Thinking about managing your own super? You can invest directly in Australian shares, Exchange Traded Funds, term deposits, property and infrastructure through Cbus Self Managed.
Decide whether Cbus Self Managed is right for you

Cbus Self Managed is designed for members who are comfortable taking an active role in managing their super. It’s suited to those who have the skill, time and desire to take control of their retirement savings’ investment strategy and portfolio construction.

If you choose to invest in Cbus Self Managed you will need to have an understanding of the risks and returns of direct investing including diversification, volatility of shares, and the extra taxes and costs involved with direct share trading.

By assuming direct control over the investment of your retirement savings you’re responsible for your own decisions and investment outcomes. The decisions you make now can have a material impact on how much money you’ll have in retirement and how long it will last.

Find out more

For more information on investing in Cbus Self Managed, including eligibility, investments and how to get started, call 1300 361 784.

A qualified financial adviser can help you decide whether Cbus Self Managed may be right for you and your circumstances. See page 23 for information on the advice services offered by Cbus.

It’s important to note that the Cbus Self Managed investment option is not for everyone. It is also not available to members who are in the Transition to Retirement option of the Cbus Super Income Stream account.
Cbus Self Managed is an investment option that allows you greater choice and more control over how your retirement savings are invested.

Via a user-friendly online platform, Cbus Self Managed allows you to invest directly in:

- shares in companies in the S&P/ASX 300 Index¹,
- Exchange Traded Funds (ETFs) covering a diverse range of asset classes²,
- Managed Investments including assets such as property and infrastructure³, and
- term deposits.

Cbus Self Managed gives you the flexibility to create and implement your own investment strategy in a low-cost environment.

¹ The S&P/ASX 300 Index incorporates the largest 300 companies on the Australian Securities Exchange (by market capitalisation).
² ETFs are traded like shares but are structured like a managed fund. ETFs contain a collection of securities and generally represent a particular market index (e.g. Australian Small Companies).
³ Managed Investments are a range of specialist investment opportunities sourced for Cbus Self Managed investors.
Who can invest?

Cbus Self Managed may be suitable for people who are interested in actively managing their retirement savings and who have at least a basic understanding of investing, including the key elements of risk and return, and the concept of diversification.

To invest in Cbus Self Managed, you need to:

- be a Cbus member (excluding Transition to Retirement income stream members)
- have $20,000 or more in your Cbus super account, or have $40,000 or more in your Cbus Super Income Stream account
- have access to the internet and a current email address
- be an Australian resident
- not have a pending Family Law split in progress
- have provided Cbus with your tax file number (as applicable)
- make sure you have registered as an online member. If you don’t remember or need to reset your password, call us on 1300 361 784.

When you invest in Cbus Self Managed you need to retain a certain amount in standard Cbus investment options depending on whether you have a Cbus Super account or a Cbus Super Income Stream account (see minimum balance requirements in the table below).

You will also need to maintain a balance of at least $500 in your Cbus Self Managed transaction account at all times (see page 14 for more information on the transaction account).

Cbus Self Managed is also not available to members who are in the Transition to Retirement option of the Cbus Super Income Stream account.

Transferring Cbus Self Managed between accounts

If you already have a Cbus Self Managed account you can transfer your assets from your standard super across to a super income stream account with an in specie transfer.

This allows you to transfer your assets across without having to sell them down and repurchase them.

Transfer rules and requirements

There are a few things you should know about in specie transfers:

- You can’t transfer any term deposit investments.
- The tax benefit of any realised and unrealised capital losses will be forgone (calculated at 10% of the losses) if not used to offset realised capital gains prior to the transfer.
- You’ll still have to re-register for your online access to your Cbus Super Income Stream account in order to access CSM.
- You can’t transfer while there’s pending transactions – like cash transfers, partial withdrawals, or unfulfilled/unsettled trades.
- You can’t merge two CSM accounts that you may hold.
- You can’t transfer CSM incitements on a partial transfer between Cbus Super and Cbus Income Stream accounts.
- You can transfer from a Cbus Super Income Stream account to another Super Income Stream with us if you are setting up a new account – for example consolidating.
- Your standard Cbus investment options will not be transferred on an in specie basis. You’ll also need to nominate your investment selection for standard options or the balance of funds will be allocated to the default option – Growth (Cbus MySuper).
- We do not allow in specie transfers from other super funds or your own assets.

Multiple Cbus accounts

Subject to meeting the eligibility criteria, you can invest in the Cbus Self Managed investment option in each Cbus account you hold. You will need to register separately for Cbus Self Managed for each Cbus account and you will have a separate Cbus Self Managed transaction account for each. Eligibility requirements, conditions and fees and costs are applicable per Cbus Self Managed account.

For example, if you hold a Cbus Super account and a Cbus Super Income Stream account (excluding Transition to retirement option) and choose to invest in Cbus Self Managed for both, you will need to register for Cbus Self Managed for each account. You will then have two Cbus Self Managed transaction accounts and will need to maintain a minimum of $500 in each transaction account at all times. You will also be charged fees and costs on each account and will need to adhere to maintain minimum balances in standard Cbus investment options and standard Cbus Super Income Stream investment options.

Minimum balance required in standard Cbus investment options

<table>
<thead>
<tr>
<th>Cbus Super account – Industry, Sole Trader and Personal</th>
<th>Cbus Super Income Stream account – Fully Retired option only</th>
</tr>
</thead>
<tbody>
<tr>
<td>At all times you must retain $10,000 of your Cbus account balance in one or a mix of standard Cbus investment options: Cash Savings, Conservative, Conservative Growth, Growth (Cbus MySuper) and High Growth.</td>
<td>At all times you must retain the greater of:</td>
</tr>
</tbody>
</table>
Benefits of Cbus Self Managed

✓ Greater control over where your retirement savings are invested

With Cbus Self Managed you can invest directly in a range of Australian shares, Exchange Traded Funds, Managed Investments and term deposits, and make investment switches in relation to your standard Cbus investment options.

You can combine Cbus Self Managed with one or more standard Cbus investment options to create your desired investment strategy.

✓ No set-up costs

There are no set-up costs for investing in Cbus Self Managed. Refer to page 16 for information on fees and charges for investing in Cbus Self Managed.

✓ Tools and resources to help you

Through Cbus Self Managed you have access to the latest share prices, share market news and independent research to help you make educated investment choices.

Cbus Self Managed provides you with:
- 24-hour access to your account
- real time trading
- charting tools
- independent research and data (UBS Securities Australia Limited, Thomson Reuters)
- share market news.

✓ Visibility over all your retirement savings invested with Cbus

Through the Cbus Self Managed online platform, you can view all of your account’s investments in the one place, including your investment in standard Cbus options.

You can also access up-to-date summaries and generate online reports on your investments including account balances, transactions and income.

✓ Trusted provider

For over 30 years, Cbus has worked for members to provide the best possible service and retirement outcomes. Partnering with UBS Securities Australia Limited, Cbus has constructed an investment environment that offers you direct access to invest in some of the key asset classes.

Cbussuper.com.au/login

Have you been thinking about gaining greater control of your investments, but aren’t sure if you want to commit? You can now give Cbus Self Managed a go for a trial period.

Sign up online for our Try Cbus Self Managed option to access the self managed tools and resources, learn about the option, and see if it’s right for you.

Simply login to your account at cbussuper.com.au/login and click on Cbus Self Managed under your Investments tab to get started.
The right investment strategy for you will depend on your investment objectives, risk profile and financial circumstances.

Over time your financial circumstances may change. You will need to actively monitor and review your investments and investment strategy to help ensure that you are on track. If you have a Cbus Super Income Stream account, you will also need to ensure that you have a sufficient amount invested in the standard Cbus investment options to cover your income payments and any partial withdrawals.

A qualified financial adviser can help you decide which strategy is right for you and can help you develop a long-term plan for your retirement savings. See page 23 for information on the advice services offered by Cbus.
Some things to keep in mind

**Market timing and trading too often can be costly**

Actively trying to pick when an investment will rise or fall in value (timing the market) can be costly. It’s generally difficult to get market timing right – you may sell or buy an investment too early or too late. Missing just a few days of a rebound in price can make a large difference to your returns.

