

Short-Form Product Disclosure Statement – Superannuation

Date of publication: 3 January 2012



IMPORTANT INFORMATION

About this Short-Form Product Disclosure Statement (Short-Form PDS)

This *Short-Form PDS* is a summary of significant information you should consider before deciding whether to invest in Prime Super.

It contains a number of references to additional, important information (each of which forms part of the *Short-Form PDS*) which are marked with a ✓.

This additional information is contained in the *Why choose Prime Super?* brochure (3 January 2012), which – as is the case with this *Short-Form PDS* – is available free of charge by calling us on **1800 675 839** or visiting our website at www.primesuper.com.au and selecting *Tools & resources/Publications*.

The information contained in this *Short-Form PDS* is of a general nature only and does not take into account your personal financial situation or needs. We recommend you seek financial advice tailored to your personal circumstances.

Prime Super Pty Ltd (Trustee) does not guarantee repayment of your capital, the performance of your investment, or any particular rate of return. Subject to relevant law, the Trustee reserves the right to change the terms and conditions described in this *Short-Form PDS*. Some changes, such as an increase in fees, can only occur after members have been provided with advance notice. Where advance notice is not required or is otherwise impossible, information on changes will be provided as soon as practicable after a change occurs. Insurance benefits, premiums and insurers may also change.

You can request a copy of this *Short-Form PDS* or the *Why choose Prime Super?* brochure (3 January 2012) by contacting the Trustee on the numbers below.

Contact

Phone

Freecall: **1800 675 839**

Calling from overseas: **+61 2 9374 3967**

Email

administration@primesuper.com.au

Website

www.primesuper.com.au

Postal address

Prime Super
Locked Bag 5103
Parramatta NSW 2124

Issued by the Trustee:

Prime Super Pty Ltd ABN 81 067 241 016

AFSL No. 219723 RSE Licence No. L0000 277

Prime Super ABN 60 562 335 823 RN 1000276

1. About Prime Super

Prime Super is Australia's only nationally-operating industry super fund for rural and regional Australians.

We are not-for-profit, which means all profits are returned to members. We are also eligible for concessional tax treatment, and remain complying and regulated.

We allow you to save for your retirement in a low cost, tax-effective environment which is professionally managed and easy to understand.

A range of individuals can join Prime Super:

- personal members i.e. anyone who can choose their own super fund;
- employees of participating employers;
- anyone receiving spouse contributions;
- the self-employed;
- directors and officers of companies;
- anyone who wants to deposit a rollover or transfer a redundancy payment;
- anyone receiving a super benefit through a divorce settlement;
- anyone transitioning into retirement or who is already retired, and wishes to establish an allocated or non-commutable allocated (transition to retirement (TTR)) income stream; and
- any other person permitted by law to join a super fund.

We can accept contributions from employers (including salary sacrifice), members, members' spouses, self-employed persons, the Government (co-contributions) and other super funds and retirement savings accounts. We can also facilitate contribution splitting.

Prime Super has over 130,000 members and more than \$1.2 billion in assets under management (as at 30 June 2011).

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2. How super works

Super is a means of saving for retirement which is, in part, compulsory.

Different types of contributions can be made into super (for example, employer Superannuation Guarantee (SG) contributions, voluntary contributions (before and after-tax) and Government co-contributions), which have certain limitations – as do withdrawals from super.

Most people have the right to choose into which fund their employer should direct their SG contributions.

In Australia, super investments receive special tax concessions provided by the Government, which aren't available for other types of investments. That's why super is such a powerful tax savings vehicle.

As your super is likely to be one of your biggest assets in retirement, the choices you make today could have a significant impact on your lifestyle in retirement.

✓ You should read the important information about how super works before making a decision to invest with Prime Super. Go to Section 2 of Part 2 of the *Why choose Prime Super?* brochure (3 January 2012) or the Prime Super website at www.primesuper.com.au

The material relating to how super works may change between the time you read this *Short-Form PDS* and the day you sign the application form or when you acquire the product.

3. Benefits of investing with Prime Super

Prime Super offers members many benefits and services including:

- a choice of nine different investment options;
- a range of competitive, flexible and cost-effective insurance options. The default level of insurance cover is available to eligible members without the need to provide medical information;
- access to discounted financial planning services and private health insurance;
- a not-for-profit industry fund status, meaning we are run only to benefit members;
- low fees;
- no commissions paid to financial planners;
- payment of withdrawal, retirement, death, terminal illness, total and permanent disability and income protection benefits to eligible members;
- payment of compassionate and financial hardship benefits to eligible members;
- payment of benefits to temporary residents leaving Australia;
- the ability to transfer into one of Prime Super's retirement products – the allocated income stream or TTR income stream – at no cost;
- a website featuring tools and information, including a secure member section for online transacting; and
- free nationwide education and financial planning seminars.

We also support rural and regional Australians through our sponsorship of various industry and community organisations, including Lifeline Australia and the Regional Achievement and Community Awards.

✓ You should read the important information about the benefits of investing with Prime Super before making a decision to invest with Prime Super. Go to Section 3 of Part 2 of the *Why choose Prime Super?* brochure (3 January 2012) or the Prime Super website at www.primesuper.com.au

The material relating to Prime Super may change between the time you read this *Short-Form PDS* and the day you sign the application form or when you acquire the product.

4. Risks of super

Super is an investment for your future. Its purpose is to allow you to save money to help fund your lifestyle and living expenses when you retire from the workforce.

Like all investments, super carries some level of risk and the level of risk you are willing to expose your super investments to will depend on a range of factors, including:

- your age;
- your investment timeframe;
- where your savings outside of super are invested and the value of those investments; and
- your risk tolerance.

This is known as your 'risk-reward profile'.

