



IOOF

EMPLOYER SUPER

Leaving your employer? Your super can go with you.

Don't leave your super behind when you leave your employer. Your IOOF super account is flexible enough to go with you, no matter what direction you decide to take.

What will happen to your super?

Soon after you leave, your employer will formally notify us of your departure and send us the final super contributions for your account.

We will then transfer your account from IOOF Employer Super to IOOF Personal Super. You will maintain your current investment strategy and any insurance cover you may have on your account.*

We will send you confirmation once the transfer is complete.

Insurance cover

Any insurance cover you have will continue.

If you have income protection cover and are out of work, your cover will remain for six months as long. However, if you do not find employment within six months, you will no longer be eligible for income protection cover. You should consider whether you should cancel this cover and we recommend that you speak to a financial adviser. Please refer to the 'IOOF insurance guide' for more information.

You can apply for insurance or customise your existing cover at any time. We recommend you speak to a financial adviser or contact us.

How your occupation affects your premiums

Your insurance premiums are based on several factors including what your occupation is. When your account is transferred to IOOF Personal Super, we no longer know what your occupation is. We will base your occupation classification on the limited information we have about you and your previous employment. This may affect your insurance premium.

When you receive your welcome pack for IOOF Personal Super, please check your occupation classification. Complete and return the enclosed 'Occupational Duties Questionnaire' if it is incorrect.

You can find out more about occupation classifications by referring to the IOOF Insurance Guide available on our website.

* There may be some changes to the premium rates and terms and conditions applicable to this insurance cover. For more information, please refer to the Product Disclosure Statement and Insurance Guide.

Joining a new employer?

Starting a new job is always an exciting time. But make sure your super isn't forgotten in all the excitement. Filling out the attached 'Choice of Fund' form is the easy way to ask your employer to direct your super contributions to your IOOF super account. Doing this will avoid the hassle of having yet another super account opened on your behalf and it means you can keep all the features and benefits you currently have with IOOF. You can even keep the same log in details. It's simple. All you need to do is:

- enter your name and your IOOF Personal Super account number on the attached 'Choice of Fund' form
- sign and date Section 4
- give it to your new employer.

This form has all the information that your new employer needs to start making contributions to your IOOF Personal Super account. If you don't know your account number, you can find it on the IOOF Personal Super welcome letter we will send you, logging into your account online (www.ioofonline.com.au) or contacting us.

Retiring permanently from work?

Congratulations! This is the time in your life that your super has been working towards.

If you've reached your preservation age and have retired permanently from the workforce, you can now access your super. Of course, you have a few decisions to make first. You'll need to decide whether you want to withdraw your super as a lump-sum, or as a pension. You can even decide not to access your super immediately by leaving it in your super account.

There are pros and cons for each option and the right decision for you will depend on your personal circumstances.

If you're aged 60 or over, your super benefits will be paid to you tax-free, regardless of whether it's in the form of a lump sum, a pension income stream or a combination of both. If you decide to use a pension account, such as IOOF Pension, even your investment earnings will be tax-free.

Find and consolidate your super online

If you have more than one super account, you're paying on average more than \$500¹ every year in fees and insurance premiums you don't need to. You wouldn't pay it from your savings account and you shouldn't pay it from your super. In just a few clicks we'll help you find all your super – even the super you didn't know you had, and get it all in one place.

Simply log into your account at www.ioofonline.com.au, go to 'find and consolidate your super' on the home page and follow the prompts.

¹ Australian Taxation Office – Australians losing thousands in super fees annually, 2015



Choice of Fund

If you would like IOOF Personal Super to become your chosen fund, please provide the completed form and Certificate of Compliance to your **employer**. DO NOT send this form to IOOF. You must keep a copy for your own records for a period of five years.

Please complete these instructions in **BLACK INK** using **CAPITAL LETTERS** (except for your email address) and boxes where provided.

Employee to complete – ONLY IF MAKING A CHOICE OF FUND

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

My own choice of fund

Step 2: Your chosen fund details

Account number

Account name

Fund Australian business number (ABN)

Unique Superannuation Identifier (USI) Phone

Step 3: I have attached

- a letter from the trustee stating that this is a complying fund or retirement savings account
 - written evidence from the fund stating that they will accept contributions from my employer, and
 - details about how my employer can make contributions to this fund.

Step 4: Employee name and signature

Employee name

Employee number (if applicable)

Tax file number

Signature Date / /

Under the *Superannuation Industry (Supervision) Act 1993*, your super fund is 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 advantages:

- 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.

If you do provide your TFN, your employer must disclose it to your super fund within 14 days to avoid penalties imposed by the ATO.



Please note: This letter can be provided to the fund you are transferring from to confirm that IOOF Portfolio Service Superannuation Fund is a complying superannuation fund.

To whom it may concern

Certificate of compliance

IOOF Employer Super, IOOF Personal Super and IOOF Pension are part of IOOF Super and Pension (Unique Superannuation Identifier (USI) SMF0126AU) a division of IOOF Portfolio Service Superannuation Fund (SFN 3002/079/41), ABN 70 815 369 818. The IOOF MySuper Unique Identifier No. is 70815369818036.

We certify that:

- 1 IOOF Portfolio Service Superannuation Fund (Fund) is a complying superannuation fund within the meaning of the *Superannuation Industry (Supervision) Act 1993* (the Act)
- 2 the Trustee is IOOF Investment Management Limited (IIML) ABN 53 006 695 021, AFS Licence No. 230524
- 3 the Trustee of the Fund has not been directed by the Australian Prudential Regulation Authority to cease accepting contributions under Section 63 of the Act
- 4 the Trust Deed allows benefits to be transferred/rolled over to the Fund.

A handwritten signature in black ink that reads 'F. Lombardo'.

Frank Lombardo
Chief Operating Officer
On behalf of IOOF Investment Management Limited

Trustee

IOOF Investment Management Limited
ABN 53 006 695 021
AFS Licence No. 230524

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