UniSuper

How super works

1 November 2021

UniSuper Accumulation 1, Defined Benefit Division, Accumulation 2 and Personal Account members

The information in this document forms part of the following Product Disclosure Statements (as supplemented from time to time):

- UniSuper *Accumulation 1 Product Disclosure Statement* issued on 1 November 2021
- UniSuper *Defined Benefit Division and Accumulation 2 Product Disclosure Statement* issued 1 November 2021
- UniSuper *Personal Account Product Disclosure Statement* issued on 1 November 2021

ABOUT THIS DOCUMENT

This document has been prepared and issued by UniSuper Limited. It contains important information about contributions you can make to UniSuper (and how you can make each of these), contributions caps, when you can access your super (including transferring to another fund), withdrawals (including death benefit nominations and to whom your death benefit can be paid), and Choice of Fund. It should be read in conjunction with the Product Disclosure Statement (PDS) that applies to your UniSuper membership category.

Information in this document may change from time to time. We'll provide updates of any changes at **unisuper.com.au/pds**. You can also request a paper or electronic copy of updated information without charge by calling **1800 331 685**.

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This document assumes that the taxable component of any super benefits paid to you includes only a taxed element. It also assumes you're an Australian resident for income tax purposes.

The information in this document is of a general nature only and does not take into account your individual objectives, financial situation or needs. You should consider the appropriateness of the information having regard to your personal circumstances and consider consulting a qualified financial adviser before making an investment decision based on information contained in this document. To the extent that this document contains any information which is inconsistent with the UniSuper Trust Deed and Regulations (together, 'the Trust Deed') the Trust Deed will prevail.

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AWARD-WINNING FUND

Super is what we do, so we love that we're recognised as one of Australia's best super funds. We've won a string of awards and high ratings for our investment performance*, value and services from the country's top ratings and research agencies.

* Past performance isn't an indicator of future performance.

UniSuper was awarded 'Best Fund: Advice Services' in 2020 and Pension Fund of the Year in 2021. Our accumulation and pension products consistently receive a 5 Apples rating from Chant West - the highest quality fund rating. Full details regarding the ratings and awards and Chant West's Financial Services Guide (FSG) are available at www.chantwest.com.au. © Zenith CW Pty Ltd ABN 20639121403 (Chant West), AR of Zenith Investment Partners Pty Ltd ABN 27103132672, AFSL 226872/AFS Rep No. 1280401. Criteria used by Chant West to judge its awards is subjective and has been determined based on data supplied by third parties. While such information is believed to be accurate, Chant West do not accept responsibility for inaccuracies in such data. Chant West do not make any representation or give any guarantee or assurance as to the performance or success of any financial product based on the subjective ratings provided. Past performance is not a reliable indicator of future performance. The Chant West awards do not constitute financial product advice, however, to extent the awards are considered to be advice, it is General Advice only and does not take into account your objectives, financial situation or needs, including target markets of financial products, where applicable. You should consider the suitability of any advice against your personal circumstances. Awards may not be reproduced, modified or distributed. Except for any liability which cannot be excluded, Chant West do not accept any liability whether direct or indirect, arising from use of the awards. Awards displayed for previous years are for historical purposes only. Full details regarding the awards and Chant West's FSG are available at www.chantwest.com.au.

SuperRatings, a superannuation research company, has awarded UniSuper 'MySuper of the Year' for 2021, and a Platinum Choice rating for our accumulation products, something only the 'best value for money' funds receive. Our accumulation products have also achieved a 15-year Platinum Performance rating. For full details about its rating criteria, go to www.superratings.com.au. The ratings are issued by SuperRatings Pty Ltd ABN 95 100 192 283 AFSL 311880 (SuperRatings). Ratings are general advice only and have been prepared without taking account of your objectives, financial situation or needs. Consider your personal circumstances, read the product disclosure statement and seek independent financial advice before investing. The rating is not a recommendation to purchase, sell or hold any product. Past performance information is not indicative of future performance. Ratings are subject to change without notice and SuperRatings assumes no obligation to update. SuperRatings uses objective criteria and receives a fee for publishing awards. Visit www.superratings.com.au for ratings information and to access the full report. © 2021 SuperRatings. All rights reserved.

How super works

Before the introduction of compulsory super, most Australians generally relied on the government-funded Age Pension and their own savings to fund their retirement.

Our compulsory super system seeks to help Australians prepare for and fund their retirement. It does this by compelling people to put aside a portion of their salary while they're working.

The basics

Key features of Australia's super system include:

- compulsory contributions to super—these are made by your employer from your salary and are called Superannuation Guarantee (SG) contributions
- tax advantages—most people's super will be taxed at a lower rate than similar investments outside of super
- cost-effective insurance cover—many funds offer cover for death, disablement and income protection, at prices which may be lower than similar cover purchased outside of super
- limited access—you can only access your super in specific circumstances.

Choice of fund

There is legislation in place which means certain employees can choose their super fund for their SG contributions.

CHOOSING ANOTHER SUPER FUND

Having choice of fund depends on your conditions of employment. Currently, choice of fund is generally not available to you if your terms of employment are governed by an award or types of certain industrial agreement that specifies into which super fund employer contributions are to be paid. If you're covered by an Enterprise Agreement made on or after 1 January 2021, your employer must pay your SG contributions in accordance with your choice of fund election (if any) unless another exemption applies. Being a DBD member is one of the exemptions.

Before choosing a fund, we encourage you to consider and compare your UniSuper membership features including the level of insurance cover available to you and the fees you pay as a member.

MAKE UNISUPER YOUR CHOICE OF FUND

If you're a Personal Account member, once your account has been established, you can nominate UniSuper as your chosen fund for your SG contributions—provided you're eligible to have choice of fund. Your employer can then pay contributions on your behalf straight into your UniSuper account.

If you're eligible for choice of fund, simply nominate UniSuper as your chosen fund on a *Standard Choice form*—which your employer will provide you—or download the pre-populated *Super Choice - Fund Nomination* form from our website.

If you're not eligible to choose, portability legislation generally allows you to transfer the super you accrue in your employer's fund into your UniSuper account each year.