Super funds invest in a range of assets which are generally categorised as either 'growth' or 'conservative' assets, and typically include, but are not limited to:

- shares (growth asset);
- listed and unlisted property (growth asset);
- fixed interest (conservative asset); and
- cash (conservative asset).

Depending on the investment strategy chosen, and the assets that make up that strategy, different levels of risk may apply. For example, assets which aim for higher returns over the longer-term may carry the highest level of risk in the short-term.

Broadly, the risks that apply to super funds, including Prime Super, can be categorised as investment risk or operational risk.

Investment risk

Generally, investment risk means:

- the value of your investment will vary;
- the level of returns will vary from those anticipated as rates of return are not guaranteed. This means you may lose some of your money; and
- future returns may differ from past returns.

Factors that may cause the value of your investment to rise or fall in value include, but are not limited to:

- investment market conditions;
- movements in exchange rates;
- movements in interest rates;
- changes in super and taxation laws;
- decisions made by fund managers retained by Prime Super; and
- the possibility of rising inflation.

Operational risks

Operational risks include, but are not limited to the possibility of:

- changes in Government policies and laws, including super and taxation laws that affect your benefit or ability to access your benefit;
- shifts in the economic, technological, political or physical climate;
- events being excluded from insurance cover e.g. if declared a terrorist act; and
- changes in insurance terms.

It's important to realise that a **significant**, overall risk is that the amount of your future super savings (including contributions and returns) may not be enough to provide adequately for your retirement.

The Trustee has developed a risk management plan to help manage risks. Members and employers can obtain a copy of the plan by contacting Prime Super on **1800 675 839**.

✓ You should read the important information about the risks associated with super before making a decision to invest with Prime Super. Go to Section 4 of Part 2 of the *Why choose Prime Super?* brochure (3 January 2012) or the Prime Super website at www.primesuper.com.au

The material relating to the risks associated with super may change between the time you read this *Short-Form PDS* and the day you sign the application form or when you acquire the product.

5. How we invest your money

The investment options available to Prime Super members are made up of a combination of asset classes. The combinations differ to suit a variety of risk profiles.

You can determine your own investment strategy by choosing which investment option or mix of options you would like to invest your super in.

Prime Super offers members a choice of nine different investment options, made up of four pre-mixed options and five sector options.

Pre-mixed options

1. Default
2. Managed Growth
3. Conservative
4. Target Return

Sector options

1. Australian shares
2. International shares
3. Property
4. Fixed interest
5. Cash

Warning

You must consider the likely investment return, the investment risk and your investment timeframe when choosing an option in which to invest.

If you don't make an investment choice, you will be placed in the Default option.

As the majority of our members are quite young with many years until retirement, our Default option contains a higher weighting to growth assets than most typical default options.

Failing to choose an investment strategy that is appropriate for your circumstances and preferences is a significant investment risk.

Prime Super's Default option

Default option – a pre-mixed investment option

| | |
|------------------------------------|--|
| Investment return objective | To outperform the Consumer Price Index (CPI) (after tax and investment expenses) by at least 4% over the medium-term. To limit the likelihood of a negative return to approximately 4 in 20 years. |
| Suitability | For a member who seeks moderate to high returns over the medium to long-term and is prepared to accept some fluctuation in returns over the short-term. This option invests in a diversified range of investments. |
| Time horizon | 5 or more years |
| Risk level | Medium – High |

Target asset allocation



| Target Return Portfolio | | |
|-------------------------|------------|-------------------------|
| Asset class | Ranges (%) | Target (%) ¹ |
| Property | 0.0 - 20.0 | – |
| Private equity | 0.0 - 15.0 | – |
| Natural resources | 0.0 - 5.0 | – |
| Credit opportunities | 0.0 - 10.0 | – |
| Infrastructure | 0.0 - 20.0 | 37.5 |

¹ There is no specific target in each of the asset classes in the Target Return Portfolio due to the illiquid market in which these assets are sourced. Furthermore, flexibility is required so attractive investment opportunities can be added to the portfolio when they present themselves.

| Market Return Portfolio | | |
|-------------------------|------------|--------------|
| Asset class | Ranges (%) | Target (%) |
| Cash | 0.5 - 30.0 | 6.5 |
| Aus. fixed interest | 0.0 - 15.0 | 7.5 |
| Int. fixed interest | 0.0 - 15.0 | 1.5 |
| Aus. shares | 5.0 - 40.0 | 25.5 |
| Int. shares | 5.0 - 35.0 | 16.5 |
| Emerging markets | 0.0 - 10.0 | 5.0 |
| | | 62.5 |
| | | 100.0 |

| Returns | |
|-----------------|---------|
| Year ending | |
| 30 June 2011 | 10.30% |
| 30 June 2010 | 4.16% |
| 30 June 2009 | -15.62% |
| 30 June 2008 | -6.92% |
| 30 June 2007 | 15.20% |
| 5 year average | 0.78% |
| 10 year average | 3.44% |

✓ You should read the important information about Prime Super's investment options before making a decision to invest with Prime Super. Go to Section 5 of Part 2 of the *Why choose Prime Super?* brochure (3 January 2012) or the Prime Super website at www.primesuper.com.au

The material relating to our investment options may change between the time you read this *Short-Form PDS* and the day you sign the application form or when you acquire the product.

6. Fees and costs

Consumer Advisory Warning

Did you know?

