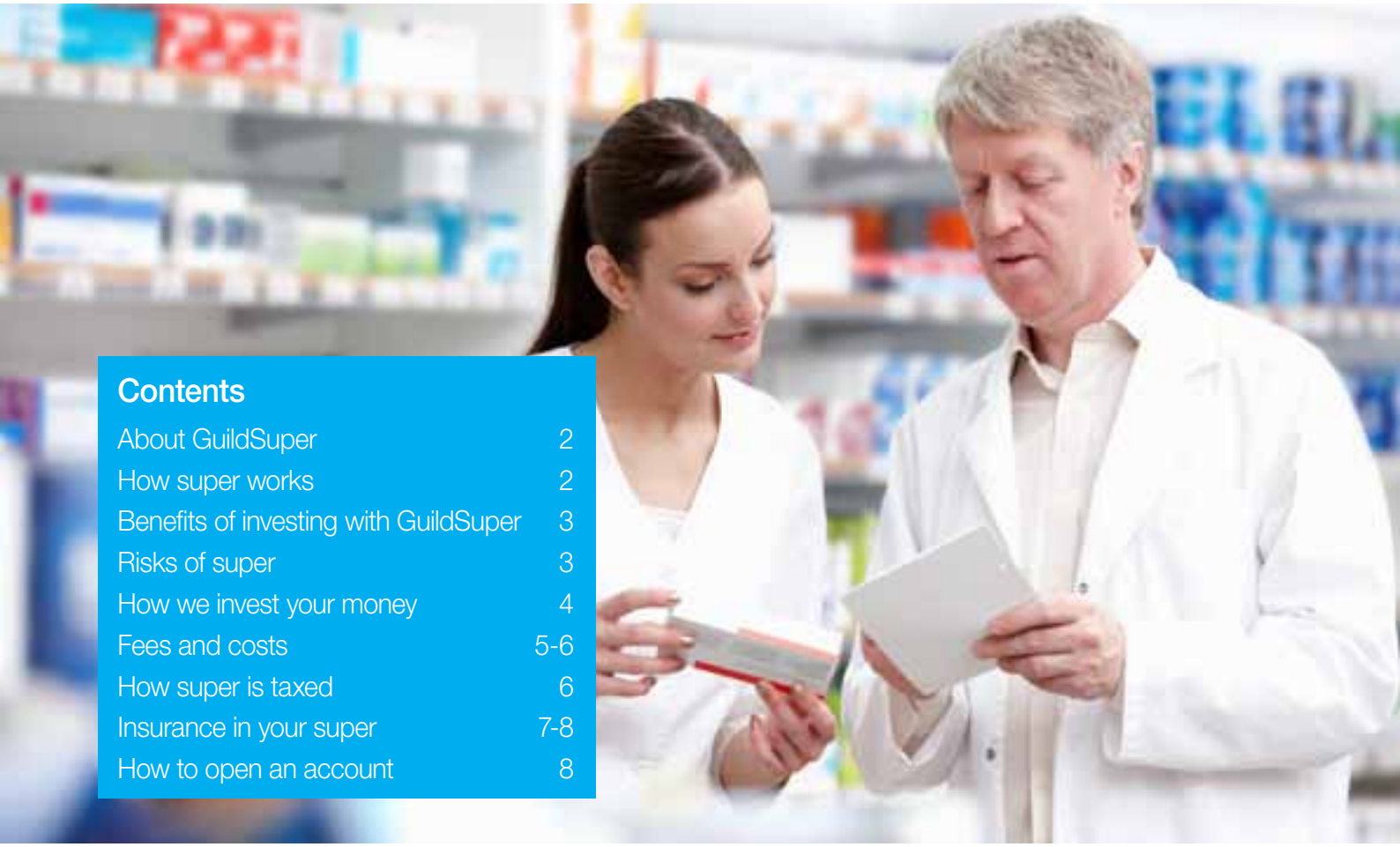
GuildSuper
helping you get there

# 'your GuildSuper product disclosure statement'

Issued 1 July 2014



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The information in this document is general information only and does not take into account your personal financial situation or needs. You may wish to consult a licensed financial adviser to obtain financial advice that is tailored to suit your personal circumstances.



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# 1. About GuildSuper

**At GuildSuper, we're proud to be the specialist fund for professionals in the pharmacy and allied health industries – people just like you.**

We have a long history of delivering quality super services to our members throughout Australia. We make it our mission to help you get the most from your super, keeping things as simple as we can, and helping you achieve the best possible lifestyle once you retire. GuildSuper provides superannuation, insurance, transition to retirement and retirement income products.

GuildSuper is authorised to offer a MySuper product and can accept Superannuation Guarantee contributions from employers.

Importantly, GuildSuper can accept contributions on your behalf, regardless of who you work for, so you can stay with us for your working life and into retirement. The latest *Product Dashboards* for the Fund are available on our website **guildsuper.com.au/dashboard**. When required by law, we'll also provide other important information about the Fund and the Trustee, including Trustee and Executive officer remuneration, on our website under the *About Us* section.

This *Product Disclosure Statement (PDS)* is a summary of significant information and contains a number of references to information contained in our *Member Guide*, which you should consider before making a decision. The PDS was up-to-date at the time of issue. We may change or update the information in this PDS from time to time. Where the change in information is not materially adverse, you can obtain this information by going to our website at **guildsuper.com.au**. You can request a paper copy from our Member Services team any time.

# 2. How super works

It's simple really. Super is just a long-term savings account. It helps you save money while you're working, so you've got enough to support your lifestyle when you stop. You and your employer put money aside now, so that it can be invested and then used to replace your salary in retirement.

You can't generally withdraw your super until you retire, so it's often invested for a long time. This means that together with your regular contributions, your super may one day grow to become one of your biggest assets. For some it may even be worth as much as their family home.

This diagram shows how a super account works:

| Money in | + Positive investment earnings | − Deductions | = Your account balance |
|---|---|---|---|
| • Employer contributions<br>• Your contributions<br>• Rollovers<br>• Government payments | • Earnings from the investments in your super account (see section 5) | • Fees (see section 6)<br>• Tax (see section 7)<br>• Insurance costs (see section 8)<br>• Net investment returns (if negative) | |

## Money in – contributions and investment earnings

**Employer contributions:** These are often called Superannuation Guarantee (SG) contributions. Generally, if you are working and earn more than $450 a month, your employer must make contributions equal to 9.5%* of your ordinary time earnings into a super fund for you. You can usually choose the super fund where you'd like your contributions to be made.

**Your contributions:** For many of us, our employer contributions alone won't be enough to pay for the retirement lifestyle we would like. The good news is that, although there are some limitations on contributions that can be made to superannuation, you can top-up your GuildSuper savings in the following ways:

- Pay extra into your super from your take-home pay (called voluntary or after-tax contributions). If you do this and earn under a limit set by the Government you may be eligible for a bonus payment called the co-contribution.
- Ask your employer to contribute extra from your before-tax salary into your account (called salary sacrifice).

The Government wants Australians to help pay for their own retirement, so they provide tax incentives to encourage us to save through super. For example, contributions are generally taxed at a rate of 15% rather than your marginal tax rate which could be as high as 47% or more.

**Rollovers:** You can combine your super into one account by transferring your other funds (if you have any) into your GuildSuper account.

**Investment earnings:** Your super is invested and any earnings are added to your account. See Section 5 'How we invest your money' in this document for further details.

## Accessing your money

There are rules that restrict when you can withdraw your super balance. Generally, you can't access your super until you reach a minimum age (called your preservation age). Depending on the year you were born your preservation age will be between age 55 and 60. In some limited circumstances you can withdraw your super earlier, for example if you are terminally ill or suffer extreme financial hardship.

Would you like to know more about how super works, or how to make top-up payments, contributions and withdrawals?

Visit **guildsuper.com.au/pds** or give us a call on **1300 361 477**.

