

# Employer Handbook

1 July 2019





You should read this Handbook in conjunction with the *MTAA Super Product Disclosure Statement* (PDS) and our *Financial Services Guide*.

The PDS summarises the features, benefits, risks, investment options, fees and costs, tax implications and insurance cover offered with MTAA Super and explains how members can open an account. It can help you decide whether this product will meet your employees' needs and may also help you compare the MTAA Super product with other products you are considering.

The *Financial Services Guide* provides information about the financial services offered by the Motor Trades Association of Australia Superannuation Fund Pty. Limited ABN 14 008 650 628 (The Trustee) and its representatives.

The information in this Handbook is of a general nature and does not take into account your specific financial needs, objectives or personal situation. You should consider your own circumstances before making any decisions based on this information. The laws relating to super, including tax laws, are complex and change from time to time. We recommend that you seek financial advice from a licensed financial adviser and/or tax advice from a qualified adviser.

Issued by Motor Trades Association of Australia Superannuation Fund Pty. Limited (ABN 14 008 650 628, AFSL 238 718) of Level 3, 39 Brisbane Avenue Barton ACT 2600, the Trustee of the MTAA Superannuation Fund. (ABN 74 559 365 913).



**mtaasuper.com.au**  
**1300 362 415**



SuperRatings does not issue, sell, guarantee or underwrite this product. Go to [superratings.com.au](https://superratings.com.au) for details of its ratings criteria.

Focus on your business with MTAA Super.

# Contents

<b>Meet our team</b> .....	4
<b>Why MTAA Super?</b> .....	6
<b>Choose MTAA Super as your default fund</b> .....	7
<b>How to join MTAA Super</b> .....	8
<b>Employer contribution solutions in detail</b> ....	9
<b>How to make contributions</b> .....	11
<b>Frequently asked questions</b> .....	12
<b>We're here to help</b> .....	14
<b>Form</b>	
Standard Choice .....	15

# Meet our team

We understand you need tailored information and solutions that can work for your business.

## Education Specialists

Our Education Specialists facilitate education workshops nationally on a range of super and retirement topics. They can also run tailored worksite workshops at the request of employers.



**Darren Gilby**  
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**Dona Edwards**  
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donae@mtaasuper.com.au

## Regional Growth Managers

Our Growth Managers identify growth opportunities, engage with new employers and members, and assist with their transition to MTAA Super.



**Diedre Bell (QLD)**  
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Our Education Specialists are Authorised Representatives of Motor Trades Association of Australia Superannuation Fund Pty. Limited ABN 14 008 650 628 AFSL 238 718 and Link Advice Pty. Limited ABN 36 105 811 836 AFSL 258 145.  
Our Regional Growth Managers are Authorised Representatives of Motor Trades Association of Australia Superannuation Fund Pty. Limited ABN 14 008 650 628 AFSL 238 718

## Superannuation Advisers

Our Superannuation Advisers provide general and limited face-to-face advice to members and support services for employers.

### New South Wales and ACT



**Joe Hala**  
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**Craig Buchanan**  
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### Victoria and Tasmania



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### Queensland



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Our Superannuation Advisers are Authorised Representatives of Motor Trades Association of Australia Superannuation Fund Pty. Limited ABN 14 008 650 628 AFSL 238 718 and Link Advice Pty. Limited ABN 36 105 811 836 AFSL 258 145

# Why MTAA Super?

## We are MySuper authorised

All employers who make contributions into a default super fund on behalf of their employees must pay those contributions to a super fund that has received MySuper authorisation from the Australian Prudential Regulation Authority (APRA).

MTAA Super is MySuper authorised and our MySuper product is our My AutoSuper (Balanced) investment option.

You'll find the product dashboard for My AutoSuper (Balanced), together with other important information about MTAA Super, at [mtaasuper.com.au/myautosuper-dashboard](https://mtaasuper.com.au/myautosuper-dashboard)

## Services for employers

As a participating\* employer with MTAA Super, you'll receive access to a range of services and solutions, including:

- **MTAA Super's Clearing House, QuickSuper<sup>^</sup>** that lets you make payments to multiple super funds with a single payment and data file.
- **Secure online access** to manage super contributions to MTAA Super members via Employer SuperSite.
- **Support** from our team of Superannuation Advisers who understand your business and needs.
- **Updates** on super and regulatory changes that impact you.
- **Employer workshops** to help you understand and meet your super obligations.
- **Workplace presentations** held onsite to educate your employees on super-related matters.

- **Access to our Customer Service Centre** by calling us on **1300 362 415** between 8am and 7pm, Monday to Friday.
- **Comprehensive website** at [mtaasuper.com.au](https://mtaasuper.com.au) where you can access a suite of helpful documents and resources.

<sup>^</sup>Accessible free of charge subject to application criteria. Other employers may be granted use of the service at the approval of the Trustee.

\*An employer who is registered with MTAA Super.

## Benefits for your employees

As an industry super fund, we exist only to benefit our members. If you choose us as the super fund for your employees, you can be confident that we're looking after their best interests.

Membership of MTAA Super brings with it a range of benefits including:

- Low fees and charges.
- Choice of eight investment options.
- A range of insurance options.
- Pension products for managing super in retirement.
- General and limited advice at no additional cost from our Superannuation Advisers, plus fee-for-service financial advice through Industry Fund Services.
- Exclusive member offers and discounts on health insurance through NIB and financial products and home loans through ME Bank.

# Choose MTAA Super as your default fund

## How to make MTAA Super your default fund

As an employer you are required by law to nominate a default fund for your employees. This ensures that for any employees who do not make a choice or their choice cannot be implemented, you can pay SG contributions for them into the default fund.

To make MTAA Super your default fund, simply list us on your *Standard Choice Form* or give the form at the back of this Handbook to your employees.

## Default insurance for your employees

Under Superannuation Guarantee (SG) legislation, you must make SG contributions to a MySuper product for your employees who have not chosen their own fund. A MySuper product must offer default Death and Total and Permanent Disablement (TPD) insurance on an opt-out basis that meets certain minimum requirements. At MTAA Super, we provide Death and TPD insurance cover that exceeds the minimum regulatory requirements. For more information about the insurance we offer our members, refer to the *MTAA Super PDS* and *Insurance Guide* at [mtaasuper.com.au/member-handbooks](https://mtaasuper.com.au/member-handbooks)

## Choice of Fund employer checklist

If your employees are eligible to choose a super fund you must:

- Provide new employees with a *Standard Choice Form* within 28 days of starting employment with you.
- Pay SG contributions by the cut off dates.
- Pay super contributions on their behalf into your default fund (if your employee does not make a choice).
- Action a request within two months of receiving the written request, (if your employee makes a choice).
- Accept up to one change of fund per employee every 12 months.

You can reject an employee's choice of fund if:

- Their chosen fund is not an eligible choice fund (you can check the status of self-managed super funds at [superfundlookup.gov.au](https://superfundlookup.gov.au)).
- They haven't provided the required details about the chosen fund and how to pay SG contributions.
- They haven't provided a written trustee statement that the fund is a resident regulated super fund and accepts SG contributions.
- They haven't provided ATO evidence that their self-managed super fund is regulated.
- They have chosen another super fund within the preceding 12 months.

Remember, penalties apply if you don't offer choice of fund to eligible employees.

Check your employees' industrial awards and agreements to determine if you have an obligation to pay into a specified fund.

# How to join MTAA Super

It's easy to join MTAA Super as a participating employer.

Step 1	Read this <i>Employer Handbook</i> and the <i>Member PDS</i> at <a href="https://mtaasuper.com.au/employer-handbooks">mtaasuper.com.au/employer-handbooks</a>
Step 2	Complete our online employer application at <a href="https://mtaasuper.com.au/employer-join">mtaasuper.com.au/employer-join</a>
Step 3	Read your confirmation email (which includes your employer number) to get started with employee contributions.

.....  
Call us on **1300 362 415** if you need help getting started.  
To speak with your local Superannuation Adviser, refer to page 5 for contact details.  
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## Keep us up to date

To make sure we can process your contributions properly you need to let us know in writing of any changes to the following:

- your trading name
- ownership of the business
- contact details including address, phone and email
- the contact person

You should also let us know of changes to an employee's contact details including address, phone and email.

## Why do you need a nominated contact?

We take your privacy very seriously, so we ask our employers to nominate a contact person. We will only discuss contributions made on behalf of your employees with this person. We must comply with privacy laws and we want to make sure we keep sensitive information safe. If your nominated contact person changes, please let us know.

