Accessing your benefit when you retire

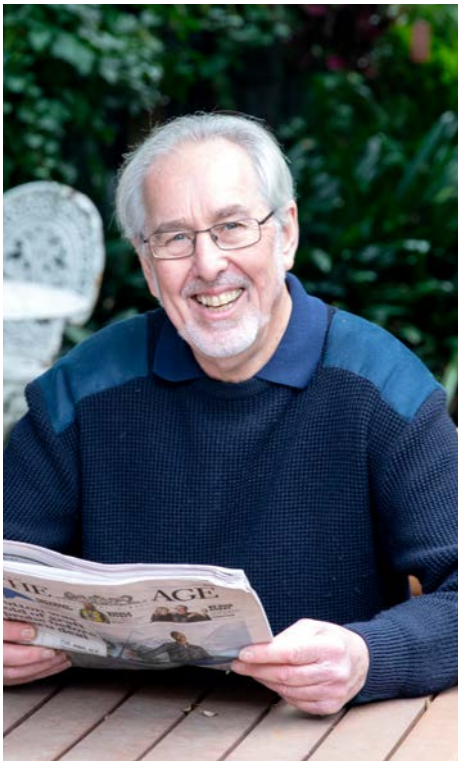
Defined Benefit Scheme & Retirement Scheme members

FactSheet









July 2024

This information is about Cbus Super. It doesn't account for your specific needs. Please consider your financial position, objectives and requirements before making financial decisions. Read the relevant Product Disclosure Statement (PDS) and Target Market Determination to decide if Cbus Super is right for you. Call **1300 361 784** or visit **cbussuper.com.au**.

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Approaching retirement? This fact sheet will help you understand when and how you can access your benefit.

If you're planning to retire, you probably want to know how soon you can access your super and how the process works.

When you can access your benefit

Depending on your age some of your benefit may be preserved. This means you won't be able to access your money until you've turned 60 and have retired, ceased employment on or after age 60, or met another condition of release. To learn more, read your Product Disclosure Statement or call us on **1300 361 784**.

How long it takes

You can expect the process to take up to eight weeks, depending on:

- when final contributions are received and
- how long it takes for you to complete and return paperwork to us.

Get the right advice

Understanding your options and choosing what's right for you can be confusing. Our Advice Services team can help. Call **1300 361 784** or email **advice@cbussuper.com.au** for assistance.

How to access your benefit

Step 1	Determine the date you'd like to retire and discuss with your employer.
Step 2	When you've agreed on a leaving date, your employer will complete an *Employment termination advice form* on your behalf and submit it to us.
Step 3	After we receive a *Employment termination advice form* from your employer, we'll send you a letter and your: - *Benefit options summary* – this helps you understand your options, the current value of your benefits and the tax and preservation components, and - *Payment instruction form* – use this form to tell us how you'd like to take your benefit when you retire. You should read your product disclosure statement to better understand your options and seek financial advice to help you choose what's right for you. Once you've retired you'll need to complete and submit the *Payment instruction* form to us. If you choose to transfer your benefit to: - a new Cbus Super Income Stream account – you'll also need to provide a completed *Join Cbus Super Income Stream* application form. To find out more visit **cbussuper.com.au/sispds**. - a new Cbus Super account – you'll need to join online at **cbussuper.com.au/join** and let us know your member number on the *Payment instruction* form. - an existing Cbus Super account – simply provide your member number on the *Payment instruction* form.
Step 4	After your retirement date, your employer will pay your final contributions to us. This may include any final member contributions such as salary sacrifice contributions. It may take up to four weeks for the contribution to be submitted to us depending on your employer's pay cycle.
Step 5	After we receive your final contributions, we'll action how you've elected to receive your benefit within 10 business days, though it may take longer if we need more information from you. We'll write to you to confirm details once your request is completed.

If you have any questions, we're here to help.

The Defined Benefit Scheme and the Retirement Scheme are complex products and the decisions you make now could make a big difference to your future. That's why we encourage you to seek financial advice to help you make the right decision for you.

As part of your Cbus Super membership, our team of financial advisers can provide you with advice over the phone. For personal and comprehensive advice, we can refer you to an accredited financial adviser who meets strict professional qualification and service criteria set by Cbus Super and the Financial Advice Association Australia (FAAA).

Call our Advice Services team on **1300 361 784** or email **advice@cbussuper.com.au** to find out more.

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