

Boost your super



REFERENCE GUIDE: This Reference Guide was issued on 1 November 2011 and forms part of the Product Disclosure Statement (PDS) for Division F dated 1 November 2011. The Reference Guide should be read in conjunction with the PDS and is not intended to be read as a document in its own right. The Reference Guide may be updated at any time. You can download the current PDS or Reference Guide from our website osfsuper.com.au or by calling us on 1800 023 928.

The easiest way to boost your super savings is by contributing to your account. To live a comfortable retirement, you may need to contribute to your super on top of your employer's 9% contributions. We can accept contributions from you, your employer or even your spouse.

It also makes sense to keep all your super together—one super account may mean that you pay less fees and reduce the amount of paperwork you receive.

Build your super with contributions

Contributing to your account is one of the easiest ways to grow your super. You (or someone else) can contribute to your account in different ways. In some cases, there are restrictions on when or how contributions can be made. There is also a limit on the amount of contributions that can be made without incurring additional tax penalties.

Refer to page 5 for instructions on how to make any of the contributions outlined in the following sections.

Concessional contributions

These are generally contributions for which an employer (or in some cases, you as a member) can claim a tax deduction, ie. they are contributions that are taxed concessionally. They may also include amounts allocated to your account from OSF reserves. Concessional contributions are generally taxed at the contributions tax rate of 15%.

Employer contributions

These are the compulsory contributions that your employer must make to your super under Superannuation Guarantee (SG) laws or Award conditions, and other voluntary employer contributions. They also include any allocations to your account from fund reserves.

Salary sacrifice contributions

Many employees are also eligible to salary sacrifice to their super. This means you can ask your employer to pay part of your gross remuneration (ie. pre-tax salary) to your super.

Note: Although salary sacrificing to your super reduces your taxable income, these contributions are still included within the definition of 'income' for the purposes of eligibility to make or receive some types of contributions and for some government benefits.

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Personal concessional contributions

In some cases, generally if you are substantially self-employed, you may be able claim a tax deduction for any personal contributions you make to your super. To claim a deduction, all of the following conditions must apply:

- The deduction must be in relation to the financial year in which you make the contributions.
- No more than 10% of your assessable income plus reportable fringe benefits plus reportable employer super contributions can be obtained from activities as an employee.
- You must notify the trustee of your intention to claim a tax deduction using an approved form. This notice must be given by the earlier of the end of the day in which you lodge your tax return for the financial year in which the tax deduction is claimed or the end of the following income year.
- At the time you give the notice, you must be a member of the OSF.
- The trustee must have acknowledged the notice.

You should note that if you withdraw or transfer some or all of your super (including where you transfer super to begin a pension), this could reduce or cancel your eligibility to claim a deduction for contributions made during the current or previous financial year. Refer to www.ato.gov.au for more information.

If you are eligible and want to claim a tax deduction for a personal contribution, contact us for a copy of the approved form.

Non-concessional contributions

These contributions are voluntary after-tax contributions to super, including contributions for which you are entitled to, but do not claim, a tax deduction. Tax does not generally apply to these contributions if they are made within the contributions cap (refer to the following section).

Personal after-tax contributions

These are voluntary contributions that you make to your super from your after-tax salary (where you do not claim a tax deduction).

If you make non-concessional contributions to your super, you may be eligible for a tax-free super co-contribution—refer to page 3 for more information.

Spouse contributions

These are voluntary after-tax contributions that you can make to your spouse's super (or vice versa) on a one-off or ongoing basis. Once made, the contributions are preserved in the receiving spouse's name and cannot be withdrawn in cash until the receiving spouse meets a condition of release under super law.

The contributing spouse may be eligible for a tax offset (rebate) for these contributions if the receiving spouse's assessable income plus reportable fringe benefits and reportable employer super contributions is less than \$13,800.

There are limits on how much you can contribute

There are caps on the amount that can be contributed to your super without incurring additional tax. Each cap applies per person, regardless of how many super funds or accounts you contribute to or how many employers you have. It is your responsibility to ensure that you do not breach the caps if you want to avoid paying extra tax.

