

Super Member Guide

Product Disclosure Statement

1 October 2020

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LUCRF
super

Working for a better future

Changes and updates

Where advance notice is not required or is otherwise impossible, information on changes will be provided as soon as practicable following the change. The most up-to-date copy of this document is available by contacting LUCRF Super on 1300 130 780 or at mypartner@lucrf.com.au, or by visiting lucrf.com.au. This Super Member Guide serves as the Product Disclosure Statement (PDS) for the Labour Union Co-operative Retirement Fund (LUCRF Super) USI LUC0001AU ABN 26 382 680 883. Issued on 1 October 2020 by the Trustee of the Fund, L.U.C.R.F Pty Ltd ABN 18 005 502 090 AFSL 258481.

Important things you should know before reading this Super Member Guide – Product Disclosure Statement (PDS)

This PDS is a summary of significant information and contains a number of references to important information (each of which forms part of the PDS). You should consider this information before deciding whether to join LUCRF Super. This PDS contains general information only and does not take into account your personal financial situation or needs. You should obtain financial advice tailored to your circumstances. This PDS also contains information related to the insurance cover offered to LUCRF Super members. Insurance cover is provided by OnePath Life Limited ABN 33 009 657 176 | AFSL 238 341 (“OnePath”) and subject to the terms and conditions of the insurance policies issued to the trustee of LUCRF Super by OnePath (“the Policies”). This PDS provides a summary of the key terms and conditions of the Policies and does not represent a complete description of the terms on which insurance cover is provided. The Policies represent the concluded agreements between OnePath and the Trustee and, in the event of an inconsistency with this PDS, the terms of the Policies prevail.

1. About LUCRF Super

For more than 40 years we've supported members and their communities. We were established in 1978 by the Federated Storemen and Packers Union (now known as United Workers Union). Today we manage over \$6.4 billion in assets for approximately 126,000 hard-working Australians. We partner with around 23,000 employers who contribute on our members' behalf. We exist to help our members achieve financial dignity, now and in retirement.

Members join us for many reasons, including our competitive fees and our solid long-term investment returns. As an industry super fund, we're run only to benefit members.

We're also a public offer fund, which means anyone, in any industry, can join. You can open an account with us regardless of whether you have an employer contributing to your super, you're self-employed or you're the spouse of a LUCRF Super member.

You'll find more information on MySuper, including our MySuper product dashboard, at lucrf.com.au. Other important fund information including Trustee and executive remuneration can also be found on our website.

2. How super works

Super is a long-term investment set aside to help provide for your retirement. For most people, super will supplement the Age Pension. Making extra contributions to your super while you're still working can help provide a more comfortable lifestyle in retirement.

The government's Superannuation Guarantee (SG) legislation requires most employers to contribute a minimum of 9.5% of each employee's gross annual salary to a complying super fund (like LUCRF Super).

We invest your super, with investment returns contributing to your retirement savings.

Contributing to your super

The government provides incentives to help grow your super through:

Salary sacrifice: An arrangement where your employer pays part of your before-tax salary into your super.

Personal voluntary contributions: Contributions using after-tax pay or savings.

Spouse contributions: After-tax contributions to help your spouse build their super (tax incentives are available).

Government co-contributions: Extra super from the government (up to \$500) if you earn a total gross income of less than \$54,837 in the 2020/21 financial year and you make after-tax contributions.

Low income superannuation tax offset: A government super payment of up to \$500 annually if you earn an adjusted taxable income of less than \$37,000 in the 2020/21 financial year.

For more information on these incentives, visit ato.gov.au.

There are limits on contributions to and withdrawals from your super. See 'How super is taxed' on page 6 in this guide for more information.

^Limits or caps apply.

Choice of fund

You generally have the right to choose which super fund your employer makes your SG contributions to. However, if you don't nominate a fund, your employer will make payments into their

Here's what we offer:

A range of investment choices

There are 10 investment options to choose from (increasing to 11 from 8 October 2020). This includes MySuper Balanced, our default investment option that's available to everyone.

Flexible insurance

We offer Death Only, Death & Total and Permanent Disablement (TPD) and Income Protection cover.

LUCRF Pensions

We have three pension products:

- Transition to Retirement pension – if you're still working
- Retirement pension – if you're fully retired
- Disability pension – if you're permanently incapacitated.

workplace default fund. To nominate LUCRF Super as your fund of choice, complete the Choice of Fund Form, available on our website or by calling us.

The default account your employer makes payments into has to be a MySuper account, like our MySuper Balanced account.

Accessing your super

Super is money set aside for your retirement. For this reason, these savings are generally 'preserved' until you reach your preservation age. Under limited circumstances, you may be able to access your super earlier than your preservation age.

Preservation age by year of birth

| Date of birth | Preservation age |
|----------------------------|------------------|
| Before 1 July 1960 | 55 |
| 1 July 1960 – 30 June 1961 | 56 |
| 1 July 1961 – 30 June 1962 | 57 |
| 1 July 1962 – 30 June 1963 | 58 |
| 1 July 1963 – 30 June 1964 | 59 |
| After 30 June 1964 | 60 |

Find and rollover your lost super

If you've had more than one job, you might have more than one super account. This means you could be paying more than one set of fees. With your consent, we can search for all of your super accounts using your tax file number. We can then act on your behalf to combine them into one account. Call us on **1300 130 780**.

Before combining your super accounts, check to see if your other fund(s) will alter or cancel any insurance as a result of rolling out your super.

You should read the important information on accessing your super before making a final decision. Please refer to the 'How super works' section of the Super Member Guide – Additional Information, available at lucrf.com.au or by calling **1300 130 780**. The information may change between the time that you read this document and when you acquire the product.

3. Benefits of investing with LUCRF Super

Our super, pension and insurance products are designed to meet your needs at every life stage. Benefits include:

- solid long-term investment returns
- competitive fees
- an in-house contact centre
- helpful financial advice
- a wide range of investment options
- flexible insurance cover
- face-to-face support at your workplace or home
- a secure mobile app and online account access 24/7
- easy conversion of your super account into a pension
- we're an industry fund run only to benefit our members.

You can personalise your super in the following ways:

- Select one or a mix of several investment options to suit your needs and goals.
- Tailor your insurance cover to protect you and your loved ones – Death & TPD, Death Only and/or Income Protection.
- Nominate either binding or non-binding beneficiaries.

You should read the important information on the benefits of investing with LUCRF Super before making a final decision. Please refer to the 'About LUCRF Super' section of the Super Member Guide – Additional Information, available at lucrf.com.au or by calling **1300 130 780**. The information relating to the benefits of investing with us may change between the time that you read this document and when you acquire the product.

We're an award-winning fund

Over the past decade, our super and pension products have consistently been awarded high-level rankings from independent rating organisations SuperRatings and Selecting Super.



Ratings (awards) are only one factor to be taken into account when deciding whether to join LUCRF Super. These ratings were current at the time of publication and may change. Visit our website for more information on our awards. SuperRatings does not issue, sell, guarantee or underwrite this product.

Go to superratings.com.au for details of its ratings criteria.

4. Risks of super

All investments, including super, carry some level of risk. Investment risk relates to the likelihood of a negative outcome. Different assets (and investment options) carry varying levels of risk, as well as possible returns.

Generally, assets with the highest expected long-term returns, such as shares, have the highest risk of a negative short-to-medium-term return. In the same way, assets like cash or fixed interest, which usually have low short-term risk, are unlikely to produce high long-term returns.

The level of risk suitable for you will vary depending on a range of factors, including:

- your age
- your objectives
- your investment time frame
- where other parts of your wealth are invested
- your risk tolerance.

When considering which investment option(s) are right for you, keep in mind that:

- the value of investments will vary
- returns aren't guaranteed and you may lose some of your money
- the amount of your future super savings (including contributions and returns) may not be enough to adequately provide for your retirement

- levels of return vary and future returns may vary from past returns
- super laws may change in the future.