Small differences in both investment performance and fees and costs can have a substantial impact on your long-term returns. For example, total annual fees and costs of 2% of your fund balance rather than 1% could reduce your final return by up to 20% over a 30 year period (for example, reduce it from \$100,000 to \$80,000). You should consider whether features such as superior investment performance or the provision of better member services justify higher fees and costs. You may be able to negotiate to pay lower contribution fees and management costs where applicable. Ask the Trustee or your financial adviser.²

To find out more

If you would like to find out more, or see the impact of the fees based on your own circumstances, the Australian Securities and Investments Commission (ASIC) website (www.moneysmart.gov.au) has a super fee calculator to help you check out different fee options.

Fees and costs for Prime Super's Default option

The table below shows the fees and other costs that you may be charged for investing in our Default option.

Fees and costs can be paid directly from your member account, deducted from investment returns or from the assets of Prime Super (the Fund) as a whole.

The information in the table below can be used to compare costs between different super products.

| Type of fee or cost | Amount |
|---|--|
| Fees when your money moves in or out of the Fund | |
| Establishment fee | Nil |
| Contribution fee | Nil |
| Withdrawal fee | \$70 for the first withdrawal. \$35 for subsequent withdrawals ³ |
| Termination fee | Nil – unless balance is transferred to an Eligible Rollover Fund (ERF) then \$10 is charged |
| Management costs | |
| The fees and costs for managing members' investments | A member fee of: <ul style="list-style-type: none"> \$1.00 per week (\$52.00 p.a.); and 0.5% p.a. of your account balance to \$100,000, then nil on amounts over \$100,000, plus the Investment Option ICR ⁴ Cost (including a PBF ⁵), being a percentage of your account balance depending on the investment option chosen. The ICR cost for the Default option is 0.68% p.a. ⁴ (including a PBF of 0.13% ⁵). |

Example of annual fees and costs – the Default option

The table on the next page provides an example of how fees and costs in the Default option can affect your super investment over a one year period. You should use this table to compare this product with other super products.

² Please note that the content of this table is prescribed by law. The fees charged by the Trustee are not negotiable.

³ Is charged when a full or partial withdrawal is processed unless the payment is a retirement, death, total and permanent disability, compassionate or hardship benefit payment.

⁴ ICR = Indirect Cost Ratio. This is the ICR figure calculated at 30 June 2011.

⁵ PBF = Performance Bonus Fee. This is the PBF figure calculated at 30 June 2011.

| Example – the Default option ⁶ | Fee amount | Balance of \$50,000 with total contributions of \$5,000 during the year |
|---|---|--|
| Contribution fees | Nil | For every \$5,000 you contribute, you will be charged \$0 |
| Plus Management costs | 1.18% ⁷ + \$52 (\$1 per week) | And , for every \$50,000 you have in the Fund (up to a maximum of \$100,000) you will be charged \$590 each year plus \$52 in administration fees, regardless of your balance |
| Equals Cost of Fund | If you put in \$5,000 during the year and your average monthly balance was \$50,000, then for that year you would be charged fees of \$642⁸ The total cost to you will depend on the investment option you choose and the fees you negotiate with your fund or financial adviser.⁸ | |

Other fees and costs

Other fees and costs apply to the Default option and our other investment options.

Prime Super has the right to change fees without members' consent. Fees disclosed in this *Short-Form PDS* will not be changed without providing members with at least 30 days' written notice.

Warning – Financial planner fees

The Trustee **does not** pay commissions to planners. However if you choose to have a financial plan prepared in relation to your interest in the Fund, a fee may be paid from your member account.

Payment of the fee is conditional upon completion of a *Payment request form*, the advice being confined to your relevant super interests and provided through Industry Fund Financial Services.

Super calculator

To calculate the effect of fees and costs on your account balance, you can use the super calculator provided by ASIC at www.moneysmart.gov.au

✓ You should read the important information about Prime Super's fees and costs in relation to our other investment options before making a decision to invest with Prime Super. Go to Section 6 of Part 2 of the *Why choose Prime Super?* brochure (3 January 2012) or the Prime Super website at www.primesuper.com.au

The material relating to our fees and costs may change between the time you read this *Short-Form PDS* and the day you sign the application form or when you acquire the product.

⁶ Additional fees may apply. Establishment Fee – Nil; Switching Fee – \$60 per switch made after the first switch in any year. And, if you leave the Fund early, you may also be charged withdrawal fees of between \$35-\$70 unless the payment is a retirement, death, total and permanent disability, compassionate or hardship benefit payment.

7. How super is taxed

Super is one of the most tax-effective ways to save for your retirement. Even so, tax laws are complex and subject to change so to make the most of your super, you might like to consult an accountant or tax adviser.

Warning – Providing your Tax File Number (TFN)

You should provide us with your TFN when you become a member of the Fund. It is not an offence to withhold your TFN, but if neither you nor your employer provide your TFN, all concessional contributions will be taxed at the highest marginal tax rate.

We will also be unable to accept non-concessional contributions.

Additionally, any benefit payable to you will be taxed at the highest marginal tax rate.

Tax within super applies to:

- contributions;
- investment earnings; and
- withdrawals.

Contributions

Tax payable on contributions is paid out of contributions when they are received by the Fund and before they are allocated to a member's account.

Contributions received by a super fund are classified as either concessional or non-concessional for tax purposes.

Concessional

Concessional contributions, also known as **before-tax** contributions, include all contributions made from your before-tax salary, including salary sacrifice contributions and employer SG contributions. They are contributions for which a tax deduction has or will be claimed.

All concessional contributions are taxed in the Fund at 15%.

Non-concessional contributions

Non-concessional contributions, also known as **after-tax** contributions, are contributions made from after-tax money. They include personal and spouse contributions. They are contributions for which **no** tax deduction can be claimed.

No tax applies to these contributions in the Fund, as it has already been paid.

We cannot accept a non-concessional contribution unless we have your TFN. If a contribution is received, we will attempt to source your TFN and if unsuccessful, we will return the contribution to you in the time period specified by law.

