

APPLICATION TO CHANGE EXISTING MEMBERSHIP TO **CBUS SUPER FOR SOLE TRADERS**

1 March 2010



For Cbus Industry and Personal Super members to change membership to Cbus Super for Sole Traders



Application to change existing membership to Cbus Super for Sole Traders

Please only complete this application if you are an existing Cbus Industry or Personal Super member and you wish to switch to Cbus Super for Sole Traders. You are only eligible for one Cbus membership (and its associated entitlements) with the exclusion of the Cbus Super Income Stream product.

You should fully read the Member Handbook for Sole Traders before completing this application. You can obtain a copy of the Handbook by contacting the Cbus Service Centre on **1300 361 784** or by downloading a copy from the Cbus website **www.cbussuper.com.au**

SECTION 1 Personal Details

THIS STEP MUST BE COMPLETED IN FULL

Please use CAPITAL letters and cross appropriate boxes

Member number

Title Mr Mrs Miss Ms Other Date of birth Male Female

First name(s)

Family name

Address Unit number Street number

Street name

Suburb

Telephone (home) ()

Telephone (mobile)

Occupation

SECTION 2 Tax File Number (TFN)

I understand that it is not compulsory for me to provide my TFN, and that if I provide it, Cbus will only use it for legal purposes as stated.

I elect to provide my TFN and declare it is:

IMPORTANT INFORMATION REGARDING YOUR TAX FILE NUMBER

Cbus is authorised under the *Superannuation Industry (Supervision) Act 1993* to collect Tax File Numbers (TFNs) which will only be used for lawful purposes (subject to any future legislative changes). Cbus may disclose your TFN to another superannuation provider where benefits are transferred unless you request not to in writing.

Providing your TFN is optional. However, if you do not Cbus cannot accept personal contributions from you and your other contributions and benefits will be subject to additional tax. Providing your TFN also helps keep track of different super accounts in your name so you receive all your benefits when you retire.

SECTION 3 Eligibility Criteria

In order to assess your eligibility for membership, please answer the following questions:

1. Do you trade in your own right as a Sole Trader or in an Unincorporated Partnership in which you and/or partners bear full responsibility for all of your business actions and liabilities? Yes No
2. Has your business been established to exclusively provide services to one client or organisation? Yes No
3. Has your business been established under a company structure and are you a shareholder, director or employee of that company? Yes No
4. For your primary occupation, are you eligible to receive Superannuation Guarantee contributions into Cbus or any other superannuation fund? Yes No

If you answered **No** to Question 1 or **Yes** to Questions 2, 3 or 4, you do not satisfy the eligibility criteria to switch your existing membership to Cbus for Sole Traders and you should not continue to complete this form. If you believe that your existing type of Cbus membership does not currently suit your needs, please contact the Cbus Service Centre on **1300 361 784** to discuss your options.

SECTION 4 Default Insurance Cover

Subject to meeting the Sole Trader insurance cover eligibility requirements, you will automatically be provided with the following cover from the date we accept your Application to switch your existing Cbus membership:

- Your existing level of Industry or Personal Super **Death and Total and Permanent Disability (TPD) Insurance Cover***; plus
- 6 (six) units of **Accident only Income Protection Cover****

* If you do not hold existing Death and TPD insurance cover because your cover involuntarily ceased or you wrote to Cbus requesting your cover be cancelled, you will be allocated 1 unit of Death and TPD cover (subject to the eligibility requirements as set out in the *Member Handbook for Sole Traders*). 1 unit of cover is compulsory for all eligible members of Cbus Super for Sole Traders.

** If you were a member of the Self-Employed division of Cbus prior to 25 September 2009 and received a 'Limited Offer' letter and application form to join Cbus Super for Sole Traders, you will not be eligible for default Income Protection cover. You can apply for Income Protection cover by completing an *Application to vary Income Protection cover* contained in the *Member Handbook for Sole Traders*.

You must complete ALL questions in **Part A** and all relevant questions in **Part B** of Section 4.

→ PLEASE CONTINUE TO THE FOLLOWING PAGE

PART A: ELIGIBILITY FOR INSURANCE COVER

1. Are you absent from work or unable to perform your normal work duties without restriction due to sickness or injury? Yes No
- If Yes, and you do not hold existing Death and TPD insurance cover with Cbus, your TPD cover will be affected. Please refer to page 32 of the Member Handbook for Sole Traders for more information.**
2. Are you presently applying for, eligible to receive or been paid a Total and Permanent Disablement (TPD) or Terminal Illness benefit from any superannuation fund or insurance policy? Yes No
- If Yes, and you do not hold existing Death and TPD cover with Cbus, you will only be eligible for Death only cover. You will also not be eligible for Income Protection cover.**
3. Are you working more than 15 hours per week on average? Yes No
- If No, you are not eligible for Income Protection cover.**
4. Are you an *Australian Resident* (as defined on page 38 of the Member Handbook for Sole Traders)? Yes No
- If No, you are not eligible for Income Protection cover.**
5. Do you work (either full-time or part-time) in any of the 'Excluded Occupations' (as defined on page 38 of the Member Handbook for Sole Traders)? Yes No
- If Yes, you are not eligible for Income Protection cover.**

PART B: OCCUPATIONAL CATEGORY

1. Are your occupational duties of a professional/managerial/clerical/administrative nature undertaken **ENTIRELY** within 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 the office environment? Yes No

If you answer 'Yes' to Question 1 and 'No' to Questions 2 and 3 or 'No' to all of the above questions, you will be classified under the '**Non-Manual**' Occupational Category:

- For Death and TPD, you will receive cover at the levels set out in Table B – **Non-Manual Scale** (page 36 in Member Handbook for Sole Traders).
- For Income Protection, your premium rate (page 27 in Member Handbook for Sole Traders) will be based upon the **Non-Manual** Occupational Category.