* As of 1 July 2014. Please note this is subject to change if the relevant legislation changes.

# 3. Benefits of investing with GuildSuper

Your super is your money. It's there to help replace your salary once you stop working – so it's important you make sure your super is working hard for you. At GuildSuper, we're here to help you do just that…

**A simple investment strategy that automatically adjusts as you approach retirement:** As a GuildSuper member your super will be automatically invested in the MySuper Lifecycle Investment Strategy, so there's no need to choose your investment mix. The MySuper Lifecycle Investment Strategy is made up of three lifestage investment options, each designed to suit a different age group. Your super contributions are automatically invested in the lifestage that suits your age. And as you get older, your investments are automatically adjusted to reduce your level of investment risk.

Of course, if you'd prefer to choose your own investments you can do this too. You can select your own investment strategy from any combination of GuildSuper's eight MyMix investment options. See the GuildSuper *Member Guide* for more details.

**Personalised rollover service:** Rolling your other super funds into your GuildSuper account will reduce the number of fees you pay. Your local Consultant makes this really easy, by personally taking you through the process and helping fill in any forms – it's all part of the service.

**Great value insurance cover:** With GuildSuper you'll automatically receive Death, Total and Permanent Disablement, and Income Protection insurance cover, starting from a low $3 per week – all without filling in a form! And, younger members with insurance cover can also take advantage of our age-based insurance 'boost' – an automatic feature that increases your cover at a stage when you're likely to need it most.

Our buying power means this cover is provided at rates you would find hard to match elsewhere. Provided you meet the basic eligibility criteria we can also transfer your insurance into GuildSuper without any medicals (exclusions to certain types of insurance and limits apply).

**No adviser commissions:** We don't pay any commissions to financial advisers, which means more money for you when you need it most.

**Member education and advice:** Our member education program provides simple tips on how to boost your super. We can also help you with professional advice on getting the most out of your GuildSuper account – at no extra charge.

**Check your fund details 24/7:** Visit your account online at **guildsuper.com.au**. You can easily check your account balance and level of insurance, or update your details online.

**Handy contribution confirmations:** Keep your email and/or mobile details up-to-date so that each quarter we can let you know how much has been added to your account over the period. That way you can see how your super's tracking.

### We're helping make super simple

One of the things that sets GuildSuper apart from other funds is the personal service you receive from our Sales and Service Consultants. Your local Consultant can visit you at work, explain and assist with super paperwork, and answer your general super questions.

**Call us on 1300 361 477**

**We're with you for life:** It's easy to stay with GuildSuper when you change jobs. It's as simple as giving your future employer a *Choice of Superannuation Fund Form* to tell them you're already a GuildSuper member.

**Take us with you in retirement:** GuildSuper provides access to a Transition to Retirement Pension and an Account-Based Pension.

We'll send you useful tips and confirmations to help you make the most out of your super. Just provide us with your email address and mobile number online at **guildsuper.com.au/login**

# 4. Risks of super

All investments carry risk and super is no different. How much risk depends on a number of factors, an important one being the types of assets you're invested in. Asset types include cash, bonds, shares and property. Each asset type has a different level of potential return and risk of receiving a negative return. Those assets with the highest expected return over the long term (like shares) also have the greatest chance (risk) of producing a negative return in the short term.

When investing your super, it is important to understand that super is a long-term investment which may be invested for more than 30 years. Over this time:

- the value of investment options will go up and down – and over some time periods your account balance may go backwards
- while super funds aim to achieve their investment objectives for each investment option, these are not guaranteed
- previous returns don't predict future performance
- you may not save enough through your super savings to pay for the retirement lifestyle you want, particularly if you rely solely on your employer's contributions
- laws affecting superannuation may change.

What's right for you may depend on your age, how long until you retire, how and where you hold your other investments, and how comfortable you are with the possibility of your account balance going down temporarily in some years.

We believe it's important that your super is managed as efficiently and effectively as possible. After all, it's your money and your future. That's why the Trustee employs a team of specialists who monitor GuildSuper to make sure the Fund operates in the best interests of members and their beneficiaries. This includes a dedicated compliance team that monitors the Fund to ensure it continues to comply with all relevant laws. We also regularly review our processes and systems to ensure any risks are identified and managed efficiently.

We can tell you more about different levels of investment risks. Visit **guildsuper.com.au/pds** or if you'd like to talk to someone about which options are best for you, give us a call on **1300 361 477.**

# 5. How we invest your money

As a GuildSuper member, we provide you with a range of investment options depending on how involved you would like to be. If you don't decide where you'd like to invest your super, it will automatically be invested in our MySuper Lifecycle Investment Strategy. If however, you would like to make an investment selection, you can choose to invest in up to eight investment options as part of our MyMix selection.

The Lifecycle Investment Strategy is made up of three lifestage investment options (Building, Growing and Consolidating). Your super contributions are automatically invested in the lifestage option that suits your age. Then, as you reach certain ages, your investments are automatically adjusted to reduce the level of investment risk. This helps protect your money by gradually making your investments more stable as you approach retirement.

**It's important to consider the likely investment return, risk and your investment timeframe when choosing your investment option(s).**

## Here's how it works

The three lifestage investment options are summarised below. As you approach retirement, the proportion of growth assets (which tend to be more volatile) decreases, while the proportion of defensive assets (which tend to be more stable) increases. This helps to protect your savings from short-term fluctuations in investment markets.

| When you are aged | You will be invested in the following lifestage option, with a target investment mix as shown | | |
|---|---|---|---|
| Under 40 | Building | 100% | |
| 40 to 55 | Growing | 75% | 25% |
| 56 and over | Consolidating | 50% | 50% |

■ Total growth assets
■ Total defensive assets

**So for example:** If you are young and just beginning your career, our Building Lifestage option automatically invests a greater amount in investments like shares and other growth assets, which have the potential to provide higher returns over the longer term. Then as you approach retirement, we'll automatically switch your account into our Growing Lifestage and then the Consolidating Lifestage investment options.

Note that your age is determined as at 1 July each year based on your age next birthday. Changes to your investment options are also made on 1 July. Changes do not actually take place on your birthday.

If you do not advise us of your date of birth, your account will be invested in the Consolidating Lifestage investment option.

## The investments in detail

The table below shows how each of the three lifestage options are invested:

| | Building | | Growing | | Consolidating | |
|---|---|---|---|---|---|---|
| Return target* | CPI + 3.5% p.a. over rolling 10 year periods | | CPI + 3.0% p.a. over rolling 10 year periods | | CPI + 2.5% p.a. over rolling 10 year periods | |
| Asset allocation: | Benchmark (%) | Range (%) | Benchmark (%) | Range (%) | Benchmark (%) | Range (%) |
| Australian shares | 39 | 25 to 55 | 28 | 15 to 41 | 17 | 5 to 40 |
| International shares | 39 | 20 to 60 | 27 | 10 to 50 | 17 | 5 to 40 |
| Property | 10 | 0 to 25 | 9 | 0 to 20 | 7 | 0 to 20 |
| Alternatives (growth) | 12 | 0 to 30 | 11 | 0 to 30 | 9 | 0 to 30 |
| Total growth | 100 | 90 to 100 | 75 | 60 to 90 | 50 | 35 to 65 |
| Fixed interest | 0 | 0 to 15 | 11 | 0 to 30 | 19 | 0 to 45 |
| Alternatives (defensive) | 0 | 0 to 5 | 3 | 0 to 10 | 5 | 0 to 15 |
| Cash / Money market securities | 0 | 0 to 10 | 11 | 0 to 20 | 26 | 5 to 45 |
| Total defensive | 0 | 0 to 10 | 25 | 10 to 40 | 50 | 35 to 65 |
| Who might it suit? | Investors who seek strong returns over the long term and are comfortable with periods of short-term volatility. | | Investors who seek to maximise long-term returns without being overly concerned with short-term volatility. | | Investors who seek a balanced option of growth assets and can withstand some short-term volatility. | |
| Risk level | High | | Medium to high | | Low to medium | |
| Minimum suggested timeframe | 10 years | | 8 years | | 5 years | |

* Return targets are after all investment and administration fees, costs and taxes.