Concessional contributions cap

- A cap of \$25,000¹ per financial year applies for concessional contributions.
- If you are already aged 50, a transitional cap of \$50,000 (instead of \$25,000) applies to you until 30 June 2012. If you turn 50 before 30 June 2012, the transitional cap will apply to you for the financial year

in which you turn 50 and subsequent financial years up to and including 2011-12².

- Concessional contributions up to the cap are taxed at 15%.
- Concessional contributions can be made above the cap (or transitional cap if applicable) but these excess contributions will incur an additional 31.5% tax, which means they will effectively be taxed at the highest marginal rate (ie. 46.5%, inclusive of the Medicare Levy). This additional tax will be levied on you by the Australian Taxation Office (ATO). Excess concessional contributions will also count towards your non-concessional contributions cap (refer below).

Note: The government has proposed that, commencing in the 2011-12 financial year, if you breach the concessional contributions cap by \$10,000 or less (not indexed) in a particular financial year, you will have the option to have the excess contributions refunded from your super account and assessed as income at your marginal tax rate, instead of incurring excess contributions tax. This will be a once-only option for the first year in which a breach occurs and will only apply for breaches that occur in 2011-12 or later years. Please note that this has not yet passed into law.

Non-concessional contributions cap

- A cap of \$150,000³ per year applies for non-concessional contributions.
- No tax applies to contributions up to this cap.
- If you make contributions above the cap, these excess non-concessional contributions will be taxed at the highest marginal tax rate (currently 46.5% including Medicare levy).
- If you are under age 65, you can bring forward two years of non-concessional contributions and make total contributions not exceeding \$450,000 but you will be unable to make a further non-concessional contribution in the following two financial years without paying excess tax.

Allowable contributions depend on your age and employment

The types of contributions that we can accept to your account generally depend on the type of contribution, your age and your employment basis—refer to the table over the page.

1- The \$25,000 cap is indexed by reference to Average Weekly Ordinary Time Earnings but indexation only occurs once an increase reaches \$5,000 (and in \$5,000 increments thereafter). (Note: The transitional \$50,000 cap is not indexed.)

2- The government has proposed that from 1 July 2012 (when existing transitional cap arrangements end), a higher concessional contributions cap will apply to you if you are aged 50 or over and have total superannuation balances of less than \$500,000. This higher concessional contributions cap will be set at the standard concessional cap plus \$25,000. When the standard concessional cap increases due to indexation, the higher cap will increase by the same dollar amount. Please note that this has not yet passed into law.

3- The non-concessional contributions cap will be six times the concessional contributions cap. Therefore, the non-concessional contributions cap will increase along with indexation in the concessional contributions cap.

If you are...	We can accept the following contributions to your account...			
	Compulsory contributions by your employer (SG or Award)	Voluntary contributions by your employer	Voluntary contributions by you ⁴	Voluntary contributions by your spouse ⁴
Under age 65	Yes	Yes	Yes	Yes
Aged 65 to 69	Yes	Yes ⁵	Yes ⁵	Yes ⁵
Aged 70 to 74	Yes (Award only)	Yes ^{5,6}	Yes ^{5,6}	No
Aged 75 or over	Yes ⁷	No	No	No

Boost your super with a tax-free super co-contribution

The super co-contribution is a government initiative that may help you add to your retirement savings. If you make personal after-tax contributions to your super, the government may make a tax-free co-contribution to your super.

To qualify for the super co-contribution in a financial year, you must:

- have made one or more eligible non-concessional contributions (ie. personal after-tax contributions) to a complying super fund or retirement savings account during the financial year
- have lodged an income tax return for that financial year
- have a total income⁸ of less than \$61,920⁹ for the financial year
- receive 10% or more of your total income¹⁰ from eligible employment, carrying on a business or a combination of both
- be less than age 71 at the end of the financial year
- not hold any temporary resident visa at any time during the financial year, unless you are a New Zealand citizen or a holder of certain prescribed visas.

The super co-contribution depends on how much you contribute and your income

For every dollar of non-concessional contributions that you make, the government may match your contribution.

The maximum super co-contribution that you can receive depends on your total income:

- If your total income is \$31,920⁹ or less, you may be eligible for up to the maximum super co-contribution of \$1,000.
- If your total income is between \$31,920 and \$61,920, the maximum entitlement reduces by 3.333 cents for every dollar of your total income over \$31,920.
- If your total income is \$61,920 or more, you are not eligible for the super co-contribution.

