Your guide to pensions

Flexi Pension

Product Disclosure Statement issued 1 October 2018
by UniSuper Limited ABN 54 006 027 121 AFSL No. 492806
ABOUT THIS PRODUCT DISCLOSURE STATEMENT

This product disclosure statement (PDS) has been prepared and issued by UniSuper Limited as Trustee of UniSuper. This PDS is for current UniSuper members who are considering a Flexi Pension.

The information provided in this PDS is of a general nature only and does not take into account your personal financial situation or needs. You should therefore consider whether it is appropriate for your circumstances before relying on it. If you would like advice, you should obtain financial advice tailored to your personal circumstances before making a decision about this product.

Applications from outside Australia may not be accepted.

This PDS describes the important features of membership, including the benefits and risks and how fees, costs and taxes may apply. The information in this PDS will help you make important choices about your pension. If you’d like a copy, call us on 1800 331 685 or email enquiry@unisuper.com.au.

It’s important that you read this PDS in conjunction with UniSuper’s How we invest your money booklet, Risks of super booklet and the What happens to your inbuilt benefits if you choose Accumulation 2 booklet (if you’re a DBD member applying for a transition to retirement (TTR) pension) before making any investment decisions for your Flexi Pension. These booklets are incorporated by reference in this PDS and are available on request free of charge. The material in this booklet may change between the time you read this PDS and the day you acquire the product.

To the extent that this PDS contains any information which is inconsistent with the UniSuper Trust Deed and Regulations, (together, the ‘Trust Deed’), the Trust Deed will prevail.

UniSuper Management Pty Ltd, SuperRatings Pty Limited and Chant West Pty Limited have consented to their logo and/or statements being included in this booklet, in the form and context in which they have been included, and consent has not been withdrawn as at the date of this booklet.

IN THIS PDS

UniSuper is referred to as UniSuper or the Fund, ABN 91 385 943 850.

UniSuper Limited is referred to as UniSuper or the Trustee, ABN 54 006 027 121, Australian Financial Services Licence (AFSL) No. 492806. The Trustee has delegated administration of UniSuper to USM, which is wholly owned by USL in its capacity as UniSuper’s Trustee.

UniSuper Management Pty Ltd is referred to as USM, ABN 91 006 961 799, (AFSL) No. 235907.

The value of your investments can go up or down and investment returns can be positive or negative. The Trustee does not guarantee the performance of the Fund’s investment options.

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SuperRatings, a superannuation research company, named UniSuper’s Flexi Pension product ‘Pension of the Year’ at its 2017 awards. The product has also achieved a 10-year Platinum Performance rating. Go to www.superratings.com.au for details of its rating criteria. SuperRatings doesn’t issue, sell, guarantee or underwrite this product.

Chant West awarded UniSuper ‘Pension Fund of the Year’ in both 2017 and 2018. UniSuper was also awarded ‘Best Fund: Advice Services’ in 2017. UniSuper’s accumulation products have received a 5 Apples rating.

For information about the methodology used, see www.chantwest.com.au. Chant West has consented to the inclusion of its logos in the form and context in which they are included.
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Flexi Pension application form

CHANGES TO THIS PDS
Information in this PDS may change from time to time. Where
the changes aren’t materially adverse, updated information will be
available at unisuper.com.au or by calling 1800 331 685. You can request
a paper or electronic copy of updated information without charge.
About our Flexi Pension

A UniSuper Flexi Pension lets you manage your retirement savings your way.

Benefits

By choosing a Flexi Pension, you get:
- the flexibility to choose your annual income and how often you’re paid—within certain limitations (which you can read about on page 7).
- your savings can continue to be invested in our range of investment options—see How we invest your money at unisuper.com.au for more about our options.
- access additional money whenever you need it1
- payments are generally tax-free—read more about how this works on page 29
- access your account online anytime wherever you are.

When can you start a Flexi Pension?

You can open an account once you’ve satisfied a ‘condition of release’ that allows you to access your preserved benefits (see page 32). For example:
- you’ve permanently retired after reaching your preservation age (retirement is not required if starting a TTR pension) your preservation age
- you’re 60 or over and have ceased employment, or
- you’ve turned 65.

How much you need to open a Flexi Pension

You need to have a minimum opening balance of at least $25,000.

If you’re opening a Flexi Pension to transition to retirement (TTR), you must also leave at least $1,000 in your accumulation account (or, for DBD members, accumulation component). See page 16 to 18 for more information about TTR.

GET YOUR SUPER TOGETHER BEFORE YOU OPEN YOUR FLEXI PENSION

Once you’ve opened your Flexi Pension, you can’t add any more money to it—you’ll need to open another account to do so or close your existing one and put it all into a new one.

So it’s important to gather any super you might have in other funds or money outside of super that you want to put towards a Flexi Pension into one UniSuper account before opening a Flexi Pension. Some funds may charge an exit fee when you leave them. You should also check whether exiting other funds could affect any other entitlements (like loss of insurance cover).

How does a Flexi Pension work?

A Flexi Pension account provides a regular income with flexibility. Opening a Flexi Pension is free.

1 Restrictions may apply – see ‘Easy access to your money’ on page 5 for more information.
Are you a Defined Benefit Division (DBD) member?

STARTING A PENSION WITH YOUR DEFINED BENEFIT COMPONENT

If you use your defined benefit (DB) component to purchase a Flexi Pension, your DBD account will be closed. If you’re under 65, still working and receiving 17% employer contributions, you’ll become an Accumulation 2 member. If you’ve already deferred your defined benefit account (so you’re only receiving superannuation guarantee contributions), you’ll become an Accumulation 1 member.

If you’re aged 65 or over and you access part of your DB, you’ll become an Accumulation 1 member. All future employer and member contributions will be made to that account.

If you have any remaining DB component, it will be converted into accumulation super and transferred in line with your existing ‘future contributions strategy’, which you can check online.

WHAT HAPPENS TO YOUR INSURANCE

If you transfer to Accumulation 2, your DBD inbuilt benefits will be cancelled and will transition to external Death, Total and Permanent Disablement (TPD) and Income Protection cover through our insurer, if you’re eligible. For more information, read the What happens to your inbuilt benefits if you choose Accumulation 2? booklet at unisuper.com.au/pds.

If you only use your accumulation component to start your pension, you’ll remain a DBD member and retain your DB entitlements.

How much you can transfer into a Flexi Pension

There’s a limit on how much you can transfer from your super accounts to retirement-phase accounts (like our Flexi Pension)—known as the transfer balance cap. The cap:

→ is currently $1.6 million
→ includes the total amount transferred from any super accounts you have to any retirement-phase accounts, including defined benefit schemes
→ is monitored by the ATO
→ doesn’t include TTR pensions (until you reach 65 or let a fund know you’ve met a specified condition of release).

It’s important you know how much you have in total, as there are tax consequences for breaching the cap. Read more about this on page 31.

Contact the ATO directly for specific information about your personal transfer balance cap.

How long your Flexi Pension will last

Your Flexi Pension will continue until the balance reaches zero. How long this takes depends on your opening balance, investment returns (positive or negative), your annual pension payments, any lump-sum withdrawals you make, any applicable taxes, and fees and costs deducted from your account.

To close your pension or transfer some funds back to your super account, complete the Transfer your Flexi Pension to a super account application form available at unisuper.com.au or by calling us on 1800 331 685.

Government benefits

If you purchase a Flexi Pension, Centrelink and/or the Department of Veterans’ Affairs will apply the assets test and income test to determine your eligibility for a social security or Veterans’ Affairs benefit or allowance.

Your entire pension account balance counts towards the assets test, and Centrelink deeming rates will generally be applied to your account balance to determine the amount that counts towards the income test.
If you receive a government benefit, Centrelink may periodically require information about your UniSuper pension. We regularly produce Centrelink schedules which we provide directly to Centrelink as a service to our members.

It’s important to stay up to date with changes that may be made to the income and assets tests from time-to-time. To check how any legislative changes may affect you, we recommend you speak to a qualified financial adviser. If you’d like to speak to an adviser, call UniSuper Advice on 1800 823 842 or email advice@unisuper.com.au.

You can also contact Centrelink (www.humanservices.gov.au) and/or the Department of Veterans’ Affairs (www.dva.gov.au) for more information.

**Easy access to your money**

You can make one-off withdrawals of at least $2,000 from your Flexi Pension at any time if you have enough money in your account. For TTR Flexi Pensions, this is only available in very limited circumstances (see page 16).

Withdrawals are usually paid within five business days of receiving your request into the same bank account you nominate for your regular pension payments – log into your account to manage these details.

You can also ‘commute’ your Flexi Pension (i.e. convert all or part of it to a lump sum) to purchase another account-based pension or transfer it to a super account.

If you’re considering this option, you should speak to a qualified financial adviser to discuss the implications of closing your pension and commuting it to a lump sum or back to super.

If you choose to close your Flexi Pension and you have an active accumulation account, the transferred balance will be invested in line with your rollover strategy. If you don’t have a rollover strategy, it will be invested in UniSuper’s default investment option (Balanced). If you don’t have an active accumulation account, we’ll establish a new Accumulation 1 account for you, and the transferred balance will be invested in the Balanced option, our default investment option.

To close your pension, complete the Transfer your Flexi Pension to a super account application form available at unisuper.com.au or by calling us on 1800 331 685.
How to apply

Joining one of Australia’s best super funds has never been easier.
→ Join online by logging into your account at unisuper.com.au and following the prompts\(^1\) or
→ Fill out and return the *Flexi Pension application form* at the back of this PDS.

**Before opening a Flexi Pension**

→ If you’re under 60, you’ll need to complete an ATO *Tax file number declaration* when opening a Flexi Pension.
→ Ensure you claim a tax deduction for any personal contributions you’ve made before starting a pension.
→ Consider combining any super from other funds into your UniSuper account before you start your Flexi Pension.

**Once we receive your application**

We’ll process your application and open your pension as soon as we receive your correctly completed documents and, if required, have confirmed your employment details with your employer and processed any transfers you’ve requested.

We’ll let you know once your new Flexi Pension is open and includes details of:
→ your payments will start,
→ your gross annual pension income,
→ your chosen investment options and,
→ if applicable, the payment period you’ve chosen (which you can read more about on page 8).

Until your pension commences, your super will remain invested in your existing account according to your chosen investment options, and any delays in receiving transfers (i.e. rollovers) from other funds or finalising payments may affect the amount used to establish your pension.

**Changing your mind (cooling-off period)**

You get 14 days from when you commence a Flexi Pension (except for TTRs) to cancel it if you change your mind.

This cooling-off period starts from the earlier of:
→ the date you receive your pension confirmation letter, or
→ the end of the fifth business day after your pension is opened.

To withdraw your application, you must advise us in writing within the cooling-off period. You won’t be charged for withdrawing your application within the cooling-off period. Your balance will be paid as a lump sum, minus any taxes or payments already made to you. Your balance may also be adjusted for any market movements in that time.

This means that the amount you receive back may differ from the original amount used to open your pension.

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\(^1\) The online application isn’t yet available to all members. We’ll update our website with more information as we roll out the feature more broadly.
Annual pension payments

Each financial year, you’ll need to choose how much income you’d like—based on set government minimums. We’ll write to you at the beginning of each financial year outlining your annual minimum for that year.

Different rules apply for TTR Flexi Pensions—read more about this on pages 16 to 18.

HOW MUCH INCOME YOU’LL RECEIVE

The following table shows the minimum annual payments you must take as a percentage of your account balance. Minimum payments are calculated on 1 July each year.