You should read the important information about the GuildSuper investment options before making a decision. Please refer to the 'Your GuildSuper investment options' section of the *Member Guide*.

The information relating to the investment options may change between the time when you read this document and the day you acquire the product.

## Quality investment selections for professionals who want to choose

If you'd prefer to choose your own investments, then you may be interested in GuildSuper's MyMix solution. This MyMix solution offers members a choice of eight different investment options including diversified and sector-specific asset classes. This allows you to create your own investment strategy using any combination of these options.

You can also split your investments between the MySuper lifestage option appropriate to your age and the MyMix options if you wish to take advantage of both. For more information on the MyMix solution, refer to the GuildSuper *Member Guide*.

You'll find more on the MySuper Lifecycle Investment Strategy at **guildsuper.com.au/pds**

# 6. Fees and costs

## Did you know?

Small differences in both investment performance and fees and costs can have a substantial impact on your long-term returns. For example, total annual fees and costs of 2% of your 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. Your employer may be able to negotiate to pay lower contribution fees and management costs where applicable. Ask the fund or your financial adviser.[1]

**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 Investment Commission (ASIC) website (moneysmart.gov.au) has a superannuation calculator to help you check out different fee options and can calculate the effect of fees on account balances.

[1] It is a requirement that this text is included in all PDSs. Our fees are set at a competitive level that still allows us to effectively manage the Fund, and as such the fees are not negotiable.

## Main fees and costs

This section provides summary information about the main fees and costs for our MySuper Lifecycle Investment Strategy. Similar information is included in other PDSs so you can compare GuildSuper's fees and costs with those of other funds.

These fees and costs are maximum amounts – you may pay less in some cases.

| Type of fee or cost | Amount | How and when paid |
|---|---|---|
| Investment fee p.a. | Building Lifestage – 0.75%<br>Growing Lifestage – 0.67%<br>Consolidating Lifestage – 0.58% | These fees are calculated daily and are deducted from your gross investment returns. |
| Administration fee p.a. | $95 per annum ($1.83 per week) + 0.15% | The dollar fee is deducted from your account balance monthly. The percentage fee is deducted daily from your gross investment returns. |
| Buy-sell spread | Building Lifestage – 0.19%<br>Growing Lifestage – 0.19%<br>Consolidating Lifestage – 0.19% | These costs are incurred each time units are bought or sold on your behalf. |
| Switching fee | Nil | |
| Withdrawal/ exit fee | $60 | Deducted from your balance when you make a withdrawal or exit the fund. |
| Advice fees | Nil | |
| Other fees and costs p.a.* | Estimated to be up to 0.07% (based on previous performance). | These fees are deducted from your gross investment returns on at least an annual basis. |
| Indirect cost ratio | Nil | |

* Performance fees may apply to some investment options. See 'Performance fees' in the 'Additional explanation of fees and costs' section of the *Member Guide*. Insurance fees you pay cover the premium and the cost of administration in relation to your insurance cover. For a detailed explanation of the fees, please see Section 8 'Insurance in your super'.

You should read the important information about the fees associated with the investment options offered by GuildSuper and the administration fees that apply before making a decision. Please refer to the 'Additional explanation of fees and costs' section of the *Member Guide*.

The information relating to the investment options may change between the time when you read this document and the day you acquire the product.

## Further information about fees and costs

Keep in mind that we may change the level of fees and costs without your consent. If this happens we will notify you at least 30 days before any increase.

The fees and costs for our other investment options are different to those shown opposite. Please refer to the 'Additional explanation of fees and costs' section of the *Member Guide* for details. You should read this important information about fees and costs before making a decision.

**If you use a financial adviser, further fees may be payable to them and you should refer to the Statement of Advice they provide to see what they are.**

## How fees and costs are charged to your account

Fees and costs can be paid directly from your account or deducted from investment returns.

At GuildSuper, all dollar-based administration and withdrawal fees are deducted directly from your account and the amounts will be shown on your *Annual Statement*.

All other percentage-based fees are deducted from your investment earnings before the earnings are applied to your account.

Find out more about fees and costs of the investment options at **guildsuper.com.au/pds**

# 6. Fees and costs continued

## Example of annual fees and costs

The tables below are examples of how the fees and costs in the MySuper Lifecycle Investment Strategy affect your superannuation investment over a one year period. You can use these tables to compare this product with other superannuation products.

| Example – Building Lifestage | | Balance of $50,000 |
|---|---|---|
| Investment fees | 0.75% + 0.04%* | For every $50,000 you have in the Building Lifestage you will be charged $395 each year. |
| **PLUS** Administration fees | $95 ($1.83 per week) + 0.15% | **And**, you will be charged $95 regardless of your account balance plus $75 in administration fees each year. |
| **PLUS** Indirect costs for the Building Lifestage | Nil | |
| **EQUALS** Cost of product | | If your balance was $50,000, then for that year you will be charged fees of $565 for the Building Lifestage. |

| Example – Growing Lifestage | | Balance of $50,000 |
|---|---|---|
| Investment fees | 0.67% + 0.03%* | For every $50,000 you have in the Growing Lifestage you will be charged $350 each year. |
| **PLUS** Administration fees | $95 ($1.83 per week) + 0.15% | **And**, you will be charged $95 regardless of your account balance plus $75 in administration fees each year. |
| **PLUS** Indirect costs for the Growing Lifestage | Nil | |
| **EQUALS** Cost of product | | If your balance was $50,000, then for that year you will be charged fees of $520 for the Growing Lifestage. |

| Example – Consolidating Lifestage | | Balance of $50,000 |
|---|---|---|
| Investment fees | 0.58% + 0.02%* | For every $50,000 you have in the Consolidating Lifestage you will be charged $300 each year. |
| **PLUS** Administration fees | $95 ($1.83 per week) + 0.15% | **And**, you will be charged $95 regardless of your account balance plus $75 in administration fees each year. |
| **PLUS** Indirect costs for the Consolidating Lifestage | Nil | |
| **EQUALS** Cost of product | | If your balance was $50,000, then for that year you will be charged fees of $470 for the Consolidating Lifestage. |

*Performance fees may apply. **And**, if you make a withdrawal or leave the fund early you will also be charged a fee of $60.

# 7. How super is taxed

## Super is taxed in a number of ways

Generally, GuildSuper will deduct the tax that is payable on your superannuation and pay it directly to the Australian Taxation Office (ATO).

**Tax on contributions:** For a typical member, the tax rates on money going into your account will be as follows:

- Before-tax (Super Guarantee, salary sacrifice or self-employed) contributions are usually taxed at 15%.
- After-tax (personal or spouse) contributions are usually not taxed.

**There are limits to the before-tax and after-tax contributions that can be made to your account each year. If too much is contributed, you may be taxed at a much higher rate.**

If you are self-employed (i.e. you earn less than 10% of your income from an employer) you can claim a tax deduction for your contributions.

**Tax on investment earnings and capital gains:** Investment earnings are generally taxed at a rate of up to 15%. Capital gains made by a complying super fund in respect of assets held for 12 months or more are taxed at 10%.

**Tax on withdrawals:** Withdrawals from your account may be taxed if you are under age 60. Once you turn 60, withdrawals are generally tax-free.

**How your Tax File Number (TFN) is used:** **You should provide us with your TFN when you join GuildSuper. If you do not supply us with your TFN, we are required under law to either reject your contribution or deduct additional tax of 30% (plus the Medicare Levy).**

Additionally, GuildSuper will not be able to accept any personal contributions. Not providing it may also make finding any lost superannuation you have more difficult.

