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FIRST SUPER MEMBER

# PRODUCT DISCLOSURE STATEMENT.

1 November 2020

This Product Disclosure Statement (PDS) summarises significant information about First Super. Employer-Sponsored and Personal Members can join First Super. Employer-Sponsored Members have superannuation contributions paid into the Fund by their employer, but can also make their own contributions. Personal Members include self-employed and non-working individuals (including non-working spouses).

The PDS includes references to other important information that is taken to form part of this PDS.

Important information is indicated throughout this PDS with an **i**. You should consider the information in this PDS and other important information before making a decision to invest in First Super.

You'll also find this and other important information at [firstsuper.com.au](http://firstsuper.com.au).

## Approved MySuper Product

First Super is an authorised 'MySuper' product provider. MySuper is a Government legislated default superannuation initiative that must meet minimum standards in relation to benefits, investment strategy and fees. Since 1 January 2014, unless an employee nominates a superannuation fund, all employers must provide their new employees with a MySuper product.

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This PDS contains general information only and does not take into account any person's individual objectives, financial situation or needs. You should consider obtaining financial advice tailored to your own personal circumstances before making a decision in relation to First Super.

To request a copy of this PDS or any of the other important information referred to in this PDS, call us on 1300 360 988.

Issued by First Super Pty Ltd ABN 42 053 498 472, AFSL 223988 (Trustee)  
Trustee of First Super ABN 56 286 625 181

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**FIRST**  
super



# 1: ABOUT FIRST SUPER

Welcome to First Super, the industry super fund for employees in the timber, pulp and paper, and furniture and joinery industries.

At 31 August 2020, First Super had over **45,000** members and **\$3.1 billion** in funds under management. We are proud of our heritage, and our products and services are designed to meet your needs as an employee in these industries. First Super is also proud to support the communities where you work and live.

First Super offers a choice of five investment options: Shares Plus, Growth, Balanced (MySuper option), Conservative Balanced and Cash.

Rest assured, First Super has a history of delivering strong long-term returns at a low cost and is committed to the highest standards in everything we do.

First Super is a not-for-profit fund offering Death, Total and Permanent Disablement, and Income Protection insurance. See Section 8 of this PDS for more information.

Information about First Super's MySuper product, including a product dashboard and other important Fund documents including Trustee and executive remuneration, can be found at [firstsuper.com.au](http://firstsuper.com.au).

## 2: HOW SUPER WORKS

Superannuation enables you to save for retirement, with most people eligible to receive employer contributions of 9.5%.

In Australia, we have a compulsory retirement savings system, which means your employer has to make a contribution into your super fund. This is called the Superannuation Guarantee. This money is invested by the super fund and the money earned on these investments is added to your account.

When you eventually decide to retire, this money can be used to provide you with an income and fill the gap that exists because you are no longer working.

The building blocks of super are:

<b>Contributions</b>	
>Employer contributions	>Member contributions
>Government Co-contributions (if eligible)	>Transfers / roll-ins
<b>+</b>	
<b>Net investment returns</b> (if positive)	
<b>-</b>	
<b>Amounts deducted</b>	
>Fees and charges	>Government taxes
>Insurance premiums (if applicable)	>Net investment returns (if negative)
<b>=</b>	
<b>Balance</b>	
>Your super account balance	

To rollover other funds into First Super complete and return the *Roll-in Your Super Form* in this PDS. Before closing other super account(s), consider whether any fees or taxes apply and whether you may lose other valuable benefits such as extra employer contributions or insurance.

### Contribution limitations

There are limits to the amount you can contribute to super, which can change without warning.

Before-tax (concessional) contributions such as employer and salary sacrificed contributions of up to \$25,000 can be made for the 2020/21 financial year. After-tax (non-concessional) contributions such as personal contributions of up to \$100,000 a year (or \$300,000 in a three-year period) can be made for the 2020/21 financial year.

The 'bring-forward' rule allows those under 65 years old to make up to three years' worth of after-tax contributions to their super in a single income year. This means you can put up to \$300,000 – or three times the current \$100,000 annual non-concessional contributions cap – into your super in one financial year without having to pay extra tax.

### Where you put your super is almost always your choice

Most people have the right to choose the fund their employer pays their Superannuation Guarantee contributions into. To find out if you are eligible for **Choice of Fund**, speak to your employer or contact First Super. For more information visit [www.ato.gov.au/super](http://www.ato.gov.au/super).

### Super is for your retirement and generates tax savings

The Government encourages people to save for retirement, providing tax incentives for money invested in super. Since the purpose of super is to accumulate retirement savings, you generally cannot withdraw your money from super until you retire permanently from the workforce, and after reaching Preservation Age.

The current Preservation Age is between 57 and 60, depending on your date of birth – see the Preservation Age table on page 3 of the *More About First Super* booklet for details. For more information about taxation see Section 7, *How Super Is Taxed*.

You may also be able to withdraw money early for severe financial hardship, terminal illness, or on compassionate grounds.

## Contributing to super

### Employer contributions

In most cases, Superannuation Guarantee law requires an employer to contribute a percentage of your ordinary time earnings to superannuation. Currently, the Superannuation Guarantee is an amount equal to 9.5% of your annual salary (subject to salary cap).

If you join First Super, any employer contributions can be credited to your member account.

### Transfers into First Super

If you have super in other funds, you may rollover and consolidate the funds into your First Super account, enjoying fewer fees and the convenience of having your super in one place.

**i** You should read the important information about contributing to super and the rules on withdrawing money from super before making a decision. Go to the *How super works* section of the Australian Securities and Investments Commission (ASIC) website [moneysmart.gov.au](http://moneysmart.gov.au) and the *More About First Super* booklet available from [firstsuper.com.au/pds](http://firstsuper.com.au/pds). The material relating to contributing to super and withdrawing money from super may change between the time when you read this PDS and the day when you acquire the product.

## 3: BENEFITS OF INVESTING WITH FIRST SUPER

Most working Australians rely on their super savings in retirement. Apart from the Government Age Pension, superannuation is typically the main source of income in retirement. Therefore, it's important to ensure your super is in the right hands.

First Super provides a simple, flexible and low-cost fund for your super.

### The benefits of investing with First Super include:

- ✓ Flexible contribution options.
- ✓ Free consolidation service when you roll in your super.
- ✓ A choice of five ready-made investment options or any mix of the five options.
- ✓ The benefit paid by First Super on your death is the sum of the amount paid by the Insurer (if any) and the balance of your member account.
- ✓ Competitive default Death and Total and Permanent Disablement insurance cover for all eligible new members without the need for medical evidence (conditions apply). You can apply to transfer other insurance cover into First Super, applying for the level of insurance cover needed.
- ✓ Optional Income Protection insurance cover. For more information see Section 8, *Insurance In Your Super*.
- ✓ A range of member communication options including our MembersFirst e-newsletters and firstonline.
- ✓ Access to low-cost banking products (through an independent third party).
- ✓ Access to financial planning advice through Industry Fund Services Limited (AFSL 232514).
- ✓ Pension options available to members at Preservation Age and / or retired members seeking a cost-effective, flexible income stream. Refer to the *Pension PDS* for more information, available at [firstsuper.com.au/pds](https://firstsuper.com.au/pds) or by contacting the Member Services Team on **1300 360 988**.

**i** You should read the important information about the benefits of investing with First Super before making a decision. Refer to the *More About First Super* booklet at [firstsuper.com.au/pds](https://firstsuper.com.au/pds) or on request from the Member Services Team on **1300 360 988**. The material relating to the benefits of investing with First Super may change between the time when you read this PDS and the day when you acquire the product.

## 4: RISKS OF SUPER

All investments carry risk. There are a number of risks associated with investing in super you should consider.

