



DOMINION

Employer's Guide to the Dominion Employer Superannuation Plan Supplementary Product Disclosure Statement

Issued 30 August 2011

Issued by Oasis Fund Management Limited
ABN 38 106 045 050, AFSL 274331 as Trustee of
the Dominion Employer Superannuation Plan (Plan).

About this Supplementary Product Disclosure Statement

This Supplementary Product Disclosure Statement (SPDS) is to be read in conjunction with the Product Disclosure Statement issued on 1 March 2011 (PDS) for the Dominion Employer Superannuation Plan.

From 30 August 2011, the Product Disclosure Statement for the Dominion Employer Superannuation Plan comprises:

- the PDS, and
- this SPDS.

Purpose of this SPDS

The purpose of this SPDS is to disclose the change of the new distributor of this product to TFS Operations Pty Limited (ABN 86 146 108 367).

DOMINION
SUPERANNUATION PLAN

Employer
Your Guide to the
DOMINION Employer Superannuation Plan

Product Disclosure Statement
Part 1 of 2 Parts – General Information
Issued 1 March 2011

This document is a Product Disclosure Statement (PDS) which contains important information about the superannuation product being offered.

Oasis

This product is issued by:
Oasis Fund Management Limited,
ABN 38 106 045 050, AFSL 274331,
347 Kent Street, Sydney NSW 2000,
as trustee of the Dominion Superannuation Plan.

Correspondence:
Dominion Employer Superannuation,
Locked Bag 1001, Wollongong DC NSW 2500
Phone: 1800 554 198 Fax: (02) 4224 1901
contactus@oasisfund.com.au
www.tfsa.com.au

(a) Part 1 – page 15

Under the section titled ‘Dominion website’ the third paragraph is to be deleted and replaced as follows:

The Dominion website is jointly provided by TFS Operations Pty Limited and the Trustee. The public area of the website that you initially gain access to prior to entering your Login Code and online password is provided by TFS Operations Pty Limited. The secure area of the website can be accessed after you log on using your Login Code and online password provided by the Trustee.

(b) Part 1 – page 24

The section titled ‘Group Insurance Administration fee’ is to be deleted and replaced as follows:

Group Insurance Administration fee

The Trustee charges your employees’ ‘Cash account’ a Group Insurance Administration fee of \$2.05 per month for each type of cover acquired on their behalf. This fee covers the cost associated with establishing and maintaining their insurance and is not included in the Group Insurance premium rate tables on pages 46 to 48.

The Trustee may pay a portion of this fee to the distributor of this product. Any amount paid to the distributor is not an additional cost to your employees.

(c) Part 1 – page 24

The section titled ‘Group Insurance commissions’ is to be deleted and replaced as follows:

Group Insurance commissions

The Group Insurance premium rate tables on pages 46 to 48 include a Group Insurance commission of 35% of the Group Insurance premiums payable to the Insurer. The Trustee may pay a portion of this Group Insurance commission to the distributor of this product. Any amount paid to the distributor is not an additional cost to your employees. You may be able to negotiate a lower Group Insurance commission with your Adviser.

(d) Part 1 – page 26

The section titled ‘Other Payments’ is to be deleted.

(e) Part 1 – page 26

Under the section titled ‘Goods and Services Tax (‘GST’)’ the second paragraph is to be deleted and replaced as follows:

Remuneration paid to your Adviser, the distributor and the Plan in relation to your Group Insurance is subject to 10% GST.

(f) Part 1 – page 26

The section titled ‘Investment management and other supplier payments’ is to be deleted and replaced as follows:

Investment management and other supplier payments

The Trustee may receive payments from investment managers and other financial institutions (‘Institutions’). These amounts are generally calculated on the value of the assets invested with the Institution and are paid at a rate of up to 1.10% p.a. The Trustee may pay TFS Operations Pty Limited (ABN 86 146 108 367) a portion of the amounts received. This is not an additional cost to your employees.

(g) Part 1 – page 27

The section titled ‘Total Financial Solutions Australia Pty Ltd’ is to be deleted and replaced as follows:

TFS Operations Pty Limited

The Trustee will pay TFS Operations Pty Limited a portion of the Administration fee and the Group Insurance Administration fee, as the distributor of this product. This payment does not represent an additional charge to your employees.



DOMINION SUPERANNUATION PLAN

Employer

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DOMINION Employer Superannuation Plan

Product Disclosure Statement
Part 1 of 2 Parts – General Information

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347 Kent Street, Sydney NSW 2000,
as Trustee of the Dominion Superannuation Plan.

Correspondence:
Dominion Employer Superannuation,
Locked Bag 1001, Wollongong DC NSW 2500
Phone: 1300 554 498 Fax: (02) 4224 1901
contactus@oasiasset.com.au
www.tfsa.com.au

This Product Disclosure Statement relates only to investment in the Dominion Employer Superannuation Plan (referred to in this Product Disclosure Statement as the 'Plan') and consists of two parts:

Part 1: General Information including various forms (this document).

Part 2: Investment Options brochure.

If you have not received Part 2 – Investment Options brochure you should contact your Adviser or Dominion Client Services on 1300 554 498 or by email at contactus@oasiasset.com.au

This Product Disclosure Statement is designed for employers who are considering applying to participate in the Plan by enrolling their employees as members.

A reference to 'employee' in this Product Disclosure Statement refers to your employee who is also an investor in the Plan.

The terms 'we', 'us' and 'our' in this Product Disclosure Statement refer to Oasis Fund Management Limited.

Interests to which this Product Disclosure Statement relates will only be issued on receipt of an application form issued together with this Product Disclosure Statement.

If this Product Disclosure Statement is offered electronically (e.g. email or the Internet), then the offer to apply for this product is only available to applicants receiving the Product Disclosure Statement within this jurisdiction.

About this Product Disclosure Statement

Product Disclosure Statement ('PDS') for the Dominion Employer Superannuation Plan

This PDS describes the main features, benefits, costs and risks of investing in the Dominion Employer Superannuation Plan (the 'Plan'), and contains all relevant forms for your completion.

Oasis Fund Management Limited (the 'Trustee'), ABN 38 106 045 050, AFSL 274331 issued this PDS on 1 March 2011. In the event of any material occurrence that results in the information becoming false or misleading, the Trustee will withdraw, replace or amend this PDS.

The Trustee holds an RSE Licence (L0001755), that was granted by the Australian Prudential Regulation Authority (APRA).

Obtaining advice before investing

If your employees require information or advice about their specific financial needs and objectives they should consult your Adviser, a financial services licensee or an authorised representative of a financial services licensee.

As an employer, you are not permitted to give your employees financial product advice or recommend any financial product unless you are licensed to do so.

Your Adviser

The term 'Adviser' refers to either a financial services licensee or an authorised representative of a financial services licensee.

In relation to the Plan, you will use the services of a professional Adviser to provide:

- initial and ongoing advice and guidance; and
- education and financial planning services.

If your employees require assistance with their Plan membership, they should first consult you. Depending on the assistance required, you may wish to refer them to your Adviser.

Your Adviser will receive payment for providing these services. The amount they receive is included in certain fees charged to your employees' account. For further information regarding fees, refer to pages 20 to 27.

Benefits and risks of investing in the Plan

The Plan offers your employees:

- flexibility to save for their retirement in a tax effective environment;
- the ability to tailor their investment strategies according to their own specific circumstances; and
- a comprehensive choice of Death Only or Death and Total & Permanent Disablement; and Salary Continuance insurance cover.

Employees who leave the Plan may receive less than the amount they invested due to the impact of investment returns, fees and tax charged.

Choosing a superannuation fund

This PDS provides you with important information that will assist you in comparing the features of the Plan with any other superannuation fund.

If you need more information

You can obtain further information about the Plan and the Trustee free of charge by contacting Dominion Client Services on 1300 554 498, by email at contactus@oasiasset.com.au or by writing to the Trustee at the correspondence address shown on the inside back cover.

Important Notice

Investments in the Plan are subject to investment risk. The level of this risk is dependent on the investments you have chosen. Other risks include potential delays in processing withdrawals, reduction in your investments and potential loss of retirement income. The inclusion of an investment in the Trust's menu is not a recommendation or advice by the Trustee.

Disclaimer: Oasis Fund Management Ltd (ABN 38 106 045 050, AFSL 274331) (OFM) is the Trustee and issuer of this product. The issuer is a wholly owned subsidiary of Australia and New Zealand Banking Group Limited (ABN 11 005 357 522) (ANZ). ANZ is an authorised deposit taking institution (Bank) under the Banking Act 1959. Although OFM is owned by ANZ it is not a Bank. Except as described in this Product Disclosure Statement (PDS), an investment in this product is not a deposit or other liability of ANZ or its related group companies and none of them stands behind or guarantees the issuer or the capital or performance of the investment.

This material is current as at the issue date on the front cover but is subject to change. Updated information will be available free of charge by calling Client Services. Any worked dollar examples are for illustrative purposes only. OFM reserves the right to change matters which are the subject of representations.

This PDS contains general information only, has been prepared without taking into account your objectives, financial situation or needs and may not be reproduced without the issuer's prior written permission.

OFM recommends you read the terms and conditions of MoneyOne® Online available at www.moneyone.com.au or by calling Client Services. MoneyOne is a registered trade mark of moneyone.com.au Limited (ACN 092 030 352).

Past performance is not indicative of future performance. The issuer does not promise any rate of return or that there will be no capital loss or taxation consequences from investment.

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What is the Dominion Employer Superannuation Plan?

The Dominion Employer Superannuation Plan offers your employees a flexible and tax-effective means to save for retirement and caters for their changing lifestyle by offering features such as:

- investment choice;
- Death Only or Death and Total & Permanent Disablement and Salary Continuance insurance; and
- the ability to remain invested in the Plan even after they cease employment.

The Plan is a sub-plan of the Oasis Superannuation Master Trust (the 'Master Trust'), which is a Registrable Superannuation Entity (ABN 81 154 851 339). The Master Trust is a complying superannuation fund. Other sub-plans of the Master Trust, which are distinguished by different fees, member reporting, investment options and features, are offered through separate documents. The Plan is not a separate legal structure from the Master Trust.

Who looks after the Dominion Employer Superannuation Plan?

The Trustee of the Master Trust (and Dominion Employer Superannuation Plan) is Oasis Fund Management Limited ('Oasis'), ABN 38 106 045 050, AFSL 274331, RSE L0001755, which administers the Plan in accordance with the Trust Deed dated 24 March 2000, as amended from time to time.

The Trustee is responsible for ensuring the Plan:

- complies with all legislative and regulatory requirements; and
- is administered in accordance with the Trust Deed and in the best interests of its members.

The Trustee outsources the administration of the Plan to Oasis Asset Management Limited. Oasis Fund Management Limited is a 100% owned subsidiary of Oasis Asset Management Limited. Oasis Asset Management Limited performs the administration function under an agreement between Oasis Asset Management Limited and Oasis Fund Management Limited.

The Group Insurance provided through the Plan is based on the terms and conditions offered by OnePath Life Limited.

Policy committees

As a Trustee, we are required to make reasonable attempts to establish a policy committee for employer plans of 50 or more employees and also for employer plans of 5 to 49 employees where a written request has been made by at least five employees. The committee must include an equal number of employer elected and employee elected representatives.

About OnePath – the Insurer

Insurance cover for Death Only, Death and Total & Permanent Disablement (TPD) and Salary Continuance is provided to members of the Plan who are accepted for cover under Group Insurance policies issued to the Trustee by OnePath Life Limited (OnePath Life) (ABN 33 009 657 176, AFS Licence No. 238341).

OnePath Life is a related body corporate to the Trustee.

About the Custodian

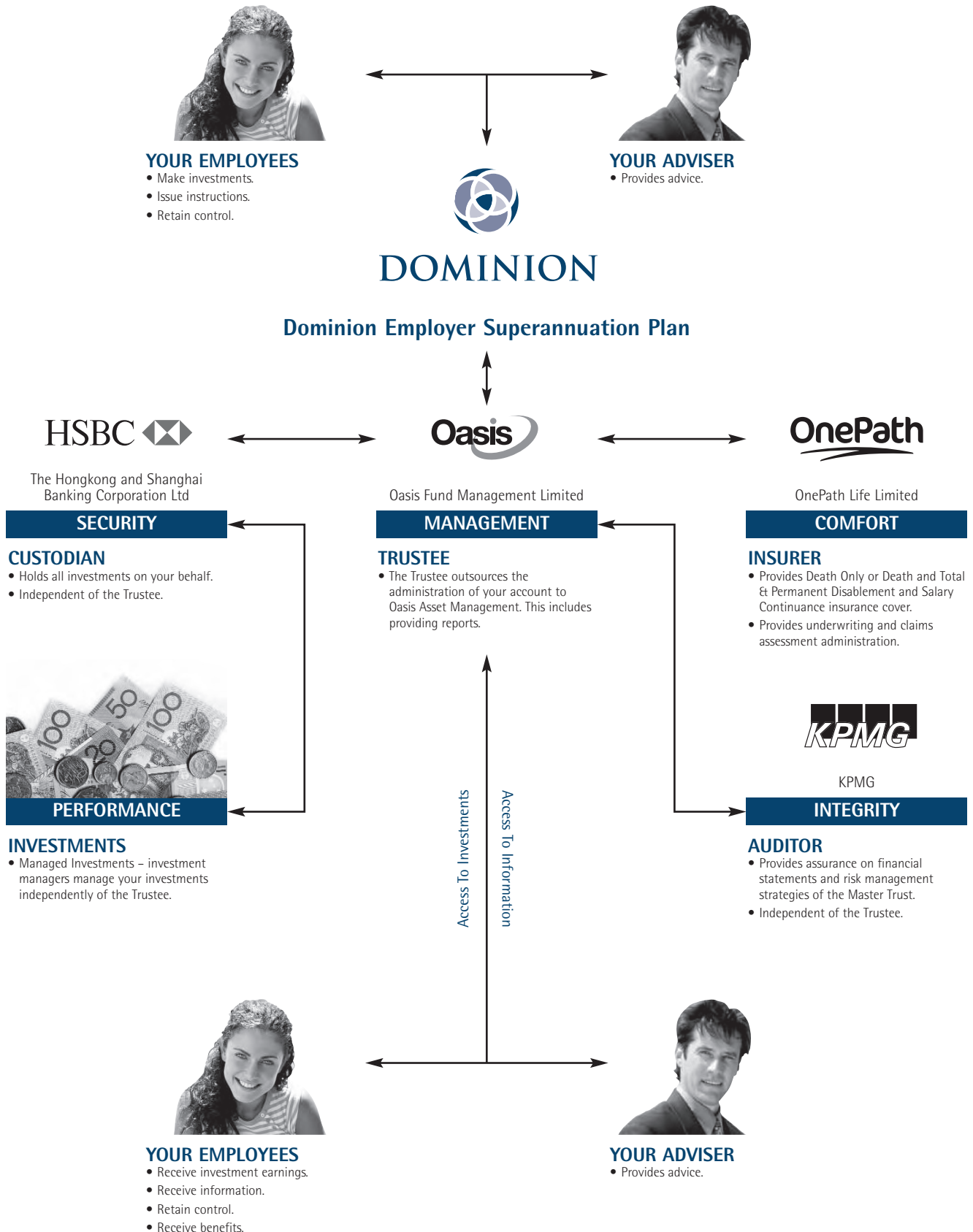
The Trustee has appointed The Hongkong and Shanghai Banking Corporation Ltd ('HSBC'), ABN 65 117 925 970, AFSL 301737, as the custodian of the Plan's assets. This means that your investments are held by a company independent of the Trustee and in accordance with the Custody Agreement dated 30 June 2006 (as amended).

About the Auditor

KPMG are the auditors of the Master Trust. KPMG is one of the world's leading professional services firms with over 135,000 people worldwide and providing audit, tax and advisory services in around 140 countries. In Australia, KPMG operates nationally across 13 offices with over 4,500 people.

Your guide to the Dominion Employer Superannuation Plan

Safeguarding your employees' investments



Key features at a glance

Suitable for	Investments	Group Insurance
<p>Employers Use it to contribute your quarterly Superannuation Guarantee (SG) and Award contributions on behalf of your employees.</p> <p>Minimum investment Initial contribution No minimum.</p> <p>Additional contributions No minimum.</p> <p>Regular monthly contributions No minimum.</p>	<p>Investment options The Dominion Employer Superannuation Plan offers your employees a choice of 22 investment options which include:</p> <ul style="list-style-type: none"> • multi sector investment options (a mix of asset sectors); and • single sector investment options (specific asset sectors e.g. cash, fixed interest, property or shares). <p>This choice allows your employees to tailor their investments according to their investment preferences, tolerance to risk and return and retirement goals.</p> <p>Automatic rebalancing Your employees can elect to automatically rebalance their investments quarterly, half yearly or annually in order to realign them with their current investment selection. The Trustee does not charge for this service, however, buy/sell spreads for managed investments may apply.</p>	<p>Flexible choice of insurance Death Only or Death and Total & Permanent Disablement and Salary Continuance covers are available.</p> <p>The comprehensive insurance options allow you to tailor the type and amount of cover to your employees' particular needs.</p>

Fee overview	Additional features	Information and transaction services
<p>Contribution/Rollover fee Up to 5.125%.</p> <p>Administration fee Up to 1.33% p.a. of an employee's account balance.</p> <p>Member fee \$68 p.a.</p> <p>Investment management fee 0.32% p.a. to 1.82% p.a.</p> <p>Adviser service fee Up to 1.025% p.a. of an employee's account balance.</p> <p>Group Insurance Administration fee \$2.05 per month for each type of cover you hold.</p> <p>Group Insurance commissions* Up to 35% of any Group Insurance premium.</p> <p>* This fee is inclusive of GST.</p>	<p>Contributions You can choose from four convenient methods to contribute; via Electronic Funds Transfer (EFT/Easy Payment), BPAY, direct debit, or by cheque.</p> <p>An employee's spouse can also contribute to their account using the above methods.</p>	<p>Regular communications You and your employees receive regular communications and have easy access to information on your account (including online access).</p> <p>Dominion website You and your employees can visit the Dominion website via www.tfsa.com.au to obtain 24 hour online access to information such as account balance, investment options, investment performance, unit prices, insurance, asset allocation, transaction history and news items.</p> <p>Dominion Client Services 1300 554 498 You can contact Dominion Client Services for information on your employer plan account, including Group Insurance cover, investment options and performance.</p>
<p>© Registered to BPAY Pty Limited, ABN 69 079 139 518.</p>		

Starting and managing your Plan

This section contains important information about the operation, features and benefits relating to your account and the Plan.

Plan and Choice of Fund

The Plan is a complying superannuation fund able to accept all types of superannuation contributions. Provided your employees are eligible to choose a fund under the government's Choice legislation, they can nominate the Plan to receive compulsory employer (Superannuation Guarantee) contributions. If an employee wishes to do this, they simply return to you a completed Standard Choice form (which you provide), along with the Dominion Complying Fund Letter which is available from our website. If you would like to find out more information about Choice, please contact your Adviser, call Dominion Client Services on 1300 554 498 or visit our website at www.tfsa.com.au

Who can join the Dominion Employer Superannuation Plan?

Any employer is eligible to join the Dominion Employer Superannuation Plan.

There are no minimum requirements regarding:

- employee numbers; or
- total Plan balance invested.

How do I establish my Plan?

When designing your Plan, your Adviser will be able to assist you with the appropriate:

- Group Insurance cover options;
- default investment option nomination; and
- agreed Adviser commission.

Once you have determined your preferred design, establishing your company's Plan with Dominion Employer Superannuation is easy and involves completing the following documentation:

Step 1. Employer Application form

Complete the Employer Application form on page 59. Ensure that you complete all relevant sections including the details of your employer plan, authorised signatories and contact representatives.

Step 2. New Employee Schedule and At Work Certificate

Complete the New Employee Schedule and At Work Certificate form on page 65. Ensure that you provide full details of all employees who will be joining the Plan and for whom you will be contributing.

Step 3. Lodgement of information

All completed forms along with contribution payment cheque(s) should be sent to:

Dominion Employer Superannuation
Locked Bag 1001,
Wollongong DC NSW 2500

The Trustee reserves the right to accept or reject an application without giving reasons.

Managing your Plan

After you have established your company's Plan you will be responsible for its ongoing management. As an employer you will be responsible for:

- making contributions, including Superannuation Guarantee (SG) contributions, on behalf of your employees;
- providing the Trustee with information about new employees for whom you wish to make contributions;
- providing the Trustee with information about employees who cease employment with you;
- where necessary taking all reasonable steps to assist the Trustee in ensuring that a policy committee is in place for your employer plan; and
- notifying the Trustee of all new employees requiring Group Insurance cover within 120 days of them commencing employment and ensuring contributions are made to pay for the insurance premiums.

What type of contributions can be made?

You can make:

- **SG and Award contributions** – as an employer you are generally required to pay SG contributions for employees and may also have Award contribution obligations to meet;
- **Additional employer contributions** – you are able to make voluntary contributions; and
- **Salary sacrifice contributions** – if agreed with an employee you are able to make salary sacrifice contributions on their behalf. These contributions are made from an employee's salary before tax is deducted.

Your employees can make:

- **Personal contributions** – these include voluntary contributions from their after-tax salary. This typically involves regular deductions from their normal after-tax pay;
- **Lump sum contributions**; and
- **Rollovers and transfers** – your employees may rollover or transfer benefits from a superannuation fund or Directed Termination Payments from an employer.

How do I make contributions?

You must complete and return an Employer Contribution Schedule. This form is also required where you wish to advise us of any changes in the amount, frequency and type of contributions for your employees.

You have the choice of using the:

- Employer Contribution Schedule on page 69 (or a copy of it); or
- a pre-populated Employer Contribution Schedule showing your most recent contribution details. This can be downloaded and printed from our website at www.tfsa.com.au

You must ensure that you include details of the employees the contributions are for, how much is being contributed and the type of contribution being made.

What are my payment choices?

You must make your initial contribution by direct debit or cheque. You can make additional contributions by EFT/Easy Payment, direct debit, cheque or by using BPAY.

Electronic Funds Transfer (EFT/Easy Payment)

To make additional contributions via EFT, you will need to deposit funds using the Fund's BSB and your unique account number. These account details are disclosed in the welcome letter you will receive upon joining the Fund and is also available in the secure area of the website.

Direct Debit

You can make regular contributions by completing an Employer Direct Debit Request (DDR) form. Deduction of contributions will then commence from your nominated Australian financial institution account (bank account) on a monthly basis. (Note: certain conditions apply when setting up a DDR).

If you wish to use the direct debit facility the Trustee recommends that you:

- understand the Direct Debit Request Agreement on page 71; and
- complete the Employer Direct Debit Request ('DDR') form on page 73.

You can vary the amount deducted from your nominated bank account at any time by providing us with a written request. However, if you wish to change your existing financial institution, then you must provide us with a new DDR form.

Cheque

If you make a contribution by cheque, please ensure that the cheque is made payable to Dominion Employer Superannuation and is crossed 'not negotiable'.

BPAY

You can make contributions on your employees behalf by using BPAY. Your employees can also contribute via BPAY.

To use BPAY you will require a Biller Code, shown as follows.

The Biller Code you use for BPAY is determined by the type of superannuation contribution you are making into an employee's account:

Contribution type	Biller Code
Personal contribution (concessional)	212720
Personal contribution (non-concessional)	212712
Employer superannuation guarantee contribution	110262
Employer salary sacrifice contribution	212738
Employer – other contribution	110254
Spouse non-concessional contribution	212704

You will also require the employee's Customer Reference Number.

When must contributions be made?