We provide more information on how tax applies to super contributions, investment earnings and withdrawals at **guildsuper.com.au/pds**

# 8. Insurance in your super

Insurance cover forms an important part of your super account. GuildSuper's buying power means that the costs and terms of the insurance offered through the Fund are highly competitive – they're generally better than if you were to buy insurance in the retail market, and they're even hard to beat among other super funds.

**Default insurance cover:** When you join GuildSuper, you will automatically receive Default Cover if you are employed and aged between 15 and 70 (subject to terms and conditions – please refer to the *Member Guide*). Your Default Cover is based on your age next birthday (on the last 1 July to have passed prior to you joining GuildSuper).

GuildSuper provides members with the following types of Default Cover:

- Death and Total and Permanent Disablement (TPD), and
- Income Protection (IP).

**And an automatic boost:** We know that your commitments and responsibilities change as you go through different stages in your life – mortgage, marriage and kids to name a few. But not many of us remember to change our insurance to match.

At GuildSuper, we do this for you by automatically giving your Default Cover a boost with an extra unit of Death and TPD cover and an extra two units of IP cover, effective 1 July if you are aged 24 as at that date. It's our way of helping to make sure your insurance cover keeps up with your changing responsibilities and commitments.

**How much cover you receive:** The amount of cover you receive per unit depends on your age and occupation. For example, three units of Death and TPD cover may range from around $650,000 for a 27 year old professional worker to around $12,000 for a 65 year old standard worker. It is essential that we have your correct occupation on record so that you receive the correct level of cover. If you do not provide us with your occupation, or your occupation does not fall within the 'White collar' or 'Professional' categories, you will be placed in the 'Standard' occupational category.

A summary of the type and cost of Default Cover (including the automatic boost where applicable) is shown in the following table:

| Age next birthday (at last 1 July) | Cover type | Total cost per week |
|---|---|---|
| 16 – 24 | 2 units of Death and TPD<br>2 units of Income Protection | $2<br>$1 |
| 25 – 65 | 3 units of Death and TPD<br>4 units of Income Protection | $3<br>$2 |
| 66 – 70 | 3 units of Death and TPD | $3 |
| Over 70 | No insurance cover | N/A |

The table below shows the monthly cover for two units of IP cover (at a cost of $1 per week inclusive of stamp duty). If you qualify for the automatic boost, you will receive four units of IP cover at a cost of $2 per week.

| Income Protection cover for $1 per week (2 units) – 2 year benefit period | | | |
|---|---|---|---|
| Waiting period (days) | 90 | 60 | 30 |
| Benefit period | 2 years | 2 years | 2 years |
| Cost per unit per week | $0.50 | $0.50 | $0.50 |
| Cost per week for 2 units of cover | $1 | $1 | $1 |
| **Monthly Benefit for 2 units of cover** | | | |
| Professional | $1,550 | $1,100 | $439 |
| White Collar | $1,400 | $1,000 | $395 |
| Standard | $1,100 | $680 | $270 |

The default waiting period for Income Protection is 90 days. If you choose to apply for a shorter waiting period the amount of cover per unit will reduce.

**Insurance costs:** There are costs associated with insurance cover and these costs will form part of the fees we charge you. The cost of insurance includes the fees paid to the insurance provider and the administrator's costs incurred in insurance administration.

**Extra insurance cover:** Eligible members may apply for up to four extra units of cover in addition to the units already provided to them without providing any medical evidence. To receive this cover you must request it within six months of joining GuildSuper by completing Section 3 of the *Member Application*.

**Other insurance features:** GuildSuper also offers members:

- life events top-up cover where specific changes in your life allow you to request extra Death and TPD cover without the need for any medical evidence
- terminal illness benefit
- the option to transfer your insurance cover from any other super fund or insurance provider (exclusions for certain types of insurance and maximum limits apply)
- the option to choose between unitised cover (cover decreases over time but cost stays the same) or fixed cover (cover stays the same but cost increases over time) for your Death and TPD insurance.

## Need more insurance cover?

Everyone's situation is different and if you want more cover, you can easily apply for more of the following types of cover at any time:

- Death Only
- Death and Total and Permanent Disablement
- Income Protection
- Long-Term Income Protection.

To apply for Additional Insurance Cover, please complete the *Application for Insurance Form* available online or from Member Services. See the 'Insurance' section of the *Member Guide* to help work out what and how much cover you need, and for details of the eligibility criteria.

# 8. Insurance in your super continued

## Opting out or reducing your insurance cover

You can opt-out or reduce your insurance cover at any time. You may reduce or cancel your cover at any time by filling out the *Insurance Alteration Form* (available online at **guildsuper.com.au** or from Member Services) and sending it to **GuildSuper, GPO Box 1088, Melbourne, VIC 3001**. Any change to your cover will start from the date we receive your valid request.

To opt-out of your Default Cover without costs being incurred, you must notify us in writing within 60 days of your Default Cover commencing.

**Paying insurance benefits:** If you make an insurance claim, GuildSuper and the insurance company will determine whether you are entitled to be paid based on the policy terms, the Fund's rules and the law.

**Important to know:** You will receive the Default Cover and its cost will be deducted from your account unless you cancel or opt-out of this cover.

You should read the important information about eligibility criteria, conditions and exclusions of insurance before making a decision, as it may affect your entitlement to insurance cover. Please refer to the 'Your insurance options' section of the *Member Guide*. The material relating to eligibility criteria, conditions and exclusions may change between the time when you read this document and the day when you acquire this product.

### Would you like to know more about GuildSuper's insurance cover?

We've got more information about cost and eligibility, how to change or cancel your cover, and conditions and exclusions, at **guildsuper.com.au/pds**. It's important information – please read it before you decide whether to apply for insurance.

# 9. How to open an account

There are two easy ways to open a GuildSuper account:

### OPTION 1
#### When you choose to join

1. Read this document (and the *Member Guide* if you need more information).
2. Complete the *Member Application* and *Choice of Superannuation Fund Form* included in this document (also available online or from Member Services).
3. Give the completed *Choice of Superannuation Fund Form* to your employer.
4. Send the *Member Application* to us.

You or your employer can then start to make regular and/or ad-hoc payments into your account.

### OPTION 2
#### When your employer has already made a payment for you

1. If your employer has already started a GuildSuper account by making a contribution for you, your account will be invested in the Lifecycle Investment Strategy and you (if eligible) will have Default insurance cover.
2. Read this document (and the *Member Guide* if you need more information), then complete and return the *Member Application* to us. If you want to change your investment option or your insurance you can do so by completing the *Member Application* and returning it to us.

**Welcome kit:** Once your account is set up you will receive a *Welcome Kit* and a member card with your account details.

**Cooling-off period:** A cooling-off period applies. If you advise us in writing within 20 days from the date we accept your application that you do not wish to join GuildSuper, we will return your money to you (subject to preservation) and no fees will apply. However, you may need to allow for any tax payable or unit price movements.

## Enquiries and complaints

GuildSuper always strives to provide the best possible service, however we acknowledge that at times problems can occur.

If you have a query or concern regarding GuildSuper, in the first instance please call us to let us know. If after talking through your situation you're not happy with the resolution, GuildSuper has a formal process for dealing with unresolved complaints.

This is how it works:

**Step 1:** Call us on **1300 361 477** and explain your situation. We will do our best to resolve your issue straight away.

**Step 2:** If your issue remains unresolved please direct all complaints to:

**Complaints Officer**
**GuildSuper**
**GPO Box 1088**
**Melbourne VIC 3001**
**Telephone: 1300 361 477**
**Fax: 1300 309 959**

The Complaints Officer will review and reply to your complaint within 30 days of receipt. If you are not satisfied with the resolution, or have not received a response within 90 days, you are able to have the complaint considered by the **Superannuation Complaints Tribunal** by calling **1300 884 114**, or by writing to:

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

# Member Application

GuildSuper
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## What you need to do

Before you sign this application form, Guild Trustee Services Pty Limited (the Trustee) must give you the current *Product Disclosure Statement (PDS)* dated 1 July 2014. The PDS should be read before you make a decision to join GuildSuper and will help you understand the product and decide if it is appropriate for your needs.

