

Member handbook for industry superannuation

Product Disclosure Statement: 1 December 2011



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Cbus' Trustee: United Super Pty Ltd ABN 46 006 261 623 AFSL 233792
Cbus ABN 75 493 863 262. This Product Disclosure Statement (PDS) is a summary of significant information about Cbus and contains a number of references to important information (each of which forms part of this PDS). You should consider this information before making a decision. The information provided in this statement is general information only and does not take into account your financial situation or needs. You should obtain financial advice tailored to your own personal circumstances. Contact **1300 361 784** or visit **www.cbussuper.com.au**. Please note the information in this PDS is current as at 1 December 2011 and is subject to change between the time you read it and when you join Cbus. You can obtain updated information from our website or by calling our Service Centre.

01. About us

Established in 1984 to provide superannuation services for members of the building, construction and allied industries, their families and employers, Cbus today is one of Australia's leading industry superannuation funds.

The fund is committed to maximising returns for members to benefit their retirement savings, and not profits to shareholders. Cbus has a membership of more than 661,663 members, and 76,750 employers. Cbus is run solely for the benefit of our members, has low fees and doesn't pay commissions to sales agents or financial advisers.

Cbus manages about \$17 billion of members' funds and continues to achieve a strong long-term investment performance. By investing in the building and construction industry through its \$2 billion property

development company, *Cbus Property*, Cbus creates jobs for our industry by developing significant buildings across Australia.

The Cbus Board has representatives from the CFMEU, AWU, AMWU, ACTU and CEPU as well as employer organisations, MBA and NECA. There is also one independent Board member and a chair appointed by the ACTU.

If you do not have an employer, the categories of Cbus membership that may suit your circumstances are:

- Sole Traders – for people who are genuinely self-employed and operating as a sole trader or an unincorporated partnership;
- Personal Plan – for individuals that are not earning any employer contributions;
- Income Stream – for people planning to or have retired from the workforce.

Please contact Cbus for a copy of the Product Disclosure Statements on these.

Cbus Industry Superannuation offers a range of features designed to meet your needs now and into the future. This includes no entry fees, no commissions, automatic insurance cover, access to low cost health cover and low cost banking.

Find out more about Cbus and what we can do for you at www.cbussuper.com.au



02. How super works

What is super?

Super is money set aside over your working life to provide for your retirement. Super is also a tax-effective way of saving for retirement as the government provides a range of tax incentives.

For most people, super begins when you start work and your employer starts paying super for you - these payments are typically known as 'super guarantee contributions' or 'concessional contributions'.

Most people are entitled to compulsory super contributions from their employer and to choose their super fund. These super guarantee contributions must be at least 9% of your ordinary earnings, up to the 'maximum contribution base' taking into consideration the contribution limits and age when you can contribute.

How you can boost your super

There are other contributions to your super account that you may choose to make to boost your super. Three common ways are:

- Contributing from your before tax salary (salary sacrifice);
- Contributing from your after tax salary (personal direct); and
- Government co-contributions.

For further information on the additional contributions you can make to your super, visit www.cbussuper.com.au/boostsuper

How your super is invested

Super funds invest your money in many things, such as shares, property and managed funds. Industry super funds like Cbus pay less tax than individuals and companies, so there can be financial benefits for you making contributions to super rather than directly investing yourself.

For further information about tax see section 7 'How super is taxed' or www.ato.gov.au/superannuation

At Cbus we have a variety of options for you to invest in depending on how much, or how little, risk you would like to take.

For further information on Cbus investment options visit www.cbussuper.com.au/investment/handbook

Getting access to your super

When it comes to withdrawing your money from super, there are two main ways - taking a lump sum, or an 'income stream' (which is a regular payment, for example, each fortnight). You can claim your retirement benefits:

- When you are 65 years old (regardless of whether you have retired); or
- When you have permanently retired after reaching your 'preservation age' (see table below); or
- set up a Cbus Super Income Stream (sometimes called a 'Transition to Retirement' (TTR) Strategy)

A Transition to Retirement Strategy means that instead of completely retiring from paid work, you can go part-time (or remain working full-time in some cases) and also top-up your pay with regular "super income stream" payments from your Cbus super account.

For details on the Cbus Super Income Stream visit www.cbussuper.com.au/sis

Preservation age table

Your date of birth	Preservation Age
before 1/7/1960	55
1/7/1960 - 30/6/1961	56
1/7/1961 - 30/6/1962	57
1/7/1962 - 30/6/1963	58
1/7/1963 - 30/6/1964	59
After 30 June 1964	60



Accessing your super before retirement

There are special circumstances where you can access your super before retirement. However, there are strict government rules that must be first satisfied, and there are quite severe tax penalties that are likely to apply.