Factors that may affect your balance

We invest in a variety of asset classes, all of which carry different levels and types of risks, including:

- **currency risk** – the risk of a change in the price of one currency against another
- **market risk** – potential losses from investment market fluctuations
- **inflation risk** – the risk that returns may not keep up with inflation
- **adequacy** – the risk that you won't have enough super to meet your needs in retirement.

We assess our investment options using the super industry's Standard Risk Measure guidelines. These are based upon each investment option's assumed number of negative returns over a 20-year period. The options are graded across seven risk labels ranging from 'Very low' to 'Very high'.

Our MySuper Balanced investment option has a Standard Risk Measure with an expected frequency of approximately 4.5 negative years in any 20-year period, a risk band of 6 (1 being the least risk and 7 being the highest) and a risk label of 'High'.

You should read the important information on the risks of super and the Standard Risk Measure before making a final decision. Please refer to the 'Risks of super' and 'How we invest your money' sections of our Investment Guide, available at lucrf.com.au or by calling **1300 130 780**. The information relating to risk and investments may change between the time that you read this document and when you acquire the product.

5. How we invest your money

We offer 10 different investment options, increasing to 11 from 8 October 2020. Choose the investment option(s) that are right for you. If you don't make an investment choice when you first join us, your option defaults to MySuper Balanced.

| Investment options with LUCRF Super | |
|-------------------------------------|---|
| Pre-mixed options | MySuper Balanced |
| | High Growth |
| | Targeted Return – closing 8 Oct 2020 |
| | Indexed Balanced – opening 8 Oct 2020 |
| | Moderate |
| | Conservative |
| Asset class options | Australian Shares – renamed to Australian Shares (Active) from 8 Oct 2020 |
| | International Shares – renamed to International Shares (Active) from 8 Oct 2020 |
| | Indexed Shares – closing 8 Oct 2020 |
| | Australian Shares (Indexed) – opening 8 Oct 2020 |
| | International Shares (Indexed) – opening 8 Oct 2020 |
| | Property |
| | Cash |

From time to time, the Trustee may alter our MySuper Balanced or other investment options, or the investment strategy of an investment option. We may also add, close or remove investment options. This may occur without prior notification or your consent.

! Choosing a MySuper product or investment option

It's important that you take time to carefully consider how you'd like your money to be invested, as the difference between options can be significant. You should consider:

- the likely investment returns
- the investment risk
- your investment time frame (i.e. how long your money will be invested and when you'll need to access it).

Changing your investment option

You can change your investment option online or by completing an Investment Choice Form, available at our website. Changing your investment option is free of charge, and there's no limit to the amount of changes you can make in any given year. For more information see our Investment Guide.

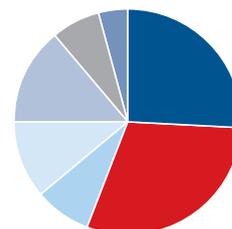
MySuper Balanced option

This option is invested and managed with a strategy of providing long-term growth above the rate of inflation. Since our inception, our balanced (default) option (MySuper Balanced) has produced an average annual return of 9.44% (1978 – 2020).

Our history shows that despite market fluctuations, our balanced (default) option has provided a healthy long-term return. We have selected the MySuper Balanced option as the default because it offers a good balance between risk and return. Please note that past performance is not a guarantee of future investment returns.

You should read the important information on how we invest your money before making a final decision. Please refer to the 'How we invest your money' section of our Investment Guide, available at lucrf.com.au or by calling **1300 130 780**. The information relating to investments may change between the time that you read this document and when you acquire the product.

Features of MySuper Balanced



Strategic asset allocation as at 1 October 2020

| | | Ranges |
|---|---|----------|
| ● Australian shares | 26% | 15–40% |
| ● International shares | 30% | 17–40% |
| ● Property | 8% | 2–20% |
| ● Infrastructure | 11% | 2–20% |
| ● Alternatives | 14% | 0–38% |
| ● Fixed interest | 7% | 0–25% |
| ● Cash | 4% | 0–25% |
| Suggested minimum investment time frame | | 5 years |
| Expected frequency of negative annual returns | Approx. 4.5 years out of every 20 years | |
| Risk label and band (1–7) | | High (6) |

Who should invest in the MySuper Balanced option?

This option may suit you if you want to invest for a minimum time frame of five years and your goal is to grow the spending power of your investment over time. When investing in this option, it's important to accept the possibility of volatile returns in the short term with the potential to achieve growth over the longer term.

Investment strategy – To invest in a diversified range of investments, with a greater proportion in shares, property and alternative investments, and the remainder in cash and fixed interest.

Investment objective – To achieve a return that exceeds the consumer price index increase by at least 3.75% per annum net of tax and investment expenses (or 3.41% per annum net of administration cost – based on a \$50,000 member balance) over rolling 10-year periods.

Environmental, social and corporate governance (ESG)

We integrate ESG considerations into our investment policies and practices, which are assessed and monitored. We're active participants in Australian and international investment initiatives and industry research by:

- being a signatory to the United Nations Principles for Responsible Investment (PRI)
- being a foundation member of the Australian Council of Superannuation Investors (ACSI)
- being a member of the Investor Group on Climate Change (IGCC)
- sponsoring research into labour standards and human rights.

6. Fees and costs

Fees and other costs that you may be charged are outlined here. These may be deducted from your account, from the returns on your investment, or from fund assets as a whole.

Costs such as insurance premiums, and fees for personal advice may also be charged. These will depend on the nature of the insurance or advice chosen by you.

Taxes and insurance premiums are outlined in another section of this document.

You should read all the information about fees and other costs because it's important to understand their impact on your investment.

Please note that the fees you pay are net of tax.

Did you know?

Small differences in both investment performance and fees and costs can have a substantial impact on your long-term returns. For example, total annual fees and costs of 2% of your account balance rather than 1% could reduce your final return by up to 20% over a 30-year period (for example, reduce it from \$100,000 to \$80,000).

You should consider whether features such as superior investment performance or the provision of better member services justify higher fees and costs. Your employer may be able to negotiate to pay lower administration fees. Ask the fund or your financial adviser.[#]

To find out more

If you would like to find out more, or see the impact of the fees based on your own circumstances, the Australian Securities and Investments Commission (ASIC) website (moneysmart.gov.au) has a superannuation calculator to help you check out different fee options.

[#]This text is required by law. Fees for LUCRF Super are the same for all members and cannot be negotiated. LUCRF Super does not pay commissions to advisers.

| MySuper Balanced | | |
|--|---|--|
| Type of fee | Amount | How and when paid |
| Investment fee* | 0.25% (0.30% gross of tax) | This fee (net of tax) is deducted from the gross investment earnings of the Fund (not your account). |
| Administration fee* Note: An upper variable admin fee cap of \$495 per annum applies to all accounts, regardless of balance. | \$1.50 per week (\$1.76 per week gross of tax) plus 0.18% (0.21% gross of tax) per annum of your account balance. | The fixed fee (\$1.50 per week) is deducted from your account on a quarterly basis. The variable fee (0.18% p.a.) is calculated on your daily account balance and deducted from your account once a month. Both fees are calculated on a pro rata basis when you close your account. |
| Buy/sell spread | Nil | Not applicable |
| Switching fee | Nil | Not applicable |
| Advice fees relating to all members investing in a particular MySuper product or investment option | Nil | Not applicable |
| Other fees and costs | | |
| Family law split fee[#] | \$136 (\$160 gross of tax) | This fee (net of tax) is evenly split between your account and your spouse's account when the split is made. |
| Indirect cost ratio (ICR)* These costs include estimated transactional and operational costs (as detailed in our Fees and Costs guide) and performance-related fees. | 0.30% | These are estimated costs incurred by the Fund's investment managers and deducted before investment earnings are received. They take into account the Fund's experience in the last financial year. They are not deducted from your account or from the Fund's assets. |

Note: We may change fees and costs at any time without your consent. You'll be notified of any material changes at least 30 days before implementation.