Contribution limits

Both types of contributions are subject to annual limits (known as 'caps') as set by legislation. If these limits are exceeded, additional tax must be paid.

⁷ This percentage is made up of 0.50% Trustee fee and 0.68% Default option ICR. ICR may change from year to year as actual costs change.

⁸ Please note that the content of this table is prescribed by law. The fees charged by the Trustee are not negotiable.

Concessional contributions cap

Subject to the next paragraph, the limit for concessional contributions in the 2011-12 year is \$25,000. This limit is indexed.

If you are age 50 or above

If you are age 50 and above (up to 30 June 2012), you can contribute up to \$50,000 for 2011-12 without incurring excess tax. From 1 July 2012, if you have less than \$500,000 in super, you can contribute up to \$50,000 p.a. without incurring excess tax.

Warning – exceeding the concessional cap

Any contribution in excess of the concessional cap will be taxed at an additional 31.5%. This excess contribution will also be considered non-concessional and will count towards the non-concessional contributions cap for the same financial year.

Non-concessional contributions cap

If you are under age 65

The limit for non-concessional contributions in the 2011-12 year is \$150,000. This limit is indexed.

At any time during the year however, you can bring forward two years' of contributions and therefore contribute up to \$450,000 at any time for three years.

If you are age 65 or above

The annual limit is \$150,000 however you must satisfy a 'work test' in order to make after-tax contributions.

The work test specifies you must have been gainfully employed (either employed or self-employed) for at least 40 hours within 30 consecutive days in the financial year the contributions are made.

Warning – exceeding the non-concessional cap

Any contribution in excess of the non-concessional cap will be taxed at the top marginal tax rate plus the Medicare levy (46.5%). This applies even if your contributions have been made across a number of funds.

Generally, the Fund pays all tax relating to your benefit and where applicable, can deduct it from your account balance – this includes in the case where either cap has been exceeded.

Investment earnings

Investment earnings are generally taxed at 15%, less allowable deductions. Some investments such as property and shares may carry tax credits that reduce tax paid by the Fund. Tax payable on investment earnings is deducted from the earnings for each of the Fund's investment options, before the earnings are credited to members' accounts.

You do not pay personal income tax on the investment earnings of your super while a member of the Fund.

Withdrawals

Tax payable on a super benefit (withdrawal) is deducted from the benefit before it is paid to a member.

Super benefit payments (withdrawals) are divided into a tax-free component and a taxable component.

The tax-free component is the part of your benefit that is tax-free.

The taxable component is the part of your benefit that is taxable and may include two parts:

1. A taxed element – where tax has already been paid on the benefit in the Fund.
2. An untaxed component – where tax has not been paid on the benefit in the Fund.



You should read the important information about how super is taxed before making a decision to invest with Prime Super. Go to Section 7 of Part 2 of the *Why choose Prime Super?* brochure (3 January 2012).

The material relating to how super is taxed may change between the time you read this *Short-Form PDS* and the day you sign the application form or when you acquire the product.

8. Insurance in your super

Insurance is an important benefit designed to protect you and your family when you need it most. It's important you have adequate cover for your own personal circumstances.

Insurance offered through Prime Super is provided by MetLife Insurance Limited (ABN 75 004 274 882 AFSL 238096) (MetLife). The Fund offers members:

- Death only insurance (including terminal illness);
- Death & Total and Permanent Disablement (TPD) insurance; and
- Income protection insurance.

Death only insurance

Provides an insured lump sum in addition to your account balance, if you die whilst a member of the Fund.

Terminal illness insurance

Provides an insured lump sum in addition to your account balance, if you are diagnosed as having a terminal illness whilst a member of the Fund.

You must have Death cover to be eligible to make a claim.

TPD insurance

Provides an insured lump sum in addition to your account balance if you become totally and permanently disabled whilst a member of the Fund.

Income protection insurance

Provides a regular income of up to 85% of your monthly salary (if your cover exceeds 75% of your salary, up to 10% is paid to Prime Super as a superannuation contribution).

This is paid for up to two years should you, in the opinion of the insurer, be unable to work in your usual occupation due to illness or injury for longer than your chosen waiting period.

If you return to work after you become ill or injured you may still be eligible to receive a partial disability benefit.

The payment of any claim is subject to legislative restrictions that may apply and provided the insurer approves the claim.

Default cover

All eligible Prime Super members are entitled to two units of Death & TPD cover when they join the Fund.

Default cover is unitised which means you purchase it in units that have a specified benefit value at each age. The cost to you for these units is set out in *The cost of cover* section below.

Warning

If you do not want default insurance cover, you can cancel your cover. If you cancel within 60 days from the day you join the Fund, any premiums paid will be refunded to your member account. To cancel your default cover, you will need to complete an *Insurance application/Variation form* which is available to download from our website at www.primesuper.com.au

If you cancel your insurance cover outside the 60 day period, any premiums that have been deducted from your member account will *not* be refunded to you. If you do not cancel your cover, the cost of that cover will be deducted from your account.

Additional cover

In addition to the two units of default Death & TPD cover, **new** members can apply for up to four additional units via the *Member application form* – enclosed with this *Short-Form PDS*.

The value of insurance purchased via each unit depends on your age.

Section 8 of Part 2 of the *Why choose Prime Super?* brochure (3 January 2012) contains tables showing the value of insurance per unit at each age, classified according to Standard, White Collar and Professional occupational rates.

How to apply for cover

If you wish to increase or decrease your insurance cover at any time during the course of your membership, you can apply to do so by completing an *Insurance application/Variation form*.

You can also apply using our online application portal at www.primesuper.com.au – provided that you are registered for online services.