Superannuation Guarantee contributions

You are required to make SG contributions for employees within 28 days of the end of each quarter. The due dates are as follows:

SG Quarter	Due date for payment
September	28 October
December	28 January
March	28 April
June	28 July

However, you can elect to offset a contribution made between the due date for payment and before the end of the 28th day of the second month after quarter end against a superannuation guarantee charge payable for the quarter.

Personal contributions

If an employee wishes to make personal contributions to the Plan via a payroll deduction, you are required to remit these contributions to the Plan within 28 days of the end of the month in which they are deducted.

When making a contribution please provide details of the contribution type (i.e. personal or additional employer contributions).

How are my employees contributions processed?

Contributions will be invested according to an employee's current investment selection. Small amounts (generally less than \$1,000 per managed investment) may not be invested due to investment costs and/or minimum investment requirements. In this circumstance, the applicable amount will be placed in an employee's Cash Account.

Contribution Caps

Concessional contributions – includes personal contributions for which a tax deduction is claimed (by eligible persons), employer contributions and may include part of overseas transfers.

For members under 50 years of age, these contributions are limited to \$25,000 (2010/11) (indexed) per annum before being subject to additional tax. For members aged 50 or over, a transitional cap of \$50,000 per annum applies until 30 June 2012. The member may be subject to an additional 31.5% tax if they make contributions in excess of this limit. They are called 'excess concessional contributions'.

Non-concessional contributions – includes non taxable contributions for which no tax deduction is claimed. These include personal contributions, spouse contributions, the tax free component of overseas transfers and government co-contributions.

These contributions are limited to \$150,000 per annum (2010/11). However, if a member is under age 65 at any time in the financial year, they can elect to bring forward the following two years contributions caps (i.e. \$450,000 over 3 years from 2010/11). The non-concessional contribution cap will be applied on a 'use it or lose it' basis, which means the member will not be able to carry forward an unused contribution entitlement from one year to another.

See page 30 for further information on tax on contributions.

How should I advise of changes to my employees' details?

New employees

If you wish to begin making contributions for:

- a new employee who has commenced service; or
- an existing employee who is not currently a member of the Plan, you must provide us with their details on a New Employee Schedule and At Work Certificate*.

You are also responsible for notifying the Plan of any changes in your employees' personal details.

Departing employees

When an employee leaves your employment you must provide us with departure or cessation details on an Employer Contribution Schedule*. If your direct debit details need amending please send separate advice of this.

We are required to contact employees in these categories to determine their circumstances and intentions with respect to their investment in the Plan.

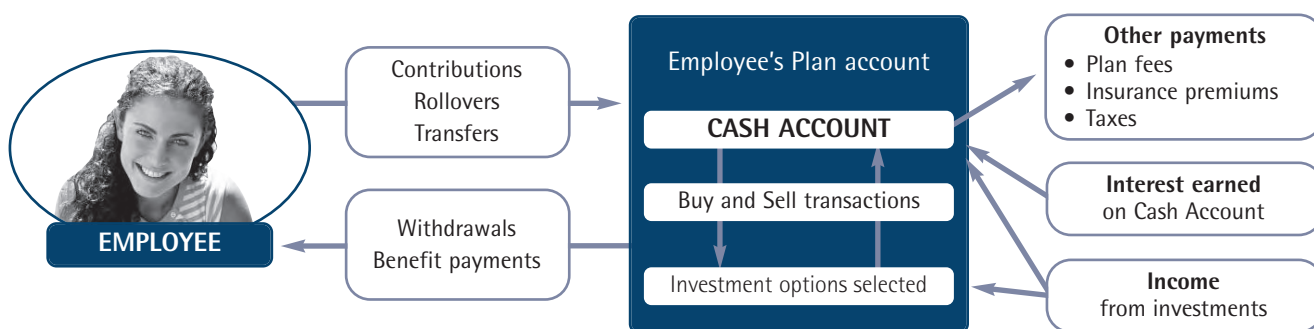
* Forms are available in the Application forms section of this PDS. They are also available from our website at www.tfsa.com.au

Invalid or incomplete application forms

In accordance with the Trust Deed, we reserve the right to refuse any application or notification of change in detail if it is invalid or incomplete.

How does the Plan work?

The diagram below illustrates the operation of the Cash Account



Establishing an employee's account

When we have received an employee's personal and membership details from you, we will establish their Plan account and allocate an account number. Their account contains personal details as well as information about their insurance cover, investments, nominated beneficiaries and transactions made during their membership.

What is the Cash Account?

When an employee joins the Plan, we will establish a Cash Account as part of their investment in the Plan. Their Cash Account is used to:

- receive contributions, rollovers and transfers;
- pay fees, taxes and other charges;
- pay insurance premiums;
- receive interest earnings on their Cash Account;
- buy investments in accordance with their investment instructions;
- receive the proceeds from investments sold; and
- pay withdrawals.

How is the Cash Account invested?

The Cash Account is currently invested with a major Australian bank and in short term money market securities. The Trustee may, at its discretion, choose different institutions and accounts to invest the Cash Account and will notify you of any material change.

How do you set the Cash Account minimum?

The standard Cash Account minimum is set to the greater of \$300 or the percentage as determined by your employees' account balance (see table) subject to a maximum of \$10,000. Where applicable three months insurance premiums will also be added.

Account balance	Standard Cash Account minimum
Less than \$10,000	\$300
\$10,000 – \$99,999	3.00%
\$100,000 – \$249,999	2.00%
\$250,000 – \$499,999	1.50%
\$500,000 – \$999,999	1.00%
\$1 million or more	\$10,000

The standard Cash Account minimum will be deducted from your employees' initial contributions and rollovers when they first join the Plan. However, if their cash balance falls below \$300 an amount may be deducted from additional contributions and rollovers to maintain the \$300 Cash Account minimum.

Otherwise all contributions and rollovers received will be fully invested according to their investment instructions.

Where an employee's account balance is \$1 million or more, an amount will be deducted from any contributions or rollovers received to maintain a \$10,000 Cash Account minimum.

How do you top up the Cash Account?

The Trustee will redeem investments to top up the Cash Account to the standard Cash Account minimum, plus enough funds to cover three months insurance premiums. The top up process is performed quarterly in January, April, July and October.

Note: If the amount in the Cash Account exceeds the standard minimum, no top up will occur nor will this be reduced to the standard amount.

When topping up the Cash Account the Trustee redeems managed investments in order from those with the largest balance to those with the smallest.

Investment of small account balances

Where an employee's account balance is less than \$1,250 upon joining, any contributions received will remain in the Cash Account.

When the balance exceeds \$1,250, this amount, less any amount required to cover the Standard Cash Account minimum, fees and premiums, will be invested according to their selected investment instructions.

How is an employee's account balance calculated?

An employee's account balance is the total value of their managed investments and Cash Account.

The value of a managed investment is calculated by multiplying the number of units they hold in that managed investment by the sell unit price of the managed investment. The sell unit price is equal to the value of the assets (net of transaction costs) of a managed investment divided by the number of units on issue. Unit prices are generally calculated daily.

How are withdrawals deducted?

An employee's withdrawals from the Plan will be deducted from their Cash Account, and where the Cash Account balance is not sufficient (and they do not notify us otherwise), their Cash Account will be topped up in order to meet the withdrawal requirements.

How do my employees select their investment options?

Your employees are provided with a PDS that describes their investment options. They can select their investment options by completing the Investment Authority (at the back of the Part 1 Employee PDS).

What happens if an employee does not select any investment option?

If an employee does not select any investment options or we have not received their Investment Authority, then your Plan's nominated default investment option(s) will apply (refer to page 18).

If you do not select your Plan's default investment options or we have not received your nomination, the Trustee will invest your employees' contributions in its default investment option, the Colonial First State Wholesale Conservative Fund.

Can my employees change their selected investment options?

Your employees are able to change their investment options at any time by completing the Switch form which is available from your Adviser or Dominion Client Services.

A change of investment options ('switch') involves selling part or all of their current investment options and purchasing new investment options.

Can my Adviser change my employees' selected investment options?

Your Adviser cannot undertake investment purchases and sales on behalf of your employees. As a member of the Plan an employee is the only person authorised to undertake such transactions.

Processing investment instructions online

It is important to note that when an employee becomes a member of the Plan, they agree that your Adviser will be authorised to place their investment instructions online.

Your Adviser will ask them to authorise the required transaction form (e.g. Switch form), and may then electronically instruct us to carry out their authorised investment instructions. They agree that your Adviser is responsible for placing transaction instructions only in accordance with their instructions and confirm that for each transaction, they have provided specific written instructions that authorise the transaction. In carrying out this activity your Adviser will be acting as the agent. This arrangement will continue until we receive written confirmation from them to the contrary.

Please note that your Adviser will not have the authority to withdraw funds from their account.

How is my employees' money invested in managed investments?

When your employees invest in managed investments via the Plan, they hold units in the underlying investment pools offered by the Plan's investment managers. All transactions relating to their investment will be based on the unit price at the time the transaction is finalised.

For example, the number of units allocated to their investment will depend on the amount invested and the unit price at the time. They may hold fractions of units. Units may fluctuate in value.

What happens to my employees' distributions and interest?

All interest earnings on an employee's Cash Account balance will be paid to their Cash Account.

They have the option to choose how distributions received from their investments are re-invested. Employees can elect to have:

1. All distributions retained in their Cash Account (the default); or
2. All distributions received re-invested back into the originating investments.

If they choose to have their investment distributions re-invested (as in option 2 above), small amounts may not be invested due to investment costs and/or minimum investment requirements.

If your employees do not select an option for the management of distributions received from their investments, the default option will apply and the Trustee will retain all distributions received in their Cash Account.

Are there any minimum investment requirements?

There is a minimum initial investment requirement within the Plan of \$1,000 for each of the managed investment options selected (subject to any higher minimums imposed by the investment managers).

Once the standard Cash Account minimum and the minimum initial investment requirement are satisfied, the Trustee may generally invest an employee's money in accordance with their instructions. Small amounts (generally less than \$1,000 per managed investment) may not be invested due to investment costs and/or minimum investment requirements, in which case an employee's contribution or rollover will remain in their Cash Account.

How are units in managed investments allocated?

The number of units an employee will be allocated in a managed investment will be the amount of money invested divided by the buy price at the time the units were purchased by the Trustee.

How are units in managed investments purchased?

It is important to note that the Trustee invests in managed investments on a daily basis (business days only). However, this will only occur once an application is processed. This is also subject to minimum investment requirements and the time taken to process investments by the managers of the underlying managed investments and may result in the buy price being higher (or lower) than that prevailing on the date an instruction was received by the Trustee. The Trustee is not liable for any loss that may result from this occurring. If they wish to invest in managed investments other than the Plan's default investment options, employees must complete the Investment Authority (at the back of the Part 1 Employee PDS).

What are the redemption requirements?

Where an employee wishes to redeem a managed investment they can nominate to redeem the full amount of that managed investment or for a part redemption, they can nominate the dollar amount they wish to receive from the redemption.

When a part redemption is requested for a managed investment, the amount is divided by the applicable sell price on the day the Trustee processed the request to determine how many units are required to be redeemed.

To ensure the sale of your employees' managed investments is done in a tax effective way, their capital gains tax position is calculated to show the maximum capital loss then the minimum capital gains to offset any of the capital gains they may have.

How do my employees redeem managed investments?

As is the case for investing in managed investments, the Trustee redeems managed investments on a daily basis (business days only). However, this will only occur once an application has been processed. This is also subject to minimum investment requirements and the time taken by the managers of the underlying managed investments to process the withdrawal and may result in the sell price being higher (or lower) than that prevailing on the date the Trustee received the withdrawal request. Redemptions from illiquid managed investment will take longer to process and may be delayed, particularly where redemptions are suspended by an investment manager. The Trustee is not liable for any loss that may result from this occurring.

To redeem managed investments employees must complete the Switch form, which is available from your Adviser or upon request from Dominion Client Services on 1300 554 498.

What is automatic rebalancing?

Individual investments are subject to market flows and movements and consequently their actual balance may not always reflect the percentages allocated in an employee's current investment instructions.

To ensure an employee's investments remain aligned with their selected percentage allocation, the Plan offers an automatic rebalancing facility.

Automatic rebalancing is an optional facility which automatically restores the weighting between investment options that an employee has specified.

How does automatic rebalancing work?

If an employee selects this facility, the Plan will periodically review their investments and will:

- sell investments that are over the selected percentage allocation*; and
 - buy investments that are under the selected percentage allocation*.
- * Small amounts (generally less than \$1,000 per managed investment) may not be invested or redeemed due to investment costs and/or minimum investment requirements.

When automatic rebalancing has been completed, the percentage allocated to each investment will match as closely as possible an employee's investment instructions. In order to minimise the number of investment transactions made on an employee's account and to meet upcoming cash requirements for items such as contributions tax, the rebalance process may result in a higher Cash Account balance than the standard Cash Account minimum or higher nominated amount.

Your employees can elect to have their investment rebalance calculated:

- **Quarterly** – in February, May, August and November; or
- **Half yearly** – in February and August; or
- **Annually** – in August.

Employees can elect to rebalance their investment options using the Investment Authority (at the back of the Part 1 Employee PDS).

If an employee does not elect to have their investments rebalanced, the default option will apply and the Trustee will not rebalance their investments.

If there are any outstanding investment instructions for their account including purchases, switches or redemptions, an employee's rebalance may be delayed.

Note: If an employee's investment instructions include closed, frozen, illiquid investments or managed investments that do not price daily, then their rebalance may not be actioned. Investments they hold that are not included in their investment instructions will be excluded from the rebalance process, but the remaining investments will be rebalanced.

There is no charge to rebalance investment options. However employees may incur costs associated with switching such as buy/sell spread costs for managed investments.

What happens on an employee's death?

In the event of an employee's death we will pay the balance of their investment and insured Death cover (if applicable).

An employee's Death Benefit will generally be paid to their estate and/or any surviving dependants at the discretion of the Trustee if:

- the employee did not nominate a valid beneficiary; or
- the nominated beneficiary is no longer a dependant; or
- the nominated beneficiary dies before the deceased employee; or
- the employee makes a non-binding nomination.

Employees can update their nominated beneficiary details at any time by completing a new Nomination of Beneficiaries form and lodging it with the Trustee.

An employee's nominated beneficiary details are used as a guide to identify their dependants and are not binding on the Trustee. They may however advise the Trustee of their intention to make the Nomination of Beneficiaries binding.

The Trustee retains discretion as to whether the payments made to dependants are in the form of a lump sum, a pension or a combination of both. Payments to non-dependants must be in the form of a lump sum.

If an employee makes a non-binding nomination, the Trustee will consider their nomination and exercise its discretion as to whom their benefit will be paid and in what proportions. If an employee chooses not to make a binding nomination or their nomination is invalid, the Trustee has discretion to determine the beneficiaries.

Where a lump sum death benefit is paid to eligible dependants, an additional amount may also be paid. This amount represents the amount that would have been included in an employee's death benefit had there been no tax payable on the relevant contributions. The Trustee has full discretion with regard to these payments. These payments will not be automatically paid to eligible dependants and you should contact your Adviser for further information.

Who can be nominated as a beneficiary?

Beneficiaries that employees can nominate must be either dependants as defined by the Trust Deed and Superannuation Legislation or their estate (this is also referred to as a 'legal personal representative'). They cannot nominate a person as a beneficiary if they do not fall into one of these categories.

Under superannuation law, a dependant includes:

- an employee's spouse (including a de facto spouse who lives with you on a bona fide domestic basis as a couple [same or opposite sex] and your widow or widower or surviving de facto spouse);
- an employee's children (including an adopted child, a stepchild, a child of your partner or an ex-nuptial child);
- any person who is financially dependent on the employee;
- any other person with whom the employee has an interdependency relationship.

Interdependency relationship

Two persons (whether or not related by family) have an interdependency relationship if:

- they have a close personal relationship;
- they live together;
- one or each of them provides the other with financial support;
- one or each of them provides the other with domestic support and personal care.

An interdependency relationship also includes two persons who (whether or not related by family):

- have a close personal relationship; and
- do not meet the other three criteria listed above because either or both of them have a physical, intellectual or psychiatric disability.

Your Adviser can assist you with advice on who qualifies as an eligible dependant.

Can employees nominate beneficiaries using binding nominations?

Employees may make a binding nomination that obliges the Trustee to pay their benefit in accordance with their nomination.

In accordance with the Trust Deed and superannuation law, for a binding nomination to be valid it must meet the following conditions:

- 1 The nomination must be made on a Nomination of Beneficiaries form (or any other form approved by the Trustee).
- 2 The people an employee can nominate are limited to their spouse, children, financial dependants, any persons with whom they have an interdependency relationship or a legal representative. A person nominated (other than a legal representative) must be a dependant (as defined in the Trust Deed) at the time of an employee's death.
- 3 An employee must nominate the total (i.e. 100%) of their investment to be paid on the Nomination of Beneficiaries form.
- 4 The Nomination of Beneficiaries form must be signed and dated in the presence of two witnesses, both of whom are aged 18 or above and neither of whom are nominated beneficiaries.
- 5 If an error is made on any part of the form and an employee wishes to make changes, they must initial and date each change and also have two witnesses initial and date each change.
- 6 The nomination will automatically expire after three years, although the Trustee will contact employees before this to renew their nomination.

Note: Employees can alter their binding nomination at any time by completing a new Nomination of Beneficiaries form. They may also cancel their binding nomination at any time by providing written instructions to Dominion Client Services.

What information is provided by the Plan?

The Plan provides a diverse range of communications to keep you informed about accounts, investments and the Plan.

You will receive the following information:

Employer

Upon joining the Plan

- **Welcome letter** – confirming your Plan details; and
- **Login Code** and online **password** – to access the Dominion website www.tfsa.com.au

Periodically

- **Online newsletters** – periodically the Trustee will issue newsletters online at www.tfsa.com.au to inform you of significant events relating to the Plan and update you on developments and news relating to superannuation in general.
- **Online Employee Contributions Report** – this is a report available online that allows you to print off or extract a comma separated value (CSV) file of employee contributions details over a nominated period. This will assist you to satisfy your statutory employee reporting requirements.

Quarterly

- **Superannuation Guarantee (SG) Contribution Reminder*** – advising you of your quarterly SG obligations.

Yearly

- **Annual Report** (as at 30 June) – summarises the Plan's performance and financial position and any other significant changes or events for the previous financial year. This report is available online in the member area within the Dominion website www.tfsa.com.au. If you prefer to have a copy of this report emailed or mailed to you please contact Client Services;
- **Group Insurance review*** – you will also receive **Group Insurance review** information (if applicable).

* This information will be provided via email only. If you do not provide us with your email address, you will not receive this information.

Employee

Upon joining the Plan

- **Welcome letter** – confirming their membership details;
- **Login Code** and online **password** – to access the Dominion website www.tfsa.com.au and Customer Reference Number (CRN) for BPAY and personalised Easy Payment details; and
- An employee's guide to the **Dominion Employer Superannuation Plan Product Disclosure Statement** and **Investment Options** (Part 2 of the PDS).

Periodically

- **Online Newsletters** – periodically the Trustee will issue newsletters online at www.tfsa.com.au to inform your employees of significant events relating to the Plan and update them on developments and news relating to superannuation in general.

Yearly

- **Annual Report** (as at 30 June) – summarises the Plan's performance and financial position and any other significant changes or events for the previous financial year. This report is available online in the member area within the Dominion website www.tfsa.com.au. If your employees prefer to have a copy of this report emailed or mailed to them then they need to contact Client Services;
- **Annual Statement** (as at 30 June) – a personalised statement summarising your employees' account balances, benefits, investment returns, contribution and rollover details, fees, tax, Group Insurance premium deductions and Group Insurance cover. This statement is available online in the member area within the Dominion website www.tfsa.com.au. If your employees prefer to view their Annual Statements online rather than receive them by mail, they can nominate this option on their Investment Authority form;
- Your employees will also receive **Group Insurance review** information (if applicable).

Upon ceasing employment

- **Group Insurance Status Notification Letter** – if the Trustee is advised that an employee has ceased employment, we will automatically transfer their Group Insurance cover to an individual cover policy, where different premium rates and terms and conditions apply. At this time a letter outlining cover and premium details will be sent to the employee. To ensure the premiums are calculated correctly, the letter will ask the employee to notify the Trustee if factors affecting their insurance cover have changed.

Upon leaving the Plan

- **Member Statement** – similar to the Annual Statement;
- **Withdrawal Letter** – confirming details of the benefit payment; and
- **Rollover Benefits Statement** – containing necessary tax information.

How do I access information about the Plan?

The Plan provides you with easy and convenient online and phone access to information to assist you in managing your company Plan.

Dominion website

We have created the Dominion website to provide you with a quick and convenient means of accessing comprehensive and up-to-date information on contributions made, default investment options and insurance cover, Plan information and investment performance updates.

You are able to access this free service at your own convenience by visiting our website at www.tfsa.com.au

The Dominion website is jointly provided by Total Financial Solutions Australia Pty Ltd and the Trustee. The public area of the website that you initially gain access to prior to entering your Login Code and online password is provided by Total Financial Solutions Australia Pty Ltd. The secure area of the website can be accessed after you log on using your Login Code and online password provided by the Trustee.

Plan information

You are able to access a range of web pages and reports summarising information such as:

- your selected insurance cover options available to employees;
- your default investment option(s);
- the contributions you have made for your employees (including the dates and amounts of contributions made during a specified period for individual members); and
- the current total value of your employer Plan.

You can also view and download employer and member forms as required.

Employee access

Your employees also have access to the member area of www.tfsa.com.au and are able to view and download information about their own:

- account;
- account balance;
- selected investments and investment returns;
- unit prices and asset allocation;
- fees and taxes;
- selected Group Insurance cover; and
- contribution and rollover details.

They can also access their Annual Statements, member forms and Annual Reports.

Support

To assist you in navigating the Dominion website, we provide you with helpful site maps, a frequently asked questions (FAQ) link and phone support via our friendly Client Services team.

How can I obtain online access?

Upon joining you will be issued with an Login Code, online password and details on how to access the member area on www.tfsa.com.au

Phone access – Client Services

If you have an account query or require further information about your membership or the Plan, one of our friendly Client Services team representatives will be happy to assist you.

Our Client Services team can be contacted on 1300 554 498 (toll free) between 8.30 am to 6.00 pm Monday to Friday (Sydney Time).

Choosing investments

The Plan offers a broad range of investment choices from which your employees can select their managed investment option(s). You can also nominate your company's default managed investment option(s).

There are a number of important factors that need to be considered when selecting the most appropriate investments to meet your employees' retirement savings goals.

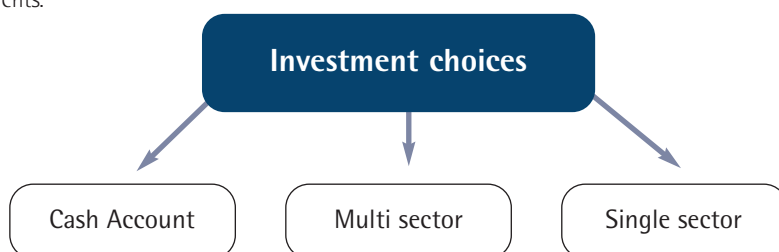
A range of investment choices

The Plan offers your employees a carefully selected range of managed investments from some of the leading investment managers in Australia and around the world.

The investment choices include:

- **The Cash Account;**
- **Managed investments** including:
 - **multi sector options** – investments that diversify across two or more asset sectors (cash, fixed interest, property and shares); and
 - **single sector options** – investments that predominantly focus on one specific asset sector.

The investment choices offered by the Plan enable your employees to select investments with characteristics that best suit their individual circumstances and requirements.



Upon joining the Plan your employees can select from a choice of 22 investment options.

This allows your employees to tailor their investments according to their own particular investment preferences, tolerance to risk and return and retirement goals.