The types of circumstances include:

- severe financial hardship;
- certain compassionate grounds;
- a terminal medical condition; or
- permanent incapacity.

For further information on accessing your super before retirement visit www.ato.gov.au/superannuation

03. Benefits of investing with Cbus

Cbus exists solely to benefit its 661,663 members and 76,750 employers. At Cbus you can expect:

Low fees and no entry fees

At Cbus we are completely focused on maximising member retirement benefits. We keep administration and management costs low and we don't pay commissions to agents or advisers.

Strong performance

The Growth (Cbus Choice) investment option has had an average return of 9.1 per cent a year, as at 30 June 2011, since it began in 1984.*

Details on performance can be found at www.cbussuper.com.au/investments

*Past performance is not a reliable indicator of future performance.

Property focus

Cbus has its own direct property investment company, Cbus Property Pty Ltd. It has undertaken property developments across Australia and created thousands of construction jobs. In this way, we invest back in the industry that supports us.

Insurance to protect you and your family

Cbus provides a range of insurance products to eligible members including cover for death, terminal illness, total and permanent disablement (TPD) and Income Protection, which provides some financial security if you cannot work due to an accident or (where approved) illness.

Range of investment options

Cbus has a range of investment options for you to choose from. To read about the investment options available to you, visit www.cbussuper.com.au/investmenthandbook

Financial advice

Cbus has a dedicated team of advisers who can assist you with your superannuation advice needs over the phone.

Advisers are available to speak to you from 8am to 8pm (EST). For further information call the Cbus service centre on 1300 361 784.

To find out what financial advice may be right for you, visit www.cbussuper.com.au/advice

Online access

As a member of Cbus you can manage your super account on the internet, using SuperSite our secure member online area www.cbussuper.com.au

By using SuperSite you can check your estimated account balance, make contributions, check your insurance cover, switch investment options and update your personal details.

Visit www.cbussuper.com.au/access to create your own password.

Regular updates

Cbus will keep you informed about the progress of your super; after all it's your money. Twice each year Cbus will send you information about your account transactions and newsletters to keep you up-to-date on your super.

04. Risks of super

All investments have some degree of risk. Cbus invests your super in different asset classes – investment types such as cash, fixed interest, property and shares.

Each of these has a different level of expected return and risk. Shares, property and some alternative investments have the potential for high returns but have more risk of loss in the short term. Cash and fixed interest investments generally have lower, but more stable, returns. This means that there is a risk that you may lose some of your money. When investing in super it is important to understand that:

- The value of your investment can go up or down;
- Past returns are not a reliable indicator of future returns; and
- Returns are not guaranteed.

Two more important risks for your super are:

- The risk your super is not growing enough, through your contributions and investment returns, to support you adequately in retirement; and
- The risk of your super not lasting the length of your retirement (this is the risk that you may live longer than 'average').

Also, please be aware that superannuation laws may change in the future.

What level of risk should you have?

Cbus offers members a choice of four investment options, each with a different level of investment risk. In selecting an option or mix of options, you need to take into account a number of factors including:

- Your age and your investment timeframe (how close you are to retirement);
- Other investments you hold, including savings, property or shares; and
- The level of risk you are comfortable with.

Before making a choice, we recommend that you read Cbus' Investment Choice booklet which can be located at www.cbussuper.com.au/investmenthandbook

You can also talk to a Cbus superannuation adviser over the telephone on 1300 361 784.

05. How we invest your money

You can choose how your super is invested. Cbus offers members four investment options:

- **Cash Savings**
- **Conservative**
- **Growth (Cbus Choice)**
- **High Growth**

Warning: Before you choose an investment option you need to consider the likely investment return, the level of investment risk and your investment timeframe.

If you do not choose an option, you automatically go into the Growth (Cbus Choice) option.

This is a growth option which is suitable for most members who plan to have their super invested for the longer term.

However, the right option for you will depend on your own situation and attitude to risk. If no one option suits you, you can also mix options.

Cbus' Trustee can change the strategic asset allocation of investment options from time to time.

The Trustee may close, remove or add investment options.

Investment details for the Growth (Cbus Choice) option

This is the investment option Cbus selects for members who want to leave it up to the Fund to decide.

It is for members who can accept some years when returns are negative (1 in 8 years is expected to be negative) but who expect that over the long term, returns will be well above inflation.

This option is invested in a range of assets including shares, property, infrastructure and cash.