Here are some examples of the super co-contribution that may be payable based on different incomes and non-concessional contribution amounts for 2011-12:

If your annual income is...	If your total non-concessional contributions for 2011-12 are...		
	\$200	\$500	\$1,000
\$31,920 or less	\$200	\$500	\$1,000
\$41,920	\$200	\$500	\$667
\$51,920	\$200	\$333	\$333
\$56,920	\$167	\$167	\$167
\$61,920 or more	\$0	\$0	\$0

**All figures rounded down to the nearest \$10.*

To help you calculate any super co-contribution that you may be eligible to receive, a Super Co-contribution Calculator is available on the ATO website www.ato.gov.au.

Remember that a cap applies to non-concessional contributions (see page 2).

4- We can only accept these contributions if you have provided your tax file number to us, otherwise we must refund the contribution.

5- You must have been gainfully employed for at least 40 hours within a period of 30 consecutive days during the financial year. You will need to declare that you meet this work test requirement at the time the contribution is made or upon request from the us.

6- We must receive the contribution no later than 28 days after the end of the month in which you turn 75.

7- We can only accept mandated contributions over age 75. This includes contributions that are obligated under an Award or Agreement certified by an industrial authority, but it does not include SG contributions.

8- 'Total income' is defined for this purpose as your assessable income plus reportable fringe benefits plus reportable employer super contributions, less any amount for which you are entitled to a deduction as a result of carrying on a business.

9- For 2011-12, the higher income threshold is \$61,920; the lower threshold is \$31,920.

10- 'Total income' is defined for this purpose as your assessable income plus reportable fringe benefits plus reportable employer super contributions. This is the threshold for the 2011-12 financial year. The lower income threshold may be indexed annually; the higher income threshold is the lower threshold plus \$30,000.

The ATO calculates and pays any super co-contribution

At the end of the financial year, the ATO will determine if you are eligible for a super co-contribution based on your income tax details and information that we provide (along with any other super funds you have) about your non-concessional contributions.

If you are eligible, the ATO will generally pay the super co-contribution to:

- your super account (if you only have one super fund);
- the super account that you nominate, if you have made contributions to more than one super fund during the year (or the fund that received the most contributions if you do not make a nomination);
- you directly, if you have retired and no longer have a super fund.

If we receive a super co-contribution payment from the ATO for you (usually several months after the end of financial year), we are required to let you know. This information is usually provided on your next periodic statement.

Consolidating multiple super accounts

If you've had more than one job, you may still have super in the fund that your other employers used.

And you're not alone—there are around 33 million super accounts in Australia, which works out to be around 2 or 3 accounts (and probably 2 or 3 sets of fees) for each working Australian¹¹.

So if your super is spread across several funds, you may be paying more in fees than you need to be, which means less money for your retirement.

If you have super in another fund(s), you can transfer it into the OSF—this is sometimes known as a *rollover*. Refer to page 5 for instructions on how to transfer super to your account.

Of course, whenever you change funds you should check how it might affect any benefits you have in your other fund, such as insurance cover. We do not charge you a transfer fee but you should also check if exit or withdrawal fees apply in your other fund. You may wish to consult a licensed, or appropriately authorised, financial planner about consolidating your super.



TIP!

If you transfer your entire account balance from another fund, you may be eligible to transfer any insurance cover in that fund as well. Refer to the **Reference Guide: Insurance cover** for more details.

Multiple accounts can creep up on you if you're not careful. Each employer generally has a different fund that they contribute to. This means that whenever you change jobs, if you don't give your employer some instructions about where you want your super paid, you may end up with another super account and another set of fees.

So, if you change jobs, remember that you can ask your new employer to contribute to your OSF account. Refer to page 5 for instructions on how to receive contributions from other employers.












TIP!






For help deciding if the OSF is right for you, or to see how the OSF compares with other funds on an 'apples for apples' basis on features like fees, investment returns & insurance, you can use the 'AppleCheck' online fund comparison tool by independent agency Chant West. You can find a link to this tool on our website.

11—Australian Bureau of Statistics, September 2011

How to contribute or transfer super to your account

All forms are available from our websites.