<table>
<thead>
<tr>
<th>YOUR AGE WHEN YOU START YOUR PENSION AND THEN EVERY 1 JULY</th>
<th>THE MINIMUM % OF YOUR BALANCE YOU MUST TAKE</th>
</tr>
</thead>
<tbody>
<tr>
<td>55 – 64</td>
<td>4%</td>
</tr>
<tr>
<td>65 – 74</td>
<td>5%</td>
</tr>
<tr>
<td>75 – 79</td>
<td>6%</td>
</tr>
<tr>
<td>80 – 84</td>
<td>7%</td>
</tr>
<tr>
<td>85 – 89</td>
<td>9%</td>
</tr>
<tr>
<td>90 – 94</td>
<td>11%</td>
</tr>
<tr>
<td>95 or older</td>
<td>14%</td>
</tr>
</tbody>
</table>

How your minimum annual pension payments are calculated

Your minimum annual payment is calculated by multiplying your opening account balance by your age-based percentage factor at the start of each financial year (see the previous table).

Minimums aren’t recalculated if you make a withdrawal during the year.

If you don’t have enough in your account to meet minimum pension payments in any given financial year, you’ll need to take a pro-rata amount before withdrawing a lump sum.

PAYMENTS DURING YOUR FIRST YEAR

Payments in your first year are calculated in proportion to the number of days between your account’s opening date and the following 1 July. This means your income will be a portion of what you would’ve received in the full financial year. No minimum payments are required for the financial year if you open your pension between 1 June and 30 June. If you don’t want to receive a payment in June, you can specify this when you apply. The following example shows how this works.

Your payments

One of the benefits of a Flexi Pension is the flexibility to choose how much you get and how often. Here are some things to be aware of when setting up your payments.
**Example – Calculating regular payments for a pension that starts during the financial year**

If John purchased his Flexi Pension on 1 April 2018, his pension payments for the remainder of the financial year are based on the number of days between the purchase date and the end of the financial year (in this case, 91 days).

John has selected annual pension payments of $16,000. The actual pension payable to John for the rest of the financial year is calculated as follows:

\[
\text{\$16,000 \times 91 \text{ days} \div 365 \text{ (days in the year)} = \$3,990} \text{ (which is \$3,989.04 rounded to the nearest \$10)}
\]

Assuming John selects monthly payments, his monthly pension payments will be:

\[
\text{\$3,990 \div 3} \text{ (which is the number of months remaining until the end of the financial year)} = \text{\$1,330 (rounded to the nearest \$10)}
\]

This amount will be paid into his nominated bank account by the 28th of the month in April, May and June.

**When are payments made?**

You can receive your pension payments when it suits you:

- → fortnightly
- → monthly
- → quarterly (March, June, September and December)
- → half-yearly (June and December), or
- → annually (any month you like).

You must tell us when you want to receive your payments before you start getting paid. You can change your frequency any time online. If you don’t nominate a frequency, you’ll receive your payments monthly.

Payments are made into your nominated bank account(s) by every second Friday for fortnightly payments, or by the 28th of each month you choose for all other payment frequencies. If your account is held with a credit union, you may not be able to access your pension payment on these days, as some credit unions take longer to clear funds.

You can change your bank account, payment frequency and other personal details online. Log in to your account and select the ‘Your payments’ option from the ‘Pension payments’ tab menu. If you’re not registered for online access, follow the prompts from the ‘Login’ screen at unisuper.com.au.

**THE IMPACT OF CHANGING YOUR PENSION PAYMENT FREQUENCY**

If you change your payment frequency, the amount of your future payment(s) will be based on the income you haven’t yet taken.

**Example**

Mary has selected annual pension payments of $15,200, which are paid in fortnightly amounts of $580 (rounded to the nearest $10). She has already received two fortnightly payments for the year. On 1 August, she writes to us to request quarterly payments. There are four quarterly payments for the remainder of the year, with the next one due in September.

Mary’s quarterly pension payments for the rest of the financial year are calculated as follows:

\[
\text{\$15,200 (the annual pension payments she has selected) \div 4 (quarterly payments remaining in the year) = \$3,800 per quarter.}
\]

When are payments made?
Choose how to invest your money

With a Flexi Pension, you get to choose how your money’s invested.

Before deciding how you’d like to invest your money, you should consider:

→ your risk profile
→ if you’ll be receiving money from other sources (like the Government Age Pension)
→ how long you think you need your savings to last.

Learn more about our range of investment options, how they’re invested, the different asset classes and the different levels of risk associated with each option by reading our How we invest your money booklet.

It also contains general information to help you determine your own investment needs and make an investment decision based on those needs.

Changing your investment options

You can switch your investment options online anytime by logging into your account at unisuper.com.au. You can also see how your balance is invested by asset class and get a breakdown of the major holdings you’re invested in.

The first investment switch per financial year is free—second and subsequent switches incur an $11.10 fee (see page 28 for more information).

If you don’t make an investment choice

If you don’t choose an investment option, your Flexi Pension will automatically be invested in the Balanced option—our default investment option.

MORE INFORMATION

Read our How we invest your money booklet for important information about the risks of investing and how our options are structured before making a decision. It’s available at unisuper.com.au/pds or call us and we’ll send you a copy free of charge.

Choose which investments to take your regular payments from

If your balance is invested in more than one option, you can choose where payments (and lump-sum withdrawals) come from—this is also known as drawdown. You can choose between three ways:

→ ’Default’ – payments are made from the default drawdown order (see the following page)
→ ’Your choice’ – you choose the order of options your payments are made from
→ ’Pro-rata’ – payments are made in proportion to the balances held in each option at the time of payment.

You can update this anytime by logging into your account at unisuper.com.au.
What happens if you don’t decide?

If your balance is invested in more than one option and you don’t choose how your pension and lump sum withdrawals are paid, your payments will be deducted from your investment options in the following order.

1. Cash
2. Australian Bond
3. Conservative
4. Conservative Balanced
5. Diversified Credit Income
6. Balanced
7. Sustainable Balanced
8. Growth
9. High Growth
10. Sustainable High Growth
11. Listed Property
12. Australian Shares
13. International Shares
14. Global Environmental Opportunities
15. Australian Equity Income
16. Global Companies in Asia

YOUR CHOICE

With this method, you choose the order of options your payments come from.

If there’s no balance in an investment option you’ve chosen, the payment will come from the next option you’ve chosen that has a balance.

If the payment amount is higher than what’s in the option you’ve chosen, part of the payment will be made from the balance of that option, with the remainder coming from the next nominated option with a balance in it.

Example

Sam uses the ‘Your choice’ option to choose:

1. Conservative
2. Cash
3. Growth
4. High Growth.

This means that his payments will come from Conservative first until the balance in this option reaches zero. His payment will then come from Cash, until the balance reaches zero, and so on.

Once your chosen investment options have been exhausted, the default order applies.

It’s important to review this order from time-to-time. As your payments come out, the spread of your account balance across your chosen options will change, and the number of different assets or asset classes your balance is invested in will reduce. Over time, your account may reflect a strategy that’s quite different from your original selection, and you should think about whether this is appropriate for your financial needs and circumstances.

PRO-RATA

With this method, pension payments and lump sum withdrawals are drawn from your investment options in proportion to the balance in each investment option at the time of payment.

Example

Jordan’s balance is invested in 60% Cash and 40% Conservative Balanced.

By choosing pro-rata, their payments will come proportionally from each investment option – so 60% from Cash and 40% from Conservative Balanced.
Your super doesn’t automatically form part of your estate, so it’s important to nominate a beneficiary to receive your super when you die.

Nominating a beneficiary will give you peace of mind and save your loved ones time and stress down the line.

How to nominate

When you die, UniSuper is required to pay the remaining balance of your Flexi Pension (if any) to one or more of your dependants and/or your legal personal representative. To provide greater certainty about what happens to your pension when you die, you have three options to choose from:

→ Reversionary beneficiary
→ Binding nomination (lapsing or non-lapsing)
→ Non-binding nomination

You can also choose to do nothing and leave it up to the Trustee, who’ll evaluate your personal circumstances and determine your eligible beneficiaries.

The most appropriate nomination will depend on your personal circumstances. As there may be taxation, Centrelink and other implications to consider when nominating your beneficiaries, we recommend you seek financial advice before making your nomination.

Reversionary beneficiary nomination

A reversionary beneficiary nomination ensures your pension continues to be paid as an ongoing income to an eligible dependant after you die. It isn’t paid as a lump sum unlike binding or non-binding beneficiary nominations.

If you nominate one of your dependants as your ‘reversionary beneficiary’, the balance of your pension will revert to them as a reversionary pension after your death. It’s paid once the Trustee is satisfied that the person you’ve nominated is still a valid reversionary beneficiary. You can’t split your death benefit between your reversionary beneficiary and other dependants. Reversionary nominations override any binding nominations you may have.

To make a reversionary beneficiary nomination, nominate one as part of opening a Flexi Pension account online, or complete the relevant section of the Flexi Pension application form at the back of this PDS.

WHO CAN I NOMINATE?

Eligible dependants to receive a reversionary pension include:

→ a spouse,
→ a child,
→ a financial dependant (at the time of your death), or
→ an interdependent (both at the time of nomination and at the time of your death).
You can’t nominate a child aged 18 or older unless they’re:

\( \rightarrow \) between age 18 and 25 and financially dependent on you immediately before your death, or

\( \rightarrow \) disabled within the meaning of the Disability Services Act 1986 (Cwlth).

If a child receives a reversionary pension, they’ll continue to receive the pension until age 25, unless the account balance reduces to zero earlier. Once the child turns 25, they’ll receive the remaining balance as a lump sum. However, if the child is disabled, they’ll continue to receive a pension until the account balance reduces to zero.

**Changing your beneficiary**

If you make a reversionary beneficiary nomination for your Flexi Pension, it will override any other death benefit nomination you have made. Any death benefit nomination you make for any other UniSuper accounts you have won’t be affected by your reversionary beneficiary nomination.

**POTENTIAL IMPACTS ON GOVERNMENT ENTITLEMENTS**

Before deciding to nominate or remove a reversionary beneficiary, we recommend you speak to a qualified financial adviser, as there may be Centrelink or Department of Veterans’ Affairs implications.

For example, updating or removing a reversionary beneficiary may affect the amount of your pension payments that are assessable for the income test.

**Binding death benefit nomination**

A binding death benefit nomination is a written directive that sets out which of your dependants or legal personal representatives you want to receive your account balance after you die. If the nomination is valid and still in effect, we have to pay your account balance to the beneficiaries in the proportions you’ve nominated.

\( \rightarrow \) You decide who receives your super and in what portions (some restrictions apply and your nomination must be valid).

\( \rightarrow \) Can be **lapsing**, which means you have to update it every three years, or **non-lapsing**, which means it will stay valid until you change or revoke it, or becomes invalid for another reason.

\( \rightarrow \) Requires two witness signatures signed at the same time.

A valid binding death benefit nomination overrides any non-binding beneficiary nomination you’ve made.

Binding death benefit nominations may have implications for DBD members who joined before 1 January 1990—read our **Binding death benefit nomination fact sheet and form** available at unisuper.com.au or by calling us on 1800 331 685.

There may be tax implications if your beneficiary doesn’t meet the definition of ‘dependant’ for tax purposes.

Make, amend or revoke binding death benefit nominations any time by completing a **Binding death benefit nomination form**.

If you have more than one UniSuper account, you’ll need to submit a valid binding nomination for each account.

**MORE INFORMATION**

Read our **Selecting a reversionary beneficiary** fact sheet and form at unisuper.com.au/forms.

MORE INFORMATION

Read our **Binding death benefit nomination** fact sheet and form at unisuper.com.au/forms.
Non-binding beneficiary nomination

A non-binding nomination allows you to nominate who you’d prefer your account balance to be paid to after you die.

→ You can nominate one or more of your dependants and/or your legal personal representative.

→ These aren’t binding on our Trustee

→ We’ll decide who receives your super, taking into consideration your nomination, circumstances (e.g. if you have any other dependants) and the relevant laws at the time of your death.