Factors to consider when nominating your company's default investment option(s)

Determining the appropriate default investment option(s) for your employees requires careful consideration of their retirement saving and investment needs.

Each employee will have different needs and preferences that will vary according to their age, requirements for capital growth and security and attitude towards certain types of investments.

As no one single investment strategy or asset sector will satisfy the needs of all your employees, you may consider nominating your default investment option(s) by taking into account the average needs of all your employees.

Some factors to consider are your employees':

1. investment time horizons; and
2. tolerances to risk.

We have provided the following overview to assist you with understanding the basic investment concepts and nominating the most appropriate default investment option(s) for your employees.

The Trustee recommends you contact your Adviser if you require more specific guidance and information on these concepts.

Your employees' investment time horizon

An employee's investment time horizon will determine how long their money will be invested and will influence their attitude to risk and return and their investment strategy.

If on average your employees are close to retirement, their investment time horizon may be short term and therefore more importance may need to be placed on the protection of capital by investing a higher proportion in less risky assets such as cash or fixed interest.

On the other hand, if your employees on average are younger and have a long term investment time horizon, ensuring capital growth over the longer term by offering a higher proportion of growth assets such as shares and property may be more appropriate.

You should keep in mind however, that growth assets are also riskier as they have a greater likelihood of producing negative returns over the shorter term.

Your employees' tolerance to risk

An employee's tolerance to risk is reflected in how they feel about their investment fluctuating in value and producing volatile earnings particularly over the short term.

Selecting a higher proportion of conservative investments as part of your default investment option(s) may be more suitable if your employees have a low risk tolerance. If your employees have a higher tolerance to risk, then a default investment option(s) with a higher proportion of growth investments may be more appropriate.

Risk factors

Information on the risk and return relationship of the investment options is contained in the separate Investment Options brochure (Part 2 of the PDS) and the disclosure documents for the investment options.

In addition to the risks associated with your employee's investment selections there are other risk factors that may affect their investments, which you should consider.

Market risk

This is the risk that affects specific markets and includes factors such as business confidence, economic cycles, government policies and investor sentiment. These factors will all influence market performance.

Investment specific risk

The value of an investment such as a share in a company can be affected by events that are specific to that company. For example changes to management, profit and loss announcements and changes to its business or regulatory environment are all events that can have a positive or negative effect on the value of the company.

Investment manager risk

For managed investments, the investment manager may underperform compared to other managers of the same or similar type (for example, the investment manager misreads the market).

Inflation risk

Rises in prices due to inflation can erode the real value of investments. To avoid this risk over the long term, your employees' investments need to earn a return equal to or above the rate of inflation.

Interest rate risk

The value of the different asset classes can fluctuate in reaction to changes in interest rates. For example if interest rates increase this may result in the capital value of fixed interest investments falling. Bonds with longer duration (timeframe until maturity) tend to be more sensitive to price volatility and interest rate movements.

Liquidity risk

Investment in mortgages, direct property, unlisted property, small specialised markets or alternative investments are often illiquid; i.e. hard to buy and sell quickly. Some managed investments may also be illiquid if redemptions from an investment are suspended by the investment manager which could cause delays in your ability to withdraw or switch investments.

Credit risk

A decline in the credit quality of a bond or the ability of the issuer to pay the interest or principal on a bond can adversely affect the value of a bond.

Currency risk

Investments that have an asset allocation to international investments, may be exposed to fluctuations in the value of foreign currencies against the Australian dollar. Currency management strategies may be utilised by some investment managers but this does not remove the risk associated with international investment. Investors should note that currency gains and/or losses may be a part of their overall investment performance.

Legislative risk

Changes to superannuation or tax legislation have the potential to impact on your employees' accounts.

Family law risk

The Family Law Act (FLA) may have a significant effect on your employees' benefits. An employee's account may be split between them and their ex-spouse. These arrangements apply to all legally married couples and, under recent legislative changes, may apply to de facto (including same-sex) couples. In the absence of any financial agreement between an employee and their ex-spouse, the Family Court may make an order to 'flag' or 'split' the employee's superannuation or pension interest. Both the financial agreement and the Court order are binding on the Trustee. If you want to know more about the way in which the FLA may affect your employees' benefits, you should consult your accountant, legal adviser or financial adviser.

Political risk

Political instability at home or abroad can impact on your employees' investments.

Service provider risk

Your employees' investments may be impacted if the Trustee or one of its service providers encounters problems (for example, IT system failure).

What can I nominate as the company's investment instructions?

You can nominate any combination of the investments in the following table as your company's investment instructions.

To make your investment selections, you must complete Step 7 of the Employer Application form on page 59.

You may change your nominated investment instructions at any time, by forwarding a completed Switch form (available from your Adviser or Dominion Client Services) to the Trustee. Your new investment instructions will apply to all new employees who have not nominated their own investment instructions.

You should consult your Adviser if you require further guidance or advice on changing your company's nominated investment instructions.

MULTI SECTOR INVESTMENTS	
Conservative	
Colonial First State Wholesale Conservative Fund	
UBS Defensive Investment Fund	
Growth	
Maple-Brown Abbott Diversified Investment Trust	
Perpetual Wholesale Balanced Growth Fund	
UBS Balanced Investment Fund	
High Growth	
Colonial First State Wholesale High Growth Fund	

What happens if I don't nominate my company's investment instructions?

If you do not nominate your company's investment instructions or the Trustee does not accept your nominated instructions, contributions will be invested in the Trustee's default investment option, Colonial First State Wholesale Conservative Fund.

Your employees' investments will remain in the Trustee's default investment option until such time as they select their own individual investment instructions.

Selecting investment options

- **New employees** – may nominate their investment selections upon joining the Plan by completing an Investment Authority form (at the back of the Part 1 Employee PDS).
- **Existing employees** – may change (switch) their investment selections at any time by completing a Switch form.

A change of investment options (switch) involves an employee selling part or all of their current investment options and purchasing new investment options.

Disclosure documents for managed investments

The managed investments that are acquired through the Plan each have a separate disclosure document. The Trustee must be satisfied that your employees have received the necessary disclosure documents for the managed investments that they make in the Plan prior to carrying out their investment instructions. Your employees agree when they become a member of the Plan and when they acquire new managed investments through the Plan that they will either obtain the necessary disclosure documents from our website at www.tfsa.com.au or that your Adviser has provided them with the necessary disclosure documents.

Can the investment options change in the future?

The Trustee may change the available investment options in the following circumstances:

- **Review of investment options** – as part of its ongoing review process, the Trustee continually monitors the suitability of the investments offered and may add or remove investment options.
- **Closure of an investment option (new monies)** – an investment manager or the Trustee may close a particular investment option to all new monies. Your employees' current investment in this option will not be affected. However, subsequent regular contributions that would have been made to this option will be directed to the Cash Account.
- **Closure of an investment option (new members)** – an investment manager or the Trustee may close a particular investment option to all new members. New members will not be able to invest funds into this investment option but members with current investments in this option will not be affected.
- **Termination of an investment option** – an investment manager or the Trustee may terminate an investment option to all new and existing investors. This will require your employees' investments to be sold and the proceeds re-invested into the Cash Account. Subsequent regular contributions that would have been made to this option will also be directed to the Cash Account.

If an investment option is closed or terminated, we will notify you of any relevant implications.

Responsibilities of the Trustee and members in relation to investment strategy

Superannuation law requires the Trustee to formulate and give effect to an investment strategy that has regard to the whole of the circumstances of the Plan including, but not limited to, the following:

- (1) the risk involved in making, holding and realising, and the likely return from, the Plan's investments having regard to its objectives and its expected cash flow requirements;
- (2) the composition of the Plan's investments as a whole including the extent to which the investments are diverse or involve the Plan in being exposed to risks from inadequate diversification;
- (3) the liquidity of the Plan's investments having regard to its expected cash flow requirements; and
- (4) the ability of the Plan to discharge its existing and prospective liabilities.

Superannuation law permits the Trustee to discharge this obligation by allowing you and your employees to select from a menu of appropriate investment options made available by the Trustee.

To this end, the Trustee:

- offers a broad range of different investment options;
- offers a broad range of different investment categories; and
- only makes what it considers to be quality investment options available.

The identification of managed investment options is achieved through research undertaken or sourced by the Investment Committee of the Trustee, both prior to the addition of any investment options and on an ongoing basis. The Trustee may engage a reputable investment organisation to provide additional investment research to assist in the selection and monitoring of the managed investment options.

Fees and other costs

Consumer advisory warning

Government regulation requires us to include the following standard consumer advisory warning set out below. The information in the consumer advisory warning is standardised and does not provide any specific information on the fees and charges in the Plan.

DID YOU KNOW?

Small differences in both investment performance and fees and costs can have a substantial impact on your employees' long term returns.

For example, total annual fees and costs of 2% of their Plan balance rather than 1% could reduce their final return by up to 20% over a 30 year period (for example, reduce it from \$100,000 to \$80,000).

Your employees should consider whether features such as superior investment performance or the provision of better member services justify higher fees and costs.

You may be able to negotiate to pay lower contribution fees and management costs where applicable. Ask the Plan or your Adviser.

TO FIND OUT MORE

If you would like to find out more, or see the impact of the fees based on your own circumstances, **the Australian Securities and Investments Commission (ASIC)** website (www.fido.asic.gov.au) has a superannuation fee calculator to help you check out different fee options.

This document shows fees and other costs that your employees may be charged. These fees and costs may be deducted from their money, from the returns on their investment or from the Plan assets as a whole.

Taxes and insurance costs are set out in another part of this document.

You should read all the information about fees and costs because it is important to understand their impact on your employees' investment.

Fees and costs for particular investment options are set out on pages 4 to 6 of the Investment Options brochure (Part 2 of this PDS).

These fees and costs are additional to the fees and costs of the Plan. You must look at both this PDS and the disclosure documents for a particular investment option in order to know all of the fees and costs that are payable.

TYPE OF FEE OR COST	AMOUNT	HOW AND WHEN PAID
FEES WHEN YOUR EMPLOYEES' MONEY MOVES IN OR OUT OF THE PLAN		
Establishment fee The fee to open an employee's investment.	Nil.	Not applicable.
Contribution fee¹ The fee on each amount contributed to an employee's investment – either by you or your employee.	Up to 5.125% (\$0 to \$512.50 per \$10,000). Alternatively you can arrange with your Adviser that a fixed dollar amount be deducted.	This fee is deducted from each contribution or rollover at the time it is deposited into an employee's account. The amount of this fee can be negotiated with your Adviser (refer to page 25).
Withdrawal fee The fee on each amount an employee takes out of their investment.	Nil.	Not applicable.
Termination fee The fee to close an employee's investment.	Nil.	Not applicable.
Continued next page		

TYPE OF FEE OR COST	AMOUNT	HOW AND WHEN PAID
MANAGEMENT COSTS²		
<p>The fees and costs for managing an employee's investments.</p>	<p>Administration fee^{1,3,4} A fee of up to 1.33% p.a. (up to \$133 per \$10,000), is applied to an employee's account balance.</p> <p>PLUS Member fee⁴ \$68 p.a.</p>	<p>This fee is calculated as an annual percentage of the value of an employee's current account balance. This fee is deducted half monthly from their Cash Account. This fee is not negotiable with your Adviser.</p> <p>This fee is not negotiable with your Adviser and is deducted from an employee's account in advance as follows:</p> <ol style="list-style-type: none"> 1. On joining On a 'pro rata' basis calculated on the remaining days until the next 30 September. 2. Whilst a member Annually on 30 September. 3. Upon leaving This fee is not refunded when an employee leaves the Plan.
<p>The amount you pay for specific investment options is shown at pages 4 to 6 of the Investment Options brochure (Part 2 of this PDS).</p>	<p>PLUS Investment management fee⁵ Currently estimated to range from 0.32% p.a. – 1.82% p.a. (\$32 to \$182 per \$10,000) depending on the managed investment option(s) chosen.</p>	<p>This fee is calculated as an annual percentage of the value of an employee's managed investment. The amount an employee pays for selecting specific managed investment options is provided in the disclosure document for each managed investment option. Please note that the fees charged by the underlying investment manager may change in the future. The investment management fee is deducted before calculating the unit price of each managed investment option.</p>
SERVICE FEES⁶		
<p>Investment switching fee The fee for changing investment options.</p>	<p>Nil.</p>	<p>Not applicable.</p>

- 1 This fee includes an amount payable to your Adviser. Refer to 'Adviser remuneration' on page 25.
- 2 An additional amount for out-of-pocket expenses incurred by the Plan is payable. Refer to 'Expense recoveries' under the heading 'Management costs' on page 24.
- 3 Rebates apply where the total amount invested in the Plan by all employees in your employer plan exceeds \$1 million.
- 4 Indexation may apply – for further information refer to page 26.
- 5 The standard Cash Account minimum to be maintained is set to the greater of \$300 or the percentage as determined by an employee's account balance subject to a maximum of \$10,000 (refer to page 9). The usual Investment management fee does not apply to the Cash Account balance. Rather, a fee within the range of 0.32% p.a. – 1.82% p.a. (\$32 to \$182 per \$10,000) of the Cash Account applies and is deducted from the interest payable before it is credited to an employee's account.
- 6 There are service fees payable such as Adviser service fees, which may be paid to your Adviser or Special request fees which may be paid to the Trustee. No TFN tax recovery fees may also apply. Refer to 'Adviser remuneration' and 'Special request fees' on page 25.

Example of annual fees and costs for a balanced investment option*

The table below gives an example of how the fees and costs in a balanced investment option* for this product can affect an employee's superannuation investment over a 1 year period. You should use the table to compare this product with other

superannuation products. The example uses the maximum Administration fee. The example is provided for illustration only, is based on the factors stated and should not be taken to contain an estimate or guarantee.

EXAMPLE – the Balanced Investment Option*		BALANCE OF \$50,000 WITH TOTAL CONTRIBUTIONS OF \$5,000 DURING YEAR**
Contribution fees	0 – 5.125%	For every \$5,000 an employee puts in, they will be charged between \$0 and \$256.25.
PLUS Management Costs	1.95%*** + \$68	And , for the first \$50,000 they have in the Plan, they will be charged \$975 each year plus \$68 in member fee regardless of their balance.
EQUALS Cost of Plan		If an employee puts in \$5,000 during a year and their balance was \$50,000, then for that year they will be charged fees of from: \$1,043.00 to \$1,299.25 What it costs an employee will depend on the investment option they choose and the fees you negotiate with your Adviser.

* The balanced investment option chosen for this example is the Colonial First State Wholesale Conservative Fund (Government regulations require a balanced investment option to be used in the example, being an investment option in which the ratio of investment in growth assets, such as shares or property, to investment in defensive assets, such as cash or bonds, is as close as practicable to 70:30). The net Investment management fee for this option is 0.62% p.a. Please note that the net Investment management fee for other balanced investment options available in the Plan may be higher or lower than 0.62% p.a.

** For this example, it is assumed that a balance of \$50,000 is invested in the Colonial First State Wholesale Conservative Fund. This must be read subject to the requirement that a standard Cash Account minimum is maintained at the greater of \$300 or the percentage as determined by an employee's account balance subject to a maximum of \$10,000 (refer to page 9). This balance is subject to a fee different to the usual Investment management fee (refer to note 5 on page 22).

*** Based on the actual management costs (0.62% p.a.) and the Administration fee (1.33% p.a.) at the time of issue.

Additional explanation of fees and costs

This section sets out the fees and charges that apply to the Plan and includes the impact of the Goods and Services Tax (GST). For further information about the impact of GST refer to page 26.

Management costs

Administration fee rebate

If the amount invested in the Plan by all employees in your employer plan exceeds \$1 million, the Administration fee will be reduced by way of a rebate that will be paid to your employees' accounts quarterly (provided they have not ceased employment) as follows:

Administration fee rebate tiers

TIERED TOTAL INVESTMENT	TIERED REBATE (% P.A.)
First \$1 Million	0.00%
Next \$1 Million	0.26%
Next \$3 Million	0.41%
Amount over \$5 Million	0.56%

Administration fee rebate example

The Administration fee rebate is calculated as follows:

TOTAL INVESTMENT	APPROXIMATE REBATE (\$ P.A.)
\$2 Million	\$2,600 (\$1 million x 0.26%)
\$5 Million	\$14,900 (\$3 million x 0.41% + \$2,600)
\$10 Million	\$42,900 (\$5 million x 0.56% + \$14,900)

The rebate percentages in the tables above have been rounded to two decimal places.

The rebate is distributed proportionally across all employees in your employer plan based on individual account balances.

Expense recoveries

This is an estimate of the out-of-pocket expenses the Trustee is entitled to recover from the Plan. Expense recovery fees will be deducted from time to time from an employee's Cash Account. The Trustee is entitled to recover previously unrecovered expenses as well as ongoing expenses as they are incurred.

The expenses that can be recovered are limited to:

- audit;
- bank charges;
- custodian;
- compliance costs;
- taxation advice costs;
- government taxes, duties and levies;
- legal;
- postage; and
- printing and stationery.

Performance fees

The management costs shown in the 'Fees and other costs' table include performance fees. These are amounts that are paid or payable, calculated by reference to the performance of a product or fund.

Performance fees range from 0% to 25% depending on the investment option(s) chosen. The amount an employee pays for selecting specific investment options is provided in the disclosure document for each investment option and may vary from the above in the future. A performance fee will usually apply if an investment's performance exceeds a particular performance hurdle (benchmark) by a certain percentage. For example, consider a situation where investment returns are 20% for one year and the hurdle (benchmark) is 10% for the same period (i.e. the investment return has exceeded its benchmark by 10%). The Performance fee of say, 25% is then applied to the 10% outperformance and the investment manager would receive 2.50%.

Group Insurance administration fee

The Trustee charges your employees' 'Cash account' a Group Insurance Administration fee of \$2.05 per month for each type of cover acquired on their behalf. This fee covers the cost associated with establishing and maintaining their insurance and is not included in the Group Insurance premium rate tables on pages 46 to 48.

The Trustee may pay a portion of this fee to the financial services licensee to which your Adviser belongs and/or the promoter of the Plan. Any amount paid to a financial services licensee and/or the promoter is not an additional cost to your employees.

Group Insurance commissions

The Group Insurance premium rate tables on pages 46 to 48 include a Group Insurance commission of 35% of the Group Insurance premiums payable to the Insurer. The Trustee may pay a portion of this Group Insurance commission to the financial services licensee to which your Adviser belongs and/or the promoter of the Plan. The financial services licensee may in turn pay some of this commission to your Adviser. Any amount paid to a financial services licensee and/or the promoter is not an additional cost to your employees. You may be able to negotiate a lower Group Insurance commission with your Adviser.

Group Insurance commissions example

Mary is aged 35 next birthday, working as a Personal Assistant (white collar), is a non-smoker, with no medical loading and chooses to take out \$400,000 in Death & TPD insurance cover. The total cost to Mary of her cover would be a Group Insurance Administration fee of \$2.05 per month plus an insurance cost of \$19.27 per month (of which \$6.74 represents Group Insurance commission). The calculations are as follows:

$$\frac{(\text{base premium rate} \times \text{occupational loading} \times \text{medical loading}) \times \text{sum insured}}{1,000}$$

= (0.578 x 1.00 x 1.00) x \$400,000 / 1,000
= 0.578 x \$400
= \$231.20 p.a./12
= \$19.27 per month in premiums of which \$6.74 (35%), represents Group Insurance commission.

This and other examples in this PDS are provided by way of illustration only. They should not be taken as estimates or projections of outcomes that will apply to your employees, which will depend on their individual circumstances.

Tax costs

There will be taxation costs that will apply to an employee's Plan account. Where tax deductible expenses (including certain fees), are charged to the Plan, these may reduce the Plan's tax liability and these reductions may be passed back to an employee in what the Trustee considers is a fair and reasonable manner.

For further information on taxation costs refer to pages 30 to 32.

Adviser remuneration

Your Adviser will assist you and your employees with understanding and managing your superannuation requirements. Your Adviser will receive payment ('remuneration') for providing these services.

Your Adviser meets their expenses from this remuneration, and also relies on it to provide an income. The remuneration paid to your Adviser and disclosed below is stated inclusive of GST. Elsewhere in this PDS, the amounts that are paid to your Adviser and charged to your employees are expressed net of any entitlement to a reduced input tax credit (RITC) (refer to page 26 for an explanation of how GST applies to the fees you pay).

In addition to the payments specified below, your Adviser may become entitled to receive an increased share of the administration fee if they meet certain requirements for amounts invested in the Plan. The value of the potential benefit is unable to be quantified at this point in time. This does not represent an additional charge to your employees.

The fees paid to your Adviser are as follows:

- **Contribution fee** – this fee is negotiable with your Adviser and generally cannot exceed 5.50% (\$550 per \$10,000 invested). Where you have agreed to this fee, the full amount is paid to your Adviser.
- **Administration fee** – your Adviser will receive a portion of the administration fee up to the maximum as shown below. This fee is not negotiable.

INVESTMENT VALUE OF ALL EMPLOYEES IN YOUR EMPLOYER GROUP	REMUNERATION (% P.A.)
First \$1 Million	0.550%
Next \$1 Million	0.440%
Next \$3 Million	0.385%
Amount over \$5 Million	0.330%

- **Adviser service fee** – this fee is negotiable with your Adviser and cannot exceed 1.10% p.a. of your account balance (up to \$110 per \$10,000 invested). Where you have agreed to this fee, the full amount is paid to your Adviser.

Alterations in Adviser remuneration

You can negotiate the Contribution fee, Group Insurance commission and Adviser service fee with your Adviser (please consult your Adviser).

If you agree to pay your Adviser a Contribution fee, Group Insurance commission or an Adviser service fee and written documentation is provided, the Trustee will alter your Adviser's remuneration accordingly.

Dishonour fee

Where an employee attempts to make a contribution or rollover, whether by cheque or otherwise, and it is subsequently dishonoured, a fee of \$51.25 may be deducted from their Cash Account.

Special request fees

For any special requests (e.g. for additional information), the Trustee reserves the right to impose a reasonable charge. A fee will apply if your employees wish for the Trustee to arrange for a refund of the tax deducted from their account for failing to provide a TFN.

Transaction costs

Buy/Sell spread differential

A buy/sell price spread represents the difference between the purchase and sale price of units in an investment option. The purpose is to compensate existing investors for transaction costs incurred when buying or selling assets as investors enter or leave an investment option. At the date of issue of this PDS the buy/sell spread of investment options ranges from 0.00% – 0.60%. This is an additional cost to your employees when they purchase or sell units in an investment option. Generally, no part of the buy/sell spread differential is paid to Oasis except in the circumstances explained on page 27 under 'Netting of investments'.

Other fee related issues

Indexation

The Trustee may index the Dishonour fee, the thresholds for the Administration fee tiers and the minimum Administration fee by the annual Consumer Price Index (CPI) movement. The Trustee reserves the right to defer accumulated CPI increases to a later date.

Fee changes

The Trust Deed permits the Trustee to alter fees where it considers it reasonable to do so. An employee will be given at least 30 days advance notice of any new fee/charge or increase in fee/charge.

Maximum fees

The Trust Deed restricts the maximum that can be charged as contribution fees to 6.00% (\$600 per \$10,000). There are no other restrictions imposed by the Trust Deed on:

- the maximum amount for other fees detailed in this PDS;
- the types or maximum amounts of any additional fees that may be imposed by the Trustee; and
- expense recoveries.

Other Payments

There will be other payments made to Total Financial Solutions Australia Pty Ltd, the financial services licensee with which your adviser is associated. These payments are based on the total value of all accounts that are administered by Oasis on behalf of Total Financial Solutions Australia Pty Ltd or on some other basis agreed. In these circumstances, the total of such payments will not exceed 0.10% excluding GST of the total value of the accounts that are administered by Oasis on behalf of Total Financial Solutions Australia Pty Ltd. This type of payment will not be an additional cost to you, over and above the Administration fee.