Stapled fund

If you're a new employee on or after 1 November 2021 with an existing stapled super fund but you do not choose a fund to receive super contributions, your employer may be required to make contributions for you into the stapled fund. Your stapled fund is likely to be an account with one of your existing super funds.

If you're an Accumulation 2, Accumulation 1 or Personal Account member and you change jobs, your SG contributions at your next employer may be paid to another super fund if that's your stapled fund. If you're eligible for choice of fund in your new job and want to stay with UniSuper, you can nominate UniSuper as your chosen fund for your SG contributions.

Generally, if you're a Defined Benefit (DBD) member and you change jobs within the higher education sector, and you're still eligible to participate in the DBD, you'll remain a member and your employer contributions will continue to be paid to the DBD. If you change to a job outside the sector, you will need to defer your membership to remain a DBD member.

If you want your SG contributions paid to UniSuper, then you'll need to nominate UniSuper as your chosen fund for your SG contributions – assuming you're eligible for choice of fund in your new job.

Please refer to the DBD and Accumulation 2 PDS for more information.

Important information

It's important to provide accurate information about you so we can manage your account efficiently and protect your retirement savings.

We use details such as your name, date of birth and TFN to:

- match contributions and transfers from other super funds to your UniSuper account, and
- verify your identity.

UniSuper Personal Accounts

ELIGIBILITY

To be eligible to open a Personal Account with UniSuper, you must:

- be at least 15 years old
- live in Australia, and
- have a valid email address.

COOLING-OFF PERIODS FOR NEW PERSONAL ACCOUNTS

You can change your mind about becoming a Personal Account member within 14 days or the sooner of:

- the time when you receive your confirmation of membership welcome letter, or
- the end of the fifth business day after your account is opened.

If you change your mind and want to close your new account, you need to let us know in writing within this cooling-off period. We'll then transfer the money you used to open the account back to where it originated.

If you transferred other super into your Personal Account, it'll need to be paid back to a complying super fund.

If you change your mind during the cooling-off period, you won't be charged a fee for withdrawing your Personal Account application. Any taxes you owe, however, will be deducted from the refund. Your balance may change due to market movements in your chosen investment options during this time. This means the amount you get back may differ from the amount you used to open the account.

Contributing to your super

The different types of contributions, and the limits set by the government are outlined in this document.

Employer contributions

Currently, your employer must generally contribute 10% of your ordinary time earnings to super under SG legislation, provided you earn a minimum of $450 a month. There is a proposal in the 2021-22 federal budget that, if legislated, means that individuals who earn less than $450 per month will be paid the super guarantee by their employer if they satisfy the other eligibility requirements.

Tax laws require super funds to deduct a 15% contributions tax from all your employer and before-tax (salary sacrifice) contributions.

The minimum SG contribution rate is set to progressively increase from 10% to 12% by July 2025. For more information refer to our website **unisuper.com.au/super**.

Voluntary member contributions

You can also make voluntary member contributions (also known as personal contributions) to your super, in addition to the amount your employer contributes on your behalf. You can make regular voluntary member contributions from your salary, or one-off lump sum voluntary member contributions. See the *How super is taxed* document for more information on how these contributions are taxed.

Regular voluntary member contributions from your salary can be made in either of two ways:

- after income tax has been deducted from your salary—these after-tax contributions are called non-concessional contributions, or
- if your employer agrees, by having your employer deduct contributions from your salary before tax has been deducted—these before-tax contributions are called concessional contributions. This is also known as salary sacrifice and is organised through your employer's payroll department.

Voluntary member contributions made on an after-tax basis generally don't incur any additional tax when they're paid into your account because you've already paid income tax on this money.

You can find more information on our website.

Claim a tax deduction for after-tax contributions

You might be eligible for a tax deduction on after-tax contributions if you provide us with a completed *Notice of intent to claim or vary a tax deduction for after-tax super contributions* form. Have a chat to your accountant to see whether it's the best strategy for you.

If you do claim a deduction, these contributions will be treated the same as before-tax contributions—they'll be taxed at 15% if they don't exceed the concessional contributions cap.

You can access this form at **unisuper.com.au** or through your online account.

Salary sacrifice

Salary sacrificing into your super counts as a concessional (or before-tax) contribution—15% tax applies to these contributions because you haven't yet paid any tax on this income.

Salary sacrifice contributions are included in certain income tests for assessing eligibility for a number of benefits—including tax offsets and the government co-contribution—and in determining whether you exceed the Division 293 threshold.

Salary sacrifice is organised through your employer's payroll department. Contact your employer about setting up a salary sacrifice arrangement.

Government co-contributions

If your total income is $41,112 per annum or less for 2021-22, the government will contribute $0.50 to your account for every dollar of non-concessional (after-tax) contributions you make into your super, up to a maximum of $500. This is called a co-contribution. If you earn more than $41,112 per annum for the 2021-22 financial year, you may still benefit from government co-contributions. However, the amount of government co-contribution gradually reduces as your total income increases, before phasing out completely if you earn $56,112 per annum or more. Government co-contributions are tax-free.

The ATO will automatically match information from your tax return with information provided by us. If you're eligible, the co-contribution will be automatically paid into your super account during the following financial year and will be preserved until you meet a condition of release.

ELIGIBILITY REQUIREMENTS

Generally, to be eligible for co-contributions you need to:

- earn an annual total income of less than the $56,112 threshold for the 2021-22 financial year with at least 10% of your total income coming from eligible employment-related activities and/or carrying on a business
- make an eligible personal super contribution during the income year into a complying super fund and don't claim a deduction for all of it
- be less than 71 years of age at the end of the financial year in which contributions are made
- be a permanent resident of Australia (limited exceptions apply to New Zealand citizens and other prescribed people holding temporary visas)
- lodge an income tax return for the relevant financial year
- meet the requirements of super law for making voluntary contributions
- have a total super balance of less than the general transfer balance cap on 30 June for the previous financial year, and
- make sure the contribution/s you make to super don't exceed your non-concessional (after tax) cap for that year.

We need your TFN before we can accept your government co-contribution or personal contribution.

For tax purposes, your 'total income' is determined in accordance with applicable laws. Visit www.ato.gov.au for information about government co-contributions.