Also, trading too frequently can result in increased brokerage cost and tax, and this can eat away at your long-term returns.

**Keep focused on your plan**

Most people are investing their retirement savings over a long time, often decades. For these investors, investments that can outperform inflation and deliver long-term growth will assist in building their retirement savings to achieve their desired outcomes. Other investors who have a shorter timeframe as they near retirement may take a more conservative approach. Whatever your situation, staying focused on your plan can help you to reach your goal.

As an example, long-term investors often react to investment market volatility by investing in lower risk assets (like cash or term deposits). These decisions may affect your ability to generate wealth over the long term, as these lower risk assets typically experience lower returns.

Steps to consider

1. **Learn about investment risk**

   All investment types have a level of risk, which can change over time.

   Generally, the higher the expected investment return, the higher the risk of losing capital or experiencing a high level of volatility. Investments with higher volatility are more likely to experience periods of high returns and low returns (including negative returns).

   Make sure you understand how different risks can impact your retirement savings over different investment timeframes. Some of the risks to consider are on pages 10 - 14.

   When you invest in higher risk/higher return investments, you need to be comfortable with the potential for periods of negative return. If you are not comfortable with the idea of negative returns, then you may need to consider whether investing directly in shares is right for you.

   The key to selecting the investments in your portfolio is to find a balance between your level of comfort with risk and your desire for returns.

2. **Understand the benefit of diversifying your investments**

   Not all investment types perform in the same way at the same time, as they respond in different ways to market and economic influences such as interest rates, inflation and economic growth.

   By investing in different types of assets, sectors and securities within sectors, you can lower your overall risk of poor performance, as you will not be as exposed to any one security, sector or asset class. Investing this way may reduce some of the high returns, but it can also reduce the extent of lows, and provide more consistent returns over time.

3. **Establish a long-term investing plan**

   It’s important to take a long-term approach to investing your retirement savings. Establish your goals and set a plan. Keeping to your plan will generally provide you with a better outcome than making a series of short-term decisions in response to market conditions. This is because short-term decisions often rely on market timing, which is notoriously difficult to get right and can end up costing more than you expect in fees and lost earnings opportunities.

4. **Monitor your investments regularly**

   Investing directly gives you the flexibility to make your own investment choices. It also means that it’s up to you to monitor your investments and ensure that you are following your plan.

5. **Revisit your plan**

   If your financial circumstances change, it’s a good idea to revisit your plan.

   If you have a Cbus Super Income Stream account, make sure you review your plan at least once a year to ensure that you have enough in the standard Cbus investment options to make your income payments as they fall due.
Within Cbus Self Managed, you have a choice of investment options, each with its own level of risk and return:

- Australian shares included in the S&P/ASX 300 Index
- Exchange Traded Funds
- Managed Investments
- term deposits.

Your Cbus Self Managed transaction account also functions as an interest-bearing cash account.

You can choose one or a mix of these options in conjunction with the standard Cbus investment options shown in the table.

<table>
<thead>
<tr>
<th>Cbus Super investment options</th>
<th>Cbus Super Income Stream investment options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Savings</td>
<td>Cash Savings</td>
</tr>
<tr>
<td>Conservative</td>
<td>Conservative</td>
</tr>
<tr>
<td>Conservative Growth</td>
<td>Conservative Growth</td>
</tr>
<tr>
<td>Growth (Cbus MySuper) (default)</td>
<td>Growth</td>
</tr>
<tr>
<td>High Growth</td>
<td>High Growth</td>
</tr>
</tbody>
</table>

For information about these options, including risk and return considerations, refer to the Cbus Investment handbook. For information about these options, including risk and return considerations, refer to the Cbus Super Income Stream Product Disclosure Statement.

It’s your choice!

Making the right investment choices in Cbus Self Managed and deciding how long to keep investments depends on your own situation and objectives.

Conservative investments, such as term deposits and cash (e.g. transaction account), may be an attractive option for shorter term investment while higher risk investments, such as shares, Managed Investments and ETFs, may be seen as longer term investments.

Whichever combination of investments you choose, it’s important that your investment strategy within Cbus Self Managed complements your long-term objectives.
<table>
<thead>
<tr>
<th>Risk/return</th>
<th>Term deposits</th>
<th>Exchange Traded Funds (ETFs)</th>
<th>Shares included in the S&amp;P/ASX 300 Index</th>
<th>Managed Investments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk level</td>
<td>Very low</td>
<td>Low to Medium</td>
<td>High Risk to Very High Risk</td>
<td>Very High Risk</td>
</tr>
<tr>
<td>Risk Band1</td>
<td>1</td>
<td>3</td>
<td>Varies, depending on the ETF, between 6 and 7</td>
<td>7</td>
</tr>
<tr>
<td>Investment objective</td>
<td>To provide an income return through exposure to a fixed interest rate investment with a fixed term to maturity.</td>
<td>To deliver a return, before fees and taxes, that is closely aligned to that of the underlying index. Refer to the individual ETF provider for more information on their index, and on the expected level of risk.</td>
<td>Individual member results will vary significantly depending on the shares that are bought. Different company shares can have different risk characteristics. The objective below is indicative only and is based on a broadly diversified portfolio that is close to representing the 'market' index of the top 300 shares by capitalisation. <strong>Objective</strong> - For a broadly diversified portfolio of shares, to deliver an after-tax return of at least inflation plus 3.0% p.a. (for Cbus Super accounts) and 3.25% p.a. (for Cbus Super Income Stream accounts) over 10-year rolling periods 75% of the time.</td>
<td>To deliver an after-tax return of at least inflation plus 2.75% p.a. (for Cbus Super accounts) and 3.0% p.a. (for Cbus Super Income Stream accounts) over 10-year rolling periods 75% of the time.</td>
</tr>
<tr>
<td>Likelihood of negative annual returns</td>
<td>Negligible in 20 years</td>
<td>Varies, depending on the ETF, up to 2 in every 20 years</td>
<td>Varies, depending on the ETF, from 4 up to greater than 6 in every 20 years</td>
<td>6 or greater in every 20 years</td>
</tr>
<tr>
<td>Minimum suggested timeframe2</td>
<td>0-1 year</td>
<td>3 years</td>
<td>10+ years</td>
<td>10+ years</td>
</tr>
</tbody>
</table>

1 The Risk Band is based on the Standard Risk Measure, which relates to the number of expected negative annual returns over a 20-year period. The seven bands range from Very Low to Very High Risk of negative annual returns over that period. This 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 financial objectives. Members should still ensure that they are comfortable with the risks and potential losses associated with their chosen investment option or options. Visit the investment section on the Cbus website for more information about the Standard Risk Measure. Note that the Risk Bands are indicative; the level of risk may vary significantly depending on the shares, ETFs or Managed Investments selected.

2 The minimum suggested timeframe for all your investments in this option will depend on the investments selected. The suggested timeframe shown applies to the different types of investment in this option.
Term deposits

Cbus Self Managed offers you a range of term deposits with trusted providers. When you invest in a term deposit, you know up front the investment return you will receive for the period of the term deposit.

With Cbus Self Managed, you can select the term to maturity you prefer and choose from two providers, ME Bank\(^1\) and National Australia Bank (NAB)\(^1\). To see the rates and terms to maturity currently available, visit [cbussuper.com.au/cbusselfmanaged](http://cbussuper.com.au/cbusselfmanaged).

When you invest in a term deposit you can choose from a range of options to reinvest automatically on maturity of your investment.

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**Handy hint for members with a Cbus Super Income Stream account**

Ensure you don’t invest money in term deposits that you will need for income payments or partial withdrawals. Once you have invested in a term deposit, your money is locked in until the term deposit matures.

Eligibility to automatically reinvest is subject to you having sufficient money invested in your standard Cbus investment options in addition to the required funds available in your Cbus Self Managed transaction account.

