

FirstChoice Employer Super

The easy way to consolidate your super

Have you sometimes thought about consolidating your super but thought that it's all too hard? While it can take a bit of time and paperwork, the effort may be worthwhile.

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 ensure that your retirement savings are working hard for you. Plus you may discover super that you didn't even know you had.

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're 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 online at ato.gov.au/super or by phoning them on 13 28 65. 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 past super, you need to compare the costs and benefits of your current funds. It's also a good idea to check whether any exit 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 understand what cover you have and ask if you will be adequately covered during and after the transfer process.

You'll find a lot of useful information, such as details of the costs and any additional fee rebates or insurance benefits, in each fund's Product Disclosure Statement (PDS) and latest annual statement. If you don't have a FirstChoice Employer Super PDS handy, you can download one at colonialfirststate.com.au or call us on 1300 654 666.

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



Things you need to consider when transferring your super

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

Fees – your 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.

Death and disability benefits – your 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. When considering a new fund, you may wish to check the costs and amount of any cover offered.

Simple steps to consolidating with Colonial First State

To consolidate with us, follow the steps below:

- 1** Read the ‘How to complete the request to transfer form’ on the opposite page.
- 2** Complete the request to transfer form attached to this booklet, making sure you complete all mandatory fields (marked with “*”).
You’ll need one form for each super fund that you are transferring from and you may photocopy the form.
- 3** Ask your fund if proof of identity is required to release your super. If required, the easiest way to provide adequate proof of identity is to provide a copy of your driver’s licence or passport.
- 4** If proof of identity is required, make sure your documents are certified by an approved individual. Check page 6 for details.

What happens next?

Each super fund will send a cheque to Colonial First State to be deposited into your FirstChoice Employer Super account. We will send you a confirmation of each transfer.

Your transferred funds will be invested in the same investment option(s) as your most recent contribution (unless you tell us otherwise).

Need more information?

Please speak with your financial adviser or visit our website at colonialfirststate.com.au. Alternatively, you can contact our Employer Super Services team on 1300 654 666.

This booklet provides general information only and is not financial advice or a recommendation to consolidate your super in FirstChoice Employer Super. It does not take into account your individual objectives, financial situation or needs. Investments in FirstChoice Employer Super are issued from the Colonial First State FirstChoice Superannuation Trust ABN 26 458 298 557 (FirstChoice) by Colonial First State Investments Limited ABN 98 002 348 352, AFS Licence 232468 (Colonial First State). A product disclosure statement (PDS) is available from our website colonialfirststate.com.au or by calling 1300 654 666. You should read the PDS and assess whether the information is appropriate for you and consider talking to a financial adviser before making an investment decision. Colonial First State Investments Limited is a wholly owned subsidiary of Commonwealth Bank of Australia. Commonwealth Bank of Australia and its subsidiaries do not guarantee the performance of FirstChoice or the repayment of capital by FirstChoice. Investments in FirstChoice are not deposits or other liabilities of Commonwealth Bank of Australia or its subsidiaries and investment-type products are subject to risk, including possible loss of income and capital invested.

We want what you want

Colonial
First State

How to complete the request to transfer form

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

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

Before completing this form please read the important information below.

When completing this form

Refer to these instructions where the form shows a message like this: ①

Print clearly in BLOCK LETTERS.

After completing this form

- Sign the authorisation.
- If required, attach the appropriately certified proof of identity documents.
- Review the checklist below.
- Send the form directly to the super fund you want to transfer from (not Colonial First State).

Important information

This transfer may close your account (you will need to check this with your fund). This form CANNOT be used to:

- 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.

What happens to your 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.

What happens if you do not quote your tax file number (TFN)?

You are not obligated to provide your TFN to your super fund. However, if you do not provide your TFN, you 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%. We may deduct this additional tax from your account.

If we do not have your TFN, you will not be able to make personal contributions to your account. Choosing to quote your TFN will also make it easier to keep track of your super in the future.

Under the *Superannuation Industry (Supervision) Act 1993*, your 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.

Where do I send the form?

Please return the completed and signed form with your certified proof of identity documents to your other super fund (not to Colonial First State). The address for your fund should be on your most recent statement.

More information

For more information about superannuation, visit the: Australian Securities and Investments Commission website at www.fido.asic.gov.au, the Australian Taxation Office website at www.ato.gov.au/super, or the Colonial First State website at colonialfirststate.com.au.

Checklist

- Have you read the important information?
- Have you completed all of the mandatory fields on the form (marked with **)?
- Have you signed and dated the form?
- If required, have you attached personal documentation including any linking documents if applicable? (see page 6)
- If required, have your documents been certified by an approved person? (see page 6)

Important

Gathering proof of identification documents and having them certified by an approved person can be a hassle. So, before doing this we suggest you check with your FROM super fund to see if they require citing of certified proof of identification documents in order to roll over your super. If certified documents are not required you do not need to complete the section on the form titled 'Proof of identity'. If certified documents are required, please read the information below.

Completing proof of identity

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

One of the following documents:

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

AND

One of the following documents:

- letter from Centrelink regarding a Government assistance payment
- notice issued by Commonwealth, State or Territory Government or local council within the past twelve months that contains your name and residential address.
For example:
 - Tax Office Notice of Assessment
 - Rates notice from local council.

Have you changed your name or are 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, Administration orders.

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.


Who can certify?

The following people 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.

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 your **FROM** fund. (not to Colonial First State)

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 you do not quote your tax file number?' on pg 3.

*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

 Check with your **FROM** fund whether proof of identity is required. See page 6.

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.



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To whom it may concern

FirstChoice Employer Super compliance advice

FirstChoice Employer Super is part of the Colonial First State – FirstChoice Superannuation Trust ('fund'). The fund is a complying, resident, regulated superannuation fund and is constituted under a trust deed dated 29 April 1998. The trustee of the fund is Colonial First State Investments Limited ('the trustee').

In the event that the fund's complying status was revoked the trustee would receive notice to that effect under section 63 of the Superannuation Industry (Supervision) Act. The trustee confirms that it has not received nor does it expect to receive any such notice.

Yours faithfully

A handwritten signature in black ink, appearing to read "Nigel McCammon".

Nigel McCammon

General Manager, Client Services

For and on behalf of the trustee, Colonial First State Investments Limited