If you answered 'Yes' to either Question 2 or 3:

- For Death and TPD, you will receive cover at the levels set out in Table A – **Manual Scale** (page 35 in the Member Handbook for Sole Traders).
- For Income Protection, please complete question 4.

4. Have you completed an indentured apprenticeship or do you hold an Australian Recognised Trade Certificate (ARTC) or a degree in the field in which you are working? Yes No

For Income Protection:

- If you answered 'Yes' to Question 4, your premium rate (page 27 in Member Handbook for Sole Traders) will be based upon the **Skilled Trade** Occupational Category.
- If you answered 'No' to Question 4, your premium rate (page 27 in Member Handbook for Sole Traders) will be based upon the **Manual** Occupational Category.

ADDITIONAL INSURANCE INFORMATION

Your occupational classification for Death and TPD cover may be different to your occupational classification for Income Protection cover. You will be advised of the occupational classifications that you have been granted with respect to each cover type once your application has been received and processed.

Your insurance cover will commence under Cbus Super for Sole Traders from the date we accept your *Application to switch existing membership to Cbus Super for Sole Traders*, subject to you having sufficient money in your account to pay the insurance premium. Cbus will write to you and confirm the details of your membership and insurance cover once your application has been processed.

SECTION 5 Contributions

If you would like to make ongoing contributions by direct debit from your bank account, please indicate below the amount you wish to pay each month **and** complete the Direct Debit Authority form enclosed.

- I confirm that I wish to pay an ongoing contribution of: \$. per month

Alternatively you may pay contributions direct to Cbus either in person or by mail. If you would like to pay contributions by mail we will be happy to send you out a personal contribution slip booklet.

- Would you like to receive a personal contribution slip booklet? Yes No

→ PLEASE CONTINUE TO THE FOLLOWING PAGE

SECTION 6 Declaration

- I declare that the answers I have provided in this application are true and correct and that I have not deliberately withheld any information.
- I acknowledge that his declaration is part of an application for insurance cover and that the making of a false statement may invalidate my application. I also acknowledge that I have read the duty of disclosure and consequences of non-disclosure.
- I understand the information on this form will be reviewed by Cbus for the purpose of assessing my eligibility for Default insurance cover and it may be forwarded to the Insurer for further review.
- I acknowledge that my entitlement for an insured benefit under Cbus is subject to the terms and conditions of the Fund's insurance policy.
- I understand that by applying to switch my existing membership to Cbus for Sole Traders, my future entitlements will be based on those applying to Cbus Super for Sole Traders, and not the terms and conditions that apply to the entitlements under Cbus Industry or Personal Super.

Furthermore:

- I understand that in order to assess and process my application, Cbus or its Insurer may need health and employment information about me. I consent to Cbus or its Insurer obtaining information about me from any medical practitioner or health practitioner or health professional that I have or may consult in the future, or that Cbus or its Insurer appoints to examine me.
- I understand that if I or anyone else on my behalf makes a claim for a benefit, Cbus and the Insurer will need information about me in order to assess and process the claim. For this purpose, I hereby consent to Cbus or the Insurer obtaining information about me from any of the following:
Medical practitioners that I have consulted at any time, any that Cbus or the Insurer wishes to appoint to examine me, legal practitioners, health service providers, legal tribunals and courts, investigation organisations or other consultants, other insurance or reinsurance companies, my past and present employers and interpreters.

For the purpose of this application and any claim for a benefit, I also consent to Cbus or the Insurer disclosing information about me to any of the organisations mentioned above, insofar as such disclosure is necessary for Cbus or its Insurer to perform its functions.

I have read and carefully considered this declaration and I confirm that all answers are true and correct in relation to me.

SIGN HERE

X

Date

When completed, please return this form to:



Cbus
Locked Bag 999
Carlton South VIC 3053

Duty of Disclosure

Before you enter into a contract of life insurance with an Insurer, you have a duty, under the *Insurance Contracts Act 1984*, to disclose to the Insurer every matter that you know, or could be reasonably expected to know, that is relevant to the Insurer's decision whether to accept the risk of insurance and if so, on what terms. You have the same duty to disclose those matters to the Insurer before you renew, extend, vary or reinstate a contract of life insurance.

Your duty, however, does not require disclosure of a matter that diminishes the risk to be undertaken by the Insurer; that is of common knowledge; that the Insurer knows, or in the ordinary case of its business ought to know; as to which compliance with your duty is waived by the Insurer.

Non-disclosure

If you fail to comply with your duty of disclosure and the Insurer would not have entered into the contract on any terms if the failure had not occurred, the Insurer may avoid the contract within three years of entering into it. If your non-disclosure is fraudulent, the Insurer may avoid the contract at any time.

An Insurer who is entitled to avoid a contract of life insurance may, within three years of entering into it, elect not to avoid it but to reduce the sum that you have been insured for in accordance with a formula that takes into account the premium that would have been payable if you had disclosed all relevant matters to the Insurer.