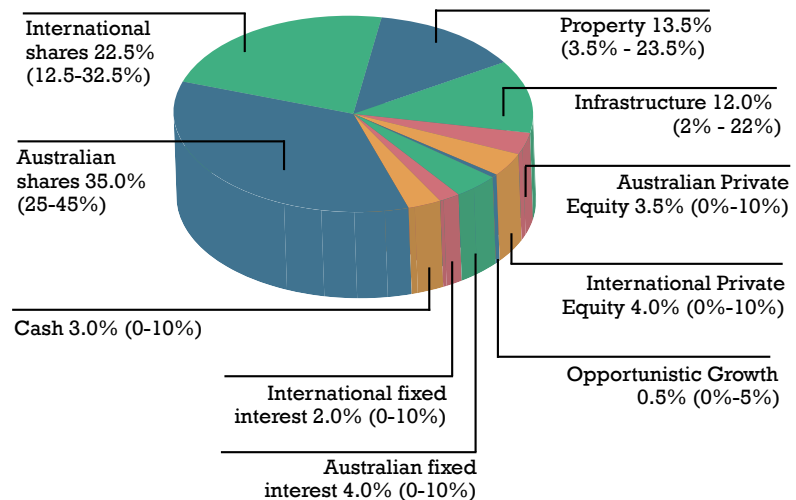
Investment Objectives	To deliver an after tax return of inflation plus 3.5% a year over rolling five year periods, 75% of the time. The likelihood of negative annual returns is 2.5 years in every 20 years.
Suggested Minimum Investment Timeframe	Members should expect to invest for a period of 5 years or more.
Risk Level	Medium.
Risk Band	4

The **Risk Level** is based on an industry-wide Standard Risk Measure, which relates to the number of expected negative annual returns over a 20 year period.

The Standard Risk Measure ranges across seven **Risk Bands**, from 1 (very low risk) to 7 (very high risk). The Standard Risk Measure is not a complete assessment of all forms of investment risk. For more information go to www.cbussuper.com.au/risk

Strategic Asset Allocation and Ranges* From 1 July 2011

* The strategic asset allocation is the targeted asset allocation for the option. The range is the minimum and maximum percentage that Cbus will invest in an asset class.



Changing your investment options

When you join Cbus, you can choose your option(s) by filling in the Investment Choice Form at the back of this PDS.

If you wish to change the options you have selected previously, you can also do this using the Investment Choice Form at the back of this PDS. This form is also available on the Cbus website www.cbussuper.com.au/investmentchoice

You can also change your options online at www.cbussuper.com.au if you're registered to use our internet facility, SuperSite. Visit www.cbussuper.com.au/access to register and get your personal identification number (PIN). There is no fee for switching investment options.

Cbus policy on Environment, Social and Governance (ESG) considerations

Cbus' ESG Policy directs Cbus to integrate ESG considerations into the Fund's investment processes and progress is monitored by the Cbus Investment Committee.

The integration of ESG in the investment process does not mean the exclusion of particular companies on ethical grounds. Instead, integration of ESG requires that the impact of any ESG issues on the value of a company is included in the valuation process.

For more information, download Cbus' ESG policy at www.cbussuper.com.au/esg You may also wish to read Cbus' Corporate Governance Policy at www.cbussuper.com.au/corporategovernance

You should read the important information that includes more detail about how we invest your money before making a decision. Go to www.cbussuper.com.au/investmenthandbook and read Investment Choices.

The material relating to more detail about how we invest your money may change between the time when you read this Statement and the day you sign the application form.

06. Fees and costs

The following statement is required to be included in this document by law.

Did you know?

Small differences in both a super fund's investment performance and its fees and costs can have a substantial impact on your long-term returns.

For example, total annual fees and costs of 2 per cent of your fund balance rather than 1 per cent could reduce your final return by up to 20 per cent 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 may be able to negotiate to pay lower contribution fees and management costs where applicable. Ask the fund or your financial adviser.

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 www.moneySMART.gov.au has a superannuation calculator to help you check out different fee options.

As Cbus only charges fees to cover costs, not to make a profit, ensuring more of your money goes towards retirement savings, you are unable to negotiate the fees set out in this PDS.

Fee table

The main fees to set-up and manage your account outlined below are based on the Growth (Cbus Choice) option. This information can be used to compare Cbus costs with other superannuation funds.

Type of fee or cost	Amount
Fees when your money moves in or out of the fund	
Establishment fee	Nil
Contribution fee	Nil
Withdrawal fee	\$35 charged when you either leave Cbus or partially or fully rollover funds to an external superannuation account.
Partial Withdrawal fee	\$20 charged when a partial drawdown of funds is made. This facility only applies to members who are 55 years of age or over.
Termination fee	Nil
Management costs - the fees and costs for managing your investment	
Administration fee	\$1.50 a week
Trustee Operating Costs including Member Protection costs (2010/11 financial year)	0.08% p.a. (i.e. \$0.80 per \$1,000)
Investment Management Costs for Growth (Cbus Choice) (2010/11 financial year)	0.83% p.a. (i.e. \$8.30 per \$1,000)

You should read the important information about fees and costs for all investment options before making a decision. Go to www.cbussuper.com.au/feesandcosts and read *Fees and Costs*. The material relating to fees and costs may change between the time you read this PDS and the day you sign the application form.