## Cooling off period

After becoming a participating employer with MTAA Super, you have 14 days to cancel your application. If you've made any payments to us on behalf of your employees in that time, we'll transfer the payments to another complying super fund subject to preservation rules under super law.

Your cooling off period starts from the time you receive confirmation that MTAA Super has accepted your application or five days after the Trustee issues the interest in the Fund to the employee, whichever is first.

Your request to cancel your application must be made in writing, and be signed and received by us within the specified period. Within one month of exercising your cooling off rights, you must nominate another complying super fund, Retirement Savings Account or Approved Deposit Fund to which we can transfer the payment. The amount transferred could be less than the amount paid into the Fund, after adjustments for tax, earnings and reasonable administrative and transaction costs.



# Employer contribution solutions in detail

**As a participating employer, you'll get access to simple solutions for making super contributions. Simplicity and practicality is at the heart of our service.**

Under the Government's SuperStream reforms, all businesses are obliged to meet certain payment and data standards when making super contributions.

To make it easier for employers to meet these obligations, we offer two contribution options:

**1. MTAA Super's Clearing House, QuickSuper\***—An online facility that allows you to pay super contributions across multiple funds. You submit a single payment and data file, and QuickSuper distributes these to your employees' super funds on your behalf. For MTAA Super participating employers there's no cost to access QuickSuper^.

**2. Employer SuperSite** – An online facility that allows you to submit your employees' super contributions to MTAA Super. You can only use Employer SuperSite for employees who are members of MTAA Super.

In addition to these contribution options, the Federal Government offers the Small Business Super Clearing House, a free online service to help small business meet their Super Guarantee obligations.

See below for more information on all contribution solutions.

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For more information about the contribution methods and meeting your SuperStream obligations, call us on **1300 362 415**.  
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Contribution method	Ideal for	Payment options	Benefits	For more details
MTAA Super's Clearing House, QuickSuper	Employers making payments to multiple super funds	<ul style="list-style-type: none"> <li>• EFT</li> <li>• Direct debit</li> </ul>	<ul style="list-style-type: none"> <li>• Convenient</li> <li>• Easy to use</li> <li>• One file, one transaction</li> <li>• Free for participating employers^</li> <li>• Secure online access</li> </ul>	Call us on <b>1300 362 415</b>
Employer SuperSite	Employers making payments to MTAA Super only	<ul style="list-style-type: none"> <li>• BPAY</li> <li>• EFT</li> <li>• Direct debit</li> </ul>	<ul style="list-style-type: none"> <li>• Convenient</li> <li>• Easy to use</li> <li>• Upload payment information direct from payroll system or manual input</li> <li>• Secure online access</li> <li>• Free</li> </ul>	Register online at <b>mtaasuper.com.au/employer-login</b> or call us on <b>1300 362 415</b>
Small Business Super Clearing House	Employers with 19 or fewer employees or an annual aggregated turnover of less than \$10 million	<ul style="list-style-type: none"> <li>• EFT</li> <li>• BPAY</li> </ul>	<ul style="list-style-type: none"> <li>• Convenient</li> <li>• Easy to use</li> <li>• Secure online access</li> <li>• One file, one payment</li> <li>• Free</li> </ul>	Call the ATO on <b>1300 660 048</b> or visit <b>ato.gov.au</b>

\* QuickSuper is a non-cash payment facility issued by Westpac Banking Corporation (please read the Product Disclosure Statement at [mtaasuper.com.au/clearing-house](https://mtaasuper.com.au/clearing-house) before making a decision).

^ Accessible free of charge subject to application criteria. Other employers may be granted use of the service at the approval of the Trustee.

## Your Superannuation Guarantee obligations

Superannuation Guarantee legislation requires you to provide super contributions for your employees who are:

- age 18 years or over, and
- working full-time, part-time or on a casual basis, and
- earning \$450 or more (before tax) in a calendar month.

You also need to make super contributions for employees who are:

- under age 18, and
- working more than 30 hours per week, and
- earning \$450 or more (before tax) in a calendar month.

The amount you must contribute is a percentage of their ordinary time earnings. The SG rate is currently 9.5% and will start increasing by 0.5% each year from 2021/22 up to a maximum of 12% in 2025/26 (see table).

## Ordinary-time earnings

Ordinary-time earnings are the salary or wages paid to employees for their ordinary hours of work, excluding (among other things) overtime. It includes over-award payments, bonuses, shift allowances, commissions and paid leave. For an explanation of ordinary-time earnings, please contact your local Superannuation Adviser (see page 5). Alternatively, visit the Australian Taxation Office (ATO) website at [ato.gov.au](http://ato.gov.au) or call **13 10 20**.

Year	SG rate %
2019/20	9.5
2020/21	9.5
2021/22	10.0
2022/23	10.5
2023/24	11.0
2024/25	11.5
2025/26	12.0

# How to make contributions

Below we outline how you can make super contribution payments. These payments include your SG contribution amounts and any additional super contributions for your employees.

To discuss making contributions, or for information specific to your business, call us on **1300 362 415**.

<b>Step 1</b>	<p><b>Select your payment method</b></p> <p>Choose from:</p> <ul style="list-style-type: none"> <li>• MTAA Super's Clearing House, QuickSuper</li> <li>• Employer SuperSite, or</li> <li>• Small Business Super Clearing House</li> </ul>
<b>Step 2</b>	<p><b>Obtain new employees' fund details</b></p> <p>If new employees are eligible to choose their own fund, provide them with a <i>Standard Choice Form</i> within 28 days of starting work.</p>
<b>Step 3</b>	<p><b>Set up super accounts for your employees</b></p> <p>You must pay super into a complying super fund, like MTAA Super, or Retirement Savings Account. If your employees are paid under an award, check if additional super requirements apply.</p>
<b>Step 4</b>	<p><b>Calculate the super contribution amount</b></p> <p>Work out the percentage amount of ordinary time earnings for each employee. Check industrial awards and agreements for any additional super obligations.</p>
<b>Step 5</b>	<p><b>Pay on time: monthly or quarterly</b></p> <p>You must pay contributions at least quarterly, but can also pay contributions monthly.</p> <ul style="list-style-type: none"> <li>• Monthly contributions must be paid by the 14th of the following month (for example, the March contribution is due 14 April).</li> <li>• Quarterly contributions must be paid by 28 October, 28 January, 28 April and 28 July each year.</li> </ul> <p>Extra employer contributions (including salary sacrifice contributions) must be paid to MTAA Super when SG contributions are paid.</p> <p>Amounts which are being paid as a payroll deduction from an employee's after-tax salary must be paid to MTAA Super within 28 days of the end of the month in which the deduction was made.</p>

## Single Touch Payroll

Single Touch Payroll (STP) is a new way of reporting tax and super information to the ATO. Employers using STP must report payments such as salaries and wages, PAYG withholding, and super information to the ATO each time they complete their payroll.

### **When does it start?**

For employers with 20 or more employees, STP reporting commenced from 1 July 2018.

For employers with 19 or fewer employees, STP reporting commenced from 1 July 2019.

The ATO has indicated that small employers can start reporting at any time from 1 July to 30 September 2019. The ATO will, in most cases, grant deferrals to any small employer who requests additional time to start STP reporting.

### **What you need to do**

If you have not already commenced STP reporting, you should contact your payroll software or service provider to find out if your payment solution is suitable for STP reporting.

If you are unable to meet the STP starting date, you may need to consider getting a deferral from the ATO.

For details, go to the ATO website ([ato.gov.au](http://ato.gov.au)) or call the ATO on **13 10 20**.

# Frequently asked questions

## How do I change my contact details?

You can change your contact details via MTAA Super's Clearing House, QuickSuper or Employer SuperSite. You can also call us on **1300 362 415** or email [contact@mtaasuper.com.au](mailto:contact@mtaasuper.com.au)

## Can I claim tax deductions for employer contributions?

Yes. Employers can claim all employer (concessional) contributions that they make on behalf of their employees who are aged under 75 as a tax deduction. This includes an employee's salary sacrifice contributions. You can also claim a tax deduction for SG contributions made on behalf of your employees aged over 75.

## How does salary sacrifice work?

Salary sacrifice is an agreement between an employer and an employee, where an employee chooses to pay some of their before tax salary into super.

Salary sacrifice payments are tax deductible for the employer. MTAA Super supports employers wishing to enter into salary sacrifice arrangements with their employees.

