may close your account (you will need to check this with your **FROM** fund).

This form CANNOT be used to:

- transfer part of the balance of your superannuation benefits – if you'd like to roll part of your account into **HOSTPLUS** Executive, use the *Rolling part of your account balance into HOSTPLUS* Executive form
- transfer benefits if you don't know where your superannuation is

- transfer benefits from multiple funds on this one form – a separate form must be completed for each fund you wish to transfer superannuation from
- change the fund to which your employer pays contributions on your behalf
- open a superannuation account, or
- transfer benefits under certain conditions or circumstances, for example if there is a superannuation agreement under the *Family Law Act 1975* in place.

Checklist

- Have you read all the information?
- Have you considered where your future employer contributions will be paid?
- Have you completed all of the mandatory fields on this form?
- Have you signed and dated this form?
- Have you attached the certified documentation including any linking documents if applicable?

What happens to my future employer contributions?

Using this form to transfer your benefits will not change the fund to which your employer pays your contributions and may close the account you are transferring your benefits **FROM**.

If you wish to change the fund into which your contributions are being paid, you will need to speak to your employer about Super Choice. For the appropriate forms and information about whether you are eligible to choose the fund to which your employer contributions are made, visit www.superchoice.gov.au or call the Australian Taxation Office on 13 10 20.

Things you need to consider when transferring your superannuation

When you transfer your superannuation, your entitlements under that fund may cease. You need to consider all relevant information before you make a decision to transfer your superannuation. If you ask for information, your superannuation provider must give it to you. Some of the points you may consider are:

- **Fees** – your **FROM** fund must give you information about any exit or withdrawal fees. If you are not aware of the fees that may apply, you should contact your fund for further information before completing this form. The fees could include administration fees as well as exit or withdrawal fees. The differences in fees that different funds charge can have a significant effect on what you will have to retire on. For example, a 1% increase in fees may significantly reduce your final benefit.
- **Death and disability benefits** – your **FROM** fund may insure you against death, illness or an accident which leaves you unable to return to work. If you choose to leave your current fund, you may lose any insurance entitlements you have. **HOSTPLUS Executive** may not offer the same insurance so it's important that you check the costs and amount of cover offered.

What happens if I do not quote my Tax File Number (TFN)?

You don't have to provide us with your TFN. However, if you do not provide your TFN, contributions made to your account may be taxed at the highest marginal tax rate plus the Medicare levy, compared to the concessional tax rate of 15%. **HOSTPLUS Executive** may deduct this additional tax from your account.

If we do not have your TFN, you will not be able to make personal contributions to your **HOSTPLUS Executive** 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*, **HOSTPLUS Executive** 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.



Completing proof of identity

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

Acceptable documents

You can provide proof of identity in one of the following ways:

1 By providing one of the following documents only:

- driver's licence issued under State or Territory law
- passport

OR

2 By providing one document from both Group A and Group B

Group A

- birth certificate or birth extract
- citizenship certificate issued by the Commonwealth
- pension card issued by Centrelink that entitles you to financial benefits

Group B

- letter from Centrelink regarding a Government assistance payment
- notice issued by Commonwealth, State or Territory Government or local council within the past twelve months that contains your name and residential address.

For example:

- Tax Office Notice of Assessment
- Rates notice from local council

Have you changed your name or are you signing on behalf of another person?

If you have changed your name or are signing on behalf of the applicant, you will need to provide a certified linking document. A linking document is a document that proves a relationship exists between two (or more) names.

The following table contains information about suitable linking documents.

Purpose	Suitable linking documents
Change of name	Marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office.
Signed on behalf of the applicant	Guardianship papers or Power of Attorney.

How to certify documents

Step 1

Make a copy of the original document/s. All copies must be clear and legible before certifying.

Step 2

Take the original identification document and a photocopy of both sides of the original document to an authorised person. We are unable to accept certification on the reverse side of the photocopied document.

The authorised person must:

- Write in English on the photocopies: ‘This is a true and correct copy of the original.’
- Write their name, address, occupation, business hours telephone number and registration number (if applicable) and sign each photocopy.

Who can certify documents

- chiropractor
- dentist
- nurse
- registered medical practitioner
- pharmacist
- psychologist
- veterinary surgeon
- legal practitioner, who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- bank officer with 2 or more continuous years of service
- chief executive officer of a Commonwealth court
- finance company officer with 2 or more years of continuous service
- judge of a court
- Justice of the Peace
- magistrate
- member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

- minister of religion
- notary public
- officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service with one or more licensees
- permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- police officer
- Registrar, or Deputy Registrar, of a court
- teacher employed on a full-time basis at a school or tertiary education institution.

Where do I send the form?

You can send your completed and signed form with your certified proof of identity documents to:

HOSTPLUS Executive
Reply Paid 83142
Carlton South VIC 3053

Your privacy

The information requested on this form is required in order for us to carry out your instructions to roll over your superannuation to us. We will provide this information to our Administrator and to your old fund. If you do not provide us with this information we may not be able to carry out your rollover instructions. Your personal information will not be used or disclosed for any other purpose without your consent, except where required by law. You are able to gain access to this information by calling **1300 799 998**, 8am–8pm, Monday to Friday. Alternatively, you can email info@mail.hostplusexecutive.com.au with your request.

How long will it take?

HOSTPLUS Executive will process rollover and transfer requests within 30 days after you have provided us with all the necessary information. If additional information is required by HOSTPLUS Executive we will notify you within 10 working days of receipt of the rollover request. HOSTPLUS Executive relies on the co-operation of the **FROM** fund to finalise your request within the time limit detailed above.

Request to transfer your entire account balance into HOSTPLUS Executive



Step 4: *Proof of identity See 'Completing proof of identity'

Please tick appropriate box

*Mandatory Fields

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

OR

I have attached certified copies of both my

Birth/Citizenship Certificate or Centrelink Pension Card, AND

Centrelink payment letter or Government or local council notice (less than 1 year old) with name and address

Step 5: Authorisation

By signing this request form I am making the following statements:

- I declare I have fully read this form and the information completed is true and correct
- I am aware I may ask my superannuation provider for information about any fees or charges that may apply, or any other information about the effect this transfer may have on my benefits, and do not require any further information
- I discharge the superannuation provider of my FROM fund of all further liability in respect of the benefits paid and transferred to HOSTPLUS Executive

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.

*Name (Print in BLOCK LETTERS)

*Signature

*Date

Payment instructions

Please make the cheque payable to: HOSTPLUS Executive

Send the cheque and rollover payment details and any surcharge information to: HOSTPLUS Executive, Locked Bag 969, Carlton South VIC 3053

* Denotes mandatory field. If you do not complete all of the mandatory fields, there may be a delay in processing your request.

To the trustee of the old fund, Statement of Compliance – Superannuation Industry (Supervision) Act 1993
The trustee of the HOSTPLUS Executive superannuation fund, Host-Plus Pty Limited, certifies that:

- the Fund is a Resident Superannuation Fund under the above act, and that
- we have no reason to believe that the fund will not comply with the above Act and Regulations, and that
- the Fund is not subject to a direction from the Australian Prudential Regulation Authority which prohibits the trustee from accepting employer contributions.



Postal address

Locked Bag 969
Carlton South VIC 3053

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Web hostplusexecutive.com.au



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