Total super balance

Your total super balance is generally made up of the balance of all your super, which includes accounts in accumulation and retirement phases. The balance is reduced by certain personal injury or structured settlement contributions.

Downsizer contributions

If you're aged 65 or older and have owned your house for at least 10 years, you may be able to contribute up to $300,000 ($600,000 per couple) into super from the proceeds of selling your home. You may also be able to contribute the proceeds from a partial sale of your home. Speak to your financial adviser. There is a proposal in the 2021-22 federal budget that, if legislated, will reduce this age from 65 to 60.

Downsizer contributions are different to normal contributions in some important ways:

- If you're 65 or older, then you don't need to be working to make a downsizer contribution (i.e. you don't need to meet the 'work test').
- Downsizer contributions are made 'after tax' (i.e. no tax concessions), however they're not subject to the normal after-tax (non-concessional) contributions caps.
- You can contribute up to $300,000 per person or $600,000 per couple using the net sale proceeds (in addition to any other caps that may apply to you).
- Downsizer contributions aren't subject to the 'total super balance' test (currently up to $1.7 million) at the time of the contribution, but once the contribution is made it will count toward your total super balance on 30 June at the end of the financial year.
- Downsizer contributions count towards your personal 'transfer balance cap' (currently between $1.6 and $1.7 million) if you transfer your super to a retirement pension.
- Other eligibility rules apply, e.g. the type of home that can be downsized, eligible amounts that can be contributed, and timeframes of ownership, etc.
- You can only make downsizing contributions for the sale of one home.
- The ATO may reject your downsizer contribution on eligibility grounds. If your downsizer contribution is deemed ineligible, we may be able to accept the amount as a non-concessional contribution if you meet the work test—subject to contribution caps. See page 6 for more information about contribution caps.

To make a downsizer contribution, you need to complete the relevant form from the ATO and send it to us, along with your contribution payment, generally within 90 days of settlement. Visit www.ato.gov.au for more information or a copy of the relevant form.

COVID re-contributions

If you withdrew super under the COVID early release scheme, you may be able to put money back into your super. This is only available until 30 June 2030, and cannot exceed the amount you withdrew. These amounts will be treated as contributions and will not count towards your non-concessional contributions cap. No tax deduction can be claimed for these contributions.

First home super saver scheme

If you're eligible, you can make up to $15,000 of voluntary (concessional or non-concessional) contributions to your accumulation super per financial year and $30,000 in total under the scheme. You can apply to the ATO to withdraw this amount and also receive an amount of earnings that relate to those contributions. The usual limits on super contributions still apply to these types of contributions.

Any mandated employer contributions (i.e. 14% and 17% employer contributions) or SG contributions won't count towards the scheme, so you can't apply to withdraw them. Read more about the scheme on page 10.

Low income superannuation tax offset (LISTO)

The LISTO scheme provides an offset of up to $500 per annum for individuals with an adjusted taxable income up to $37,000 and who satisfy the eligibility criteria. Eligible members will receive a government super payment of 15% of their concessional (before-tax) super contributions as a refund of the tax paid on these contributions.

Eligibility criteria include:
- you must have concessional (before-tax) contributions (including notional taxed contributions to a defined benefit fund) for the year of income
- your adjusted taxable income must not exceed $37,000
- you must not have held a temporary resident visa during the relevant financial year (except for New Zealand citizens), and
- you must satisfy an income test in which 10% or more of your total income is derived from business or employment.

If you're eligible, the ATO will assess your entitlement and pay the LISTO directly into your super account for you.

Spouse contributions

You may be able to claim an 18% tax offset on spouse contributions of up to $3,000 you make on behalf of your spouse if they don't work or earn a low income and you meet certain conditions. Both you and your spouse must be Australian residents when the contribution is made and age restrictions apply.

The maximum spouse contribution tax offset of $540 is available if contributions of up to $3,000 are made on behalf of your spouse in an income year, and if the income threshold of your spouse does not exceed $37,000.

If your spouse's income is greater than $37,000, the tax offset will gradually reduce and will completely phase out once your spouse's income reaches $40,000.

You won't be eligible for the tax offset if your spouse has exceeded their non-concessional contributions cap for the relevant year, or their total super balance is equal to or greater than the general transfer balance cap (currently $1.7 million for 2021-22 financial year).

Your spouse can also make eligible spouse contributions to your UniSuper account on your behalf.

Eligible spouse contributions are considered to be non-concessional (after-tax) and count towards the cap of the spouse receiving the contribution.

Visit the ATO website for more information.

Contribution splitting

In certain circumstances, contribution splitting allows you to split concessional (before-tax) contributions with your spouse. To receive split contributions from your spouse, you must be:
- under your preservation age, regardless of whether you're working or not, or
- between your preservation age and 65 years of age and haven't permanently retired from the workforce.

You can't receive split contributions from your spouse if you're age 65 or over.

Once the contributions have been transferred to your account, they belong to you. Split contributions can't be accessed until you reach your preservation age and permanently retire from the workforce, or you satisfy another condition of release.

The maximum amount of contributions that can be split each year is the lesser of:

- 85% of your spouse's concessional contributions, and
- the concessional contributions cap applicable for the contributing member.

Generally, your spouse can only request a contribution split from contributions made in the previous financial year. Your spouse's concessional contributions can only be split once per financial year.

However, if you're transferring your spouse's entire balance into your account, another super fund or if it's paid out to them, they can make a contribution split request in the financial year the contributions are made. Contributions must be split before they are rolled over, transferred, withdrawn, or if you want to claim a personal tax deduction on your contribution(s). After a contribution split has been processed, we can then complete subsequent requests.

The following contributions can't be split with your spouse:

- non-concessional (after-tax) contributions,
- amounts rolled over from other super funds,
- directed termination payments, and
- government co-contributions.

To split contributions made for the previous financial year, your spouse must lodge a *Contribution splitting form* with us by 30 June of the current financial year.

If your spouse applies to split contributions with you from their UniSuper account, we may refuse the application if it would result in their accumulation balance falling below $6,000. For more information, see the *Super contribution splitting with your spouse* fact sheet at **unisuper.com.au/factsheets** or call us.