How fees and costs affect your account

Cbus published rates are net investment returns, this means all costs connected to making the investment (investment costs) and Fund expenses (other management costs) are deducted from the earnings before the crediting rate is declared and allocated to your account. Administration fees are paid directly from your account and shown on your annual benefit statement.

Example of annual fees and costs for a balanced investment option.

Below is an example of how the fees and costs in Growth (Cbus Choice) investment option can affect your super over one year. You can use this to compare this product with other super products.

Example		
Growth (Cbus Choice) default option		Balance of \$50,000 with total contributions of \$5,000 during year.
Contribution fees	Nil	For every \$5,000 you put in, you will be charged \$0.00
PLUS Management costs (Administration, Trustee Operating Costs and Investment Management Costs)	0.91% + \$78 (\$1.50 per week)	And, for every \$50,000 you have in the fund you will be charged \$455 each year plus \$78 in administration fees regardless of your balance.
EQUALS Cost of fund		If you put in \$5,000 during a year and your balance was \$50,000, then for that year you will be charged fees of \$533 What it costs you will depend on the investment option you choose and the fees you negotiate with your fund or financial adviser. (This statement is required by law - Cbus' fees are not negotiable.)

Fee changes

The Cbus Trustee may change the Fund's fees and costs at anytime without members consent. You'll be given at least 30 days notice before any increase to the administration fee.

Warning: Additional fees (Adviser Service Fees) may be paid to a financial adviser if a financial adviser is consulted. Refer to the Statement of Advice provided to you in which details of these fees are set out.

Use the Superannuation calculator on the ASIC Money Smart website to show the effect of fees and costs on your account balance. Go to www.moneySMART.gov.au



07. How super is taxed

Tax on contributions

Super can be subject to tax at different times; on contributions into an account; investment earnings and withdrawals.

Generally, any taxes applied to superannuation are at a concessional (lower) rate. The tax paid on super contributions depends on your age and the amount and type of contribution. Tax is deducted after the contribution is received.

Warning: There are limits on how much you can contribute (contribution cap), and if you exceed these limits you may pay extra tax. Refer to the table shown right.

Where you meet eligibility criteria, personal contributions to Cbus during the year could be claimed as a tax deduction.

If you wish to claim this deduction you must notify the Trustee on the approved form before you withdraw any funds, lodge your income taxation and before the end of the financial year the contribution was made. The Trustee must provide you with confirmation before you can claim the deduction in your income taxation.

The amount you claim will then be taxed at 15%. More information is available at www.ato.gov.au or on our website www.cbussuper.com.au/taxation

Tax on withdrawals

If you're under 60, tax on withdrawals is deducted before you receive your payment. Withdrawals from Cbus are tax-free if you are aged 60 or over. Your super benefit is divided into two components.

Type of contribution	Tax if you're under 50	Tax once you turn 50 (until 30 June 2012)
Before-tax Concessional	15% on amounts up to \$25,000 a year. 46.5%* on amounts more than \$25,000 a year.	15% on amounts up to \$50,000 a year. 46.5%* on amounts more than \$50,000 a year.
After-tax Non-concessional	0% on amounts up to \$150,000 a year. 46.5%* on amounts more than \$150,000 a year. If under 65, you can contribute \$450,000 tax-free in the first year of a three-year period. Additional contributions in the following two financial years will be taxed at 46.5%*.	

*Including the Medicare levy

Tax on investment earnings

Investment earnings are taxed at up to 15%. This tax is deducted from the interest rate that applies to your super, before the earnings are credited to your account.

Component	Tax if you're under 60
Tax-free	No tax payable
Taxable	If you're under 55, taxed at 21.5%*. If 55-59 years, the first \$165,000 is tax-free and the balance is taxed at 16.5%*.

Warning: You should provide your tax file number (TFN). If we don't have your TFN, your before-tax contributions and withdrawals are taxed at a higher rate and Cbus can't accept after-tax contributions from you and it may be more difficult to locate any lost super benefits or consolidate your superannuation. You should read the important information about providing your TFN before making a decision. Go to www.cbussuper.com.au/tfn. Further information about tax is also available from www.ato.gov.au. The material relating to tax may change between the time you read this statement and the day when you sign the application form.

08. Insurance in your super

When you join Cbus Industry Superannuation, depending upon your eligibility, you will be provided with insurance cover for Death and Total and Permanent Disablement (TPD). This section is a brief summary of the insurance arrangements available through your super with Cbus.

Types of insurance cover

Death cover – Provides a lump sum payment if you die or are diagnosed with a terminal illness that is likely to result in your death within 12 months.

TPD cover – Provides a lump sum payment if you are no longer able to work due to illness or injury and you meet the requirements of the TPD definition under the Cbus insurance policy.

