

Standard Superannuation Choice Form (SCF)

Conditions for payment of superannuation

Generally employees paid \$450 or more in a month (exclusive of allowances) are entitled to superannuation guarantee contributions. There are exceptions to this rule. Superannuation guarantee contributions **are not payable**:

- where an employee has been paid less than \$450 in a month
- where an employee is aged 70 years or over
- where the employee is under 18 years of age and has worked less than 30 hours per week

There are other circumstances that may define when contributions are payable.

You can choose the superannuation fund or retirement savings account (referred to below as superannuation funds) to which your employer will make future superannuation guarantee contributions (9%).

Option 1:

You do not have to choose a fund.

If you do not make a choice, your employer's contributions will be paid into the fund that your employer has chosen (see Part A on the reverse side of this form). This may not be the same as your current fund.

Your employer's chosen fund may be suitable for your needs. You can choose a different fund later if you like.

If you do not want to choose a fund, you do not have to complete this form.

Your employer is not liable for the performance of superannuation funds that you choose or they choose on your behalf.

Do not seek financial advice from your employer unless they are licensed to provide it.

MORE INFORMATION

You can get more information about choice of superannuation fund or superannuation in general from:

- www.superchoice.gov.au, or
- by phoning **13 28 64**

If you do not speak English well and want to talk to an Australian government officer, phone the Translating and Interpreting Service on **13 14 50** for help with your call.

If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone **13 36 77**. If you do not have access to TTY or modem equipment, phone the Speech to Speech Relay Service on **1300 555 727**.

Option 2:

Choose a fund

You can choose the superannuation fund where you want your future employer contributions to be paid.

Your employer is only required to accept one choice every 12 months.

Step 1

Gather information – work out what's best for you

You will need to find out what superannuation options are available to you.

Find out about the features and benefits of your current fund, the fund chosen by your employer and any other

funds you are considering. Your current fund may be different to the fund chosen by your employer.

Step 2

What do I need to tell my employer?

Give your employer details of your chosen fund by **completing Part B** of this form or by a written statement including the necessary information. This information may be provided by your chosen fund.

Part A shows details of your employer's superannuation arrangements. This includes the fund that your employer has chosen to make all future superannuation guarantee contributions to. If your employer has changed funds recently, the previous fund will also be shown. You may choose to remain in this previous fund.

Step 3

What happens to any superannuation I have in existing funds?

Any money you have in existing funds will remain there unless you make arrangements to transfer it (roll over) to another fund. Check the impact of any exit fees or benefits you may lose before leaving the fund. Your employer cannot do this for you.

The tips section highlights key issues you should consider when comparing funds.

TIPS FOR COMPARING FUNDS

Fees

Most funds charge fees. Differences in the fees funds charge can have a big effect on what you may have to retire on. This effect may be more than you think and for this reason you need to consider what fees are being charged. For example, your final return could be reduced by up to 20% over 30 years if your total amount of fees and costs are 2% rather than 1% (e.g., from \$100,000 to \$80,000). Some funds may also charge an exit fee if you leave the fund.

Death and disability insurance

Your current fund may insure you against death or an illness or accident that makes you unable to return to work. Other funds may not offer insurance, or you may have to pass a medical examination before they cover you. Check if you'll be covered in any new fund, and the costs and amount of cover, before leaving your current fund.

Investment choice

Some funds let you choose where the fund will invest your super. Some choices offer higher returns, but with a higher risk that investments may go down as well as up. Other choices offer greater security but with lower expected returns. Choose the level of risk and return that you are comfortable with.

Investment performance

Superannuation is a long term investment for your retirement, so its investment performance needs to be judged over the long term. Short term performance, whether good or bad, may not be repeated. There is no guarantee that a fund that has performed well in the past will do so in the future.

The information you'll need to make these checks is in each fund's product disclosure statement which you can get from the fund. For further information on choosing a fund go to the website www.superchoice.gov.au or phone **13 28 64**.

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Completion of a SCF is required if you want to choose an alternate fund

Part A: Employer to complete

Employer Name Australian Electoral Commission

Default Fund:

Eligible employees can choose where their Superannuation contributions are paid. If you do not make a choice, employer superannuation guarantee (SG) contributions will be paid to AGEST, the employer default fund for temporary employees engaged under the *Commonwealth Electoral Act 1918*. The details for AGEST are as follows:

Fund Name Australian Government Employees Superannuation Trust (AGEST)

Superannuation product identification number AGE0101AU

For a copy of the Product Disclosure Statement (PDS) for AGEST Phone 1300 724 378

Fund website www.agemt.com.au

Employer contributions:

Superannuation contributions are currently made at a higher level than the required 9% Yes No x

If yes, superannuation contributions will continue at this higher level if the employee chooses a fund other than the fund named in part A. Yes No x

Note that this statement does not alter an employer's legal obligations (if any) relating to future payments

Part B: Employee to complete – ONLY IF MAKING A CHOICE

(1) I request that all future superannuation guarantee contributions be made to:

Fund Name:	
Membership Number:	
Account Name:	
Fund ABN:	Fund Superannuation Product Identification Number:
Fund phone number:	

(2) You must also provide:

- A letter from the fund stating that you are a current member, that the fund is a complying fund and will accept contributions from the AEC, and details stating how the AEC can make contributions to the fund.
- Members of self managed Superannuation funds must provide a copy of documentation from the Tax Office confirming the fund is regulated.

(3) Your details:

Full name of employee			
Employee ID number:	Date of Birth	□□/□□/□□□□	
AEC Office of employment:	<i>Please enter name of the AEC Office that has offered you temporary employment</i>		
_____		□□/□□/□□□□	
Signature of employee		Date	

Your choice will not be accepted if Part B (1), (2) and (3) are not completed and you do not provide required certification from your fund. Return completed SCF and fund certification to the National AECPAY Coordinator, Australian Electoral Commission, PO Box 6172, KINGSTON ACT 2604.

Note: Choice of fund applies from the date of acceptance of your choice. Any contributions payable before an alternate choice of fund is accepted will be paid to the default fund, AGEST.

Part C: Employer only

Date accepted	□□/□□/□□□□	Processed	□□/□□/□□□□
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