- > The value of the investment option you choose may rise or fall.
- > The Fund's investment performance is not guaranteed, which means a person may lose some money.
- > The level of return for each of the Fund's investment options will vary, and future returns may differ from past returns.
- > Different strategies carry different levels of risk, depending on the assets comprising the strategy. Assets with the highest long-term returns may also carry the highest level of short-term risk. For more information about First Super's investment options, how the default option is invested and associated risk levels see Section 5.
- > Laws affecting super (such as superannuation laws, taxation and social security) may change at any time.
- > The amount of a person's future superannuation savings (including contributions and returns) may be insufficient to provide adequately for retirement.
- > The level of risk for each person will vary depending on a range of factors including age, investment time frames, where other parts of the person's wealth are invested and personal risk tolerances.

Generally, investment in high-risk assets produces higher returns over the long term, with a greater chance of a negative return over the short term.

Each of the four main asset classes – shares, property, fixed interest and cash – have different levels of risk and different potential for returns.

Risks specific to First Super include risks arising from inflation, changes to the management of underlying assets, and market and liquidity risks.

**i** You should read the important information about the risks of super before making a decision. Refer to the *Investing Your Super* booklet at [firstsuper.com.au/pds](https://firstsuper.com.au/pds) or on request from the Member Services Team on **1300 360 988**. The material relating to the risks of super may change between the time when you read this PDS and the day when you acquire the product.

# 5: HOW WE INVEST YOUR MONEY

First Super offers a choice of five investment options: Shares Plus, Growth, Balanced, Conservative Balanced and Cash. Read more in the *Investing Your Super* booklet at [firstsuper.com.au/pds](http://firstsuper.com.au/pds). You can choose to invest in one option or in any combination of the options. If you do not make a choice, your money will be invested in the Balanced<sup>#</sup> option.

<sup>#</sup>This is the default option and First Super's MySuper product.

 When making your investment choice you must consider the likely investment return, the level of risk, and your own personal investment time frame.

## BALANCED

### Objectives

- > Achieve an investment return (after tax and investment expenses) that exceeds inflation, as measured by the Consumer Price Index, by at least 3.5% per annum over rolling ten-year periods.
- > Confine the chance of the rate credited to members falling below zero in any financial year to less than one in five.
- > Achieve an investment return (after tax and investment expenses) that exceeds the median of the SuperRatings Default Option Survey over rolling five-year periods.

### Investor profile

This investment option is likely to appeal to members seeking mid- to long-term growth of their super along with diversification across asset classes.

### Risk profile

Designed to provide growth over the mid to long term while reducing risk through diversification. Likely to slightly underperform against the First Super Shares Plus and Growth options over the long term.

### Recommended time frame

Superannuation is a long-term investment, and the Balanced option is designed to outperform inflation over rolling ten-year periods.

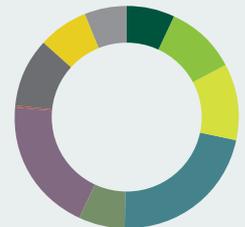
### Standard risk

**LIKELIHOOD OF NEGATIVE RETURNS: 3.7 IN EVERY 20 YEARS**

**RISK BAND: 5**    **RISK LABEL: MEDIUM TO HIGH**

### Asset allocation and ranges

Actual % as at 31 August 2020\*



Asset class	Actual	Range
Cash	7.1%	0-15%
Australian Fixed Income	10.4%	0-40%
International Fixed Income	11.0%	0-40%
Australian Listed Equities	22.0%	0-40%
Australian Unlisted Equities	6.6%	0-25%
International Listed Equities	19.6%	0-40%
International Unlisted Equities	0.2%	0-5%
Australian Unlisted Property	10.1%	0-20%
Australian Unlisted Infrastructure	7.2%	0-10%
International Unlisted Infrastructure	5.9%	0-10%

\*Actual asset allocation percentages may not add up to 100% due to rounding.

## Standard Risk Measure

The Standard Risk Measure allows you to compare investment options on the basis of investment volatility. The lower the risk band number, the less likely an investment option will deliver a negative return. The First Super MySuper product aims to have a lower risk band than the average MySuper option.

**First Super reserves the right to change its default investment option or any of its other investment options, including the types of investments and asset allocations within an option. Members of the Fund will be notified of any such changes.**

### How to make or change your investment choice

When joining First Super, complete the "Member investment choice" section of the relevant *Membership Application Form* (Employer-Sponsored or Personal) to indicate your investment choice.

You can choose to switch investment options at any time, as long as your account balance is at least \$1,000. Two switches each financial year are free. Each additional switch costs \$30.00.

You can:

- > choose to invest your total super account balance in one or more options, or
- > choose separate investment options for your current account balance and your future contributions.

To change your investment options, complete and return an *Investment Choice Application Form*.

Switches are generally processed weekly and become effective from the end of the week in which the switch was processed. However, the Trustee reserves the right to adjust the timing of switches where it considers necessary for good management of the Fund.

If you require assistance when making your investment choice, contact First Super to arrange to speak with a licensed financial planner.

 You should read the important information about how we invest your money before making a decision. Refer to the *Investing Your Super* booklet at [firstsuper.com.au/pds](http://firstsuper.com.au/pds) or request one by contacting the Member Services Team on **1300 360 988**. The material relating to how we invest your money may change between the time when you read this PDS and the day when you acquire the product.

## 6: FEES AND COSTS

### DID YOU KNOW

#### Small differences in both investment performance and fees and costs can have a substantial impact on 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 advisor.

#### 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](http://www.moneysmart.gov.au)) has a superannuation calculator to help you check out different fee options.\*\*

\*We are required by law to include this; however, neither you or your employer may negotiate fees. No contribution fees are included in the fees of this product and the fees are not subject to negotiation.

\*\*The calculator may be used to calculate the effect of fees and costs on account balances.

This section provides summary information about the main fees and costs for the First Super Balanced (MySuper) option. This information can be used to compare costs between different superannuation products.

Type of fee	Amount		How and when paid
<b>Investment fee<sup>1</sup></b>	Balanced	0.68% p.a.	This is a cost of making investments. It is paid by the Fund and is deducted from the Fund's gross investment earnings before net earnings are credited to your account balance.
<b>Administration fee<sup>1</sup></b>	\$2.25 per week plus 0.18% p.a. of account balance plus 0.02% p.a. of account balance		Calculated and deducted from accounts at the end of each month, and paid into the Fund's administration reserve.  This is the cost of providing education and intrafund advice to members. It is paid by the Fund and is <b>not</b> deducted from your account(s).  Where the cost of operating the Fund is greater or less than the total amount of fees deducted, this difference is applied to the administration reserve. The Fund claims a tax deduction for administration costs each year, which is paid into the administration reserve.
<b>Buy-sell spread</b>	Nil		Not applicable.
<b>Switching fee</b>	Nil for the first two switches each financial year, \$30.00 for each subsequent switch.		Deducted from your account when the switch is processed.
<b>Advice fees</b> – relating to all members investing in a particular MySuper product or investment option	Nil		Not applicable.
<b>Other fees and costs<sup>2</sup></b>			For further information, please see the <i>Additional explanation of fees and costs</i> section on pages 10 and 11 of the <i>More About First Super</i> booklet.
<b>Indirect Cost Ratio (ICR)<sup>1</sup></b>	Balanced	0.04% p.a. <sup>3</sup>	ICR is deducted from investment earnings before investment returns are declared, see <a href="http://firstsuper.com.au/fees">firstsuper.com.au/fees</a> for more information.

<sup>1</sup>If your account balance for a product offered by the superannuation entity is less than \$6,000 at the end of the entity's income year, the total combined amount of administration fees, investment fees and indirect costs charged to you is capped at 3% of the account balance. Any amount charged in excess of that cap must be refunded.

<sup>2</sup>See the *Additional explanation of fees and costs* section in the *More About First Super* booklet available from [firstsuper.com.au/pds](http://firstsuper.com.au/pds) for a description of other fees and costs not disclosed in this PDS.

<sup>3</sup>The investment fee and the ICR are based on the financial year ended 30 June 2020 and may include performance fees. Because the investment fees and ICR are based on the previous financial year's investment performance, fees and costs payable in respect of each future year may be higher or lower than disclosed.

**Note:** For explanation of the terms used in this section, see the *More About First Super* booklet available from [firstsuper.com.au/pds](http://firstsuper.com.au/pds) or by contacting our Member Services Team on **1300 360 988**. The fees are inclusive of GST, less any input tax credits (and any applicable stamp duty if relevant).