Warning

Some conditions and exclusions apply with respect to who is eligible for insurance cover through the Fund. You should read Section 8 of Part 2 of the *Why choose Prime Super?* brochure (3 January 2012) for further information before deciding whether the insurance available is appropriate for you.

The cost of cover

There are costs associated with insurance cover. All insurance premiums are deducted directly from your member account.

If eligible, you can apply to be covered under White Collar or Professional rates which provide a higher benefit at no additional cost (or a similar benefit at a lower cost if you have more cover than the default).

Death only insurance (including Terminal Illness)

- \$1.00 per unit per week

This is only available when you are not eligible for TPD insurance or where you choose not to be insured for TPD.

Death & TPD insurance

- \$1.50 per unit per week

Therefore, default insurance cover (ie two units of Death & TPD insurance) costs \$3.00 per week.

Income protection insurance

This is dependent on your age, sex, occupation and the waiting period you select (i.e. after which time your benefit can be paid).

The weekly cost can range from \$0.69 up to \$32.90 per \$1,000 of cover (including stamp duty).



You should read the important information about Prime Super's range of insurance options before making a decision to increase or decrease your insurance cover within Prime Super. Go to Section 8 of Part 2 of the *Why choose Prime Super?* brochure (3 January 2012) or the Prime Super website at www.primesuper.com.au

The material relating to the Fund's insurance options may change between the time you read this *Short-Form PDS* and the day you sign the application form or when you acquire the product.

9. How to open an account

To open an account with Prime Super, please complete the *Member application form* enclosed with this *Short-Form PDS*.

By signing the form, you are confirming you have received this *Short-Form PDS* and had an opportunity to read it.

This form, plus many more, is available online at www.primesuper.com.au or by calling us on **1800 675 839**.

Cooling-off period

Personal members

When you apply to join Prime Super, you have 14 days ('cooling-off period') in which you can cancel your application, beginning on the earlier of:

- the day on which you receive confirmation that your application has been accepted by the Trustee; or
- the end of the fifth day after the day on which you become a member of Prime Super.

If you cancel your application during this time, no management or transaction charges will be deducted.

However, any Government taxes and charges paid or payable by the Fund as a result of your application will be deducted. Any contributions paid will also be adjusted to reflect any investment earnings (positive or negative) on your investment before being refunded.

As a result, the amount returned to you under the cooling-off period may be more or less than your original amount.

Employers

Employers may exercise a cooling-off period on the same terms as those that apply to personal members, beginning on the earlier of:

- the day we issue new member documentation (confirmations) in respect of the employees enrolled in the Fund under the employer's initial application; and
- the end of the fifth day after the day on which we first issue the super interest to the employer's employees.

Employer-sponsored members

Employer-sponsored members are not entitled to a cooling-off period.

Any request to cancel your membership must be made in writing to:

Prime Super
Locked Bag 5103
Parramatta NSW 2124

Please note: the cooling-off period ceases once you have exercised a right in respect of membership – for example, making an investment choice.

✓ You should read the important information about how to open a Prime Super account before making a decision to invest with Prime Super. Go to Section 9 of Part 2 of the *Why choose Prime Super?* brochure (3 January 2012) or the Prime Super website at www.primesuper.com.au

The material relating to how to open a Prime Super account may change between the time you read this *Short-Form PDS* and the day you sign the application form or when you acquire the product.

Enquiries and complaints

If you have an enquiry or complaint, you can contact us on freecall **1800 675 839** or write to us at:

The Enquiries and Complaints Officer

Prime Super
Locked Bag 5103
Parramatta NSW 2124

Fax: 1800 023 662
Email: administration@primesuper.com.au

Complaints will be responded to within 14 days of receipt and you will receive a formal reply to your complaint within 90 days. If you are not satisfied with the outcome, you may be able to have your complaint heard by the Superannuation Complaints Tribunal (SCT). The SCT is an independent body set up by the Commonwealth Government to hear complaints by members and beneficiaries against certain types of decisions made by trustees of super funds. The SCT can only consider your complaint if you have already approached the Trustee.

There are certain time limits that you need to comply with to lodge a complaint with the SCT. For more information on these time limits, please visit the SCT website (www.sct.gov.au).

Members can contact the SCT toll free on **1300 844 114** from anywhere in Australia, or write to them at:

The Superannuation Complaints Tribunal

Locked Bag 3060
Melbourne VIC 3001

Contact details for super enquiries, the Trustee and the Administrator

Super enquiries

Mail: Prime Super
Locked Bag 5103
Parramatta NSW 2124

Freecall: 1800 675 839
Calling from overseas: +61 2 9374 3967
Freefax: 1800 023 662

Email: administration@primesuper.com.au
Web: www.primesuper.com.au

Trustee

Prime Super Pty Ltd
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Administrator

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Sydney NSW 2001

Phone: (02) 9229 5111

Web: www.russell.com

SECTION 3 – PROVIDING YOUR TAX FILE NUMBER (TFN)

Under the *Superannuation Industry (Supervision) Act 1993*, your superannuation fund is authorised to collect your TFN, which will only be used for lawful purposes.

These purposes may change in the future as a result of legislative change. The Trustee of your superannuation fund may disclose your TFN to another superannuation provider when your benefits are being transferred, unless you request the Trustee of your superannuation fund in writing that your TFN not be disclosed to any other superannuation provider.

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

- your superannuation fund will be able to accept all types of contributions to your account(s);
- any concessional contributions to your superannuation account(s) will be taxed at a lower rate;
- other than the tax that may ordinarily apply, no additional tax will be deducted when you start drawing down your superannuation benefits; and
- it will make it much easier to trace different superannuation accounts in your name so that you receive all your superannuation benefits when you retire.

Your TFN will otherwise remain confidential.

