

New Member Form – Employer Division

Please complete these instructions in **BLACK INK** using **CAPITAL LETTERS** (except for your email address) and **✓** boxes where provided. *Indicates a mandatory field or section. If you do not complete all of the mandatory fields or sections, there may be a delay in processing your request.

1 Member details

Member status	<input type="checkbox"/> New member	<input type="checkbox"/> Existing member	Account number	J	R															
Employer/Company name	<input type="text"/>																			
Employer code	<input type="text"/>																			
*Title (Dr/Mr/Mrs/Ms/Miss)	<input type="text"/>	*Surname	<input type="text"/>																	
*Given name(s)	<input type="text"/>																			
Tax File Number ¹	<input type="text"/>	<input type="text"/>	<input type="text"/>																	
Current residential address																				
*Unit No	<input type="text"/>	*Street No	<input type="text"/>																	
*Street name	<input type="text"/>																			
*Suburb	<input type="text"/>										*State	<input type="text"/>	*Postcode	<input type="text"/>						
Postal address (if different to above)																				
*Unit No	<input type="text"/>	*Street No	<input type="text"/>																	
*Street name/PO Box	<input type="text"/>																			
*Suburb	<input type="text"/>										*State	<input type="text"/>	*Postcode	<input type="text"/>						
Phone (home)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Phone (work)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	*Date of birth	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
*Email address	<input type="text"/>																			
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	*Occupation	<input type="text"/>																
*(P)ermanent/(C)asual	<input type="checkbox"/>	*If casual, number of hours worked per week												<input type="text"/>	<input type="text"/>					

1 Important information on providing tax file numbers

Please provide your tax file number (TFN) when acquiring this product. Under the *Superannuation Industry (Supervision) Act 1993*, we are authorised to collect your TFN, which will only be used for lawful purposes and in accordance with the *Privacy Act 1988*. It is not an offence if you choose not to provide your TFN, but providing it has its advantages, including:

- we will be able to accept all permitted contributions
- other than the tax that may ordinarily apply, you will not pay more tax than you need to, and
- it will be easier to find different super accounts in your name.

On joining the Employer Division if you provide your TFN to your employer, your employer must disclose it to us within 14 days to avoid penalties imposed by the Australian Tax Office (ATO).

Please read the information on TFNs in the Product Disclosure Statement (PDS) before providing your TFN.

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*Anti-Money Laundering (AML) and Counter-Terrorism Financing (CTF)

In accordance with *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Law), please advise the following:
(Note: your application cannot be processed unless this section is completed and you may be requested to provide additional information and documentation to facilitate IOOF's compliance with AML/CTF Law.)

Politically Exposed Person (PEP)

Politically Exposed Persons are individuals who occupy a prominent public position or function in a government body or international organisation, either within or outside Australia. This definition also extends to their immediate family members and close associates.

Are you a Politically Exposed Person?

Yes No

If Yes, please nominate one of the below:

I hold one of the above mentioned publically exposed roles. Please specify

I am a close associate/family member. Please specify your relationship to the PEP

Source of wealth (the origin of your financial standing or total net worth ie, how you generated your wealth)

Employment Investments Other (please specify, eg inheritance)

Source of funds (the origin of your contribution to set up your account)

Employment Investments Other (please specify, eg inheritance)

2 Nomination of beneficiaries

You may complete a Binding Death Benefit Nomination form or a Non-Binding Death Benefit Nomination form available in this forms booklet, from our website or by contacting our Client Services Team. Otherwise, in the event of your death, any benefits will be paid to your Legal Personal Representative on behalf of your estate. Alternatively, you can log into Pitcher Partners Super Online and submit the signed and dated nomination electronically.

3a: Deposit Instruction

You can make your own investment choice as part of your application. If you do not make an investment selection, you will be classified as a MySuper member and invested in the MySuper default investment strategy. If you make an investment selection other than the default investment strategy, you will be classified as a Choice member.

Please advise us of your Deposit Instruction.

Please note:

- Please ensure that the Deposit Instruction includes at least the default minimum allocation of 1% against the Cash Account (Choice members only). The percentages allocated to the Cash Account and your selected investment option(s) must add up to 100%.
- For a full list of investment options available for selection within Pitcher Partners Superannuation Fund go to our website and select from the **investment guide (PPS.01)** and list your selections in the space provided.
- To ensure the investment option selections are listed correctly please add the APIR code along with the name of the investment option.
- Term deposits and listed investments cannot form part of your Deposit Instruction. Please refer to Step 3b and 3c to provide these instructions.

MySuper member (default investment strategy – 100% IOOF Balanced Investor Trust). Please refer to Step 3b and 3c to provide these instructions.

OR

Choice member

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APIR Code	Investment option	Allocation (%)
<input type="text"/>	Cash Account (Mandatory)	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total (must = 100%)		<input type="text"/>

- If no investment selection is nominated or your choice is unclear, the MySuper default investment strategy will apply.
- If you require more space, please go to our website and download a New Member Investment Authority form.