The amount and type of cover you have will depend on a number of things such as your age, the number of insurance units you have and your occupation category.

IMPORTANT: Limitations, conditions and exclusions apply to insurance cover. For other important information about insurance including the amount of cover available and how much it costs, the insurance policy definitions, terms and conditions, how to change your type or amount of cover and how to make a claim, you should read the *Insurance Handbook for Industry Superannuation*. Visit www.cbussuper.com.au/insurancehandbookforindustrysuperannuation

Default Insurance Cover

Default cover is the basic level and type of insurance you are provided with when you first become a member of Cbus Industry Superannuation. **It is provided under the Manual occupation category scale** and the number of units you receive depends upon your age as per the table below;

Age next birthday	Units of Manual Cover	Cost per unit per week	Total weekly cost	You retain default cover unless you complete a <i>Membership Application</i> form and make an alternative selection of cover or you separately apply to alter your cover.
16 to 21 years	2 units of Death & TPD	\$1.95	\$3.90 per week	
22 to 65 years	4 units of Death & TPD	\$1.95	\$7.80 per week	
66 to 70 years	4 units of Death only	\$1.19	\$4.76 per week	

The information below gives you an idea of the amount of default cover you could have in the age ranges shown.

Age Next Birthday	Death	TPD	Units
16 to 21 years	\$104,000	\$52,000	2
22 to 51 years	\$208,000	\$104,000	4

After age 51, the amount of cover you have will reduce as you get older however the premiums will stay the same (until age 65). To find the amount of cover relevant to your age, please refer to the *Insurance Handbook for Industry Superannuation* www.cbussuper.com.au/insurancehandbookforindustrysuperannuation for the full schedule.

Eligibility

There are some eligibility conditions that apply in order for you to gain access to the default Death and TPD cover.

Death cover – will be provided as long as you receive an *on-time* employer contribution, are less than 70 years of age and are not currently applying for, eligible to receive or been paid a benefit for terminal illness from any superannuation fund or insurance policy.

TPD cover – will be provided as long as you receive an *on-time* employer contribution, are less than 65 years of age and you are;

- not currently applying for, eligible to receive or been paid a benefit for total permanent disability or a terminal illness from any superannuation fund or insurance policy; and

- attending work and performing your normal duties without restriction due to illness or injury; or
- on employer approved leave (except leave caused by illness or injury) and you would otherwise be at work performing your normal duties without restriction due to illness or injury.

If you do not meet all the above conditions, your TPD cover will be affected. If you are currently applying for, eligible to receive or been paid a terminal illness from any superannuation fund or insurance policy, you will not be eligible for any cover under Cbus Industry Superannuation.

Changing from default insurance cover when completing your Membership Application form

If you complete and we receive your *Membership Application* form within six months of becoming *first eligible* you may be able to apply to change your insurance cover within certain limits (including access to additional units of insurance) without having to provide information about your health.

As part of the *Membership Application* form we ask some questions about your job. The answers you provide will determine under which of the following occupation categories your cover will be provided.

Occupation Category	Description	Cover Period - Death (Age Next Birthday)	Cover Period - TPD (Age Next Birthday)
Manual	members who perform manual work	16 to 70 years	16 to 65 years
Non-manual	members in administrative and professional occupations	16 to 70 years	16 to 65 years
Connect (Electech)	members in the electrical and communication industry	16 to 70 years	16 to 70 years

If you don't answer the occupation questions on the *Membership Application* form, you will remain under the Manual occupation category. As long as you complete and we receive your *Membership Application* form within six months of becoming *first eligible* and we accept your application, your change in category and/or level of cover will take effect from the date that you sign your *Membership Application form*. Your fully completed form must also be received within 31 days of being filled out, signed and dated.

Cost of insurance cover

Important: The cost of insurance (premiums) is deducted from your account each month. Refer to the *Insurance Handbook for Industry Superannuation* for full details of the premiums based on occupation category and type of cover

	Death and TPD premiums per unit	Death only premiums per week
Manual members	\$1.95 per week	\$1.19 per week
Non Manual members	\$1.95 per week	\$1.35 per week
Connect (Electech) members	\$1.43 per week	\$0.97 per week

The total premium amount you pay will depend on how many insurance units you have, the type of cover you are being provided with and your occupation category.

Other ways to increase your insurance cover

There are a number of other ways you can change how much insurance cover you have with Cbus without having to provide information about your health including:

- increasing your cover when certain 'Living Events' happen in your life to address your changing needs; and
- transferring your existing insurance cover from another superannuation fund or life insurance policy.

Outside the above options, you can apply at any time to increase your cover by completing an application to increase insurance cover and providing information about your health. Total cover up to a maximum of \$5 million death and \$2 million TPD applies (subject to conditions).