TRANSFERRING SUPER	
Transfer super into your account	 Complete a <i>Request to Transfer form</i> (also available from the back of this Reference Guide)
CONTRIBUTIONS	
Salary sacrifice contributions	 These contributions are made by your employer. For more information on your eligibility or to begin salary sacrifice contributions: <ul style="list-style-type: none"> • Current Group employees: Visit the HR Intranet (go to Pay & Leave > Pay > Superannuation > Salary Sacrifice Superannuation) • All other members: Talk to your employer.
Contributions from an employer other than the Group	 Give the <i>External Employer Information Sheet</i> to your employer (also available from the back of this Reference Guide). This Information Sheet provides your employer with some basic information about using the OSF so that they are aware of what they need to do in order to satisfy their obligations by contributing to the OSF on your behalf.
Personal after-tax member contribution	  Telephone & Internet Banking – BPAY®: Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More information: www.bpay.com.au . Use the following details for your payment: <p>Bill code 697755</p> <p>Reference number 3 + your OSF Division F account number (ie. 3025...)</p>
	 Direct credit: Contact your bank or financial institution and use the following details: <p>BSB 064-785</p> <p>Account number The last 9 digits of your OSF Division F account number</p> <p>Reference MV</p> <p>Please note that if you do not include the 'MV' reference code with your payment, the contribution will be allocated to your account as an employer SG contribution, which may have significant tax implications.</p> <p><i>(Note: You cannot make a direct credit contribution to your super from a bank branch.)</i></p>
	 Cheque: Complete an <i>Additional Investment Form</i>
	 Direct debit: Complete a <i>Direct Debit Request form</i> . A separate request must be made for each direct debit payment.
	 Payroll deduction (Group employees only): Visit the HR Intranet (go to Pay & Leave > Pay > Superannuation > After-Tax Contributions)

<p>Spouse contribution</p>	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  </div> <div> <p>Telephone & Internet Banking – BPAY®: Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More information: www.bpay.com.au. Use the following details for the payment:</p> <p>Biller code 697789</p> <p>Reference number 3 + the receiving spouse's OSF Division F account number (ie. 3025...)</p> </div> </div> <hr/> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  </div> <div> <p>Direct credit: Contact your bank or financial institution and provide the following details:</p> <p>BSB 064-785</p> <p>Account number The last 9 digits of the receiving spouse's OSF Division F account number</p> <p>Reference SP</p> <p>Please note that if you do not include the 'SP' reference code with your payment, the contribution will be allocated to the receiving spouse's account as an employer SG contribution, which may have significant tax implications.</p> </div> </div>
<p>Spouse contribution (continued)</p>	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  </div> <div> <p>Cheque: Complete an <i>Additional Investment Form</i></p> </div> </div> <hr/> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  </div> <div> <p>Payroll deduction: Visit the HR Intranet (go to Pay & Leave > Pay > Superannuation > After-Tax Contributions)</p> <p><i>(Note: To contribute to your spouse's account via payroll deduction, you must be an existing Division F member and a current Group employee. If you are an OSF defined benefit member, you must contribute by BPAY, direct credit or cheque as outlined above.)</i></p> </div> </div>
<p>Split your super contributions to your spouse's Division F account</p>	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  </div> <div> <p>Complete a <i>Spouse Contribution Splitting Application Form</i></p> </div> </div>

For more information

View or print copies of this PDS or Reference Guides, forms or other documents

Internet osfsuper.com.au

Intranet CommNet or HR Intranet sites > Employee Benefits > Our Super Fund (accessible to Group employees only)

Access your account online

Login osfsuper.com.au

Contact us

Phone 1800 023 928 between 8.30am and 5.00pm (Sydney time), Monday to Friday

Email osfms@colonialfirststate.com.au

Fax (02) 9303 7700

Mail GPO Box 4758 Sydney NSW 2000

This Reference Guide was prepared and issued by Commonwealth Bank Officers Superannuation Corporation Pty Limited (ABN 76 074 519 798, AFSL 246418), Ground Floor 201 Sussex Street, Sydney NSW 2000, as trustee of the Officers' Superannuation Fund (OSF) (ABN 24 248 426 878, SPIN OSF0001AU). The information in this Reference Guide is general information only and does not take into account your individual objectives, financial situation or needs. You should consider the information contained in the PDS and this Reference Guide and its appropriateness, having regard to your objectives, financial situation and needs, before making a decision about this product or whether to acquire or continue to hold the product. You should seek professional advice tailored to your personal circumstances from a licensed financial adviser. The PDS is available and can be obtained from our website osfsuper.com.au or by calling us on 1800 023 928.