*If your account balance is less than \$6,000 at the end of the Fund's income year, the total combined amount of administration fees, investment fees and indirect costs charged to you is capped at 3% of the account balance. Any amount charged in excess of that cap must be refunded.

[#]For details of the family law enquiry fee, refer to our Fees and Costs guide.

MySuper Balanced investment option

The table below shows how fees and costs can affect your super balance over a one-year period. You can use this table to compare this product with other super products.

| Example – MySuper product | | Balance of \$50,000 |
|---|--|--|
| Investment fee | 0.25% (0.30% gross of tax) | For every \$50,000 you have in the MySuper Balanced option, \$125* (gross amount \$150) will be deducted each year |
| Plus administration fee | \$78 per year/\$1.50 per week (\$92 per year/\$1.76 per week gross of tax) plus 0.18% p.a. (0.21% p.a. gross of tax) | And, you'll be charged \$168* (gross amount \$197) in administration fees |
| Plus indirect costs for the MySuper Balanced investment option | 0.30% | And, indirect costs of \$150 each year will be incurred in your investment before investment earnings are received |
| Equals cost of product | | If your balance was \$50,000, then for that year you'll be charged fees of \$443** for the MySuper product |

*As a result of tax rebates credited to your account, the 'cost of product' in this table then effectively reduces from \$497 to \$443 over a one-year period.

^Additional fees may apply.

You should read the important information on fees and costs before making a final decision. Please refer to the Fees and Costs guide, available at lucrf.com.au or by calling **1300 130 780**. The information relating to fees and costs may change between the time that you read this document and when you acquire the product.

7. How super is taxed

Contributing to your super can be a tax-effective way to boost your retirement savings. However, there are tax rules around contributions and withdrawals as outlined below.

Tax on contributions

Generally, there are two types of contributions that can be made to your super:

- 1. Concessional contributions** – before-tax contributions or contributions where a tax deduction is claimed.
- 2. Non-concessional contributions** – after-tax contributions.

The table below outlines the different contribution types and information on tax and capped amounts. Contribution tax is deducted from your account when the contributions are received.

Tax on contributions

There'll be tax consequences if your contributions exceed the capped amounts. Please refer to the table below for details.

| | Concessional (before-tax) contributions | Non-concessional (after-tax) contributions |
|--|---|---|
| Contribution type and description | <ul style="list-style-type: none"> All employer contributions including the Superannuation Guarantee (SG) Salary sacrifices Contributions where a tax deduction is claimed | <ul style="list-style-type: none"> Voluntary member contributions Government co-contributions Spouse contributions |
| Tax upon entering super | 15% [^] | 0% |
| Caps (contribution limits) Note: Strict tax penalties apply if these capped amounts are exceeded | \$25,000 per year [#] | <ul style="list-style-type: none"> Up to \$100,000 per year, or \$300,000 (over a three-year period using the 'bring-forward' rule)* |
| Tax on amounts over the caps | Included in assessable income and taxed at marginal rates (less a 15% tax offset) | You're able to release your excess contributions and include earnings in assessable income. If you don't withdraw earnings or excess contributions, you'll be taxed at 47%. |

[^]Those earning over \$250,000 in total adjusted income per annum will be liable for an extra 15% tax (known as the 'Division 293 tax') on top of the 15% tax that applies to concessional contributions when they enter the Fund.

*Applies if you're under 65 at 1 July in the relevant year. Please see page 8 of the Super Members Guide – Additional Information for proposed changes to the 'bring-forward' rule for those aged 65 and 66.

[#]If your total super balance is less than \$500,000 on 30 June of the previous financial year, you may be able to carry forward your unused cap amounts for up to five years.

Note: If your total super balance is more than \$1.6 million, you cannot make non-concessional contributions. Visit the Australian Taxation Office website (ato.gov.au) for more details.

Tax on investment earnings

We pay a maximum of 15% tax on our investment earnings.

This tax is deducted from the gross investment earnings of the Fund, not directly from member accounts.

Claiming a personal contribution as a tax deduction

If you want to claim a personal super contribution as a tax deduction, you first need to notify us that you intend to do so.

We must then send you written acknowledgement that we've received your valid notice of intent. You have to have received this acknowledgement before you can claim the deduction on your tax return. Visit ato.gov.au for details.

Tax on withdrawals, including benefit payments

If you're under 60, tax may be deducted when a benefit is paid to you. No tax is payable for super payments if you're over 60. See the table below for details.

| Tax component | Maximum tax applied if you're under 60 |
|----------------------------|--|
| Tax-free | 0% |
| Taxable for 2020/21 | Under preservation age <ul style="list-style-type: none"> 20% tax (plus the Medicare levy) |
| | Preservation age to 59 <ul style="list-style-type: none"> The first \$215,000 is tax-free Amounts over \$215,000 are taxed at 15% (plus the Medicare levy) |

Your tax file number (TFN)

You don't have to provide your TFN to us. However, if you don't:

- you'll pay a higher tax rate on certain contributions and benefit payments
- we won't be able to accept personal after-tax contributions from you, so you may miss out on the government co-contribution (if you're eligible)
- you may have difficulties tracking lost super or combining your super accounts.

The consequences of not providing your TFN may change in the future as a result of changes to legislation.

You should read the important information on how super is taxed before making a final decision. Please refer to the 'How super is taxed' section of the Super Member Guide – Additional Information, available at lucrf.com.au or by calling **1300 130 780**. The information relating to taxation may change between the time that you read this document and when you acquire the product.

8. Insurance in your super

We offer a range of insurance options as outlined below.

Death & Total and Permanent Disablement (TPD): Available in either Fixed Premium or Fixed Amount cover, this provides a benefit to you if you become terminally ill or totally and permanently disabled (as defined by the insurer), or to your dependants, nominated beneficiaries or your estate/legal personal representative (LPR) in the event of your death.

The table below outlines the current cost and amount of default Fixed Premium insurance cover by age. See our Insurance Guide for more on Fixed Amount cover and for full tables of costs and amounts.

Death Only: Available in Fixed Premium or Fixed Amount cover, this provides an insurance benefit to you if you become terminally ill (as defined by the insurer), or to your dependants, nominated beneficiaries or your LPR in the event of your death.

Income Protection (IP): This provides you with temporary financial support if you're unable to work through illness, injury or accident. It's a monthly payment for a period of up to either two or five years (depending on your eligibility).

Work categories

To reflect the various risks associated with different jobs, there are three work categories for Death & TPD cover (Light Blue, White Collar and Professional) and four categories for IP cover (Heavy Blue, Light Blue, White Collar and Professional). See our Insurance Guide for definitions.

Default Death & TPD or Death Only cover if you receive employer contributions

If you're under the age of 25 or have under \$6,000 in your account, and you receive SG contributions from your employer, you can elect to have default insurance of 2 units of Light Blue Fixed Premium Death & TPD cover by completing an application form which LUCRF Super must accept within 90 days of the date of your welcome letter (subject to eligibility). Once you turn 25, or if you're already over 25 and under 70, and you receive SG contributions from your employer, you're automatically allocated the default insurance when your account balance reaches \$6,000 (subject to eligibility). The amount of insurance you receive is determined by your age and work category. Please refer to our Insurance Guide for details, including when default cover starts.

 The cost of default cover is automatically deducted directly from your super account on a quarterly basis (unless you tell us to cancel the default insurance).

Insurance offer for new members

Within 90 days from the date of your welcome letter, you may increase your default cover up to the automatic acceptance level.