## 6: FEES AND COSTS (CONTINUED)

### Example of annual fees and costs for the Balanced option.

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

MySuper product (Balanced investment option)		Balance of \$50,000
<b>Investment fee</b>	0.68%	For every \$50,000 you have in the Balanced option you will be charged \$340.00 p.a.
<b>PLUS</b> Administration fees	\$2.25 per week plus 0.18% of account balance p.a. plus 0.02% of account balance p.a.	<b>And</b> , you will be charged \$117.00 in administration fees regardless of your balance plus \$90.00 (\$50,000 x 0.18%). \$10.00 will be deducted from your investment (\$50,000 x 0.02%). A total of \$217.00.
<b>PLUS</b> Indirect costs for the MySuper product	0.04% p.a.	<b>And</b> , indirect costs of \$20.00 p.a. will be deducted from your investment
<b>EQUALS</b> Cost of the product		If your balance was \$50,000, then for that year you will be charged fees of <b>\$577.00</b> for the MySuper product. <sup>#</sup>

<sup>#</sup>Additional fees may apply.

### Fee increases or changes

First Super reserves the right to change its fees at any time. Should fees increase, we will ensure you are notified in writing at least 30 days before any increase takes effect.

 **Fees payable to a financial advisor**  
Commissions are not paid to advisors. You may elect to have a fee paid from your account to a properly qualified investment advisor for provision of advice about your superannuation account with First Super. Refer to the Statement of Advice in which details of the fees are set out. Please contact us should you wish to do this. The Trustee will refuse to permit payment of such a fee if it contravenes any law.

 You should read the important information about fees and costs, including the ICR, before making a decision. See pages 9 to 11 of the *More About First Super* booklet at [firstsuper.com.au/pds](http://firstsuper.com.au/pds) or request a booklet from **1300 360 988**. The material relating to fees and costs may change between the time when you read this PDS and the day when you acquire the product.

## 7: HOW SUPER IS TAXED

First Super deducts the tax payable and remits it to the Australian Taxation Office (ATO).

Contributions	Tax payable on contributions
<b>Employer contributions</b>	Yes at 15%*
<b>Salary sacrifice contributions</b>	Yes at 15%*
<b>Personal tax deductible contributions</b>	Yes at 15%*
<b>Personal after-tax contributions</b>	No
<b>Co-contributions</b>	No

\*If First Super has your Tax File Number.

 Tax on contributions is deducted on receipt and remitted to the ATO as required by law. **If you exceed contribution limits (see Section 2) you pay extra tax.** This may be deducted from your account if permitted by law.

 **Don't pay more tax than required. Provide your Tax File Number!** Providing your TFN is not compulsory. However, if you don't, employer and salary sacrifice contributions will be taxed at the top marginal tax rate. Personal contributions cannot be accepted without a TFN. It is also more difficult to trace super accounts in your name and to receive your benefits in retirement.

### Tax on investment earnings

Up to a maximum of 15% tax is payable on the investment return your account earns. This tax is deducted before crediting rates are declared, so crediting rates are shown after tax.

 You should read the important information about how super is taxed before making a decision. Refer to pages 13 to 15 of the *More About First Super* booklet at [firstsuper.com.au/pds](http://firstsuper.com.au/pds). The material relating to how super is taxed may change between the time when you read this PDS and the day when you acquire the product.

### Tax on benefits – a general guide

Tax on benefits is complex, and your decisions about how and when to take your benefit can affect the tax payable and your Age Pension entitlements. Therefore it is wise to discuss your personal situation with a licensed financial advisor. For up-to-date tax information, visit [ato.gov.au/super](http://ato.gov.au/super) or call the ATO on **13 10 20**. Any tax due on benefit payments is deducted before payment.

#### Tax on retirement benefits and withdrawal benefits

- > If you are 60 or over, you will pay no tax on your benefit,
- > If you are at Preservation Age through to age 59, your benefit will be made up of a tax-free and a partially taxable component. The taxable component will be paid tax free up to a lifetime limit of \$215,000 (for the 2020/21 financial year), with amounts above that limit taxed at 15% plus the Medicare levy,
- > If you are under Preservation Age, the entire taxable component of your benefit will be taxed at 20% plus the Medicare levy,
- > If you are terminally ill your benefit will be tax free.

#### Rollovers into or out of a superannuation fund

Generally, no tax is payable.

#### Death benefit

Lump sum death benefits paid to dependants (as defined for tax purposes) are tax free. If paid to a non-dependant, part of the benefit may be taxed.

#### Total and Permanent Disablement benefit

Total and Permanent Disablement benefits are taxed at different rates, depending on your age when you were disabled.

# 8: INSURANCE IN YOUR SUPER

## Insurance with First Super is:

- ✓ **comprehensive:** covered 24 hours a day, 7 days a week.
- ✓ **easy:** premiums are deducted from your First Super account.
- ✓ **flexible:** you can increase your insurance cover easily to suit your needs and situation (subject to meeting the Insurer's health evidence requirements).
- ✓ **affordable:** each unit of Death (including Terminal Illness) and Total and Permanent Disablement (TPD) insurance cover costs \$2.80 per week (standard), \$1.28 per week (low risk) and, \$1.16 per week (professional). For Death cover only, the cost is \$0.98 per week (standard), \$0.46 per week (low risk) and \$0.40 per week (professional).

Insurance is provided under group insurance policies taken out by the Trustee and issued by MetLife Insurance Limited (ABN 75 004 274 882 AFSL 238096). In case of inconsistency between the PDS and insurance policies, the policies shall prevail.

## First Super provides eligible members with insurance cover for:

### Death and Total and Permanent Disablement (TPD)

This provides a financial benefit if you die or if you become totally and permanently disabled. Insurance cover is available for Death (and Terminal Illness) and TPD and ceases at age 70.

### Voluntary Income Protection

You can choose to apply for Income Protection insurance cover, which provides a monthly income to help you meet your living expenses and other financial commitments for up to two years if you are totally or partially disabled due to illness or injury and unable to work. This insurance cover is not automatically provided to members and ceases at age 65.

### Default Death and TPD

When you join First Super, if you are eligible, you are automatically covered for four (4) units of Death (including Terminal Illness) and TPD insurance cover. Employer-Sponsored Members who joined when they first became eligible, who are in active employment and who have never been eligible to receive a TPD benefit can increase their default insurance cover by ticking a box on the *Application Form*. Personal Members cannot increase insurance cover in this way, and receive limited cover for the first 24 months. Generally, limited insurance cover excludes existing conditions from insurance.

Once your insurance cover has been issued you can:

- > change to the low risk or professional rates if you qualify for them,
- > fix the value of your default insurance cover so it doesn't decline over time,
- > apply for more units of insurance cover,
- > apply for a fixed amount of insurance cover,
- > transfer other insurance cover you have into First Super,
- > cancel some or all of the insurance cover.

*Putting Members' Interests First* legislation requires super funds to provide insurance on an "opt-in" basis only to:

- > members whose super balances are below \$6,000 on or after 1 November 2019; and
- > members who are under age 25 and hold a new super account from 1 April 2020.

See [firstsuper.com.au/insurance](http://firstsuper.com.au/insurance) or phone us on **1300 360 988** for more details.



Contact our Member Services Team on **1300 360 988** if you wish to cancel some or all of your default insurance, otherwise it will continue and premium payments will be charged to your account. You can also contact us if you wish to change or cancel your current insurance cover.

Fees are deducted from your super account and insurance cover continues as long as there are sufficient funds to pay the fees and eligibility is still met.

The table shows the value of four units of default insurance.