Completing the request to transfer whole balance of superannuation benefits between funds form

By completing this form, you will request the transfer of the **WHOLE** balance of your superannuation benefits between funds.


This form can **NOT** be used to transfer part of the balance of your superannuation benefits.

This form will **NOT** change the fund to which your employer pays your contributions. The Standard Choice Form must be used by you to change funds.

BEFORE COMPLETING THIS FORM

- Read the important information below.
- Check that the fund you are transferring your benefits **TO** can accept this transfer.

WHEN COMPLETING THIS FORM

- Refer to these instructions where a question shows a message like this: 
- Print clearly in **BLOCK LETTERS**.

AFTER COMPLETING THIS FORM

- Sign the authorisation.
- Attach the appropriately certified proof of identity documents.
- Review the checklist below.
- Send the request form to your fund.

IMPORTANT INFORMATION

 This transfer may close your account (you will need to check this with your **FROM** fund).

This form can **NOT** be used to:

- transfer part of the balance of your superannuation benefits
- transfer benefits if you don't know where your superannuation is
- transfer benefits from multiple funds on this one form – a separate form must be completed for each fund you wish to transfer superannuation from
- change the fund to which your employer pays contributions on your behalf
- open a superannuation account, or
- transfer benefits under certain conditions or circumstances, for example if there is a superannuation agreement under the *Family Law Act 1975* in place.

CHECKLIST

- Have you read the important information?
- Have you considered where your future employer contributions will be paid?
- Have you checked your **TO** fund can accept the transfer?
- Have you completed all of the mandatory fields on the form?
- Have you signed and dated the form?
- Have you attached the certified documentation including any linking documents if applicable?

WHAT HAPPENS TO MY FUTURE EMPLOYER CONTRIBUTIONS?

Using this form to transfer your benefits will not change the fund to which your employer pays your contributions and may close the account you are transferring your benefits **FROM**.

If you wish to change the fund into which your contributions are being paid, you will need to speak to your employer about Choice. For the appropriate forms and information about whether you are eligible to choose the fund to which your employer contributions are made, visit www.superchoice.gov.au or call the Australian Taxation Office on **13 10 20**.

THINGS YOU NEED TO CONSIDER WHEN TRANSFERRING YOUR SUPERANNUATION

When you transfer your superannuation, your entitlements under that fund may cease. You need to consider all relevant information before you make a decision to transfer your superannuation. If you ask for information, your superannuation provider must give it to you. Some of the points you may consider are:

- **Fees** – your **FROM** fund must give you information about any exit or withdrawal fees. If you are not aware of the fees that may apply, you should contact your fund for further information before completing this form. The fees could include administration fees as well as exit or withdrawal fees. Your **TO** fund may also charge entry or deposit fees on transfer. Differences in fees funds charge can have a significant effect on what you will have to retire on. For example, a 1% increase in fees may significantly reduce your final benefit.
- **Death and disability benefits** – your **FROM** fund may insure you against death, illness or an accident which leaves you unable to return to work. If you choose to leave your current fund, you may lose any insurance entitlements you have. Other funds may not offer insurance, or may require you to pass a medical examination before they cover you. When considering a new fund, you may wish to check the costs and amount of any cover offered.

WHAT HAPPENS IF I DO NOT QUOTE MY TAX FILE NUMBER (TFN)?

You are not obligated to provide your TFN to your superannuation fund. However, if you do not provide your TFN, your fund may be taxed at the highest marginal tax rate plus the Medicare levy on contributions made to your account in the year, compared to the concessional tax rate of 15%. Your fund may deduct this additional tax from your account.

If your superannuation fund does not have your TFN, you will not be able to make personal contributions to your superannuation account. Choosing to quote your TFN will also make it easier to keep track of your superannuation in the future.