The interest rates quoted for term deposits are generally provided as annualised rates; however, interest will only apply for the term selected (so unless a term for one year is selected, the actual interest earned will be less than the annualised rate).

Unlike deposits that you hold directly with banks or credit unions, term deposits through Cbus Self Managed are not covered by the Federal Government Deposit Guarantee. This means if either of the term deposit providers were to become bankrupt or fold you may be at risk of losing all or part of your investments.

**Benefits**

- You know the rate your investment will return over a set period of time.
- There is low risk of losing the capital you invest.
- You can select term deposits from trusted providers.
- You can choose how much you would like to invest and for how long.

**Risks**

- Interest rates may fluctuate while you are invested (this means you may miss out on a higher rate).
- Once you invest in a term deposit, you are locked in for a set amount of time. Breaking the term deposit is only allowed in very specific circumstances (see below). This means that a term deposit is an illiquid investment.
- You will not be able to request to roll over investments in term deposits to another fund until they reach maturity.
- Returns are expected to be relatively lower than a diversified option over the long term, which may impact your ability to achieve your retirement goals.

**Term deposit restrictions**

- The minimum amount you can invest in a single term deposit is $2,000 and the maximum amount is $5 million.

**Redeeming term deposits before maturity**

You will only be able to redeem term deposits through Cbus Self Managed prior to the maturity date in limited circumstances and subject to meeting eligibility criteria. These include:

- permanent incapacity\(^2\)
- terminal medical condition\(^2\)
- severe financial hardship\(^2\)
- compassionate grounds\(^2\)
- payment to your beneficiaries in the event of your death
- payment of a Family Law split.

Cbus will not permit early redemption of term deposits unless one of the above conditions of release is satisfied and as such, may not be able to act upon any rollover or withdrawal instruction whilst funds are invested in the term deposit.

Cbus may initiate an early redemption of a term deposit if required to maintain the minimum balance in your transaction account and/or standard Cbus investment options.

In the event of an early redemption of a term deposit you will receive pro-rata interest for the duration of the term deposit.

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1 NAB ABN 12 004 044 937 AFSL 230686, ME Bank ABN 56 070 887 679 AFSL 229500.
2 ‘Permanent incapacity’, ‘severe financial hardship’, ‘compassionate grounds’ and ‘terminal medical condition’ have the meanings given in Regulation 6.01(2) of the Superannuation Industry (Supervision) Regulations 1994 (Cth).
Australian shares – S&P/ASX 300 Index
You can choose to invest in companies on the S&P/ASX 300 Index, which consists of the largest 300 companies on the Australian Securities Exchange (ASX) by market capitalisation. The Index covers a diverse range of sectors.

The shares that make up the S&P/ASX 300 Index will change over time. If you purchase shares in a company that subsequently falls out of the top 300, you can keep the shares and sell them at any stage, but will not be able to purchase any more shares in that company unless they return into the S&P/ASX 300 Index.

Shares are typically suitable for investors with a long investment timeframe.

Benefits
- Potential for high returns through capital gains and income.
- Shares can be easily bought and sold making them a fairly liquid investment.
- Ability to access and apply franking credits directly to your account, which can deliver tax-effective income.

Risks
- Potential for large capital losses if the shares decrease in value.
- Potential for a large variation in returns over a short time horizon (relatively high levels of volatility).
- Potential for concentration risk if the portfolio is not adequately diversified. If you buy similar shares they are all likely to perform badly at the same time.
- Poor performance may occur due to infrequent portfolio monitoring.
- Brokerage costs and tax implications of trading can lower your overall return. Trading too frequently will lead to higher brokerage costs and tax implications.

Share trading restrictions
The following restrictions apply when investing in shares through Cbus Self Managed:
- Maximum of 80% of your total account balance (including standard Cbus options) can be invested in shares and ETFs.
- Maximum of 20% of your total Cbus account balance invested in a single share on the ASX 100 index.
- Maximum of 10% of your total Cbus account balance can be invested in a single share outside of the ASX 100 Index (but within the ASX 300 index).
- Minimum amount per share trade is $1,500.
- Maximum amount per share trade is $250,000.
- Buying and selling the same share on the same day is not permitted.
- Once a trade is executed on the Cbus Self Managed platform it can’t be cancelled (but can be sold the next day).

Selecting shares on the Cbus Self Managed platform
Cbus Self Managed provides you with tools and resources to assist you in researching, selecting and monitoring your share portfolio. This includes access to:
- Data and commentary covering Australian and international markets, local industries and companies.
- Live quotes and 20-minute delayed share prices.
- Watchlists to keep an eye on the stocks you’re considering and those already in your portfolio.
- Alerts to let you know of any corporate actions, dividend announcements or other important information.

Ancillary benefits, such as shareholder discounts or unit holder benefits associated with some listed securities held are not available with shareholdings through Cbus Self Managed. Whilst you are able to make investment decision relating to purchase and sale of investments, all investments made are held by Cbus and not by you as an individual.

Exchange Traded Funds (ETFs)
ETFs are professionally managed investment pools that are listed on the ASX.

Typically they provide access to a diverse range of assets in Australian or international markets. ETFs are traded like shares, but are a collection of securities that generally represent a particular market index (e.g. ASX 300, MSCI World, Emerging Markets or Australian Bonds). The available ETFs through Cbus Self Managed are listed on the Cbus website and may be amended from time to time.

The value of an ETF investment can rise and fall daily, usually in line with the index that the ETF is endeavouring to track.

ETFs can be a cost-effective way to create diversification through investment in a range of Australian and international markets without having to select and monitor the underlying investments yourself.

Benefits
- Allows you to invest in a range of Australian/international markets that offer a level of diversification (depending on which ETF you invest in).
- ETFs are generally a cost-effective way to gain access to many investment markets.
- Can generally be bought and sold easily on the ASX.
Managed Investments

Managed Investments is a category of investments offered through Cbus Self Managed, where your money is pooled together with other members. Unlike investments in shares and ETFs, units in Managed Investments are not bought and sold directly on an exchange.

Some of the benefits of Managed Investments include:

- the ability to invest in assets that as an individual investor you may not be able to invest in,
- professional asset management, and
- wholesale investment fees.

Managed Investments currently includes the following options:

- **Cbus Self Managed Infrastructure**: A portfolio of listed and unlisted Australian and international infrastructure holdings managed by experienced infrastructure managers. Infrastructure assets include ports, roads and airports.
- **Cbus Self Managed Property**: A portfolio of commercial property holdings managed by experienced property managers.

For more information on the current investment holdings in Managed Investments, visit cbussuper.com.au/cbusselfmanaged.

Managed Investments is a unitised investment. For each purchase you make you will be issued a number of units based on the unit price applicable at the time of trade execution (which occurs after the trading window is closed). When you sell units, the unit price applicable at the time of trade execution (which occurs after the trading window is closed) will determine the amount to be credited to your Cbus Self Managed transaction account.

Unit prices for Managed Investments are struck weekly with the latest unit price used to value your investments. Returns for Managed Investments come in two forms:

- changes in the unit price which reflect positive or negative changes in underlying asset valuation, and
- regular distributions which typically reflect investment income and any realised capital gains.

Distributions are made six monthly for both Cbus Self Managed Infrastructure and Cbus Self Managed Property. All distributions will be automatically reinvested in the Managed investment option.

**Risks**

- All ETFs are subject to market risk. Depending on the types of securities held in the ETF, the level of risk will differ. For example, share ETFs are generally volatile in the short term, but offer the potential for higher returns over the long term.
- ETF returns may differ from the underlying index due to factors such as fees, the manager’s investment approach and transaction costs.
- At times, market liquidity may not be sufficient to allow you to buy and sell easily.
- Changes in the value of the Australian dollar may affect the value of unhedged international ETF investments.
- An ETF may no longer be available due to the ETF manager no longer being willing to operate the product.