## How do I report additional super contributions?

Employers need to include additional super contributions, such as salary sacrifice contributions above the SG amount, as reportable employer super contributions on employees' payment summaries.

## Am I required to provide my employee's Tax File Number (TFN) to MTAA Super?

You must provide an employee's TFN to MTAA Super if it was provided to you on or after 1 July 2007. To avoid penalties from the Australian Taxation Office (ATO), you need to provide us with the TFN within 14 days of your employee providing it to you. We use TFNs only for legal purposes, including administration and tax. These purposes may change in the future if the law changes. TFNs are treated as confidential and they are subject to strict data privacy procedures.

## Why does MTAA Super need my employee's TFN?

If we don't have a valid TFN, your employee may have to pay additional tax. Also, we may not be able to accept after-tax (non-concessional) contributions from your employee unless we have a valid TFN. Without a valid employee TFN, MTAA Super may also be unable to locate or consolidate an employee's super benefits in the future or pay any benefits they are entitled to receive.

## What should I do if I overpay or underpay a contribution?

If you are making payments through MTAA Super's clearing house, QuickSuper, you can follow the payment cancellation steps (available within a certain timeframe from payment). If you are not using QuickSuper, and make an overpayment or underpayment, call us on **1300 362 415**.

## What happens if I make late payments to an employee's super?

You must make SG contributions for your employees on time to meet your legal obligations, avoid ATO penalties and ensure your employees remain covered by Death and TPD insurance.

If you do not make at least quarterly contributions, you may be subject to the Superannuation Guarantee (SG) charge, which is payable to the ATO on top of the unpaid contributions. The SG charge includes an additional administration fee and interest, and is not tax deductible.

Also, if you are late paying SG contributions, your employees may have insufficient funds to pay their insurance fees.

Although MTAA Super may accept late employer contributions, this does not necessarily mean your SG obligations have been met. Speak with your local Superannuation Adviser for information or call the ATO Super Infoline on **13 10 20**.

## What if I have a complaint?

We care about our employers, and any complaints are taken seriously and dealt with as soon as practicable. If you have a complaint, call us on **1300 362 415** or write to us at:

The Complaints Officer  
MTAA Super  
Locked Bag 5134  
Parramatta NSW 2124

The Complaints Officer will investigate and provide you with a written response.

If an issue has not been resolved to your satisfaction, you may be able to lodge a complaint with the Australian Financial Complaints Authority (AFCA).

### **Australian Financial Complaints Authority (AFCA)**

AFCA is an external dispute resolution scheme which provides fair and independent financial services complaint resolution that is free to consumers.

Website: **afca.org.au**  
Email: **info@afca.org.au**  
Telephone: **1800 931 678** (free call)

In writing to:

Australian Financial Complaints Authority  
GPO Box 3  
Melbourne VIC 3001

# We're here to help

We know super is a small part of what you do. We're here to help, so you can concentrate on more important things – like running your business.

## Supporting you and your employees

The MTAA Super Field Force team provide practical support to employers and employees and are represented Australia wide.

## Regional Growth Managers

Regional Growth Managers are responsible for identifying growth opportunities, business development and delivering service excellence. They also actively manage the relationship with our key employers, employer associations and other stakeholders.

## Superannuation Advisers

Superannuation Advisers can give general and limited advice directly to your employees. They can host a workplace information workshop or personalised one-on-one sessions.

Topics include:

- salary sacrificing,
- how to choose investment options,
- how much insurance cover is needed,
- retirement options, and
- how to consolidate your super.

Superannuation Advisers help your employees understand how super works, so they can make informed decisions about their financial future.

## Education Services

Our Education Specialists facilitate education workshops nationally on a range of super and retirement topics. Sessions are run on-site at your workplace and can be tailored to suit your employee and workplace needs.

Topics include, but are not limited to:

- strategies to maximise your super,
- contribution options,
- how to choose the right investment options,
- how to consolidate your super,
- how to get financial advice, and
- understanding your retirement options.

## Get in touch

To speak with a member of our team near you, refer to page 4 and 5 of this Handbook for contact details.

## Other useful resources

As well as the resources we provide, you can find other useful super information at:

- Australian Taxation Office (ATO) at [ato.gov.au/super](https://ato.gov.au/super)
- Australian Securities and Investments Commission (ASIC) at [moneysmart.gov.au](https://moneysmart.gov.au)
- Association of Superannuation Funds of Australia (ASFA) at [superannuation.asn.au](https://superannuation.asn.au)
- SuperRatings (independent researchers) at [superratings.com.au](https://superratings.com.au)
- Selecting Super (independent researchers) at [selectingsuper.com.au](https://selectingsuper.com.au)

# Choosing a super fund: how to complete your Standard Choice Form

## Do you need to complete this form?

You must complete this form if you are an:

- employer with employees who are eligible to choose a super fund, or
- employee who is eligible to choose a super fund.

### ① **Before you complete this form**

Before you complete your *Standard Choice Form*, you should read *Super Decisions*. This document has been prepared by the Australian Securities and Investment Commission (ASIC) to help you understand more about super and make better super decisions. To obtain a copy, visit [moneysmart.gov.au](http://moneysmart.gov.au) or call **1300 300 630**.

For more information about choosing a super fund, contact the ATO on **13 28 64** between 8am and 6pm, Monday to Friday or visit [ato.gov.au](http://ato.gov.au)

### ① **How to complete this form: Employees (Section A)**

If you are an employee and you are eligible to choose a super fund, your employer must give you this form to complete after they have completed Section B. You should complete Section A and return the form to your employer.

## Question 1: Choice of super fund

Complete this question by placing an 'x' in one of the boxes.

### **Option 1: Stay with your employer's super fund**

If you don't make a choice, your employer's super contributions will be paid into a fund chosen by your employer. You do not need to complete Section A for this option.

Your employer is not liable for the performance of the super fund you choose or the employer fund they choose on your behalf.

Do not seek financial advice from your employer unless they are licensed to provide it. You can choose a different super fund later if you like.

### **Option 2: Choose your own super fund**

You can choose the super fund you want your employer super contributions paid to.

Any money you have in existing funds will remain there unless you transfer it (or rollover) to another fund. Check the impact of any fees, or benefits you may lose, before leaving the fund. Your employer cannot do this for you. Your employer is only required to accept one *Standard Choice Form* from you every 12 months.

## Question 2: Your details

Provide your personal details.

If you quote your tax file number (TFN) to your employer for super purposes, they must provide it to the super fund they pay your super to.

Providing your TFN means:

- your super fund will, subject to its rules, be able to accept contributions for you
- the tax on contributions your fund receives for you will not increase
- other than the tax that may ordinarily apply, no additional tax will be deducted when you start drawing down your super benefits, and
- it is easier to keep track of different super accounts in your name so you receive all your super when you retire.

You are not legally required to quote your TFN but if you do not quote it, your contributions may be taxed at a higher rate.

## Question 3: Details of my chosen super fund

Provide details of your chosen super fund.

## Question 4: Appropriate documentation

Complete by placing an 'x' in the box and including a copy of the appropriate documentation listed in the '*Standard choice*' form.

### ① **How to complete this form: Employers (Section B)**

You must complete Section B of the form before you give it to your eligible employee.

## Question 5: Your details

Provide your details.

## Question 6: Your employer nominated super fund

If you wish to choose MTAA Super as your nominated employer (default) fund, the details have already been completed for you.

When your employee completes this form and returns it to you, you have two months to start paying contributions to your employee's new fund. If they stay with the fund you have chosen, make sure you pay super contributions to them by the SG quarterly cut-off dates of 28 October, 28 January, 28 April and 28 July.

### **For more information:**

- Australian Taxation Office [ato.gov.au](http://ato.gov.au)
- ASIC's Moneysmart website for financial tips and safety checks at [moneysmart.gov.au](http://moneysmart.gov.au)
- Subscribe to 'What's New' at [ato.gov.au](http://ato.gov.au) to receive regular updates
- Call **13 28 64** to ask about choosing a super fund
- Call **13 10 20** between 8am and 6pm, Monday to Friday to speak to an ATO officer.

# Choice of Super Fund: Standard Choice

Please call us on **1300 362 415**  
if you require any assistance.