Insert your nine digit TFN here:

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|

SECTION 4 – CONTRIBUTIONS PLAN

Please complete this section if you would like to make regular **after-tax contributions** to your account. Please note that the Government limits the amount of money you can contribute to your super. For more information please refer to the *Short-Form PDS – Superannuation* and the *Why choose Prime Super?* brochure. If you would like to make *before-tax* contributions, including salary sacrifice contributions, please contact your employer.

PART A – ELIGIBILITY CRITERIA

Please note that we can only accept after-tax contributions if you meet the following criteria:

I am aged less than 65 years

Yes No

OR

I am aged between 65 and 74 years and have worked at least 40 hours in a 30 day period or less during the current financial year

Yes No

AND

I have provided Prime Super with my TFN

Yes No

PART B – CONTRIBUTION AMOUNT

I wish to contribute: \$

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

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| | |
|--|--|
| | |
|--|--|

Please note that any contributions you make will be invested according to your chosen investment strategy.

PART C – CONTRIBUTION FREQUENCY

One-off Monthly Quarterly

PART D – PAYMENT METHOD

Please choose your preferred payment method.

BPAY®

You will need to contact your financial institution to make your payment. Prime Super's BPAY® details are:



Biller code: 584581

Biller name: Prime Super Member Contribution

CRN: Please call us on **1800 675 839** for your customer reference number.

Direct debit

Please complete sections E and G to set up your direct debit.

EFT

Please refer to section F and complete section G (for our records and to ensure the EFT is completed correctly) and then contact your financial institution to make your payment.

Cheque

Your cheque should be made payable to Prime Super and should be attached to this form.

SECTION 5 – INSURANCE: OCCUPATIONAL RATINGS

When you join Prime Super you automatically receive two units of Death & TPD cover (default cover). If you are in a low risk occupation, you may be entitled to White collar or Professional insurance rates. These rates offer a higher level of cover than the Standard rates. If you do not complete this section, or do not qualify for a White collar or Professional rating, your occupational rating will be Standard.

Please indicate below whether the following statements are correct.

WHITE COLLAR

1. My work duties are of a clerical, administrative or management nature. Yes No
2. My work duties are undertaken entirely within an office environment (excluding travel time between offices). Yes No
3. Do your work duties require you to perform duties of a manual nature. Yes No

If you answered 'yes' to questions 1 & 2 and 'no' to questions 3 you are eligible for a White collar occupational rating.

PROFESSIONAL

In addition to the requirements set out under White collar:

1. I hold a tertiary qualification relevant to my current occupation, am a member of a professional institute, or am a senior member of my organisation's executive team. Yes No
2. I earn in excess of \$100,000 per annum from my profession. Yes No

If you are eligible for a White collar occupational rating and you answered 'yes' to the above statements you are eligible for a Professional occupational rating.

Members who qualify for White collar and Professional rates receive a higher level of cover than those on the Standard rate. For further details on benefit amounts please refer to the current *Short-Form PDS – Superannuation* and the *Why choose Prime Super?* brochure.

If you believe that you should be eligible for a White collar or Professional occupational rating but do not meet the criteria above please provide your reasons below, including a brief description of your duties (you may attach additional paper if required) and our insurer will consider your request.

However for the purposes of this application, any insurance cover you apply for (including default cover) will be provided at Standard rates until such time as the insurer accepts your application for a White collar or Professional occupational rating.

SECTION 6 – INCREASING YOUR INSURANCE COVER

When you join Prime Super you automatically receive two units of Death & TPD cover (default cover). **If you do not wish to increase your level of insurance cover you do not need to complete this section.**

- **If you would like to increase your level of cover or fix your level of cover you must complete Parts A, B and C of this section.**
- **If you would like to apply for Income protection insurance cover you must complete Parts A and D of this section.**

PART A – HEALTH QUESTIONNAIRE

1. Are you, at the date of this application, due to accident, illness or injury restricted from being capable of carrying out on a full-time basis all the identifiable duties of your current employment? Yes No
(Full-time means more than 35 hours per week on an ongoing basis. It is not necessary that you actually work full-time but only that you have the mental and physical capability to do so.)
2. Have you been unable to work due to accident, illness or injury for a total of 2 weeks (10 days) or more in the last 12 months or been on a workers' compensation claim for 4 or more weeks in the last 3 years? Yes No
3. Have you previously had an application for life insurance cover (Death, TPD, Trauma or Income protection) declined, deferred, had an exclusion or loading applied or accepted on terms other than requested? Yes No
4. Are you currently receiving medical treatment or advice for any condition other than a cold or the flu? Yes No
5. Have you ever received medical treatment or advice for one of the following conditions: Yes No
 - cancer
 - chest pain
 - high blood pressure, high cholesterol or a heart/vascular complaint
 - respiratory disorder
 - a psychological or emotional problem
 - paralysis or stroke

SECTION 7 – BENEFICIARIES

You should nominate how you would prefer your benefit to be paid in the event of your death.