## Use and disclosure of your personal information

We collect personal information about you in connection with your membership with GuildSuper. By providing your personal information, you agree to its use and disclosure in accordance with our Privacy Policy. If you do not agree, you must not provide your personal information, and we may not be able to process your application. We may disclose your personal information to other parties, including our related companies, third parties who provide us services in connection with our business and regulatory or government authorities. We may use and disclose your personal information for direct marketing purposes, unless you opt out. Our Privacy Policy is available at **guildsuper.com.au**. It contains information about how you may access and seek correction of your personal information, how you may complain about a breach of your privacy and how we will deal with that complaint.

## 1. Personal details (please complete all sections and provide your details in block letters)

Title Dr ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐ Gender M/F ☐

Surname

Given name(s)

Preferred name Date of birth / /

Member no. (if you're already a member)

**Postal address**

Street no. / PO Box Street name

Suburb State Postcode

Country

Phone no. (home) ( ) Mobile phone no.

Phone no. (work) ( ) Facsimile no.

Email

**Residential address**

☐ Same as postal address ☐ Different to above, please complete the information below

Street no. Street name

Suburb State Postcode

Country

Tax File Number (Refer to Section 7 of the PDS for explanation)

We can use your Tax File Number and other personal information to search the Australian Taxation Office's database to locate any other super accounts held on your behalf. Please tick this box to allow us to conduct a search and help consolidate your super accounts. ☐

continued over

Guild Trustee Services Pty Limited. ABN 84 068 826 728. AFS Licence No. 233815.
RSE Licence No. L0000611 as Trustee for GuildSuper (part of the Guild Retirement Fund).
Fund Registration No. R1000030. ABN 22 599 554 834. MySuper Authorised No. 22599554834526.

GLD2558 GS Member Application 1 July 2014

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## 2. Employment details

Employment status ☐ Employed/Self-employed ☐ Unemployed

Employer's name

Date joined employer / /

Employer no. (if known)

Current occupation*

Current annual salary $

Industry (tick box) ☐ Pharmacy ☐ Veterinary ☐ Physiotherapy ☐ Chiropractor ☐ Dentistry

Other (please specify)

| | | |
|---|---|---|
| 1. Are the duties of your occupation limited to professional, managerial, administrative, clerical, secretarial or similar white collar tasks that do not involve manual work and take place entirely (or at least 80%) within an office environment (excluding travel time from one office environment to another)? | ☐ Yes | ☐ No |
| 2. Are you earning at least $100,000 a year from your profession? | ☐ Yes | ☐ No |
| 3. Are you tertiary qualified and a member of a professional institute, registered with a government body or an executive with more than 10 years industry experience? | ☐ Yes | ☐ No |

*Please note that current occupation is required to be completed for Default Cover purposes. If you do not supply your occupation, you will be considered to belong to the 'Standard' occupation classification. If you are not in Active Employment on the date of your application, you will be covered for New Events only for the increased cover received under this section until you return to Active Employment for 30 consecutive days.

## 3. Insurance cover (please refer to Section 8 of the PDS for more information)

**Default Cover**

When you join GuildSuper you will automatically receive Default Cover if you are employed and aged between 15 and 70 (subject to policy conditions). Please see Section 8 of the PDS for more information on the amount of Default Cover you will receive.

**Extra insurance cover**

If you would like any extra insurance cover, you can apply without providing any medical evidence. This is on top of the Default Cover you received on joining.

Just complete the four health questions below, confirm how much extra cover you need and return the form within six months of joining GuildSuper.

| | | |
|---|---|---|
| 1. Are you in Active Employment at the date of this application? Active Employment means you are employed by an employer and in our opinion are capable of performing your identifiable duties without restriction by any illness or injury for at least 35 hours per week (whether or not you are actually working those hours). | ☐ Yes | ☐ No |
| 2. Have you been unable to work due to accident, illness or injury for a total of two weeks (10 days) or more in the last 12 months from the date of application? | ☐ Yes | ☐ No |
| 3. Have you been diagnosed with an illness that reduces your life expectancy to less than 12 months? | ☐ Yes | ☐ No |
| 4. To the best of your knowledge have you ever had cancer, a heart attack, stroke, back disorder, paralysis or mental /nervous disorder (including stress, anxiety or depression)? | ☐ Yes | ☐ No |

If you have answered 'Yes' to questions 2, 3 or 4 you will not be eligible for extra insurance cover without providing medical evidence.
To apply for Additional Insurance Cover, please complete the *Application for Insurance* available online or from Member Services.

**Extra Death and TPD insurance cover**

You can apply for up to four extra units of either Death Only or Death and TPD cover.

What type of cover are you applying for? (please tick only one)

☐ Death Only or ☐ Death and TPD

How many extra units are you applying for? (please tick only one)

☐ 1 unit ☐ 2 units ☐ 3 units ☐ 4 units

Extra Death Only or Death and TPD units cost $1 per unit per week. The amount of cover provided by each unit depends on your age and occupation. Refer to the *Member Guide* (available from Member Services) for more information.

continued over

Guild Trustee Services Pty Limited. ABN 84 068 826 728. AFS Licence No. 233815.
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1 July 2014

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**Extra Income Protection cover**

You can apply for up to four extra units of Income Protection cover.

How many extra units are you applying for? (please tick only one)

☐ 1 unit ☐ 2 units ☐ 3 units ☐ 4 units

Extra Income Protection units cost $0.50 per unit per week. The amount of cover provided by each unit depends on your occupation. Refer to the *Member Guide* for more information.

If you are not in Active Employment on the date of your application, you will be covered for New Events only for the increased cover received under this section until you return to Active Employment for 30 consecutive days.

## 4. Investment strategy (please select your investment option – see Section 5 of the PDS for more information)

I would like my account balance and future contributions invested in the following way:

☐ **The MySuper Lifecycle Investment Strategy** – your super will automatically be invested in the lifestage option that suits your age (see Section 5 of the PDS) **or**

☐ **The MyMix range of investment options** – you choose how your super is invested (nominate your selection in the adjoining table)

If you do not make a selection or if it's unclear, your super will be invested in the MySuper Lifecycle Investment Strategy.

**With MyMix you can choose to invest your super in any combination of the following options.**

| Investment Option | % |
|---|---|
| Secure | |
| Conservative | |
| Balanced | |
| Growth | |
| High Growth | |
| Property Securities | |
| International Shares (unhedged) | |
| Australian Shares | |
| MySuper Lifecycle Investment Strategy | |
| **Total (must add to 100%)** | **100%** |

## 5. Nominated beneficiaries details

The nominations below provide the Trustee with an indication as to who is to receive your superannuation benefits, including any insurance entitlement (if eligible), in the event of your death. You may select a person(s) from the following relationship types (known as dependants):

- your spouse, or de facto spouse (including same-sex partners), or
- your children including an adopted child, step child or ex-nuptial child, or
- someone you are in an interdependant relationship with, or
- a person financially dependent on you.

| Name of beneficiaries | Address | Relationship to you | % of benefit |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

If the Trustee cannot identify eligible beneficiaries, your superannuation benefits will be paid to your Estate. Total 100%

Please note, all nominations made are non-binding and whilst the Trustee will take your nominations into account, it is not bound by it.