Please complete this form using **CAPITAL LETTERS**

## Section A

Employee to  
complete

### 1. Choice of super fund

I request that all my future super contributions be paid to:

My employer's super fund named in Section B, question 6

OR

My own choice of super fund

### 2. Your details

Given name/s

Family name

Employee identification number (if applicable)

Tax File Number (TFN)

Make sure your super fund knows your TFN. You can check by looking at your latest statement from them. It helps you keep track of your money, allows you to pay extra contributions, and makes sure you don't pay additional tax. Under the *Superannuation Industry (Supervision) Act 1993*, you are not obliged to disclose your TFN, but there may be consequences, such as paying increased tax if you do not. See the *Super Guide* at [mtaasuper.com.au/member-handbooks](http://mtaasuper.com.au/member-handbooks)

If your TFN is provided, your employer must provide your TFN to the super fund.

### 3. Details of my chosen super fund

Fund name

Fund address

Suburb

State

Postcode

Member number (if known)

Account name

Fund's Australian Business Number (ABN) (if applicable)

Unique Superannuation Identifier (USI) (if applicable)



Section A

Employee to complete  
(continued)

Day time phone number

[Grid for phone number]

Fund electronic service address (ESA) (SMSFs only)

[Grid for ESA]

SMSF bank details

BSB

Account number

[Grid for BSB]

[Grid for Account number]

4. Appropriate documentation

I have attached:

- a letter from the Trustee stating that this is a complying fund or retirement savings account (RSA) or, for a self-managed superannuation fund, a copy of documentation from the Australian Taxation office (ATO) confirming the fund is regulated
- written evidence from the fund stating that they will accept contributions from my employer, and
- details about how my employer can make contributions to this fund.

Your employer is not required to accept your choice of fund if you have not provided the appropriate documents.

Signature

[Signature box]

Date

[Date grid: DD MM YYYY]

Protecting your personal information has always been important to us and is required by law. The *Commonwealth Privacy Act* requires us to handle your personal information in accordance with a set of guidelines, known as the Australian Privacy Principles. Please view our full Privacy Policy online at [mtaasuper.com.au/privacy](http://mtaasuper.com.au/privacy) which sets out our full obligations regarding the handling of your personal information.

I consent to my personal information being used in accordance with MTAA Super's Privacy Policy.

If you do not complete a *Standard Choice Form* and provide it to your employer, default fund arrangements will apply.

Section B

Employer to complete

5. Your details

Business name

[Grid for Business name]

ABN

[Grid for ABN]

Signature

[Signature box]

Date

[Date grid: DD MM YYYY]

Section B

Employer to complete  
(continued)

6. Your employer nominated super fund

If the employee does not choose a different super fund, super contributions will be paid to the following super fund on behalf of this employee:

**Fund name**

M T A A S U P E R A N N U A T I O N F U N D

**Unique Superannuation Identifier**

M T A 0 1 0 0 A U

**Phone (for the Product Disclosure Statement for this fund)**

1 3 0 0 3 6 2 4 1 5

**Fund website**

M T A A S U P E R . C O M . A U

**For your records** – This section must be completed when the employee returns the form to you with a completed Section A

**Date valid choice is accepted**

D D M M Y Y Y Y

**Date you act on your employee's valid choice**

D D M M Y Y Y Y

Do not send a copy of this form to the ATO, or to your super fund. You must keep a copy for your own records for a period of five years. When you receive this form and all of the required information from your employee, you have two months to pay contributions to your employee's new fund. If they choose to stay with the fund you have chosen, make contributions as you are required.

**Email** [contact@mtaasuper.com.au](mailto:contact@mtaasuper.com.au)

**Postal address** Locked Bag 5134, Parramatta NSW 2124

**Trustee** Motor Trades Association of Australia Superannuation Fund Pty. Limited  
ABN 14 008 650 628 AFSL 238 718

**Fund** MTAA Superannuation Fund ABN 74 559 365 913

**mtaasuper.com.au**

**1300 362 415**

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1300 362 415  
contact@mtaasuper.com.au  
**mtaasuper.com.au**

Locked Bag 5134  
Parramatta NSW 2124

Trustee: Motor Trades Association of  
Australia Superannuation Fund Pty. Limited  
ABN 14 008 650 628 | AFSL 238 718

MTAA Superannuation Fund  
ABN 74 559 365 913 | USI MTA0100AU



# Member Product Disclosure Statement

9 August 2019



This Product Disclosure Statement (PDS) is a summary of significant information you need to make a decision about MTAA Super. It includes a number of references to other important information that is taken to form part of this PDS. These references are marked, like this:

⚠ You should consider the PDS (together with the other important information) before making a decision about the product.

The information provided in this PDS is general only and does not take into account your personal financial situation or needs. You should therefore consider obtaining financial advice that is tailored to your personal circumstances from a licensed financial adviser. The information contained in this PDS may change between the time you read it and the day when you acquire the product, and updated information that is not materially adverse will be advised via our website. You'll find up to date information at **mtaasuper.com.au/member-handbooks**. For a free copy of this PDS or any of the other important information that forms part of this PDS, call us on **1300 362 415**.

Issued by Motor Trades Association of Australia Superannuation Fund Pty. Limited (ABN 14 008 650 628, AFSL 238 718) of Level 3, 39 Brisbane Avenue Barton ACT 2600, the Trustee of the MTAA Superannuation Fund (ABN 74 559 365 913).

The Trustee has engaged Industry Fund Services Limited (IFS) (ABN 54 007 016 195 AFSL No 232 514) to provide financial advice to members of MTAA Super. Fees may apply. Further information about cost of advice is set out in the relevant Financial Services Guide, a copy of which is available by calling **1300 138 848**. IFS is responsible for any advice given to you by its representatives.

# Contents

<b>1 About MTAA Super</b>	3
<b>2 How super works</b>	3
<b>3 Benefits of investing with MTAA Super</b>	5
<b>4 Risks of super</b>	6
<b>5 How we invest your money</b>	7
<b>6 Fees and other costs</b>	9
<b>7 How super is taxed</b>	12
<b>8 Insurance in your super</b>	13
<b>9 How to open an account</b>	15
<b>Member Application (attached)</b>	1a



SuperRatings does not issue, sell, guarantee or underwrite this product. Go to **superratings.com.au** for details of its ratings criteria.

# 1 About MTAA Super

Since 1989 we've built our name as the leading industry fund for the motor trades. And over the years we've grown to become one of Australia's largest super funds with \$12.8 billion in funds under management (as of 30 June 2019). We now proudly drive the future of Australians from a diverse range of trades and industries.

## Practical, hardworking, low cost

- We put your super to work by investing it on your behalf. You can choose from one or more of our eight investment options and we do the rest.
- We're here to help you get the most out of your super. We cut through the jargon and give you the information and tools you need to understand your super.
- As an industry fund, we exist only to benefit our members. We keep our fees low so you keep more money in your super.

## We're for everyone

No matter what your job is, what type of work you do, or what industry you're in – you're welcome to join MTAA Super and enjoy our range of benefits and services.

## 2 How super works

Superannuation (super) is a way of saving for your retirement. It's a form of compulsory savings, where the government requires employers to contribute to super on behalf of their employees.

## MTAA Super is MySuper authorised

All employers who make contributions into a default super fund on behalf of their employees must pay those contributions to a super fund that has received MySuper authorisation.

The My AutoSuper (Balanced) option is our MySuper product. More information about the My AutoSuper (Balanced) option can be found in the product dashboard at [mtaasuper.com.au/myautosuper-dashboard](https://mtaasuper.com.au/myautosuper-dashboard).

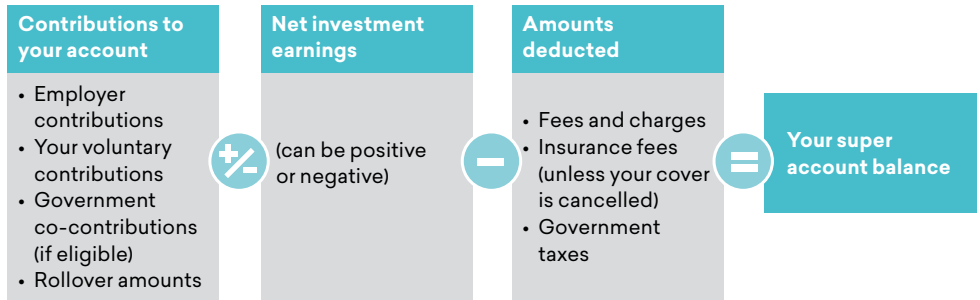
The product dashboard is intended to provide the following information about the product:

- the return target
- the returns for previous financial years
- a comparison between the return target and the returns for previous financial years
- the level of investment risk, and
- a statement of fees and other costs.