Unallocated contributions

You'll start receiving investment returns (positive or negative) once your contributions are allocated to your chosen investment option(s).

In some cases, we will hold contributions made on your behalf that we're unable to immediately allocate to your account. If this occurs, investment returns (positive or negative) for the investment option(s) you've chosen will be applied from the date on which the contribution was received. If, while holding these contributions, the returns on your investment option(s) were lower than any interest we received, we will retain the difference.

Government caps on contributions

Making additional contributions to your super can be a great way to boost your retirement savings, but there are limits on how much extra you can contribute. If you go above these limits, you may pay extra tax, or these contributions may not be accepted, so it's worth understanding how contributions caps work.

The caps apply to all contributions made by you or on your behalf in any given financial year, no matter how many employers or super funds you have. Government co-contributions aren't included in either of the caps.

Monitor the caps

It's your responsibility to monitor how your contributions are tracking towards the caps. This includes any other super accounts you may have.

See how you're tracking by logging into your online account.

CAPS ON CONCESSIONAL (BEFORE-TAX) CONTRIBUTIONS

Concessional contributions are generally contributions you make before tax is paid. They include employer contributions (to accumulation divisions), notional taxed contributions (for DBD members), salary sacrifice contributions and personal contributions made by you where you're eligible and provide us with a valid form stating your intention to claim a tax deduction and we acknowledge receipt of this form in writing. They're generally taxed at 15% when they're received by your super fund, unless your relevant income is over $250,000 (including concessional contributions), in which case some or all are taxed at 30% (refer to 'Additional tax for high-income earners' in the next section).

A cap of $27,500 applies to concessional contributions in any given financial year.

You may be able to carry forward to a future financial year any unused concessional contributions. To be eligible to make catch-up concessional contributions using any unused concessional contribution cap, you must have a total super balance of less than $500,000 as at 30 June of the financial year immediately preceding the financial year in which the catch-up concessional contributions are to be made. The first year that you are able to access the unused concessional contributions is the 2019-20 financial year. Unused concessional contributions can be carried forward for up to 5 years, after which time they will no longer be available.

What happens if you go over the cap?

Any contributions you make over the cap are included in your personal assessable income and are taxed at your marginal tax rate (with an entitlement to a 15% non-refundable tax offset). If you exceed the cap, the ATO will let you know and you can withdraw up to 85% of your excess contributions (for a financial year) from your super.

Any excess contributions you leave in your super will count towards your non-concessional (after-tax) contributions cap.

ADDITIONAL TAX FOR HIGH-INCOME EARNERS

If you're a high income earner with Division 293 income and Division 293 super contributions of more than $250,000 within a financial year, an additional tax of 15%—known as the Division 293 tax applies.

Division 293 income broadly includes your taxable income, reportable fringe benefits and total net investment income/losses. Division 293 super contributions equal your concessional contributions minus any excess concessional contributions.

If the Division 293 tax applies to you, it will be applied to the lower of:

- the Division 293 super contributions; and
- the amount in excess of the $250,000 threshold.

If you need to pay the Division 293 tax, the ATO will issue you with a notice of assessment with the amount of tax payable for the financial year. You'll receive a release authority, which you can return to the ATO to enable the amount to be paid from your super account.

Former temporary residents who receive a Departing Australia superannuation payment (DASP) may apply to the Commissioner for a refund of any Division 293 tax.

Different rules apply in calculating concessional contributions for members of the DBD. See our website to learn more.

CAPS ON NON-CONCESSIONAL (AFTER-TAX) CONTRIBUTIONS

There's a limit to the amount of non-concessional (after-tax) contributions that can be made each financial year without exceeding your non-concessional contributions cap. The limit depends on the amount you already have in super and your age.

If your total super balance at 30 June of the previous financial year is less than the general transfer balance cap (currently $1.7 million, for the 2021-22 financial year), you can generally contribute up to the annual non-concessional (after-tax) contributions cap of $110,000. If you make non-concessional contributions above the annual non-concessional cap, you'll have 'excess' non-concessional contributions.

If you're under 67 years of age at any time during a financial year, you may be able to 'bring forward' up to three years of non-concessional contributions in a financial year (i.e. up to $330,000). There are also other conditions required to be satisfied to be eligible for the bring forward rule.

The cap amount you can bring forward, and whether you have a two or three-year bring-forward period, will depend on your total super balance at the end of June of the previous financial year.

The table below outlines the bring-forward entitlements that apply for the 2021-22 financial year.

Your total super balance at 30 June of the previous financial year and your non-concessional contributions cap takes into account the total of all your super accounts, not just your UniSuper account/s.

Visit www.ato.gov.au for more information.

TOTAL SUPER BALANCE ON 30 JUNE 2021	NON-CONCESSIONAL CONTRIBUTIONS CAP FOR THE FIRST YEAR*	'BRING FORWARD' PERIOD
Less than $1.48 million	$330,000	Three years
$1.48 million to less than $1.59 million	$220,000	Two years
$1.59 million to less than $1.7 million	$110,000	No bring-forward period, general non-concessional contributions cap applies
$1.7 million	Nil	Not applicable

* Assumes you haven't triggered the bring-forward rule for the relevant period.

What happens if you go over the cap?
If you exceed the non-concessional contributions cap, you can choose to withdraw those excess super contributions plus 85% of any associated earnings.

The associated earnings withdrawn are included in your personal assessable income and taxed at your marginal tax rate (with an entitlement to a 15% non-refundable tax offset).

If you choose to leave excess non-concessional contributions in your super rather than withdrawing the funds, you'll be liable to pay tax on the excess contributions at a rate of 47%.

If you don't make a choice, the ATO will request your super fund release the amount from your account. If you don't have money in super, the ATO will amend your tax assessment to include the associated earnings from your excess super contribution.

For more information, read the *How super is taxed* document or visit the ATO website.

When can we accept contributions?

In some cases, certain requirements must be met before we're permitted to accept your contributions.

AGE RESTRICTIONS ON CONTRIBUTING TO SUPER

The table below outlines the contributions we can and can't accept for each age group.

If you're a DBD member and you reach age 75, your defined benefit component will be deferred and any future contributions will be made to your accumulation component.