This means that provided you answer some questions in the application form (to the satisfaction of the insurer), you don't have to provide any medical evidence to:

- obtain \$700 per week of IP cover under a two-year benefit period
- increase your 2 units of Death & TPD default cover to either a maximum of 8 units of Death & TPD cover OR a maximum of 8 units of Death Only cover.

If you choose to change to Death Only cover, your TPD insurance will stop from the date your application is accepted. To be eligible for IP cover, you must be either a permanent employee working at least 15 hours per week or a casual employee who has been working an average of at least 30 hours over the past 6 months prior to applying for cover.

You can apply to change or increase your cover above these levels at any time by completing the appropriate form. Please refer to our Insurance Guide for details of restrictions on cover (automatic or elected).

Issue of default cover (automatic or elected) and the insurance offer for new members is only available once per account. Any future LUCRF Super accounts you hold may also be eligible for default cover or cover issued under an offer for new members. You're only eligible for insurance cover on one LUCRF Super account at a time.

Insurance cover if you don't receive employer contributions (Personal Plan members)

You can apply to obtain insurance cover at the same cost as other members by completing an Insurance Election Form and a OnePath Personal Statement. Please contact us for these forms.

Eligibility for default Death & TPD or Death Only cover

Our default Death & TPD or Death Only cover offer may be available to any member who is between the age of 14 and 69, is an Australian citizen, permanent resident or the holder of a valid visa, or is temporarily residing outside of Australia (for up to three years), and has an employer making SG contributions to their LUCRF Super account. You're ineligible to receive default cover if you are not *At Work*, have reached age 70 or you have had a claim admitted, are eligible to receive a benefit, are in a waiting period for a benefit, or are in the process of claiming a benefit for terminal illness, total and permanent disablement, total disablement or partial disablement under any other insurance policy held by our insurer or any other insurer. Refer to our Insurance Guide for full eligibility criteria and definitions. Please note that *At Work* and *Not At Work* have specific meanings in the Insurance Guide.

Light Blue Fixed Premium Death & TPD cover (default)

| Current age | Amount of cover per 2 units | Cost per week per 2 units of cover | Current age | Amount of cover per 2 units | Cost per week per 2 units of cover | Current age | Amount of cover per 2 units | Cost per week per 2 units of cover | Current age | Amount of cover per 2 units | Cost per week per 2 units of cover |
|-------------|-----------------------------|------------------------------------|-------------|-----------------------------|------------------------------------|-------------|-----------------------------|------------------------------------|-------------|-----------------------------|------------------------------------|
| 14-15 | \$45,000 | \$1.28 | 28 | \$105,000 | \$2.13 | 41 | \$81,000 | \$3.78 | 54 | \$19,000 | \$3.78 |
| 16 | \$46,000 | | 29 | \$110,000 | | 42 | \$70,000 | | 55 | \$17,000 | |
| 17 | \$47,000 | | 30 | \$115,000 | | 43 | \$64,000 | | 56 | \$16,000 | |
| 18 | \$48,000 | | 31 | \$120,000 | 44 | \$60,000 | 57 | | \$15,000 | | |
| 19 | \$49,000 | | 32 | \$125,000 | 45 | \$53,000 | 58 | | \$14,000 | | |
| 20 | \$50,000 | | 33 | \$130,000 | 46 | \$46,000 | 59 | | \$13,000 | | |
| 21 | \$52,000 | | 34 | \$135,000 | 47 | \$40,000 | 60 | | \$12,000 | | |
| 22 | \$54,000 | | 35 | \$135,000 | 48 | \$36,000 | 61 | | \$11,000 | | |
| 23 | \$57,000 | | 36 | \$135,000 | 49 | \$32,000 | 62 | | \$10,000 | | |
| 24 | \$60,000 | | 37 | \$135,000 | 50 | \$29,000 | 63 | | \$9,000 | | |
| 25 | \$80,000 | \$2.13 | 38 | \$135,000 | 51 | \$26,000 | 64 | \$8,000 | | | |
| 26 | \$90,000 | | 39 | \$115,000 | 52 | \$23,000 | 65-69* | \$7,000 | | | |
| 27 | \$100,000 | | 40 | \$94,000 | 53 | \$21,000 | | | | | |

This is the net insurance cost you pay from your account balance. We pay the gross cost to our insurer but because we're able to claim a tax deduction for the cost of providing insurance (which we pass onto members), you pay the lower net (after-tax) cost. For amounts and costs of cover for other work categories, please refer to our Insurance Guide. *TPD cover is restricted to TPD Definition 2, 3, 4 or 5 if you're 65 or over on the event date (please refer to our Insurance Guide for details, including TPD definitions).

8. Insurance in your super (continued)

Medical and lifestyle exclusions

If you apply for cover in addition to default cover, or when you're not eligible for default cover, you'll be assessed on your current health and medical history. If you've suffered a previous health condition, an exclusion may be applied whereby you won't be able to claim a future benefit for this condition. However, you'll be covered for all other injuries or illnesses subject to the policy's terms and conditions.

Duty of Disclosure

When you apply for insurance, you must provide us with any information that could affect our insurer's decision to offer you cover. This is known as your 'duty of disclosure'. Refer to our Insurance Guide for full details of your duty of disclosure obligations.

Changing or cancelling your cover

You can increase, reduce, convert or cancel your cover at any time, subject to terms and conditions. You can cancel the TPD part of your Death & TPD cover, or your entire Death & TPD cover. You cannot cancel the Death cover component only while retaining the TPD cover. To make any changes to your Death & TPD cover, including changing your work category, complete the Insurance Election Form. If you cancel your default cover within 60 days of your welcome letter, your premiums will be refunded.

Insurance matching/transferring

If you're under 61 and you have Death & TPD, Death Only or IP insurance with another super fund, you can apply to have your existing level of insurance matched or transferred by us (subject to eligibility and acceptance by our insurer).

Life events cover

Within 90 days of a specified life event occurring you may qualify for some additional cover without having to provide any medical evidence (subject to eligibility). Life events include the birth or adoption of a child, buying a house and getting married or divorced. Refer to our Insurance Guide for further details, including time restrictions on this offer.

You should read the important information on insurance in your super before making a final decision. Please refer to our Insurance Guide, available at lucrf.com.au or by calling **1300 130 780**. The information relating to insurance may change between the time that you read this document and when you acquire the product.

9. How to open an account

To become a member, follow these steps:

1. Read this Super Member Guide and other relevant publications.
2. Complete the Super Member Application Form (and any other relevant forms), available on our website or by calling us.
3. Return your completed form(s) to:
LUCRF Super, PO Box 211, North Melbourne VIC 3051

Cooling-off period if you have a contributing employer

No cooling-off period applies.

Cooling-off period if you don't have a contributing employer

If you're applying for a Personal Plan membership, there's a cooling-off period in which you can cancel your membership in writing. This must be done within:

- 19 days of us receiving your application, or
- 14 days of the date of your welcome letter.

If you cancel your membership during this period, any preserved and restricted non-preserved benefits will have to remain in a super environment. You won't be entitled to receive any investment returns, and your initial contribution may be reduced due to tax.

You should read the important information on how to open an account before making a final decision. Please refer to the 'How to open an account' section of the Super Member Guide – Additional Information, available at lucrf.com.au or by calling **1300 130 780**. The information relating to how to open an account may change between the time that you read this document and when you acquire the product.

Maintaining your cover

Your insurance cover may be affected by parental leave, other paid or unpaid leave, changing your work category, travelling or working overseas, continuation option, or war. Please contact us if your circumstances change.