You'll also find the details of our director and executive remuneration, the Trustee's registers of relevant interests and duties and other prescribed documents at [mtaasuper.com.au/about-us](https://mtaasuper.com.au/about-us).

You can also contribute yourself and, in some cases, access co-contributions from the Government. There are limits on contributions to and withdrawals from super.

Here's how it works:



## Contributions

Generally, if you're an employee earning more than \$450 a month, your employer must make Superannuation Guarantee (SG) contributions on your behalf. The current SG rate is 9.5% of your income. Your employer is required by law to make SG contributions at least quarterly.

Your employer contributions may not be enough to provide you with a comfortable retirement, and you may like to consider making extra contributions to your super. To do this, you can:

- ask your employer to deduct extra money from your before-tax salary and contribute it to your super (called salary sacrifice), and/or
- make regular or lump-sum contributions to super from your before-tax or after-tax salary. If you make after-tax personal contributions you may also be eligible for a Government co-contribution. To find out if you're eligible, refer to the *Super Guide* available at [mtaasuper.com.au/member-handbooks](http://mtaasuper.com.au/member-handbooks).

Super contributions are generally taxed by the government at concessional rates, but there are limits on the amount of contributions that can be made each

year without incurring extra tax. After age 65, you need to satisfy a work test in order to be eligible to make personal contributions. For more information on the 'work test', refer to the *Super Guide* available at [mtaasuper.com.au/member-handbooks](http://mtaasuper.com.au/member-handbooks).

If you have super in other funds, you can consolidate your super by transferring your other super into your MTAA Super account (called a rollover). Before closing any other super accounts, it pays to check whether any fees apply and whether you may lose valuable benefits such as extra employer contributions or insurance.

## Accessing your super

As super is savings for your retirement, you generally can't access it until you reach a certain age (called your preservation age, which is between 55 and 60, depending on your date of birth) and meet what's called a condition of release. There are some other conditions of release that allow you to withdraw some or all of your super earlier.


You can usually transfer your super to another fund at any time.



## Choosing your super fund

Most people can choose their super fund – just check with your employer if you're not sure. If you have a choice and don't exercise it, your SG contributions will be paid into the super fund nominated by your employer.

To make MTAA Super your fund of choice (whether as a new MTAA Super member or to take us with you when you change jobs), you'll need to complete a *Choice of Fund Form* and hand it to your employer.

 You should read the important information about contribution types, eligibility and limits, conditions of release for withdrawing your super benefit and how to claim your benefit (including nominating your beneficiaries for your death benefit) in the *Super Guide* before making a decision. Go to [mtaasuper.com.au/member-handbooks](https://mtaasuper.com.au/member-handbooks). This information may change between the time when you read this PDS and the day when you acquire the product.

## 3 Benefits of investing with MTAA Super

As an industry super fund, we exist only to benefit our members.

MTAA Super members benefit from:

- Low fees and charges
- Choice of eight investment options
- A range of insurance options
- Pension products for managing super in retirement
- Online access to their super account
- General and limited personal advice about your MTAA Super account, which you can receive **over-the-phone** or **face-to-face**.
- Fee for service financial advice through Industry Fund Services (IFS).
- Exclusive member offers and discounts on health insurance through NIB and financial products and home loans through ME Bank.

### Ongoing disclosure to be communicated online

We are required by law to communicate material changes and significant events which may affect your account, including material changes to product disclosure documents. We are also required to provide you with an Annual Superannuation Statement, and provide access to our Annual Report.

We'll let you know either by email or post when the updated disclosure item is available to be viewed online and how you can access it.

If you wish to receive printed copies of these communications, you can opt out of receiving these communications electronically via Member SuperSite at [mtaasuper.com.au/member-login](https://mtaasuper.com.au/member-login) or by calling us on **1300 362 415**.

# 4 Risks of super

All investments, including super, carry some risk. To make an informed choice about your super, you need to understand the risks involved.

MTAA Super invests across all major asset classes: shares, property, fixed interest and cash. Within these asset classes we invest in Australian and international shares, unlisted shares and private equity, Australian and international fixed interest, and direct or indirect property investments, including infrastructure. This means we offer a broad spread of investments.

Different asset classes have different levels of risk and return. Each investment option offered by MTAA Super carries a different level of risk, depending on the strategic allocations to the various asset classes within each option.

## Significant risks


When considering investing in MTAA Super, it's important to understand the following:

- Asset classes with potentially the highest level of investment returns over the long term will usually also have the highest risk of loss over the short term
- Different strategies carry different levels of risk, depending on the assets which make up the strategy

- The value of your investments may vary, the level of returns may vary and future returns may be different from past returns
- Returns are not guaranteed and you may lose some of your money
- The laws affecting your super may change (for example, tax and social security laws)
- Your super savings (including contributions and returns) may not be enough to adequately provide for your retirement.

The appropriate level of risk for each person depends on factors including age, investment time frame, the assets held outside super and how they're invested and how much risk the person is comfortable taking on.

Investing too conservatively also has risks. The main risk is that your money will grow too slowly, leaving you short when it comes time to retire.

 You should read the important information about investment options including risks in the *Investment Guide* before making a decision. Go to [mtaasuper.com.au/member-handbooks](https://mtaasuper.com.au/member-handbooks). This information may change between the time when you read this PDS and the day when you acquire the product. We follow industry guidelines and include a Standard Risk Measure in our *Investment Guide* so you can easily compare the risk level of different options.

## 5 How we invest your money

MTAA Super offers eight investment options:

Pre-mixed options	Asset Class options
Conservative	Cash
Income-Focussed	Diversified Fixed Interest
My AutoSuper (Balanced)	Australian Shares
Growth	International Shares

You can choose just one option or spread your super across a mix of options. When you make your choice, you can also decide whether this choice applies to your existing account balance, future contributions (including any money you roll into your account), or both your account balance and future contributions.

If you don't make an investment choice when you join, you'll automatically be invested in the default option, My AutoSuper (Balanced).

**WARNING:** When it comes to choosing the My AutoSuper (Balanced) option or another investment option for your super savings, you should consider these questions:

- How much risk do I feel comfortable with?
- What level of return do I want?
- What is the time horizon I am investing towards?

The answers to these questions will help guide you in choosing the investment option or mix of options for your super savings.

## Details for our default investment option, My AutoSuper (Balanced)

The My AutoSuper (Balanced) option seeks medium to high long-term returns through a balanced exposure to risk. It is intended to be suitable for members with a moderate to high risk level.

Strategic Asset Allocation	%	Range %
Cash	6.0	0.5 – 20.0
Australian Fixed Interest	3.0	0.0 – 15.0
Overseas Fixed Interest	7.5	0.0 – 15.0
Australian Equities	22.5	5.0 – 35.0
International Equities	29.0	5.0 – 35.0
Infrastructure	15.5	0.0 – 35.0
Property	10.5	0.0 – 22.5
Alternatives Credit	3.0	0.0 – 17.5
Private Equity	3.0	0.0 – 12.5
Multi Asset	0.0	0.0 – 10.0
Other*	0.0	0.0 – 17.5



**Objective:** To out-perform (after tax and fees) the Consumer Price Index (CPI) by 3% a year over rolling seven-year periods.

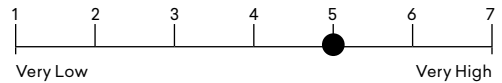
**Minimum suggested time frame:** 7 years

### Summary risk level

(Estimated number of negative annual returns over any 20 year period): 3.9

### Standard Risk Measure\*:

Risk Band 5, Medium – High



+ Investments in this asset class may include natural resources, multi-asset class strategies and other alternative investments deemed appropriate.

\*The Standard Risk Measure is based on industry guidance to assist members to compare investment options that are expected to deliver a similar number of negative annual returns over any 20 year period.

The Standard Risk Measure disclosed for a particular investment option is calculated on the basis of the Strategic Asset Allocation for that investment option current at the date of this PDS. It represents the Trustee's calculation of the Standard Risk Measure for that option over a 20 year period. However, over shorter periods, the risk associated with an investment option may differ from the Standard Risk Measure for that option. This can occur, for example, during transitional periods when

changes are being made to the underlying assets of an option or when market movements mean that the day-to-day asset allocation of an investment option differs from the option's Strategic Asset Allocation.