Age at Death/TPD	Default cover (4 units)	Age at Death/TPD	Default cover (4 units)
11 to 34	\$200,000	51	\$70,800
35	\$180,000	52	\$65,200
36	\$152,400	53	\$60,000
37	\$146,800	54	\$54,400
38	\$141,600	55	\$48,800
39	\$140,000	56	\$43,600
40	\$130,800	57	\$38,400
41	\$125,600	58	\$32,800
42	\$120,000	59	\$27,200
43	\$114,400	60	\$22,000
44	\$109,200	61	\$17,200
45	\$103,600	62	\$13,600
46	\$98,000	63	\$11,600
47	\$92,800	64	\$11,600
48	\$87,200	65 to 69	\$5,400
49	\$81,600	70	Nil
50	\$76,400		

### Death benefit nominations

You can make either a Binding or Non-Binding Nomination about who you wish to receive benefits in the event of your death using the *Nomination of Beneficiary Form* in this PDS.



### Eligibility conditions and exclusions

Full information about eligibility, cancellation, any conditions or exclusions and the level, type, actual cost (or ranges of costs) of optional insurance cover or any other matter in relation to insurance cover is provided in the *Insurance* booklet available from [firstsuper.com.au/pds](http://firstsuper.com.au/pds) or on request from our Member Services Team on **1300 360 988**. That information should be read before deciding whether insurance cover is right for you.



You should read the important information about insurance in your super before making a decision about whether insurance is appropriate for you. Refer to the *Insurance* booklet at [firstsuper.com.au/pds](http://firstsuper.com.au/pds). The material relating to insurance in your super may change between the time when you read this PDS and the day when you acquire the product.

## 9: HOW TO OPEN AN ACCOUNT



LACHLAN WILLIS,  
WILLIS JOINERY,  
FIRST SUPER MEMBER

### HOW TO JOIN FIRST SUPER

- 1. Read this PDS and the important information at [firstsuper.com.au](https://firstsuper.com.au)**

This has details on how First Super operates and its benefits and features. If you need advice tailored to your own personal situation, contact First Super to speak with a financial planner.
- 2. Fill out the Membership Application Form attached to this PDS**

It includes sections to make your investment and insurance cover choices. In addition, please complete the *Nomination of Beneficiary Form* to inform us who you would like to receive benefits in the event of your death. Complete the *Roll-in Your Super Form* if you wish to transfer other super accounts into the Fund. Alternatively, you can complete the online member application process at [firstsuper.com.au/join](https://firstsuper.com.au/join).
- 3. Return your completed form(s) to First Super or to your employer**

On joining First Super you will receive a welcome letter, membership number, and confirmation of **the amount of your insurance cover**. Some insurance cover may be subject to acceptance by our Insurer. We will notify you of the Insurer's decision.

#### Cooling-off period

If your employer has enrolled you in First Super, no cooling-off period applies.

If you have made this choice yourself, a **14-day cooling-off period** applies from the earlier of five days from the date your application is accepted or the date we confirm your membership. During this period, you may write to the Trustee to cancel your First Super membership and have any contributions repaid (subject to preservation rules).

We will not deduct any fees from the amount of the repayment. The amount of repayment may, however, be adjusted to take account of any increase or decrease in investment value and any taxes payable in respect of the contributions made. If any of the contributions are subject to preservation requirements, they cannot be repaid in cash but must be transferred to another complying superannuation fund, approved deposit fund or retirement savings account of your choice.

#### Respecting your privacy

Protecting your personal information is important to First Super and it is also a legal requirement. Our Privacy Policy outlines the type of information we will keep about you. It explains how we, and any organisation we appoint to provide services to you on our behalf, will use this information.

For more information about our Privacy Policy please visit our website at [firstsuper.com.au](https://firstsuper.com.au) or call **1300 360 988**.

#### Complaints

The Trustee has established a procedure to deal with member complaints fairly. All complaints will be handled in a courteous and confidential manner, and will be properly considered and dealt with within 45 days. If you have a complaint please contact First Super by writing to:

**Superannuation Complaints Officer**  
First Super  
PO Box 666  
Carlton South, VIC 3053  
Phone: 1300 360 988

If an issue has not been resolved to your satisfaction, you can lodge a complaint with the Australian Financial Complaints Authority (AFCA). AFCA provides fair and independent financial services complaint resolution that is free to consumers.

Australian Financial Complaints Authority,  
GPO Box 3, Melbourne VIC 3001

[www.afca.org.au](https://www.afca.org.au)

[info@afca.org.au](mailto:info@afca.org.au)

1800 931 678 (free call)

**i** You should read the important information about how to open an account before making a decision. Go to the *More About First Super* booklet at [firstsuper.com.au/pds](https://firstsuper.com.au/pds) or request one from our Member Services Team on **1300 360 988**. The material relating to how to open an account may change between the time when you read this PDS and the day when you acquire the product.



# APPLICATION FORMS.

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# Application checklist

## Joining First Super

### Employer-Sponsored Members

If your employer agrees to make contributions to First Super please complete the *Membership Application Form* for Employer-Sponsored Members.

#### Checklist:

- > Have you provided your personal details in Section 1?
- > Have you provided your Tax File Number in Section 2?
- > Have you provided your employment details in Section 3?
- > Have you opted in and/or answered the questions relating to insurance cover in Section 4?
- > Have you chosen your preferred investment strategy in Section 5?
- > Have you completed the *Nomination of Beneficiary Form* in this PDS as requested in Section 6?
- > Have you signed and dated the form in Section 10?

### Personal Members

Please complete the *Membership Application Form* for self-employed, spouse and other members.

#### Checklist:

- > Have you provided your personal details in Section 1?
- > Have you provided your Tax File Number in Section 2?
- > Have you provided details of your initial contribution in Section 3?
- > Have you opted in and/or answered the questions relating to insurance cover in Section 4?
- > Have you chosen your preferred investment strategy in Section 5?
- > Have you completed the *Nomination of Beneficiary Form* contained in this PDS as requested in Section 6?
- > Have you signed and dated the form in Section 10?

### Changing insurance cover

Eligible new members are automatically provided 4 units of Death and Total and Permanent Disablement (TPD) cover when they join the Fund (conditions apply). Some Employer-Sponsored Members can receive double default insurance by requesting it on the application.

If you wish to apply for additional insurance cover or to change to either the lower cost Low Risk or Professional insurance rates, you will need to complete an *Application for Insurance Cover Form*.

Obtain an *Application for Insurance Cover Form* at [firstsuper.com.au/forms](https://firstsuper.com.au/forms) or by calling **1300 360 988**.

#### Checklist:

- > Have you provided your personal details in Section 1 of the *Application for Insurance Cover Form*?
- > Have you nominated the number of Death and TPD or Death only insurance units you require in Section 2?
- > Have you nominated the Income Protection benefit you require and your preferred waiting period in Section 3?
- > Have you completed all other relevant details in Sections 4 to 8?
- > Have you signed and dated the form in Section 9?

### Making extra contributions

First Super allows Members to make extra contributions to super through:

#### 1: Salary sacrifice

#### 2: Voluntary contributions

Contact **1300 360 988** for more information.

### Consolidating your super savings

First Super accepts transfers from any complying superannuation fund, approved deposit fund, or retirement savings account.

To make a transfer, you'll need to complete the *Roll-in Your Super Form*.

**Return all signed and completed forms to:**

**First Super  
PO Box 666  
Carlton South, VIC 3053**

# Completing Proof of Identity

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

## Acceptable documents:

### OPTION 1 Primary ID

#### One certified document from the following:

- > a current driver's licence issued under State or Territory law; or
- > a current passport.

OR

### OPTION 2 Secondary ID

#### Two documents are required if you are unable to supply a document from Option 1

#### Two certified documents from the following:

- > Birth certificate or birth extract.
- > Citizenship certificate issued by the Commonwealth.
- > Pension card issued by Centrelink that entitles the person to financial benefits.
- > 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.



### ALTERNATIVELY

First Super can now verify your identity electronically instead of you needing to send us certified identification documents. To use this service, please see Section 9 of the application form.

## 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 & 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) must be certified as true copies by individuals 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 (e.g. Justice of the Peace, Police Officer – including police stamp and badge number, etc) date, contact address and phone number.