→ This nomination won’t expire unless you change or revoke it.

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.

Like with binding nominations, there may be tax implications if your beneficiary doesn’t meet the definition of ‘dependant’ for tax purposes.

To make a non-binding beneficiary nomination, log in to your account and select ‘Beneficiaries’ or complete the relevant section of the Flexi Pension application form at the back of this PDS.

Keep your nomination up to date

Regardless of the type of nomination you choose, it’s important you keep your nomination up to date, especially if your circumstances change (e.g. you get married, change partner, have a child, or someone you have nominated dies or ceases to be a dependant).

Log in to your account to check your beneficiaries.
If you don’t make a nomination

If you haven’t nominated any beneficiaries, when you die the Trustee must pay the remaining balance of your pension (if any) 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 will pay your remaining balance to any other person it determines, as required by superannuation law.

Definitions

DEPANTANT
Your dependants include:
→ your spouse (including legal or de facto spouse of same sex or opposite 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
→ any other persons (irrespective of age) who, in the opinion of the Trustee, are or were financially dependent on you at the date of your death.

SPOUSE
The definition of spouse for a UniSuper member is:
→ a person to whom you are legally married
→ a person, whether of the same sex or opposite sex, with whom you are in a relationship that is registered under a relevant Australian State or Territory law, or
→ a person, whether of the same sex or opposite sex, with whom you are not legally married but who you live with on a genuine domestic basis as a couple.

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

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

INTERDEPENDENCY RELATIONSHIP
An interdependency relationship may exist between two people (whether or not related by family) if, for example, they live together in a close personal relationship, and one or each of them provides the other with: financial support, and 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, or because they are temporarily living apart, they may still be deemed to have an interdependency relationship.

Before any benefit can be paid to a person with whom you had an interdependency relationship, the Trustee requires a statutory declaration that sets out the nature of your interdependency relationship.

You can make this statutory declaration at the same time that you make your nomination, or it can be made after your death by the person with whom you had an interdependency relationship. This statutory declaration can be made on the Applying for a death benefit form, which is available by calling us on 1800 825 246.
Transition to retirement (TTR) rules allow you to access some of your super while you’re still working, provided you’ve reached your preservation age.

**What is TTR?**
Starting a TTR Flexi Pension may allow you to maintain your income while you’re winding back on work.

**How it works**
It works alongside your super account and may reduce the overall tax you pay. Since you’re still working, employer contributions mean your super balance continues to grow. And at the same time, you receive income payments, from your TTR Flexi Pension, directly into your bank account.

**WHEN YOU CAN START**
You can start a TTR pension if you’ve reached your preservation age (see page 32 for details).¹

There are no minimum or maximum hours that you must work.

You need to transfer at least $25,000 of your super account balance into a Flexi Pension account. To make this transfer, you can use part or all of your:

- defined benefit component², and/or
- accumulation component/account

If you use only a portion of your accumulation component/account, you must leave at least $1,000 in your accumulation component/account.

¹ Restrictions apply for temporary residents – see the application form at the end of this PDS for details.

² If you’re a DBD member and want to open a Flexi Pension, read the important information on page 4.

The easiest way to find out if you’re eligible to open a TTR Flexi Pension is to call us on 1800 331 685.

**LIMITED ABILITY TO MAKE LUMP-SUM WITHDRAWALS**
You can make one-off withdrawals from a TTR Flexi Pension in very limited circumstances, including:

- accessing any unrestricted non-preserved benefits
- paying a superannuation surcharge tax liability
- giving effect to a Family Law payment split
- giving effect to an ATO release authority under income tax legislation.

Once you reach age 65 or let us know you’ve met a condition of release allowing unrestricted access to your super (e.g. retired from the workforce or terminate employment from age 60), your TTR Flexi Pension will become a standard Flexi Pension, and you can make full or partial withdrawals from your balance as needed. Any money you have in the pension will also count towards the transfer balance cap. Read more about this on page 31.
**Accumulation 1 and 2, and Personal Account members**

If you’re an Accumulation 1, Accumulation 2 or Personal Account member, you can use part or all of your balance to start a TTR Flexi Pension. If you use a portion of your balance, you must leave at least $1,000 in your super account. While you’re still employed, you’ll remain an Accumulation 1, Accumulation 2 or Personal Account member and your employer and member contributions will continue to be paid into your super account.

**Defined Benefit Division members**

If you’re a DBD member, you can use all or part of your defined benefit (DB) component or accumulation component to start a TTR Flexi Pension. However, if you use any part of your DB component to open a Flexi Pension, you’ll cease to be a DBD member. This is because your benefit will be converted to an accumulation benefit and used to purchase your pension.

Read more about how this works on page 4.

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**Your payments**

**MINIMUM ANNUAL PENSION PAYMENTS**

The same minimum annual payments that apply to standard Flexi Pensions also apply to TTR Flexi Pensions—see page 7.

**MAXIMUM ANNUAL PENSION PAYMENTS**

Your annual payments are limited to a maximum of 10% of your account balance at the start of each financial year (or your initial account balance for the first year). This maximum limit is recalculated on 1 July each year, based on your account balance at that time.
Tax on investment earnings

Generally, if you’re retired and you commence a Flexi Pension, no tax will be applied to investment earnings. Investment earnings on TTR Flexi Pensions are subject to tax of up to 15%—in line with other investment earnings in super.

If you reach age 65 or notify us that you meet a condition allowing unrestricted access to super (such as retirement) before reaching age 65, tax will no longer apply to investment earnings on a TTR Flexi Pension unless you exceed the $1.6 million transfer balance cap. Your TTR pension will then be treated as a standard retirement-phase pension and the standard fees for a Flexi Pension and the transfer balance cap will apply.

Is your insurance cover affected?

As long as you continue to have an accumulation component or account and meet all other eligibility criteria, any insurance cover you have within your accumulation component/account will continue.

If you have insurance cover:
→ your Total & Permanent Disablement (TPD) insurance stops at age 70
→ your Death-only insurance stops at age 75
→ your Income Protection insurance stops at age 65.

How to apply for a TTR Flexi Pension

Complete the relevant sections in the Flexi Pension application form at the back of this PDS.

Closing your TTR Flexi Pension

You can transfer (or commute) your TTR pension to purchase another pension or close your pension and return the account balance to a super account at any time.
Different strategies may carry different levels of risk, depending on the assets that make up the strategy. Those assets with the highest potential return over the longer term (such as equities) may also have the highest risk of losing money in the shorter term.

Investment risks associated with a Flexi Pension include the risk of negative returns from a specific investment, risk of underperformance by an investment manager, market risks, risks associated with poor performance by investments in particular markets or countries, currency risk, credit risk, cyber risk, operational risk, legislative risk, inflation risk, liquidity risk and risks associated with the use of derivatives.

Other risks include potential changes to legislation and taxes that may apply in the future, the risk that events beyond our control may impact UniSuper’s administration, including our ability to process transactions, and the risk that UniSuper’s Trust Deed or fees and costs may change.

There’s also a risk that UniSuper may discontinue a particular investment option in the future or make changes to the investment strategy or objective of an option. (We would give you advance notification if any investment options were to be discontinued.)

When considering your investment in super, it’s important to understand that:

- the value of investments will vary and go up and down
- the level of investment returns will vary and future returns may differ from past returns
- investment returns are not guaranteed and you may lose some of your money
- super and pension laws may change in the future
- your future savings (including contributions and returns) may not be enough to provide adequately for your retirement
- that you may outlive your income payments (longevity risk)
- the appropriate level of risk for you will depend on a range of factors including your age, your investment time frame, your other investments, and your personal risk tolerance.

The *Risks of super* booklet details these (and other) significant risks of super and pensions.

**FURTHER READING**

You should read the *Risks of super* booklet before making a decision. The material in *Risks of super* may change between the time you read this PDS and the day you acquire the product. It’s available at [unisuper.com.au/pds](http://unisuper.com.au/pds) or call us and we’ll send you a copy free of charge.
These fees and other costs may be deducted from your money from the returns on your investment or from the assets of the superannuation entity as a whole.

Other fees, such as activity fees and advice fees for personal advice, may also be charged, but these will depend on the nature of the activity or advice chosen by you.

Taxes are set out in another part of this document.

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

The fees and other costs for the Balanced option and our other options are set out on page 24.

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**Consumer advisory warning**

**DID YOU KNOW?**
Small differences in both investment performance and fees and costs can have a substantial impact on your long-term returns.

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

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

You, or your employer as applicable, may be able to negotiate to pay lower fees. Ask the fund or your financial 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.moneysmart.gov.au) has a superannuation calculator to help you check out different fee options.

* This text is required by law to be included in all PDSs. Please note, however, thatUniSuper’s fees are set at a competitive level that is consistent with effective management and are not negotiable by members.

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**CHANGES TO FEES AND COSTS**
If changes (which aren’t materially adverse) are made to fees and costs, updated information will be available at unisuper.com.au. You can request a paper or electronic copy of updated information without charge.
<table>
<thead>
<tr>
<th>TYPE OF FEE</th>
<th>AMOUNT</th>
<th>HOW AND WHEN PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment fee (Flexi Pension)</td>
<td>Balanced investment option:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.31% per year</td>
<td>The investment fee accrues daily and is deducted from the Balanced investment option and any other option(s) you’re invested in (as relevant).</td>
</tr>
<tr>
<td>Investment fee (Flexi Pension – TTR)²</td>
<td>Balanced investment option:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.38% per year</td>
<td></td>
</tr>
<tr>
<td>Administration fee (Flexi Pension except TTR pensions)</td>
<td>$96 per year ($8 per month) PLUS 0.16% of your account balance per Flexi Pension account, capped at $1,250 per account per financial year.</td>
<td>$8 is deducted from your account monthly in arrears, regardless of the payment frequency you have chosen. 0.16% of your account balance (capped at $1,250 per financial year) is deducted from your account on a six-monthly basis, based on your account balance before investment earnings are applied.</td>
</tr>
<tr>
<td>Administration fee (Flexi Pension – TTR)²</td>
<td>Nil for each TTR Flexi Pension</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Buy-sell spread</td>
<td>Nil</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Switching fee</td>
<td>The first switch per pension account in each financial year is free of charge. Any subsequent switches within that financial year will incur an $11.10 switching fee on the date the switch becomes effective.</td>
<td>This fee is deducted proportionally from the investment options you have chosen on a pro-rata basis.</td>
</tr>
<tr>
<td>Exit fee</td>
<td>Nil</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Advice fee³</td>
<td>Nil</td>
<td>Not applicable</td>
</tr>
<tr>
<td><strong>OTHER FEES AND COSTS⁴</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indirect cost ratio (ICR) (Flexi Pension)</td>
<td>Balanced investment option:</td>
<td>The ICR accrues daily and is deducted from the Balanced investment option and any other option(s) you’re invested in (as relevant).</td>
</tr>
<tr>
<td></td>
<td>0.10% per year</td>
<td></td>
</tr>
<tr>
<td>Indirect cost ratio (ICR) (Flexi Pension – TTR)¹²⁵</td>
<td>Balanced investment option:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0.16% per year</td>
<td></td>
</tr>
</tbody>
</table>

¹ The investment fee and ICR shown above are indicative only and are based on the investment fee and ICR for this investment option for the year ended 30 June 2018, including several components which are estimates. The actual amount you’ll be charged in subsequent financial years will depend on the actual fees and costs incurred by the Trustee in managing the investment option. From 1 October 2018, we anticipate an increase in the investment fee of an additional 0.03% (excluding the Cash and Australian Bond investment options for TTR members only). The amounts of investment fees and ICRs for other investment options are set out on page 24 and paid at the same frequency and in the same manner as the Balanced investment option.
² Please note that a TTR pension ceases to be paid under TTR rules once you have reached age 65 or notify us that you have satisfied a condition allowing unrestricted access to super prior to age 65. When a TTR pension ceases to be paid under TTR rules, administration fees, investment fees and ICR will be charged as a standard Flexi Pension member.
³ Advice fees relating to all members investing in the Balanced investment option or any other investment option.
⁴ Further fees and costs such as fees for personal advice may apply. For further information, refer to the ‘Additional explanation of fees and costs’ section on pages 23 to 27.
⁵ From 1 October 2018, we anticipate a reduction of the ICR of 0.03% on the basis that the funding of the Operational Risk Reserve will reduce from 0.06% to 0.03% although as the investment fees and ICR shown are estimates only, they may increase or decrease depending on the actual fee and costs incurred.
Examples of annual fees and costs

This table gives an example of how the fees and costs for the Balanced investment option for the Flexi Pension product can affect your pension benefit over a one-year period. You should use this table to compare this product with other pension products.