The Standard Risk Measure is not a complete assessment of all forms of investment risk. For instance it does not detail what the size of a negative return could be or the potential for a positive return to be less than a member may require to meet their objectives. Further, it does not take into account the impact of administration fees and tax on the likelihood of a negative return. Members should not rely exclusively on the Standard Risk Measure and should still ensure they are comfortable with the risks and potential losses associated with their chosen investment option/s.

**!** You should read the important information about our investment options, how to switch between options and the extent to which we take environmental, social and ethical factors into account in our *Investment Guide* before making a decision. Go to [mtaasuper.com.au/member-handbooks](https://mtaasuper.com.au/member-handbooks). This information may change between the time when you read this PDS and the day when you acquire the product.

## Changing your investment option

Whatever you choose, you're not locked in – you can change how your super is invested online via Member SuperSite or by completing the form at the back of the *Investment Guide*.

## 6 Fees and other costs

### Consumer Advisory Warning

#### Did you know?

Small differences in both investment performance and fees and costs can have a substantial impact on your long-term returns. For example, total annual fees and costs of 2% of your account balance, rather than 1%, could reduce your final return by up to 20% over a 30 year period (for example, reduce it from \$100,000 to \$80,000).

You should consider whether features such as superior investment performance or the provision of better member services justify higher fees and costs. You or your employer, as applicable, may be able to negotiate to pay lower fees. Ask the fund or your financial adviser.\*

*\* MTA Super fees are not negotiable. All of our members pay the same low fees*

#### To find out more

If you would like to find out more or see the impact of fees based on your own circumstances, the Australian Securities and Investments Commission (ASIC) website, [moneysmart.gov.au](http://moneysmart.gov.au) has a superannuation calculator to help you check out different fee options.

### Fees and other costs for

#### My AutoSuper (Balanced)

The table on the following page shows the fees and other costs you may be charged for investing in My AutoSuper (Balanced) and can be used to compare costs between different superannuation products. These fees and other costs may be deducted from your account, from the returns on your investment or from the assets of the Fund as a whole.

Other fees, such as activity fees, advice fees for personal advice and insurance fees, may also be charged, and these will depend on the nature of the activity, advice or insurance chosen by you. Entry fees and exit fees cannot be charged.

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



Taxes are set out in our *Super Guide* and insurance fees and other costs relating to insurance are set out in our *Insurance Guide*. These Guides form part of the MTA Super Member Product Disclosure Statement available at [mtaasuper.com.au/member-handbooks](http://mtaasuper.com.au/member-handbooks).

## Fees and costs for My AutoSuper (Balanced) option

Type of fee	Amount	How and when paid
<b>Investment fee*</b>	0.58% (\$58 per \$10,000)	Deducted from investment returns before unit prices are determined and directly applied to your account.
<b>Administration fee*<sup>1</sup></b>	\$1.50 per week plus 0.15% p.a. of your account balance up to a total administration fee of \$528.00 p.a.	<p>Deducted monthly from your account or proportionally on joining the Fund or on withdrawal of your investment from the Fund.</p> <p>For the 12 months to 30 June 2019 the Fund's estimated costs were \$3.33 per member per week (gross of tax).<sup>2</sup></p> <p>The Fund claims a tax deduction for administration costs each year. The amount of the deduction is also paid into an administration reserve.</p>
<b>Buy-sell spread</b>	Buy spread – 0.06% Sell spread – 0.06%	Applied to daily unit prices to cover the cost of buying and selling units. <sup>3</sup>
<b>Switching fee</b>	Nil	N/A
<b>Advice fees</b>	Nil	N/A
Relating to all members investing in My AutoSuper (Balanced)		
<b>Other fees and costs<sup>4</sup></b>	Refer to the 'Additional explanation of fees and costs' section in the <i>Super Guide</i> available at <a href="http://mtasuper.com.au/member-handbooks">mtasuper.com.au/member-handbooks</a>	
<b>Indirect cost ratio*</b>	Nil	N/A

\* If your account balance is less than \$6,000 as at 30 June each 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.

1. The actual administration costs will vary from year to year. Past costs are not a reliable indicator of future costs.

2. Buy-sell spreads are applied when transactions are processed to your account through the purchase or sale of units.

3. Includes family law fees and insurance fees.

## Example of annual fees and costs for My AutoSuper (Balanced) option


This table shows how the fees and costs in the My AutoSuper (Balanced) option can affect your super investment over one year. You should use this example to compare this product with other super products.

Example – My AutoSuper (Balanced) option		Balance of \$50,000
Investment fees	0.58%	For every \$50,000 you have in the My AutoSuper (Balanced) option you will be charged \$290 each year
<b>PLUS</b> Administration fees	\$153.00 <sup>1</sup>	<b>And</b> , you will be charged \$153.00 in administration fee (\$1.50 a week (regardless of your balance) plus \$75 (0.15% p.a. of your account balance)) <sup>2</sup>
<b>PLUS</b> Indirect costs for the My AutoSuper (Balanced) option	Nil	<b>And</b> , indirect costs of \$0 will be deducted from your investment
<b>EQUALS</b> Cost of product		If your balance was \$50,000, then for that year you will be charged fees of <b>\$443.00</b> for My AutoSuper (Balanced) option. <sup>3</sup>

1. Administration fees are deducted directly from the member's account balance and estimates are based on 52 weeks.

2. The flat rate component of the administration fee (\$1.50 per week) is calculated each Friday and deducted on the last Friday of each month. In a financial year where there are 53 Fridays, this results in a deduction of \$79.50 and a total administration fee of \$154.50. In a financial year where there are 52 Fridays, the cost of the product will be \$153.00. Additional fees may apply.

3. If you leave MTAA Super, you may be charged a **buy-sell spread** which also applies whenever you make a contribution, exit, rollover or investment switch. The **buy-sell spread** for exiting is **0.06%** (this will equal **\$30** for every \$50,000 you withdraw).

 You should read the important information about fees and costs (including fees and costs for other investment options) in the *Super Guide* before making a decision.

Go to [mtaasuper.com.au/member-handbooks](https://mtaasuper.com.au/member-handbooks). This information may change between the time when you read this PDS and the day when you acquire the product.

## Changes to our fees

While we work hard to keep costs down, we reserve the right to change the fees we charge. If we increase our fees, we will notify you at least 30 days before any increase in fees takes effect.

.....  
**WARNING:** Industry Fund Services (IFS) provides our members with fee-for-service financial planning. The first meeting is at no additional cost to you and there is no obligation to proceed. Once you have discussed your financial situation and needs with the planner, they will provide you with an obligation free quote. IFS operates under Australian Financial Services Licence (AFSL) 232 514.  
 .....

# 7 How super is taxed

Super is taxed by the government:

- when contributions are made,
- on investment earnings, and
- if you take a benefit before age 60.

## Tax on contributions

Contribution type	Tax payable
Employer SG contributions	15%*
Before-tax (concessional) contributions	15%*
After-tax (non-concessional) contributions	N/A
Co-contributions	N/A

\*If your adjusted income together with your before-tax contributions is over \$250,000, you may be liable to an additional tax of 15% (known as Division 293 tax) on some or all of your before-tax contributions. The ATO will issue a notice of assessment to you if you have incurred a Division 293 Tax liability.

We pay the tax applicable to your super contributions by deducting it from your account and paying it to the ATO.

### Before-tax contribution limits

The annual limit on before-tax (concessional) contributions is \$25,000 regardless of your age and includes the 9.5% SG contributions made by your employer and any salary sacrifice contributions you make.

**WARNING:** If you go over your contribution limits you may pay extra tax.

## Tax on investment earnings


Up to 15% tax is payable on the investment returns your account earns. Any applicable tax is deducted from investment returns before unit prices are determined.

## Tax on benefit withdrawals

If you are under age 60, tax on benefit withdrawals is deducted before you receive your payment. If you are 60 or over, withdrawals are generally tax free.

**WARNING:** Give us your Tax File Number (TFN) when you join

We are authorised by law to request your TFN and we use it only for permitted purposes. If you don't tell us your TFN, your contributions and withdrawals may be taxed at a higher rate, we can't accept personal contributions and the government can't pay you co-contributions. Not having your TFN also makes it more difficult for MTAA Super to locate all of your super if you want us to.

 You should read the important information about tax in the *Super Guide* before making a decision. Go to [mtaasuper.com.au/member-handbooks](https://mtaasuper.com.au/member-handbooks). This information may change between the time you read this PDS and the day when you acquire the product.



## 8 Insurance in your super

MTAA Super offers a range of insurance options to protect you and your family from financial hardship if you are unable to work (for a long period) due to sickness or injury, become permanently disabled or die.