Member protection

The Trustee will ensure that an employee's benefit is protected from erosion by fees if:

- at any time the amount of their account balance is less than \$1,000; and
- it includes or has included employer Superannuation Guarantee or Award Contributions.

In such circumstances, current Government regulations limit the amount of fees that can be deducted to the amount of investment earnings.

Goods and Services Tax ('GST')

The supply of most goods and services within Australia is currently subject to a 10% GST. The fees referred to in this PDS have been calculated (unless otherwise specified) inclusive of the GST and any Reduced Input Tax Credits ('RITCs'), except for the fees relating to Group Insurance, which have been calculated inclusive of the GST.

Remuneration paid to your Adviser, Total Financial Solutions Australia Pty Ltd and the Plan in relation to your Group Insurance is subject to 10% GST.

The Plan is generally entitled to claim RITCs from the Australian Tax Office ('ATO') for 75% of the GST, thereby reducing the effective GST rate to 2.5%. Where RITCs are available, they have been taken into account when calculating the fees.

Example: The maximum contribution fee including the 10% GST and RITC is 5.125%. The GST component of this is 0.50%, being one eleventh (1/11th) of the gross amount of 5.50%. The Plan will receive a RITC from the Tax Office of 0.375%, being 75% of the GST paid. The amount that an employee pays after the impact of the GST is therefore 0.125%, being 0.50% less 0.375%.

Gross contribution fee	5.50%
GST component	0.50% minus
RITC that Plan receives from Tax Office	0.375% equals
Amount of GST paid	0.125%
Maximum contribution fee an employee pays	5.125%

RITCs are credited to an employee's account monthly. If an employee leaves the Plan the Trustee may retain any RITCs received after they leave where the amount is less than \$25.

The remuneration paid to your Adviser includes GST. Your Adviser must pay GST at a rate of 10% on any remuneration received.

Investment management and other supplier payments

The Trustee may receive payments from investment managers and other financial institutions ('Institutions'). These amounts are generally calculated on the value of the assets invested with the Institution and are paid at a rate of up to 1.10% p.a. The Trustee may pay Total Financial Solutions Australia Pty Ltd (ABN 58 003 636 968) a portion of the amounts received. This is not an additional cost to your employees.

Netting of investments

The Trustee or its agents, including the custodian, may offset an employee's instructions to buy or sell investments against instructions from other investors. Any resulting benefits in relation to the reductions in custodian costs will be passed on to employees. The Trustee or its agents are entitled to retain any resulting benefit that may be gained in respect of the buy/sell spread.

Total Financial Solutions Australia Pty Ltd

The Trustee will pay Total Financial Solutions Australia Pty Ltd a portion of the Administration fee and the Group Insurance Administration fee, as the promoter of the Plan. This payment does not represent an additional charge to your employees.

What happens to interest earnings, distributions and dividends paid after an employee leaves the Plan?

Interest earned on an employee's Cash Account (paid monthly) will be paid into their Cash Account. If an employee leaves the Plan, the Trustee may retain interest and distributions yet to be paid where this amount is less than \$25. Where it is greater than \$25 this amount will be paid to the employee.

Alternative forms of remuneration

The Trustee maintains an Alternative Form of Remuneration Register (Register) in accordance with Financial Services Council (FSC) Industry Code of Practice on Alternative Forms of Remuneration in the Wealth Management Industry.

The Register will contain details of date, type of remuneration, the value of the alternative remuneration and the name of the giver/receiver as appropriate. The Register will be available for inspection on request by members of the public and is to be provided within seven days of the date of the request and is to be updated at least quarterly.

Generally, alternative forms of remuneration occur under arrangements which provide for certain material benefits, other than the payment of commissions or service fees, to be obtained by a representative or licensee from an investment manager or platform provider (or any other third party), in return for using that particular investment manager's product or platform. Any form of alternative remuneration that is \$300 or more in value, per transaction or item, is considered 'material' and is thereby subject to the code.

What happens when an employee leaves?

In general, if an employee resigns from your employment or their employment is terminated before attaining their minimum preservation age, their benefit must remain in an Approved Superannuation Fund (ASF).

Your employees have the following options with respect to the payment of their benefit:

- **Option 1: Remain in the Dominion Employer Superannuation Plan**

If your employees do not advise us of their intentions, they will remain in the Plan and be subject to the following terms and conditions:

- (a) The Trustee will transfer their Group Insurance to an individual cover policy, where different premium rates and terms and conditions apply. At this time a letter outlining their cover and premium details will be sent to them. The letter also requests that your employee notify the Trustee of their occupation and smoker status.
- (b) Your employee will no longer be entitled to any Administration fee rebate that may have applied.
- (c) Your employee will continue to be entitled to any reduction in the contribution fee that you may have negotiated. The maximum contribution fee (including GST) that may apply will be up to 5.125% p.a.
- (d) Your employee will be required to continue to pay any Adviser service fee that you have negotiated with your Adviser. The maximum Adviser service fee (including GST) that may apply will be up to 1.025% p.a.
- (e) Your employee can negotiate the contribution fee, Adviser service fee and Group Insurance commission with your Adviser.

- **Option 2: Transfer their benefit to another fund(s)**
Your employee may transfer their benefit entitlement to another ASF(s).

A guide to superannuation

Eligibility to contribute

The following table outlines the rules relating to who can make superannuation contributions.

MEMBER AGE	WHO CAN CONTRIBUTE
Under 65	An employee, their spouse and you.
At least 65 but under 70	An employee, their spouse and you, provided the employee meets the 'work test'*.
At least 70 but under 75	An employee, their spouse and you, provided the employee meets the 'work test'*. If they do not meet the 'work test' you can still make mandated employer contributions**. Please note you are not required to make Superannuation Guarantee payments after your employees turn 70 but may do so if the payment relates to a period when they were under age 70.
75 and over	You can make mandated employer contributions** on your employees behalf (excluding Superannuation Guarantee payments). Please note, you and your employees can make other types of contributions provided they meet the 'work test'* and the contribution is received on or before the 28th day following the end of the month in which they turn 75.

* The 'work test' means being 'gainfully employed' for at least 40 hours during any period of 30 consecutive days in that financial year where 'gainfully employed' means being employed or self-employed for gain or reward in any business, trade, profession, vocation, calling, occupation or employment.

** A 'mandated employer contribution' is one which:

- reduces an employer's potential liability for the Superannuation Guarantee charge;
- is a payment of a shortfall component;
- is a contribution to satisfy the employer's obligation under an agreement certified, or an award made, on or after 1 July 1986 by an industrial authority.

Directed Termination Payments

In limited circumstances your employees can direct you to pay a Directed Termination Payment into superannuation. If an employee receives a Directed Termination Payment they will only be able to pay it into the Plan if:

- the payment was specified in an employment contract existing as at 9 May 2006; and
- the payment is made prior to 1 July 2012.

Government Co-Contribution

If an employee is eligible, the Government may contribute an amount on their behalf. To be eligible for a co-contribution an individual needs to derive at least 10% of their total income from eligible employment, carrying on a business or a combination of the two, make a non-concessional contribution, be under age 71 and earning no more than \$61,920 (including reportable fringe benefits and reportable employer superannuation contributions). The maximum co-contribution of up to \$1000 is reduced by 3.333c for every dollar your income exceeds \$31,920.

Self-employed persons are also eligible for co-contributions provided they earn 10% or more of their income from carrying on a business, eligible employment or a combination of both.

For more information on your employees' eligibility please contact your Adviser, speak to the ATO on 13 1020 or go to the ATO's website: www.ato.gov.au/super and follow the prompts.

Accessing the investment

Superannuation law has rules governing a person's ability to access their investment. When an employee can access their investment depends on whether it contains preserved, restricted non-preserved or unrestricted non-preserved benefits.

Preserved benefits

Preserved benefits are generally payable on meeting a condition of release.

Conditions of release include:

- Permanent retirement from gainful employment on or after your employees reach preservation age;
- Reaching age 60 and subsequently ceasing a gainful employment arrangement;
- Reaching age 65;
- Reaching preservation age (your employees can apply to receive a Transition to Retirement Pension. Lump sum benefits may not be taken unless they meet another condition of release);
- Permanent incapacity;
- Temporary incapacity;
- Terminal medical condition;
- Death;
- Compassionate grounds*;
- Severe financial hardship*.

* There are certain additional requirements that must be met, including restrictions on the amount that an employee can receive if they wish to access their investment under either the compassionate grounds or severe financial hardship provisions. See page 29.

Retirement generally occurs when an employee has reached preservation age and they are not employed ten hours per week or more, and the Trustee is reasonably satisfied they have no intention of returning to employment. Retirement also occurs when an employee has ceased an arrangement where they have been gainfully employed on or after age 60.

Note: Employees do not have to withdraw their benefit if they retire – it can be retained in their account regardless of age.

Preservation age depends on an employee's date of birth, as follows:

DATE OF BIRTH	PRESERVATION AGE
Before 1 July 1960	55
1 July 1960 – 30 June 1961	56
1 July 1961 – 30 June 1962	57
1 July 1962 – 30 June 1963	58
1 July 1963 – 30 June 1964	59
After 1 July 1964	60

Restricted non-preserved benefits

An employee can only access these amounts when they meet a condition of release as outlined above, or in some cases if they leave the service of a contributing employer.

Unrestricted non-preserved benefits

Employees can access unrestricted non-preserved benefits at any time.

Temporary resident members

If an employee is or has been the holder of a temporary resident visa, other than Subclass 405 (Investor Retirement) or Subclass 410 (Retirement Visa) and they are not an Australian or New Zealand Citizen or permanent resident, generally their benefits may only be accessed under the following conditions of release:

- death;
- permanent incapacity;
- temporary incapacity;
- terminal medical condition; or
- their permanent departure from Australia (after their visa has ceased to be in effect).

If a temporary resident member permanently departs Australia or no longer holds a visa, we are obliged to transfer his or her unclaimed superannuation to the Australian Taxation Office (ATO), after 6 months of the departure (as notified by the ATO).

Early release

Severe financial hardship

To be granted an early release on the grounds of severe financial hardship an employee must generally:

- be in receipt of a Commonwealth income support payment, and have been so, continuously, for the last 26 weeks; and
- satisfy the Trustee that they are unable to meet reasonable and immediate family living expenses.

If an employee satisfies both of the above tests, the Trustee may, in any twelve-month period, release to them one lump sum payment. The lump sum payment is to be no more than a gross amount of \$10,000 and no less than \$1,000 (or the balance of the employee's benefit if it is less than \$1,000).

If an employee has reached an age equivalent to their preservation age plus 39 weeks or more, an alternative, optional objective test of severe financial hardship may be applied to them. That is, they must:

- have received a Commonwealth income support payment for a cumulative period of 39 weeks after reaching their preservation age; and
- not be gainfully employed on a full-time or part-time basis on the date of their application to the Trustee.

If the employee satisfies this test, the Trustee may release their entire benefit.

Compassionate grounds for release

If an employee cannot gain early access to their superannuation benefits on severe financial hardship grounds, they may consider applying to the Australian Prudential Regulation Authority (APRA) to approve release of some or all of their benefits on specified grounds.

There are only very limited circumstances where benefits may be released on specified grounds. These are defined in the regulations and generally cover expenses in respect of:

- medical treatment for the member or his/her dependant where the treatment is necessary to treat a life threatening illness or injury, or to alleviate acute or chronic pain or acute or chronic mental disturbance, and where such treatment is not readily available through the public health system;
- medical transport for the member or his/her dependant to access treatment necessary to treat a life threatening illness or injury, or to alleviate acute or chronic pain or acute or chronic mental disturbance;
- modifications to the family home and/or vehicle to meet the special needs of a severely disabled member or his/her severely disabled dependant; or
- palliative care for a member, or palliative care, death, funeral, or burial expenses for his/her dependant.

In addition, it is possible to have an amount released to prevent foreclosure of a mortgage, or exercise of a power of sale over an employee's principal place of residence. If an employee wishes to make an application under this condition of release, your Adviser can assist.

On leaving their employer

If an employee has rolled over or transferred any 'restricted non-preserved' benefits into the Plan and they cease employment with an employer who has contributed to the Plan, then these benefits will become 'unrestricted non-preserved' and may be withdrawn from the Plan.

In all other cases an employee benefit will be subject to preservation and must remain in an Approved Superannuation Fund until a condition of release is satisfied. An employee can elect to retain their benefit in the Plan until age 65 or roll over their benefit to another Approved Superannuation Fund.

For further information refer to 'Accessing the investment' on page 28.

Does an employee need to take their benefit when they retire?

No, an employee can retain their benefit in the Plan regardless of their age.

What happens if you are unable to contact my employees?

Where the Trustee is unable to contact an employee after taking reasonable steps, they may be deemed to be a 'lost member'. We are required to report lost members to the ATO. When it is compulsory that their benefit becomes payable, their investment may be transferred to the ATO, to whom they will then need to apply in order to claim access to their investment.

Additionally a lost member's account will be transferred to the ATO if:

- the account balance is less than \$200;
- we have insufficient records to identify the rightful owner of the account and have not received a contribution or rollover from, or on behalf of the member in the last five years of membership.

Otherwise an employee's investment may be transferred to the Plan's nominated Eligible Rollover Fund (for further information on the Plan's nominated Eligible Rollover Fund refer to page 54).

Contributions tax

All contributions, with the exception of non-concessional contributions, are subject to tax at a maximum tax rate in the Plan of 15%, provided they fall below the set contribution caps.

You are entitled to a tax deduction for all contributions made on an employee's behalf. The following contributions are currently subject to tax at a maximum rate of 15%:

- concessional contributions;
- SG shortfall components;
- transfers from the Superannuation Holding Accounts Register;
- taxable amounts of foreign transfers;
- third party contributions;
- taxable amount of Directed Termination payment;
- personal contributions that are claimed as a tax deduction.

Individuals who are self-employed or have an assessable income and reportable fringe benefits from employment that do not exceed 10% of their total assessable income, are generally entitled to a tax deduction on these contributions.

Tax on rollovers

No tax applies to rollovers except in the case of untaxed elements. An untaxed element is a component of a directed termination payment or rollover from an unfunded superannuation scheme. This component is subject to tax at a maximum rate of 15%.

Earnings and capital gains tax

Most of the investment options offered by the Plan are non-tax paid investments. These investments do not pay tax at the investment level and the Plan is generally liable for:

- tax at a maximum rate of 15% on taxable income including managed investment distributions, interest on an employee's Cash Account;
- tax at a rate of up to 15% of any capital gain distributed or arising from the realisation on disposal of the investment. Capital gains will generally be taxed only at a maximum of 10% where the realised investment has been held for at least 12 months.

Any franking credits and foreign tax offsets received in relation to the investments in the Plan are used to reduce the effective tax rate to below 15%.

Withholding tax rates for temporary residents

Withholding tax rates apply on DASP benefits cashed out by temporary residents on permanent departure from Australia.

Rates currently in effect are:

- tax free component – no tax payable;
- taxable component (taxed element) – taxed at 35%;
- taxable component (untaxed element) – taxed at 45%.

How is an employee's superannuation taxed if they are permanently disabled?

Any benefits paid as a result of permanent disablement may be paid as a lump sum or an income stream and taxed in accordance with superannuation tax rules. The tax free component may be increased if the employee's payment qualifies as a disability superannuation benefit. In this case, the amount of the tax free component will depend on the number of years they would have had until retirement if they were not disabled. Please speak to your Adviser for details in specific circumstances.

How is an employee's superannuation taxed if they are temporarily disabled?

Any benefits paid as result of temporary incapacity are paid as a non-commutable income stream (and not as a lump sum payment). Payments received form part of the employee's assessable income and will be taxed at their marginal tax rate.

Tax free terminal medical condition benefit payments

Tax and superannuation laws allow members who have satisfied a 'terminal medical condition' condition of release to receive their lump sum payments tax free. For more information contact your Adviser.

Tax on withdrawals

Employees may have to pay tax when they withdraw money from the Plan. The amount of tax they pay will depend on their own circumstances, including their age, whether they have provided their TFN and how their benefit is paid. An employee's superannuation benefit will be taken to comprise two components, the tax free component and taxable component, in the same proportion in which these components make up their total benefit.

Taxation of lump sum withdrawals

Lump sum withdrawals from the Plan will be taxed in accordance with the table shown below.

	Taxable component	Tax free component
Below Preservation Age*	Subject to 20% tax.	Tax Free.
Preservation Age to age 59	0% tax up to low rate cap of \$160,000 (2010/11) (indexed). Any amount above the low rate cap is subject to 15% tax.	Tax Free.
Aged 60 and above	Tax Free.	Tax Free.

* Generally, an employee cannot withdraw their superannuation benefit prior to reaching your preservation age.

Notes:

- The taxable and tax free components making up an employee's withdrawal will be required to be in the same proportion as the components that make up your account at the time the withdrawal is made.
- The current Medicare Levy is 1.5%. Tax rates and thresholds are applicable for the 2010/11 financial year. Tax thresholds are indexed to Average Weekly Ordinary Time Earnings (AWOTE).
- If an employee does not quote their TFN to the Plan, their entire benefit on withdrawal is taxed at the highest marginal tax rate plus the Medicare Levy.
- The tax information set out above is general information only and is provided by way of summary. You and your employees should consult a tax adviser for detailed tax advice specific to your circumstances.

How tax is calculated and collected

A member's share of the Plan's tax liability generally depends on the member's own individual investment circumstances i.e. the particular investments the member has chosen and the transactions affecting those investments.

Where an employee has paid fees, charges and had insurance premiums deducted from their account, these amounts may be a tax deductible expense of the Plan. Where these amounts are used as tax deductible expenses of the Plan and therefore reducing the tax liability of the Plan an employee may receive a rebate reflecting this reduction in tax.

How tax is deducted from employee's accounts

Tax is calculated on a daily basis and is deducted from an employee's Cash Account in the following circumstances:

- at the end of each quarter an amount is deducted from the employee's account to sufficiently meet the Plan's tax liability and is paid to the ATO;
- when the employee leaves the Plan their tax liability is calculated and tax is deducted from their account;
- when the employee receives a partial benefit payment that is greater than 80% of their account balance, their tax liability is calculated and tax is deducted from their account;
- within 30 days of the Plan receiving a valid release authority from the employee or the ATO.

At the conclusion of each financial year, the Plan receives final tax information from investment managers which are used to calculate the actual tax liability for the prior year. At this time, an employee's tax position may differ to the tax collections that have been processed throughout the year and if applicable the appropriate tax adjustments will be made to their Cash Account. These tax adjustments will be calculated as the relevant tax information becomes available and will be included either upon exiting the Plan or in the next quarterly tax collection.

The Trust Deed and superannuation law permits the Plan to maintain a tax reserve for the benefit of members of the Plan. Some or all of this reserve may be credited to member's accounts from time to time at the discretion of the Trustee.

Note: The taxation information provided in this PDS is of a general nature and based on the Trustee's interpretation of existing legislation at the date this PDS was issued.

Taxation legislation may change from time to time. The Trustee therefore recommends that you consult your Adviser or a professional taxation consultant if you wish to obtain further information regarding taxation and how it may affect you and your employees.

Further information regarding the taxation of superannuation including future thresholds and limits is available from your Adviser, our website or the ATO website at www.ato.gov.au/super

The importance of providing your Tax File Number (TFN)

Members who have not provided their TFN will be subject to the following tax conditions:

- **Non-concessional contributions** – cannot be accepted by the Plan. Where the Plan receives non-concessional contributions with no TFN, the Plan will refund these within 30 days in accordance with the relevant regulations.
- **Concessional contributions** – the Trustee will deduct a provision for the required tax payable at the rate of 15%. On exit, if no TFN is provided, an additional 31.5% will be assessed and deducted from an employee's account. Or, at the end of the financial year, if no TFN is provided, then the Trustee will assess an additional 31.5% tax on an employee's account in which the contributions are made bringing the total tax deducted in respect of these contributions to 46.5%.

The additional tax will be claimed back by the Plan and refunded to an employee (on request) if a TFN is later quoted within the three years of the end of the financial year in which contributions were subject to the additional tax. This tax offset amount will then be credited to the employee's account. Importantly, your employees should be aware that the tax may not be refunded for some time after they have quoted their TFN and they won't be able to claim for loss of investment earnings on tax deducted from their contributions.

The additional tax will not apply if the superannuation interest existed prior to 1 July 2007 and the total concessional contributions included in the superannuation fund's assessable income for the financial year is \$1,000 or less.

The consequences for employees not providing their TFN to the Trustee may change in the future, as a result of legislative change.

Tax deductible expenses

Tax deductible expenses including certain fees charged to the Plan may reduce the Plan's tax liability.

In the event of death

If an employee has a valid binding nomination, the Trustee will pay their investment in accordance with this nomination. Otherwise, the Trustee has the discretion to pay their investment to their dependants (as defined in the Trust Deed) and/or their estate. The Trustee retains discretion in both circumstances as to whether the investment is paid as a lump sum, an allocated pension or a combination of each. If an employee does not have any dependants or a legal personal representative, the Trustee will use its discretion to pay their benefit to a non-dependant.

Paid to dependant

If the balance of an employee's account is paid to a dependant (a death benefits dependant as defined in tax legislation) as a lump sum (directly or via their estate) the benefit will be tax free.

If death benefits are paid to a dependant as a pension, the taxation depends on the age of the deceased and the dependant. If the deceased was aged 60 or over at the time of death, the payments to the dependant will be tax free. If the deceased was under age 60 at the time of death, the pension will be taxed at the beneficiary's marginal tax rate (less any tax free amount and pension rebate) unless, or until the beneficiary is aged 60 or over, in which case the pension payments become tax free.

Broadly, death benefits may be able to be paid as a pension to a dependant child, although when the child turns 25 the balance in the Plan will be paid as a lump sum (tax free) unless the child is permanently disabled.

Paid to non-dependant

If paid to a non-dependant, the taxable component will be taxed at 15%, plus Medicare levy and part may be taxed at 30% plus Medicare levy (where the death benefit includes insurance proceeds).

Paid to an employee's estate

A lump sum payment to an employee's estate will be taxed depending on who finally received the benefit. The employee's legal personal representative is responsible for tax arrangements when their estate pays the benefits to their beneficiaries.

Anti-detriment payments

The Trustee, at its discretion, may pay an additional amount on top of lump sum death benefits payable in order to offset tax paid on contributions made. This is called an anti-detriment payment.

The amount and applicability of this additional payment varies from member to member and is only applicable where death benefits are paid to certain dependants.

Group Insurance

Offering the right insurance cover choices to your employees can provide them and their families with financial security and peace of mind in the event of death or disablement.

Determining the right insurance cover for your employees will be influenced by such factors as their age, occupation and financial circumstances.

Your Adviser will be able to assist you in determining the type and level of insurance cover that best suits the needs of your employees.

The Dominion Employer Superannuation Plan offers the following Group Insurance options:

- Death only;
- Death and Total & Permanent Disablement (TPD); and
- Salary Continuance.

The Insurer

Group Insurance consisting of Death Only, Death and TPD and Salary Continuance cover is provided to members of the Plan who are accepted for cover under Group Insurance policies owned by the Trustee and issued by OnePath Life Limited (OnePath Life) (ABN 33 009 657 176, AFS Licence No. 238341).

OnePath Life is a related body corporate of the Trustee.

Trustee's responsibility

The Trustee is only liable to members for insured benefits paid by the Insurer. The Trustee is not liable where the Insurer declines cover or refuses a claim.

Some factors to consider when determining the appropriate amount of insurance cover your employees may need include the amount of:

- money required to cover living expenses;
- any outstanding debts; and
- other existing insurance cover.