### Those who can certify documents as being true and correct copies include:

- > Finance company officer, a bank officer, a building society officer or a credit union officer who has five or more years of continuous service
- > Financial advisor or financial planner
- > Notary public officer or a Commissioner of Affidavits or a Commissioner for Declarations
- > Police officer
- > Justice of the Peace
- > Australian consular officer or an Australian diplomatic officer
- > Judge, Magistrate, Chief Executive Officer of a Commonwealth court, clerk of a court, registrar or deputy registrar of a court
- > Migration agent
- > Teacher employed on a full-time or part-time basis
- > Legal practitioner, patent attorney, trade marks attorney
- > Medical practitioner, dentist, nurse, chiropractor, midwife, occupational therapist, physiotherapist, pharmacist, optometrist and psychologist
- > Veterinary surgeon.

## All proof of identification documents must be certified.

**Proof of identification documents cannot be accepted by fax or email. Please mail them to First Super, PO Box 666, Carlton South, VIC 3053.**

# Membership Application Form

## for Employer-Sponsored Members



Complete this form if your employer makes superannuation contributions for you.

Office Use Only: Member Number

Please complete this form with **BLOCK LETTERS** and a blue or black pen.

### Section 1 – Your personal details

Title (Mr, Mrs, Miss etc)

Date of birth (DD/MM/YYYY)

Sex (M/F)

Surname

Given name(s)

Residential address

Suburb

State

Postcode

Postal address  (Tick box if same as above)

State

Postcode

Telephone (home)

Telephone (work)

Mobile

Email address

Send me information about First Super by email.

Email me when my statements are available online.

### Section 2 – Tax File Number (TFN)

Under the *Superannuation Industry (Supervision) Act 1993*, we are authorised to collect, use and disclose your TFN.

First Super may disclose your TFN to another superannuation provider when your benefits are being transferred unless you request in writing that we do not disclose your TFN to any other superannuation provider.

Declining to quote your TFN to First Super is not an offence. However, giving it to us will have the following advantages:

- > we will be able to accept all permitted types of contributions to your account/s;
- > other than the tax that may ordinarily apply, you will not pay more tax than you need to – this affects both contributions to your super and payments when you start drawing down your super benefits; and
- > it will make it much easier to find different super accounts in your name so that you receive all your super benefits when you retire.

I agree to provide my TFN for the purpose outlined in the First Super Product Disclosure Statement:

Yes  No

I consent to First Super:

- using my TFN to search the Australian Taxation Office's (ATO) SuperMatch service for any super I may have;
- transferring any super-related monies held by the ATO to my First Super account and to notify me;
- advising me of any other super found and give me the opportunity to transfer it into my First Super account.

This consent is ongoing until I revoke it with the Fund in writing or by calling **1300 360 988**.

Yes  No

I advise my TFN is:

I have read the information concerning Tax File Numbers and understand a failure to provide my TFN will result in tax implications on my concessional contributions and the inability of the Fund to receive any non-concessional contributions. I further understand the Fund will only use my TFN for the approved purposes.

## Section 3 – Your employment details

Employer's name

Employer's contact number

Employer's address

Suburb

State

Postcode

Date commenced with employer (DD/MM/YYYY)

## Section 4 – Your insurance

**Do you elect to hold and retain cover with First Super even if you are under age 25 and/or your account balance is below \$6,000?**

Yes  No

You should read the important information about insurance in super before making a decision. See our *Insurance* booklet at [firstsuper.com.au/PDS](http://firstsuper.com.au/PDS) or phone our Member Services Team on 1300 360 988 for a copy.

**Do you elect (opt in) to keep any insurance cover held on your behalf with First Super, even if your account balance does not receive a contribution or rollover over a period of 16 continuous months?**

Yes  No

- > I understand my election(s) (opt-in) will apply to all insurance cover through my account, including any cover for Death, Total and Permanent Disablement, and Income Protection that I already hold in my account and that I am applying for by this application.
- > I understand my election(s) (opt-in) will continue to apply to my insurance cover unless and until it is/they are withdrawn by me in writing. I understand that I can withdraw my election(s) at any time.

**Automatic cover – 4 units of Death and Total and Permanent Disablement (TPD): (tick whichever applies)**

**a: Are you physically able to perform your work duties on a full-time basis, not undergoing any rehabilitation program, and can properly perform the normal tasks of your paid employment with a First Super employer?\***

Yes  No

\*You can answer **Yes** to this question whether you are currently working on a full-time, part-time or casual basis, or if you're on fully-paid leave, unless sickness or injury is the reason you are not working full-time or the reason you are on leave.

**b: Have you ever previously received a TPD benefit from a superannuation fund or insurance policy, or are you eligible to receive a TPD benefit from any source?**

Yes  No

**Note:** If you are not actively at work at the time of completing this application or if you have previously received or are eligible to receive a TPD benefit from any source, you will receive limited cover for TPD insurance cover.

**Increase your cover without any health evidence**

You may be able to increase your cover without the need to provide any health evidence if you:

1. join First Super within six months of commencing employment with your employer and return this form within six months of commencing employment;
2. are able to answer **Yes** to question "a" and **No** to question "b" above.

If you meet these criteria you are able to elect to increase your cover to up to 8 units of Death and TPD:

Total Death and TPD cover required: (tick whichever applies)

5 units  6 units  7 units  8 units

**Low-Risk / Professional occupations – lower premiums:**

You may be eligible to reduce your insurance premiums by answering the following questions:

**c: Do you spend at least 80% of your working time in an office environment?**

Yes  No

**d: Are you solely engaged in a professional, managerial, marketing, accounting, administrative or clerical occupation?**

Yes  No

**e: Are you engaged in any other occupation which would change your answers to questions "c" and "d" above?**

Yes  No

If you answer **Yes** to questions "a", "c" and "d" and **No** to question "e" you are eligible for Low Risk premiums.

If you are not eligible for Low Risk premiums you will be covered at standard rates.

If you are eligible for Low Risk you may be eligible for Professional rates by answering questions:

**f: Are your duties entirely undertaken within an office environment?**

Yes  No

**g: Do you earn more than \$125,000 per year from your profession?**

Yes  No

**h: Do you hold a senior management role or hold tertiary qualifications relevant to your profession or are you a member of a professional institute or registered government body related to your profession?**

Yes  No

If you were eligible for Low Risk above and also can answer yes to "f", "g", and "h" you are eligible for Professional rates.

## Section 5 – Member investment choice

Before completing this section, First Super recommends you read the information about investing in this PDS. The information provided by First Super is of a general nature and does not constitute investment advice.

I would like to invest in the following investment options:

First Super Balanced (default)	<input type="text"/>	%	First Super Conservative Balanced	<input type="text"/>	%
First Super Shares Plus	<input type="text"/>	%	First Super Cash	<input type="text"/>	%
First Super Growth	<input type="text"/>	%	TOTAL must equal		100 %

**Note:** If you do not make a choice, your account will automatically be invested in First Super's Balanced MySuper option.

## Section 6 – Nominating your beneficiaries

You can nominate who you would like to receive a death benefit in the event of your death. You can make a nomination that is either Binding or Non-Binding on the Trustee by completing and sending to us the *Nomination of Beneficiary Form* contained in this PDS.

## Section 7 – Other options

**Voluntary contributions:** Making additional contributions is a good way of boosting your retirement savings. Contact First Super for details.

**Transfer your other super into First Super:** To transfer superannuation from your other funds into First Super, please complete the *Roll-in Your Super Form* in this PDS or see [firstsuper.com.au/roll-in](http://firstsuper.com.au/roll-in).

## Section 8 – More about you

### Do you have a financial advisor?

Yes  No

If yes, is your advisor from:

- A financial institution (e.g. a bank)  
 A superannuation fund (e.g. First Super)

### Are you a member of another super fund?

Yes  No

### Do you identify as an Aboriginal, Torres Strait Islander, or the First People of Australia?

Yes  No

## Section 9 – Verifying your identity

First Super can now verify your identity electronically, instead of having to receive certified identification documents. To use this service, please tick here.