### Default insurance cover

You are automatically provided with default Death and Total and Permanent Disablement (TPD) cover on joining MTAA Super, subject to eligibility. The default cover you receive is based on your age and is subject to terms and conditions.

The table below sets out the cost and the number of units of cover provided.

Your age next birthday	Default Death cover	Default TPD cover	Cost of cover (per week)
16-21	1 unit	3 units	\$2.39
22-26	3 units	3 units	\$3.87
27-70	6 units	3 units	\$7.47

MTAA Super, like other super funds is able to claim a 15% tax deduction for the cost of insurance fees incurred by members. It will be directly passed back to insured members' accounts resulting in a lower net insurance fee.

### Additional insurance options

We give you the flexibility to vary your insurance cover at any time.

Your options include:

- On joining, you may be eligible to increase your Death and TPD cover without the need to provide health evidence
- If you have at least default cover with MTAA Super, you can apply to top up your Death and TPD cover without providing health evidence when certain life events occur

### Selecting the right cover for you

Different work scales apply to insurance cover depending on the type of work you do. The amount of cover you are eligible for will depend on the work scale that applies to you. Default cover is provided based on the general work scale. If you are eligible for non-manual or professional cover, you will need to advise us by completing the *Application to Change Your Work Scale* available in the *Insurance Guide*. Any request to change your work scale will be subject to assessment and approval by the insurer.

- You can apply for additional Death cover up to a total of \$5 million and/or TPD cover up to a total of \$3 million at any time
- You can choose to fix your Death and/or TPD cover at a set level of cover
- You can apply for Income Protection cover of up to \$25,000 per month.

You can reduce or cancel your additional insurance cover at any time.

**WARNING:** The insurance cover provided by MTAA Super is subject to eligibility conditions and exclusions. These may affect your entitlement to insurance cover or the circumstances when an insured benefit may be payable under the policy. You should read the important information about insurance cover in the *Insurance Guide* at [mtaasuper.com.au/member-handbooks](http://mtaasuper.com.au/member-handbooks)

**WARNING:** If your account becomes inactive (no contributions or rollovers into the account for 16 months) we may be required by law to cancel your insurance cover. See *Insurance Guide* for more information.

### Opting out of default cover

You can opt out of default insurance cover within 30 days of the date you receive your *Welcome Letter*. If you opt out within the 30 days, all insurance fees will be refunded to your account. You can opt out of default cover by ticking the opt out box in Section I of the *Member Application* in this PDS, online at [mtaasuper.com.au/insurance-change](http://mtaasuper.com.au/insurance-change) or by calling us on **1300 362 415**.

If you cancel your cover after 30 days have elapsed, you will be liable to pay insurance fees until the date we receive notification from you that you wish to cancel your cover. You can cancel your default cover at any other time by advising us in writing to MTAA Super, Locked Bag 5134, Parramatta NSW 2124, online at [mtaasuper.com.au/insurance-online](http://mtaasuper.com.au/insurance-online) or by calling us on **1300 362 415**.

**We recommend you seek financial advice before making any decisions about insurance cover.**


**WARNING:** If you do not cancel your cover, the cost of insurance (fees) is deducted from your account each month. Refer to the *Insurance Guide* for full details of the fees.

### Transferring cover

If the default cover doesn't meet your needs and you have insurance elsewhere, you can apply to MTAA Super to transfer that cover within the insurance design available. Make sure you don't cancel any existing insurance cover until you have received written notification from the Insurer that your cover with MTAA Super has been accepted.

*Insurance cover for death, total and permanent disability, terminal illness and income protection is provided to members of MTAA Super who are accepted for cover under an insurance policy issued by MetLife Insurance Limited (ABN 75 004 274 882, AFSL 238 096). All insurance cover with MTAA Super is subject to acceptance by MetLife and the terms and conditions of the insurance policies.*

**IMPORTANT NOTE:** You have a duty to disclose every matter that you know, or could reasonably be expected to know, that is relevant to the Insurer's decision to provide you with insurance cover and if so, on what terms. If you do not disclose relevant information, your insurance cover may be adjusted for any errors or omissions and the Insurer may be able to decline a claim.

 You should read the important information about insurance, including details of our insurance options, eligibility, insurance fees, conditions and exclusions in the *Insurance Guide* before making a decision. Go to [mtaasuper.com.au/member-handbooks](http://mtaasuper.com.au/member-handbooks). This information may change between the time when you read this PDS and the day when you acquire the product.

## 9 How to open an account

1. Read this PDS and other important information about MTAA Super contained in the Guides at **[mtaasuper.com.au/member-handbooks](http://mtaasuper.com.au/member-handbooks)**
2. You can join online at **[mtaasuper.com.au/member-join](http://mtaasuper.com.au/member-join)** or by completing the *Member Application* at the end of this PDS. When joining, you'll need to:
  - i. Consider the level of default insurance cover you are eligible for and decide whether you need additional insurance – you need a separate form to apply for additional insurance.
  - ii. Choose the investment option or mix of options that you would like your super to be invested in. You can make your choice as part of the online join process or complete the *Member Investment Choice* to choose an investment option other than My AutoSuper (Balanced).
  - iii. If you have money in other super funds, you can initiate a roll over into MTAA Super as part of the online join process, or complete the *Rollover* form.

If, for any reason, MTAA Super is unable to accept you as a member, any contributions which may have been made on your behalf will be returned without interest. Any interest earned on the bank account in which unallocated contributions are held is retained by the Trustee for the benefit of members of MTAA Super.

### Cooling off period

If you joined MTAA Super independently of your employer, you have a 14-day cooling off period to cancel your membership. The period starts from the date MTAA Super confirms to you that your application has been accepted or five days after the application has been accepted, whichever occurs first. Your request to cancel your membership must be in writing.

If your investment is subject to preservation it must be kept as super, so you need to tell us which super fund you want us to transfer your benefit to. The amount transferred might be adjusted to take into account any variation in the value of the investment, any fees payable, and any tax payable by MTAA Super based on the length of your membership with us.

You cannot cancel your MTAA Super membership if you have already exercised any of your other rights as a member.

## Tell us if you have a complaint

We care about our members, and any complaints are taken seriously and dealt with as soon as practicable. If you have a complaint, call us on **1300 362 415** or write to:

MTAA Super Complaints Officer  
Locked Bag 5134  
Parramatta NSW 2124  
contact@mtaasuper.com.au

If you do not receive a response from the Trustee within 90 days, you can contact the Australian Financial Complaints Tribunal (AFCA).

### **Australian Financial Complaints Authority (AFCA)**

AFCA is an external dispute resolution scheme which provides fair and independent financial services complaint resolution that is free to consumers.

Website: **afca.org.au**  
Email: [info@afca.org.au](mailto:info@afca.org.au)  
Telephone: **1800 931 678** (free call)

In writing to:

Australian Financial Complaints  
Authority  
GPO Box 3  
Melbourne VIC 3001

There are some time limits for lodging certain complaints. This includes complaints about the payment of a death benefit, which you must lodge with AFCA within 28 days of being given a written decision.

## Your privacy is important to us

Protecting your personal information has always been important to us and is required by law. The Commonwealth Privacy Act requires us to handle your personal information in accordance with a set of guidelines, known as the Australian Privacy Principles.

In short, MTAA Super only collects information from you or your employer that is necessary to administer your fund membership. By this, we mean managing your account and keeping you up-to-date with opportunities and value-adding services and benefits available to you as an MTAA Super member. If we are unable to obtain the personal information we need about you, we may be unable to properly administer your fund membership.

Please view our full Privacy Policy online at **mtaasuper.com.au/privacy** which sets out our full obligations regarding the handling of your personal information.

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1300 362 415

[contact@mtaasuper.com.au](mailto:contact@mtaasuper.com.au)

**[mtaasuper.com.au](https://mtaasuper.com.au)**

Locked Bag 5134

Parramatta NSW 2124

Trustee: Motor Trades Association of  
Australia Superannuation Fund Pty. Limited  
ABN 14 008 650 628 | AFSL 238 718

MTAA Superannuation Fund  
ABN 74 559 365 913 | USI MTA0100AU





# Member Application

Please call us on **1300 362 415** if you require any assistance

Apply online at  
[mtaasuper.com.au/member-join](http://mtaasuper.com.au/member-join)

Please complete this form using **CAPITAL LETTERS**

## Section A

### Personal details

MTAA Super member number (if known)

Given name/s

Family name

Date of birth

Mr Mrs Ms Miss Other

Street address

Suburb

State

Postcode

Telephone (business hours)

Mobile

Email

Occupation

## Section B

### Tax File Number (TFN)

I have read the *Member PDS* and *Super Guide* available at [mtaasuper.com.au/member-handbooks](http://mtaasuper.com.au/member-handbooks). I understand that I do not have to supply my TFN, but there may be consequences if I do not, such as paying increased tax. I further understand that MTAA Super will use my TFN only for the permitted purposes, as stated in the *Super Guide*.