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1 July 2014

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## 6. Declaration

To the Trustee, GuildSuper:

I hereby apply to be a member of GuildSuper. In consideration of my admission to membership of GuildSuper, I agree to abide by and be bound by the provisions of the Trust Deed and further declare that:

1. I am eligible to join GuildSuper in accordance with the conditions detailed within this PDS.
2. I received this PDS in Australia.
3. I understand that I cannot receive a benefit from GuildSuper until retirement, except in special circumstances in accordance with superannuation law.
4. I have been supplied with and read the PDS dated 1 July 2014 with which this application was included. I accept that the Trustee of GuildSuper is Guild Trustee Services Pty Limited (the Trustee).
5. I accept that the Trustee, unless otherwise stated, nor any of its subsidiary or associated companies, nor any underlying investment manager nor their subsidiary or associated companies, guarantees the performance of, or repayment of capital from GuildSuper.
6. I hereby give my consent to the Trustee to invest my contributions into the nominated investment option(s), as per the percentages indicated in Section 4 of this form.
7. I declare that I have read the information in Section 8 of this PDS in relation to insurance cover. I understand that, if eligible, I will be granted two or three units of Default Death and TPD cover and two or four units of Income Protection cover depending on my age, which will commence from the date that a contribution or a rollover is received into my account to pay for my insurance costs. My application for extra insurance cover must be returned to GuildSuper within six months of joining the Fund. All insurance cover is subject to the insurance terms and conditions.
8. I have read and understood the Privacy Statement in the *Member Guide* which is available at **guildsuper.com.au/pds**, and I consent to my personal information being collected and used by GuildSuper in accordance with this.
9. If I have disclosed personal information about any other person:
   a) I confirm that I am authorised to disclose to you personal information about that person,
   b) I consent to its use for the purposes shown in the Privacy Statement, and
   c) I consent to disclosure of that personal information to (and obtaining personal information about that person from) other parties, including those shown in the Privacy Statement, for any of these purposes.
10. By signing this application form I am making the following declarations regarding my application for insurance cover:
    a) I have read and understood the Duty of Disclosure in the *Member Guide* which is available at **guildsuper.com.au** and that all information provided is true and correct and I have not withheld any information that may affect the Insurer's decision as to whether or not to accept my application for cover. I understand that if I do not comply with my duty of disclosure, the insurance cover held by me may be avoided and my claim may not be paid.
    b) I have read and understood MetLife's Privacy Policy, which is available at **www.metlife.com.au/privacy**, and consent to my personal information being collected and used in accordance with this.
    c) I understand that restrictions may apply to my cover where I am not in Active Employment on the date of this application
    d) I have read and understood the 'Insurance' section of the PDS and the *Member Guide*.

By becoming a member, you acknowledge that the Trustee, Guild Trustee Services Pty Limited, may use your personal information to keep you up-to-date, including by email and SMS, with the range of other products and services available from the Guild Group.

Please tick the following box, if you do not wish to receive commercial electronic messages. ☐

Signature of member ✘ _____ Date __ __ / __ __ / __ __

### Next steps

Please make any cheques payable to GuildSuper and forward to: **GuildSuper, GPO Box 1088, Melbourne VIC 3001**

### Need help?

Call Member Services on **1300 361 477** or visit **guildsuper.com.au**

## GuildSuper use only

| Consultant's name | Consultant's code |
|---|---|
| | |

# Choice of Superannuation Fund Form

GuildSuper
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## What you need to do

This form should be completed by members who wish to direct their employers to pay their future contributions to GuildSuper. Provide the completed form to your employer for their records.

## 1. Choice of superannuation fund

I request all my future superannuation contributions to be paid to GuildSuper.

Member name

Employee identification no. (if applicable)

## 2. Fund details

| | |
|---|---|
| Fund name | GuildSuper |
| GuildSuper member no. (if known) | |
| Fund ABN | 22 599 554 834 |
| Superannuation product identification no. | GLD0001AU |
| Phone no. | 1300 361 477 |

## 3. Declaration

The following page is a letter from Guild Trustee Services Pty Limited stating that GuildSuper is a complying fund and evidence that GuildSuper will accept the contributions.

Employee signature ✘

Date / /

**Further information on choice of superannuation can be found at ato.gov.au**

**For a copy of the GuildSuper *Product Disclosure Statement (PDS)* go to guildsuper.com.au or call Member Services on 1300 361 477.**

Guild Trustee Services Pty Limited. ABN 84 068 826 728. AFS Licence No. 233815.
RSE Licence No. L0000611 as Trustee for GuildSuper (part of the Guild Retirement Fund).
Fund Registration No. R1000030. ABN 22 599 554 834.

## Next steps

Give this completed form to your employer. Do not send it to GuildSuper.

## Need help?

Call Member Services on **1300 361 477** or visit **guildsuper.com.au**

Guild Trustee Services Pty Limited. ABN 84 068 826 728. AFS Licence No. 233815. MySuper Authorised No. 22599554834526.
RSE Licence No. L0000611 as Trustee for GuildSuper (part of the Guild Retirement Fund). Fund Registration No. R1000030. ABN 22 599 554 834.
GLD2334 GuildSuper Choice of Superannuation Fund Form 07/14

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ABN 22 599 554 834
GPO Box 1088
Melbourne, VIC 3001
**Telephone** 1300 361 477
**Facsimile** 1300 309 959
**guildsuper.com.au**

Fund Reg. No: R1000030
SPIN: GLD 0001AU

Dear Employer

**LETTER OF COMPLIANCE AND CONTRIBUTIONS – GuildSuper**

Guild Trustee Services Pty Limited (the Trustee) is the Trustee for GuildSuper (part of the Guild Retirement Fund).

I confirm the following statements on behalf of the Trustee.

**Complying fund notice**

GuildSuper is a resident regulated superannuation fund within the meaning of the Superannuation Industry (Supervision) Act 1993 (the Act) and is not subject to a direction under section 63 of the Act.

**Default fund eligibility**

GuildSuper is a MySuper authorised fund (Authorisation No. 22599554834526), meeting all the standards for fees and costs, investment options, insurance and member communication.

**Acceptance of contribution**

GuildSuper is able to accept ongoing superannuation contributions from you providing you complete a *New Member List* with full details of the employees for whom you will be making contributions.

This form can be found at **guildsuper.com.au** along with further information you need to know about making contributions to GuildSuper.

**How contributions can be made**

Employers can make contributions to GuildSuper either electronically or by cheque. For details on how to make contributions call GuildSuper Employer Services on **1300 309 882** or visit our website at **guildsuper.com.au**.

Yours sincerely

**Mario Pirone**
Managing Director
Guild Trustee Services Pty Limited

# Rollover Form

GuildSuper
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Rollover initiation request to transfer whole balance of superannuation benefits between funds under the Superannuation Industry (Supervision) Act 1993

**COMPLETING THIS FORM**
- Read the important information pages
- Refer to instructions where indicated with a ➤
- This form is only for whole (not part) balance transfers.

**AFTER COMPLETING THIS FORM**
- Sign the authorisation
- Send form to either your **FROM** (transferring) or **TO** (receiving) fund.

## Personal details

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐

*Family name

*Given names

Other/previous names

*Date of birth Day / Month / Year

Tax file number

Under the *Superannuation Industry (Supervision) Act 1993*, you are not obliged to disclose your tax file number, but there may be tax consequences.

➤ See 'What happens if I do not quote my tax file number?'

*Gender Male ☐ Female ☐

*Contact phone number

### Residential address

*Address

*Suburb

*State/territory *Postcode

### Previous address

➤ If you know that the address held by your **FROM** fund is different to your current residential address, please give details below.

Address

Suburb

State/territory Postcode

## Fund details

### FROM

*Fund name

Fund phone number

*Membership or account number

Australian business number (ABN)

Superannuation Product Identification Number (SPIN)

! If you have multiple account numbers with this fund, you must complete a separate form for each account you wish to transfer.

### TO

*Fund name GuildSuper
GPO Box 1088, Melbourne Vic 3001

*Fund phone number 1 3 0 0 3 6 1 4 7 7

*Membership or account number

Australian business number (ABN) 22 599 554 834

Superannuation Product Identification Number (SPIN) GLD0001AU

! You must check with your **TO** fund to ensure they can accept this transfer.

## 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 consent to my tax file number being disclosed for the purposes of consolidating my account.
- I discharge the superannuation provider of my **FROM** fund of all further liability in respect of the benefits paid and transferred to my **TO** fund.