When your cover stops

Your insurance cover will stop:

- if your membership ceases or you write to us to cancel your cover on the last day of the month where there's not enough money in your account to cover the premium payment for you during that month
- when you reach the benefit expiry age (70 for Death & TPD and 65 for IP)
- on the date the insurer approves a terminal illness benefit for an amount equal to your Death cover
- if no formal notification is received of 'employer-approved' leave (as defined by the insurer) in excess of 24 months
- the date the policy ends
- for TPD, on the date a TPD benefit claim is approved by the insurer. For Death cover, on the date of death (if the Death sum insured is greater than the TPD sum insured and a TPD benefit is paid, the difference will continue as Death Only cover)
- if you're not an Australian resident, after you've departed Australia for a period of 90 days, or 31 days if Australia is not your permanent residence
- if you commence active service with the armed forces of any country, or, if you are in the Defence Force Reserve, if you become the subject of a call-out order
- if your account has been inactive for a continuous period of 16 months (inactive as defined under superannuation legislation) and where you haven't told us you'd like your insurance to continue.

Conditions and eligibility criteria apply to your insurance entitlement. The acceptance or rejection of an insurance application is at our insurer's discretion. Unless you cancel your policy, the cost of this cover will be deducted from your super account on a quarterly basis. If you make a claim, premiums will continue to be deducted until your claim has been approved by the insurer or the date of your death.

Complaints

Complaints can be made by telephone or in writing. Please address written complaints to: complaints@lucrf.com.au

OR

The Complaints Officer, LUCRF Super, PO Box 211, North Melbourne VIC 3051.

To assist us in resolving your complaint, please provide your full name, member number and current address. We'll aim to address your complaint as quickly as possible and certainly within 90 days as required by legislation. All complaints are formally recorded and reported to the Trustee.

Privacy

Protecting your personal information is very important to us. We collect, use, disclose and protect your personal information in accordance with our Personal Information Collection Statement and Privacy Policy. Please read these at lucrf.com.au/privacy or by calling us.

Changing your details?

We provide you with information in a number of ways. If you change your mailing or email address or your phone number, please advise us as soon as possible to ensure that you're kept up to date.

Super Member Application Form

Complete this form to become a member of LUCRF Super.

LUCRF Super



Working for a better future

Please print clearly using an in boxes where required.

Step 1 | Your details

Please cross one of the two descriptions below that applies to you:

Your employer is contributing to this account. Please complete all steps.

OR

You're self-employed or you don't have an employer contributing to this account. You're known as a Personal Plan member. Complete all steps **except** 3 and 6. You must provide proof of identification (see the back page for more information).

Please read our **Personal Information Collection Statement** at lucrf.com.au/privacy.

Title

Mr Mrs Miss Ms Other (please specify)

First name(s)

Last name

Date of birth

/ /

Gender

Male Female Other

Residential/Street address

Unit/Street number

Street name

Suburb/City/Town

State

Postcode

Postal address – if different to residential

Unit/Street/PO Box number

Street name

Suburb/City/Town

State

Postcode

Contact details

Email address

Home phone

 ()

Work phone

 ()

Mobile

From time to time we send marketing material. If you'd prefer **not** to receive this, please cross this box



Issued 8 October 2020 by L.U.C.R.F Pty Ltd ABN 18 005 502 090 AFSL 258481 as Trustee for Labour Union Co-operative Retirement Fund ABN 26 382 680 883 (LUCRF Super).

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Step 2 | Your tax file number (TFN)

A. Provide your TFN

We're authorised under legislation to collect, use and disclose your TFN. Where provided, it will be kept confidential and used only for lawful purposes (which may change in the future). It's not an offence if you choose not to provide your TFN. However, giving us your TFN means that we can accept all types of contributions to your account. You also won't be subject to additional tax as a result of failing to provide your TFN and it'll be easier for you to find other super accounts in your name. If we transfer your super to another fund, we may disclose your TFN to the other fund unless you send us a request in writing not to disclose it.

I have already provided my TFN.

OR

I am aware I do not have to provide my TFN, but by providing it I understand LUCRF Super will only use it for legal purposes.

I choose to provide my TFN and declare that it is:

B. Your super search consent and authorisation

I consent to LUCRF Super using my TFN to periodically search for any super accounts held elsewhere using the Australian Taxation Office (ATO) SuperMatch service. I understand that:

- I must provide proof of identification with this form (see the back page for more information)
- LUCRF Super will notify me of the search results including where no matches are found
- any super held by the ATO will automatically be transferred into my LUCRF Super account
- my consent will remain in place until I contact LUCRF Super to cancel it by calling **1300 130 780**, or writing to mypartner@lucrf.com.au or PO Box 211, North Melbourne VIC 3051, and
- if there's no positive member activity* on the account for a period of two years, member verification to the required standard will need to be performed again before the SuperMatch service is used.

*Positive member activity includes:

- deferring a benefit in the Fund
- rolling over all or part of your benefit from your original policy to another product (that's not an automatic transfer)
- making a transaction (e.g. an investment switch)
- making a change to your account (e.g. updating your contact details or nominating a beneficiary)
- making an enquiry or complaint about your account
- responding to a communication issued by us
- accessing Members Online to view or obtain information about your account.

Step 3 | Your employer's details

Employer name

Date you joined employer

 / /

Employer contact/representative

Employer phone number

 ()

Workplace address

Unit/Street number

Street name

Suburb/City/Town

State

Postcode

What's your main occupation?

Are you engaged in any other occupations? Yes No

If yes, please specify your other occupation(s)

Step 4 | Your investment choice

! You must complete this step if you don't want the default MySuper Balanced investment option to be applied to your account.

Your funds are automatically invested in the MySuper Balanced option unless you tell us otherwise. This option has a diversified mixture of growth assets, such as shares and property, and defensive assets, like cash and fixed interest.

If you don't want your funds invested in the MySuper Balanced option, please indicate here how you'd like your super invested. **If you don't make a selection below, your super will be invested in the MySuper Balanced option.**

I'd like my super invested in the options as I've indicated in this table (choose one option or a mix of options):

i Visit lucrf.com.au for more information about our investment options.

| Investment options | | | |
|----------------------------|------------------------|--------------------------------|------------------------|
| MySuper Balanced (default) | <input type="text"/> % | Australian Shares (Active) | <input type="text"/> % |
| High Growth | <input type="text"/> % | International Shares (Active) | <input type="text"/> % |
| Indexed Balanced | <input type="text"/> % | Australian Shares (Indexed) | <input type="text"/> % |
| Moderate | <input type="text"/> % | International Shares (Indexed) | <input type="text"/> % |
| Conservative | <input type="text"/> % | Property | <input type="text"/> % |
| | | Cash | <input type="text"/> % |
| Must total 100% | | | |

Step 5 | Your beneficiary details

When you open a LUCRF Super account, it's important that you carefully consider who you want to receive your superannuation benefit in the event of your death. There are two options to choose from (you must select one only):

Option 1 Non-binding nomination

This type of nomination is used as a guide for the Trustee when deciding how your death benefit (your super and any insurance amount) will be distributed. To advise us of your preferred nomination, please list your beneficiaries below.

| | |
|--------------------------------------|----------------------|
| First name and initial (e.g. John D) | Relationship to you |
| <input type="text"/> | <input type="text"/> |
| Last name | % share |
| <input type="text"/> | <input type="text"/> |

| | |
|--------------------------------------|----------------------|
| First name and initial (e.g. John D) | Relationship to you |
| <input type="text"/> | <input type="text"/> |
| Last name | % share |
| <input type="text"/> | <input type="text"/> |

| | |
|--------------------------------------|----------------------|
| First name and initial (e.g. John D) | Relationship to you |
| <input type="text"/> | <input type="text"/> |
| Last name | % share |
| <input type="text"/> | <input type="text"/> |

| | |
|--------------------------------------|----------------------|
| First name and initial (e.g. John D) | Relationship to you |
| <input type="text"/> | <input type="text"/> |
| Last name | % share |
| <input type="text"/> | <input type="text"/> |

SHARE MUST TOTAL 100%

If you'd like to nominate more beneficiaries, attach your own list to this form, or call us on **1300 130 780** to obtain a Change of Details Form. You can change or cancel your nomination at any time.