| Who can you nominate? | |
|--|--|
| Who can receive your benefit in the event of your death? | <p>You can pay your benefit to:</p> <ul style="list-style-type: none"> • your estate; or • nominated beneficiary(ies); or • a combination of your estate and your nominated beneficiary(ies). <p>Any beneficiary you nominate must be either your legal personal representative (i.e. the executor or administrator of your estate) or dependant at the date of your death.</p> <p>If you nominate your estate or legal personal representative, your benefit will be paid according to your Will (or according to the law of your state or territory if you have no Will).</p> |
| Who qualifies as a dependant? | <p>Under Superannuation Law, the people that you are able to nominate to receive your Death benefit are:</p> <ul style="list-style-type: none"> • your spouse (including de facto of the same or different sex); • your children (including biological, step and adopted children, or a child of your spouse); • any person who is financially dependant on you; and • any person with whom you have an interdependency relationship including: <ul style="list-style-type: none"> – any person with whom you have a close personal relationship and live with where one or both of you also provides ongoing financial support, domestic support and personal care; and – any person with whom you have a close personal relationship where, because of a disability, the above requirements of living together, financial support, domestic support and personal care are not able to be satisfied. |
| Types of nominations | |
| You can choose to make a preferred nomination or binding nomination. | |
| What is a preferred nomination? | <ul style="list-style-type: none"> • This is a preferred nomination only. The Trustee will take into consideration any nomination you make, however, in this case, the Trustee has final discretion in deciding who will receive your superannuation benefit when you die. • Should be updated if your circumstances change. • Requires no witness signatures. |
| What is a binding nomination? | <ul style="list-style-type: none"> • When you make a valid binding nomination, you decide who receives your benefit when you die, and how much of the benefit they receive. • Will be treated as a binding nomination for three years from the date the nomination is made. This nomination reverts to being a preferred nomination after the three-year period if the nomination is not extended by lodging a new binding nomination request. Prime Super will write to you when your nomination is due to expire. • Requires two witness signatures. Witnesses must be aged over 18, must not be one of your nominated beneficiaries and must be present when you sign the form. If the witnesses sign and date the form on a different date to your signature, the nomination will be invalid. • An invalid binding nomination will be treated as a preferred nomination by the Trustee and will not revoke or replace an existing, valid binding nomination. |

Please note: If you do not make a valid nomination, the Trustee will have final discretion in deciding who will receive your superannuation benefit when you die. You should refer to the current *Short-Form PDS – Superannuation* for more information about who qualifies as a dependant and how to make a binding nomination. It is important to note that each person you nominate must qualify as a dependant.

PART A – YOUR OPTIONS

Preferred nomination/s

Or

Binding nomination/s

WHERE TO SEND THIS FORM

Once completed please return this form to us via mail, fax or email.

Mail Prime Super
Locked Bag 5103
Parramatta NSW 2124

Freecall 1800 675 839
Fax 1800 023 662
Email administration@primesuper.com.au

If you have any questions about this form or Prime Super please call us on **1800 675 839** (8.00am to 8.00pm Monday-Friday Sydney time).

DIRECT DEBIT REQUEST SERVICE AGREEMENT

Why an agreement?

Through the Direct Debit Request (DDR) you are allowing us to debit amounts from your bank/financial institution account. The amount, how often and the date we will debit your account depends on what you instruct us to do.

If Prime Super wants to change this agreement

We will notify you at least 14 days before making any changes to this agreement.

If you want to change your direct debit or make an enquiry

Please contact our customer service staff if you wish to:

- delay or change your direct debit – you need to advise us at least ten days before the date we will debit your bank/financial institution account;
- cancel the DDR – you need to advise us at least three days before the date we will debit your bank/financial institution account; or
- dispute a debit that has been made from your bank/financial institution account – Prime Super will respond to your dispute within five business days.

Weekends and public holidays

We will always try to debit your account on the date nominated by you, except when this falls on a weekend or a public holiday. In this case we will debit your account on the next business day.

Internet, fax or mail direct debit request

If you are making a direct debit request via the internet, fax or mail we will debit your account on the day of receipt or the next business day.

Make sure you have enough money in your account

You should make sure that you always have enough cleared funds in your bank/financial institution account for us to debit your account. If there isn't enough money (that is, cleared funds) in your account, we will still make the debit. But if your bank/financial institution dishonours the debit we may pass on to you any dishonour fees and/or costs incurred by Prime Super.

Check that you give us your correct details

Before completing the Direct Debit Request, please check with your bank/financial institution that:

- your bank/financial institution account accepts direct debiting as some accounts don't; and
- the account number you give us is correct (refer to your bank/financial institution statement or contact your bank/financial institution if necessary).

Other things to note:

- Bank accounts and Building Society accounts can be nominated. Credit Union accounts cannot be nominated. This facility is not available for such accounts.
- BSB Number – Identifies the bank/financial institution/state/branch at which your account is held. Please contact your bank/financial institution if you are not sure of this number.
- Account Number – Your bank/financial institution account number.
- Member Number – Your Prime Super Member number.

Conditions of Use

- To cancel or alter your direct debit, you must notify Prime Super in writing.
- There must be enough money in the account on each day you have nominated for a deduction to occur.
- If the deduction is dishonoured three times, this facility will cease immediately. A dishonour means that the deduction could not be made because there was not enough money in the nominated account.
 - If Prime Super is advised of a dishonour and any part of the dishonoured amount has been paid out from your account, you will be liable to pay that amount to Prime Super.
 - If Prime Super is advised of a dishonour after all your superannuation benefit is paid out, you are liable to repay the dishonoured amount to Prime Super.

Privacy

Prime Super is dedicated to protecting all personal information provided on behalf of its members. In line with the *Privacy (Private Sector) Act 2000*, we maintain all member records in the strictest confidence. We only use the information for the purpose in which it was provided. Personal information will not be used or disclosed for any other purpose without your consent.

The bank may require your details to be provided in the event of a claim or relating to an alleged incorrect or wrongful debit. If you would like a copy of our Privacy Statement, please call **1800 675 839** or visit our website at **www.primesuper.com.au**

COMPLETING PROOF OF IDENTITY

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

Acceptable documents

The following documents may be used.

| EITHER | OR | AND |
|---|--|--|
| <p>One of the following documents only:</p> <ul style="list-style-type: none"> • driver's licence issued under State or Territory law • passport | <p>One of the following documents:</p> <ul style="list-style-type: none"> • birth certificate or birth extract • citizenship certificate issued by the Commonwealth • pension card issued by Centrelink that entitles the person to financial benefits | <p>One of the following documents:</p> <ul style="list-style-type: none"> • letter from Centrelink regarding a Government assistance payment • notice issued by Commonwealth, State or Territory Government within the past twelve months or local council within the past 3 months that contains your name and residential address. <p>For example:</p> <ul style="list-style-type: none"> – 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 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 (eg Justice of the Peace, Australia Post employee, etc) and date.