The Trustee recommends that you consult your Adviser if you require assistance in determining the appropriate amount of insurance cover required in particular circumstances.

Duty of Disclosure

Payment of a claim may be denied by the Insurer if you have not fully and accurately answered questions in your application. Please read carefully your duty of disclosure which is set out on the Employer Application form attached to this PDS.

Important information

The information in this PDS is a guide only. Full Terms and Conditions, including any exceptions or offsets, as well as detailed definitions and requirements are contained in the policy documents between the Trustee and the Insurer, and take precedence over this PDS. Copies of the policy documents issued to the Trustee are available on request via our Client Services team.

Because this PDS provides only a summary of the terms and conditions of the policies issued to the Trustee, you should request a copy of the policy documents if you require more detailed information. The Insurer will rely on the terms and conditions of the policies in all circumstances when determining their liability to any claim lodgement.

Insurance risks

Should you elect insurance cover for your employees under the Plan, there are a number of insurance risks you should be aware of:

- The insurance cover you elect under the Plan may not provide the appropriate cover for your employees' needs. Your Adviser can help you decide on the insurance that is most appropriate for your employees' specific needs and circumstances.
- If an employee does not disclose to the Insurer every matter that they know or could be reasonably expected to know, that would be relevant to the Insurer's decision whether to accept the risk of the insurance and if so, on what terms, the Insurer may avoid the contract (or avoid cover in respect of any cover provided for the employee) within three years of entering into it, provided the Insurer would not have entered into that contract on any terms had full disclosure been made.
- If an employee's non disclosure is fraudulent, the Insurer may avoid the contract in respect of their cover at any time.
- Where a premium is due but not paid due to insufficient funds, an employee's Group Insurance cover will cease after 60 days and the Insurer will not assess any claim which arises after the cancellation date.
- Any benefits payable under your employees' Group Insurance cover are paid to the Trustee as the policy owner. The release of these benefits by the Trustee will be subject to the Trust Deed and relevant superannuation laws.

Employer Elected Group Insurance cover

How Employer Elected Group Insurance cover works?

You may nominate from the three available cover options, the type and level of cover that will apply to your employer plan up to the automatic acceptance limits (AAL) set by the Insurer.

If you elect to provide Group Insurance and automatic acceptance applies, your employees may be eligible for automatic acceptance of insurance cover up to the AAL applicable to your employer plan, without the need to provide any health evidence and undergo underwriting.

Employer Default Group Insurance cover

In line with the Choice of Superannuation Legislation, you can choose to offer your employer plan default Group Insurance cover.

The default Group Insurance cover provides your employees with one unit of Death Only cover for a cost of \$1 per week.

A unit of Death Only cover consists of a one-off lump sum benefit that reduces with age. The benefit for each age bracket is dependant upon an employee's occupation category as detailed on page 45.

The default cover will only be applied to an employee's superannuation account if you elect this cover on your Employer Application form and do not elect to offer any other Death cover to your employer plan.

Your employees may qualify for automatic acceptance of default cover provided they meet the following conditions:

- your employees must be 'At Work' on the day they join the Plan and the Trustee should be provided with a satisfactory 'At Work Certificate' from you. 'At Work' means the insured member is actively performing all the duties of his or her usual occupation and is not in receipt of and/or entitled to claim income support benefits from any source including workers' compensation benefits, statutory transport accident benefits or disability income benefits. An insured member who does not meet these requirements is correspondingly described as not at work;
- your employees must be an Australian residents or holders of valid visas;
- your employees must not be in receipt of and/or entitled to claim income support benefits from any source including workers compensation, statutory compensation or disability income benefits;
- your employees must not be employed in any occupation that the Insurer classes as an excluded occupation;
- Your employees must join the Plan within 120 days of their employment commencement date and they must be under age 75 years for Death cover, 70 years for TPD and 65 years for Salary Continuance;
- you must not engage in the practice of preferential employment of persons suffering medical conditions.

If your employees do not meet the above criteria for automatic acceptance, they may be required to undergo underwriting and acceptance by the Insurer for the default cover to apply.

If your employees are given the default Group Insurance cover and do not require this cover, the cover will be cancelled effective from the date that the Trustee receives a written request from your employees to cancel the default cover.

Employer choices of Group Insurance cover

You have the option of choosing to offer your employees Death Only or Death & TPD and Salary Continuance insurance cover, as well as the option to choose the benefit design applicable to your employer plan from the following options:

- Units of cover (not available for Salary Continuance cover)
- Age rated cover.

Units of Cover – Death Only and Death & TPD

Units of cover consist of a one-off lump sum benefit that reduces with age. The benefit for each age bracket is dependant upon an employee's occupation category as detailed on page 45. The cost per unit of cover is \$1 per week.

Age Rated Cover – Death Only and Death & TPD

Age rated cover consists of a lump sum benefit that may not alter with age. The premium payable changes each year. The base premium rates are detailed on page 46.

You may elect a benefit design for age rated cover from the following three options:

- a flat dollar level of cover (eg \$100,000); or
- a multiple of salary (eg 3 x salary); or
- a percentage of salary multiplied by the remaining years to expiry age (eg 10% of salary multiplied by years to age 75).

Age Rated Cover – Salary Continuance

Salary Continuance cover is available on an age rated basis only. The premium payable changes each year. The base premium rates are detailed on pages 47 to 48.

You may elect a benefit design consisting of the following options:

- percentage of salary (75% of salary up to a maximum of \$25,000 per month);
- benefit period (2 years or to age 65); and
- waiting period (30, 60 or 90 days).

Automatic Acceptance

Automatic acceptance, if applicable, provides cover if your employees are at work (in accordance with the Insurer's requirements) on the day that they become eligible for insurance and you submit a 'New Employee Schedule and At Work Certificate'.

The level of cover that may be provided under Automatic Acceptance is dependant upon the number of employees in your employer plan and the benefit design you select.

The limits are detailed in the following tables.

To obtain and retain an automatic acceptance limit for your employer plan, the following conditions must initially be met and continue to be met by your employer plan:

- your employees must be 'At Work' on the day they join the Plan and the Trustee should be provided with a satisfactory 'New Employee Schedule and At Work Certificate' from you. At work means that a person is actively performing the full duties of their usual occupation or what would have been their usual occupation had the day not been a day of leave (other than for illness or injury), a public holiday or a weekend day;
- you must join your employees into the Plan within 120 days of their employment commencement date and they must be under age 75 years (for Death Benefits), 70 years (for TPD Benefits) or 65 years (for Salary Continuance Benefits);
- the Plan must have a minimum of five employees, and a minimum of 75% of all employees accepted and participating in the benefit design chosen, at any given time;
- the Plan must have clearly defined and objective eligibility rules and formulae for cover approved by the Insurer; and
- you must not engage in the practice of preferential employment of persons suffering medical conditions.

Automatic Acceptance Ineligibility

If your employees do not meet all of the above criteria or your employer plan was not eligible for an AAL at the time an employee joins the plan, they will need to undergo underwriting should they wish to receive the employer elected cover. Refer to page 50 'How do my employees apply for Employer Elected Group Insurance cover' for further details regarding applying for Group Insurance cover not available under automatic acceptance.

Automatic acceptance limits on units of cover – Death Only

No. of Employees to Join the Employer Plan	Units of Cover Offered
1 to 4	1 unit of cover
5 to 19	2 units of cover
20 to 49	3 units of cover
50 to 99	4 units of cover
100 to 199	5 units of cover
200 and above	Individual Consideration *

Automatic acceptance limits on units of cover – Death & TPD

No. of Employees to Join the Employer Plan	Units of Cover Offered
1 to 4	Nil
5 to 19	2 units of cover
20 to 49	3 units of cover
50 to 99	4 units of cover
100 to 199	5 units of cover
200 and above	Individual Consideration *

Automatic acceptance limits on age rated cover – Death Only and Death & TPD

No. of Employees to Join the Employer Plan	Sum Insured
1 to 4	Nil
5 to 19	\$250,000
20 to 29	\$400,000
30 to 39	\$450,000
40 to 99	\$500,000
100 to 199	\$600,000
200 to 499	\$750,000
500 and above	Individual Consideration *

* Note: Maximum cover is \$3 million (TPD)

Automatic acceptance limits on age rated cover – Salary Continuance

No. of Employees to Join the Employer Plan	Sum Insured
1 to 4	Nil
5 to 9	\$3,000 per month
10 to 19	\$4,000 per month
20 to 29	\$5,000 per month
30 to 99	\$6,000 per month
100 to 199	\$7,000 per month
200 to 499	\$8,000 per month
500 and above	Individual Consideration ^

^ Note: Maximum cover is \$25,000 per month

Employer plans with more than 50 employees

If your employer plan has more than 50 employees and you offer a benefit design consisting of age rated cover, a Plan Rating Factor (PRF) may be applied to the base premium rates shown on pages 46 to 48.

PRFs are determined by the Insurer and are based on your employer plan's industry, benefit design, number of employees, eligibility rules and your employer plan's previous claims experience.

The PRF for your employer plan is generally calculated at the time you join the Dominion Employer Superannuation Plan or at the annual Group Insurance review.

You can obtain details of the PRF applicable to your employer plan from your Adviser or by contacting Client Services.

Group Insurance options at a glance

Cover	Level of cover	Eligibility	Exclusions
<p>Death Only</p> <p>Available from when an employee is aged 16 next birthday to their 75th birthday.</p>	No maximum.	<p>An employee is eligible if they:</p> <ul style="list-style-type: none"> • have not reached the benefit expiry age of 75; • are an Australian citizen, permanent resident or hold a valid visa*; • reside in Australia (unless they are working overseas with the Insurer's prior written approval); and • work in an occupation that the Insurer does not class as an excluded occupation. 	<p>The Insurer may reduce or decline to pay benefits if:</p> <ul style="list-style-type: none"> • any relevant information is not disclosed to the Insurer; • a Death claim is made within 13 months of the date that the cover or an increase in cover commences where the claim has occurred as a result of any intentional or deliberate act or omission; • any such exclusion as the Insurer may apply to an individual insured member as a condition of acceptance of cover. <p>In the event of war, the Insurer may:</p> <ul style="list-style-type: none"> • offer increased premium rates; or • exclude benefit payments if the event giving rise to the claim is caused directly or indirectly from such war (except where the insured member dies on war service).
<p>Death and Total & Permanent Disablement cover</p> <p>Available from when an employee is aged 16 next birthday to their 70th birthday.</p>	Up to \$3,000,000.	<p>An employee is eligible if they:</p> <ul style="list-style-type: none"> • have not reached the benefit expiry age of 70; • are an Australian citizen, permanent resident or hold a valid visa*; • reside in Australia (unless they are working overseas with the Insurer's prior written approval); and • work in an occupation that the Insurer does not class as an excluded occupation. 	<p>The Insurer may reduce or decline to pay benefits if:</p> <ul style="list-style-type: none"> • any relevant information is not disclosed to the Insurer; • a Death or TPD claim is made within 13 months of the date that the cover or an increase in cover commences where the claim has occurred as a result of any intentional or deliberate act or omission; • any such exclusion as the Insurer may apply to an individual insured member as a condition of acceptance of cover. <p>In the event of war, the Insurer may:</p> <ul style="list-style-type: none"> • offer increased premium rates; or • exclude benefit payments if the event giving rise to the claim is caused directly or indirectly from such war (except where the insured member dies on war service).
<p>Salary Continuance</p> <p>Available from when an employee is aged 16 next birthday to:</p> <ul style="list-style-type: none"> • their 70th birthday if you select a two-year benefit period; or • their 65th birthday if you select a benefit period up to age 65; <p>providing they are working full time or part-time for more than 15 hours per week.</p>	<p>The lesser of:</p> <p>(i) 75% of salary plus up to 10% of salary for super contributions; and</p> <p>(ii) \$25,000 per month.</p>	<p>An employee is eligible if they:</p> <ul style="list-style-type: none"> • have not reached the benefit expiry age of 70 if you have selected a two year benefit period; or • have not reached the benefit expiry age of 65 if you have selected a benefit period to age 65; and • are an Australian citizen, permanent resident or hold a valid visa*; • reside in Australia (unless they are working overseas with the Insurer's prior written approval); • work in an occupation that the Insurer does not class as an excluded occupation. 	<p>A Salary Continuance benefit will not be payable where the direct or indirect cause of claim is:</p> <ul style="list-style-type: none"> • by war, or act of war; • by an insured member's intentional self-inflicted act; or • by pregnancy, unless the insured member is disabled for more than three months after the end of the pregnancy, in which case the waiting period is deemed to start on the later of, the date total disability begins and the end of the pregnancy. <p>The Insurer may reduce or decline to pay benefits if:</p> <ul style="list-style-type: none"> • the insured member is imprisoned; • the insured member does not comply with the Insurers claim requirements. • the Insurer has not received notice at the time an insured member's disability starts to the extent that its assessment or management of the claim is prejudiced.

Note: TPD cover can only be taken in conjunction with Death cover. The TPD cover amount cannot exceed the Death cover amount.

* 'Visa' means a current and valid working or spouse visa issued in accordance with the Migration Act 1958 (Cth) or any amending or replacing Act.

Death Only cover

What is Death Only cover?

Death Only cover provides a lump sum benefit if your employee dies. The benefit payable is the insured benefit. The amount of this benefit is unlimited, but must be financially justifiable.

Terminal Illness benefit

Death cover includes Terminal Illness Cover. To be eligible for this benefit an employee must be regarded as terminally ill when, in the opinion of an appropriate specialist physician approved by the Insurer the terminal illness is likely to lead to death within 12 months from the date the opinion is provided to the Insurer.

Payment of a claim must be approved by the Insurer and payment of your employee's insured benefit will be made by the Insurer to the Trustee. Provided that the Trustee is satisfied with the Insurer's decision and your employee meets the relevant condition of release prescribed by superannuation law, your employee's insured benefit and any account balance in the Plan will be paid to your employee.

The benefit payable will be the lesser of:

- the insured benefit; or
- \$2.5 million.

An employee's Death cover will be reduced by any amount of the Terminal Illness benefit paid to them by the Insurer. If their Death cover is greater than \$2.5 million, the balance will be paid on their death as long as:

- this is before the benefit expiry age of 75;
- premiums continue to be paid for the reduced Death cover; and
- the Death cover is still in force.

Guaranteed Insurability Option

The Guaranteed Insurability Option allows your employees to increase their Death Only or Death & TPD cover without the need for underwriting, should one of the following life events occur:

- your employee or their spouse give birth to or adopt a child;
- your employee enters into a marriage (only available once);
- a dependant child of your employee starts secondary school.

Your employee may increase their sum insured up to the lesser of:

- 25% of your existing sum insured; or
- \$200,000.

To take up the Guaranteed Insurability Option your employee will need to complete the Guaranteed Insurability Option form within 30 days of the life event occurring. This form is available from your Adviser, on our website or by contacting Client Services. Your employees will also need to provide evidence of the life events having occurred such as a birth certificate or marriage certificate to the Insurer on request.

Your employees may only apply for an increase in cover for one specific life event in any 12 month period across all policies issued by the Insurer.

Continuation of Death Only cover after your employees leave the Plan

If your employees have Death Only cover when they cease membership of the Plan, they can apply for a Death Only policy outside superannuation direct with the Insurer within 60 days of leaving the Plan, provided they are not leaving the Plan due to injury or illness.

The Insurer will not require medical evidence to be provided, however to exercise the continuation option your employees must:

- apply in writing directly to the Insurer within 60 days of the date they cease to be a member of the Plan;
- pay one month's deposit premium;
- complete any questions pertaining to AIDS to the Insurer's satisfaction;
- be less than 60 years of age; and
- provide any other information the Insurer may request for the purpose of assessing their application.

Your employees must not have:

- received, or be eligible to receive, benefits under their Group Insurance cover held within the Plan; or
- joined or be joining the armed forces in any country.

Continuation of Death Only cover once your employees reach the benefit expiry age

If an employee's cover ends because they have reached the Death Only cover benefit expiry age of 75, they have the option to apply for an individual Death Only policy direct with the Insurer within 90 days of their 75th birthday.

Your employees can apply for a Death Only policy outside superannuation direct with the Insurer, with a sum insured equal to or less than, the sum insured of their expired superannuation Death Only policy.

Your employees will not be required to provide medical evidence, but to take up this option they must:

- apply in writing directly to the Insurer within 90 days of the date they turn 75;
- pay one month's deposit premium;
- complete any questions pertaining to AIDS to the Insurer's satisfaction;
- be 75 years of age; and
- provide any other information the Insurer may request for the purpose of assessing their application.

Your employees must not have:

- received, or be eligible to receive, benefits under their Group Insurance cover held within the Plan; or
- joined or be joining the armed forces in any country.

Death and Total & Permanent Disablement cover

What is Death and Total & Permanent Disablement cover?

If you offer your employees Death and Total & Permanent Disablement (TPD) cover and they are totally and permanently disabled due to illness or injury within the meaning of the relevant insurance policy, their insured benefit plus their account balance (less any relevant charges or government tax) will be paid to them as a lump sum. Payment of a claim must be approved by the Insurer and payment of your employee's insured benefit will be made by the Insurer to the Trustee. Provided that the Trustee is satisfied with the Insurer's decision and your employee meets the relevant condition of release prescribed by superannuation law, your employee's insured benefit and any account balance in the Plan will be paid to your employee. The maximum benefit your employee can receive, if they have been accepted for this amount of cover, is \$3 million.

TPD definitions

The Insurer and Trustee must be satisfied that on the basis of all medical and other evidence available, your employees meet one of the relevant insurance policy TPD definitions as follows:

Part 1a – Unlikely to return to work

If your employees are engaged in a gainful occupation, business, profession or employment when suffering an injury or illness and, as a result of that injury or illness, they are:

- totally unable to engage in any occupation, business, profession or employment for a period of six consecutive months; and
- determined by the Insurer at the end of that six month period (or such later time the Insurer agrees with the Trustee), to be permanently incapacitated to such an extent as to render them unlikely ever to engage in any gainful occupation, business profession or employment, for which they are reasonably suited by education, training or experience.

OR

Part 1b – Unlikely to return to Home-making duties

As a result of illness or injury, and where your employees are wholly engaged in full time unpaid domestic duties in their own residence, they are:

- under the regular care of a medical practitioner and are unable, for a period of six consecutive months, to perform normal domestic duties, leave their home unaided, or be engaged in any occupation; and
- are disabled at the end of the period of six months, to such an extent that they require ongoing medical care and are unlikely ever again to be able to perform any normal domestic duties or be engaged in any occupation for which they are reasonably suited by education, training or experience.

2. Permanent impairment

If your employees are engaged in a gainful occupation, business, profession or employment when suffering an injury or illness and, as a result of that injury or illness, they:

- suffer a permanent impairment of at least 25 percent of whole person function as defined in the American Medical Association publication 'Guides to the Evaluation of Permanent Impairment', 4th edition, or an equivalent guide to impairment approved by the Insurer; and
- are disabled to such an extent, as a result of this impairment, they are unlikely ever again to be able to engage in any occupation for which they are reasonably suited by their education, training or experience.

3. Specific loss

As a result of illness or injury, your employees suffer the total and permanent loss of the use of:

- two limbs (where 'limb' is defined as the whole hand or the whole foot); or
- the sight in both eyes; or
- one limb and the sight in one eye.

4. Loss of independent existence

As a result of illness or injury, your employees suffer the loss of independent existence.

'Loss of independent existence' means the Insurer has determined they are totally and irreversibly unable to perform at least two of the following five 'activities of daily living' without the assistance of another adult person:

- bathing and/or showering;
- dressing and undressing;
- eating and drinking;
- using a toilet to maintain personal hygiene;
- getting in and out of bed, a chair or wheelchair, or moving from place to place by walking, wheelchair or with assistance of a walking aid.

5. Cognitive loss

As a result of illness or injury, your employees suffer cognitive loss. 'Cognitive loss' means the Insurer has determined a total and permanent deterioration or loss of intellectual capacity requires them to be under continuous care and supervision by another adult person for at least six consecutive months and, at the end of that six month period, they are likely to require permanent ongoing continuous care and supervision by another adult person.

Work definitions

Full Time/Permanent Part Time workers

Your employees will qualify for unrestricted TPD cover where they are employed in a gainful occupation, business or profession on a full time or permanent part time basis and work 15 hours or more per week on a permanent basis.

Unrestricted TPD cover means your employees are able to make a TPD claim provided that they meet one of the five TPD definitions set out on page 38 (excluding the Part 1b definition).

Casual workers

Your employees will be eligible for restricted TPD cover if they are employed on a casual basis. Restricted TPD cover means your employees are able to make a TPD claim provided that they meet one of the following TPD definitions:

- 1b - Unlikely to return to Home-making duties
- 2 - Permanent impairment
- 3 - Specific loss
- 4 - Loss of independent existence
- 5 - Cognitive loss

Full time domestic duties or child rearing and unemployment

Your employees will be eligible for restricted TPD cover if they are performing full time domestic duties or child rearing or are unemployed.

Restricted TPD cover means your employees are able to make a TPD claim provided that they meet one of the following TPD definitions:

- 1b - Unlikely to return to Home-making duties
- 2 - Permanent impairment
- 3 - Specific loss
- 4 - Loss of independent existence
- 5 - Cognitive loss

Benefit expiry age

The Death cover provided under the Death & TPD cover has an expiry age of 75. The TPD cover provided under the Death & TPD cover has an expiry age of 70.

If your employees are aged over 65 their TPD cover will be restricted. Restricted TPD cover means they are able to make a TPD claim provided that they meet one of the following TPD definitions:

- 1b - Unlikely to return to Home-making duties
- 2 - Permanent impairment
- 3 - Specific loss
- 4 - Loss of independent existence
- 5 - Cognitive loss

See page 38 for these TPD definitions.

TPD Tapering

TPD Tapering will be applicable to Employer Elected Group Insurance cover, that contains a TPD benefit, that is based on one of the following benefit designs:

- Flat sum insured;
- Multiple of salary; or
- Percentage of salary multiplied by remaining years to expiry.

TPD tapering reduces the amount of your employees' TPD sum insured by 10% each year from their age next birthday 62 to nil at age 70.

Your employees Death cover amount will not reduce with TPD tapering and will remain until expiry on their 75th birthday.

TPD tapering only applies while your employees are covered under the employer plan, and is not applicable to personally elected insurance cover.

Continuation of Death & TPD Cover after your employees leave the Plan

If your employees have Death & TPD cover when they cease membership of the Plan, they can apply for a Death & TPD policy outside superannuation direct with the Insurer within 60 days of leaving the Plan, provided they are not leaving the Plan due to injury or illness.

The Insurer will not require medical evidence to be provided, however to exercise the continuation option your employees must:

- apply in writing directly to the Insurer within 60 days of the date they cease to be a member of the Plan;
- pay one month's deposit premium;
- complete any questions pertaining to AIDS to the Insurer's satisfaction;
- be less than 60 years of age;
- provide any other information the Insurer may request for the purpose of assessing their application; and
- be commencing full time employment in an occupation acceptable to the Insurer within 60 days of the date they cease to be a member of the Plan.

Your employees must not have:

- received, or be eligible to receive, benefits under their Group Insurance cover held within the Plan; or
- joined or be joining the armed forces in any country.

Salary Continuance cover

What is the Salary Continuance benefit and how is it calculated?

Salary Continuance provides your employees with a monthly income should they become totally or partially disabled for longer than the waiting period.

The Salary Continuance benefit replaces up to 75% of your employees salary after the end of the waiting period you have selected (see below). You also have the option to include up to 10% of your employee's salary to pay continuing superannuation contributions while they are receiving the monthly benefit.