MEETING THE WORK TEST REQUIREMENTS

To meet the work test requirements you must have worked for at least 40 hours in a period of not more than 30 consecutive days in the financial year the contribution is made. The work test must be met once in each financial year before any non-mandated member contributions can be accepted. It's up to you to demonstrate to us that you've met the work test each financial year. Prospective employment can't be taken into account for the purposes of the work test.

WORK TEST EXEMPTIONS FOR RECENT RETIREES

An exemption to this work test allows individuals aged 67-74 with a total super balance below $300,000 to make voluntary contributions in the first financial year they don't meet the work test requirements (subject to contribution caps). There is a proposed change in the 2021-22 Federal Budget that, if passed, individuals aged 67 to 74 will no longer be required to meet the work test when making or receiving non-concessional contributions or salary sacrificed contributions.

IF YOU DON'T PROVIDE US WITH YOUR TFN

We're authorised and required to ask you for your TFN by tax law and in accordance with the *Superannuation Industry (Supervision) Act 1993*.

It's important we have up-to-date information about you to manage your account efficiently and protect your retirement savings. We use details such as your name, date of birth and your TFN to:

- match other super funds to your account, and
- verify your identity if you're transferring super out of UniSuper.

Read the important information about providing your tax file number at unisuper.com.au/tfn. You can also request a copy by calling us.

You can give us your TFN by logging into your online account and going to 'Personal details'.

WHEN CAN WE ACCEPT CONTRIBUTIONS?

Member's age at time of contribution	*Personal contributions – made by the member (e.g. personal concessional or non-concessional contributions)* *Voluntary employer contributions (e.g. salary sacrifice, other employer contributions in excess of SG)* *Other contributions (spouse contributions)*	*Mandated employer contributions (e.g. SG contributions made under an industrial award)*	*Downsizer contributions*
Under 65	Yes	Yes	No
65 to 66	Yes	Yes	Yes
67 to 74*	Work Test or Work Test Exemption	Yes	Yes
75 and over	No	Yes	Yes

* We can accept contributions up to 28 days after the end of the month in which you turn 75.

Accessing your super

When can you access your super?

Super is a long-term investment. That's why the government has placed restrictions on when you can access it. You can only access your super if you've satisfied a 'condition of release'.

Generally, you must keep your super in the super system until you permanently retire from the workforce on or after reaching your preservation age (see the table below to find your preservation age).

Access to your super depends on its 'preservation status' under the Government's preservation rules. Your super can be classified as 'preserved', 'restricted non-preserved' or 'unrestricted non-preserved'.

Your preservation age depends on when you were born.

YOUR 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
1 July 1964 or after	60

WHAT ARE THE CONDITIONS OF RELEASE?

The conditions of release include:

- permanent retirement from the workforce on or after reaching your preservation age,
- termination of employment after you reach age 60,
- reaching age 65,
- permanent incapacity,
- terminating employment with an employer who contributed to UniSuper on your behalf and you have less than $200 in your account, or
- death.

Visit the ATO website information about accessing your super.

PRESERVED BENEFITS

Member and employer contributions made into super and all investment earnings must be preserved. Generally, you can't access preserved benefits until you've satisfied a condition of release.

Additional conditions of release

ACCESSING YOUR PRESERVED BENEFITS BEFORE YOU RETIRE

Provided you satisfy eligibility criteria you may be able to access part or all of your preserved benefits early in the following limited circumstances:

- Specified compassionate grounds: you must apply directly to the ATO. Visit www.ato.gov.au for more information.
- Severe financial hardship grounds: you must apply to the Trustee. You must be receiving eligible Commonwealth Government income support benefits to qualify.
- Terminal medical condition: you must apply to the Trustee.

For further information including eligibility criteria, refer to the *Severe financial hardship, Compassionate grounds* and *Terminal medical condition benefit* fact sheets available at **unisuper.com.au/factsheets**.

IF YOU HAVE A TERMINAL MEDICAL CONDITION

If you have a terminal medical condition, you may be eligible to access your super early if you get certification either from your treating doctor and a specialist, or from two medical specialists that you have less than two years to live.

But there could be significant consequences if you access your super early.

This is because the certification period for UniSuper's externally insured and inbuilt terminal medical condition benefits is 12 months. If you access your super early, you may lose your inbuilt benefits (DBD members only) and insurance.

RESTRICTED NON-PRESERVED BENEFITS

Generally, restricted non-preserved benefits can be accessed in certain circumstances when you terminate employment with an employer who had contributed to UniSuper on your behalf. Restricted non-preserved benefits can also be accessed if you meet a condition of release allowing unrestricted access to super.

UNRESTRICTED NON-PRESERVED BENEFITS

Unrestricted non-preserved benefits can generally be accessed at any time, subject to Trust Deed restrictions, regardless of your age, employment situation or financial position. They're usually made up of benefits you've already become entitled to, but have voluntarily decided to keep within the super system (for example, you've reached age 65 but are still working).

First Home Super Saver Scheme

If eligible, you can apply to the ATO to release up to $15,000 of voluntary contributions you made since 1 July 2017 to your accumulation super per financial year, and $30,000 in total, along with any associated earnings. The usual limits on super contributions apply to these types of contributions. There is a proposed change in the 2021-22 Federal Budget that, if passed, will increase the total releasable amount from $30,000 to $50,000.

The ATO will determine how much you can withdraw and let us know when a request has been made. We'll process it in line with their instructions.

You'll have 12 months from the time you release the savings to sign a contract to purchase or construct a home. If you don't comply with the rules, and don't receive an extension of time, you must either transfer the funds back into super (less any tax withheld by the ATO) or pay tax equal to 20% of the amount released (excluding non-concessional contributions).

Released amounts may have tax withheld.

For more information about the scheme, visit www.ato.gov.au and see the *How super is taxed* document on our website.

If you don't want to withdraw your super

Even if you've stopped making contributions and have retired, you don't have to withdraw your super—it can generally remain in UniSuper. If you're a temporary resident, refer to the 'Leaving Australia' section below.

Leaving Australia

TEMPORARY RESIDENTS

Members with a temporary resident visa may be able to access their super under the Departing Australia superannuation payment (DASP) system when they permanently depart Australia. To access their super, a temporary resident's visa must have expired or been cancelled and the temporary resident must have left Australia permanently.