**ETF trading restrictions**

- Maximum of 80% of your total Cbus account balance invested in shares and ETFs.
- A set maximum percentage of your total account balance in any one available ETF. The limits are specified for each individual ETF and currently range between 10% and 50% of your total account balance. For more information see refer to the Cbus website for individual ETF limits and any amendment to this range at cbussuper.com.au/cbusselfmanaged.
- Minimum buy order for ETFs is $1,500.
- Maximum buy order for ETFs is $250,000.
- Buying and selling an ETF on the same day is not permitted.
- Once a trade is executed on the Cbus Self Managed platform it can’t be cancelled (but can be sold the next day).

**Other things to know before investing in ETFs**

- Brokerage fees apply to purchases and sales of ETFs in your Cbus Self Managed account.
- To receive an ETF price that is closer to the value of the underlying assets held by the ETF, place orders to buy or sell ETF units at least 30 minutes after the share market opens at 10am Eastern Standard Time, or 30 minutes before the market close. Buying or selling ETFs when the market for the ETFs underlying asset is open may also help reduce price discrepancies between the ETF and the price of the shares that it holds.
- If you buy units in an ETF located in another country (but also traded on an Australian market such as the ASX) foreign taxes may apply. See our section on tax on pages 17 – 19.
- The available ETFs do not take into account environmental, social or governance (ESG) issues.

For a full listing of the range of ETFs available in Cbus Self Managed, visit cbussuper.com.au/cbusselfmanaged.
Cbus Self Managed Property

Cbus has designed the Cbus Self Managed Property option to invest in a diversified professionally managed portfolio of listed and unlisted commercial property, including office, retail and industrial property.

Property investments make a return from rental income (the majority of return over the long term) and from an increase/decrease in capital value.

In order to ensure that we can maximise the investment in property on your behalf, transacting in Cbus Self Managed Property is restricted to four times a year.

Benefits

■ Diversified portfolio of mainly unlisted Australian property holdings.
■ Further diversified by investment in listed global real estate investment trusts.
■ Managed by experienced property managers including ISPT, Cbus Property, AMP Capital and Resolution Capital.
■ Relatively stable income, paid as distributions.
■ Property exposure without the cost and administrative burden of directly managing property yourself.

Risks

■ Once you invest in the Cbus Self Managed Property option, you are restricted from trading for a minimum of three months and will remain invested until you sell the units you hold during one of the scheduled trading windows. Early redemption is only allowed in very specific circumstances (see ‘Buying and selling units in Managed Investments’ on the left). This means that Cbus Self Managed Property is an illiquid investment.
■ Returns are expected to be more volatile than a diversified multi-asset class option over the long term, which may impact your ability to achieve your retirement goals.
■ Changes in tenant demand or in interest rates can impact rental income (distributions) and capital values.

Managed Investments trading restrictions

■ The minimum investment holding in Managed Investments is $3,000.
■ Maximum of 50% of your total Cbus account balance (including standard Cbus options) can be invested in Managed Investments.
■ Maximum of 30% of your total Cbus account balance can be invested in each Managed Investment option.
■ When you make a partial sale of units in Cbus Self Managed Property and/or Cbus Self Managed Infrastructure, you must maintain a minimum investment holding of the greater of $3,000 or 10% of your total investment in the option prior to your withdrawal.

Buying and selling units in Managed Investments

For a two-week period each quarter (April, July, October and January) you will be able to buy or sell units in Managed Investments with transactions being finalised shortly thereafter.

In order to protect members’ investments, particularly at times of significant market uncertainty, Cbus may defer or delay trading windows. Cbus will notify impacted members of any deferral or delay.

You will only be able to sell units in Managed Investments during the specified trading windows or subject to meeting eligibility criteria for the following conditions of release. These include:

■ permanent incapacity
■ terminal medical condition
■ severe financial hardship
■ compassionate grounds
■ payment to your beneficiaries in the event of your death
■ payment of a Family Law split.

Cbus will not permit redemptions of units in Managed Investments outside of the trading windows unless one of the above conditions is satisfied and as such, may not be able to act upon any rollover or withdrawal instruction whilst funds are invested in Managed Investments.

If required, Cbus may redeem units you hold in Managed Investments to maintain the required minimum balance in your transaction account and/or standard Cbus investment options.

Managed Investments scheduled trading windows

To see the most current trading windows, visit cbussuper.com.au/cbusselfmanaged.

The value and/or unit price displayed at the time you place a trade in Managed Investments is indicative only. To ensure investments are made on a fair and reasonable basis, buy and sell orders are processed once the trading window has closed, and the actual unit price for settlement of the trade has been determined. As such, unit prices and value of your investments may fluctuate up or down between the time when you submit a trade and the time when the trade is settled. Cbus reserves the right to adjust transactions at the time of settlement to ensure compliance with investment limits.
**Cbus Self Managed Infrastructure**

Infrastructure assets are the facilities and structures that provide services to enable our community to function and operate. They are often highly regulated by governments due to their ‘essential’ nature. They include such diverse assets as airports, roads and ports.

As infrastructure assets tend to be large and are expected to provide services for many years, they are typically long-term investments.

The return from infrastructure assets is typically comprised of a dividend (income) and a capital gain/loss. Over the long-term, the dividend tends to provide the majority of the overall return.

Cbus has designed Cbus Self Managed Infrastructure to be a well-diversified portfolio of listed and unlisted infrastructure assets with sound investment fundamentals.

**Benefits**

- Diversified portfolio of listed and unlisted Australian and international Infrastructure holdings.
- Managed by experienced infrastructure managers including IFM Investors, Morrison and Co and RARE Infrastructure.
- Relatively stable income, paid as distributions.

**Risks**

- Once you invest in Cbus Self Managed Infrastructure, you are restricted from trading for a minimum of three months and will remain invested until you sell the units you hold during one of the scheduled trading windows. Early redemption is only allowed in very specific circumstances (see previous page). This means that Cbus Self Managed Infrastructure is an illiquid investment.
- The investment value and income for infrastructure investments can be impacted by changes in demand for the services provided, inflation and interest rate changes and changes in government regulation.
- Returns are expected to be more volatile than a diversified multi-asset class option over the long term, which may impact your ability to achieve your retirement goals.

**Transaction account**

Designed to accommodate transfers between your investment choices, the Cbus Self Managed transaction account is also a cash account providing returns. The rate of returns will vary from time to time.

Returns are accrued on the balance daily and applied to your transaction account at the end of the month.

Your transaction account is invested with ME Bank.

The investment risk for this account is very low with generally low volatility of returns over time.

You must keep at least $500 in your Cbus Self Managed transaction account at all times. If the balance falls below $500, Cbus may sell assets or transfer cash across from other options to ensure the minimum balance is maintained.

If you are investing in Cbus Self Managed through both a Cbus Super account and a Cbus Super Income Stream account, you will have a separate transaction account for each. You will need to maintain minimum balances in standard Cbus investment options and standard Cbus Super Income Stream investment options for each transaction account and will also be charged fees and costs on each account.

Please note that cash in your Cbus Self Managed transaction account is not covered by the Federal Government Deposit Guarantee.
How Cbus Self Managed works

Manage and track your CSM investments through your secure Cbus online account log in.

When you become a registered investor in the Cbus Self Managed investment option, a transaction account is created where you can move funds from your standard Cbus investment option/s.

The transaction account is like an online bank account that you can use to transfer money across your different Cbus investments, including standard investment options and your direct investments through Cbus Self Managed, at no cost.

You must maintain a minimum balance of $500 in your transaction account at all times plus sufficient cash to meet your investment purchases. Money from any sales you make in Cbus Self Managed is credited to this account. Any fees charged (such as brokerage) and tax liabilities are deducted, and income from interest, dividends, distributions and franking credits is automatically paid into your transaction account.

This diagram shows how your money moves in and out of your Cbus Self Managed transaction account as you make cash transfers and investments.

**Online reporting**

You can track your investments online through up-to-date summaries and online reports.