For members who are employed, their salary for insurance purposes is determined from the annual cash salary received from their employer and may include any commissions and other regular payments or benefits provided to them by their employer. If they are self employed, their salary means that part of the pre-tax income of their business due directly to their personal exertion less business expenses reasonably apportionable to them.

Your employee's monthly benefit is the amount last agreed between you and the Insurer (sum insured) prior to commencement of Total Disability and must not exceed 75% of your employees salary (i.e. 75% of your employees annual salary divided by 12 or \$25,000 whichever is the lesser).

Benefit periods

The benefit period is the maximum period of time for which a monthly benefit will be paid by the Insurer provided your employees continue to be classed as either totally or partially disabled.

You may select one of the following benefit periods for your employees:

- 2 years; or
- to age 65.

Should you select a benefit period of 2 years, your employee's cover may continue to age 70, and will cease on their 70th birthday, provided they continue to be employed, premiums continue to be paid, and they do not cease to satisfy the eligibility criteria for any reason.

Should you elect a benefit period to age 65, your employee's cover may continue to age 65, and will cease on their 65th birthday.

Waiting periods

The waiting period is the number of consecutive days for which an employee must be totally or partially disabled before they will become eligible to receive a benefit payment. You may select one of the following waiting periods for your employees:

- 30 days;
- 60 days; or
- 90 days.

Generally, the longer the waiting period you elect, the lower the cost of your employee's premium.

Salary Continuance Total Disability definition

To qualify for a Salary Continuance benefit, the Insurer must be satisfied that on the basis of all medical and other evidence available, your employees meet the following definition of Total Disability:

Solely as a result of injury or illness, your employees are:

- medically certified as being incapable of performing one or more duties of their usual occupation necessary to produce income;
- not engaged in any occupation; and
- following the advice of a medical practitioner. A medical practitioner means a medical practitioner who is legally qualified, properly registered and is not related to your employee.

Your employee's monthly benefit will begin to accrue from the day after the end of the waiting period provided that your employee:

- has been totally disabled for at least 7 days out of the first 12 consecutive days of your selected waiting period;
- is totally disabled for the balance of your selected waiting period; and
- remains totally disabled at the end of the waiting period.

The Total Disability benefit will be paid monthly in arrears until the earliest of:

- the end of the benefit period you have selected;
- the date your employees reach the benefit expiry age;
- the date your employees are no longer totally disabled;
- the date of your employee's death; or
- if your employees are on a visa (Sub class 457 working visa – with an 8107 condition only), the date their employment contract and/or visa expires or is otherwise terminated, or the date they depart Australia.

Should an employee pass away while a disability benefit is being paid, the Insurer will pay an amount equal to their monthly benefit paid in the month preceding their death for an extra month after their death.

Reduction in the monthly Salary Continuance benefit

Whilst claiming a Salary Continuance benefit, the amount payable to your employees will be reduced if they receive any of the following entitlements during the claim period:

- Income benefits from other policies of insurance and superannuation;
- Workers compensation; and
- Statutory compensation, pension, social security or income from similar schemes.

The reduction in your employee's payments will be by amounts necessary to ensure that the total of payments they receive under their Salary Continuance cover and those entitlements mentioned above does not exceed the insured monthly benefit amount.

Waiver of premiums

Premiums for Salary Continuance cover are waived while your employees are in receipt of either total or partial Salary Continuance benefits.

CPI escalation of benefits whilst on claim

If you have selected a benefit period to age 65, your employee's Salary Continuance benefits whilst they are on claim will be increased each year by the lesser of:

- the annual Consumer Price Index (CPI) based on the preceding December quarter; or
- 5%.

The Insurer will determine the escalation factor and automatically apply the benefit escalation to your employee's Salary Continuance benefit.

Partial disablement

The Insurer will pay your employees a portion of their monthly benefit when they are partially disabled for longer than the selected waiting period.

A Partial Disability benefit will be paid to your employees after the expiration of the waiting period provided that they:

- have been totally disabled for at least 7 days out of the first 12 consecutive days of your selected waiting period;
- are totally or partially disabled for the balance of your selected waiting period; and
- remain partially disabled at the end of your selected waiting period.

A Partial Disability benefit will also be paid to your employees if they return to work in a limited capacity after they have received a Total Disability benefit.

The Partial Disability benefit will begin to accrue from the day after your employees are no longer totally disabled, or after the end of the waiting period, whichever the case may be.

The Insurer will calculate the amount your employees are capable of earning based on medical advice, which will include the opinion of their medical practitioner, and any other relevant information. A medical practitioner means a medical practitioner who is legally qualified, properly registered and is not related to you.

The Partial Disability benefit is payable monthly in arrears and until the earliest of:

- the end of the benefit period selected;
- the date your employees reach the benefit expiry age;
- the date your employees are no longer partially disabled;
- the date your employees earn or become capable of earning a monthly salary equal to or greater than their pre-disability salary. Your employee's pre-disability salary means the total monthly value of the salary received from your employee's usual occupation averaged over the lesser of the 12 month period immediately prior to your employee becoming disabled and the actual period of work (provided the period of work occurred in the 12 month period preceding the disablement), if less than 12 months;
- the date of your employee's death;
- if your employees are on a visa (Sub class 457 working visa – with an 8107 condition only), the date their employment contract and/or visa expires or is otherwise terminated, or the date they depart Australia.

Return to work program

Once your employees have advised the Trustee and Insurer of their need to claim for an injury or illness, the Insurer may pay some or all of the expenses incurred should they participate in a return to work program, if the Insurer is of the opinion that such a program may help your employees return to work.

Payment for program expenses will only be paid where the Insurer has approved payments in advance, and will be made directly to a service provider, rather than to you or your employees.

Recurring disablement

Should your employees suffer a recurrence of the disability that was the cause of their earlier claim within six months of their earlier claim ending, the Insurer will consider any further claim to be a continuation of your employee's initial claim if:

- they were engaged in full time work prior to a period of disability and return to full time work after their period of disability; or
- they were engaged in part time work prior to a period of disability and return to part time work after their period of disability;
- their cover is still in place.

This means that the elected waiting period will not apply again, however the claim will be part of the same benefit period.

Continuation of Salary Continuance cover after your Employee leaves the Plan

If your employees have Salary Continuance cover when they cease membership of the Plan, they can apply for a Salary Continuance policy direct with the Insurer within 60 days of leaving the Plan, provided they are not leaving the Plan due to injury or illness.

The Insurer will not require medical evidence to be provided, however to exercise the continuation option your employees must:

- apply in writing directly to the Insurer within 60 days of the date they cease to be a member of the Plan;
- pay one month's deposit premium;
- complete any questions pertaining to AIDS to the Insurer's satisfaction;
- be less than 60 years of age;
- provide any other information the Insurer may request for the purpose of assessing their application; and
- be commencing full time employment in an occupation acceptable to the Insurer within 60 days of the date they cease to be a member of the Plan.

Your employees must not have:

- received, or be eligible to receive, benefits under their Group Insurance cover held within the Plan; or
- joined or be joining the armed forces in any country; or
- be permanently retiring from the work force.

Calculating Group Insurance premiums

Occupational Loadings

The Group Insurance premiums your employees pay are affected by their occupation. An occupation loading is applied as a part of the overall calculation of their Group Insurance premiums to determine the final premium they will pay. The occupation loadings that may apply to your employees are contained in the table below. To obtain the correct occupational category applicable for an employee's occupation, please refer to the Occupation Rating Guide which is available from your Adviser, on our website or by contacting Client Services.

Occupational Categories	Death Only Loading	Death & TPD Loading	Salary Continuance
Professional	0.90	0.90	0.80
White	1.00	1.00	1.00
Light Blue	1.00	1.25	1.50
Heavy Blue skilled	1.25	1.60	1.75
Heavy Blue unskilled	1.50	2.00	2.50

Note: Please refer to the Occupational Rating Guide to determine the correct occupational category and subsequent occupational loading.

Medical Loading

The Insurer may apply a medical loading to an employee's Group Insurance cover if it has been underwritten. Any medical loading which may be applicable to an employee will be determined by the Insurer during their assessment of the employee's application and will be based on any information provided to the Insurer. A medical loading (if applicable) is applied as a part of the overall calculation of an employee's Group Insurance premiums to determine the final premium they will pay.

Stamp Duty

Stamp duty is a tax imposed on Salary Continuance insurance premiums by the State and Territory governments of Australia.

Stamp duty is not included in the premium rates, but must be calculated and paid as a part of your employee's Group Insurance premium.

The stamp duty amount your employees pay is determined by their state of residence.

Stamp Duty rates for Salary Continuance cover

State	Stamp Duty (%)	Stamp Duty (Decimal)*
ACT	10%	1.10
NSW	5%	1.05
NT	10%	1.10
QLD	7.5%	1.075
SA	11%	1.11
TAS	8%	1.08
VIC	10%	1.10
WA	10%	1.10

Note: This information is based on legislation that was current at the date this PDS was issued.

* Decimal figures to be used in the calculation of Salary Continuance premiums.

Calculating Death Only and Death & TPD cover premiums based on Units of Cover

The cost of units of cover is \$1 per unit per week.

In order to calculate an estimate of your employee's premium you need to do the following:

Step 1

Multiply the number of units your employees have by the cost of \$1 by 52 weeks in the year to obtain your employee's annual premium.

Units of cover example

For a member with 2 units of cover

The annual premium is calculated as follows:

(Units of cover x cost of cover per week x 52 weeks)

= 2 units x (\$1 x 52)

= \$104 p.a.

Calculating Death Only and Death & TPD cover premiums without a PRF applicable

The premium payable changes each year and is dependent on your employees age, gender, occupation, the type and amount of cover.

In order to calculate an estimate of your employee's premium, you need to do the following:

Step 1

Locate the applicable base premium rate that applies to your employees, based on their age next birthday, gender and type of cover you have elected in the tables on page 46;

Step 2

Obtain your employee's occupational loading by referring to the Occupation rating guide, available from your Adviser or by contacting Client Services;

Step 3

Multiply your employee's base premium rate by their occupational loading; and

Step 4

Multiply this amount by the amount of cover elected and divide by 1,000.

Death & TPD cover example

Male aged 30 next birthday, working as an Office Manager (white collar) and requiring \$350,000 Death & TPD cover.

The annual premium is calculated as follows:

$$\frac{(\text{base premium rate} \times \text{occupational loading}) \times \text{sum insured}}{1,000}$$
$$= (0.812 \times 1.00) \times \$350,000 / 1,000$$
$$= 0.812 \times \$350$$
$$= \$284.20 \text{ p.a.}$$

Calculating Death Only and Death & TPD cover premiums with a PRF applicable

The premium payable changes each year and is dependent on your employee's age, gender, occupation, the type and amount of cover and your employer plans PRF.

In order to calculate an estimate of your employee's premium, you need to do the following:

Step 1

Locate the applicable base premium rate that applies to your employees, based on their age next birthday, gender and type of cover you have elected in the tables on page 46;

Step 2

Obtain your employee's occupational loading by referring to the Occupation rating guide, your Adviser or by contacting Client Services;

Step 3

Multiply your employee's base premium rate by their occupational loading and the employer plans PRF; and

Step 4

Multiply this amount by the amount of cover elected and divide by 1,000.

Death & TPD cover example

Male aged 30 next birthday, working as an Office Manager (white collar), requiring \$350,000 Death & TPD cover and the employer plans PRF is 0.75.

The annual premium is calculated as follows:

$$\frac{(\text{base premium rate} \times \text{occupational loading} \times \text{PRF}) \times \text{sum insured}}{1,000}$$
$$= (0.812 \times 1.00 \times 0.75) \times \$350,000 / 1,000$$
$$= 0.609 \times \$350$$
$$= \$213.15 \text{ p.a.}$$

Calculating Salary Continuance cover premiums without a PRF applicable

The premium payable changes each year and is dependent on your employee's age, gender, occupation, amount of cover, waiting period and benefit period.

In order to calculate an estimate of your employee's premium, you need to do the following:

Step 1

Locate the applicable base premium rate that applies to your employees, based on their age next birthday, gender, waiting period and benefit period in the tables on pages 47 to 48;

Step 2

Obtain your employee's occupational loading by referring to the Occupation rating guide, your adviser or by contacting Client Services;

Step 3

Multiply your employee's base premium rate by their occupational loading, and the applicable stamp duty for their state of residence (refer to the Stamp Duty rates for Salary Continuance table on page 42);

Step 4

Multiply this amount by the amount of cover elected and divide by 100.

Salary Continuance example

Female aged 31 next birthday, working as an Office Manager (white collar), annual salary of \$60,000, requiring a benefit of 75% of salary and 9% for continuing SG payments, a 30 day waiting period, a benefit period of 2 years and her state of residence for stamp duty calculations is NSW.

Annual Benefit – 84% of \$60,000 = \$50,400

Monthly Benefit – \$50,400 / 12 = \$4,200

Stamp Duty – NSW = 5% (1.05)

The annual premium is calculated as follows:

$$\frac{(\text{base premium rate} \times \text{occupational loading} \times \text{stamp duty}) \times \text{monthly benefit}}{100}$$
$$= (6.769 \times 1.00 \times 1.05) \times \$4,200 / 100$$
$$= 7.10745 \times \$42$$
$$= \$298.51 \text{ p.a.}$$

Calculating Salary Continuance cover premiums with a PRF applicable

The premium payable changes each year and is dependent on your employee's age, gender, occupation, amount of cover, waiting period and benefit period and your employer plan PRF.

In order to calculate an estimate of your employee's premium, you need to do the following:

Step 1

Locate the applicable base premium rate that applies to your employee's, based on their age next birthday, gender, waiting period and benefit period in the tables on pages 47 to 48;

Step 2

Obtain your employee's occupational loading by referring to the Occupation rating guide, your adviser or by contacting Client Services;

Step 3

Multiply your employee's base premium rate by their occupational loading, the employer plan PRF and the applicable stamp duty for their state of residence (refer to the Stamp Duty rates for Salary Continuance table on page 42);

Step 4

Multiply this amount by the amount of cover elected and divide by 100.

Salary Continuance example

Female aged 31 next birthday, working as an Office Manager (white collar), annual salary of \$60,000, requiring a benefit of 75% of salary and 9% for continuing SG payments, a 30 day waiting period, a benefit period of 2 years, the employer plan PRF is 0.50 and her state of residence for stamp duty calculations is NSW.

Annual Benefit – 84% of \$60,000 = \$50,400

Monthly Benefit - \$50,400 / 12 = \$4,200

Stamp Duty – NSW = 5% (1.05)

The annual premium is calculated as follows:

(base premium rate x occupational loading x PRF X stamp duty)
x monthly benefit

100

= (6.769 x 1.00 x 0.50 x 1.05) x \$4,200 / 100

= 3.553725 x \$42

= \$149.26 p.a.

Male & Female Death Only and Death & TPD cover – Employer elected

Units of Cover

Death Only

ANB*	Professional	White Collar	Light Blue Collar	Heavy Blue Collar (Skilled)	Heavy Blue Collar (Unskilled)
16 - 35	\$93,000	\$83,000	\$83,000	\$68,000	\$56,000
36 - 40	\$88,000	\$81,000	\$81,000	\$64,000	\$54,000
41 - 45	\$62,000	\$56,000	\$56,000	\$44,000	\$36,000
46 - 50	\$39,000	\$35,000	\$35,000	\$28,000	\$23,000
51 - 55	\$26,000	\$23,000	\$23,000	\$19,000	\$17,000
56 - 60	\$19,000	\$17,000	\$17,000	\$14,000	\$11,000
61 - 65	\$13,000	\$12,000	\$12,000	\$9,000	\$7,000
66 - 70	\$6,000	\$6,000	\$6,000	\$5,000	\$4,000
71 - 75	\$4,000	\$4,000	\$4,000	\$3,000	\$3,000

Death & TPD

ANB*	Professional	White Collar	Light Blue Collar	Heavy Blue Collar (Skilled)	Heavy Blue Collar (Unskilled)
16 - 35	\$74,000	\$68,000	\$54,000	\$42,000	\$34,000
36 - 40	\$62,000	\$53,000	\$42,000	\$32,000	\$26,000
41 - 45	\$35,000	\$30,000	\$23,000	\$19,000	\$16,000
46 - 50	\$20,000	\$17,000	\$14,000	\$11,000	\$8,000
51 - 55	\$12,000	\$11,000	\$8,000	\$6,000	\$5,000
56 - 60	\$7,000	\$6,000	\$5,000	\$5,000	\$4,000
61 - 65	\$5,000	\$5,000	\$4,000	\$3,000	\$2,000
66 - 70	\$3,000	\$3,000	\$2,000	\$2,000	\$1,000

*ANB = Age next birthday

Note: The sum insured and premiums shown in the above tables are inclusive of your Adviser's remuneration that may be charged by the Plan and GST. As the premium rates shown include Adviser remuneration, if agreement is made with your Adviser to reduce this remuneration, then the premium per unit of cover will reduce.

EMPLOYER ELECTED COVER

Male Death Only and Death & TPD cover

Annual premium rates per \$1,000 of cover

ANB*	Death Only	Death & TPD
16	0.6886	0.7004
17	0.7954	0.8192
18	0.8666	0.9260
19	0.9141	0.9854
20	0.9379	1.0328
21	0.9379	1.0447
22	0.9141	1.0447
23	0.8904	1.0210
24	0.8548	0.9972
25	0.8073	0.9616
26	0.7598	0.9260
27	0.7242	0.8785
28	0.6767	0.8429
29	0.6411	0.8073
30	0.6055	0.7835
31	0.5817	0.7598
32	0.5580	0.7479
33	0.5580	0.7479
34	0.5461	0.7598
35	0.5580	0.7954
36	0.5817	0.8429
37	0.6055	0.9023
38	0.6530	0.9854
39	0.7004	1.0922
40	0.7598	1.2228
41	0.8192	1.3771
42	0.9023	1.5433
43	0.9854	1.7452
44	1.0803	1.9589
45	1.1872	2.2082
46	1.3059	2.4812
47	1.4246	2.7899
48	1.5552	3.1104
49	1.6858	3.4784
50	1.8283	3.8583
51	1.9826	4.2857
52	2.1488	4.7369
53	2.3269	5.2236
54	2.5050	5.7578
55	2.7068	6.3277
56	2.9205	6.9332
57	3.1342	7.5861
58	3.3835	8.2865
59	3.6447	9.0345
60	3.9296	9.8418
61	4.2264	10.7084
62	4.5707	11.6463
63	4.9387	12.6316
64	5.3305	13.7001
65	5.7816	14.8517
66	6.5918	19.6405
67	7.5208	22.5609
68	8.6308	26.0513
69	9.9486	30.2272
70	11.4519	34.9685
71	13.1570	-
72	15.0936	-
73	17.2765	-
74	19.7265	-
75	22.4942	-

Female Death Only and Death & TPD cover

Annual premium rates per \$1,000 of cover

ANB*	Death Only	Death & TPD
16	0.3680	0.3799
17	0.3799	0.3799
18	0.3680	0.3799
19	0.3562	0.3680
20	0.3443	0.3562
21	0.3205	0.3443
22	0.3087	0.3324
23	0.2849	0.3087
24	0.2731	0.2968
25	0.2493	0.2849
26	0.2374	0.2731
27	0.2256	0.2731
28	0.2137	0.2849
29	0.2137	0.2968
30	0.2137	0.3205
31	0.2137	0.3443
32	0.2256	0.3799
33	0.2374	0.4393
34	0.2612	0.4867
35	0.2849	0.5580
36	0.3205	0.6411
37	0.3562	0.7242
38	0.4036	0.8310
39	0.4511	0.9379
40	0.4986	1.0685
41	0.5580	1.1991
42	0.6292	1.3534
43	0.6886	1.5196
44	0.7598	1.6977
45	0.8429	1.8876
46	0.9260	2.1132
47	1.0091	2.3388
48	1.0922	2.5999
49	1.1872	2.8849
50	1.2822	3.2054
51	1.3771	3.5497
52	1.4840	3.9296
53	1.5790	4.3451
54	1.6858	4.8081
55	1.8045	5.3305
56	1.9114	5.9003
57	2.0301	6.5295
58	2.1488	7.2418
59	2.2794	7.9541
60	2.4100	8.6664
61	2.5406	9.3906
62	2.6830	10.1148
63	2.8255	10.8390
64	2.9798	11.5750
65	3.1460	12.3230
66	6.3841	19.6538
67	7.0341	22.3799
68	7.7508	25.6150
69	8.5359	29.4807
70	9.4099	33.9238
71	10.4042	-
72	11.6329	-
73	13.1718	-
74	15.0327	-
75	17.2691	-

*ANB = Age next birthday

Note: The cost of your employee's Group Insurance may differ to the premium rates shown in this table as the rates that will apply to your employee's may be affected by occupational and medical loadings applied by the Insurer. The base premium rates shown are inclusive of your Adviser's remuneration, GST and other fees that may be charged by the Plan.

EMPLOYER ELECTED COVER

Salary Continuance cover with a 2 year Benefit Period

Annual premium rates per \$100 monthly benefit

ANB*	Male			Female		
	30 days	60 days	90 days	30 days	60 days	90 days
16	2.8849	1.8936	1.0818	4.4876	2.6949	1.2287
17	2.9798	1.9440	1.0952	4.6300	2.7884	1.2822
18	3.0748	2.0078	1.1352	4.7725	2.8670	1.3089
19	3.1223	2.0375	1.1486	4.8318	2.9086	1.3356
20	3.1698	2.0583	1.1486	4.8793	2.9383	1.3489
21	3.2410	2.1043	1.1753	4.9624	2.9828	1.3623
22	3.1579	2.0241	1.0952	5.0218	3.0244	1.3890
23	3.1104	1.9648	1.0284	5.1049	3.0689	1.4024
24	3.0629	1.9143	0.9750	5.1642	3.0956	1.4024
25	3.0154	1.8713	0.9349	5.2236	3.1371	1.4291
26	2.9798	1.8253	0.8815	5.3067	3.1817	1.4424
27	3.0154	1.8194	0.8414	5.4610	3.3093	1.5493
28	3.0629	1.8416	0.8414	5.6510	3.4324	1.6161
29	3.1223	1.8683	0.8414	5.9003	3.5883	1.6962
30	3.2173	1.9099	0.8414	6.1971	3.7515	1.7496
31	3.3479	1.9915	0.8815	6.5295	3.9296	1.8030
32	3.4784	2.0568	0.8948	6.9213	4.1433	1.8698
33	3.6565	2.1592	0.9349	7.3487	4.3792	1.9499
34	3.8583	2.2720	0.9750	7.8117	4.6241	2.0167
35	4.0602	2.3848	1.0150	8.3222	4.9209	2.1369
36	4.2857	2.5317	1.0952	8.8920	5.2503	2.2705
37	4.5469	2.6786	1.1486	9.4619	5.5946	2.4308
38	4.8437	2.8626	1.2421	10.1029	5.9715	2.5910
39	5.1405	3.0555	1.3489	10.7796	6.4004	2.8181
40	5.4848	3.2766	1.4691	11.4801	6.8560	3.0718
41	5.8409	3.5096	1.6027	12.2161	7.3487	3.3657
42	6.2327	3.7738	1.7630	13.0234	7.9022	3.7129
43	6.6482	4.0646	1.9499	13.8366	8.4809	4.1002
44	7.1112	4.3748	2.1369	14.7092	9.1309	4.5677
45	7.6098	4.7398	2.3907	15.6352	9.8195	5.0619
46	8.1441	5.1272	2.6578	16.5968	10.5541	5.6094
47	8.7377	5.5634	2.9650	17.6059	11.3465	6.2238
48	9.3669	6.0591	3.3523	18.6981	12.2117	6.9050
49	10.0436	6.5978	3.7797	19.8378	13.1362	7.6529
50	10.8152	7.1958	4.2338	21.0725	14.1319	8.4542
51	11.6581	7.8755	4.7814	22.3665	15.1930	9.3224
52	12.5723	8.6175	5.3824	23.7555	16.3312	10.2573
53	13.5695	9.4411	6.0635	25.2751	17.5733	11.2723
54	14.6973	10.3745	6.8382	26.8897	18.8881	12.3408
55	15.9439	11.4281	7.7330	28.6705	20.3142	13.4760
56	17.3329	12.6034	8.7347	30.5937	21.8472	14.6914
57	18.9000	13.9182	9.8432	32.7069	23.4959	15.9602
58	20.6214	15.3770	11.0853	35.0457	25.2766	17.2824
59	22.5802	17.0287	12.4877	37.6337	27.1895	18.6447
60	24.7765	18.8777	14.0503	40.5305	29.2938	20.1005
61	27.2815	20.9672	15.7999	43.7715	31.5746	21.5964
62	30.1189	23.3015	17.7232	47.4161	34.0529	23.1189
63	33.3717	25.9548	19.8868	51.5475	36.7864	24.7083
64	38.6532	30.0714	23.0492	63.2680	45.1397	30.3088
65	44.8028	34.8691	26.7413	77.5008	55.2872	37.1114
66	51.7850	40.3197	30.9395	93.9864	67.0536	45.0165
67	59.9973	46.7483	35.9093	113.7381	81.1381	54.4650
68	69.9266	54.5199	41.9135	137.7000	98.2513	65.9748
69	66.0712	49.7653	36.4243	129.0098	88.5357	55.4192
70	36.2937	23.5775	13.1733	71.9893	43.3589	19.9358

*ANB = Age next birthday

Note: The cost of your employee's Group Insurance may differ to the premium rates shown in this table as the rates that will apply to your employee's may be affected by occupational and medical loadings applied by the Insurer. The base premium rates shown are inclusive of your Adviser's remuneration, GST and other fees that may be charged by the Plan.