**FLEXI PENSION (NOT-TTR) BALANCED INVESTMENT OPTION OF $50,000**

<table>
<thead>
<tr>
<th>Type of fee</th>
<th>Amount</th>
<th>How and when charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment fees</td>
<td>0.31%&lt;sup&gt;b&lt;/sup&gt;</td>
<td>For every $50,000 you have in the Balanced investment option, you will be charged $155 each year.</td>
</tr>
<tr>
<td>PLUS</td>
<td>$96 per annum ($8 per month)</td>
<td>And, for every $50,000 you have in this pension product, you will be charged $176 in administration fees.</td>
</tr>
<tr>
<td>Administration fees (Flexi Pension)</td>
<td>PLUS 0.16%&lt;sup&gt;7&lt;/sup&gt;</td>
<td>And, indirect costs of $50 each year will be deducted from your investment.</td>
</tr>
<tr>
<td>PLUS</td>
<td>0.10%&lt;sup&gt;b&lt;/sup&gt;</td>
<td>If your balance was $50,000, then for that year you will be charged fees of $381 for the pension product.</td>
</tr>
<tr>
<td><strong>EQUALS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost of product</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TTR FLEXI PENSION BALANCED INVESTMENT OPTION OF $50,000**

<table>
<thead>
<tr>
<th>Type of fee</th>
<th>Amount</th>
<th>How and when charged&lt;sup&gt;10&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment fees</td>
<td>0.38%&lt;sup&gt;6&lt;/sup&gt;</td>
<td>For every $50,000 you have in the Balanced investment option, you will be charged $190 each year.</td>
</tr>
<tr>
<td>PLUS</td>
<td>Nil for each TTR pension while paid under TTR rules&lt;sup&gt;11&lt;/sup&gt;</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Administration fees (TTR Flexi Pension)</td>
<td>PLUS 0.16%&lt;sup&gt;6,8&lt;/sup&gt;</td>
<td>And, indirect costs of $80 each year will be deducted from your investment.</td>
</tr>
<tr>
<td>PLUS</td>
<td></td>
<td>If your balance was $50,000, then for that year you will be charged fees of $270.</td>
</tr>
<tr>
<td><strong>EQUALS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost of product</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<sup>6</sup> The investment fee and ICR shown above are indicative only and are based on the investment fee and ICR for this investment option for the year ended 30 June 2018, including several components which are estimates. The actual amount you’ll be charged in subsequent financial years will depend on the actual fees and costs incurred by the Trustee in managing the investment option. From 1 October 2018, we anticipate an increase in the investment fee of an additional 0.03% (excluding the Cash and Australian Bond investment options for TTR members only). The amounts of investment fees and ICRs for other investment options are set out on page 24 and paid at the same frequency and in the same manner as the Balanced investment option.

<sup>7</sup> This is capped at a dollar amount of $1,250 per account per financial year.

<sup>8</sup> From 1 October 2018, we anticipate a reduction of the ICR of 0.03% on the basis that the funding of the Operational Risk Reserve will reduce from 0.06% to 0.03% although as the investment fees and ICR shown are estimates only, they may increase or decrease depending on the actual fee and costs incurred.

<sup>9</sup> Additional fees may also apply—e.g., if you switch investment options. Please refer to ‘Additional fees and costs’ on page 23.

<sup>10</sup> Please note that once you have reached age 65 or notify us that you have satisfied a condition allowing unrestricted access to super prior to age 65, your administration fees, investment fees and ICR will be charged as a standard Flexi Pension member—that is, the preceding table regarding Flexi Pension (non-TTR) would apply.

<sup>11</sup> Please note that a TTR Flexi Pension ceases to be paid under TTR rules once you have reached age 65 or notify us that you have satisfied a condition allowing unrestricted access to super prior to age 65. When a TTR pension ceases to be paid under TTR rules, administration fees, investment fees and ICR will be charged as a standard Flexi Pension member as set out in the first table.
Additional explanation of fees costs

INVESTMENT FEES AND INDIRECT COST RATIO (ICR)

See the investment fees and ICRs for the year ended 30 June 2018 on page 24 or online at unisuper.com.au/investment-costs. These costs show the total investment fees and indirect costs attributed to each of our investment options (excluding fees directly charged to your account) as a percentage of the total average net assets of the relevant investment option.

The investment fee shows the total investment fees attributed to each investment option as a percentage of the total average net assets of the relevant investment option. Neither the ICR nor the investment fee is deducted directly from your account. Instead, they’re periodically deducted from the investment returns. Under the Trust Deed, all expenses incurred in administering the Fund may be paid out of the Fund and included in the investment fee and ICR at the end of the relevant year (unless stated otherwise in the table on page 24).

The investment fees and ICRs are based on that financial year’s expenses and are the most up-to-date figures available at the time of publication. Note that they are indicative only for subsequent years and assume that our investments will perform in a similar manner to the 2018-19 financial year.

The actual amount you’ll be charged each financial year will depend on the size of the investment portfolio, the type of assets held, the investment mandates given to investment managers, the actual investment performance achieved, and any performance-based fees paid.

PERFORMANCE-BASED FEES

We don’t directly deduct any performance-based fees from your accounts. However, some external investment managers may be entitled to receive performance-based fees if they generate strong investment returns. These are included in the investment fee and are indirectly borne by members invested in an option.

To receive performance-based fees, a manager must generate returns which exceed an agreed benchmark (in some cases by a margin or hurdle), in which case the manager is entitled to receive a percentage of the excess returns. The amount that can be recouped by any particular manager in one year is generally capped, and fees in excess of the cap are carried forward into future years and can potentially be paid in future years, subject to generating adequate returns. If managers fail to generate excess returns in a year, this typically results in a negative amount being carried forward for future years to offset any performance-based fees which may otherwise become payable in future.

Managers generally manage portfolios comprising of assets that relate to multiple investment options. It’s not possible to accurately predict the amount of performance-based fees that may be payable in respect of a particular investment option in the next financial year. This will depend on:

- the investment returns generated during the year ahead
- which managers generate excess returns within their portfolios
- whether there were negative amounts (or positive amounts) being carried forward for those managers
- the individual fee arrangements (if any) which had been negotiated with the relevant investment managers
- the size of the portfolios being managed by those managers, and
- the proportion of those portfolios that relate to the relevant investment option.

The table on page 26 sets out the performance fees for each option.
### ESTIMATED INVESTMENT OPTION FEES AND COSTS FOR THE YEAR ENDED 30 JUNE 2018

<table>
<thead>
<tr>
<th>Option</th>
<th>FLEXI PENSION</th>
<th>TTR FLEXI PENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Investment fee (%)</td>
<td>ICR (%)</td>
</tr>
<tr>
<td>Cash</td>
<td>0.07</td>
<td>0.00</td>
</tr>
<tr>
<td>Australian Bond</td>
<td>0.11</td>
<td>0.00</td>
</tr>
<tr>
<td>Conservative</td>
<td>0.20</td>
<td>0.16</td>
</tr>
<tr>
<td>Conservative Balanced</td>
<td>0.22</td>
<td>0.19</td>
</tr>
<tr>
<td>Diversified Credit Income</td>
<td>0.24</td>
<td>0.00</td>
</tr>
<tr>
<td>Balanced</td>
<td>0.31</td>
<td>0.10</td>
</tr>
<tr>
<td>Sustainable Balanced</td>
<td>0.24</td>
<td>0.00</td>
</tr>
<tr>
<td>Growth</td>
<td>0.39</td>
<td>0.15</td>
</tr>
<tr>
<td>High Growth</td>
<td>0.41</td>
<td>0.13</td>
</tr>
<tr>
<td>Sustainable High Growth</td>
<td>0.29</td>
<td>0.00</td>
</tr>
<tr>
<td>Listed Property</td>
<td>0.13</td>
<td>0.00</td>
</tr>
<tr>
<td>Australian Shares</td>
<td>0.43</td>
<td>0.18</td>
</tr>
<tr>
<td>International Shares</td>
<td>0.45</td>
<td>0.00</td>
</tr>
<tr>
<td>Global Environmental Opportunities</td>
<td>0.33</td>
<td>0.00</td>
</tr>
<tr>
<td>Australian Equity Income</td>
<td>0.29</td>
<td>0.00</td>
</tr>
<tr>
<td>Global Companies in Asia</td>
<td>0.35</td>
<td>0.00</td>
</tr>
</tbody>
</table>

12 The investment fees and ICRs shown above are indicative only and are based on the investment fees and ICRs for these investment options for the year ended 30 June 2018, including several components which are estimates. The actual amount you’ll be charged in subsequent financial years will depend on the actual fees and costs incurred by the Trustee in managing the investment options. From 1 October 2018, we anticipate an increase in the investment fee of an additional 0.03% (excluding the Cash and Australian Bond investment options for TTR members only). The amounts of investment fees and ICRs for other investment options are paid at the same frequency and in the same manner as the Balanced investment option.

13 From 1 October 2018 we anticipate an increase in the investment fee of an additional 0.03% (excluding Cash and Australian Bond options) and a reduction of the ICR of 0.03% on the basis that the funding of the Operational Risk Reserve will reduce from 0.06% to 0.03% although as the investment fees and ICR shown are estimates only, they may increase or decrease depending on the actual fee and costs incurred.

14 Components may not add to “Total” due to rounding.

15 These amounts reflect the fees and costs which we have incurred in managing the Listed Property option, for example, fees and costs we incurred in the course of investing in listed property securities i.e. real estate investment trusts (REITs) for that option. These figures don’t include any amounts incurred by the REITs which the Listed Property option has invested in – such as costs relating to any real property and the other business activities of those REITs.
BORROWING COSTS
UniSuper invested in interposed vehicles that incurred borrowing costs. The amount borne by particular investment options varied and those amounts are set out in the table on page 26. These borrowing costs are recovered from the revenues of the particular investment prior to the distribution of any earnings from the investment. Viewed this way, these costs are additional costs to members in the same way that they are a cost for any investor in the investment.

TRANSACTIONAL AND OPERATIONAL COSTS
Each investment option incurs transactional and operational costs to different extents. These typically include items such as:

→ brokerage
→ stamp duty
→ settlement and clearing costs
→ bid/ask spreads (note that spreads pertaining to over-the-counter derivatives have already been factored into our investment fees and/or ICR)
→ market impact, and
→ property operating costs for options that invest in property-related interposed vehicles.

What’s an interposed vehicle?
An interposed vehicle is a complicated concept to define completely and accurately. The following example illustrates, on a simplistic level, how an investor might invest in an interposed vehicle.

→ An investor buys shares in a particular company listed on the Australian Securities Exchange. In this case, the shares in that company are an investment in their own right.

→ On the other hand, an investor could invest in another entity (Fund A) which, in turn, invests in that particular company listed on the Australian Securities Exchange. In this case, Fund A will often be regarded as an interposed vehicle. When super funds disclose their fees and costs, they include fees and costs incurred by interposed vehicles. However, Fund A will not necessarily be an interposed vehicle if this was an investment in its own right and not a means of gaining exposure to the listed company.

