

# The easy way to Consolidate your super

## Educational series



**Have you tried to get your super in order before, but thought it was too hard?  
While it takes a bit of time and paperwork, the effort may be worthwhile.**

Why get it sorted? If your super is lost, tracking it down may give you certainty about how much you have and how it is performing. If your super is spread across several funds, consolidating it into one fund can reduce your paperwork.

Of course, there'll be some paperwork along the way. And you'll need to put aside some time to think about your situation – perhaps meet with your financial adviser.

But remember, it's your hard-earned money and your future that's at stake. And decisions you make today can make a big difference years from now.

So let's get started. The sooner you finish, the sooner you can get back to all those other things you'd really rather be doing.

If you have super funds from previous employers (and many working Australians do) then you could be paying unnecessary fees and insurance premiums on those funds. Combining all your previous super funds into one can make it easier to track, easier to manage and review whether your savings are working hard for you.

### Where can you find your old super?

If you already know where your super funds are, just collect the latest statements from your previous super funds. If you can't find these, get in touch with your past employers and ask them where your super was invested when you left.

If you still can't trace your super, it may be classified as 'lost'. But don't fret, you are not alone. It's estimated that around 1 in 2 working Australians have lost super, which currently totals over \$11.9 billion!

Fortunately, you can locate your lost super through the Australian Taxation Office's free SuperSeeker tracing service by phoning them on 13 28 65 or online at [ato.gov.au/super](http://ato.gov.au/super). You'll need to provide your name, date of birth and Tax File Number. They will let you know if you have any lost super on their register.

### How do you decide which super fund suits you best?

Once you've tracked down all your old super, you need to decide which super fund best suits your personal circumstances.

Before consolidating your super, you need to compare the costs, risk and benefits of your current funds. It's also a good idea to check whether any withdrawal or termination fees apply from any of your past funds and be aware of any investment or taxation implications. And if you still have insurance with a past fund, make sure you don't need or at least replace it before closing the account.

You'll find a lot of useful information, such as details of the costs, additional fee rebates or insurance benefits and risks in each fund's Product Disclosure Statement (PDS) and latest annual statement. If you don't have a Colonial First State PDS handy, you can download one at [colonialfirststate.com.au](http://colonialfirststate.com.au) or call us on 13 13 36 and we will send one in the mail.

If you're unsure about consolidating or need more guidance, it's important that you speak to your financial adviser.

### Do you have a super account with Colonial First State?

You need to have a Colonial First State super account if you decide to transfer your money from your old funds. To open an account you must complete an application form contained in the PDS of the fund you'd like to invest in. You can find information about our super funds and download a PDS online at [colonialfirststate.com.au](http://colonialfirststate.com.au) or call us on 1300 360 645.

## How do you consolidate into your Colonial First State super account?

If you decide you'd like to combine your previous super balances into your Colonial First State super account, you need to notify each of your past super funds. To make it easy, you'll find a transfer request form at the end of this brochure.

With the transfer request form in hand you need to:

- Photocopy the form if you have more than one previous fund.
- **Send a completed form to each of your past funds – don't send it to Colonial First State.**
- Wait for your previous fund(s) to transfer your super directly into your nominated Colonial First State account.
- It may take your past fund up to 30 days to make the transfer. Don't be put off! It's your hard-earned money and it's worth the effort to get it all in one place.

 **SORTED**



### Want to find out more?

Please speak with your financial adviser or visit our website at [colonialfirststate.com.au](http://colonialfirststate.com.au). Alternatively, you can contact us:

Enquiries about existing investments, please call 13 13 36

Enquiries about new investments, please call 1300 360 645

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# Completing the request to transfer whole balance of superannuation benefits between funds form

By completing this form, you will request the transfer of the **WHOLE** balance of your superannuation benefits between funds.


This form can **NOT** be used to transfer part of the balance of your superannuation benefits.

This form will **NOT** change the fund to which your employer pays your contributions. The Standard Choice Form must be used by you to change funds.