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.

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

***Name** (Print in BLOCK LETTERS)

***Signature**

***Date** Day / Month / Year

NAT 71223-07.2013

**IN-CONFIDENCE – when completed**

Rollover Form

# Completing the *Rollover initiation request to transfer whole balance of superannuation benefits between funds*

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By completing this form, you will initiate a rollover request to transfer the whole balance of your super benefits between funds. This form can **not** be used to transfer part of the balance of your super benefits.

You can **not** use this form to transfer your benefits to your own self-managed super fund (SMSF). You must use the form *Rollover initiation request to transfer whole balance of superannuation benefits to your self-managed super fund* (NAT 74662).

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.

## BEFORE COMPLETING THIS FORM

- Read the important information below.
- Check that the fund you are transferring your benefits **TO** can accept this transfer.

## WHEN COMPLETING THIS FORM

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

## AFTER COMPLETING THIS FORM

- Sign the authorisation.
- Send the request form to either your **FROM** fund or your **TO** fund

## IMPORTANT INFORMATION

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

This form can **not** be used to:

- transfer part of the balance of your super benefits
- transfer benefits if you don't know where your super is
- transfer benefits from multiple funds on this one form – a separate form must be completed for each fund you wish to transfer super from
- change the fund to which your employer pays contributions on your behalf
- open a super account, or
- transfer benefits under certain conditions or circumstances – for example if there is a super agreement under the *Family Law Act 1975* in place.

## CHECKLIST

- ☐ Have you read the important information?
- ☐ Have you considered where your future employer contributions will be paid?
- ☐ Have you checked your **TO** fund can accept the transfer?
- ☐ Have you completed all of the mandatory fields on the form?
- ☐ Have you signed and dated the form?

## 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 employer 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 **ato.gov.au** or call the Australian Taxation Office (ATO) on **13 10 20**.

## THINGS YOU NEED TO CONSIDER WHEN TRANSFERRING YOUR SUPERANNUATION

When you transfer your super, your entitlements under that fund may cease – you need to consider all relevant information before you make a decision to transfer your super. If you ask for information, your super 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, and exit or withdrawal fees. Your **TO** fund may also charge entry or deposit fees on transfer. Differences in fees that funds charge can have a significant effect on the super 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 – other funds may not offer insurance, or may require you to pass a medical examination before they cover you.
- When considering a new fund, you should consider checking the costs and amount of any cover offered.

## WHAT HAPPENS IF YOU DO NOT QUOTE MY TAX FILE NUMBER (TFN)?

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

Under the *Superannuation Industry (Supervision) Act 1993*, your super 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 super provider when your benefits are being transferred, unless you request in writing that your TFN is not to be disclosed to any other trustee.

## TRANSFERS TO SELF-MANAGED SUPER FUNDS

You must use the form *Rollover initiation request to transfer whole balance of superannuation benefits to your self-managed super fund* (NAT 74662) to transfer your benefits to your own self-managed super fund (SMSF).

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## 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 |

## CERTIFICATION OF PERSONAL DOCUMENTS

All copied pages of original proof of identification documents (including any linking documents) need to 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 – for example, Justice of the Peace or Australia Post employee – and date.

The following people can certify copies of the originals as **true and correct** copies:

- a person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia as a legal practitioner
- a judge of a court
- a magistrate
- a Chief Executive Officer of a Commonwealth court
- a registrar or deputy registrar of a court
- a justice of the peace
- a notary public officer
- a police officer
- an agent of the Australian Postal Corporation who is in change of an office supplying postal services to the public
- a permanent employee of the Australian Postal Corporation with two or more years of continuous service
- an Australian consular officer or an Australian diplomatic officer
- an officer with two or more years of continuous service with one or more financial institutions
- a finance company officer with two or more years of continuous service (with one or more finance companies)
- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having two or more years continuous service with one or more licensees
- a permanent employee of the Commonwealth with two or more years continuous service
- a permanent employee of the State or Territory, or State and Territory authority with two or more years continuous service
- a permanent employee of a local government authority with two or more years of continuous service
- a member of the Institute of Chartered Accountants in Australia, CPA Australia, or the National Institute of Accountants, with two or more years continuous membership.

## WHERE DO I SEND THE FORM?

You can send your completed and signed form to either the transferring or the receiving fund.

### MORE INFORMATION

For more information about super, visit the:

- Australian Securities & Investments Commission (ASIC) website at **moneysmart.gov.au**
- ATO website at **ato.gov.au/super**

For more information about this form, phone the ATO on **13 10 20**.

# Insurance Transfer Form

GuildSuper
helping you get there

## What you need to do

Complete this form if you wish to transfer and replace your insurance cover from another provider to GuildSuper. You must be under the age of 60 at the date of application to be eligible.

## Use and disclosure of your personal information

We collect personal information about you in connection with your membership with GuildSuper. By providing your personal information, you agree to its use and disclosure in accordance with our Privacy Policy.

If you do not agree, you must not provide your personal information, and we may not be able to process your application. We may disclose your personal information to other parties, including our related companies, third parties who provide us services in connection with our business and regulatory or government authorities. We may use and disclose your personal information for direct marketing purposes, unless you opt out. Our Privacy Policy is available at **guildsuper.com.au**. It contains information about how you may access and seek correction of your personal information, how you may complain about a breach of your privacy and how we will deal with that complaint.

## Part 1. Personal details

Member no.

Home phone no.

Surname

Gender M/F

First name(s)

Date of birth / /

Address

State Postcode

Email

Mobile no.

Name of employer

Employer address

State Postcode

Employer contact name

Employer contact no.

## Part 2. Existing cover details (held with another provider that you wish to transfer to GuildSuper)

Name of current cover provider

Member/Policy no.

1) **Please confirm, by ticking the box, that all of the following statements are true and correct:**
   a) I will cancel the existing cover under my former fund or insurer upon acceptance of cover from GuildSuper.
   b) I will not be transferring the cover under my current fund to any other division/section or to any other fund or insurer, other than GuildSuper.
   c) I will not effect a continuation option, or subsequently reinstate cover within the former fund or insurer.
   d) I have never had an application for Death, TPD or Income Protection insurance declined by an insurer.

   **I confirm that all four statements are true and correct and agree to abide by these requirements:** ☐ Yes ☐ No
   If 'No' GuildSuper will not be able to transfer your existing cover.

2) **I confirm that my current level and type of cover under the former fund or insurer is as follows:**

   Death Only (maximum total cover in GuildSuper is $1 million)

   Death and TPD (maximum total cover in GuildSuper is $1 million)

   Monthly Income Protection benefit (maximum total cover in GuildSuper is $10,000 a month)

   Income Protection waiting period days

   Income Protection benefit period 2 years, or to age 65

   If you are applying to transfer your Income Protection cover, what is your annual insurable income (salary)?

   I understand that the transfer of my existing Death Only, Death and TPD or Income Protection cover (maximum of $1 million Death Only or Death and TPD, or $10,000 per month for Income Protection) once accepted by the Insurer, will be subject to the terms and conditions of GuildSuper's insurance arrangements with MetLife Insurance Limited. ☐ Yes ☐ No

continued over

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GLD2333 GuildSuper Insurance Transfer Form 07/14

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## Part 2. Existing cover details continued

3) **I confirm that this transfer of cover is:**

☐ in addition to my current GuildSuper cover ☐ to replace my current GuildSuper cover

4) **Is your cover under the existing fund or insurer subject to any premium loading, exclusion or restriction in relation to any medical condition or other conditions?** If 'Yes' please provide full details of the premium loadings, restrictions and/or exclusions in the table below (including copy of the advice you received from the former fund or their insurer advising you of the acceptance of your cover subject to these additional terms). ☐ Yes ☐ No

**Please note if you have answered 'Yes' to question 4, GuildSuper will where possible provide the same terms and will confirm these terms and conditions in writing to any approved cover.**

### Death and TPD cover

Should your application be accepted, your cover will be rounded down to the nearest unit of cover. The maximium amount of cover inclusive of the transferred amount is $1 million.