The taxable component claimed by temporary residents upon departing Australia may be subject to up to 65% withholding tax. The amount of tax withheld will depend on the class of visa you have.

If temporary residents don't claim their super within six months of departing Australia, we'll transfer it to the ATO and we won't provide an exit statement. Transferred super can be claimed directly from the ATO—go to www.ato.gov.au for further details.

Members with a temporary resident visa are generally only able to access their super when they permanently depart Australia, or if they meet the following conditions of release:

- temporary incapacity,
- permanent incapacity,
- terminal medical condition, or
- death.

More information about accessing your super under the DASP system is in the *Departing Australia superannuation payment (DASP)* fact sheet, available at **unisuper.com.au/factsheets**.

IF YOU'RE AN AUSTRALIAN MOVING OVERSEAS

Your super will generally stay in your UniSuper account until you meet a condition of release. Even if you're living and working in another country, your super can stay with UniSuper.

IF YOU'RE MOVING PERMANENTLY TO NEW ZEALAND

If you're planning on moving permanently from Australia to New Zealand, you may take your super with you to a complying KiwiSaver account under Trans-Tasman retirement savings portability rules.

Find out more in the *Transfer your UniSuper account to KiwiSaver* fact sheet, available at **unisuper.com.au/factsheets**.

Taking your super as a Flexi Pension while you're working

Under the government's transition to retirement (TTR) rules, you may be able to take your super as a Flexi Pension while you're still working after you've reached your preservation age, provided you satisfy the eligibility requirements. For more information, refer to the *Flexi Pension PDS* available at **unisuper.com.au/pds** or by calling us.

You should read the PDS before making a decision to take your super as a TTR Flexi Pension.

Transferring your super to another fund

If your employer provides choice of superannuation fund, you can request they pay your employer contributions to that fund. You can also request your account balance be transferred to that fund. Defined Benefit Division members are not eligible for choice of fund whilst they remain employed in a role eligible to participate in the DBD.

Limit on the amount of super that can be taken into retirement

There's a lifetime limit (or cap) on how much super you can transfer from your accumulation-phase super account(s) to a tax free 'retirement phase' account(s) to receive your pension income. This limit is known as the 'personal transfer balance cap'. There is no single personal transfer balance cap that applies to all individuals. Your personal transfer balance cap will currently be between $1.6 million and $1.7 million, depending on your circumstances. For example, if you start your first retirement phase pension during the 2021-22 financial year, you will have a personal transfer balance cap of $1.7 million.

A transfer balance account will track the net amount you've transferred into the retirement phase as well as debits and credits while in the retirement phase. To view your transfer balance cap and your transfer balance account, please contact the Australian Taxation Office (ATO) or log into the ATO's online services. The general transfer balance cap (which is used to initially determine your personal transfer balance cap) will be adjusted over time in line with the Consumer Price Index (CPI) in $100,000 increments.

Your transfer balance account works in a similar way to a bank account. In general:

- Amounts that you transfer to, or are otherwise entitled to receive from the retirement phase, give rise to a credit (increase) in your transfer balance account. Those credits will include:
  - the value[1] of a newly started retirement pension[2]
  - the value of a reversionary death benefit pension (subject to certain exemptions such as reversionary death benefits pensions payable to children)[3] ; and
  - notional earnings on any excess amount above the transfer balance cap.
- Certain transfers out of the retirement phase give rise to a debit (decrease) in your transfer balance account. Those debits will include:
  - transfers out of the retirement phase (referred to as commutations);
  - certain types of structured settlement for a personal injury that are contributed to super; and
  - family law payment splits.

The above list of debits and credits isn't exhaustive and is included as a guide only.

The general transfer balance cap will be adjusted over time in line with the Consumer Price Index in $100,000 increments. The amount of any available portion of your transfer balance account will be proportionately increased in line with that indexation. Please refer to the Australian Taxation Office (ATO) website at www.ato.gov.au for more information and contact the ATO for specific information about your personal transfer balance cap.

If you exceed your personal transfer balance cap, you'll need to remove the excess amount and notional earnings (which accrue and compound daily from the day you exceed the cap) from one or more retirement phase pensions, and pay tax on the notional earnings related to that excess. If you don't remove the excess amount, the ATO will issue you a determination setting out the amount that you'll need to remove from your retirement phase, and which retirement pension account(s) you'll be required to remove the amount from. If you have more than one retirement phase account, you may be given a choice as to which to withdraw from.

If you do nothing, the ATO will instruct your nominated super fund(s) to reduce your pension by the determined amount and require that reduction to be made within 60 days. If we're nominated by the ATO, we'll also contact you to let you know your options.

A 15% tax applies to the notional earnings of any excess over your transfer balance cap for the first time you have an excess transfer balance amount and increases to 30% for a second and subsequent time you have an excess transfer balance. Notional earnings compound daily at the rate of the general interest charge from the day your transfer cap was first exceeded until the date the breach is rectified.

It's your responsibility to ensure your retirement pension account(s) are within your personal transfer balance cap and carry out any required acts to reduce that excess if necessary.

Given the complexity of the operation of the transfer balance cap, we encourage you to seek advice from a qualified financial adviser before making any changes to your super or retirement pension(s).

Please note

This information is general in nature. Visit www.ato.gov.au for more information, including worked examples.

[1] The ATO provides guidance on the method for valuing defined benefit, lifetime and life expectancy retirement income streams for the purpose of counting that value towards your transfer balance cap. Visit www.ato.gov.au for more information.
[2] Including account based pensions and defined benefit, life expectancy or lifetime income streams but excluding pensions under transition to retirement rules. Visit www.ato.gov.au for more information.
[3] Visit www.ato.gov.au for more information.

Managing your super

Changing jobs

If you change jobs, you don't have to change super funds—you can generally stay with UniSuper. Your account will remain in your existing investment option(s) at the date you leave employment unless you let us know.

At your new place of employment, provided you're eligible to choose your fund, you can nominate UniSuper as your chosen fund for your SG (employer) contributions.