Option 2 Binding nomination

This type of nomination means the Trustee must pay your death benefit to the person(s) you have nominated (subject to superannuation law). Binding nominations are valid for three years and you'll need to confirm your nomination within this period for it to remain valid.

You can change or cancel your nomination at any time.

! **IMPORTANT:** If you'd like to choose this option, you must complete a Binding Death Benefit Nomination Form available at lucrf.com.au or by calling us on **1300 130 780**.

Insurance information

Default insurance cover if you have an employer who pays super contributions into your account

We offer the following default cover for eligible members:

| | |
|--------------------------|--|
| Between age 14-64 | 2 units of Light Blue Fixed Premium Death & Total and Permanent Disablement (TPD) cover* |
| Between age 65-69 | 2 units of Light Blue Fixed Premium Death & Restricted TPD cover* |
| 70 and over | No insurance |

If you're under 25 years of age or have under \$6,000 in your account, you can elect to have the default cover by completing the Elect Default Insurance Form **or** the Insurance Election Form within 90 days of joining us (subject to eligibility).

If you're 25 or over and under 70, you're automatically allocated the default cover when your account balance reaches \$6,000 (subject to eligibility).

Complete Step 6 if you do not want to receive automatic default cover.

The amount of insurance you receive is determined by your age and work category.

Note: If you're a *Claiming TPD Member*, you'll only be entitled to receive default Death Only cover (and not default Death & TPD cover). If you're a *Claiming Terminal Illness Member*, you're not eligible to receive default cover. Please see the Insurance Guide for details of these definitions.

*Cost of insurance is deducted directly from your super account on a quarterly basis in arrears.

Note: Issue of default cover (automatic or elected) is only available once per account and on one account at a time. Any future LUCRF Super accounts you hold may also be eligible for default cover. If you're a Personal Plan member (i.e. you're self-employed or you don't have an employer contributing to this account) you can apply for cover by completing our Insurance Election Form and a OnePath Personal Statement.

 **Please ensure you have read our Insurance Guide** dated 1 April 2020, which forms part of the Super Member Guide – Product Disclosure Statement dated 1 October 2020. The guide is available, along with our insurance forms, at lucrf.com.au or by calling **1300 130 780**.

Your options

We offer insurance options that give you flexibility to tailor cover that best suits your personal circumstances.

| LUCRF Super insurance options | | |
|---|--|--|
| Products | Types of cover | Work categories covered |
| Death & TPD Provides a benefit to you if you become totally and permanently disabled or suffer a terminal illness (upon acceptance) or to your dependants, nominated beneficiaries or legal personal representative (your estate) in the event of your death (upon acceptance). To apply for Death & TPD cover (or elect to have the default cover), please complete the Elect Default Insurance Form or the Insurance Election Form within 90 days of the date of your welcome letter, or the Insurance Election Form if outside the 90-day time frame. | Fixed Premium or Fixed Amount | Light Blue White Collar Professional |
| Death Only Provides a benefit to you if you suffer a terminal illness, or to your dependants, nominated beneficiaries, or your legal personal representative (your estate) in the event of your death (upon acceptance). To apply for Death Only cover, please complete the Insurance Election Form. | Fixed Premium or Fixed Amount | Light Blue White Collar Professional |
| Income Protection Provides you with temporary financial support if you're unable to work through illness, injury or accident (upon acceptance). To apply for Income Protection cover, please complete the Income Protection Form. | Fixed Amount (30, 60 or 90-day waiting period) | Light Blue Heavy Blue White Collar Professional |

Continued over the page 

Step 6 | Opt-out of automatic default insurance cover (not applicable to Personal Plan members)

You're automatically allocated the default insurance of 2 units of Light Blue Fixed Premium Death & TPD cover (subject to eligibility) when:

- you turn 25 years old (and cover can continue until age 70), and
- you receive SG contributions from your employer, and
- your account balance reaches \$6,000 or more.

If you do not want to receive automatic Death & TPD default cover, cross the box below.

I do not want automatic Death & TPD default cover to be applied to my account if I become eligible. I understand this opt-out election will apply for as long as my account is open, or until I cancel the election. I also understand that I can apply for cover at any time in the future.

Types of Death & TPD cover

- **Fixed Premium (default):** This is where you pay a fixed cost for every unit of cover you have according to your age.
- **Fixed Amount:** This type of cover provides a specific dollar amount of insurance. While the amount of cover is fixed and will not change, the cost you pay will increase as you grow older.

Work categories for Death & TPD

To reflect the various risks associated with different jobs, there are three work categories under which you can be covered by Death & TPD or Death Only insurance: Light Blue, White Collar and Professional.

- **Light Blue (default):** You're a skilled or unskilled worker who performs light manual work and you're involved in non-hazardous industries and/or tasks. Unless you advise otherwise, this is the default category applied to you.
 - **White Collar:** You're in a professional, administrative, clerical, secretarial, or similar desk-bound (sedentary) role that doesn't involve manual tasks and is undertaken at least 80% of the time in an office environment.
 - **Professional:** Your current annual salary package (including Superannuation Guarantee contributions) is \$150,000 or more and you spend at least 80% of your time in an office environment. You're also:
 - a professional white-collar worker with a university degree qualification relevant to the field of your main occupation
- OR**
- an executive or senior managerial white-collar worker and not self-employed.

Note: In the event of a claim, our insurer will assess your details including whether you've fully disclosed all relevant information. Insurance eligibility is at the discretion of the insurer.

How much does Fixed Premium cover cost?

The table below shows the current cost per week per 2 units of Light Blue Death & TPD and Death Only cover. See our Insurance Guide or visit lucrf.com.au for full costs and cover amounts.

| Cost per week per 2 units (default) of Light Blue Fixed Premium cover | | |
|---|-------------|------------|
| Current age | Death & TPD | Death Only |
| 14-24 | \$1.28 | \$0.64 |
| 25-29 | \$2.13 | \$1.07 |
| 30-34 | \$2.98 | \$1.49 |
| 35-64 | \$3.78 | \$1.89 |
| 65-69* | \$2.55 | \$1.28 |

*TPD cover is restricted to TPD Definition 2, 3, 4 or 5 only, if you're 65 or over on the event date (please refer to our Insurance Guide for details, including the TPD definitions).

Increasing your default cover up to the automatic acceptance level

WITHIN 90 days of joining

If you have an employer contributing to your super, you may increase your default cover up to the automatic acceptance levels* within 90 days from the date of your welcome letter. This means that provided you answer the screening questions in the Insurance Election Form (to the satisfaction of our insurer), you don't have to provide any medical evidence to increase your 2 units of Death & TPD default cover to:

- a maximum of 8 units of Death & TPD[^]

OR

- a maximum of 8 units of Death Only^{^#}.

To increase your cover within these levels, please complete the Insurance Election Form. If you'd like to apply for insurance above these levels, you must complete an Insurance Election Form and, if required, a OnePath Personal Statement.

* The insurance offer for new members is only available once per account. Any future LUCRF Super accounts you hold may also be eligible for cover issued under an offer for new members. You're only eligible for insurance cover on one LUCRF Super account at a time.

[^] Any cover in excess of \$1.1 million will require completion of a OnePath Personal Statement.

[#] If you choose to change to Death Only cover, your TPD cover will stop from the date your application is accepted.

AFTER 90 days of joining

If you want to increase your cover after 90 days from the date of your welcome letter, you'll need to complete an Insurance Election Form and, if required, a OnePath Personal Statement.