The following persons can certify copies of the original as **true and correct** copies. This is not a complete list. For a full list of individuals who can certify documents, go to Prime Super's website at www.primesuper.com.au:

- a Prime Super Regional Manager (RM);
- a permanent employee of Australia Post with 2 or more years of continuous service;
- a finance company officer with 2 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 2 or more years continuous service with one or more licensees;
- a notary public officer;
- a police officer;
- a registrar or deputy registrar of a court;
- a Justice of the Peace;
- a person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia, as a legal practitioner;
- an Australian consular officer or an Australian diplomatic officer;
- a judge of a court;
- a magistrate; or
- a Chief Executive Officer of a Commonwealth court.

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 but may terminate your membership of the fund 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 choice of fund. For the appropriate forms and information about whether you are eligible to choose the fund to which your employer contributions are made, visit www.ato.gov.au/super or call the Australian Taxation Office on **13 10 20**.

THINGS YOU NEED TO CONSIDER WHEN TRANSFERRING YOUR SUPERANNUATION

When you transfer your superannuation from a fund, your entitlements under that fund may cease. You need to consider all relevant information before you make a decision to transfer your superannuation from a fund. 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. Prime Super does not charge establishment or contribution fees on transfer. Differences in fees 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 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 may wish to check the costs and amount of any cover offered.
- If your **FROM** fund is not a public offer fund, you may not be able to rejoin that fund.

WHAT HAPPENS IF I DO NOT QUOTE MY TFN?

Under the *Superannuation Industry (Supervision) Act 1993*, your superannuation fund is authorised to collect your TFN, which will only be used for lawful purposes.

These purposes may change in the future as a result of legislative change. The trustee of your superannuation fund may disclose your TFN to another superannuation provider, when your benefits are being transferred, unless you request in writing to the trustee of your superannuation fund that your TFN not be disclosed to any other superannuation provider.

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

- your superannuation fund will be able to accept all types of contributions to your account(s);
- any concessions on contributions to your superannuation account(s) will be taxed at a lower rate;
- other than the tax that may ordinarily apply, no additional tax will be deducted when you start drawing down your superannuation benefits; and
- it will make it much easier to trace different superannuation accounts in your name so that you receive all your superannuation benefits when you retire.

Your TFN will otherwise remain confidential.

WHERE TO SEND THIS FORM

Once completed please return this form to us via mail, fax or email.

Mail Prime Super
Locked Bag 5103
Parramatta NSW 2124

Freecall 1800 675 839
Fax 1800 023 662
Email administration@primesuper.com.au

If you have any questions about this form or Prime Super please call us on **1800 675 839** (8.00am to 8.00pm Monday-Friday Sydney time).

Prime Super employer application form



Please complete this form if you:

- wish to become a registered employer of Prime Super; or
- you are already a registered employer and you wish to update some of your details.

Please complete in pen using **BLOCK** letters. Print 'X' to mark boxes where applicable.

SECTION 1 – EMPLOYER DETAILS

Employer Name

Trading Name

ACN

ABN

Employer Number (if you are already registered)

Industry

Employer Postal Address

Suburb/City/Town

State

Postcode

Phone Number

Fax

Mobile Number

Contact Name

Contact Position

Email

SECTION 2 – MAKING CONTRIBUTIONS

Contribution frequency

By default, contributions made into the Fund are done so on a monthly basis.

If you wish to make contributions on a quarterly basis instead, please tick the box below.

Quarterly

The majority of our employers use the Prime Super website at www.primesuper.com.au to submit their contributions to the Fund. If you'd like to receive information on how to set up this facility for your business, please indicate below:

Yes, please email me the details

Yes, please fax me the details

No, not at this time

Note: If you choose to submit contributions by cheque, please make cheques payable to 'Prime Super'.



Prime Super is a resident regulated superannuation fund within the meaning of Superannuation Industry (Supervision) Regulations 1994 (SIS) and is not subject to a direction under section 63 of SIS.



EMPLOYEE B

Member Number (if already a member)

Date of Birth (DDMMYYYY)

Tax File Number

Occupation

Date Joined Employer (DDMMYYYY)

Annual Salary

\$

Surname

Title

Mr Mrs Miss Ms Dr

Given Names

Gender

Male Female

Residential Address

Suburb/City/Town

State

Postcode

Phone Number

Fax Number

Mobile Number

Email

CONTRIBUTION DETAILS

Employer Period – Start Date

End Date (if applicable)

Employer Contribution

\$

Salary Sacrifice

\$

Member Voluntary Contribution

\$

EMPLOYER DECLARATION

I confirm the above details are true and correct

Full Name

Employer Signature

Date (DDMMYYYY)

WHERE TO SEND THIS FORM

Once completed please return this form to us via mail, fax or email.

Mail Prime Super
Locked Bag 5103
Parramatta NSW 2124

Freecall 1800 675 839
Fax 1800 023 662
Email administration@primesuper.com.au

If you have any questions about this form or Prime Super please call us on **1800 675 839** (8.00am to 8.00pm Monday-Friday Sydney time).



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Free call: 1800 675 839 Free fax: 1800 023 662
administration@primesuper.com.au
www.primesuper.com.au

asfa member