Determining whether an entity is an interposed vehicle involves three separate tests. For a detailed explanation, we recommend you refer to the latest version of ASIC Regulatory Guide 97 Disclosing fees and costs in PDSs and periodic statements as well as any guidance (including Frequently Asked Questions) issued by ASIC in conjunction with Regulatory Guide 97.

### ESTIMATED TRANSACTIONAL AND OPERATIONAL COSTS, PERFORMANCE-BASED FEES AND BORROWING COSTS BY INVESTMENT OPTION FOR THE YEAR ENDED 30 JUNE 2018

<table>
<thead>
<tr>
<th>Option</th>
<th>Transactional and operational cost (%)&lt;sup&gt;18&lt;/sup&gt;</th>
<th>Performance-based fees (%)&lt;sup&gt;18,19&lt;/sup&gt;</th>
<th>Borrowing cost (%)&lt;sup&gt;18&lt;/sup&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Australian Bond</td>
<td>0.09 (of which 0.01 has already been included in the investment fee and/or ICR)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Conservative</td>
<td>0.20 (of which 0.15 has already been included in the investment fee and/or ICR)</td>
<td>0.00</td>
<td>0.02</td>
</tr>
<tr>
<td>Conservative Balanced</td>
<td>0.22 (of which 0.18 has already been included in the investment fee and/or ICR)</td>
<td>0.00</td>
<td>0.03</td>
</tr>
<tr>
<td>Diversified Credit Income</td>
<td>0.19 (of which 0.01 has already been included in the investment fee and/or ICR)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Balanced</td>
<td>0.20 (of which 0.12 has already been included in the investment fee and/or ICR)</td>
<td>0.01</td>
<td>0.01</td>
</tr>
<tr>
<td>Sustainable Balanced</td>
<td>0.10 (of which 0.03 has already been included in the investment fee and/or ICR)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Growth</td>
<td>0.29 (of which 0.18 has already been included in the investment fee and/or ICR)</td>
<td>0.03</td>
<td>0.02</td>
</tr>
<tr>
<td>High Growth</td>
<td>0.29 (of which 0.16 has already been included in the investment fee and/or ICR)</td>
<td>0.03</td>
<td>0.02</td>
</tr>
<tr>
<td>Sustainable High Growth</td>
<td>0.12 (of which 0.04 has already been included in the investment fee and/or ICR)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Listed Property&lt;sup&gt;20&lt;/sup&gt;</td>
<td>0.09 (of which 0.03 has already been included in the investment fee and/or ICR)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Australian Shares</td>
<td>0.32 (of which 0.20 has already been included in the investment fee and/or ICR)</td>
<td>0.10</td>
<td>0.04</td>
</tr>
<tr>
<td>International Shares</td>
<td>0.22 (of which 0.06 has already been included in the investment fee and/or ICR)</td>
<td>0.01</td>
<td>0.00</td>
</tr>
<tr>
<td>Global Environmental Opportunities</td>
<td>0.21 (of which 0.04 has already been included in the investment fee and/or ICR)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Australian Equity Income</td>
<td>0.05 (of which 0.03 has already been included in the investment fee and/or ICR)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Global Companies in Asia</td>
<td>0.05 (of which 0.02 has already been included in the investment fee and/or ICR)</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<sup>18</sup> The borrowing costs, transactional and operational costs, performance-based fees shown above are indicative only and are based on the borrowing, transactional and operational costs, performance-based fees for this investment for the year ended 30 June 2018, including several components which are estimates. The actual amount you’ll incur in subsequent financial years will depend on the actual borrowing, transactional and operational costs, and performance-based fees incurred by the Trustee in managing the investment option.

<sup>19</sup> Performance-based fees are included in the investment fees and/or ICRs for each option.

<sup>20</sup> These amounts reflect the fees and costs which we have incurred in managing the Listed Property option, for example, fees and costs we incurred in the course of investing in listed property securities i.e. real estate investment trusts (REITs) for that option. These figures don’t include any amounts incurred by the REITs which the Listed Property option has invested in—such as costs relating to any real property and the other business activities of those REITs.

### CHANGES TO FEES AND COSTS

If changes (which aren’t materially adverse) are made to fees and costs, updated information will be available at [unisuper.com.au](http://unisuper.com.au). You can request a paper or electronic copy of updated information without charge.
OPERATIONAL RISK FINANCIAL REQUIREMENT
Australian super funds are required to have an Operational Risk Financial Requirement (ORFR).

This is required by the Australian Prudential Regulation Authority (APRA) and is intended to ensure that super funds have access to financial resources to cover losses, costs and expenses that may be incurred in the event of an operational risk.

For TTR Flexi Pension members only, this is funded out of investment-related charges which are included in the ICR for each investment option. This component of the ICR is currently 0.03% p.a. for each investment option.

FEES FOR UNISUPER ADVICE
Information and general advice is provided at no additional charge to UniSuper members. The cost of that service is included in the administration fee, which is allowed for in the formula used to calculate your pension.

UniSuper Advice is a financial planning service available to UniSuper members and their spouses through UniSuper Management Pty Ltd ABN 91 006 961 799 Australian Financial Services Licence No. 235907 which is licensed to provide financial advice services and deal in financial products.

Members will receive a fee quote before UniSuper Advice proceeds with personal advice services. These fees are additional to the fees stated in this Product Disclosure Statement. The cost of the service varies depending on a number of factors including the complexity of the advice sought.

Find out more about the services we provide, and the fees charged by referring to our Financial Services Guides (FSGs) at unisuper.com.au or if you’ve received advice, the Statement of Advice.

ALTERATIONS TO FEES
Fees are generally increased on 1 July each year in line with increases in the Consumer Price Index (CPI) for the preceding 12 months ending 31 December.

Fees may change without your consent. We reserve the right to introduce a new fee or change any fees. We’ll give you 30 days’ written notice (except in the case of annual indexation of fees) before a new or increased fee takes effect.

BANK FEES
The Trustee reserves the right to recover any bank fees incurred in respect of pension payments on a cost recovery basis.

GST AND STAMP DUTY
All fees and costs include GST and stamp duty where applicable. The amount of GST payable may be reduced in certain circumstances because of tax credits available to the Trustee.

TAX DEDUCTIONS
Where fees and costs are tax deductible to the Fund, members will indirectly receive the benefit of those tax deductions.

Defined fees
This section defines the different fees and costs that can be charged to your account. Not all charges will apply to your Flexi Pension.

ACTIVITY FEES
A fee is an activity fee if:

a) the fee relates to costs incurred by UniSuper’s Trustee if they are directly related to an activity of the Trustee:
   - that is engaged in at the request, or with the consent, of a member, or
   - that relates to a member and is required by law, and;

b) those costs are not otherwise charged as an administration fee, an investment fee, a buy-sell spread, a switching fee, an exit fee, an advice fee or an insurance fee.

The only activity fees charged by UniSuper are external insurance premiums.
ADMINISTRATION FEES
An administration fee is a fee that relates to UniSuper’s administration or operation and includes costs that relate to that administration or operation, other than:
→ borrowing costs; and
→ indirect costs that are not paid out of UniSuper that the Trustee has elected in writing will be treated as indirect costs and not fees, incurred by the Trustee or in an interposed vehicle or derivative financial product; and
→ costs that are otherwise charged as an investment fee, a buy-sell spread, a switching fee, an exit fee, an activity fee, an advice fee or an insurance fee.

UniSuper’s administration fee for Flexi Pensions (excluding TTR) is $86 per annum, plus 0.16% of your Flexi Pension account balance, capped at $1,250 per account per financial year.

If you have a TTR Flexi Pension, you won’t be charged an administration fee while the pension remains under TTR rules. If you took your Flexi Pension under TTR rules, it will cease to be treated under as such when you attain age 65 or notify that you have met a condition of release allowing unrestricted access to your super. At that time the administration fees for a standard Flexi Pension become payable.

ADVICE FEES
A fee is an advice fee if:
→ the fee relates directly to costs incurred by the Trustee of UniSuper because of the provision of financial product advice to a member by:
  – the Trustee of UniSuper; or
  – another person acting as an employee of, or under an arrangement with, the Trustee of UniSuper; and
→ those costs are not otherwise charged as an administration fee, an investment fee, a switching fee, an exit fee, an activity fee or an insurance fee.

You’ll only be charged an Advice fee if you agree to receive personal financial advice from UniSuper Advice. These fees will be discussed and agreed with you at this time.

BUY-SELL SPREADS
A buy-sell spread is a fee to recover transaction costs incurred by UniSuper’s Trustee in relation to the sale and purchase of UniSuper’s assets.

No buy-sell spreads currently apply to UniSuper pensions.

EXIT FEES
An exit fee is a fee to recover the costs of disposing of all or part of members’ interests in UniSuper.

No exit fees currently apply to UniSuper pensions.

INDIRECT COST RATIO
The indirect cost ratio (ICR) — for the Balanced investment option or another investment option offered by UniSuper — is the ratio of the total of the indirect costs for the Balanced investment option or other investment option, to the total average net assets of UniSuper attributed to the Balanced investment option or other investment option.

A fee deducted from a member’s account or paid out of UniSuper isn’t an indirect cost.

UniSuper ICRs are deducted from investment returns. A breakdown of these costs to 30 June 2018, for each investment option, is on page 24.

INVESTMENT FEES
An investment fee is a fee that relates to the investment of UniSuper’s assets and includes:

a) fees in payment for the exercise of care and expertise in the investment of those assets (including performance fees); and
b) costs that relate to the investment of UniSuper’s assets, other than:
i. borrowing costs; and
ii. indirect costs that are not paid out of UniSuper that the Trustee has elected in writing will be treated as indirect costs and not fees, incurred by the Trustee or in an interposed vehicle or derivative financial product; and
iii. costs that are otherwise charged as an administration fee, a buy-sell spread, a switching fee, an exit fee, an activity fee, an advice fee or an insurance fee.

Investment fees are deducted from investment returns. A breakdown of these fees to 30 June 2018, for each investment option, is on page 24.

SWITCHING FEES
A switching fee is a fee to recover the costs of switching all or part of a member’s interest in UniSuper from one investment option or product to another.

UniSuper charges a switching fee of $11.10 for the second and subsequent switches in a financial year. The fee is charged on the date the switch becomes effective.
How pensions are taxed

It’s important to understand how tax can affect your pension income, death benefits and transfers.

TAX ADVICE
Tax and pensions can be complex for some members. We recommend you get advice from a tax specialist.

Tax on transfers

You may transfer money from other super funds into your UniSuper account before opening your Flexi Pension. No tax is payable on amounts transferred from one super fund to another, unless the amount contains an untaxed element (for example, benefits from a public sector super fund).

An untaxed element transferred to us attracts a 15% contribution tax when we receive it.

Providing your tax file number (TFN)

IF YOU’RE 60 OR OVER
You don’t need to provide us with your TFN, but it can help us administer your pension.

IF YOU’RE UNDER 60
Read the important information about providing your TFN at unisuper.com.au/tfn. You can also request a copy of that information, free of charge, by calling 1800 331 685.

Tax on investment earnings

Generally, if you’re retired and you commence a Flexi Pension, no tax applies to investment earnings up to the transfer balance cap of $1.6 million.

FOR TTR
Investment earnings on TTR Flexi Pensions are subject to tax of up to 15%—in line with other investment earnings in super.

If you reach age 65 or notify us that you meet a condition allowing unrestricted access to super before reaching age 65, investment earnings on a TTR pension won’t be subject to tax (unless you exceed the transfer balance cap for the applicable financial year).

Your TTR pension will then be considered a standard retirement-phase pension and be subject to the applicable fees for a Flexi Pension and the transfer balance cap (see page 16 for more information).