EMPLOYER ELECTED COVER

Salary Continuance cover with a Benefit Period to age 65

Annual premium rates per \$100 monthly benefit

ANB*	Male			Female		
	30 days	60 days	90 days	30 days	60 days	90 days
16	7.9334	4.4401	3.3731	10.7425	6.0517	4.9060
17	7.9334	4.4401	3.3731	10.7425	6.0517	4.9060
18	7.9334	4.4401	3.3731	10.7425	6.0517	4.9060
19	7.9334	4.4401	3.3731	10.7425	6.0517	4.9060
20	7.9334	4.4401	3.3731	10.7425	6.0517	4.9060
21	8.1975	4.6018	3.4770	11.0898	6.2639	5.0515
22	8.4735	4.7725	3.5838	11.4519	6.4835	5.1999
23	8.7644	4.9520	3.6966	11.8273	6.7120	5.3527
24	9.0686	5.1390	3.8123	12.2161	6.9480	5.5085
25	9.3891	5.3364	3.9325	12.6212	7.1928	5.6673
26	9.6251	5.4878	3.9133	13.2163	7.5475	6.0606
27	9.9441	5.6866	3.9311	13.9375	7.9749	6.3960
28	10.3493	5.9330	3.9845	14.7864	8.4750	6.6913
29	10.8390	6.2297	4.0765	15.7628	9.0478	6.9658
30	11.4133	6.5740	4.2056	16.8654	9.6934	7.2344
31	12.0737	6.8426	4.3718	18.0942	10.2350	7.5178
32	12.8216	7.2804	4.5781	19.4461	11.0126	7.8339
33	13.6556	7.7657	4.8274	20.9211	11.8570	8.2020
34	14.5771	8.3029	5.1212	22.5149	12.7696	8.6397
35	15.5877	8.8905	5.4640	24.2245	13.7491	9.1636
36	16.6903	9.5301	5.8602	26.0453	14.7893	9.7898
37	17.8864	10.2246	6.3188	27.9730	15.8905	10.5333
38	19.1790	10.9725	6.8441	30.0031	17.0494	11.4059
39	20.5709	11.7783	7.4451	32.1311	18.2633	12.4179
40	22.0653	12.6435	8.1292	34.3497	19.5277	13.5799
41	23.6680	14.0281	8.9098	36.6543	21.6706	14.8947
42	25.3820	15.0505	9.7943	39.0376	23.0774	16.3653
43	27.2132	16.1412	10.7945	41.4921	24.5242	17.9918
44	29.1676	17.3047	11.9223	44.0119	26.0067	19.7681
45	31.2496	18.5408	13.1896	46.5866	27.5189	21.6839
46	33.4652	19.8556	14.6053	49.2088	29.0563	23.7274
47	35.8188	21.2506	16.1813	51.8681	30.6115	25.8791
48	38.3178	22.7286	17.9265	54.5555	32.1801	28.1155
49	40.9638	24.2927	19.8453	57.2579	33.7546	30.4082
50	43.7640	25.9474	21.9436	59.9617	35.3306	32.7218
51	46.7187	29.7568	24.2200	62.6492	39.1607	35.0160
52	49.8291	31.7156	26.6731	65.3040	40.7798	37.2479
53	53.0953	33.7680	29.2923	67.9039	42.3558	39.3655
54	56.5129	35.9079	32.0644	70.4252	43.8739	41.3155
55	60.0760	38.1323	34.9640	72.8367	45.3163	43.0399
56	63.6939	40.3806	37.9083	75.0300	46.6103	44.4229
57	67.2080	42.5442	40.7471	76.8286	47.6417	45.3118
58	70.4519	44.5149	43.3189	78.0840	48.3139	45.5745
59	73.1899	46.1340	45.3935	78.5931	48.4965	45.0566
60	75.0760	47.1802	46.6578	78.0766	48.0082	43.5800
61	75.5895	49.7207	46.6578	76.1178	47.0303	40.9104
62	73.9274	48.2917	44.7361	72.0695	44.2078	36.7196
63	65.1942	41.8853	37.1455	62.1461	37.4942	28.9569
64	44.0059	26.6760	20.8232	41.8423	23.8401	15.7643
65	14.5222	8.8030	6.8723	13.8084	7.8681	5.2028

*ANB = Age next birthday

Note: The cost of your Group Insurance may differ to the premium rates shown in this table as the rates that will apply to you may be affected by occupational and medical loadings applied by the Insurer. The base premium rates shown are inclusive of your Adviser's remuneration, GST and other fees that may be charged by the Fund.

Underwriting requirements

If any of your employees are required to undergo underwriting to obtain the Group Insurance cover you have elected the following underwriting details will be applicable.

Interim accident cover

If your employees are applying for cover or an increase in cover, they will be provided with interim accident cover for Death, TPD or Salary Continuance (as applicable) (at no cost to them) upon receipt of a completed Automatic Acceptance Ineligibility Personal Statement or Group Insurance Application form and Personal Statement by the Insurer at their principal office in Sydney.

The interim cover will last for 90 days whilst your employee's request for cover or increase in cover is being assessed and underwritten by the Insurer, but will end before that in the following circumstances specified by the Insurer:

- the date the Insurer accepts or declines your employee's application for cover or an increase in cover; or
- 90 days after the date the interim cover commences; or
- cover ceasing for any of the reasons set out on page 51 under the heading 'When will the Group Insurance cover cease'.

Where interim accident cover applies, a Death, TPD or Salary Continuance benefit is only payable in the event of an accident. An accident, refers to a fortuitous, external event that occurs by chance causing death or total and permanent disablement. It does not refer to an event which results in sickness, disease, injury or infirmity of the person insured, such that they would qualify for a Death or TPD benefit (as applicable) to be paid under this policy.

Whether the death or total and permanent disablement was caused by an unintended and unexpected characteristic or consequence, or consequence of an intended act (such as the application of unintentionally excessive force, or the creation of unintended excessive pressure or strain) is irrelevant in determining whether death or total and permanent disablement has arisen as a result of an accident.

An accident must result in the death or total and permanent disablement of that person insured for a benefit to be payable where liability is contingent on an event being caused by an accident or by accidental injury.

For the avoidance of doubt, an accident shall specifically exclude death or total and permanent disablement:

- arising out of, or contributed to in any way by, any pre-existing sickness, disease, injury, gradual physical or mental deformity, or infirmity known to the person insured at the effective date of their cover under this policy;
- arising in circumstances where the person insured deliberately assumed the risk or courted disaster, irrespective of whether he or she intended or contemplated the results of his or her actions.

Where there is any doubt as to the cause of the death or total and permanent disablement sustained as a result of an accident, the cause will be characterised as being the result of a sickness.

The accident must happen after the interim accident cover has commenced under the policy and before interim cover ends.

The amount of the benefit payable under the interim accident cover will be all or, that part of the cover for which your employees are being underwritten for.

What health and medical evidence is required

The following tables summarise standard health and medical evidence required by the Plan's Insurer to assess an employee's application. Please note that further medical, financial and personal information may be requested based on their application. The Insurer will advise your Adviser of any further underwriting requirements and will normally pay for any additional health and/or medical evidence it requires.

Death Only and Death & TPD

Insured benefit	Requirements
Ages 16 – 44	
Up to \$2,500,000	Personal Statement
Death Only \$2,500,001 – \$5,000,000 Death & TPD \$2,500,001 – \$3,000,000	Personal Statement, Blood Screen (Fasting MBA20, HIV, Hepatitis B & C Serology), MediQuick (fast check medical) and PMAR by usual doctor
Death Only \$5,000,001 & above	Individual consideration by the Insurer
Ages 45 – 54	
Up to \$1,000,000	Personal Statement
\$1,000,001 to \$1,250,000	Personal Statement, Blood Screen (Fasting MBA20, HIV, Hepatitis B & C Serology)
\$1,250,001 to \$3,000,000	Personal Statement, Blood Screen (Fasting MBA20, HIV, Hepatitis B & C Serology), MediQuick (fast check medical) and PMAR by usual doctor
Death Only \$3,000,001 & above	Individual consideration by the Insurer
Ages 55 & above	
Up to \$750,000	Personal Statement
\$750,001 to \$1,000,000	Personal Statement, Blood Screen (Fasting MBA20, HIV, Hepatitis B & C Serology)
\$1,000,001 to \$2,000,000	Personal Statement, Blood Screen (Fasting MBA20, HIV, Hepatitis B & C Serology), MediQuick (fast check medical) and PMAR by usual doctor
\$2,000,001 & above	Individual consideration by the Insurer

Salary Continuance

Monthly insured benefit	Requirements
Up to \$10,000	Personal Statement
\$10,001 to \$25,000	Personal Statement, Blood Screen (Fasting MBA20, HIV, Hepatitis B & C Serology), PMAR by usual doctor

How do my employees apply for Employer Elected Group Insurance cover?

If your employees are not eligible for Group Insurance cover under automatic acceptance and:

- your Employer Elected Group Insurance cover is for Death Only or Death & TPD insurance cover, with a sum insured that is up to and including \$350,000 they will need to complete an Automatic Acceptance Ineligibility Personal Statement; or
- your Employer Elected Group Insurance cover is for Death Only or Death & TPD insurance cover, with a sum insured that is greater than \$350,000, or Salary Continuance insurance cover your employees will need to complete a Group Insurance Application form and Personal Statement.

All Group Insurance forms are available from your Adviser, on our website or by contacting Client Services.

All applications for Group Insurance cover under the Plan that are required to be underwritten are subject to assessment and acceptance by the Plan's Insurer.

The Insurer:

- will assess your employee's application for cover and provide written confirmation if it is accepted or declined; and
- may impose special terms and conditions, premium loadings and exclusions on your employees Group Insurance cover.

Additional Information about your employees' Group Insurance cover

Premium deductions

Premiums are deducted from your employees' 'Cash Account' monthly in advance on the first business day of the month. Where a premium is due but not paid because your employees have insufficient funds, their Group Insurance cover will cease after 60 days. Your employees will be notified prior to their cover being cancelled.

Will the premiums my employees pay change?

The Insurer will not change the disclosed base premium rates (refer to Premium Tables on pages 46 to 48) before 28 February 2012 except in the circumstances identified below. After this date, the Trustee will write to you and your employees in the event of premium rate changes. The Trustee also reserves the right to consider alternate insurance providers and will write to you should there be a change in the insurance provider.

The Insurer may adjust the premium rates at any time including the period before 28 February 2012 in line with any new or increased government charges, duties or taxes and in the event of a war involving Australia, New Zealand or the insured member's country of residence.

What happens to my employees Group Insurance cover if they leave my employment?

If you advise the Trustee that an employee has ceased employment, any Employer Elected Group Insurance cover will continue under personal terms, conditions and premium rates.

If you have elected cover based on one of the following benefit designs:

- units of cover;
- multiple of salary; or
- percentage of salary multiplied by the remaining years to expiry age.

your employees Group Insurance cover will be transferred to a flat sum insured.

A letter outlining the new insurance cover arrangement will be sent to your employees, allowing them to notify the Trustee of their current occupation, smoker status and allowing them to elect CPI indexation. If we do not hear from your employees, a status of smoker, their occupation on record, and no CPI indexation will be assumed.

This cover will continue until the earlier of:

- the date the Trustee is notified in writing from your employee that they wish to cancel this cover; or
- the date they are no longer eligible for cover under the definition of eligibility; or
- such time as premiums are not being met.

Group Insurance reviews

Every year in March we will review your employees' Group Insurance cover and notify your employees in writing of your new Group Insurance details applicable for the next 12 month period.

Cover during paid and unpaid leave

Your employees' cover will continue if they are on paid leave, including sick leave, bereavement leave, annual leave or long service leave.

If your employees commence leave without pay to travel, undertake full time study, maternity / paternity or other extended leave, they will continue to be covered under this policy for a period of up to 12 months subject to the following conditions:

- before unpaid leave commences, your employee must request and the Insurer must agree in writing to continue their cover. The Insurer may restrict or apply special conditions in relation to their cover or may decline to continue their cover;
- in your employee's request in writing they must provide the date leave is commencing, the date they are expected to return to work and details of any expected travel.

Cover during overseas employment

If your employees are Australian residents who are temporarily employed overseas they will be covered for up to 3 years unless otherwise agreed to in writing by the Insurer.

Cover for non-Australian residents

If your employees are not Australian residents but hold a visa (as defined on page 36 of this PDS) they will be covered while they reside in Australia. If they depart Australia, cover will cease immediately except for overseas trips of 3 months or less.

World wide cover

Your employees will be provided with 24 hour world wide cover while on holiday or business, for up to 3 years in duration while they are outside their normal country of residence unless otherwise agreed to in writing by the Insurer.

When will the Group Insurance cover cease?

Your employees' Group Insurance cover for Death Only, Death & TPD and Salary Continuance will cease upon the first to occur of the following events:

- the date the Trustee receives their request to cancel their Group Insurance cover; or
- the date your employees commence active duty with the armed forces of any country; or
- the date your employees are on leave without pay for a period longer than the Insurer has agreed to provide cover; or
- the date your employees are employed overseas for a period longer than the Insurer has agreed to provide cover; or
- the date that they cease to be a member of the Plan; or
- 60 days after the last day of the month during which their account balance did not meet the minimum balance required as specified by the Trustee; or
- the date the Group Insurance policies issued to the Trustee by the Insurer are terminated;

Death Only and Death & TPD

- the date the total benefit is paid; or
- the date they reach age 75 for Death cover or age 70 for TPD cover.

Salary Continuance

- the date they die; or
- the date your employees permanently retire from employment; or
- the date they reach age 65 if they have a Salary Continuance benefit period to age 65; or
- the date they reach age 70 if they have a Salary Continuance benefit period of 2 years.

Decreasing Group Insurance cover

If your employees have both Employer and Personally elected insurance cover and they advise us in writing that they would like to reduce their cover, then we will reduce the portion of their Employer elected cover in the first instance.

For example your employee has the following cover:

- \$200,000 of Employer elected Death & TPD; and
- \$200,000 of Personally elected Death & TPD

and they request to reduce their cover to a total of \$300,000, then their new cover will be as follows:

- \$100,000 of Employer elected Death & TPD; and
- \$200,000 of Personally elected Death & TPD.

Claims

The Trustee must notify the Insurer within 30 days of an event entitling your employees to lodge a claim for a Death, TPD or Salary Continuance benefit. Accordingly, your employees must notify the Trustee of an event giving rise to a claim as soon as possible after the event. Claim forms will be sent to your employees and must be completed and returned to the Trustee with any requested supporting documentation.

If a claim is notified more than one year after the occurrence of the event and the delay results in the interests of the Insurer being prejudiced, the Insurer may be able to reduce the benefit payable to the extent of such prejudice. Payment of a benefit to your employees will be conditional upon you and your employees providing any evidence that the Insurer may reasonably require to assess the claim including but not limited to proof of age, medical reports, entitlement to claim and attending an interview.

Policy Documents

Policy documents outlining the full terms and conditions in further detail are available from the Trustee. For further information please contact Client Services.

Statutory Fund

The premiums received will be placed in OnePath Life Limited Statutory Fund No. 3 and any claims will be paid from this fund. There is no investment component in these Insurance Policies and the policies will not acquire any surrender value.

Important additional information

What if my employees' details change?

You must advise us immediately either in writing or by contacting our Client Services team on 1300 554 498 of any changes or corrections to an employee's:

- name (i.e. due to marriage, separation, deed poll);
- personal and/or Tax File Number details;
- postal address; and
- dependants.

Are my employees' benefits portable?

An employee's benefit in the Plan is portable and can be transferred to another Approved Superannuation Fund.

Cooling off period

After joining the Plan, you are given a period of time to decide whether the Plan is right for you. This is referred to as a 'cooling off period' and it lasts for 14 days from the end of the fifth business day after the receipt of the first contribution or rollover into the Plan. It is important to note that cooling off rights can only be exercised by employers and not by your employees.

To exercise your cooling off rights you should notify us in writing within the cooling off period. The cooling off period only applies to the first contribution made into the Plan. You cannot exercise your cooling off rights in respect of a contribution after you have exercised any other rights or powers you have in respect of that contribution.

If you decide to cancel within the cooling off period, both you and your employees will not be liable for certain charges. The Trustee will withdraw and rollover the current value (based on the price of the units held by your employees) of their investment to their chosen superannuation fund.

The value of your employees' investments will be subject to investment fluctuations. The time taken to redeem and make payments will be dependent upon the time taken by the managers of the underlying investments to process the redemptions. Any tax that was payable or will be payable by the Trustee in respect of your employees' investments will also be deducted prior to these investment being paid.

You should contact the Dominion Client Services Manager in writing at the correspondence address shown on the inside back cover of this PDS if you require further information regarding the cooling off period.

Your personal information

To enable us to provide you with the products and services you require, we will request personal details and certain information from you.

Protecting the privacy of your employees' personal details and information is important to us.

Privacy Policy

Privacy laws require us to make the following disclosure before collecting personal information from you:

- you and/or your employees may contact us by telephone or in writing (please refer to the inside back cover for our contact details);
- in most cases, if so requested, we will give access to the personal information collected about you/them;
- we need to collect personal information about you and/or your employees to process applications and to administer investments and insurance cover (if applicable);
- we may disclose the personal information to our service providers (including the Insurer where you are a member of the Dominion Employer Superannuation Plan) for this purpose and, as necessary, to any superannuation fund to which we transfer an investment, to superannuation regulators, the Family Court (if employees are involved in a case before it and we are legally required to do so) and as otherwise required by law;
- if the requested information is not provided, we may not be able to accept applications or administer investments and insurance and;
- we may use personal information (but not sensitive information) collected about you and/or your employees to notify you of other products. This will only occur with the knowledge and consent of your Adviser.

You and/or your employees agree to the collection, use and disclosure of your employees' personal information as set out above when you and/or your employees apply to become a member of the Plan.

Accessing personal information

If you have concerns about the accuracy of any personal information that we hold about you and/or your employees, you may request access to this information by writing to:

Client Services Manager
Dominion Employer Superannuation
Locked Bag 1001
Wollongong DC NSW 2500

Depending on the nature of the request, the Trustee reserves the right to impose a reasonable charge for providing information you may request.

You and/or your employees may obtain a copy of our Privacy Policy by contacting the Plan.

Complaints resolution

If your employees have any enquiries or complaints, they will be handled in accordance with the Trustee's enquiries and complaints procedures and superannuation law. This procedure requires a written complaint to be made to the Dominion Client Services Manager at the correspondence address shown on the inside back cover of this PDS.

If you make a complaint and you are not satisfied with the Trustee's handling of your complaint and our internal procedures have been exhausted, you may have the right to lodge a formal complaint with the Superannuation Complaints Tribunal ('SCT'). The SCT is an independent body set up by the Government to review certain Trustee decisions relating to members.

The SCT can be contacted at:

Superannuation Complaints Tribunal
Locked Bag 3060
GPO Melbourne Vic 3001
Phone: 1300 884 114
Fax: (03) 8635 5588
Email: info@sct.gov.au

The SCT will not examine a complaint unless it has first been dealt with by the Trustee's internal enquiries and complaints procedure. If the SCT accepts your complaint, it will attempt to resolve the matter through enquiry, conciliation and review.

The SCT will not examine a complaint unless it has first been dealt with by the Trustee's internal enquiries and complaints procedure. If the SCT accepts your complaint, it will attempt to resolve the matter through enquiry, conciliation and review.

The SCT is a statutory body that deals with complaints about the decisions and conduct of superannuation products, including trustees of superannuation funds, relating to members, but not in relation to their decisions and conduct relating to the management of the fund as a whole.

If your complaint is outside the jurisdiction of the SCT, you may have the right to take your complaint to the Financial Ombudsman Service (FOS):

Financial Ombudsman Service
GPO Box 3
Melbourne VIC 3001
Phone 1300 780 808
Fax 03 9613 6399
www.fos.org.au

The FOS is an external dispute resolution scheme that was established to provide free advice and assistance to help resolve complaints relating to members of the financial services industry, including life insurance companies, superannuation providers, financial planners, investment managers, general insurance companies and their agents.

Eligible Rollover Fund

Under superannuation law, the Trustee has the authority to transfer an employee's benefit to an Eligible Rollover Fund (ERF). The Trustee may do so if:

- an employee is a lost member; or
- an employee's account balance is less than \$1,000 (we currently retain these accounts within the Plan).

The Plan's ERF is the AMP Eligible Rollover Fund (AMP ERF). The address is:

The Administrator
AMP Eligible Rollover Fund
Locked Bag 5400
Parramatta NSW 1741
Toll free number 1300 300 288

If an employee's investment is transferred to our ERF they will cease to be a member of the Plan and will no longer receive regular statements, communications or have any right to claim any further benefits from the Plan.

Current superannuation legislation requires that any benefits transferred to an ERF cannot be charged fees that exceed the earnings credited in any period.

Unclaimed money

An employee's superannuation may be classified as 'unclaimed money' and paid to the ATO if:

- they are age 65 or over;
- we have not received a contribution or rollover from them, or on their behalf, for two years; and
- we are unable to contact them after five years since we last contacted them.
- they are a former temporary resident.

Your employees have the right to claim their unclaimed monies, including former temporary residents, by application to the ATO.

Family law and superannuation

Federal legislation allows legally recognised couples to divide their superannuation upon the breakdown of their relationship. This means that:

- A employee's spouse or de facto* (same or opposite sex) can obtain information about their super (though we cannot provide their address or other details)
- a benefit payment flag can be placed on an employee's account, which stops us from paying their super to them while the flag is in place
- An employee's super may be split with their spouse or de facto* (same or opposite sex) either by agreement or by Court Order.

* Provision for de facto relationships in family law does not apply to all states. For more information, please seek legal advice.

Trust Deed

The Trust Deed of the Master Trust is dated 24 March 2000. The Trust Deed, together with relevant legislation such as the Superannuation Industry (Supervision) Act, the Corporations Act 2001, the Income Tax Assessment Act and general trust law, govern the way in which the Plan operates.