Step 7 | Sign and date this form

I declare that:

- The answers that I have provided to all questions in this application are true and correct.
- I have read and understood the information contained in the Super Member Guide – Product Disclosure Statement, Super Member Guide – Additional Information, Fees and Costs guide, Insurance Guide, Investment Guide and Financial Services Guide, available at lucrf.com.au.
- I consent to the collection, use and disclosure of my personal information in accordance with the LUCRF Super Personal Information Collection statement and the Privacy Policy available at lucrf.com.au/privacy or by calling **1300 130 780**.
- By creating this account, I understand the Trustee may be required to send me member communications such as annual reports, member and exit statements, notices of material changes or significant events and other member publications and/or marketing and research materials that are permitted by law, by:
 - sending them to me by email or a link to a website for download where I or my employer or other associates have provided my email address on my behalf
 - sending me an SMS where I have provided my mobile number
 - enabling me to download them from a website
 - subscribing me to *The New Daily* news subscription for free (I can unsubscribe at any time).
- I understand I can change my communication preferences, or, in instances, opt-out, by contacting LUCRF Super. By opting out of marketing communications, I understand that I will not receive marketing offers from LUCRF Super's partners, but I will still receive important information about my account, including annual statements, newsletters and other important notices, as well as opportunities to participate in research.
- I understand that the document details I provide as evidence of my identity may be checked with the relevant government agency via the Document Verification Service (more information can be found at dvs.gov.au).

Signature



Date

/ /

Further information | Proof of identification (Personal Plan members only)

When you open a LUCRF Super Personal Plan account, or if you'd like us to use the SuperMatch service to find any lost super you may have, you'll need to provide a certified copy of your proof of identification.

! **IMPORTANT: Your proof of ID must be certified and dated within 12 months of the date we receive it.**

What is a certified document?

It's a 'true copy' of an original document, sighted and signed by an authorised individual.

Who can certify a document?

Only certain individuals are authorised to certify copies of original documents. These include (but are not limited to):

- a pharmacist
- a registered medical practitioner
- a police officer
- a registrar or deputy registrar of a court
- a Justice of the Peace
- a permanent employee of Australia Post with two or more years of continuous service
- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL) with two or more years of continuous service.

The certifier must view both the original and the copy to make sure that both documents are identical. They must then write or stamp "Certified to be a true copy of the original seen by me." They must sign and date the copy, and write or stamp their name, personal or professional address, and qualification as an authorised certifier. If there are multiple pages to the copy, the certifier must sign or initial and number all pages.

i For further details on providing proof of identification, including what to do if you've changed your name or you're currently overseas, call us on **1300 130 780** or refer to our 'How to provide proof of identification' fact sheet available on our website.

Checklist

Before you send this form to us, make sure you have:

- completed all relevant steps
- signed and dated this form at Step 7
- included proof of identification (if required).

Send this form to

LUCRF Super
PO Box 211
North Melbourne VIC 3051

Or scan and email it to: mypartner@lucrf.com.au

(If you're providing proof of identification, you must send it with your form via post only)

i If you need any help completing this form, please call us on **1300 130 780** or email mypartner@lucrf.com.au.

Super Choice of Super Fund Form

Complete this form and hand it to your payroll department.



Please print clearly using an in boxes where required.

Step 1 | Your details

Please read our Personal Information Collection Statement at lucrf.com.au/privacy.

LUCRF Super member number (if known)

OR

I don't have a LUCRF Super member number yet

Title

Mr Mrs Miss Ms Other (please specify)

First name

Last name

Date of birth

/ /

Step 2 | Your employer's details

Employer name

Employer phone number

()

Step 3 | LUCRF Super's details

Fund name

L U C R F S U P E R

Fund phone number

1 3 0 0 1 3 0 7 8 0

Fund address

P O B O X 2 1 1 N O R T H M E L B O U R N E V I C 3 0 5 1

Fund Australian Business Number (ABN)

2 6 3 8 2 6 8 0 8 8 3

Unique Superannuation Identifier (USI)

L U C 0 0 0 1 A U

Step 4 | Authorisation

- This authority is effective until further notice from me.
- I have read and understood the Super Member Guide (Product Disclosure Statement) and the associated reference material as currently available at lucrf.com.au/resources.
- I consent to the collection, use and disclosure of my personal information in accordance with the LUCRF Super Personal Information Collection Statement and the Privacy Policy available at lucrf.com.au/privacy or by calling **1300 130 780**.

Signature

Date

/ /



Issued 1 October 2019 by L.U.C.R.F Pty Ltd ABN 18 005 502 090 AFSL 258481 as Trustee for Labour Union Co-operative Retirement Fund ABN 26 382 680 883 (LUCRF Super).

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Information for employers

Personal service

Our team of dedicated business development managers can help you and your employees with all matters relating to super, retirement income and financial advice. If you'd like us to visit your workplace, simply call **1300 130 780**.

Notice of Compliance

LUCRF Super SFN: 1397 049 48

LUCRF Super ABN: 26 382 680 883

LUCRF Super Unique Superannuation Identifier (USI): LUC0001AU (Super)/LUC5140AU (Pension)

To whom it may concern,

I confirm the following details on behalf of L.U.C.R.F Pty Ltd, the Trustee for the Labour Union Co-operative Retirement Fund (LUCRF Super):

1. The registered office of the fund is: 833 Bourke Street, Docklands, Victoria 3008.
2. LUCRF Super is a complying superannuation fund within the meaning of the *Superannuation Industry (Supervision) Act 1993 (SIS Act)*.
3. LUCRF Super is able to accept superannuation contributions for eligible persons. These contributions are maintained and subsequently paid only in accordance with the *Superannuation Industry (Supervision) Regulations 1994*.
4. The LUCRF Super Trust Deed allows benefits of any amount to be accepted as rollovers. Any unrestricted non-preserved portion of the rollover will remain unrestricted and may be cashed out by the member at any time.
5. LUCRF Super has never been subject to a direction under Section 63 of the *SIS Act*.
6. LUCRF Super meets the insurance requirements to be chosen as a default fund by employers for the purposes of the Choice of Superannuation Fund legislation.
7. LUCRF Super is able to accept contributions from employers by electronic funds transfer (EFT) or BPAY.
The Trustee approves all employer-sponsors to pay on such frequency that they choose, provided that they meet their statutory obligations.

Any further queries regarding this notification should be directed to this office.

Yours faithfully,



Charlie Donnelly
Chief Executive Officer

 **1300 130 780**

 **lucrf.com.au**

 **mypartner@lucrf.com.au**

 **PO Box 211 North Melbourne VIC 3051**

 Please give this form to your payroll department. **Do not send it to us.**



Completing the form *Rollover initiation request to transfer whole balance of superannuation benefits between funds*

By completing this form, you will initiate a rollover request to transfer the **whole** balance of your super benefits between funds. This form can **not** be used to transfer part of the balance of your super benefits.

You can **not** use this form to transfer your benefits to your own self-managed super fund (SMSF). You must use the form *Rollover initiation request to transfer whole balance of superannuation benefits to your self-managed super fund* (NAT 74662).

This form will not change the fund to which your employer pays your contributions. The *Standard choice* form must be used by you to change funds.

BEFORE COMPLETING THIS FORM

- Read the important information below.
- Check that the fund you are transferring your benefits **TO** can accept this transfer.

WHEN COMPLETING THIS FORM

- Refer back to these instructions where a question shows a message like this: 
- Print clearly in BLOCK LETTERS.

AFTER COMPLETING THIS FORM

- Sign the authorisation.
- Send the request form to either your **FROM** fund or your **TO** fund

IMPORTANT INFORMATION

- ❗ This transfer may close your account – you will need to check this with your **FROM** fund.