Under the *Superannuation Industry (Supervision) Act 1993*, your superannuation fund is authorised to collect your TFN, which will only be used for lawful purposes. These purposes may change in the future as a result of legislative change. The TFN may be disclosed to another superannuation provider, when your benefits are being transferred, unless you request in writing that your TFN is not to be disclosed to any other trustee.

TRANSFERS TO SELF MANAGED SUPERANNUATION FUNDS

You may use this form to transfer your benefits to your own self managed superannuation fund (SMSF).

You should be aware that SMSFs are subject to the same rules and restrictions as other funds, when benefits are to be paid out. In particular, superannuation benefits in a SMSF are required to be 'preserved', meaning they are not generally able to be accessed until you are over age 55 and retired.

The trustee of your **FROM** fund may be able to request further information from you about your status as a member, a trustee or a director of a corporate trustee of your SMSF, if there are multiple transfer requests to your SMSF. Penalties may apply for providing false or misleading information.

Completing proof of identity

You will need to provide documentation with this transfer request to prove you are the person to whom the superannuation entitlements belong.

ACCEPTABLE DOCUMENTS

The following documents may be used.

EITHER

One of the following documents only:

- driver's licence issued under State or Territory law
- passport.

OR

One of the following documents:

- birth certificate or birth extract
- citizenship certificate issued by the Commonwealth
- pension card issued by Centrelink that entitles the person to financial benefits.

AND

One of the following documents:

- letter from Centrelink regarding a Government assistance payment
- notice issued by Commonwealth, State or Territory Government or local council within the past twelve months that contains your name and residential address. For example:
 - Tax Office Notice of Assessment
 - Rates notice from local council.

HAVE YOU CHANGED YOUR NAME OR ARE YOU SIGNING ON BEHALF OF ANOTHER PERSON?

If you have changed your name or are signing on behalf of the applicant, you will need to provide a certified linking document. A linking document is a document that proves a relationship exists between two (or more) names.

The following table contains information about suitable linking documents.

Purpose	Suitable linking documents
Change of name	Marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office.
Signed on behalf of the applicant	Guardianship papers or Power of Attorney.

CERTIFICATION OF PERSONAL DOCUMENTS

All copied pages of ORIGINAL proof of identification documents (including any linking documents) need to be certified as true copies by any individual approved to do so (see below).

The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping 'certified true copy' followed by their signature, printed name, qualification (eg Justice of the Peace, Australia Post employee, etc) and date.

The following can certify copies of the originals as **true and correct** copies:

- a permanent employee of Australia Post with five or more years of continuous service
- a finance company officer with five or more years of continuous service (with one or more finance companies)
- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having five or more years continuous service with one or more licensees
- a notary public officer
- a police officer
- a registrar or deputy registrar of a court
- a Justice of the Peace
- a person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia, as a legal practitioner
- an Australian consular officer or an Australian diplomatic officer
- a judge of a court
- a magistrate, or
- a Chief Executive Officer of a Commonwealth court.

WHERE DO I SEND THE FORM?

You can send your completed and signed form with your certified proof of identity documents to either fund.

➤ MORE INFORMATION

For more information about superannuation, visit the:

- Australian Securities and Investments Commission website at www.fido.asic.gov.au, or
- Australian Taxation Office website at www.ato.gov.au/super

For more information about this form, phone the Australian Taxation Office on **13 10 20**.



Request to transfer whole balance of superannuation benefits between funds under the Superannuation Industry (Supervision) Act 1993

COMPLETING THIS FORM

- Read the important information pages
- Refer to instructions where indicated with a ➔
- This form is only for whole (not part) balance transfers.

AFTER COMPLETING THIS FORM

- Sign the authorisation
- Send form and certified proof of identity documents to either your **FROM** or **TO** fund.

Personal details

Title: Mr Mrs Miss Ms Other

*Family name

*Given names

Other/previous names

*Date of birth Day / Month / Year

Tax file number

Under the Superannuation Industry (Supervision) Act 1993, you are not obliged to disclose your tax file number, but there may be tax consequences.

➔ See 'What happens if I do not quote my tax file number?'

*Gender Male Female

*Contact phone number

Residential address

*Address

*Suburb

*State/territory *Postcode

Previous address

➔ If you know that the address held by your **FROM** fund is different to your current residential address, please give details below.