You should read the *Insurance Handbook for Industry Superannuation* for more information. All applications are subject to conditions and approval by Cbus.

Insurance applications can be obtained from our website www.cbussuper.com.au or you can call our Service Centre on **1300 361 784**.

Decreasing or cancelling cover

A minimum level of one unit default insurance is required whilst receiving employer contributions into Cbus. Decreasing or cancelling cover is possible under certain circumstances. If you decide to do this and later change your mind, you will need to complete an *Application to increase insurance cover* and provide information about your health. You should read the *Insurance Handbook for Industry Superannuation* before deciding to reduce or cancel your cover and carefully consider if the insurance cover you have in Cbus Industry Superannuation is appropriate.

When cover starts and stops

Insurance cover will automatically be provided from the start date of the period for which the first *on-time* employer contribution is paid for you into Cbus. This is subject to you being accepted as a member of Cbus and meeting all the eligibility criteria for insurance cover.

For details about when your insurance cover will cease, please refer to the *Insurance Handbook for Industry Superannuation*.

09. How to open an account

Opening a Cbus account is easy, simply follow the quick steps below and you'll be a member in no time.

1. Read this handbook then fill in the *Membership Application*.
2. If you would like to choose an investment option other than the default option, Growth (Cbus Choice) you need to complete the *Investment Choice Form*.
3. If you have super accounts with other funds and would like to transfer them to Cbus, complete the *Request to Transfer Form*.
4. Give the form to your employer who will send it back to Cbus with their first payment for you.

All the forms you need can be found at the back of this handbook.

If you are already a Cbus member, you don't need to re-apply. Just give your Cbus membership number to your new employer. You may need to give them a copy of the 'Complying Fund Letter' which you can download from www.cbussuper.com.au

Contact us if you are not satisfied with our service.

Cbus strives to provide an excellent level of service for every member to ensure you will not have cause to make a complaint.

However if you want to make a complaint about your superannuation account, write to:

**Complaints Officer
Cbus
Locked Bag 999
Carlton South VIC 3053**

Your complaint will be genuinely considered and dealt with within 90 days.

If you are not satisfied with the outcome, the matter can be considered by the Superannuation Complaints Tribunal. To find out more about how Cbus manages complaints go to www.cbussuper.com.au and read *How to Make a Complaint*.

STEP 4 Determining your insurance scale

All members are eligible for the Manual occupation category, however to see if you are eligible for the Non Manual or Connect (Electech) scales you must answer questions 1 – 4 below;

1. Are your occupational duties of a clerical/administrative/management/professional nature and undertaken **entirely** in an office environment? Yes No
2. Do you undertake any manual (physical) work duties? Yes No
3. Do you spend more than 20% of your working time outside of an office environment? Yes No

If your answer to Question 1 is **NO** and you answered **YES** to either Questions 2 or 3

You are not eligible for the **Non Manual** insurance scale. Go to Question 4 below to see if you are eligible for Connect (Electech) cover.

If your answer to Question 1 is **YES** or you answered **NO** to all 3 questions

You are eligible for the **Non Manual** insurance scale. Go to Section B to choose the level of cover you require, if you want cover under this insurance scale.

4. Are you currently employed within the electrical and communications industries as defined within the *National Electrical, Electronic and Communications Contracting Industry Award 1998* in the classification of either **Electrical 'tradesperson'**, **Electrical 'non-trades' employee** or **Apprentice (electrical)**? Yes No

If you answered **YES** to Question 4

You are eligible for the **Connect (Electech)** insurance scale. Go to Section C to choose the level of cover you require if you want cover under this insurance scale.

If you answered **NO** to Question 4

You are not eligible for the Connect (Electech) insurance scale. Go to Section A to choose the level of cover you require under the Manual insurance scale.

Important note: You are first eligible to join Cbus from the date you commenced employment with the first employer that pays contributions for you into Cbus. You can select cover from one of the following options if you are completing this application within first eligible criteria. You can refer back to Section 8 of the PDS for more details.

Section A - Manual insurance scale

If you are eligible for the **Manual** insurance scale and you complete your Membership Application form within 6 months of becoming **first eligible**, you may select to have up to 6 units of Death and 12 units of TPD cover (subject to your eligibility for TPD cover).

If you complete your Membership Application more than 6 months after becoming **first eligible**, you may only select to have up to **4 units of Death and 4 units of TPD cover** if you are aged 21 or over, or 2 units of Death and 2 units of TPD cover if you are aged less than 21, (subject to your eligibility for TPD cover).

Regardless of when you join, **If you don't make a selection** you will be allocated 4 units of Death and 4 units of TPD cover if you are aged 21 or over, or 2 units of Death and 2 units of TPD cover if you are aged less than 21, (subject to your eligibility for TPD cover), under the Manual insurance scale – refer to Section 8 of the PDS for more details.