Tax on payments and lump-sum withdrawals

AGED 60 OR OVER
All pension payments and lump-sum withdrawals are tax-free.

UNDER 60 AND AT OR ABOVE PRESERVATION AGE
Any lump-sum withdrawal you make must include taxable and tax-free components in the same proportions as your entire benefit.
**Tax-free component:** No tax is payable on the tax-free component of a lump-sum withdrawal.

**Taxable component:** If you’ve reached your preservation age (see page 32 for details) and are aged less than 60, you’ll pay tax on the taxable component of a lump-sum withdrawal that exceeds the ‘low-rate cap’. The low-rate cap for the 2018-19 financial year is $205,000. The low-rate cap is a lifetime limit.

Any lump-sum withdrawals in excess of this threshold will be taxed at the rate of 17% including the 2% Medicare levy (if you’ve provided your TFN to UniSuper).

The tax information in this PDS assumes that benefits are paid from a taxed source.

**IF YOU’RE UNDER 60 AND AT OR ABOVE PRESERVATION AGE**

How much tax you pay will depend on the following two components that make up your pension:

- the taxable component
- the tax-free component.

Each pension payment is made proportionally from your tax-free component and your taxable component.

**Taxable component:** You’ll pay tax on the taxable component of a lump-sum withdrawal that exceeds the low-rate cap. The low-rate cap for the 2018-19 financial year is $205,000. The low-rate cap is a lifetime limit.

The taxable component of your pension payments is included in your assessable income and taxed at your marginal rate less a 15% tax offset. The tax-free component is not included in your assessable income.

**15% tax offset**

If you’re under 60 and have reached your preservation age, a 15% tax offset can reduce how much tax you pay on the taxable component of your pension. We’ll deduct the required amount of tax from your regular payment and send you a PAYG Payment Summary each year to lodge with your annual income tax return. If we don’t have your tax file number (TFN), we may need to deduct tax at a higher rate.

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**Definition of a death benefit dependant for tax purposes**

**LEGAL PERSONAL REPRESENTATIVE**

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

**DEPENDANT**

For tax purposes, a dependant is:

- your spouse or former spouse
- your child(ren) under the age of 18
- a person who was in an interdependency relationship with you at the date of your death, or
- a person who was financially dependent on you at the date of your death.

**SPOUSE**

- a person to whom you are legally married
- a person, whether of the same sex or opposite sex, with whom you are in a relationship that is registered under an Australian State or Territory law, or
- a person, whether of the same sex or opposite sex, with whom you are not legally married but who you live with on a genuine domestic basis as a couple.

**CHILD**

This includes a child, adopted child, stepchild, ex-nuptial child, child of your spouse, ward or child within the meaning of Family Law legislation.

**INTERDEPENDENCY RELATIONSHIP**

A relationship between two people (whether or not related by family) who live together in a close personal relationship, and one or each of them provides the other with:

- financial support, and
- 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.
Tax on death benefits

Death payments paid as a lump sum are tax-free if paid to a beneficiary who is a dependant for tax purposes. This also applies if the amount is paid to your legal personal representative and a dependant has benefitted or may be expected to benefit from the payment.

Otherwise, tax applies at the maximum rate of 15% on the taxable component of the lump sum (plus 2% Medicare levy if paid directly to a beneficiary rather than to the legal personal representative).

Tax on a pension paid to your reversionary beneficiary depends on your age at the date of your death and the age of your reversionary beneficiary.

If you’re aged 60 or over at the date of your death, or your reversionary beneficiary is aged 60 or over when they receive the pension, their annual pension payments will be tax-free.

If you’re less than 60 at the date of your death and your reversionary beneficiary is less than 60 when they receive the pension, their annual pension payments will be subject to marginal tax rates and your reversionary beneficiary may be entitled to a 15% tax offset.

Tax consequences for breaching the transfer balance cap

As described on page 4, the transfer balance cap is the limit that applies to how much money can be transferred from accumulation super accounts to tax-free retirement-phase accounts.

If you exceed your personal transfer balance cap, you’ll need to remove the excess capital and notional earnings (which accrue and compound daily from the day you exceed the cap) from one or more retirement phase pension accounts, and pay tax on the notional earnings related to that excess.

The ATO will let you know how much you’ll need to remove and from where. If you have more than one retirement phase account, you may get to choose which account to withdraw from.

If you do nothing, the ATO will let the nominated fund know to reduce your pension by the determined amount and require that reduction be made within 60 days.

15% tax will generally apply to the notional earnings of an excess over your transfer balance cap within the 2018-19 financial year. Those 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. The tax rate is 15% for the first breach and increases to 30% for any further breaches.

It’s your responsibility to ensure that your retirement pension account(s) are within your personal transfer balance cap. In circumstances where you’ve exceeded your transfer balance cap, it’s your responsibility to carry out any required actions to bring your balance(s) back under the cap.

MORE INFORMATION

We encourage you to seek professional advice from a qualified financial adviser before making any changes to your super or retirement pension(s). More information, including worked examples, is provided by the ATO at www.ato.gov.au.

1 Special rules apply to indexed pensions. The transfer balance gap is generally $1.6 million.
2 Go to the ATO website at www.ato.gov.au for more information.
Accessing your super

Your super is there to support you in retirement. As a result, there are a number of rules on when you can access it.

When you can access your super

Generally, your super must stay within the superannuation system until you permanently retire from the workforce on or after reaching your preservation age (see the table on the right).

Exactly when you can access your benefit depends on its ‘preservation status’ under the Government’s preservation rules.

Under these rules, your benefit may be ‘preserved’, ‘restricted non-preserved’ or ‘unrestricted non-preserved’.

Preserved benefits

Most member and employer contributions made into super and all investment earnings are preserved, which means they can’t be accessed until you’ve satisfied a condition of release.

What are conditions of release?

Under preservation rules, you must meet what’s known as a ‘condition of release’ before you can withdrawal from your super.

These conditions of release include:

- permanent retirement from the workforce on or after reaching your preservation age
- termination of employment after you reach age 60
- turning 65
- permanent incapacity, or
- death.

Your preservation age varies depending on when you were born.

<table>
<thead>
<tr>
<th>YOUR DATE OF BIRTH</th>
<th>PRESERVATION AGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 1 July 1960</td>
<td>55</td>
</tr>
<tr>
<td>1 July 1960 – 30 June 1961</td>
<td>56</td>
</tr>
<tr>
<td>1 July 1961 – 30 June 1962</td>
<td>57</td>
</tr>
<tr>
<td>1 July 1962 – 30 June 1963</td>
<td>58</td>
</tr>
<tr>
<td>1 July 1963 – 30 June 1964</td>
<td>59</td>
</tr>
<tr>
<td>1 July 1964 or after</td>
<td>60</td>
</tr>
</tbody>
</table>

Superannuation legislation restricts the conditions of release available to temporary residents. For more information, see ‘Temporary residents’ page at [unisuper.com.au](http://unisuper.com.au), which includes the Departing Australia superannuation payment (DASP) fact sheet.

Accessing your preserved benefits before you retire

Under the preservation rules, you may be able to access part or all of your preserved benefits early in certain limited circumstances, provided you satisfy the eligibility criteria. These circumstances are:

- Specified compassionate grounds: you must apply directly to the ATO.
- Severe financial hardship grounds: you must apply to the Trustee and be receiving eligible Commonwealth Government income support benefits to qualify.
Restricted non-preserved benefits

Generally, you can access restricted non-preserved benefits when you terminate employment with an employer who had contributed to UniSuper on your behalf. You can also access restricted non-preserved benefits if you meet a condition of release, as set out on page 32.

Unrestricted non-preserved benefits

Unrestricted non-preserved benefits are usually made up of benefits you’re already entitled to, but have voluntarily decided to keep within the super system (e.g. you have reached age 65 but are still working). Therefore, you can generally access unrestricted non-preserved benefits at any time, regardless of your age, employment situation or financial position.

Providing proof of identity

In line with the anti-money laundering and counter-terrorism financing legislation, super funds are required to identify, monitor and have measures in place to reduce the risk that the super fund may be used as a vehicle to launder money or to finance terrorism.

As a result, you’ll be required to provide proof of your identity before starting a pension or making lump-sum withdrawals from your pension (where permitted). To save time, you can verify your identity online. You’ll need to provide the details of some government-issued IDs such as an Australian passport or driver licence. For more information, read the Your guide to proof of identity fact sheet for more information about the documents we can accept and how to get them certified.

If you’re under 60, also complete an ATO Tax file number declaration for each pension you’re opening. You can find this form, which is different from our Tax file number collection form, in your Planning your retirement kit, and on the ATO website (www.ato.gov.au). You don’t need to complete this form if you’re aged 60 or older. Please read the important information about providing your tax file number at unisuper.com.au/tfn. You can also request a copy of that information, free of charge, by calling 1800 331 685.
Other things you need to know

This section contains other important information about being with UniSuper.

Temporary residents

Government legislation places restrictions on temporary residents commencing a pension.

An eligible temporary resident whose visa has expired or been cancelled can claim their super benefit directly from UniSuper within six months of departing Australia, or from the ATO at any time.

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

For more details, read our Departing Australia superannuation payment (DASP) fact sheet available on our website or call us on 1800 331 685. The ATO website also provides up-to-date tax information for temporary residents.

Work test exemption for recent retirees

Currently, those aged 65-74 can make voluntary contributions only if they’ve worked at least 40 hours in any 30-day period in the financial year.

From 1 July 2019, the government will introduce an exemption from this work test if the individual has a super balance below $300,000 in the first year that they don’t meet the work test requirements.

There is no draft legislation for this reform yet.
**Pension Work Bonus increase**

The government is proposing to increase the Work Bonus from $250 per fortnight to $300 per fortnight for eligible pensioners. This is the amount of employment income that a pensioner can earn that’s not assessed and will not be counted under the income test.

There is no draft legislation for this reform yet.

**Family Law and your pension**

Pension entitlements form part of the property of a marriage or de facto relationship (same or opposite sex) under the 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, refer to the Super and Family Law fact sheet at unisuper.com.au or by calling us on 1800 331 685.

**Error rectification policy**

We work hard to minimise errors in administering your pension. If we identify an issue with your pension, 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, our policy is to compensate members who were adversely affected if they have acted reasonably.  

**Confirming transactions and changes**

The Trustee is required to confirm certain transactions and changes that occur during your membership, including investment switches, lump-sum withdrawals and changes to beneficiary nominations.

To get confirmation of a transaction or change, call us on 1800 331 685 and quote your member number. You can also email us at pensionsmailbox@unisuper.com.au or write to us at:

UniSuper
Level 1, 385 Bourke Street
Melbourne Vic 3000

Alternatively, you can log in to your account to view or download details.

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**How we protect your privacy**

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.

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UniSuper will generally use a materiality threshold of 0.30% of the account when compared to the amount of the error in determining whether individual compensation should be paid. Where a member’s account is closed, compensation payments of less than $20 will not normally be made. These thresholds are in line with industry standards and regulatory practice guidelines.
Complaints handling

Providing great service and genuine care to our members underpins everything we do. If something has gone wrong or you’re not happy with our service, let us know about it so we can do our best to fix it quickly.

To make a complaint, contact us on 1800 331 685 or write to:

Complaints Officer
UniSuper
Level 1, 385 Bourke Street
Melbourne Vic 3000

Email: enquiry@unisuper.com.au

If you aren’t satisfied with our handling of your complaint or with the decision, you can contact the Superannuation Complaints Tribunal (SCT), an independent body set up by the Government to help resolve certain complaints in relation to super and pensions.

The SCT can’t accept a complaint unless it has gone through the Trustee’s internal complaints process first. If the SCT accepts your complaint, it will try to resolve the matter through conciliation. If this is unsuccessful, it will make a determination that is binding on the Trustee.