These reports are generally updated each weekday (with data as at the close of the previous day) and include details of:

- The latest market value of your investments
- All transactions you make
- Details of income you have received, including for your transaction account
- Realised gains and losses.
Cbus Self Managed has a Portfolio Administration Fee and an Asset-Based Fee. These fees are in addition to the Administration Fee and Investment Fee incurred by all Cbus members in standard Cbus investment options. The fees and costs listed below apply for each Cbus Self Managed account you hold, and will vary depending on whether you are investing through a Cbus Super or Cbus Super Income Stream account.

Investment costs also apply for standard Cbus investment options.

The Portfolio Administration Fee and Asset-Based Fee provide you with access to the Cbus Self Managed online platform, which includes 20-minute delayed ASX pricing, live shares quotes and Thomson Reuters market data. Brokerage also applies when you trade shares or ETFs.

All fees shown in this Guide are correct as at 1 July 2019. To check whether these fees are current, visit cbussuper.com.au/cbusselfmanaged.

### Cbus Self Managed fees and costs

<table>
<thead>
<tr>
<th>Fees and charges</th>
<th>Detail</th>
<th>How and when deducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio Administration Fee</td>
<td>$20 a month ($240 a year). Calculated daily and deducted at the end of each month from your Cbus Self Managed transaction account. Fees are applied pro rata upon entry or full exit.</td>
<td></td>
</tr>
<tr>
<td>Asset-Based Fee</td>
<td>Asset Value Fee¹ 0.08% per year of your total Cbus Self Managed balance (capped at $760 a year). Calculated daily and deducted at the end of each month from your Cbus Self Managed transaction account. Fees are applied pro rata upon entry or full exit. The Asset-Based Fee includes these two components, but is deducted from your transaction account as a single amount.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Trustee Operating Cost² 0.15% per year for Cbus Super accounts and 0.08% per year for Cbus Super Income Stream accounts. Cbus claims a tax deduction for administration costs each year. The amount of the deduction is used to reduce the Trustee operating cost. The current estimate for 2018/19 is 0.21% (gross of tax) for Cbus Super accounts and 0.08% (gross of tax) for the Fully Retired option of the Cbus Income Stream.¹</td>
<td></td>
</tr>
<tr>
<td>Brokerage (Shares and ETFs)</td>
<td>Scaled fees based on transaction amount (excluding GST). Deducted from your Cbus Self Managed transaction account at time of purchase or sale.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transaction value Brokerage fee</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$0 to $10,000 $19.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$10,001 to $27,500 $29.50</td>
<td></td>
</tr>
<tr>
<td>Management Fee</td>
<td>Deducted from the returns of the underlying securities in the ETF. The price quoted on the ASX for each ETF reflects all fees and expenses incurred in the management of the ETF. Deducted from the unit price.</td>
<td></td>
</tr>
<tr>
<td>Including management fees, custody costs and other expenses.</td>
<td>ETFs Fees are incurred by ETFs and vary depending on which ETF is chosen. For information on ETF fees refer to asx.com.au.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cbus Self Managed Property³ 0.31% p.a. for 2018/19</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cbus Self Managed Infrastructure⁴ 0.52% p.a. for 2018/19</td>
<td></td>
</tr>
</tbody>
</table>

¹ Any capping credit will be applied at 30 June each year.
² The Trustee Operating Cost is paid across your whole account with Cbus including your standard Cbus investment options and Cbus Self Managed.
³ The actual administration costs will vary from year to year. Historical costs are only an estimate for future costs.
⁴ These are estimated fees based on expenses for the previous year and are subject to change. The actual fees will be determined at the end of the financial year and published on your annual member statement.

Please note: Other fees and charges apply to your Cbus account. See the relevant Cbus PDS or visit the Cbus website for a complete listing of fees and costs in the Fund.

Term deposits: Brokerage and Management Fees do not apply to term deposits.
Cbus Super Income Stream accounts

No tax is payable on investment earnings in the Fully Retired option of the Cbus Super Income Stream account. Accordingly, there is no capital gains tax or tax on earnings within Cbus Self Managed. The value of any franking credits is credited to your transaction account in full, subject to the shares having been held for the required 45 days further (as discussed on page 19).

Cbus Super accounts

Similar to the standard Cbus investment options, tax on investments in the Cbus Self Managed investment option is automatically calculated. This means that you don’t need to personally manage tax on these investments or nominate these investments in your personal income tax return.

Viewing your tax position

With Cbus Self Managed you can access comprehensive tax information and reporting, so you can check your tax position at any time.

Income, including dividends and interest, is paid into your transaction account net of tax. This is reported in the accrued interest (net of tax) amount in the portfolio detail/transaction amount section.

You can also view tax details by downloading the following reports from the portfolio activity/reports section:

- Portfolio valuation
- Cash transactions
- Dividends
- Unrealised capital gains and tax
- Capital gains disposal and tax.
Transaction account and term deposits

Cash invested in your transaction account or in a term deposit earns interest and tax is payable on that interest. Cbus Self Managed automatically deducts an allowance for the tax liabilities for investors.

Example for Cbus Super account

Simon invests $20,000 in a term deposit with a maturity term of six months (180 days) at an interest rate of 4% p.a.

After 180 days, Simon receives $394.52 in interest (i.e. 4% x 180/365 days x $20,000). The interest is taxed at 15%.

Cbus Self Managed automatically deducts tax of $59.18 (i.e. 15% x $394.52) and Simon receives the remaining income of $335.34 (i.e. $394.52 - $59.18).

<table>
<thead>
<tr>
<th>Initial investment</th>
<th>$20,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest earned</td>
<td>$394.52</td>
</tr>
<tr>
<td>Tax withheld</td>
<td>$59.18</td>
</tr>
<tr>
<td>Net income</td>
<td>$335.34</td>
</tr>
<tr>
<td>Investment value</td>
<td>$20,335.34</td>
</tr>
</tbody>
</table>

Note: This example doesn’t take into account fees and other costs that may apply.

Income from shares, ETFs and Managed Investments

Dividend income

Tax is payable on dividend income. Cbus Self Managed will automatically deduct the tax that is payable when the dividend is paid into your transaction account.

For members who participate in a Dividend Reinvestment Plan (DRP), tax will be deducted from your transaction account when any applicable shares are allotted to your portfolio.

If you do not nominate for DRP, then a cash credit will be made to your transaction account. Please note that distributions for Cbus Self Managed Property and Cbus Self Managed Infrastructure are automatically reinvested.

Trust and Managed Investments distributions

Income from investments such as ETFs and Managed Investments can sometimes be trust distributions. Similar to dividend income, Cbus Self Managed will automatically withhold the required tax amount when a distribution by a trust is received into your transaction account.

Where estimated distribution components are received, tax will be applied to the taxable components. If no estimates are provided, tax will be applied to the total distribution received. For ETFs, when the final distribution trust components are received, a ‘true up’ calculation will be performed where applicable (see following page).

Please note that distributions for Cbus Self Managed Property and Cbus Self Managed Infrastructure will be automatically reinvested as additional units.

Distributions for units held in Cbus Self Managed Infrastructure and Cbus Self Managed Property will typically be made after the end of each six-month period.
Franking credits explained

One of the ways a company can distribute earnings to shareholders is by paying a dividend. Dividends are the amounts paid to shareholders using profits that a company has made.

In Australia, companies can distribute dividends that are fully franked, partially franked or unfranked. The amount of any franking credit attached to a dividend represents income tax previously paid by the company. The franking credit can be used to offset income tax payable by the shareholder. In the context of your Cbus Self Managed account, franking credits will be credited to your transaction account.

As the company tax rate is currently 30% and super funds pay a maximum tax rate of 15% on any investment income received for superannuation accounts and 0% for fully retired income stream accounts, the franking credit attached to a fully franked dividend operates to improve your investment return as demonstrated in the table below.

In order to benefit from franking credits in Cbus Self Managed, you must hold your shares for 45 days (excluding the day of purchase or sale). Where a member holds several tax parcels of shares, the 45-day rule applies to shares sold on a last in first out (LIFO) basis.