Address

Suburb

State/territory Postcode

Fund details

FROM

*Fund name

Fund phone number

Membership or account number

Australian business number (ABN)

Superannuation Product Identification Number (SPIN)

❗ If you have multiple account numbers with this fund, you must complete a separate form for each account you wish to transfer.

TO

*Fund name

*Fund phone number

*Membership or account number

Australian business number (ABN)

Superannuation Product Identification Number (SPIN)

❗ You must check with your **TO** fund to ensure they can accept this transfer.

*Proof of identity ➔ See 'Completing proof of identity'

I have attached a certified copy of my driver's licence or passport

OR

I have attached certified copies of both:

Birth/Citizenship Certificate or Centrelink Pension Card

AND

Centrelink payment letter or Government or local council notice (<1 year old) with name and address

Authorisation

By signing this request form I am making the following statements:

- I declare I have fully read this form and the information completed is true and correct
- I am aware I may ask my superannuation provider for information about any fees or charges that may apply, or any other information about the effect this transfer may have on my benefits, and do not require any further information.
- If the **TO** fund is a self managed superannuation fund (SMSF), I confirm that I am a member, trustee or director of a corporate trustee of the SMSF.
- I discharge the superannuation provider of my **FROM** fund of all further liability in respect of the benefits paid and transferred to my **TO** fund.

I request and consent to the transfer of superannuation as described above and authorise the superannuation provider of each fund to give effect to this transfer.

*Name (Print in BLOCK LETTERS)

*Signature

*Date Day / Month / Year

* Denotes mandatory field. If you do not complete all of the mandatory fields, there may be a delay in processing your request.



Commonwealth Bank Officers Superannuation Corporation Pty Limited
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1 April 2010

To whom it may concern

The Officers' Superannuation Fund (OSF) is a superannuation fund which was established under the Commonwealth Banks Act 1959.

Pursuant to section 110 of that Act, the fund is governed by the Trust Deed dated 11 July 1996.

The Fund is a regulated superannuation fund within the meaning of the Superannuation Industry (Supervision) Act 1993 and is not subject to a direction by the Australian Prudential Regulation Authority under section 63 of this Act not to accept contributions. It is the Trustee's intention to maintain the Fund at all times as a complying superannuation fund within the meaning of subsection 42(1) of this Act.

The Trust Deed allows benefits to be rolled over or transferred to the Fund. The requirements of the Fund for preservation of benefits satisfy the payment standards set out in the Superannuation Industry (Supervision) Regulations 1994.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Wayne Edwards', with a long horizontal stroke and a small flourish at the end.

Wayne Edwards

Manager, OSF Investor Services

For and on behalf of the trustee, Commonwealth Bank Officers Superannuation Corporation Pty Limited

Please note: This letter can be given to the fund you are transferring from to confirm that the OSF is a complying superannuation fund. Officers' Superannuation Fund (OSF), ABN 24 248 426 878, SPIN OSF0001AU, RSER R1056877. Superannuation Fund Numbers (SFNs) are no longer used. The ABN and SPIN can be used for purposes of identifying the fund for rollovers or other purposes.

Important information for employers

This Information Sheet provides you (as an External Employer) with some basic information about using Division F of the Officers' Superannuation Fund (OSF) to make superannuation contributions on behalf of eligible employees.

What is Division F of the OSF?

Division F is the accumulation division of the OSF, through which the Bank provides superannuation for its employees. The OSF itself, however, is a defined benefits fund.

Employees of the Bank who are in Division F are known as Ordinary Members. Once an Ordinary Member leaves employment with the Bank, the member's superannuation benefits can be retained in Division F and the member is then classified as a Post-Employment Member. OSF members can also apply to have their spouse become a Spouse Member of Division F.

As an employer of a Division F Ordinary, Post-Employment or Spouse Member, you can make employer contributions into Division F to satisfy your superannuation guarantee (SG) obligations in whole or in part and make other contributions on behalf of Division F members.

Further information about the Ordinary, Post-Employment or Spouse categories of OSF Division F is available in the Product Disclosure Statement (PDS) covering Division F members, available from our website www.osfsuper.com.au or by contacting OSF Investor Services on 1800 023 928.

