

Application to change existing membership to **Cbus Super for Sole Traders**



1 October 2010



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Please only complete this application if you are an existing Cbus industry or personal super member and you would like 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 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 download a copy from our 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/town State Postcode

Telephone (home) () Telephone (mobile)

Occupation

Email address

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
- 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 one unit of death and TPD cover (subject to the eligibility requirements as set out in the *Member handbook for sole traders*). One unit of cover is compulsory for all eligible members of Cbus Super for Sole Traders. If you are presently applying for, eligible to receive or been paid a TPD or terminal illness benefit from any superannuation fund or insurance policy, you may not be eligible to receive the one unit of automatic cover. Please refer to **PART A – ELIGIBILITY FOR INSURANCE COVER** on the next page.

** 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.

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 23 of the Member handbook for sole traders for more information.
2. Are you presently applying for, eligible to receive or been paid a TPD 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 one unit of death only cover.
3. Are you presently applying for, eligible to receive or been paid a terminal illness benefit from any superannuation fund or insurance policy? Yes No
If Yes, and you do not hold existing cover with Cbus, you will not be eligible for cover under Cbus Super for Sole Traders.
4. Are you working more than 15 hours per week on average? Yes No
If No, you are not eligible for income protection cover.
5. Are you an *Australian Resident* (as defined on page 28 of the *Member handbook for sole traders*)? Yes No
If No, you are not eligible for income protection cover.
6. Do you work (either full-time or part-time) in any of the *Excluded Occupations* (as defined on page 28 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 per cent 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 27 in *Member handbook for sole traders*).
– For income protection, your premium rate (page 19 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 26 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 19 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 19 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 change 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 would like to pay each month **and** complete the *Direct debit application* form enclosed in your *Member handbook for sole traders*.

I confirm that I would like to pay an ongoing contribution of: \$. a 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 send you a personal contribution slip booklet.

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

WARNING

You need to make sure that there is sufficient money in your account to cover the administration fee and any insurance premiums which you may have to pay, so that your insurance cover does not cease.

> PLEASE CONTINUE TO THE FOLLOWING PAGE

Duty of disclosure

Before you become insured under a contract of life insurance, the Trustee and you have a duty of disclosure to the insurer, under the *Insurance Contracts Act 1984*. In order for the Trustee and you to comply with this duty of disclosure to the insurer, you must disclose in this application form every matter that you know, or could reasonably be expected to know, is relevant to the insurer's decision whether to accept the risk of the insurance and, if so, on what terms. The duty of disclosure also applies before your cover is renewed, varied or reinstated.

The duty of disclosure, however, does not require disclosure of a matter:

- that diminishes the risk to be undertaken by the insurer;
- as to which the duty of disclosure is waived by the insurer;
- that the insurer knows, or in the ordinary course of its business, ought to know; or
- that is common knowledge.

Please ensure that all applicable questions are fully answered. The duty of disclosure continues until the insurer accepts (or declines) your application and confirmation is issued in writing.

Non-disclosure

If your duty of disclosure is not complied with and the insurer would not have provided the insurance cover on any terms if the failure had not occurred, the insurer may avoid the cover within three years of entering into it. If your non-disclosure is fraudulent, the insurer may avoid the cover at any time.

An insurer who is entitled to avoid insurance cover may, within three years of entering into it, elect not to avoid it but to reduce the sum that you have been insured, 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.

As a member of Cbus, you may ask to see the information that the insurer holds about you and have it corrected if required.

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 this 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

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When completed, please return this form to:



Cbus
Locked Bag 999
Carlton South VIC 3053

General Advice Warning:

This information is about Cbus. It doesn't take into account your specific needs, so you should look at your own financial position, objectives and requirements before making any financial decisions. Read the Cbus Product Disclosure Statement to decide whether Cbus is right for you. Contact **1300 361 784** or visit **www.cbussuper.com.au** for a copy.