Table: How franking credits can add to your return

<table>
<thead>
<tr>
<th>Shareholding – 1,000 shares in XYZ Limited</th>
<th>Calculations</th>
<th>Cbus Super account result</th>
<th>Cbus Super Income Stream account result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash dividend amount (per share $0.70)</td>
<td>$0.70 x 1,000</td>
<td>$700</td>
<td>$700</td>
</tr>
<tr>
<td>Franking credit (per share $0.30)</td>
<td>$700 x 30/70</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>Assessable (taxable) income</td>
<td>$700 + $300</td>
<td>$1,000</td>
<td>0</td>
</tr>
<tr>
<td>Gross tax payable (tax withheld) at 15%</td>
<td>$1,000 x 0.15</td>
<td>$150</td>
<td>0</td>
</tr>
<tr>
<td>Net income and tax benefit added to the investment return</td>
<td>$1,000 - $150</td>
<td>$850</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

'True up’ calculation

For ETFs, Cbus will calculate your final tax liability for your account and make any adjustments effective 31 December each year for the previous tax year. This allows time for any additional tax information relating to the distribution to be received (in instances where it wasn’t available when you received your distribution).

Tax benefits of investing in Cbus Self Managed

Cbus Self Managed can carry capital losses forward, which can provide you with future tax offsetting benefits across your Cbus Self Managed investments.

A capital loss occurs when an asset loses value between buying and selling it. Although realised capital gains must be taxed each year, capital losses can be carried forward and offset against future years’ gains.

Dividend imputation (franking credits)

Cbus automatically applies franking credits from share dividends to eligible member transaction accounts at the time the dividend is paid into your account.
Once you have set up your account and transferred cash to your transaction account from your standard Cbus investment options, you are ready to buy and sell on the Cbus Self Managed platform.

We recommend that when you make your first cash transfer, you consider including the amount you will need for your initial investments in Cbus Self Managed.

Instruction and settlement

The following table illustrates the trade instruction and settlement timeframes expected on the Cbus Self Managed platform.

<table>
<thead>
<tr>
<th>Cbus Self Managed investment</th>
<th>Trade instruction frequency</th>
<th>Instruction closes</th>
<th>Instruction implemented (when invested)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shares</td>
<td>Daily</td>
<td>4pm daily</td>
<td>T+2 days</td>
</tr>
<tr>
<td>ETFs</td>
<td>Daily</td>
<td>4pm daily</td>
<td>T+2 days</td>
</tr>
<tr>
<td>Term deposits</td>
<td>Weekly</td>
<td>11.59pm Thursday</td>
<td>Friday</td>
</tr>
<tr>
<td>Cash transfers</td>
<td>Daily</td>
<td>4pm daily</td>
<td>T+2 days</td>
</tr>
<tr>
<td>Managed Investments*</td>
<td>Quarterly</td>
<td>As per Cbus website</td>
<td>As per Cbus website</td>
</tr>
</tbody>
</table>

* Timing of Managed Investments trading windows varies from quarter to quarter and is updated on the Cbus website at cbussuper.com.au/cbusselfmanaged.

Buying and selling Australian shares and ETFs

You can place a buy or sell order for Australian shares and ETFs in two ways – at the market price or by setting a price limit.

An ‘at market’ order will be placed at the current market price, and can only be placed during market trading times, which are between 10am and 4pm on weekdays, excluding public holidays. You can also check live stock prices when you are placing your trade, provided this is during market trading times. Trades in shares and ETFs are processed immediately while markets are open.

When you select a price limit you can set the maximum price you are willing to pay for a security or the minimum price you are willing to sell it for. These types of orders can be placed at any time. Please note, your limit orders will not be accepted if the limit price is too far from the last price traded.

Depending on market conditions, price limit orders may be broken up into separate parcels and completed over a number of days. You will be charged a brokerage fee for each day that a price limit order parcel is bought or sold which will result in multiple brokerage fees.

Before your order is submitted, the Cbus Self Managed platform checks that you have sufficient funds in your transaction account to pay for your trade and that your investment is within the required limits. You will not be able to trade if you have insufficient funds. The trading page where you place your trade will show you how much cash you have available in your transaction account, and give an estimate of the brokerage costs.

Once the order is submitted, money in your transaction account is reserved to cover the trade plus brokerage costs until your order is either completed or cancelled.

Trades in shares and ETFs are settled on a ‘T+2’ basis. This means that when you buy or sell a share the physical movement of the money to ‘settle the trade’ will not occur until two business days after you bought or sold the share. During this time the Cbus Self Managed platform will show the trade on your account as an open trade.

Funds from a sale will immediately be included in your available account balance. This is known as a ‘good value’ transaction. Once you have placed a sale, you can use the ‘good value’ to make another share or ETF transaction of the same or a lower value; however this does not apply to cash transfers out and term deposit purchases.

Buying and selling Managed Investments

You can buy and sell units in Managed Investments during the quarterly trading windows as disclosed on the website at cbussuper.com.au/cbusselfmanaged.

You can only transact outside of these times in specific circumstances as outlined on page 13.
Investing in term deposits

You can invest in term deposits once a week. If we receive your request before 11.59pm AEST/AEDT on a Thursday, your account will be invested on Friday (or the next business day if it is a public holiday). If your request is received after this time it will take effect from the following Friday.

You can cancel your request at any time before 11.59pm AEST/AEDT on a Thursday. After this time your request cannot be cancelled and, once you are invested in a term deposit, the money can’t be accessed until maturity.

You can view any pending term deposit orders on the Cbus Self Managed platform in the ‘Pending’ tab, which is located under ‘Transact > Term deposits’.

While term deposits have terms to maturity of a particular number of days (e.g. 90 days) sometimes their term to maturity may be a few days more or less (e.g. 89 days or 91 days). This is due to the number of actual business days within the term period. If there are public holidays, the term may be less. The actual maturity date will be noted when you place your application.

When your term deposit is due to mature we will send a reminder by email initially – seven days beforehand and again on the day of maturity. An alert will be posted on your Cbus Self Managed account at the same time. At maturity the proceeds will be transferred to your transaction account or reinvested as per your nomination.

Making cash transfers

After your first transfer to your transaction account, you can transfer cash in and out of Cbus Self Managed once a day.

Cash transfers into Cbus Self Managed are taken from your standard Cbus investment option/s in the same proportion as your existing account balance. For example, if you have 70% invested in Cash Savings and 30% in High Growth, your cash transfer amount will be taken from these investment options in these same percentages.

Please note that percentage allocations vary frequently with changes in crediting rates, contributions, withdrawals and investment option changes.

You can also transfer cash from Cbus Self Managed into your standard Cbus investment options and it will be invested according to your future contributions nomination or the default option where no nomination exists.

- **When do I need to request my cash transfer?**
  Cash can be transferred once a day (except on weekends or public holidays). Your final cash transfer request must be made before 4pm (AEST/AEDT). If you request cash more than once in a day, the last cash request made before 4pm that day will override any previous requests made that day.

- **When will the cash be transferred?**
  Requests received before 4pm on a weekday will be settled on a T+2 basis. This means it will be processed effective two national business days later. If your request is made after 4pm (or on a weekend or public holiday) it will take an extra national business day to process.

Changing your investment choices across standard Cbus options

Using the Cbus Self Managed platform you can make the following changes to how your Cbus account is invested:

- switch between standard Cbus investment options
- nominate which standard Cbus investment option/s you would like future contributions made into (Cbus Super accounts only)
- nominate which standard Cbus investment option/s your income stream payments will be made from (Cbus Super Income Stream account only)

The timeline for processing these requests is set out in the table below.

<table>
<thead>
<tr>
<th>Change requested</th>
<th>Available for</th>
<th>Change cut-off time</th>
<th>Change implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Switching between standard Cbus investment options</td>
<td>Cbus Super accounts and Cbus Super Income Stream accounts</td>
<td>4pm daily</td>
<td>Next business day</td>
</tr>
<tr>
<td>Future contribution nomination</td>
<td>Cbus Super accounts only</td>
<td>4pm daily</td>
<td>Next business day</td>
</tr>
<tr>
<td>Income stream payment instructions</td>
<td>Cbus Super Income Stream accounts only</td>
<td>4pm daily</td>
<td>Next business day</td>
</tr>
</tbody>
</table>

View your request

You can see your pending investment option changes under the ‘Pending’ tab, in the ‘Transact > Investment option switch’ section.