Select the number of Death units and the number of TPD units you would like subject to the above limits and rules. Before selecting the level of cover appropriate to your circumstances we recommend you access the Cbus Insurance Handbook for Industry Superannuation.

Number of Death units (cross box)	1 <input type="checkbox"/>		2 <input type="checkbox"/>		3 <input type="checkbox"/>		4 <input type="checkbox"/>		5 <input type="checkbox"/>		6 <input type="checkbox"/>	
Number of TPD units (cross box)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>

If you wish to apply for cover above these limits you may visit the Cbus website at www.cbussuper.com.au and download a copy of the Insurance Handbook for Industry Superannuation and an Application to Increase insurance cover for Manual Occupations. Alternatively call the Service Centre on **1300 361 784** to have copies mailed to you.

Any cover above the amounts on this form is subject to acceptance from our Insurer.

Your number of TPD units under the Manual insurance scale can exceed the number of Death units selected, however must not be more than double your Death units.

Each unit of **Death costs \$1.19** per week and each unit of **TPD costs \$0.76** per week

STEP 4 Determining your insurance scale *continued*

Section B - Non Manual insurance scale

If you are eligible for the **Non Manual** insurance scale and you complete your Membership Application form within 6 months of becoming first eligible, you may choose:

- Up to **4 units** of cover if you are earning less than \$100,000 per annum; or
- Up to **6 units** of cover if you are earning more than \$100,000 per annum*

If you complete your Membership Application within 6 months of becoming first eligible and you do not make a selection from the below options you will be allocated 4 units of cover if you are aged 21 or over, or 2 units of cover if you are aged less than 21. Refer to Section 8 of the PDS.

If you complete your Membership Application form more than 6 months after becoming first eligible, you will be provided with the lesser of the number of units you have selected and the number of **Non Manual** units required (rounded up to the next whole unit) to match **4 units of Manual** cover if you are aged 21 or over, or **2 units of Manual** cover if you are aged less than 21.

Number of Death & TPD units (cross box)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>
Weekly deduction for Death and TPD cover	\$1.95	\$3.90	\$5.85	\$7.80	\$9.75	\$11.70

If you wish to apply for cover above these limits you may visit the Cbus website at www.cbussuper.com.au and download a copy of the Insurance Handbook for Industry Superannuation and an Application to Increase insurance cover for all Occupations. Alternatively call the Service Centre on **1300 361 784** to have copies mailed to you.

Any cover above the amounts on this form is subject to acceptance from our Insurer.

If you are applying for more than 4 units of insurance cover, provide your annual taxable income for the last financial year \$ _____

***You will need to attach documentary evidence to satisfy the Insurer that your income in the last financial year was at or above \$100,000, such as a copy of your PAYG Payment Summary or Notification of Tax Assessment from the ATO.**

Section C – Members eligible for Connect (Electech) insurance scale

If you are eligible for the Connect (Electech) insurance scale, select below the number of units you wish to be covered for.

If you do not make a selection, you will automatically be allocated 2 units of Connect (Electech) cover.

By selecting Connect (Electech) insurance scale cover you are forfeiting the cover under another Cbus insurance scale that you may otherwise have been eligible for. If applicable, your previous cover will cease from the date that cover under the Connect (Electech) scale commences for you.

Number of Death & TPD units (cross box)	1 <input type="checkbox"/>	2 <input type="checkbox"/>
Weekly deduction for Death and TPD cover	\$1.43	\$2.86

If you wish to apply for cover above these limits you may visit the Cbus website at www.cbussuper.com.au and download a copy of the Insurance Handbook for Industry Superannuation and an Application to Increase insurance cover with Connect (Electech). Alternatively call the Service Centre on **1300 361 784** to have copies mailed to you.

Any cover above the amounts on this form is subject to acceptance from our Insurer.

STEP 5 Keeping you up-to-date on other products

The Trustee may send you information on various non-commission products/services from other organisations that it believes may be of interest to you.

If you don't want this information, mark this box:

If you would like to access your account details on the internet at SuperSite, please call **1300 361 784** to register.

STEP 6 Member declaration


I hereby apply to the Trustee for admission to Cbus Industry upon the terms and conditions contained in the Trust Deed and confirm the following;

- I have read the Cbus Industry Member Handbook (PDS) dated 1st December 2011 and have accessed additional information incorporated by reference that I required in making decisions about my application and the choices I have made;
- I am entitled to only one superannuation membership in the Fund and the Trustee may amalgamate a duplicated account;
- I have answered all questions truthfully and correctly to the best of my knowledge and know that my insurance benefit may be affected in the event of claim where my responses are later shown to be false or misleading. I acknowledge that the Insurer has the right to verify my answers in the application form.
- I acknowledge that, subject to Cbus accepting my application, the cover I have applied for will commence from the later of:
 - The start date of the period for which the first **on time** employer contribution is paid into Cbus for me and
 - The date I sign my Membership Application form.