**My Tax File Number is:**

## Section C

### Find your lost super

You can authorise MTAA Super to use your TFN (if provided) to search for and consolidate other super you have into your new MTAA Super account. MTAA Super will only use your TFN in accordance with your consent.

I consent to MTAA Super using my Tax File Number (TFN) and acting on my behalf to:

- search the Australian Tax Office (ATO) for information about superannuation monies held for me by other superannuation entities or Retirement Savings Account providers, and
- Search for and consolidate any ATO held monies.

**Note:** This search uses the ATO's SuperMatch2 tool. SuperMatch2 is a secure electronic search facility intended to help fund members consolidate their super accounts.

**Member signature**

**Date**

## Section D

### Membership category

What type of membership do you want with MTAA Super?

Please select one:

- Employer-supported** I want to join MTAA Super as an employer-supported member and will be receiving employer contributions.
- Personal member** I want to join MTAA Super as a personal member and will only be making contribution payments of my own. I will not be receiving contributions from an employer.

## Section E

### Your employment details

**Your employer's trading name**

**MTAA Super employer number (if known)**

**Employer address**

**Suburb**

**State**

**Postcode**

**Employer telephone**

**Date you commenced employment**

## Section F

### Keeping up to date

Please keep me up to date with extra products and services offered to MTAA Super members by related or other companies. Note that if you do not complete this section, MTAA Super will assume you agree to receive these communications.

**Yes**   **No**

## Section G

### Receive statements online

We make your Annual Statement available online via Member SuperSite. We will send you an email to let you know when it is available to download. Once available, you can download your statement any time.

You can opt out of receiving your statement online by ticking the box below. You can also opt out via Member SuperSite at [mtaasuper.com.au/member-login](https://mtaasuper.com.au/member-login) or by calling us on **1300 362 415**.

No. I don't want to receive my Annual Statement online. I want to receive a paper statement.

## Section H

### Your preferred beneficiaries

Your death benefit may only be paid to one or more of your dependant/s or to your estate. If following your death, the Trustee is unable to find a dependant or a legal personal representative (for example a person appointed as executor of your estate) your death benefit may be paid to one or more other people. The term 'dependant' is defined in the *Super Guide* available at [mtaasuper.com.au/member-handbooks](https://mtaasuper.com.au/member-handbooks) and includes your spouse (legal and de facto), your children, a person in an interdependency relationship with you and a person who is financially dependent on you.

You may nominate (on the following page) one or more of your dependants or your legal personal representative as your preferred death benefit beneficiaries. Please note, however, that this nomination will not be binding on the Trustee. The Trustee is responsible for deciding to whom a death benefit is paid and is required to make payments in accordance with superannuation legislation and the Fund's Trust Deed. While the Trustee will take into account your nomination, it is obliged to take into consideration the circumstances of all potential beneficiaries and is not bound by your stated preference.

MTAA Super offers members the ability to make a binding death benefit nomination in order to provide greater certainty about who receives a member's benefit. Further information is available in the *Binding Death Benefit Nomination* which is available at [mtaasuper.com.au/member-forms](https://mtaasuper.com.au/member-forms).

[Section H](#)

Your preferred beneficiaries  
(continued)

<b>Name 1</b>				<b>% of benefit</b>	.
<b>Spouse</b>	<b>Child</b>	<b>Financial dependant</b>	<b>Interdependant</b>		
<b>Contact number</b>					
<hr/>					
<b>Name 2</b>				<b>% of benefit</b>	.
<b>Spouse</b>	<b>Child</b>	<b>Financial dependant</b>	<b>Interdependant</b>		
<b>Contact number</b>					
<hr/>					
<b>Name 3</b>				<b>% of benefit</b>	.
<b>Spouse</b>	<b>Child</b>	<b>Financial dependant</b>	<b>Interdependant</b>		
<b>Contact number</b>					
<hr/>					
<b>Name 4</b>				<b>% of benefit</b>	.
<b>Spouse</b>	<b>Child</b>	<b>Financial dependant</b>	<b>Interdependant</b>		
<b>Contact number</b>					
<hr/>					
<b>OR</b>					
<b>I wish to nominate my Legal Personal Representative</b>				<b>%</b>	.
<hr/>					
<b>TOTAL % (must equal 100%)</b>					.

[Section I](#)

Death and Total and Permanent Disablement cover (TPD)

When you join MTAA Super you will automatically receive default Death and TPD insurance cover and start paying insurance fees.

If you do not want to receive Death and TPD cover, you can opt out of default insurance cover by ticking the box below. You can also opt out, online at [mtaasuper.com.au/insurance-change](http://mtaasuper.com.au/insurance-change) or by calling **1300 362 415**.

**We recommend you seek financial advice before making any decisions about insurance cover.**

I want to opt out of default Death and TPD cover.

*If you choose to opt-out of default Death and TPD cover, you do not need to complete Section J.*

[Section J](#)

Keep your insurance cover even if your super account becomes inactive

By law, we must cancel any insurance cover if your account has been inactive (no contributions or rollovers into the account) for 16 months or more. This is to protect your account from being eroded by insurance fees.

If you want to keep your insurance cover even if your account becomes inactive for 16 months or more, you can do so by making the following election:

I elect to maintain my insurance cover, even if my account becomes inactive for a continuous period of 16 months. I understand that I will continue to pay insurance fees for this cover from my MTAA Super account, even if my account becomes inactive for a continuous period of 16 months. I understand this election applies to all insurance cover provided through my MTAA Super account, including any cover for Death, Total and Permanent Disablement (TPD), and Income Protection.

Section H

# Acknowledgment and signature

**I hereby:**

- acknowledge that I have read the *Investment Guide* available at **mtaasuper.com.au/member-handbooks** which forms part of the *Member PDS* and understand that if I do not make an investment choice my contributions, rollovers and transfers will be automatically invested in the My AutoSuper (Balanced) option.
- acknowledge that I have read the *Insurance Guide* available at **mtaasuper.com.au/member-handbooks** which forms part of the *Member PDS* and understand my 'Duty of Disclosure' as set out on page 27 of the *Insurance Guide*.
- apply to the Trustee for admission as a member of MTAA Super under the terms and conditions in the Trust Deed by which the Fund was established.
- acknowledge having received and read and understood the *Member PDS* and acknowledge that the Trust Deed prevails if there is an inconsistency with the *Member PDS*.
- acknowledge that the Trustee cannot provide me with advice about my benefits, investments, insurance and any tax implications that takes into account my personal circumstances and that I should speak to an appropriately qualified adviser if I require such advice.
- acknowledge that the Trustee may be required under tax and super legislation to deduct additional tax from my benefits and refuse or refund contributions made by or on my behalf and, in doing so, may make any adjustments to my account it considers necessary or appropriate.
- acknowledge that the Trustee does not guarantee my investment in MTAA Super.
- acknowledge having read and understood the privacy information in the *Member PDS* and the *Privacy Policy* located at **mtaasuper.com.au/privacy** or otherwise provided, and consent to personal information being collected and used in accordance with these terms.
- declare that I have read and carefully considered all questions and that the answers I have provided are true and correct.
- declare that I am an Australian resident for tax purposes.

**Member signature**

**Signature of parent/guardian**

If member is under 18 years of age

**Date**

**Date**

**Return the completed, signed and dated form to:**

**MTAA Super  
Locked Bag 5134  
Parramatta NSW 2124**

This application accompanies the MTAA Super *Member Product Disclosure Statement* issued 9 August 2019.



Email [contact@mtaasuper.com.au](mailto:contact@mtaasuper.com.au)  
Postal address Locked Bag 5134, Parramatta NSW 2124

Trustee Motor Trades Association of Australia Superannuation Fund Pty. Limited  
ABN 14 008 650 628 AFSL 238 718  
Fund MTAA Superannuation Fund ABN 74 559 365 913

**mtaasuper.com.au**  
**1300 362 415**