**Only an investment switch OR a cash transfer can take place in a single day.**

You can’t make an investment switch and cash transfer at the same time.

Cancelling an investment switch or cash transfer request

If you want to cancel your pending investment switch or cash transfer request, you’ll need to do it before the 4pm (AEST/AEDT) cut-off time.

**Times when switching and cash withdrawals are restricted**

At the end of the financial year (July to August) you will be unable to transfer cash into or out of your Cbus Self Managed account. During these times Cbus applies crediting rates to member accounts for the standard options. You can still trade on the Cbus Self Managed platform using money already in your transaction account.

You can still request switches between the standard investment options during this time. These will be backdated and processed later, so may not show on your account until after the processing period.
Dividend Reinvestment Plan

When you register for Cbus Self Managed you will be asked if you want to participate in a Dividend Reinvestment Plan (DRP). A DRP automatically reinvests dividends to buy more shares or ETFs. If you don’t choose to participate in a DRP, your dividends will be paid into your transaction account as cash.

If you participate in a DRP it will apply to all securities you hold that offer DRPs.

Reinvesting your dividends in shares or ETFs under a DRP usually results in a small amount of remaining cash, which is less than the value of one security issued under a particular DRP allotment. Depending on the DRP rules, this amount could be treated in various ways. It may be:

- retained by the issuer of the listed security on your behalf, added to future dividend and distribution payments and allocated under a future DRP allocation;
- retained by the issuer of the listed security with no future benefit to you. The amount may be retained by the issuer or is sometimes paid by the issuer to a charity; or
- paid to Cbus in cash – in which case Cbus will allocate the amount to your transaction account.

Corporate actions and proxy voting

A Corporate action is an action taken by a company relating to its shares that can result in change for the company and its shareholders. This is known as an event.

There are two types of Corporate Action events. Events can be voluntary where the shareholder can make an election that contributes to the outcome of the event. Types of voluntary events are rights issues or tender offers. Events can also be mandatory where the shareholder is not required to make an election. A cash dividend is a type of mandatory event. Your election is not required to pay a cash dividend to shareholders. Other types of mandatory events are stock splits and bonus issues.

As a shareholder you will receive a communication detailing any corporate actions that may impact your portfolio and whether you can elect to participate. For example, you may be asked to accept or reject a company’s share entitlement offer by a certain date. You will be notified of any corporate actions through Cbus Self Managed in the ‘Actions and alerts’ section including the default which will apply if you do not provide an instruction.

If you do not respond to a voluntary corporate action, Cbus will apply a default position. On occasion, Cbus may determine that, due to time, tax or legal issues, members will not be provided with an opportunity to respond to a corporate action. In such cases the Cbus default position will apply.

Members investing in Cbus Self Managed are not required to vote at Annual General and Extraordinary meetings. These votes will be carried out by the Cbus custodian, JP Morgan, at the direction of Cbus and in accordance with Cbus’ proxy voting policy.

You can read the current policy in the Investments section of our website cbussuper.com.au.

Maintaining your eligibility for Cbus Self Managed

Cbus monitors the balances of your Cbus Self Managed transaction account and standard Cbus investment options to ensure you have sufficient liquidity at all times.

If your account balances fall below the minimum balances required, we will notify you via your nominated email address. If you do not rectify the situation, Cbus may sell down your assets to maintain sufficient liquidity. Assets sold down will be the minimum required to rectify the circumstances plus up to a 5% buffer. We will start with funds from your transaction account, and then from listed securities with the highest value first, followed by selling of units in Managed Investments, and then early redemption of term deposits. The sell down will be at your expense.

Where your account no longer has sufficient funds, Cbus may close your Cbus Self Managed account and return any balance to the standard Cbus investment options or recover any monies from these investment options.

Rollovers

If you wish to roll over part or all of your account balance into another Fund, you will need to sell down any assets you hold in Cbus Self Managed and transfer the proceeds to your standard Cbus investment options before you can roll over those funds. See page 25 for more information.

Partial withdrawals or commutation

If you make a partial claim or request for an income stream commutation on your Cbus account, it will be drawn from your standard Cbus investment option/s before your Cbus Self Managed investment. It is your responsibility to ensure funds are available in your Cbus account to meet your partial claim which may require you to dispose of some or all of your Cbus Self Managed investments. See page 25 for more information.

Following a partial withdrawal or commutation, you must retain the minimum required balance in the standard Cbus investment option/s in order to remain eligible to invest in Cbus Self Managed.
Getting started

Get help

Our Cbus Self Managed specialists can help you with any questions you may have about investing in Cbus Self Managed, including eligibility, fees and costs and how to get started.

You can call us on 1300 361 784 from 8am to 8pm (AEST/AEDT), Monday to Friday or book a call back online at cbussuper.com.au/cbusselfmanaged.

Get advice

For personal financial advice, including recommendations on your Cbus Self Managed investment structure, we can refer you to an accredited Certified Financial Planner (CFP®) who meets strict professional qualification and service criteria as set by Cbus and the Financial Planning Association (FPA) of Australia. The financial planner can offer you advice on a fee-for-service basis. Your first visit is at no cost and any fees for advice will be agreed with you in advance.

Eligible members may apply to have their advice fees deducted directly from their Cbus account under the Financial Planner Payment Program.

For a referral, you can contact Cbus Advice Services on 1300 361 784 from 8am to 8pm (AEST/AEDT), Monday to Friday.

Who can invest

To invest in Cbus Self Managed, you need to:

- be a Cbus member (excluding Transition to Retirement income stream members)
- have $20,000 or more in your Cbus super account, or have $40,000 or more in your Cbus Super Income Stream account
- have access to the internet and a current email address
- be an Australian resident
- not have a pending Family Law split in progress
- have provided your tax file number (as applicable)
- be registered as an online member, and/or have an online Income Stream account. If you are a Cbus member but do not yet have an account, you can register at cbussuper.com.au.

Register for Cbus Self Managed

1. Login to your account at cbussuper.com.au
2. Choose Cbus Self Managed from the Investments menu
3. Click on the Register for Cbus Self Managed button
4. You will be transferred to the Cbus Self Managed registration page
5. Complete the required information, including your initial cash transfer amount. Please note, it may take up to 10 days for the cash you transfer to be available in your transaction account.

You will need to register separately for each eligible Cbus account you wish to invest in Cbus Self Managed.

For more information on getting started with Cbus Self Managed, visit cbussuper.com.au/cbusselfmanaged.

Log in to your account

Once you have successfully registered for Cbus Self Managed, you will receive a confirmation email.

You can then go to cbussuper.com.au and log in to your online account. You’ll be able to access Cbus Self Managed through the ‘Investment’ tab for Cbus Super members or the ‘Investment details’ tab for Cbus Super Income Stream members.

If you have more than one Cbus account invested in Cbus Self Managed, you will have a transaction account for each.

Start investing

Once the cash is available in your transaction account, you can start making investments.

A comprehensive range of resources, including tutorial videos and fact sheets, are available on the Cbus Self Managed platform to help you research, transact and monitor your investments.
Transfers between accumulation and income stream accounts

If you already have a Cbus Self Managed account and are transferring from Cbus Super to the Fully Retired option of the Cbus Super Income Stream account, you can transfer your shares, ETFs and managed investments with an in specie transfer. This allows you to transfer some of your CSM investments without needing to sell down and repurchase them. Please note we don’t transfer external in specie transfers of assets. See transfer rules and requirements on page 4.

How to make an in specie transfer

You can complete an in specie transfer at the time of transferring your standard super account to an income stream account, either using the Cbus Super Income Stream application form or by calling us on 1300 361 784.

Timing

An in specie transfer can take time to process, and this could delay the start of your income stream payments. During this time you won’t be able to view or manage your CSM investments.