Some employers don't offer the option to choose a super fund, and although your employer contributions will go to another fund, portability legislation generally allows you to transfer the super you accrue in your employer's fund into your UniSuper account once a year. You can retain and also make personal contributions into your UniSuper account at any time.

The *Your super when you leave your job* booklet at **unisuper.com.au/brochures** contains information about what happens.

Portability transfers

If you're working for a UniSuper employer, you can transfer all or part of your accumulation super account balance into another complying super fund. You may request a portability transfer up to four times in each 12-month period. If you're not transferring the entire amount out of your UniSuper account then you must leave at least $6,000 in your account. Partial transfers from an account will be made on a pro-rata basis from the account's investment options in proportion to the balance in each investment option at the time your transfer is processed.

If you transfer a large proportion of your account or your entire account balance from UniSuper to another super fund, your insurance cover (if applicable) may be affected. Please refer to the *Insurance in your super* document at **unisuper.com.au/pds** for more information. The *Portability and rollover form* is also available from our website.

Nominating your beneficiaries

To provide greater certainty about who'll receive your benefit if you die, you have two options for nominating beneficiaries:

- non-binding death benefit nominations, and
- binding death benefit nominations.

The most appropriate nomination will depend on your personal circumstances. As there may be taxation and other implications to consider in nominating your beneficiaries, we recommend you seek professional advice before making your nomination. Regardless of which type of nomination you choose, the Trust Deed and superannuation law sets limits on who your death benefit can be paid to. A death benefit can be paid to your dependants or your legal personal representative, i.e. your estate.

Your dependants include:

- your spouse (including legal or de facto spouse of the same or different sex)
- your children or the children of your spouse (regardless of age)
- any person who was in an interdependency relationship with you at the date of your death, and
- any other persons (irrespective of their age) who, in the opinion of the Trustee, were financially dependent on you at the date of your death.

On your death, any person you've nominated as a dependant will need to prove that they were a dependant at the date of your death.

Definitions

YOUR SPOUSE

- a person to whom you're legally married,
- a person, whether of the same sex or different sex, with whom you're in a relationship that is registered under a prescribed Australian state or territory law, or
- a person, whether of the same sex or different sex, with whom you're not legally married but who lives with you on a genuine domestic basis as a couple.

YOUR CHILD

A child in relation to a UniSuper member or the member's spouse includes, regardless of age, a child, adopted child, foster child, ward or child within the meaning of the Family Law legislation.

ANY PERSON WHO WAS IN AN INTERDEPENDENCY RELATIONSHIP WITH YOU AT THE DATE OF YOUR DEATH

An interdependency relationship may exist between two people (whether or not related by family) if they live together in a close personal relationship, and one or each of them provides the other with financial support, and one or each of them provides the other with domestic support and personal care. If two people have a close personal relationship but don't live together or provide this support or care because either or both of them suffer from a physical, intellectual or psychiatric disability, they may still be deemed to have an interdependency relationship.

YOUR LEGAL PERSONAL REPRESENTATIVE

Your legal personal representative is the executor of your Will or the administrator of your estate if you die without a Will. If your benefit is paid to your legal personal representative, your death benefit will form part of your estate and may be distributed in accordance with your Will (if you have one), or in accordance with the laws that govern people who die without a Will.

NON-BINDING DEATH BENEFIT NOMINATIONS

A non-binding death benefit nomination allows you to nominate who you'd prefer your account balance to be paid to if you die. You can nominate one or more of your dependants and/or your legal personal representative. This nomination isn't binding on the Trustee. If you die, the Trustee must pay your account balance to your dependants and/or legal personal representative, in proportions determined by the Trustee.

So, while a non-binding nomination helps us identify potential beneficiaries, it doesn't:

- guarantee your death benefit will be paid to those you nominate, or
- exclude others from receiving your benefit, if the Trustee determines them to be a dependant.

A non-binding death benefit nomination will remain in place until it's amended or replaced, or until you make a valid binding death benefit nomination.

Once your account has been established, you can make or update non-binding death benefit nominations at any time by logging into your account online.

If you'd like greater certainty that your benefit will be paid to those you nominate, you should consider completing the *Binding death benefit nomination form* available at **unisuper.com.au/forms**.

Defined Benefit Divsion, Accumulation 2 and Accumulation 1 members can also use the relevant section of the *Changing your default options form*.

BINDING DEATH BENEFIT NOMINATIONS

A binding death benefit nomination is a written direction to the Trustee that sets out the dependant(s) and/or legal personal representative you want to receive your benefit if you die, and the proportions payable to each beneficiary. If you have more than one UniSuper account—for example, if you have a super account and a Flexi Pension account—you can make a separate binding nomination for each account.

If your nomination is valid and in effect at the date of your death, the Trustee must pay your benefit in line with your nomination.

UniSuper offers two types of binding death benefit nominations—lapsing and non-lapsing. Your nomination will default to lapsing if you don't make a choice when you complete your binding death benefit nomination.

A valid binding death benefit nomination (lapsing) remains in effect for three years from the date it was first signed, last amended or confirmed. A valid binding death nomination (non-lapsing) won't expire unless you amend or revoke it, so it doesn't need to be confirmed or updated every three years. A binding death benefit nomination doesn't take effect until it has been received and accepted by the Trustee. You can amend your binding death benefit nomination at any time by completing a new *Binding death benefit nomination form* and providing it to us.

You can check your beneficiaries any time by logging into your online account.

What is a valid nomination?

There are certain conditions that must be met for your binding death benefit nomination to be valid. These are:

- the nomination must be in favour of one or more of your dependants and/or your legal personal representative
- each dependant nominated must be your dependant at the date of your death
- the allocation of your benefit among the beneficiaries nominated must be clearly set out
- 100% of your benefit must be allocated (the entire nomination will be invalid if the allocation doesn't equal exactly 100%)
- the nomination must be signed and dated by you in the presence of two witnesses, both of whom are over the age of 18 years and not nominated to receive the benefit or be a Power of Attorney, and
- the nomination must contain a declaration signed and dated by each witness stating that the notice was signed and dated by you in their presence.

If your binding death benefit nomination fails to meet any one of the above conditions, or if it's unclear, it will be invalid.