**Two forms of identification are required for electronic identification verification:**

### Driver Licence:

Full name as it appears on licence

Driver licence number

State of issue

### Current Australian Passport

Full name as it appears on passport

Passport number

Country of issue

Date of expiry (DD/MM/YYYY)

## Section 9 – Verifying your identity *(continued)*

### Medicare Card

Full name as it appears on Medicare card

Medicare card number

Individual reference number

Valid to date (DD/MM/YYYY)

Medicare card colour (green/yellow/blue)

## Section 10 – Declaration

To apply for membership of First Super, you must sign and date this form having read the statements below.

I hereby:

- > Apply to the Trustee for admission as a member of First Super under the terms and conditions of the Trust Deed by which the Fund is operated
- > Acknowledge receiving the Product Disclosure Statement (PDS) and have read the additional information that also forms part of the PDS, dated 1 November 2020.
- > Acknowledge that I have read the section on nomination of beneficiaries contained in the PDS
- > Acknowledge that I have read the Privacy Statement in this PDS and hereby consent to the collection, use, storage and disclosure of my personal information as described therein
- > Acknowledge that, if I have consented, First Super may use my personal details to search for lost superannuation money on my behalf.

With regard to my insurance cover, I acknowledge that:

- > I have read and carefully considered all questions in Section 4 in this application and all answers provided are true and correct
- > Cover is conditional upon me, as a potential insured member, disclosing all matters known to me that are relevant to the Fund's or the Insurer's decision to issue cover, and acknowledge that if I do not comply with this condition, then the Fund or the Insurer may cancel my cover and/or not pay a claim
- > If I am accepted as an insured member and I have not fully disclosed all known circumstances, then the Fund or the Insurer may not pay a claim arising out of, or in relation to, those circumstances
- > I have read the Duty of Disclosure information in the PDS and understand my obligations under the Insurance Contracts Act 1984.
- > I understand that if my First Super account has not received any contributions or other amounts for a continuous period of 16 months (inactive), First Super will be required by law to stop providing me with insurance cover unless I make an appropriate Valid Election (opt in).
- > I understand First Super will not be permitted to provide insurance cover from 1 April 2020 if my super account has not had a balance of at least \$6,000 (low balance) and/or I am under 25 years of age, unless I make an appropriate Valid Election (opt in).
- > I also understand that I can, at any future time, decrease or cancel my insurance cover by contacting First Super.

I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.

Signature

Date (DD/MM/YYYY)



Please return this completed form by:

Mail First Super  
PO Box 666  
Carlton South, VIC 3053

Email [mail@firstsuper.com.au](mailto:mail@firstsuper.com.au)

Want to know more? We're here to help.

Call 1300 360 988  
Email [mail@firstsuper.com.au](mailto:mail@firstsuper.com.au)  
Website [firstsuper.com.au](http://firstsuper.com.au)

# Membership Application Form

for self-employed, spouse and other members



Office Use Only: Member Number

Please complete this form with **BLOCK LETTERS** and a blue or black pen.

## Section 1 – Your personal details

Title (Mr, Mrs, Ms etc)

Date of birth (DD/MM/YYYY)

Sex (M/F)

Surname

Given name(s)

Residential address

Suburb

State

Postcode

Postal address  (Tick box if same as above)

State

Postcode

Telephone (home)

Telephone (work)

Mobile

Email address

Send me information about First Super by email.

Email me when my statements are available.

## Section 2 – Tax File Number (TFN)

Under the *Superannuation Industry (Supervision) Act 1993*, we are authorised to collect, use and disclose your TFN.

First Super may disclose your TFN to another superannuation provider when your benefits are being transferred unless you request in writing that we do not disclose your TFN to any other superannuation provider.

Declining to quote your TFN to First Super is not an offence. However, giving it to us will have the following advantages:

- > we will be able to accept all permitted types of contributions to your account/s;
- > other than the tax that may ordinarily apply, you will not pay more tax than you need to – this affects both contributions to your super and payments when you start drawing down your super benefits; and
- > it will make it much easier to find different super accounts in your name so that you receive all your super benefits when you retire.

I agree to provide my TFN for the purpose outlined in the First Super Product Disclosure Statement:

Yes  No

I consent First Super to:

- use my TFN to search the Australian Taxation Office's (ATO) SuperMatch service for any super I may have,
- transfer any super-related monies held by the ATO to my First Super account and to notify me,
- advise me of any other super found and give me the opportunity to transfer it into my First Super account.

This consent is ongoing until I revoke it with the Fund in writing or by calling **1300 360 988**.

Yes  No

I advise my TFN is:

I have read the information concerning Tax File Numbers and understand a failure to provide my TFN will result in tax implications on my concessional contributions and the inability of the Fund to receive any non-concessional contributions. I further understand the Fund will only use my TFN for the approved purposes.

## Section 3 – Your initial contribution

To join First Super, please write the amount of your initial contribution(s) in the appropriate box(es) below and provide a total figure. You need to make an initial contribution of at least \$1,000.

Transfer amount*	\$ <input type="text"/>
Member contributions	\$ <input type="text"/>
Spouse contributions	\$ <input type="text"/>
CGT Rollover <sup>^</sup>	\$ <input type="text"/>
TOTAL	\$ <input type="text"/>

\* If you are making an initial contribution by transferring or rolling over from another superannuation fund, please complete the **Roll-in Your Super Form**, available on request from our Member Services Team on **1300 360 988** or at [firstsuper.com.au/forms](http://firstsuper.com.au/forms) and attach the relevant documentation.

<sup>^</sup> A small business CGT concession amount can be rolled over into First Super using the *Capital Gains Tax Cap Election Form*, available on request.

Cheques should be payable to First Super and marked 'Not Negotiable'.

## Section 4 – Your insurance

**Do you elect to hold and retain cover with First Super even if you are under age 25 and/or your account balance is below \$6,000?**

Yes  No

You should read the important information about insurance in super before making a decision. See our *Insurance* booklet at [firstsuper.com.au/PDS](http://firstsuper.com.au/PDS) or phone our Member Services Team on **1300 360 988** for a copy.

**Do you elect (opt in) to keep any insurance cover held on your behalf with First Super, even if your account balance does not receive a contribution or rollover over a period of 16 continuous months?**

Yes  No

- > I understand my election(s) (opt-in) will apply to all insurance cover through my account, including any cover for Death, Total and Permanent Disablement, and Income Protection that I already hold in my account and that I am applying for by this application.
- > I understand my election(s) (opt-in) will continue to apply to my insurance cover unless and until it is/they are withdrawn by me in writing. I understand that I can withdraw my election(s) at any time.

**Automatic cover – 4 units of Death and Total and Permanent Disablement (TPD): (tick whichever applies)**

**a: Are you physically able to perform your work duties on a full-time basis, not undergoing any rehabilitation program and can properly perform the normal tasks of your paid employment with a First Super employer?\***

Yes  No

\*You can answer **Yes** to this question whether you are currently working on a full-time, part-time or casual basis, or if you're on fully-paid leave, unless sickness or injury is the reason you are not working full-time or the reason you are on leave.

**b: Have you ever previously received a TPD benefit from a superannuation fund or insurance policy, or are you eligible to receive a TPD benefit from any source?**

Yes  No

**Note:** If you are not actively at work at the time of completing this application or if you have previously received or are eligible to receive a TPD benefit from any source, you will receive limited cover for TPD insurance.

**Low Risk / Professional occupations – lower premiums:**

You may be eligible to reduce your insurance premiums by answering the following questions:

**c: Do you spend at least 80% of your working time in an office environment?**

Yes  No

**d: Are you solely engaged in a professional, managerial, marketing, accounting, administrative or clerical occupation?**

Yes  No

**e: Are you engaged in any other occupation which would change your answers to questions "c" and "d" above?**

Yes  No

If you answer **Yes** to questions "a", "c" and "d" and **No** to question "e" you are eligible for Low Risk premiums. If you are not eligible for Low Risk premiums you will be covered at standard rates.

If you are eligible for Low Risk you may be eligible for Professional rates by answering questions:

**f: Are your duties entirely undertaken within an office environment?**

Yes  No

**g: Do you earn more than \$125,000 per year from your profession?**

Yes  No

**h: Do you hold a senior management role or hold tertiary qualifications relevant to your profession or are you a member of a professional institute or registered government body related to your profession?**

Yes  No

If you were eligible for Low Risk above and also can answer yes to "f", "g", and "h" you are eligible for Professional rates.