### Income Protection cover

If your application is accepted, the amount of Income Protection cover will be an equivalent number of units (rounded up) subject to the maximum total insured benefit of $10,000 per month. If the waiting period you had with your former fund is not available with GuildSuper, you will be allocated the next longest waiting period available under GuildSuper; for example if your waiting period with your former fund was 45 days you would be allocated a 60 day waiting period with GuildSuper. Should your benefit period with your former fund not match a benefit period offered by GuildSuper, you will be allocated a two year benefit period.

## Part 3. Personal statement

Are you restricted, due to injury or sickness, from carrying out the identifiable duties of your current and normal occupation on a full-time basis (even if you are not currently working on a full-time basis)? ☐ Yes ☐ No
Full-time basis is considered to be at least 35 hours per week.

Have you been paid, or are you eligible to be paid, or have you lodged a claim for Total and Permanent Disablement with GuildSuper, another superannuation fund or life insurance policy? ☐ Yes ☐ No

Have you been diagnosed with an injury or sickness that reduces your life expectancy to less than 12 months from the date you sign this form? ☐ Yes ☐ No

**If you have answered 'Yes' to any of the above questions, you will not be eligible to transfer your existing cover from your former fund to GuildSuper. You may be able to obtain insurance cover in GuildSuper either under Default Cover (subject to meeting eligibility conditions) or only after being subject to underwriting acceptance by the Insurer. You are not required to complete the remainder of this form.**

## Part 4. Documentary evidence of cover to be transferred

I have attached documentary evidence of the above cover – for example a copy of the most recent benefit statement or letter from the current fund/insurer confirming the level and type of cover. ☐ Yes ☐ No

**If 'No' GuildSuper will be unable to transfer your existing level of cover.**

continued over

Guild Trustee Services Pty Limited. ABN 84 068 826 728. AFS Licence No. 233815.
RSE Licence No. L0000611 as Trustee for GuildSuper (part of the Guild Retirement Fund).
Fund Registration No. R1000030. ABN 22 599 554 834.

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## Part 5. Acknowledgements

Furthermore, I acknowledge that:

- If I do not fully complete, sign and date this *Insurance Transfer Form*, I will not be eligible to transfer my existing cover to GuildSuper;
- If the Insurer accepts my application, my existing amount of Death and TPD and Income Protection cover as at the transfer date under my former fund will be added to or replace my GuildSuper account by way of additional units rounded to the nearest whole unit(s) but subject to a maximum of $1 million for Death Only or Death and TPD or $10,000 per month for Income Protection;
- My replacement Death and TPD and Income Protection cover will not commence in GuildSuper until the later of: i) the Insurer accepting my application; and ii) cancellation of my existing insurance cover under my former fund;
- GuildSuper and the Insurer may undertake appropriate enquiry and investigation to verify the answers I have provided;
- GuildSuper and the Insurer may investigate whether any premium loadings, restrictions and exclusions that may have applied within the former fund;
- I agree to provide GuildSuper or the Insurer access to the health and/or financial evidence I provided to any former fund and their insurer in an application for the cover. Any non-disclosure to a former fund or insurer may be acted upon by GuildSuper or their Insurer; and
- Should it become apparent to GuildSuper or the Insurer that I have not responded truthfully or satisfied the requirements as set out in Part 3, then any insured benefit that may be payable to me, my beneficiaries or my estate by GuildSuper may be reduced by the insured amount paid or payable by my former fund, any Division or Section of the former fund, or any other fund, or any policy issued under any continuation option that I exercised. This reduction in benefit will, however, be limited to the extent that my benefit from GuildSuper is no less than I would have been eligible to receive under the terms of the policy between GuildSuper and the Insurer had I not applied for a transfer of existing Death and TPD and Income Protection cover.
- If the Insurer accepts my application, the terms and conditions as outlined in the Insurer's policy document will apply, and the terms and conditions of my former super fund and/or former insurer will cease to apply;
- I hereby declare that the information contained in this *Insurance Transfer Form* (whether written in my hand or not) is true and correct and that no information material to this application for transfer has been withheld.
- I have read the *Product Disclosure Statement* including 'Duty of Disclosure' section and understand its contents and what is meant by my duty to disclose. I also understand that my duty to disclose continues after I have completed this application for transfer until the Insurer has accepted the risk.

**Duty of disclosure**

Before you enter into a contract of insurance with an Insurer, you have a duty, under the Insurance Contracts Act 1984, to disclose to the Insurer every matter that you know or could reasonably be expected to know is relevant to the Insurer's decision whether to accept the risk of the insurance and if so, on what terms. You have the same duty to disclose those matters to the Insurer before you extend, vary or reinstate a contract of life insurance. This duty, however, does not require disclosure of a matter:

- that diminishes the risk to be undertaken by the Insurer
- that is common knowledge
- that the Insurer knows or, in the ordinary course of his/her business, ought to know, and
- to which compliance is waived by the Insurer.

**Non-Disclosure**

If you fail to comply with this Duty of Disclosure and the Insurer would not have entered into the contract on any terms if the failure had not occurred, the Insurer may avoid the contract within 3 years of entering into it. For applications accepted from 28 June 2014 onwards, the Insurer can exercise the right to avoid the contract even if it would have provided you with cover on different terms. If your non-disclosure is fraudulent, the Insurer may avoid the contract at any time.

The Insurer who is entitled to avoid a contract of life insurance may, within 3 years of entering into it, elect not to avoid it but to reduce the sum you have been insured for in accordance with a formula that takes into account the premium that would have been payable if you had disclosed all relevant matters to the Insurer. We have the same rights if you make a misrepresentation to the Insurer. The Insurer is required to treat some policies as comprising of 2 or more separate contracts of life insurance and elect whether to apply its rights to each contract separately. For example, TPD and income protection benefits may be treated as separate contracts. Additionally, Default Cover and any Additional Cover will also be treated separately.

**Additional rights from 28 June 2014**

For all cover except Death Cover received by members from 28 June 2014, the insurer has the following additional rights if you fail to comply with your duty of disclosure or make a misrepresentation to us or the insurer:

- Elect to reduce the sum insured according to a formula prescribed by the law at any time;
- If the insurer has not avoided the contract or varied the sum insured, we can vary the contract in a way that places us in the same position we would have been if the non-disclosure or misrepresentation had not occurred.

The Insurer also has these additional rights for policies issued before 28 June 2014 if it agrees to:

- increase the sum insured; or
- provide additional kinds of insurance cover;

but only to the extent of the variation.

**Privacy**

By completion of this form you consent to any personal information that may be of a sensitive nature we or the Insurer may collect about you in the normal course of our and the Insurer's business, being used as outlined in our and the Insurer's respective Privacy Policies. These policies are designed to protect your interests and are consistent with the requirements of the Privacy Act. A copy of the Insurer's privacy policy is available from **metlife.com.au**.

Member's signature ✘ _____ Date __ __ / __ __ / __ __

## Next steps

Please return this completed form and any relevant evidence to: **GuildSuper, GPO Box 1088, Melbourne, VIC 3001**

## Need help?

Call Member Services on **1300 361 477** or visit **guildsuper.com.au**

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**Contact us for more information…**

1300 361 477

guildsuper.com.au

## Further information

If you would like help understanding any of the information outlined in this PDS please contact Member Services on **1300 361 477**.

**Trustee and Issuer:**

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GPO Box 1088, Melbourne VIC 3001
Telephone: 1300 361 477

GuildSuper forms part of the Guild Retirement Fund (the Fund) (SPIN GLD – 0001AU).

Guild Trustee Services holds a MySuper authorisation (No. 22599554834526) and is a member of the Guild Group, which includes Guild Group Holdings Limited and all its subsidiaries (Guild Group).

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