A copy of the Trust Deed can be inspected at the Registered Office of the Trustee, or on request.

The Trust Deed contains important information including:

- the Trustee's rights, including indemnities and duties;
- you and your employees' rights and duties;
- amendments to the Trust Deed;
- termination of the Plan; and
- retirement of the Trustee.

Are financial derivatives used?

The managers of the underlying assets in the managed investment options may use financial derivatives such as futures, options and forward rate agreements. Whether financial derivatives are used depends on the investment strategies of the individual investment options. For more information about each investment option please refer to the separate PDS for each managed investment option, which can be obtained from your financial adviser or accessed on the Dominion website at www.tfsa.com.au

Are labour standards or environmental, social or ethical considerations taken into account?

The managers of the underlying assets in the managed investment options when making investment decisions may take labour standards or environmental, social or ethical considerations into account.

Whether or not the managers have such a policy is not taken into consideration by the Trustee in the selection, retention or removal of the managers of the underlying assets.

Transfers

Your employees' investments may be transferred to another Approved Superannuation Fund. This transfer may only be done with an employee's consent or where the transfer is to a successor fund. A successor fund is a superannuation fund that will provide your employees with rights that are at least equivalent to the rights that they have in respect of the benefits in the Plan. Generally, these transfers (or rollovers) must be processed within 30 days from the date of receipt of the request.

Professional indemnity insurance

In accordance with the provisions of the Corporations Act, Oasis Asset Management Limited holds professional indemnity insurance with Axis Specialty Australia Limited (ABN 19 131 203 122) and is covered for \$10 million in any one claim and \$20 million in the aggregate. This covers the conduct of both current and former employees and authorised representatives of Oasis Asset Management Limited.

Lodgement of forms

All completed forms along with contribution payment cheque(s) should be mailed to:

Dominion Employer Superannuation
Locked Bag 1001
Wollongong DC NSW 2500

Invalid or incomplete forms

In accordance with the Trust Deed, we reserve the right to refuse any notification of change in detail if it is invalid or incomplete.

Terms and conditions for accepting faxed instructions

You and/or your employees can fax certain requests to us on the relevant Plan form for the transactions requested. The terms and conditions for faxed instructions, including switch requests are:

1. The Trustee is not responsible to you and/or your employees for any fraudulently completed request.
2. The Trustee is not responsible to you and/or your employees for any loss suffered in processing a fax that has been corrupted during transmission.
3. The Trustee will not compensate you and/or your employees for any losses that may result from (1) or (2) above.
4. Should any fraud have taken place, you and/or your employees will release and indemnify the Trustee against any liabilities whatsoever arising as a result of acting on any communication received by fax in respect of the investment.

Certain rights cannot be excluded under Federal and State laws. We expressly exclude all representations and warranties to the extent permitted by law.

Anti-Money Laundering and Counter Terrorism

Under the Anti-Money Laundering and Counter Terrorism Financing Act 2006 superannuation funds are required to identify, monitor and mitigate the risk that the Plan may be used for laundering of money or financing of terrorism. Because of this your employees will be required to provide proof of their identity before they withdraw their benefit from the Plan. At a minimum, your employees will be required to provide the Plan with certified evidence that verifies their full name, their date of birth and their residential address. If your employees do not provide identifying documents we will not be able to process their transaction.

We may also request further information from your employees, their estate or anyone acting on their behalf. They must provide all information to us, which we reasonably require in order to manage our money-laundering, terrorism-financing or economic and trade sanctions risk or to comply with any laws or regulations in Australia or any other country.

We may disclose any information to any law enforcement, regulatory agency or court where required by any such law or regulation in Australia or elsewhere.

We may delay, block or refuse to process any transaction without incurring any liability if we suspect that:

- a. the transaction may breach any laws or regulations in Australia or any other country;
- b. the transaction involves any person (natural, corporate or governmental) that is itself sanctioned or is connected, directly or indirectly, to any person that is sanctioned under economic and trade sanctions imposed by the United States, the European Union or any country; or
- c. the transaction may directly or indirectly involve the proceeds of, or be applied for the purposes of, conduct which is unlawful in Australia or any other country.

OnePath Life and KPMG Consents

OnePath Life and KPMG have consented to the statements made by or about them being included in this PDS, in the form and context that they appear.

OnePath Life and KPMG have not withdrawn their consents before the issue date of this PDS and have not authorised or caused the issue of this PDS.

HSBC Consent

HSBC Bank Australia Limited (ABN 48 006 434 162, AFSL No. 232595) ("HSBC"), has given its written consent to the issue of this PDS with the statements referring to it as the Custodian in the form and context in which they are included, and has not withdrawn its consent before the date of this PDS. HSBC has not authorised or caused the issue of this PDS or made any statement that is included in this PDS or any statement on which a statement in this PDS is based, except as stated above. Other than stated above, HSBC expressly disclaims and takes no responsibility for any statements in, or any omissions from, this PDS. This applies to the maximum extent permitted by law but does not apply to any material to which the consent given above relates.

Important Note:

This document contains or refers to information that may change from time to time. For example, available investment options, premiums, funds under management, asset allocations, fees, management costs, previous investment performance and regulatory changes.

Under current regulations we will only issue a new document or supplement when changes are materially adverse. In all other circumstances, updates (outlined below) may be issued to you.

You may obtain updated information by contacting your Adviser or Dominion Client Services on 1300 554 498 or by visiting our website at www.tfsa.com.au. A paper copy of any updated information will be provided to you on request and without charge.

Application **forms**

Application checklist

Form	Required/Optional
Employer Application – page 59	Required
New Employee Schedule and At Work Certificate – page 65	Required
Employer Contribution Schedule – page 69	Required
Direct Debit Request (DDR) agreement – page 71 Direct Debit Request (DDR) form – page 73 The DDR agreement should be read and the DDR form should be completed if you wish to contribute a regular amount for your employees directly from your bank account (or other acceptable account). You should also attach an Employer Contribution Schedule detailing how monies are to be invested for each of your employees if one has not already been provided.	Optional
Transfer Request Authority – Employer Plans – page 77 This form should be completed if you wish to transfer superannuation benefits for your entire employer plan from another superannuation or rollover trust to the Plan.	Optional

If you require additional copies, please photocopy the form(s) or download the required form(s) from www.tfsa.com.au and print additional copies. Alternatively, we will accept employee information printed out from a spreadsheet (or other computer file) provided the format is identical to that shown in the forms in this document. Please note that if this method is used, a signed New Employee Schedule and At Work Certificate must be attached.

STEP 5. Insurance cover – Salary Continuance (optional)

Do you require Salary Continuance insurance cover for your employees?

Yes, complete details below. **OR** No, go to Step 6.

If no selection is made we will assume Salary Continuance insurance is NOT required.

Salary Continuance: Fixed percentage of salary up to a maximum of 75% of salary plus an optional amount of up to 10% to pay for continuing superannuation contributions.

	Category 1.	Category 2.	Category 3.
Percentage of salary:	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
Superannuation contributions:	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %

If no percentage amount is nominated for superannuation contributions, we will assume a NIL amount is required.

Waiting period: 30 days 60 days 90 days 30 days 60 days 90 days 30 days 60 days 90 days

If no waiting period is selected, we will assume a waiting period of 30 days is required.

Benefit period: 2 years to age 65 2 years to age 65 2 years to age 65

If no benefit period is selected, we will assume a benefit period of 2 years is required.

Refer to page 35 of the PDS for details of automatic acceptance limits. Where employees do not satisfy the automatic acceptance eligibility or they require cover above the automatic acceptance limits, they are required to complete a Group Insurance Application form and Personal Statement and undergo underwriting by the Insurer.

STEP 6. Declaration

Duty of disclosure

Before you become insured under a contract of life insurance, the Trustee has a duty of disclosure, under the Insurance Contracts Act 1984. In order for the Trustee to comply with its duty, you must disclose, in this application form, every matter that you know or could reasonably be expected to know, is relevant to the Insurer’s decision whether to accept the risk of the insurance and, if so, on what terms. The duty of disclosure also applies before cover is renewed, varied or reinstated.

The duty, however, does not require disclosure of a matter:

- that diminishes the risk undertaken by the Insurer
- that is of common knowledge
- that the Insurer knows or in the ordinary course of his/her business, ought to know
- as to which the duty of disclosure is waived by the Insurer.

Authorised representative’s signature:

Non-disclosure

If the duty of disclosure is not complied with and the Insurer would not have provided the insurance cover on any terms if the failure had not occurred, the Insurer may avoid the cover within three years of entering into it. If the non-disclosure is fraudulent, the Insurer may avoid the cover at any time. An insurer who is entitled to avoid insurance cover may, within three years of entering it, elect not to avoid it but reduce the sum that you have been insured for in accordance with a formula that takes into account the premiums that would have been payable if you had disclosed all relevant matters to the Insurer. The duty of disclosure continues until the Insurer accepts (or declines) your application.

Date: / /

STEP 7. Investment instructions

Where no investment instructions are provided, any contributions received for your employees will be invested in the default investment option, the Colonial First State Wholesale Conservative Fund.

Category	APIR code	Managed investment name	Investment instructions (%)
Conservative	FSF0033AU	Colonial First State Wholesale Conservative Fund	
	SBC0814AU	UBS Defensive Investment Fund	
Growth	MPL0001AU	Maple-Brown Abbott Diversified Investment Trust	
	PER0063AU	Perpetual Wholesale Balanced Growth Fund	
	SBC0815AU	UBS Balanced Investment Fund	
High Growth	FSF0498AU	Colonial First State Wholesale High Growth Fund	
TOTAL			100%

STEP 8. Charges and brokerage – ADVISER USE ONLY

Adviser company:

Adviser name:

Adviser code: (if known) Phone:

Email address:

Initial contributions and rollovers

% Percentage amount* including GST **OR**

(0 – 5.5% p.a.)

Additional contributions and rollovers

% Percentage amount* including GST

(0 – 5.5%)

Adviser Insurance fee

(The maximum fee is 22.5%)

% Percentage amount* including GST

(0 – 22.5% p.a.)

Dealer's stamp

Adviser Service fee

(The maximum fee is 1.10%)

% Percentage amount** including GST

(0 – 1.10% p.a.)

* If no amount is nominated, the maximum amount will apply.

** If no amount is nominated, a nil amount will apply.

Adviser's signature:

Date: / /

STEP 9. Declaration and authorisation

- I have received and read Part 1 and 2 of the current Product Disclosure Statement (PDS) and undertake to observe and be bound by the provisions of the Trust Deed dated 24 March 2000.
- I understand that this offering is only made to persons receiving the PDS in Australia.
- I confirm that I am able to contribute to a superannuation fund under current legislative requirements, and that any charges and brokerage, including those set out in Step 8 of this Application form, have been disclosed to me.
- I acknowledge that I have read and understand the information about privacy and consent to personal information collected about me being used for the purposes, and disclosed in the circumstances set out in the Trustee's privacy policy.
- I declare that I have obtained from the website at www.tfsa.com.au (or by some other means) a copy of all PDS relevant to my chosen investment(s) in the Plan, which I have read.
- I understand that my access to and use of the Dominion website is subject to my acceptance of the terms and conditions available at www.tfsa.com.au. Terms and conditions are also available by contacting Client Services on 1300 554 498. I have read and understand the terms and conditions and I undertake to observe and be bound by them.
- I agree to be bound by the terms and conditions of processing investment transactions online.
- I understand that I am required to read the PDS and understand the implications of not providing my Tax File Number (TFN) with regard to tax charged on any concessional and non-concessional contributions I may make to the Plan.
- I confirm that I have read and understand the section titled 'Responsibilities of the Trustee and members in relation to investment strategy'.
- I confirm that I have received professional advice which includes the formulation of an investment strategy that has taken into consideration the whole of my circumstances. This includes my goals, as well as my attitude to risk and return. Any investment options I select will be in accordance with that investment strategy.
- Where I have elected insurance on behalf of my employees, I authorise the Trustee of the Master Trust to arrange for insurance premiums to be deducted from their superannuation account, including current and ongoing premium payments and any adjustments that may occur from time to time.
- I consent to my adviser receiving information on my behalf and agree not to hold the Trustee responsible in any way for any transactions entered into by my adviser on my behalf.
- I acknowledge that an investment in the Plan is not a deposit or liability of ANZ or its related group companies and none of them stands behind or guarantees the Trustee or the capital or performance of an investment in the Plan, and that such an investment is subject to investment risk, including possible repayment delays and loss of income and principal invested.

Before you sign this Application, the Trustee or adviser is obliged to give you a Product Disclosure Statement (PDS) (which is a summary of important information relating to the Plan). The PDS will help you to understand the product and decide if it is appropriate to your needs.

If this Application is offered to you electronically by the Trustee or your adviser (e.g. email or the Internet), the PDS and any supplementary documents must be provided by the Trustee or your adviser at the same time and by the same means as this Application and you can request, without charge, a paper copy of this Application, PDS and any supplementary document from the Trustee or your adviser.

Product Disclosure Statements for managed investments and other investments of the Plan are available on our website www.tfsa.com.au

Signature of Authorised Representative 1

Date: / /

Signature of Authorised Representative 2

Date: / /

STEP 13. Remittance and postage details

Please post this form and cheque to:

Dominion Employer Superannuation, Locked Bag 1001, Wollongong DC NSW 2500

Cheques should be made payable to the Dominion Employer Superannuation.

fax: (02) 4224 1901 **email:** contactus@oasisasset.com.au



DOMINION

STEP 3. At work certificate

I/We certify that each of my/our employees, nominated in Step 2 (or attached on the separate New Employee Schedule and At Work Certificate), other than those detailed below:

- are present at work on the date he/she is first eligible to become insured under the Dominion Employer Superannuation Plan
- are actively performing all the duties of their usual occupation
- are on approved leave other than leave which is taken for reasons of injury or illness and are not in receipt of and/or entitled to claim income support benefits from any sources, including workers compensation benefits, statutory transport accident benefits and disability income benefits and I am not aware that any members are suffering from illness or injury, and
- are not in receipt of benefits from another insurer.

If you are not able to certify, please complete the below details:

Name	Period of absence	Cause of absence

STEP 4. Duty of disclosure

Duty of Disclosure

Before you employees become insured under a contract of life insurance, the Trustee has a duty of disclosure to the Insurer, under the Insurance Contracts Act 1984. In order for the Trustee to comply with its duty, you and your employees must disclose, in this application form, every matter that you know, or could reasonably be expected to know, is relevant to the Insurer's decision whether to accept the risk of the insurance in respect to an employee and if so, on what terms. The duty of disclosure also applies before cover is renewed, varied or reinstated.

The duty, however, does not require disclosure of a matter:

- that diminishes the risk to be undertaken by the Insurer;
- that is common knowledge;
- that the Insurer knows, or in the ordinary course of his/her business ought to know; or
- as to which the duty of disclosure is waived by the Insurer.

Non-disclosure

If the duty of disclosure is not complied with and the Insurer would not have provided the insurance cover in respect of an employee on any terms if the failure has not occurred, the Insurer may avoid the cover within three years of entering into it. If the non-disclosure is fraudulent, the Insurer may avoid the cover at any time. An Insurer who is entitled to avoid insurance cover may, within three years of entering into it, elect not to avoid it but to reduce the sum that the employee has been insured for in accordance with a formula that takes into account the premium that would have been payable if you had disclosed all relevant matters to the Insurer.

The duty of disclosure continues until the Insurer accepts (or declines) your application and confirmation is issued in writing. Please ensure that all applicable questions are fully answered.

Authorised representative's name:

Authorised representative signature:

Date: / /

STEP 5. Remittance and postage details

Please post this form and cheque to:

Dominion Employer Superannuation
 Locked Bag 1001
 Wollongong DC NSW 2500

Cheques should be made payable to the Dominion Employer Superannuation.

fax: (02) 4224 1901

email: contactus@oasisasset.com.au



DOMINION

Direct Debit Request agreement

Our commitment to you

This outlines our service commitment to you in respect of the Direct Debit Request (DDR) arrangements made between Oasis Fund Management Limited (Trustee), User ID: 126257, and you. It sets out your rights, our commitment to you and your responsibilities to us, together with details of what you should do for assistance.

Initial terms of the agreement

In terms of the DDR arrangement made between ourselves and you, we undertake to periodically debit your nominated account for the agreed amount for superannuation contributions.

Drawing arrangements

- The first drawing under this direct debit arrangement will occur on the 25th day of the nominated month.
- If any drawing falls due on a day other than a business day, it will be debited from your account on the next business day following the scheduled drawing date.
- We will give you at least 14 days notice in writing when changes to the initial terms of the arrangement are made. This notice will state the new amount, frequency, the next drawing date and any other changes to the initial terms.

Direct debits may not be available on your account. If in doubt, please refer to your bank/financial institution.

If you wish to discuss any changes to the initial terms, please contact Client Services on 1300 552 477.

Your rights

Changes to the arrangement

If you want to make changes to the drawing arrangements, please notify us in writing.

These changes may include:

- deferring the drawing
- altering the schedule
- stopping an individual debit
- disputing any debit
- suspending the DDR
- cancelling the DDR completely.

Note: Changes cannot be made within three business days of a drawing to allow for processing of your request.

Enquiries

Please direct all enquiries to us, rather than to your bank or financial institution. Enquiries should be made at least 14 days prior to the next scheduled drawing date.

All personal customer information held by ourselves will be kept confidential, except for information required to be provided to our bank in order to initiate the drawing from your nominated account, or as otherwise required by law.

Disputes

- If you believe that a drawing has been initiated incorrectly, we encourage you to take up the matter directly with us by contacting Client Services on 1300 552 477.
- If you do not receive a satisfactory response to your dispute from us, please contact your bank or financial institution, who will respond to you with an answer to your claim:
 - within 7 business days for claims lodged within 12 months of the disputed drawing, or
 - within 30 business days for claims lodged more than 12 months after the disputed drawing.
- You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing.

Note: Your bank or financial institution will ask you to contact us to resolve your disputed drawing prior to you involving them.

Your commitment to us

It is your responsibility to ensure that:

- your nominated account can accept direct debits (your bank or financial institution can confirm if this is the case)
- the authorisation given to draw on the nominated account is identical to the account signing instruction held by the financial institution where the account is based
- on the drawing date there are sufficient cleared funds in the nominated account
- you advise us if the nominated account is transferred or closed.

If your drawing is returned or dishonoured by your financial institution, we will attempt to draw the amount again on the 25th day of the following month. If three consecutive drawings are returned or dishonoured the DDR arrangement will cease. Where this occurs, a dishonour fee may be charged. Your financial institution may also charge a fee for each dishonoured drawing.



DOMINION

Employer Direct Debit Request



DOMINION

Form updated 1 March 2011

Questions? Call Client Services on 1300 554 498

Oasis Fund Management Ltd (Trustee)
ABN: 38 106 045 050 – AFSL: 274331 – RSE Licence: L0001755

Oasis Superannuation Master Trust (Trust)
ABN: 81 154 851 339 – RSE Registration: R1004939

Please complete this form in **BLOCK CAPITALS** using dark ink.

STEP 1. Employer details

Employer from whose bank account the amounts will be debited (insert name in full).

Name of joint account holder, if applicable (insert name in full).

Insert name (in full) of employee to whom the debited amount relates if they relate to a single employee. If they relate to more than one employee, please ensure that you complete Step 5 of this form with details of the employees and the amounts that relate to each of them.

STEP 2. Are you a current employer of the Plan?

No, go to Step 3. **OR**

Yes, my account number (if known) is

Employer name:

STEP 3. Contribution to be debited

The amount to be debited is: \$

The amount is to be debited: Monthly **OR** Quarterly **OR** Half yearly **OR** Annually.

Commencing in the month* of:

* If no month is nominated, the monthly contribution will commence from the next 25th day of the month.

STEP 4. Contribution details

How many employees require Direct Debit? One employee, complete Single Direct Debit Details below then proceed to Step 6, **OR**
 More than one employee, proceed to Step 5.

Single Direct Debit Details: The amount to be debited should be treated for tax purposes as follows:

Superannuation guarantee / award: \$

Employer (additional): \$

Salary sacrifice: \$

Member non-taxable: \$ This amount WILL NOT be claimed as a tax deduction

Direct debit total: \$

Where the contribution type has not been nominated the amounts to be debited will be treated as SG/award contributions.

STEP 6. Financial institution details

Financial institution:
Branch:
Account name:
BSB number: - Account number:
Customer address:
 State: Postcode:

I/We request the Trustee, Oasis Fund Management Limited (User ID No: 126257), to arrange for funds to be debited from my/our nominated account at the financial institution shown above according to the schedule above, until further notice is provided in writing.

In signing this form I/we certify that I/we have read and agreed to enter into the Direct Debit Request agreement.

Signature of individual/employer representative:

Date: / /

Signature of joint account holder (if applicable):

Date: / /

STEP 7. Postage, fax and email details

Please post this form to:

Dominion Employer Superannuation
Locked Bag 1001
Wollongong DC NSW 2500

or fax: (02) 4224 1901

or email: contactus@oasisasset.com.au



DOMINION

STEP 4. Proof of identity

I have attached acceptable* proof of identity documents for each employee listed in Step 2.

* For more information on acceptable proof of identity documents, please see the Completing Proof of Identity guide on the Dominion website.

STEP 5. Authority to act

In signing this document, the following authority is given:

- I hereby authorise the transfer of the full benefit from the named account, trust or policy to the Dominion Employer Superannuation Plan which forms part of the Oasis Superannuation Master Trust (SFN: 508 667 011, RSE: R1004939, ABN: 81 154 851 339).
- I understand that the Oasis Superannuation Master Trust is a complying fund under the Superannuation Industry (Supervision) Act 1993 and Regulations.
- I advise that Oasis Fund Management, the Trustee of the Dominion Employer Superannuation Plan, is acting on my behalf on this matter, and hereby give you authority to provide all relevant information to a representative of the Trustee and to forward a cheque for the transfer to Oasis Fund Management Ltd.
- I understand that the Trustee of the paying institution is discharged from any further liability in respect of any amount once benefits have been transferred.
- I have attached certified copies of identification for all employees listed in Step 2

Signature of Authorised Representative

Date: / /

STEP 6. Remittance and postage details

Please post this form and cheque to:

Dominion Employer Superannuation
Locked Bag 1001
Wollongong DC NSW 2500

Cheques should be made payable to the Dominion Employer Superannuation.

fax: (02) 4224 1901

email: contactus@oasisasset.com.au



DOMINION

Directory



For immediate assistance please consult your Adviser or call
Dominion Client Services on 1300 554 498.

Trustee

Oasis Fund Management Limited
ABN 38 106 045 050
AFSL 274331
RSE L0001755

Administrator

Oasis Asset Management Limited
ABN 68 090 906 371
ACN 090 906 371

Corporate Address

347 Kent Street
Sydney NSW 2000

Correspondence Address

Dominion Employer Superannuation
Locked Bag 1001,
Wollongong DC NSW 2500

Client Services

Telephone: 1300 554 498
Facsimile: (02) 4224 1901
Email: contactus@oasiasset.com.au

Website

www.tfsa.com.au

Custodian of the Plan

The Hongkong and Shanghai Banking Corporation Ltd
AFSL 301737
HSBC Centre
Level 32
580 George Street
Sydney NSW 2000

Insurer

OnePath Life Limited
ABN 33 009 657 176
AFSL 238341
347 Kent Street
Sydney NSW 2000

Auditors of the Plan and the Trustee

KPMG
Level 3
63 Market Street
Wollongong NSW 2500

Bankers of the Plan

Westpac Banking Corporation

For more information please contact:

Dominion Client Services

Telephone: 1300 554 498

8.30am to 6.00pm Monday to Friday – Sydney Time

DES.B1.0308