## Section 5 – Member investment choice

Before completing this section, First Super recommends you read the information about investing in this PDS. The information provided by First Super is of a general nature and does not constitute investment advice.

I would like to invest in the following investment options:

First Super Balanced (default)	<input type="text"/>	%	First Super Conservative Balanced	<input type="text"/>	%
First Super Shares Plus	<input type="text"/>	%	First Super Cash	<input type="text"/>	%
First Super Growth	<input type="text"/>	%	TOTAL must equal		100 %

**Note:** If you do not make a choice, your account will automatically be invested in First Super's Balanced MySuper option.

## Section 6 – Nominating your beneficiaries

You can nominate who you would like to receive a death benefit in the event of your death. You can make a nomination that is either Binding or Non-Binding on the Trustee by completing and sending to us the *Nomination of Beneficiary Form* contained in this PDS.

## Section 7 – Other options

**Voluntary contributions:** Making additional contributions is a good way of boosting your retirement savings. Contact First Super for details.

**Transfer your other super into First Super:** To transfer superannuation from your other funds into First Super, please complete the *Roll-in Your Super Form* in this PDS or see [firstsuper.com.au/roll-in](http://firstsuper.com.au/roll-in).

## Section 8 – More about you

### Do you have a financial advisor?

Yes  No

If yes, is your advisor from:

- A financial institution (e.g. a bank)  
 A superannuation fund (e.g. First Super)

### Are you a member of another super fund?

Yes  No

### Do you identify as an Aboriginal, Torres Strait Islander, or the First People of Australia?

Yes  No

## Section 9 – Verifying your identity

First Super can now verify your identity electronically, instead of having to receive certified identification documents. To use this service, please tick here.

**Two forms of identification are required for electronic identification verification:**

### Driver Licence:

Full name as it appears on licence

Driver licence number

State of issue

### Current Australian Passport

Full name as it appears on passport

Passport number

Country of issue

Date of expiry (DD/MM/YYYY)

## Section 9 – Verifying your identity (continued)

### Medicare Card

Full name as it appears on Medicare card

Medicare card number

Individual reference number

Valid to date (DD/MM/YYYY)

Medicare card colour (green/yellow/blue)

## Section 10 – Declaration

To apply for membership of First Super, you must sign and date this form having read the statements below.

I hereby:

- > Apply to the Trustee for admission as a member of First Super under the terms and conditions of the Trust Deed by which the Fund is operated
- > Acknowledge receiving the Product Disclosure Statement (PDS) and have read the additional information that also forms part of the PDS, dated 1 November 2020.
- > Acknowledge that I have read the section on nomination of beneficiaries contained in the PDS
- > Acknowledge that I have read the Privacy Statement in this PDS and hereby consent to the collection, use, storage and disclosure of my personal information as described therein
- > Acknowledge that, if I have consented, First Super may use my personal details to search for lost superannuation money on my behalf.

With regard to my insurance cover, I acknowledge that:

- > I have read and carefully considered all questions in Section 4 in this application and all answers provided are true and correct
- > Cover is conditional upon me, as a potential insured member, disclosing all matters known to me that are relevant to the Fund's or the Insurer's decision to issue cover, and acknowledge that if I do not comply with this condition, then the Fund or the Insurer may cancel my cover and/or not pay a claim
- > If I am accepted as an insured member and I have not fully disclosed all known circumstances, then the Fund or the Insurer may not pay a claim arising out of, or in relation to, those circumstances
- > I have read the Duty of Disclosure information in the PDS and understand my obligations under the Insurance Contracts Act 1984.
- > I understand that if my First Super account has not received any contributions or other amounts for a continuous period of 16 months (inactive), First Super will be required by law to stop providing me with insurance cover unless I make an appropriate Valid Election (opt in).
- > I understand First Super will not be permitted to provide insurance cover from 1 April 2020 if my super account has not had a balance of at least \$6,000 (low balance) and/or I am under 25 years of age, unless I make an appropriate Valid Election (opt in).
- > I also understand that I can, at any future time, decrease or cancel my insurance cover by contacting First Super.

I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.

Signature

Date (DD/MM/YYYY)



Please return this completed form by:

Mail First Super  
PO Box 666  
Carlton South, VIC 3053

Email mail@firstsuper.com.au

Want to know more? We're here to help.

Call 1300 360 988  
Email mail@firstsuper.com.au  
Website firstsuper.com.au

# Pay My Super to First Super



If you want your super contributions to be paid to your First Super account, please complete this form with your details and **give it to your employer**.

**Do not** send this completed form to First Super or the Australian Taxation Office.

**Please complete this form with CAPITAL letters and a blue or black pen.**

## Section 1 – Your personal details

Surname

Given name(s)

Tax File Number

Your employee number (if applicable)

Under the *Superannuation Industry (Supervision) Act 1993 (SIS Act)*, you are not obliged to disclose your TFN, but if you do not provide it, your contributions may be taxed at a higher rate. If your TFN is provided, your employer must provide your TFN to the super fund.

## Section 2 – Your super account details

First Super is an eligible choice fund and an authorised MySuper product provider.

First Super member number<sup>#</sup>

<sup>#</sup>Leave blank if you don't have a member number yet.

Fund name

Unique Superannuation Identifier

Fund ABN

Fund address

Telephone

Email

## Section 3 – Sign and date

**I request that all my future super contributions be made to First Super.**

Please sign here

Date of request (DD/MM/YYYY)

**Give this completed form to your employer.**

### Information for employers

First Super Pty Ltd is the Trustee of First Super Superannuation Fund (Fund).

- The Fund is a complying resident regulated superannuation fund within the meaning of the *Superannuation Industry (Supervision) Act 1993 (SIS Act)*. It may be nominated as a default fund, as it meets the minimum statutory insurance cover requirements.
- The Fund is not subject to a direction under section 63 of the *SIS Act* directing the Trustee not to accept any contributions made to the Fund by an employer-sponsor.
- Subject to any restrictions in the *SIS Act* on the acceptance by superannuation funds of certain superannuation contributions, the Fund will accept superannuation contributions made by an employer for the benefit of an employee.
- If you are not a First Super participating employer, see [firstsuper.com.au/employers](http://firstsuper.com.au/employers) to register and pay your employee super to First Super.
- Call First Super on **1300 943 171** if you need need help making payments for your employees or to ask a question about your employer super obligations.

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# Nomination of Beneficiary Form



Office Use Only: Member Number

Please complete this form with **BLOCK LETTERS** and a blue or black pen.

## Section 1 – Your personal details

Title (Mr, Mrs, Ms etc)

Date of birth (DD/MM/YYYY)

Sex (M/F)

Surname

Given name(s)

Residential address

Suburb

State

Postcode

Postal address  (Tick box if same as above)

State

Postcode

Telephone (home)

Telephone (work)

Mobile

Email address

## Section 2 – Beneficiary details

Please read the 'Important information' overleaf before you complete this section. If you would like all or part of the benefit to be paid to your Estate (then distributed in accordance with your Will), please tick the 'Legal Personal Representative' box, otherwise please nominate the people you would like to receive your Death benefit. Please remember to write in the % of benefit each should receive and that the total must be 100%. Each beneficiary must also be a dependant (see 'Who can receive a Death benefit' on page 3 of this form).

**Recipient**  Legal Personal Representative

### Beneficiary 1

Surname

Given name(s)

Date of birth (DD/MM/YYYY)

Relationship to you

% of benefit

### Beneficiary 2

Surname

Given name(s)

Date of birth (DD/MM/YYYY)

Relationship to you

% of benefit

### Beneficiary 3

Surname

Given name(s)

Date of birth (DD/MM/YYYY)

Relationship to you

% of benefit

### Beneficiary 4

Surname

Given name(s)

Date of birth (DD/MM/YYYY)

Relationship to you

% of benefit

You can nominate more than four beneficiaries by providing their details on a separate piece of paper attached to this form that is signed and dated by you and witnessed in the same manner as this form.