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

## AFTER COMPLETING THIS FORM

- Sign the authorisation.
- Attach the appropriately certified proof of identity documents.
- Review the checklist below.
- Send the request form to your 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 superannuation benefits
- transfer benefits if you don't know where your superannuation is
- transfer benefits from multiple funds on this one form – a separate form must be completed for each fund you wish to transfer superannuation from
- change the fund to which your employer pays contributions on your behalf
- open a superannuation account, or
- transfer benefits under certain conditions or circumstances, for example if there is a superannuation agreement under the *Family Law Act 1975* in place.

## CHECKLIST

- Have you read 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?
- Have you attached the certified documentation including any linking documents if applicable?

## WHAT HAPPENS TO MY FUTURE EMPLOYER CONTRIBUTIONS?

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

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

## THINGS YOU NEED TO CONSIDER WHEN TRANSFERRING YOUR SUPERANNUATION

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

- **Fees** – your **FROM** fund must give you information about any exit or withdrawal fees. If you are not aware of the fees that may apply, you should contact your fund for further information before completing this form. The fees could include administration fees as well as exit or withdrawal fees. Your **TO** fund may also charge entry or deposit 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 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 may wish to check the costs and amount of any cover offered.

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

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

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

## TRANSFERS TO SELF MANAGED SUPERANNUATION FUNDS

You may use this form to transfer your benefits to your own self managed superannuation fund (SMSF).

You should be aware that SMSFs are subject to the same rules and restrictions as other funds, when benefits are to be paid out. In particular, superannuation benefits in a SMSF are required to be 'preserved', meaning they are not generally able to be accessed until you are over age 55 and retired.

The trustee of your **FROM** fund may be able to request further information from you about your status as a member, a trustee or a director of a corporate trustee of your SMSF, if there are multiple transfer requests to your SMSF. Penalties may apply for providing false or misleading information.

## Completing proof of identity

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

### ACCEPTABLE DOCUMENTS

The following documents may be used.

#### EITHER

##### One of the following documents only:

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

#### OR

<p><b>One of the following documents:</b></p> <ul style="list-style-type: none"> <li>■ birth certificate or birth extract</li> <li>■ citizenship certificate issued by the Commonwealth</li> <li>■ pension card issued by Centrelink that entitles the person to financial benefits.</li> </ul>	<b>AND</b>	<p><b>One of the following documents:</b></p> <ul style="list-style-type: none"> <li>■ letter from Centrelink regarding a Government assistance payment</li> <li>■ notice issued by Commonwealth, State or Territory Government or local council within the past twelve months that contains your name and residential address. For example: <ul style="list-style-type: none"> <li>– Tax Office Notice of Assessment</li> <li>– Rates notice from local council.</li> </ul> </li> </ul>
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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 (eg Justice of the Peace, Australia Post employee, etc) and date.

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

- a permanent employee of Australia Post with five or more years of continuous service
- a finance company officer with five 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 five 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.

### WHERE DO I SEND THE FORM?

You can send your completed and signed form with your certified proof of identity documents to either fund.

#### MORE INFORMATION


For more information about superannuation, visit the:

- Australian Securities and Investments Commission website at [www.fido.asic.gov.au](http://www.fido.asic.gov.au), or
- Australian Taxation Office website at [www.ato.gov.au/super](http://www.ato.gov.au/super)

For more information about this form, phone the Australian Taxation Office on **13 10 20**.

# 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 and certified proof of identity documents to either your **FROM** or **TO** 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

\*Fund phone number

\*Membership or account number

Australian business number (ABN)

Superannuation Product Identification Number (SPIN)

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

## \*Proof of identity See 'Completing proof of identity'

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

OR

I have attached certified copies of both:

Birth/Citizenship Certificate or Centrelink Pension Card

AND

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

## 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.
- If the **TO** fund is a self managed superannuation fund (SMSF), I confirm that I am a member, trustee or director of a corporate trustee of the SMSF.
- 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.

\*Name (Print in BLOCK LETTERS)

\*Signature

\*Date  Day  /  Month  /  Year

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