

Application for reclassification or refund of contributions form



How to use this form

➤ Please use BLACK or BLUE BALL POINT PEN and print in CAPITAL LETTERS. Cross where required X

If you're:

- a UniSuper member, complete sections 1b, 1c, 2, 3 and 4
- an employer, complete all sections
- a clearing house, complete sections 1a, 1b, 1c, 2 and 4



AVOID PROCESSING DELAYS

We make important changes to our forms at times. Check you're using the latest version by comparing the issue date at the bottom of this page with the version at unisuper.com.au/forms.

Important information

Please note that, in some cases, it may not be possible to fulfil your request to reclassify or refund a contribution made for a member. For example, if a member's circumstances change after making a pre-tax contribution, it's not possible to retrospectively reclassify that contribution to post-tax.

Do we have your EFT details for refunds?

If you haven't previously advised us of your EFT details for refunds via our form, why not advise us now? Once we have your details, we'll use them for all refunds. Simply download the form 'Nomination of EFT details for refunds' from our website.

When to use this form

Use this form if you've provided the incorrect contribution classification type to us for a member and wish to reclassify the contribution type, or a contribution was paid in error and you're requesting for all or part of that contribution to be refunded.

It's important to note that under Commonwealth Superannuation legislation, the Trustee of UniSuper can only reclassify or refund a contribution for a member where it's satisfied that the original details provided for the contribution were incorrect at the time the contribution was paid or in certain circumstances, where the payment was made due to a mistake. For the Trustee to consider reclassifying or refunding the contribution, section 2 of this form must be completed providing full details of the circumstances of the error and the statutory declaration in section 4 must also be completed. Supporting documentation must also be attached, or an explanation provided if no supporting documentation exists.

An application for reclassification or refund of a member's contribution requires the member's acknowledgement if the contribution made is over \$1,000. For applications where member acknowledgement is required, section 3 of this form must be completed by the member prior to submitting the form to us.

If a request is being made for more than one member, a separate form is required for each individual member's request.

Circumstances when the Trustee considers requests for reclassification or refunds

The Trustee only considers applications for reclassification or refunds of contributions when:

- in receipt of a fully completed and signed form, providing sufficient details explaining the error, including the member's acknowledgement
- the contribution was made either in the current or last financial year (unless exceptional circumstances exist)
- the contribution was genuinely processed incorrectly in the first instance OR the contribution was not processed in accordance with the member's original instructions at the time the contribution was made.

Privacy statement

We recognise the importance of protecting your personal information and are committed to complying with our privacy law obligations.

We collect your personal information to administer your account, ensure you're eligible for insurance cover, provide you with UniSuper membership benefits, services and products, verify your identity and improve our products and services. You consent to our collecting sensitive information about you, where collecting that information is reasonably necessary for us to perform one or more of our functions or activities. We usually collect personal and sensitive information directly from you, however, it may also be collected from third parties, such as your employer.

We may also collect this information from you because we're required or authorised by or under an Australian law or a court/tribunal order to collect that information. If you don't provide this information, we may not be able to administer your account, provide you with a product or service or you may be disadvantaged in some other way.

We may disclose your information to any service provider we engage (for example mail-houses, auditors, insurers, actuaries, lawyers and research consultants) to carry out or help us provide your membership benefits, services and products. This includes overseas entities. The countries we may disclose personal information to are Japan, Canada and the United States of America. Where information is transferred overseas, we'll seek to ensure the recipient of the data has security systems to prevent misuse, loss or unauthorised disclosure in line with Australian laws and standards. Our Privacy Policy contains information about how you can access any personal information we hold, how to correct your information and how to make a complaint about a breach of the Privacy Act. It's available at unisuper.com.au or by calling us on **1800 331 685**.



SECTION 4 — Continued

I acknowledge and agree that I am responsible for any matters arising out of this application and shall indemnify the Trustee against all costs, expenses and other liabilities incurred in connection with or arising out of this application and/or in respect of the reclassification or refund of the contribution above.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

Surname

Given name

Signature of person making this declaration

Declared at (*place*)

Date (*DDMMYYYY*)

Before me, (*insert full name of person before whom the declaration is made*)

Signature

(*signature of person before whom the declaration is made*)

Full name, qualifications and address (*of person before whom the declaration is made - in printed letters*)

Note 1: A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years.

Note 2: Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* - see section 5A of the *Statutory Declarations Act 1959*

List of persons who are authorised to sign statutory declarations

- Chiropractor
- Dentist
- Just of the Peace
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Pharmacist
- Police officer
- Physiotherapist
- Psychologist
- Teacher
- Veterinary surgeon
- government authority with two or more years continuous service

For a full list of persons authorised to sign a statutory declaration, visit the Attorney-General's Department website at www.ag.gov.au.

Member residing overseas

For members residing overseas, people authorised to certify personal documents are listed below:

- An employee of the Commonwealth who is:
 - In a country or place outside of Australia; and
 - Authorised under paragraph 3(c) of the Consular Fees Act 1955; and
 - Exercising his or her function in that place



HOW TO RETURN THIS FORM

Please return this completed form and statutory declaration, together with supporting evidence to enquiry@unisuper.com.au.

If you'd prefer to submit a paper application, please return the completed form together with supporting evidence to:

UniSuper
Level 1, 385 Bourke Street
Melbourne Vic 3000



NEED HELP?

For more information:

- email enquiry@unisuper.com.au, or
- call 1800 331 685.