Step 3b: Listed investments

Minimum trade is \$2,000 per listed investment.

ASX code	Units	OR	Investment amount	At market price	OR	At maximum price (\$)
<input type="text"/>	<input type="text"/>		\$ <input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>		\$ <input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>		\$ <input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>		\$ <input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>		\$ <input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>		\$ <input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>		\$ <input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>		\$ <input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>		\$ <input type="text"/>	<input type="text"/>		<input type="text"/>
<input type="text"/>	<input type="text"/>		\$ <input type="text"/>	<input type="text"/>		<input type="text"/>

Please note:

- If additional investments and/or listed investments are required, attach a separate signed sheet.
- These investments cannot form part of your Standing Instructions.
- The maximum per listed investment is 30% of your account balance, with no more than 95% of your account balance invested in listed investments
- The maximum buy price will be valid for 30 days, after which the amount for the purchase of your selected listed investments will be retained in your Cash Account until we receive further instructions from you.

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Step 3c: Fixed rate/fixed term investments (minimum \$20,000)

Months	<input type="text"/>	Amount	\$	<input type="text"/>
Months	<input type="text"/>	Amount	\$	<input type="text"/>
Months	<input type="text"/>	Amount	\$	<input type="text"/>
Months	<input type="text"/>	Amount	\$	<input type="text"/>

Please select your provider (if no selection is made, Adelaide Bank will be used)

- Adelaide Bank
 NAB
 ANZ

Please note:

- 3, 6 and 12 month terms are offered.
- The maximum overall investment is 95% of your account balance.

4 Cash Account preferences (Choice members only)

Cash Account limits

You must maintain a minimum percentage allocation to the Cash Account.

Please specify one of the following options:

Cash Account default minimum of 1%

OR

Cash Account percentage nominated in your Deposit Instruction

You may also nominate a dollar based cap on the amount held in your Cash Account, subject to a \$5,000 minimum.

To set a Cash Account cap, please specify the amount here \$

The Cash Account dollar based cap is not available if you are a MySuper member.

Cash Account top-up

If the balance in your Cash Account is zero or below, the Trustee will top up the balance to the lower of:

- the Cash Account default minimum of 1% or the Cash Account percentage nominated in your Deposit Instruction; or
- the Cash Account cap

We will top up your Cash Account balance by redeeming the necessary amount from your managed investments (without prior notice to you) in accordance with the method you have selected below:

Pro-rata (default option) – Redeem funds across all managed investments according to the proportion of the portfolio that they represent.

OR

Redemption instruction – percentage – Redeem funds from specified managed investments according to the percentage allocation nominated below.

Please note:

- The percentages allocated your selected investment option(s) must add up to 100% not including the Cash Account.
- To ensure the investment option selections are listed correctly please add the APIR code along with the name of the investment option.
- Restricted investments, annuity funds, term deposits and listed investments cannot form part of redemption instruction – percentage.

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7 Insurance cover

Default insurance

Death and TPD

Do you require additional Death and TPD cover above the default level of \$3 per week?

Yes* No

Additional Death and TPD cover available (these options must be exercised within 120 days of joining your employer).

- \$4 per week
- \$5 per week
- \$6 per week

Income protection

Do you require additional Income Protection cover above the default level of \$2,000 per month with a 90 day waiting period and a 2 year benefit period?

Yes* No

Additional Income Protection cover available (these options must be exercised within 120 days of joining your employer).

- \$4,000 per month with a 90 day waiting period and a 2 year benefit period
- \$5,000 per month with a 90 day waiting period and a 2 year benefit period
- \$6,000 per month with a 90 day waiting period and a 2 year benefit period

* If you have selected Yes, for additional Death and TPD and/or Income Protection cover, you **must complete** the Insurance application – top-up default form available from our website or by contacting our Client Services Team. If you require cover above what is listed above please complete an Application for Insurance available in this forms booklet, from our website or by contacting our Client Services Team.

8 Transfer of existing super

Do you have any previous super funds that you would like to transfer into the Fund?

Yes No

If Yes, please complete a Request to Transfer form available from our website or by contacting our Client Services Team.

9 Request for SuperMatch search and consolidation

SuperMatch makes consolidating your super easy by using the ATO's automatic electronic search facility.

When you complete this section, you will be authorising the Trustee to conduct a search for your super monies with other superannuation funds including lost member accounts or any ATO-held super (such as super guarantee payments, superannuation holding accounts, Government super contributions or unclaimed superannuation monies).

Alternatively, log into Pitcher Partners Super Online and consolidate your super with a few clicks of a mouse.