### Section 3 – Nomination details

This is a (tick one):  Binding Nomination **OR**  Non-Binding Nomination

### Section 4 – Member declaration (must be completed in all cases)

I request and direct the Trustee to distribute any benefit payable in the event of my death in accordance with this form. This Nomination Form supersedes any previous nomination of beneficiary. I acknowledge that I have read and understood the Binding Nomination rules over page, and that my nomination complies with these requirements.

I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.

Please sign here

Date (DD/MM/YYYY)

### Section 5 – Witness declaration (Binding Nomination only)

I declare I am over the age of 18, not named as a beneficiary on this form, and this Binding Nomination was signed by the member in my presence on the same date it was signed by me.

#### Witness 1

Full name

Date of birth (DD/MM/YYYY)

Address

Signature

Date (DD/MM/YYYY)

#### Witness 2

Full name

Date of birth (DD/MM/YYYY)

Address

Signature

Date (DD/MM/YYYY)



Please return this completed form by:

Mail First Super  
PO Box 666  
Carlton South, VIC 3053  
Email mail@firstsuper.com.au

## Important information about Nomination of Beneficiaries

### *The difference between a Binding and Non-Binding Nomination*

A Binding Nomination is an instruction to the Trustee about who is to receive your benefit in the event of your death. The Trustee is legally bound to follow this instruction, provided that the nomination is legally valid and the person(s) nominated qualify for payment under the law when the benefit is paid. A Binding Death Benefit nomination is valid for three years.

A Non-Binding Nomination is a request for the Trustee to pay your benefit in a certain way in the event of your death. It is not legally binding, but is taken into account. The Trustee is obliged to follow the law in working out who should receive a death benefit.

### *Who can receive a Death benefit?*

A Death benefit can be received by one or more dependants or your legal personal representative (estate).

A dependant is generally a child, spouse, financial dependant, or a person with whom you have an interdependency relationship. Two people may have an interdependency relationship if:

- > They have a close personal relationship
- > They live together
- > One or each of them provides the other with financial support
- > One or each of them provides the other with domestic support and personal care.

An interdependency relationship may also exist where there is a close personal relationship between two people who do not satisfy other criteria because either or both of them suffer from a physical, intellectual or psychiatric disability.

### *Special Rules for Binding Nominations*

- > A Binding Nomination must be signed by two witnesses who are at least 18 years old and are not named as beneficiaries. Your witnesses must sign and date the Binding Nomination at the same time as you.
- > This form is invalid if not received by the Trustee before your death.
- > Only your dependants or legal personal representative can be nominated to receive a share of a Death benefit. Whether or not a person is eligible to receive part of your Death benefit is determined at the date of your death.
- > You can amend or revoke a Binding Nomination at any time by sending a new Nomination Form. It is important to update your nominations when your circumstances change.
- > If a person you have nominated dies before you or is not eligible to receive a share of your Death benefit, that person's part will be distributed equally among the surviving nominated dependants and/or legal personal representative.
- > If you do not provide all details requested in this form, or if it is not properly witnessed, the form is a Non-Binding Nomination.
- > If you fail to properly and clearly specify the % of your benefit payable to each person, it will be distributed equally among those persons nominated who are eligible to receive a benefit, providing the Nomination Form was otherwise valid. Your Binding Nomination will no longer be binding on the Trustee after three years. You will need to make a new Binding Nomination every three years if you wish to bind the Trustee, otherwise your benefit will be paid at the Trustee's discretion.

### *Tax on death benefits*

Death benefits paid to dependants (generally limited to your spouse and minor children) are tax-free.

The 'taxable component' of a death benefit paid to non-dependants will be taxed at special rates. For more information, contact the Australian Taxation Office (ATO) on 13 10 20.

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# Roll In Your Super Form

By completing this form, you will request the transfer of either the whole or partial balance of your superannuation benefits between funds. This form will not change the fund to which your employer pays your contributions. The *Employee Choice of Fund Form* must be used to change funds.

You can find out more about rolling in other super to your First Super account at [firstsuper.com.au/roll-in](https://firstsuper.com.au/roll-in).

## BEFORE COMPLETING THIS FORM

- > Read the important information below
- > Check that First Super 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
- > Review the checklist below
- > Send the request form to First Super.

## IMPORTANT INFORMATION

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

### This form cannot be used to:

- > 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 First Super can accept the transfer?
- Have you completed all of the mandatory fields on the form?
- Have you signed and dated the form?

## 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 more information about whether you are eligible to choose the fund to which your employer contributions are made, visit the *Choosing a super fund* section of [moneysmart.gov.au](https://moneysmart.gov.au) or call the ATO on **13 10 20**.

## THINGS YOU NEED TO CONSIDER WHEN TRANSFERRING YOUR SUPERANNUATION

When you transfer the whole balance of 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 – 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. 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)?

Under the *Superannuation Industry (Supervision) Act 1993*, First Super is authorised to collect, use and disclose your Tax File Number (TFN).

First Super may disclose your TFN to another superannuation provider when your benefits are being transferred unless you request in writing that First Super does not disclose it

Declining to quote your TFN is not an offence. However, giving us your TFN will have the following advantages:

- > First Super will be able to accept all permitted types of contributions to your account/s;
- > other than the tax that may ordinarily apply, you will not pay more tax than you need to on contributions and/or benefit payments when you start drawing down your super; and
- > it will make it much easier to find different superannuation accounts in your name so that you receive all your superannuation benefits when you retire.

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# Roll In Your Super Form

under the Superannuation Industry (Supervision) Act 1993



Office Use Only: Member Number

## COMPLETING THIS FORM

- > Read the important information pages
- > Refer to instructions where indicated with a
- > This form may be used for whole or partial balance transfers.

## AFTER COMPLETING THIS FORM

- > Sign the authorisation and send to First Super using the details overleaf.

Please select the applicable transfer option:

Full Balance OR  Partial Transfer of \$

## Section 1 – Your personal details

Title (Mr, Mrs, Ms etc)	Date of birth (DD/MM/YYYY)	Sex (M/F)	Tax File Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Surname\*

Given name(s)\*

Other / previous names

Residential address\*

Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Postal address <input type="checkbox"/> (Tick box if same as above)	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email address

- > If you know that the address held in your **from** fund is different to your current residential address, please give details below.

Previous address

Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Telephone (home)	Telephone (work)	Mobile
<input type="text"/>	<input type="text"/>	<input type="text"/>

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?'

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

## Section 2 – Fund details

### FROM:

Fund name\*

Fund address\*

Fund phone number\*

Member or account number\*

Australian Business Number (ABN)

Unique Superannuation Identifier

- > 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 address\*

Fund phone number\*

Member or account number#

Australian Business Number (ABN)

Unique Superannuation Identifier

- > You must check with First Super to ensure it can accept this transfer.

## Section 3 – 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 any superannuation provider for information about 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
- > I discharge the superannuation provider of my from fund of all further liability in respect of the benefits paid and transferred to First Super.

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)

I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.

Please sign here

Signature

Date (DD/MM/YYYY)



Please return this completed form by:

**Mail** First Super  
PO Box 666  
Carlton South, VIC 3053

**Email** mail@firstsuper.com.au

Want to know more? We're here to help.

**Call** 1300 360 988  
**Email** mail@firstsuper.com.au  
**Website** firstsuper.com.au

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

#Leave blank if you don't have a member number yet.

Issued by First Super Pty Ltd ABN 42 053 498 472, AFSL No. 223988. As Trustee of First Super ABN 56 286 625 181. November 2020.

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### Want to know more? We're here to help.

If you would like to join First Super or have any questions, please contact the Member Services Team today.

**Call:** 1300 360 988

**Email:** [mail@firstsuper.com.au](mailto:mail@firstsuper.com.au)

**Write to:** First Super, PO Box 666, Carlton South, VIC 3053

**Website:** [firstsuper.com.au](http://firstsuper.com.au)

### Keep in touch

It's important you tell us if you change address, phone number or email address to continue to receive all information issued by First Super.