Capital Gains Tax (CGT)

An in specie transfer means you won’t be exposed to the out of the market risks associated with selling and repurchasing assets. There’s also a potential tax benefit as any unrealised capital gains tax liability at the time of transfer is eliminated, resulting in less impact on your account balance. You will lose the benefit of any unrealised capital loss tax credits by transferring your account through an in specie transfer. Depending on the overall tax position of your account the adjustment may be positive or negative. We recommend seeking tax information and or advice prior to initialing a transfer.

Quick reference

- For Cbus Super members, you must keep a minimum balance of $10,000 invested in standard Cbus investment options.
- For Cbus Super Income Stream members, you must retain the greater of:
  - $10,000, or
  - the equivalent of your minimum annual pension payment1 amount at any point throughout the year in standard investment options. This condition is tested when you register for Cbus Self Managed and is re-tested annually.
- You must have a minimum balance of $500 in your Cbus Self Managed Transaction account at all times.
- A maximum of 80% of your total Cbus account balance can be invested in shares and ETFs.
- The maximum you can invest in shares and ETFs is as follows:
  - Maximum of 20% of your total Cbus account balance invested in a single share on the ASX 100 index.
  - Maximum of 10% of your total Cbus account balance can be invested in a single share outside of the ASX 100 Index (but within the ASX 300 index).
  - Variable limits are specified for each individual ETF, currently ranging between 10% and 50% of your total account balance for any one ETF. (Refer to the Cbus website for individual ETF limits and any amendment to this range at cbussuper.com.au/cbusselfmanaged.)
- The minimum buy trade for shares and ETFs is $1,500 and the maximum is $250,000.
- The minimum buy order for term deposits is $2,000 and the maximum is $5 million.
- The maximum that can be allocated to each option within Managed Investments is 30% of your total Cbus account balance. The total maximum allocation to all Managed Investments is 50%.
- You cannot buy and sell the same share or ETF on the same day.

1 Minimum pension payment amount for the Fully Retired option is calculated at pension commencement or 1 July each year as a percentage of account balance.

View the investment menu at cbussuper.com.au/cbusselfmanaged or via the Cbus Self Managed platform.
**Moving back to 100% in standard Cbus investment options**

It’s easy to close your Cbus Self Managed account and return to standard Cbus investment options. To do this, you will need to sell all shares and ETFs you hold in your account, and ensure you have no investments in term deposits or units in Managed Investments.

If you are invested in a term deposit, you will need to wait until your term has expired before you can close your account. If you are invested in Managed Investments, you will need to wait until the next quarterly trading window to sell your units before being able to exit Cbus Self Managed.

If you are invested in shares and your request to transfer occurs around the company’s half yearly reporting cycle, there may be a delay in transferring your benefit until all share dividends have been paid and allocated to your transaction account.

If any security is suspended from trading or delisted, then you may request that the entitlement is forfeited to the trustee and the transaction can be completed. Cbus may offer you a fair value credit when forfeiting any asset to the trustee. No further benefit will be payable by Cbus to you.

Once your Cbus Self Managed account has been closed or you have fully withdrawn from Cbus, you are no longer entitled to any benefit in relation to any security or asset you have sold including any additional payment.

Any outstanding fees, taxes and charges will be deducted on a pro rata basis from your Cbus Self Managed transaction account prior to closing your account. When your account is closed, 10% of any unutilised capital losses will be paid to your transaction account and the remaining capital losses will be forfeited.

Once all your transactions have been completed, you can request to transfer 100% of your Cbus Self Managed investment back to standard Cbus investment options. This will automatically close your Cbus Self Managed account.

Please note that closures requested in July or August may be delayed whilst we complete end of financial year processing. You can choose to reopen a Cbus Self Managed account at any time in the future.

**Fully withdrawing your retirement savings**

To fully withdraw your savings, you will need to:

1. Wait for any term deposits you hold to reach maturity and the money (including any interest) returned to your transaction account.
2. Wait for the next quarterly trading window and sell any units you hold in Managed Investments.
3. Sell your other investments in Cbus Self Managed.
4. Once all assets have been sold or have matured, you will need to transfer the cash from your Cbus Self Managed transaction account to your standard Cbus investment options.

If you require an urgent transfer of funds you may wish to arrange a partial withdrawal. Please email csm@cbussuper.com.au or call us on 1300 361 784.

If you are withdrawing your retirement savings you will need to meet a condition of release, such as reaching your preservation age or retirement age. Contact Cbus for more information.

**Benefit payment in the event of your death**

A death claim requires Cbus to close your account and release your retirement savings for benefit payment.

Once Cbus is notified of your death, we will commence selling down your Cbus Self Managed investments as soon as possible to ensure that the proceeds are available for release.

If you have a Cbus Super Income Stream account and have nominated a reversionary beneficiary, your Cbus Self Managed investments will be sold down and your account closed, and all monies transferred back to standard Cbus investment options. Assets held in Cbus Self Managed are non-transferrable and the reversionary pension can only be paid from standard Cbus investment options.
This page lists some common terms found in this Guide and also used on the Cbus Self Managed platform.

**ASX** – Australian Securities Exchange.

**Asset allocation** – The process of combining different types of assets in selected proportions to build an investment portfolio.

**Available cash** – The amount of cash available in your Cbus Self Managed transaction account.

**Brokerage** – A fee charged by a broker for the execution of a transaction, such as buying or selling listed securities. Brokerage will either be added to the cost or deducted from the proceeds of each transaction.

**Buy or sell order** – When you place a trade to buy or sell shares or ETFs.

**Capital Gains Tax (CGT)** – A tax on the increases in the capital value of investments, payable when the capital gain is realised (i.e. when the investment is sold).

**Cash transfer** – A transfer of money between the standard Cbus investment options and your Cbus Self Managed account.

**Corporate actions** – A corporate action is an action taken by a company relating to its shares that can result in change for the company and its shareholders.

**Dividend Reinvestment Plan (DRP)** – The option to reinvest dividend (income) and receive payment as additional shares, instead of receiving income into cash account.

**Exchange Traded Fund (ETF)** – A managed fund that seeks to track a market or sector index and, like shares, is traded on a securities exchange.

**Franking credit** – A tax credit that allows companies to pass on the benefit of taxes that have already been paid on profits (also referred to as an imputation credit).

**Index** – Measures the change in value of a market or sectors of a market. For example, the S&P/ASX 300 Index.

**In specie transfer** – the process by which you can transfer your CSM assets from a Cbus Super account to a Cbus Super Income Stream without needing to sell them down and repurchase. We do not process external in specie transfers of assets.

**Managed Investments** – Managed funds that are not traded on the stock exchange and offer specialist investment opportunities with professional investment managers.

**Maturity** – The term of a fixed interest security, such as a term deposit.

**Reserved cash** – The amount of cash held in your Cbus Self Managed account to maintain your minimum $500 balance and pay for securities you have purchased that have yet to be completed on the market or placed with the issuer. Reserved cash also includes any outstanding cash transfers and CGT liabilities.

**Securities** – The individual shares or stocks including investments held in ETFs.

**Stock code** – A unique code that is used to identify companies on the ASX.

**Standard & Poor’s ASX 300 Index (S&P/ASX 300 Index)** – Recognised as the industry standard for measuring the performance of the top 300 companies, by capitalisation, in the Australian share market.

**Stock quote** – The price of a stock or security as quoted on an exchange, which can be a ‘live’ or ‘delayed’ stock quote.

**Term deposit** – A cash deposit at a banking institution, which pays a set interest rate over a specified investment timeframe.

**Total super balance** – Amount held in your individual Cbus account across all investment options.

**Trade** – Buy or sell stocks or securities such as shares and ETFs.

**Watchlist** – A model or mock portfolio of shares or ETFs that you create. Can be used to monitor shares you might be interest in buying or those you already hold.
Contact Cbus

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Visit Cbus in person in Adelaide,
Brisbane, Melbourne, Perth and Sydney.
Details: cbussuper.com.au/contact