If your complaint relates to a disablement claim or death benefit, there are time limits in which to make a complaint. You can contact the SCT on 1300 884 114 or write to:

Superannuation Complaints Tribunal
Locked Bag 3060
Melbourne Vic 3001

www.sct.gov.au

The SCT cannot consider complaints relating to the general management of the Fund.

From 1 November 2018, the Australian Financial Complaints Authority (AFCA) will replace the SCT, the Financial Ombudsman Service and the Credit and Investments Ombudsman.

This means you can still lodge a complaint with the SCT and get information about any open matters with them up until 1 November, after which AFCA (www.afca.org.au) will be the only body that can resolve superannuation complaints. Go to unisuper.com.au/complaints for more information.

UNISUPER
Phone 1800 331 685
Fax +61 3 8831 6141
Web unisuper.com.au
Email pensionsmailbox@unisuper.com.au
Address UniSuper
Level 1, 385 Bourke Street
Melbourne VIC 3000
 Complete this form to apply for a UniSuper Flexi Pension.

**Important information**

To commence a UniSuper Flexi Pension you must:

→ be a UniSuper member
→ have at least $25,000
→ complete an ATO Tax file number declaration form and return it to us with this form if you're under 60, and
→ provide your bank details in Section 8 of this form.

If you're a temporary resident you can only open a pension in very limited circumstances. Contact us for more information.

If you want to open more than one UniSuper pension, you need to complete a separate application form for each pension. You also need to provide an ATO Tax file number declaration form for each pension you open if you're under 60.

**Claim a tax deduction**

If you've made any personal contributions, you must claim a tax deduction—and receive acknowledgement of it—before opening an account.

**Important insurance note**

If you transfer your entire super account balance to a pension, your existing insurance cover will cease, unless you leave your super account open with enough money in that account to continue paying your premiums.

**Providing proof of identity**

You must certify your identity when submitting a Flexi Pension application form. We can't process your application until you provide us with acceptable documents.

**Privacy information**

UniSuper recognises the importance of protecting your personal information and is committed to complying with its privacy law obligations. For more information on how we collect and manage your information please refer to the Privacy statement at the end of this form.
SECTION 1 — Continued

Is your postal address different from your residential address?

☐ No. Go to SECTION 2

☐ Yes. Please provide your postal address below.

Postal address, number and street (or PO box if applicable)

Suburb / Town

State Postcode

Country (if not Australia)

SECTION 2 — Your eligibility

Select any that apply.

☐ I’ve reached my preservation age (see page 32 of the PDS to check your preservation age) and have permanently retired from the workforce.

☐ I am aged 60 or older and I ceased employment on or after reaching 60.

☐ I am aged 65 or older.

☐ I am applying for this pension to transition to retirement (TTR), have reached my preservation age and haven’t yet retired. I have read pages 16 to 18 of the PDS and understand how TTR affects my membership.

SECTION 3 — Closing an existing Flexi Pension

Are you closing an existing Flexi Pension to open a new Flexi Pension?

☐ No. Go to SECTION 4.

☐ Yes. Your existing Flexi Pension will be closed and the balance transferred to your super account.

Pension number of the account you want to close:

SECTION 4 — Transfers

Do you want to transfer super from other funds into your UniSuper account before opening your Flexi Pension?

☐ No. Go to SECTION 5.

☐ Yes. Enter your other super account details below.

Note: Any transfers from other funds will go into your super account before being transferred to your new Flexi Pension. This means the transferred amount(s) will be invested in the same way as any rollovers or transfers to your super account and your investment returns on these amounts could be positive or negative.

Your Flexi Pension won’t start until we receive all transfers.

Transfer 1

Name of fund

Amount $

Transfer 2

Name of fund

Amount $

Transfer 3

Name of fund

Amount $

Transfer 4

Name of fund

Amount $

If you want to transfer more accounts, attach these details to this form.
SECTION 5 — Lump sum voluntary member contribution

Do you want to make a lump-sum voluntary member contribution into your super account before opening your Flexi Pension?

No. Go to SECTION 6.

Yes. How much would you like to contribute?

You can contribute using BPAY® (see unisuper.com.au for more information) or by cheque. To contribute by cheque, you must complete the Lump sum voluntary member contribution by cheque form available from our website.

SECTION 6 — Your opening balance

You’ll need at least $25,000 to open your Flexi Pension. If you’re a DBD member and choose to open a Flexi Pension with any of your defined benefit component, you’ll cease to be a DBD member and your remaining defined benefit component will be converted to an accumulation benefit and transferred to an Accumulation 1 account (along with any accumulation component you may have). Alternatively, you may choose to receive all or part of the remaining portion as a lump sum by completing a separate Withdrawal form (if you’re eligible to do so). Read page 4 of the Flexi Pension PDS for more information.

Different rules apply for TTR Flexi Pensions. See pages 16 to 18 of the PDS for details.

I understand that unless I instruct UniSuper otherwise, the total opening balance of my Flexi Pension will consist of the amount(s) below and any amount(s) I’ve nominated in sections 3, 4 and 5.

SECTION 6 — Continued

How much of your UniSuper benefit do you want to use to open your Flexi Pension account? (Select either box A or box B)

A. My entire balance. Go to SECTION 7.

If you’re a DBD member, both your accumulation component and defined benefit component will be used.

B. A portion of my UniSuper balance

For DBD members

Defined benefit component

How much do you want to use from your defined benefit component?

Account balance less

Specific amount

Specific percentage

Accumulation component (if applicable)

Note: If you’re opening a TTR Flexi Pension with only part of your accumulation component, you must leave at least $1,000 in it.

How much do you want to use from your accumulation component?

Account balance less

Specific amount

Specific percentage

For Accumulation 1, 2 and Personal Account members

Note: If you’re opening a TTR Flexi Pension with only part of your account, you must leave at least $1,000 in it.

How much do you want to use from your account?

Account balance less

Specific amount

Specific percentage
### SECTION 7 — Pension payment details

Depending on your age, there’s a certain amount you’ll need to be paid each year based on government set minimums. Read more about this on page 7 (or page 17 for TTR Flexi Pensions).

Tell us how much you’d like to be paid:

- **A** Minimum amount

- **B** Choose my own amount *(please enter amount below)*

**Note:** If you are applying for a TTR Flexi Pension, your annual pension payments are limited to a maximum amount of 10%.

- **C** OR

- **D** I wish to take the maximum amount of 10% of my account balance.

*Please note that this option is only available for those commencing a TTR Flexi Pension.*

### SECTION 8 — Financial institution details

Let us know where you’d like your payments to go. You can nominate up to four accounts—just make sure you provide the percentage of your payment that you’d like allocated to each account if you’re choosing more than one. To nominate more than two accounts, please attach the account details to this form. Accounts must be a personal or joint account in your name.

<table>
<thead>
<tr>
<th>Account 1</th>
<th>Account 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of financial institution</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Account name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>BSB number</strong> <em>(must have six digits)</em></td>
<td></td>
</tr>
<tr>
<td><strong>Account number</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Percentage of pension payment to be made to this account</strong> %</td>
<td></td>
</tr>
</tbody>
</table>

*We accept no responsibility for pension payments made to this account if the account details are incorrect.*

<table>
<thead>
<tr>
<th>Account 1</th>
<th>Account 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of financial institution</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Account name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>BSB number</strong> <em>(must have six digits)</em></td>
<td></td>
</tr>
<tr>
<td><strong>Account number</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Percentage of pension payment to be made to this account</strong> %</td>
<td></td>
</tr>
</tbody>
</table>

*We accept no responsibility for pension payments made to this account if the account details are incorrect.*
SECTION 9 — Payment frequency

Let us know how often you’d like to be paid. You can also change this any time by logging in to your account.

I’d like to receive payments: (Select one option only)

- Fortnightly
- Monthly
- Quarterly* (Select one option only)
- Half-yearly*
- Annually. Choose which month you want to be paid. This also counts for your first payment unless the pension starts in June. Go to page 7 of the PDS for more information.

- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November
- December

* Quarterly payments are made in March, June, September and December. Half-yearly payments are made in June and December.

SECTION 10 — Investment choice

You can choose to invest your balance in a single investment option or a mix of options. The total must equal 100% and each choice must be a whole number.

Note: If you don’t choose an investment option, your account will automatically be invested in our default Balanced option.

<table>
<thead>
<tr>
<th>Option</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conservative</td>
<td></td>
</tr>
<tr>
<td>Conservative Balanced</td>
<td></td>
</tr>
<tr>
<td>Balanced</td>
<td></td>
</tr>
<tr>
<td>Sustainable Balanced</td>
<td></td>
</tr>
<tr>
<td>Growth</td>
<td></td>
</tr>
<tr>
<td>High Growth</td>
<td></td>
</tr>
<tr>
<td>Sustainable High Growth</td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td></td>
</tr>
<tr>
<td>Australian Bond</td>
<td></td>
</tr>
<tr>
<td>Diversified Credit Income</td>
<td></td>
</tr>
<tr>
<td>Listed Property</td>
<td></td>
</tr>
<tr>
<td>Australian Shares</td>
<td></td>
</tr>
<tr>
<td>International Shares</td>
<td></td>
</tr>
<tr>
<td>Global Environmental Opportunities</td>
<td></td>
</tr>
<tr>
<td>Australian Equity Income</td>
<td></td>
</tr>
<tr>
<td>Global Companies in Asia</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 100%

Before making a decision about your investment options, read the PDS and our How we invest your money booklet (which is incorporated by reference into the PDS).

Sector options are generally single asset class options that are less diversified and not intended to be used in isolation, but combined with other investment options to build a diversified portfolio. For example, the Australian Equity Income option might have exposure to as few as 20 entities, and the Global Companies in Asia option as few as 40 entities. In comparison, the Balanced option has an exposure to over 1,500 entities. If you choose to only invest in a Sector option, you may be exposed to more risk and may miss out on the benefits of the balance between risk and return offered by a Pre-Mixed option.

ELECTRONIC DISCLOSURE

From time to time, we’ll need to let you know about important changes or send you regulatory documents, (such as Product Disclosure Statements, Benefit Statements and Significant Event Notices). We will use the email address provided in Section 1 of this form. You can opt-out of this method of disclosure at any time by calling 1800 331 685.
### SECTION 11 — Pension drawdown method

You can choose which investment options you want your income payments to come from – this is called your ‘drawdown method’. You decide the order in which your payments will be taken from your investments, or you can leave it to us.

If you don’t decide or leave it to us, pension drawdowns will be paid from each of your investment options in the default order on page 11 of the PDS.

If you want to choose which options you want your payments to come from, please select one of the following options:

- **Pro-rata** – Payments come from your investment options in proportion to the balance in each option.
- **Your choice** – Payments come from your investment options in the order you choose below.

**Your choice**

If you’ve chosen ‘Your choice’, you’ll need to select the order of options you want your payments to come from. Place a number in the applicable boxes (i.e. 1, 2, 3 etc.). Crosses won’t be accepted. Please ensure you only select options you’ve chosen in Section 10.

<table>
<thead>
<tr>
<th>Option</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td></td>
</tr>
<tr>
<td>Australian Bond</td>
<td></td>
</tr>
<tr>
<td>Conservative</td>
<td></td>
</tr>
<tr>
<td>Conservative Balanced</td>
<td></td>
</tr>
<tr>
<td>Diversified Credit</td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td></td>
</tr>
<tr>
<td>Balanced</td>
<td></td>
</tr>
<tr>
<td>Sustainable Balanced</td>
<td></td>
</tr>
<tr>
<td>Growth</td>
<td></td>
</tr>
<tr>
<td>High Growth</td>
<td></td>
</tr>
<tr>
<td>Sustainable High Growth</td>
<td></td>
</tr>
<tr>
<td>Listed Property</td>
<td></td>
</tr>
<tr>
<td>Australian Shares</td>
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</tr>
<tr>
<td>International Shares</td>
<td></td>
</tr>
<tr>
<td>Global Environmental Opportunities</td>
<td></td>
</tr>
<tr>
<td>Global Companies in Asia</td>
<td></td>
</tr>
</tbody>
</table>

Once your selections have been exhausted, the default order (set out on page 11 of the PDS) will apply until you make a new selection – log in to your account to update your selection.

