

Choosing legalsuper for your superannuation contributions

legalsuper
GPO Box 4952
Melbourne VIC 3001
DX145 Melbourne
Phone: 1800 060 312
Fax: 1800 614 431
Email: mail@legalsuper.com.au

Members

To nominate **legalsuper** as your preferred superannuation account, complete the enclosed 'Standard Choice of Fund' form and submit this form along with the enclosed documents to your employer.

Employers

Making superannuation payments on behalf of your employees into **legalsuper** is relatively simple. Just follow the steps as outlined below. If you have questions or would like to know more about your contribution options contact us on 1800 060 312 or visit our website www.legalsuper.com.au.

Step 1: Set up an employer account with legalsuper

If you do not already have an account with **legalsuper**, you will need to set one up. Please complete the employer application enclosed or join online at www.legalsuper.com.au/join-legalsuper

Step 2: Making your contribution Paper and Cheque payments

To remit your initial contribution, complete the contribution remittance form enclosed including the staff member's membership number and name.

For future remittances, we will issue you with an automated contribution remittance form unless you prefer to remit your contributions electronically.

Payment

Your cheque should be made payable to **legalsuper**.

In the event that you would prefer to EFT your payment, please follow the following process.

- (1) Fax your employer application and your initial contribution remittance advice form to
Fax: 1800 614 431

- (2) Deposit your contribution into the following account

Bank:	WESTPAC
Account Name:	legalsuper
BSB:	032 021
Account Number:	560 011

Ensure that your deposit reference includes your employer number. However, if you have not been issued an employer number, please include your employer name.

Other key details to note

- i. If you employ a payroll company or clearing house, you may also need to provide them with more specific information about legalsuper. This can be found within the compliance letter included in this pack.
- ii. When posting documents, send them to **legalsuper**, GPO Box 4952 Melbourne VIC 3001
- iii. Set up a web account by calling us on 1800 060 312, or visit www.legalsuper.com.au, click 'Employer login' and follow the prompts.
- iv. Emails should be sent to mail@legalsuper.com.au
- v. Once you have set up an employer account you can obtain your individual employer Bpay number by calling us on 1800 060 312.

Further information

Further information about your contribution options can be found by visiting www.legalsuper.com.au/join-legalsuper, or call us on 1800 060 312 weekdays between 8.30am and 6.00pm EST.

15 January 2009

www.legalsuper.com.au

To whom it may concern

LETTER OF COMPLIANCE/CONTRIBUTIONS

legalsuper

SPIN: LIS0100AU
Fund ABN: 60 346 078 879
Superannuation Fund Number: 1489 839 46

Legal Super Pty Ltd is the Trustee of legalsuper, a public offer fund offering the legalsuper product. The Trust Deed of legalsuper allows for benefits to be received from other regulated Funds.

I confirm the following statements on behalf of the Trustee.

Complying fund notice

Legalsuper is a resident regulated superannuation fund within the meaning of the *Superannuation Industry (Supervision) Act 1993* (SIS Act) and is not subject to a direction under section 63 of the SIS Act.

Default fund eligibility

legalsuper is eligible to be nominated as a default fund as it meets the statutory requirements of death insurance for Choice of Fund.

Acceptance of employer contributions

legalsuper can accept superannuation contributions from employers. Employers can make contributions by cheque, direct deposit and online payments (EFT & BPay), through EmployerAccess at www.legalsuper.com.au. This is the easiest way to make contributions, call 1800 060 312 to obtain a User ID and password over the phone, which you can use to log in and access your account.

Acceptance of overseas transfers

legalsuper is a Qualifying Recognised Overseas Pension Scheme (QROPS) for the purpose of pension transfers from the United Kingdom. The Qualifying Recognised Overseas Pension Scheme reference number is QROPS500275

For further information on how to make contributions to legalsuper, (or any other queries you may have), please telephone our Contact Centre on telephone freecall 1800 060 312 or fax freecall 1800 614 431.

Yours sincerely



Andrew Proebstl
Chief Executive



Section A: **Employee to complete**

1 Choice of superannuation fund

I request that all my future superannuation contributions be paid to: (place an in one of the boxes below)

my employer's superannuation fund named in Section B question 6 Go to question 4

my own choice of superannuation fund

2 Details of my chosen superannuation fund:

Name

Address

Suburb/town State/territory Postcode

Member No. (if applicable)

Account name

Superannuation fund Australian business number (ABN) (if applicable)

Superannuation product identification number (if applicable)

Daytime phone number

3 Appropriate documentation (Place an in the box if you have attached the required information)

- I have attached:
- a letter from the trustee stating that this is a complying fund, or for a self managed superannuation fund, a copy of documentation from the Tax Office confirming the fund is regulated
 - written evidence from the fund stating that they will accept contributions from my employer, and
 - details about how my employer can make contributions to this fund.

4 Your details

Name

Tax file number (TFN)

! Make sure your super fund knows your TFN. You can check just by looking at your latest statement from them. It helps you keep track of your money, allows you to pay extra contributions, and makes sure the money gets taxed at the special low rate. It is not an offence not to quote your TFN. See page 2 of the instructions for more information.

Signature

Date
Day / Month / Year

! Do not send a copy of this form to us, or your superannuation fund.

Section B: Employer to complete

5 Your details

Business name

ABN

6 Your chosen fund

If the employee does not choose a different superannuation fund, superannuation contributions will be paid to the following superannuation fund on behalf of this employee:

Fund's name

Superannuation product identification number (if applicable)

For the product disclosure statement for this fund (if applicable) Phone


Fund's website

7 Defined benefit fund entitlement

No Yes

8 Previous superannuation contributions

Employer superannuation contributions have previously been made to (if different to above)

 If the employer fund has not changed please write 'not applicable' in the 'fund's name' field below.

Fund's name

Superannuation product identification number (if applicable)


Daytime phone number


Fund's website

For your records:

Date valid choice is accepted ^{Day} / ^{Month} / ^{Year}

Date you act on your employee's valid choice ^{Day} / ^{Month} / ^{Year}


 Give a copy of this form to your employee after you have completed Section B.

 Do not send a copy of this form to us, or your superannuation fund. However, you must keep a copy for your own records for a period of five years.

PRIVACY STATEMENT

The information on this form is for the employee and employer. **Do not send this information to us.**

We do not collect this information. We provide a format for you as an employer to provide that information to your employee.

 When you receive this form and all of the required information from your employee, you have two months to pay contributions to your employee's new fund. If they choose to stay with the fund you have chosen, make contributions as you are required.