If you've made a lapsing binding death benefit nomination and would like to continue to bind the Trustee to pay your benefit to your nominated dependants and/or legal personal representative, you need to reconfirm the nomination before it expires. You can do this by providing us with a written notice, signed and dated by you, to that effect. It's your responsibility to ensure the nomination is confirmed before it expires.

Your binding death benefit nomination (whether lapsing or non-lapsing) can be amended or revoked at any time before it expires (if lapsing) by advising us. To amend or revoke your binding death benefit nomination, you must complete a new *Binding death benefit nomination* form and provide it to us.

A valid binding death benefit nomination will override any non-binding beneficiary nomination that you may have previously made.

If a valid binding death benefit nomination expires (if lapsing) or becomes invalid for any reason, it will no longer bind the Trustee. The Trustee will still take your nomination into account when deciding how to pay your death benefit, however, it'll be treated as a non-binding nomination. This means, if you die, the Trustee must identify and pay your benefit to your dependants and/or legal personal representative, in proportions determined by the Trustee.

You'll find more information in the *Binding death benefit nomination* fact sheet available at **unisuper.com.au/factsheets**.

IF YOU DON'T MAKE ANY NOMINATION

If you haven't made a non-binding or binding death benefit nomination when you die, the Trustee must pay your benefit to one or more of your dependants and/or legal personal representatives, in proportions determined by the Trustee. If you don't have any dependants or a legal personal representative at the date of your death, the Trustee must pay your benefit to any other person it determines, as required by superannuation law.

KEEP YOUR NOMINATION UP TO DATE

Regardless of the type of nomination you choose, it's important you keep your nomination up to date. This is especially important if your circumstances change, for example, if you get married, change partner, have a child, or if someone you've nominated as a beneficiary dies or is no longer a dependant.

Administering super

Here we outline more things you need to know about your super.

INACTIVE LOW-BALANCE ACCOUNTS

If your account has been identified as inactive and with a balance of less than $6,000, we're required to send it to the ATO (DBD members are excluded). The ATO will seek to consolidate the amount into an active account you have with another superannuation provider.

WHEN WE CAN'T FIND YOU

Lost members

Generally, you become a lost member in the following circumstances:

- If mail is sent to your last known address at least once and is returned to us unclaimed, or if we've never had an address for you, or
- You've been a member for more than two years and we haven't received any contributions or rollovers within the last five years.

In these circumstances, we may be required to register your details with the ATO Lost Members' Register. For more details, visit the ATO website at www.ato.gov.au.

Unclaimed money

If amounts payable to you become 'unclaimed money' (as defined in super legislation) your account will be transferred to the ATO, where it'll be held on your behalf until you claim it.

Your account will be transferred to the ATO if:

1. a. You've reached age 65, and
   b. UniSuper hasn't received any contributions or rollovers for at least two years, and
   c. after a period of five years since we last contacted you, we've been unable to contact you again after making reasonable efforts, or
2. You're a former temporary resident, at least six months have passed since you departed Australia or your visa has expired or been cancelled and we've received notice from the ATO requiring us to transfer your account balance, or
3. You meet the definition of a lost member, your account doesn't include a defined benefit component and:
   – your account balance is less than $6,000, or
   – UniSuper hasn't received any contributions or rollovers for five years, we've been unable to contact you, and don't believe that we'll be able to pay your super account in the future.

If your account is transferred to the ATO, you'll need to contact the ATO directly to claim your benefit. To check whether you have any unclaimed or lost super, refer to the ATO's website at www.ato.gov.au.

If you're a DBD member, your accumulation component won't be transferred to the ATO in these circumstances.

CONFIRMING TRANSACTIONS AND CHANGES

We're required to confirm certain transactions and changes that occur during your membership, including investment switches, insurance elections, withdrawals, contributions, rollovers and changes to beneficiary nominations.

To obtain confirmation of a transaction or change, call us and quote your member number. You can also email **enquiry@unisuper.com.au** or write to us at:

UniSuper
Level 1, 385 Bourke Street
Melbourne VIC 3000.

HOW TO MAKE A CLAIM

Please notify us of any claim or potential claim as soon as possible. To make a claim, you or your beneficiaries will need to call us on **1800 825 246** or write to us at the address below. Visit **unisuper.com.au/claims** to learn more about our claims process.

Any information required to assess the claim will also need to be provided, some of which will need to be provided at your own cost. If you or your beneficiaries don't agree with our decision in relation to the claim, you may ask for it to be reviewed by the Trustee.

You can do this by contacting us on **1800 825 246** or writing to:

UniSuper Claims Department
Level 1, 385 Bourke Street
Melbourne VIC 3000

FAMILY LAW AND SUPER

Super entitlements form part of the property of a marriage or de facto (same-sex or opposite sex) relationship under Family Law legislation and, in the event of marriage or relationship breakdown, can be split between the parties by agreement or court order. For more detailed information, visit **unisuper.com.au/factsheets** and refer to the *Super and Family Law* fact sheet.

ERROR RECTIFICATION POLICY

We work hard to minimise errors when administering your account. If we identify an issue with your account,then we'll investigate and respond to it in a timely manner. If we discover an error was caused by our administrator or us and it's found to be material, then our policy is to compensate members who were adversely affected if they've acted reasonably.*

Merging multiple accounts

Super legislation requires us to check annually whether members have multiple super accounts with us. We're also required to merge multiple super accounts for individuals where we believe it's in your best interests to do so.

If you have more than one super account with us, we'll merge the accounts so you have only one account balance. In determining your best interests, we'll consider the total amount of fees and charges you're paying for these accounts, including the cost of insurance.

If we merge your accounts, we'll let you know.

If you have a super and a Flexi Pension account with us, you can view them together by logging into your online account—you only need one login to see all your accounts.

* UniSuper will generally use a materiality threshold to determine whether a member's account should be restored. For active members, all impacted accounts must be restored if the loss to the member is greater than 0.3% of the value that would have accumulated without the error. Where a member's account is closed, compensation payments of less than $20 will not normally be made. Where a financial error arises due to miscalculation of fees, restoration must be paid in all cases.

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Printed on environmentally responsible paper.

UNISIBR0012 1121