It’s important to review your choice from time to time. As pensions are drawn down, the spread of your remaining account balance across your chosen investment options will change and the degree of diversification will reduce. Over time, your account may reflect a strategy that differs from your original intentions and you should reconsider whether this is appropriate to your financial needs and circumstances. Refer to the PDS and our *How we invest your money* booklet for more information.

### SECTION 12 — Beneficiary nominations

You can choose between three types of beneficiary nominations:

- **Reversionary beneficiary nomination**: The entire balance of your pension will continue to be paid to your nominated dependant as a pension after your death.
- **Non-binding beneficiary nomination**: This nomination isn’t binding on the Trustee but will be taken into account when determining who will receive your death benefit.
- **Binding death benefit nomination (lapsing and non-lapsing)**: If this nomination is valid and in effect at the date of your death, the Trustee must pay your benefit to your nominated dependants and/or legal personal representative.

If you prefer, you can choose not to make a beneficiary nomination. See pages 12 to 15 of the PDS for more information.

You can only make a non-binding beneficiary nomination or a reversionary beneficiary nomination on this form.

Which type of beneficiary nomination would you like to make? (Select one box only)

- **Reversionary beneficiary nomination**. Go to SECTION 12A
- **Non-binding beneficiary nomination**. Go to SECTION 12B
- **Binding death benefit nomination**. You need to complete the *Binding death benefit nomination form* available at [unisuper.com.au](http://unisuper.com.au) or by calling us on 1800 331 685.

### SECTION 12A — Reversionary beneficiary nomination

You can choose an eligible dependant to continue to receive 100% of your Flexi Pension when you die. Your nomination is legally binding on the Trustee unless the Trustee is legally restrained or prohibited from paying your pension to this person. See page 12 of the PDS for more details.

<table>
<thead>
<tr>
<th>Title of dependant</th>
<th>Mr</th>
<th>Mrs</th>
<th>Ms</th>
<th>Dr</th>
<th>Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname of dependant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Given name(s) of dependant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of dependant (e.g. spouse, financial dependant)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential address, number and street (not PO box)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION 12A — Continued

Suburb/Town

State
Postcode

Country (If not Australia)

Date of birth (DDMMYYYY)

SECTION 12B — Continued

Beneficiary 2
Surname
Given name(s)

What is the beneficiary’s relationship to you?
(Select one box only)

Spouse
Child
Financially dependent
Interdependency relationship
Legal personal representative (estate)

Percentage

Beneficiary 3
Surname
Given name(s)

What is the beneficiary’s relationship to you?
(Select one box only)

Spouse
Child
Financially dependent
Interdependency relationship
Legal personal representative (estate)

Percentage

If you want to nominate more than three beneficiaries, please provide details for each additional beneficiary on a separate piece of paper. The paper must be signed and dated in the same manner as this form and you must ensure the total percentage for all benefit nominations adds up to 100%.

SECTION 12B — Non-binding beneficiary nomination

Please nominate your non-binding beneficiaries in the event of your death. The total percentage of beneficiary nominations must add up to 100%.

A non-binding beneficiary nomination is not binding on the Trustee, but will be taken into account when determining who your benefit should be paid to when you die. If you want your super to be paid as per your will (form part of your estate) then select ‘Legal personal representative’.

Beneficiary 1
Surname
Given name(s)

What is the beneficiary’s relationship to you?
(Select one box only)

Spouse
Child
Financially dependent
Interdependency relationship
Legal personal representative (estate)

Percentage

RETURN YOUR FORM AND CERTIFIED COPIES OF YOUR PROOF OF IDENTITY DOCUMENTS TO:

UniSuper, Level 1, 385 Bourke Street
Melbourne VIC 3000

Please note that certified copies of your proof of identity documents must contain an original signature. Faxed or emailed copies will not be accepted.
SECTION 13 — Member declaration and signature

Please read this declaration before you sign and date your form.

• I declare that the information I have given on this form is true and correct and that I am eligible to commence a pension.

• I have read and understood the terms and conditions of UniSuper’s Flexi Pension as outlined in the PDS and the booklets that are incorporated by reference into the PDS.

• I understand that I will be bound by the provisions of the UniSuper Trust Deed (as amended from time to time).

• I acknowledge that pension payments are subject to the Trust Deed and relevant government legislation.

• I understand that in the event of any inconsistency between the PDS and the terms of the Trust Deed, the terms of the Trust Deed will prevail.

• I understand that if I do not select a payment frequency, my pension will be paid monthly.

• I have read and understood the information in the How we invest your money booklet and I understand that:
  - investing in an investment option involves some risk and that, on occasion, my account balance may decrease
  - UniSuper does not guarantee my investment or any particular rate of return
  - I can switch my investment options online or by submitting an Investment choice form — Pension members. The first switch I make in each financial year is free and there is a fee for any subsequent switches I make in each financial year. This fee is deducted on the date my switch becomes effective
  - if my account balance is invested in more than one investment option and I have not made a choice, my pension payments will be deducted from each investment option in the default order outlined in the PDS
  - my account is not automatically rebalanced to reflect the investment option allocations chosen on this form. However, I can switch investment options online or by submitting an Investment choice form — Pension members.

• If I do not choose an investment option, my account will be automatically invested in the Balanced option, which is UniSuper’s default option.

• I understand that fees and costs will apply, and that taxes may apply.

• I acknowledge that I have read and understood the privacy information on page 35 of the PDS and consent to my personal information being used in accordance with UniSuper’s Privacy Policy.

Signature

Date (DDMMYYYY)

Checklist

Note: Only check the items that apply to you.

- I’ve provided my phone number and email address in Section 1.

- If I am less than 60, I’ve completed and attached an ATO Tax File Number declaration form (note that this is an ATO form available at www.ato.gov.au and is different to our Tax file number collection form).

- If I’m transferring amounts from other super funds, I’ve provided the details of each transfer on this form.

- If I’m making an additional lump-sum voluntary member contribution to my super account, I’ve completed and attached a Lump sum voluntary member contribution by cheque form.

- I’ve attached correctly certified proof of identification.

- I’ve signed and dated the form.

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.
We take looking after your retirement savings very seriously—which is why you need to prove your identity (ID) before making withdrawals or other important changes to your account.

You can prove your ID in two ways:

→ do it yourself via MemberOnline, or
→ send us certified copies of your ID.

**Verify your identity online**

Proving your identity online is quick and easy—you’ll know as soon as your identity gets verified. Log in at unisuper.com.au/memberonline to get started. Only Australian residents with Australian documents currently living in Australia can verify their identity through MemberOnline.

You’ll need to provide the details of two to four of the following current and valid government-issued IDs:

→ Australian passport
→ Australian visa
→ Australian driver licence
→ Medicare card.

The documents you use must contain your date of birth, given name(s), surname and residential address. Make sure you’ve updated your current personal details with relevant government agencies before you begin the process of verifying your identity online. We use online government and public databases to securely and confidentially verify your identity.

**Send us certified copies of your ID**

You can also send us certified copies of your ID. The following guide explains the types of documents we can accept and how to ensure they’re correctly certified.

**ALLOW US TO VERIFY YOUR IDENTITY**

In some cases and on some of our forms, we can verify your identity on your behalf if the document(s) you provide haven’t been certified correctly or can’t be read. All you need to do is give us consent by ticking the box on the applicable form—and we’ll try to verify your identity electronically using those documents. We’ll let you know if the process wasn’t successful.

**Why provide your TFN?**

Giving us your tax file number (TFN) means we can process rollover and transfer requests to another super fund without additional proof of identity. If your TFN can’t be validated, or you want to transfer to a self-managed super fund or organise a benefit payment, you’ll still need to give us certified copies of your ID.

Visit unisuper.com.au/memberonline to provide your TFN online.

**STEP 1: COLLECT ACCEPTABLE DOCUMENTS**

We’ll accept either one document from List A or two documents from List B.

**LIST A**

A CERTIFIED COPY OF A:

→ current driver licence
→ current passport (Australian passports that haven’t expired more than two years ago are also acceptable)

**LIST B**

A CERTIFIED COPY OF A:

→ birth certificate or birth extract
→ Australian citizenship certificate
→ a pension card issued by Centrelink that entitles the person to financial benefits.

AND:

→ Notice of Assessment from the Australian Taxation Office (less than 12 months old) containing your name and residential address
→ letter from Centrelink regarding a government assistance payment
→ rates notice from local council (less than 12 months old) containing your name and residential address
→ electricity, gas or water bill dated within the past three months that contains your name and residential address.
STEP 2: CERTIFY YOUR DOCUMENTS

Take your original document(s) and a clear photocopy of both sides of the original document to an authorised person.

Your ID must be properly certified

The authorised person will need to:
1. sight the original document, and the copy, to ensure both documents are identical, and
2. write or stamp ‘this is a true and correct copy of the original document I have sighted’ or ‘certified true copy’, followed by their:
   - signature
   - printed name
   - qualification (e.g. Magistrate), and
   - date.

If you’ve changed your name or are signing on behalf of another member, prove the ‘link’ between you and the name change, or other person—use a certified copy of one of the following documents as well as your other certified ID.

<table>
<thead>
<tr>
<th>PURPOSE</th>
<th>SUITABLE LINKING DOCUMENT</th>
</tr>
</thead>
</table>
| Change of name | → Marriage certificate
 | → Deed poll or change of name certificate from the Registry of Births, Deaths and Marriages |
| Signing on behalf of another member | → Power of Attorney
 | → Guardianship papers |

When having your documents certified, remember:
→ All pages must be certified.
→ The copy of the document must be certified—not on a separate page attached to the document.
→ Certified copies of your documents must have an original signature.
→ Faxed or emailed copies won’t be accepted.
→ Documents not written in English must be accompanied by an English translation prepared by an accredited translator.
→ Documents certified more than a year ago won’t be accepted.

Who can certify your documents

Some of the people authorised to certify IDs include:

1. A person currently licensed or registered under a State or Territory law to practise in one of the following occupations:
   → Chiropractor → Patent attorney
   → Dentist → Pharmacist
   → Legal practitioner → Physiotherapist
   → Medical practitioner → Psychologist
   → Nurse → Trade marks attorney
   → Optometrist → Veterinary surgeon.

2. One of the following persons:
   → Teacher employed full-time at a school or tertiary education institution
   → Agent of the Australian Postal Corporation who is in charge of, or a permanent employee with two or more years of continuous service with, an office supplying postal services to the public
   → Bank, building society, credit union or finance company officer with two or more years of continuous service
   → Clerk, Master, Registrar or Deputy Registrar of a court
   → Judge of a court or a Magistrate
   → Justice of the Peace
   → Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants, the Institute of Public Accountants or the Association of Taxation and Management Accountants, or a Fellow of the National Tax Accountants’ Association
   → Notary public, and
   → Police officer.

Visit the Attorney General’s website for a full list of who can certify documents.

Using foreign documents?

These must be translated by an accredited translator (if they’re not in English) and you must have the translated copies correctly certified by a person listed in the ‘Members residing overseas’ section below.

Members residing overseas

If you live overseas, the following people are authorised to certify identification documents:

→ Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
→ Employee of the Commonwealth or the Australian Trade Commission who is authorised and exercising his or her function in a country or place outside Australia.
→ A person authorised as a notary public in a foreign country.

Your documents must be certified by a person with an Australian connection. We won’t accept certifications by a someone licensed or registered to practise outside of Australia in an occupation listed above, or who holds a position in a foreign country—except for a foreign notary public.