Superannuation Guarantee and the OSF

The OSF is a defined benefits fund, therefore you will need to obtain a Benefit Certificate in order to satisfy your SG obligations by making contributions to the OSF, including OSF Division F.

What is a Benefit Certificate?

A Benefit Certificate is a certificate issued by an actuary that satisfies certain legal requirements.

To fully discharge your SG obligations using the OSF, the Benefit Certificate that you obtain has to show that the support you are providing for an employee through the OSF is at least equivalent to the current superannuation guarantee charge percentage of 9%.

In the case of External Employers of the OSF, a special Benefit Certificate was issued by Russell Investment Group (*External Employer Benefit Certificate*).

What do you need to obtain?

We have prepared an **External Employer Kit**, which includes all the documentation you will need to help you meet your SG obligations by contributing to the OSF. You will need to obtain the Kit before proceeding to use the OSF to meet your SG obligations.

The External Employer Kit contains:

- General information about contributing to the OSF
- A copy of the *External Employer Benefit Certificate*
- A *Compliance Letter* under s24 of the Superannuation Guarantee (Administration) Act 1992
- An *Employer Contribution Advice* form that you may use to provide the information required for any contribution by cheque.

A copy of the current External Employer Kit is available from our website www.osfsuper.com.au or by contacting OSF Investor Services on 1800 023 928.

How can you ensure that the External Employer Benefit Certificate will apply?

You need to make sure that the External Employer Benefit Certificate applies to the contributions you make on behalf of your employees. The External Employer Benefit Certificate will apply where the requirements of the Benefit Certificate are met in respect of the contributions you make.

If the External Employer Benefit Certificate does not apply, then it cannot be relied upon to discharge (whether in whole or in part) your SG obligations in respect of the contributions you make.

You should consult the External Employer Kit for further details on how the External Employer Benefit Certificate applies and the circumstances when it will cease to apply.

If any changes are made to the External Employer Benefit Certificate or if a new Benefit Certificate is issued, these will be available from the OSF website www.osfsuper.com.au or by contacting OSF Investor Services on 1800 023 928.

You should check the OSF website on a regular basis (at least quarterly) to ensure that you hold the most recent version of the External Employer Benefit Certificate, otherwise your employer contributions to the OSF may not satisfy your SG obligations. If the External Employer Benefit Certificate has changed, you will need to obtain the most up to date version.

Contributing to the OSF

We can accept contributions by BPAY®, direct credit or cheque from you or a clearing house on your employee's behalf.

You should consult the External Employer Kit for further details on how you can contribute to the OSF on behalf of your employees who are OSF Division F members.

Your information

The OSF collects, holds and uses the information about employers in order to provide their employees with superannuation benefits and for the effective management of the OSF.

If the information provided is not accurate and complete, it may result in delays in processing contributions you make on behalf of your employees or in us being unable to contact you.

Some or all of this information may be disclosed by the Trustee to the OSF's administrators, service providers and auditors, Government bodies such as the Australian Taxation Office, and the OSF's legal and other professional advisers.

Further information

If you would like to discuss any aspect of the information provided in this Information Sheet, please contact **OSF Investor Services on 1800 023 928**.

Please note, however, that we cannot provide you with any legal and taxation advice. You will need to make your own arrangements if legal or taxation advice is required.

Key terms used in this Information Kit

- *'Division F'* refers to the accumulation division of the OSF. The OSF itself is a defined benefits fund.
- *'External Employer Benefit Certificate'* refers to the Benefit Certificate issued by Russell Investment Group in respect of External Employers of the OSF, and any Benefit Certificate issued in future in replacement of that Benefit Certificate or any subsequent certificate.
- *'External Employers'* includes employers of OSF Division F members, for whom employer contributions may be accepted into the member's account in the OSF.
- *'OSF'* refers to the Officers' Superannuation Fund.
- *'SG obligations'* refers to the obligation of employers to make employer superannuation contributions that are at least equal to the 'charge percentage' as prescribed in the Superannuation Guarantee (Administration) Act 1992, so as to avoid 'superannuation guarantee charge'. Currently, the 'charge percentage' is 9%. To the extent that an employer does not meet the charge percentage in respect of each of its employees, then the employer will be subject to superannuation guarantee charge for the difference.
- *'The Bank'* refers to Commonwealth Bank of Australia and its Associated Employers.