This form can **not** be used to:

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

CHECKLIST

- Have you read the important information?
- Have you considered where your future employer contributions will be paid?
- Have you checked your **TO** fund can accept the transfer?
- Have you completed all of the mandatory fields on the form?
- Have you signed and dated the form?

WHAT HAPPENS TO MY FUTURE EMPLOYER CONTRIBUTIONS?

Using this form to transfer your benefits will not change the fund to which your employer pays your contributions and may close the account you are transferring your benefits **FROM**.

If you wish to change the fund into which your employer contributions are being paid, you will need to speak to your employer about super choice. For the appropriate forms and information about whether you are eligible to choose the fund to which your employer contributions are made, visit ato.gov.au or call the Australian Taxation Office (ATO) on **13 10 20**.

THINGS YOU NEED TO CONSIDER WHEN TRANSFERRING YOUR SUPERANNUATION

When you transfer your super, your entitlements under that fund may cease – you need to consider all relevant information before you make a decision to transfer your super. If you ask for information, your super provider must give it to you.

Some of the points you may consider are:

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

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

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

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

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

TRANSFERS TO SELF-MANAGED SUPER FUNDS

You must use the form *Rollover initiation request to transfer whole balance of superannuation benefits to your self-managed super fund* (NAT 74662) to transfer your benefits to your own self-managed super fund (SMSF).

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

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

The following table contains information about suitable linking documents:

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

CERTIFICATION OF PERSONAL DOCUMENTS

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

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

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

- a person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia as a legal practitioner
- a judge of a court
- a magistrate
- a Chief Executive Officer of a Commonwealth court
- a registrar or deputy registrar of a court
- a justice of the peace
- a notary public officer
- a police officer
- an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- a permanent employee of the Australian Postal Corporation with two or more years of continuous service
- an Australian consular officer or an Australian diplomatic officer
- an officer with two or more years of continuous service with one or more financial institutions
- a finance company officer with two or more years of continuous service (with one or more finance companies)
- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having two or more years continuous service with one or more licensees
- a permanent employee of the Commonwealth with two or more years continuous service
- a permanent employee of the State or Territory, or State and Territory authority with two or more years continuous service
- a permanent employee of a local government authority with two or more years of continuous service
- a member of the Institute of Chartered Accountants in Australia, CPA Australia, or the National Institute of Accountants, with two or more years continuous membership.

WHERE DO I SEND THE FORM?

You can send your completed and signed form to either the transferring or the receiving fund.

MORE INFORMATION

For more information about super, visit the:

- Australian Securities & Investments Commission (ASIC) website at moneysmart.gov.au
- ATO website at ato.gov.au/super

For more information about this form, phone the ATO on **13 10 20**.



Rollover initiation request to transfer whole balance of superannuation benefits between funds under the *Superannuation Industry (Supervision) Act 1993*

COMPLETING THIS FORM

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

AFTER COMPLETING THIS FORM

- Sign the authorisation
- Send form to **either** your **FROM** (transferring) or **TO** (receiving) fund.

Personal details

Title: Mr Mrs Miss Ms Other

*Family name

*Given names

Other/previous names

*Date of birth / /

Tax file number

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

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

*Gender Male Female Indeterminate

Contact phone number

Residential address

*Address

*Suburb

*State/territory *Postcode

Previous address

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

Address

Suburb

State/territory Postcode

Fund details

FROM (Transferring fund)

*Fund name

Fund phone number

*Membership or account number

Australian business number (ABN)

Unique Superannuation identifier

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

TO (Receiving fund)

*Fund name **LUCRF SUPER**
PO BOX 211, NORTH MELBOURNE VIC 3051

Fund phone number **1300 130 780**

*Membership or account number

Australian business number (ABN) **26 382 680 883**

Unique Superannuation identifier **LUC0001AU**

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

Authorisation

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

- I declare I have fully read this form and the information completed is true and correct.
- I am aware I may ask my superannuation provider for information about any fees or charges that may apply, or any other information about the effect this transfer may have on my benefits, and have obtained or do not require such information.
- I consent to my tax file number being disclosed for the purposes of consolidating my account.
- I discharge the superannuation provider of my **FROM** fund of all further liability in respect of the benefits paid and transferred to my **TO** fund.

I request and consent to the transfer of superannuation as described above and authorise the superannuation provider of each fund to give effect to this transfer.

*Name (Print in BLOCK LETTERS)

*Signature

*Date / /

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

Notice of Compliance

LUCRF Super SFN: 1397 049 48

LUCRF Super ABN: 26 382 680 883

LUCRF Super Unique Superannuation Identifier (USI): LUC0001AU (Super)/LUC5140AU (Pension)

To whom it may concern,

I confirm the following details on behalf of L.U.C.R.F Pty Ltd, the Trustee for the Labour Union Co-operative Retirement Fund (LUCRF Super):

1. The registered office of the fund is: 833 Bourke Street, Docklands, Victoria 3008.
2. LUCRF Super is a complying superannuation fund within the meaning of the *Superannuation Industry (Supervision) Act 1993 (SIS Act)*.
3. LUCRF Super is able to accept superannuation contributions for eligible persons. These contributions are maintained and subsequently paid only in accordance with the *Superannuation Industry (Supervision) Regulations 1994*.
4. The LUCRF Super Trust Deed allows benefits of any amount to be accepted as rollovers. Any unrestricted non-preserved portion of the rollover will remain unrestricted and may be cashed out by the member at any time.
5. LUCRF Super has never been subject to a direction under Section 63 of the *SIS Act*.
6. LUCRF Super meets the insurance requirements to be chosen as a default fund by employers for the purposes of the Choice of Superannuation Fund legislation.
7. LUCRF Super is able to accept contributions from employers by electronic funds transfer (EFT) or BPAY. The Trustee approves all employer-sponsors to pay on such frequency that they choose, provided that they meet their statutory obligations.

Any further queries regarding this notification should be directed to this office.

Yours faithfully,



Charlie Donnelly
Chief Executive Officer



Complete this form to deduct extra super contributions from your before or after-tax salary for payment to your LUCRF Super account (subject to your employer's approval).

Please print clearly using an in boxes where required.

! **IMPORTANT: Give your completed form to your payroll department. Do not send it to us.**

Step 1 | Your payroll details

Please read our **Personal Information Collection Statement** at lucrf.com.au/privacy.

LUCRF Super member number

(please call **1300 130 780** if you don't know your member number)

Your name

Company payroll number (if known)

Company name

I authorise you to deduct the following superannuation contributions from my pay and remit to LUCRF Super.

Step 2 | Before-tax contributions (salary sacrifice)

Please commence my before-tax contribution of: % **OR** \$

Using the following pay frequency (please cross one option):

Weekly Fortnightly Monthly Commencing from this future pay date: / / / / /

Ending on this future pay date (optional): / / / / /

Note to employer:

Salary sacrificed contributions cannot be used to reduce the minimum amount of Superannuation Guarantee required to pay for employees.

Step 3 | After-tax contributions (personal contribution)

Please commence my after-tax contribution of: % **OR** \$

Using the following pay frequency (please cross one option): Once-off payment only Weekly Fortnightly Monthly

Commencing from this future pay date: / / / / /

Note to employer: After-tax contributions are required by legislation to be paid within 28 days of the end of the quarter in which they are deducted.

Step 4 | Authorisation

This authority is effective until the end date specified in Step 2 or until further notice from me.

Signature



Date

 / / / / /


Issued 8 October 2020 by L.U.C.R.F Pty Ltd ABN 18 005 502 090 AFSL 258481 as Trustee for Labour Union Co-operative Retirement Fund ABN 26 382 680 883 (LUCRF Super).

 **1300 130 780**

 **lucrf.com.au**

 **mypartner@lucrf.com.au**

 **PO Box 211 North Melbourne VIC 3051**

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LUCRF
super
Working for a better future