Privacy

Cbus collects, stores and discloses the personal information you provide for the specific purpose of administering your account and in accordance with the Fund Privacy Policy. Except where required by law, the Fund will not use your personal information for any other purpose. You can access the Cbus Privacy Policy at www.cbussuper.com.au or contact the Fund for a copy to be sent to you. By signing this application I consent to the use of my personal information for the establishment and ongoing administration of my superannuation account.

 Please detach and send this form to: Cbus, Locked Bag 999, Carlton South Vic 3053



Your membership number:

Temporary card

First name(s)

Family name

You will receive a replacement plastic card when your first payment has been processed.

Possession of this card does not confirm active membership of Cbus, or acceptance by the insurer of the member.

Our Service Centre (telephone **1300 361 784**) can confirm receipt of your first payment and acceptance by the insurer.

Cbus' Trustee: United Super Pty Ltd.
ABN 46 006 261 623 AFSL 233792
Cbus ABN 75 493 363 262

Complete and detach the above temporary card from the Membership form.

Make sure your employer has your membership number and use it if you need to contact Cbus.

PERSONAL CONTRIBUTION

Note: If you are over 65 years of age there may be restrictions on the amount of personal (after-tax) contributions you can make. You should refer to the website cbussuper.com.au or contact Cbus on **1300 361 784** if you are unsure about your ability to make contributions.

If Cbus does not hold your Tax File Number (TFN), we will not be able to accept personal (after-tax) contributions from you. To advise us of your TFN please call Cbus on 1300 361 784.

Membership number

Date of birth

Male

Female

Member first name/s

Member surname



Cbus' Trustee is
United Super
Pty Ltd

ABN 46 006 261 623
AFSL 233792
Cbus ABN 75 493 363 262

Office Use Only
(Cash key 106)

Cheque Details:

Payment Date:

Amount of personal contribution

Cheques to be payable to 'Cbus'

Contribution amount

\$

If you require additional slips you can download them from cbussuper.com.au or contact Cbus on **1300 361 784**

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Request to transfer whole balance of superannuation benefits between funds

under the *Superannuation Industry (Supervision) Act 1993*

OPTIONAL

COMPLETING THIS FORM

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

AFTER COMPLETING THIS FORM

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

Personal details

Title: Mr Mrs Miss Ms Other

*Family name

*Given names

Other/previous names

*Date of birth Day / Month / Year

Tax file number

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

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

*Gender Male Female

*Contact phone number

Residential address

*Address

*Suburb

*State/territory *Postcode

Previous address

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

Address

Suburb

State/territory Postcode

Fund details

FROM

*Fund name

Fund phone number

Membership or account number

Australian business number (ABN)

Superannuation Product Identification Number (SPIN)

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

TO

*Fund name **CBUS**

*Fund phone number **1 3 0 0 3 6 1 7 8 4**

*Membership or account number

Australian business number (ABN) **75 493 363 262**

Superannuation Product Identification Number (SPIN) **CBU0100AU**

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

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

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

OR

I have attached certified copies of both:

Birth/Citizenship Certificate or Centrelink Pension Card

AND

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

Authorisation

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

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

*Name (Print in BLOCK LETTERS)

*Signature

*Date Day / Month / Year

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

IN-CONFIDENCE – when completed

IMPORTANT INFORMATION

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

This form can NOT be used to:

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

WHAT HAPPENS TO MY FUTURE EMPLOYER CONTRIBUTIONS?

Using this form to transfer your benefits will not change the fund to which your employer pays your contributions and may close the account you are transferring your benefits **FROM**. If you wish to change the fund into which your contributions are being paid, you will need to speak to your employer about Choice. For the appropriate forms and information about whether you are eligible to choose the fund to which your employer contributions are made, visit www.ato.gov.au or call the Australian Taxation Office on **13 10 20**.

THINGS YOU NEED TO CONSIDER WHEN TRANSFERRING YOUR SUPERANNUATION

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

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

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

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

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

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

COMPLETING PROOF OF IDENTITY

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

ACCEPTABLE DOCUMENTS

The following documents may be used.

EITHER

One of the following documents only:

- driver's licence issued under State or Territory Law
- passport

OR

One of the following documents:

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

AND

One of the following documents:

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

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

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

The following table contains information about suitable linking documents.

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

CERTIFICATION OF PERSONAL DOCUMENTS

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

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

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

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



Send to: **Cbus Locked Bag 999 Carlton South VIC 3053. Include this form with your *Membership form*.**



Send to:

Cbus

Locked Bag 999

Carlton South VIC 3053

Include this form with your *Membership form*