Important note:

- To use this feature, please ensure you provide your TFN and email address in Step 1.
- Any ATO-held super monies located will be automatically transferred to your account without any further instructions from you.
- You will be notified of any super accounts located from the SuperMatch search in an email. Note that super accounts located cannot be automatically transferred without your authorisation. Please note that any insurance attached to your accounts may be cancelled as a result of consolidating your super accounts.
- Please read the SuperMatch declaration on page 11 for important information.

a. Do you wish the Trustee to conduct a SuperMatch search? Yes No
(Note: If you only want to be notified of the search results, select No to question b below).

b. Do you wish to consolidate your super accounts using SuperMatch? Yes No

Your request for us to conduct a SuperMatch search and consolidation will not be accepted if your TFN and email address are not provided.

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10 Additional super contributions

Do you want to make any of the following additional contributions? (For a full description on the types of contribution payments below, please refer to the PDS).

Salary sacrifice (pre-tax salary or wages)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Personal (after tax salary or wages)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Spouse contributions	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you have selected 'Yes' to any of these options you will need to make the appropriate arrangements (such as liaise with your payroll officer for salary sacrifice).

11 Member declaration

Important note: Information (including your personal information) provided to the Trustee is used for the purpose of opening a superannuation account and for other related purposes detailed in the PDS and privacy policy, for example: assisting your financial adviser in providing you with advice, facilitating requested insurance and to provide you with account statements. The Trustee may disclose your personal information, such as, your name and contact details, along with your account information to its related bodies corporate, your employer, your financial adviser, insurers, professional advisers, businesses that may have referred you to the Trustee, medical professionals where you have applied for insurance cover, banks and other financial institutions, or to provide you with information about other products or services that may be of interest to you.

The Trustee is authorised to collect your personal information under *the Superannuation Industry (Supervision) Act 1993* and *the Anti-Money Laundering and Counter-Terrorism Financing Act 2006*. If you do not provide all of the requested information, the Trustee may not be able to action your request. The Trustee is not likely to disclose your personal information to overseas recipients, however, any overseas disclosure does not affect the Trustee's commitment to safeguarding your personal information and the Trustee will take reasonable steps to ensure any overseas recipient of personal information complies with the *Privacy Act 1988*. Your personal information will be used in accordance with the Trustee's privacy policy. The privacy policy contains information about how you may access or correct your personal information held by the Trustee and how you may complain about a breach of the Australian Privacy Principles. You may request a copy of the privacy policy by contacting our Client Services Team on (07) 3222 8444 or through the IOOF website at www.ioof.com.au/privacy.

- I consent to the collection, use and disclosure of the above information by the Trustee for the purposes specified in the PDS and privacy policy.
- I confirm that all details supplied in this form are true and correct.
- I understand that by electing the MySuper default investment strategy I will only be invested in the IOOF Balanced Investor Trust and MySuper fees will apply to my account.
- I understand that by electing a Choice investment strategy I have access to the full investment menu and Choice fees will apply to my account.

SuperMatch

By completing Step 9 – Request for SuperMatch search and consolidation:

- I authorise the Trustee to store, use and disclose my TFN and any other information held by the Trustee, as authorised by law, to contact the ATO or use SuperMatch (or such other ATO authorised search facilities), contact other super funds identified by the search result, to find out if they have other super monies and to meet any requirements set by the relevant super laws, the ATO or other regulatory authorities in relation to consolidating my super accounts
- I understand that my consent provided in relation to the use, storage and disclosure of my TFN when I provide the Trustee with my TFN details continues to apply unaffected.
- I authorise the Trustee to receive any ATO held super monies identified through the SuperMatch search and to transfer the ATO held super monies to my account.
- By ticking Yes in Step 9b, I instruct the Trustee to transfer to my Pitcher Partners Superannuation account the balance of any accounts held by other super funds found as a result of any searches authorised to be conducted.
- I authorise the deduction of the transfer fees, if applicable, by my previous super fund from the super monies rolled over to my Pitcher Partners Superannuation account.
- I am aware that I may ask the Trustee for information about any fees or charges that may apply to a rollover, or any other information about the effect that the rollover may have on my super monies.
- I acknowledge that the Trustee cannot guarantee that all of my super accounts will be found and/or transferred to my Pitcher Partners Superannuation account despite all reasonable efforts being made.
- I am aware that any insurance attached to my accounts may be cancelled as a result of transferring my super monies to my Pitcher Partners Superannuation account.

Member signature

Date / /

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13 Employer use only

*Date commenced employment / / Category Current salary \$

I have acted in accordance with the instructions in section 10 regarding additional super contributions Yes No

I declare that the employee was at work on the date of commencing employment. I understand that if the employee was absent due to a public holiday or a weekend, this is classified as being at work Yes No

Reason employee was not at work on commencing employment

Authorised signature

Date / /

Name

Position

Contact phone number

Please forward all correspondence to

Applications & forms

Post Pitcher Partners Superannuation Fund
GPO Box 1144, Brisbane QLD 4001

Email info@pitcherpartners.com.au

Fax (07) 3221 7779

Enquiries

Telephone enquiries (07) 3222 8444