



Employer Booklet

Issued 15 October 2008

Trustee: Club Plus Superannuation Pty Limited ABN 95 275 115 088,
AFSL No.: 245362, Club Plus Superannuation Scheme: ABN 26 003 217 990

Club Plus Superannuation Employer Booklet

This Employer Booklet is issued by Club Plus Superannuation Pty Limited as the Trustee for Club Plus Superannuation Scheme (ABN 26 003 217 990). Club Plus Superannuation Pty Limited has been issued with Australian Financial Services Licence Number 245362.

This document is a guide for employers who pay, or are intending to pay superannuation into Club Plus Superannuation (Club Plus), and should be read in conjunction with the Club Plus Product Disclosure Statement. If you have not received a copy of the Product Disclosure Statement with this Employer Booklet, please contact Club Plus on 1800 210 098.

What are your responsibilities as a participating employer?

As a participating employer, you are required to abide by the conditions as set out in the Club Plus Trust Deed. The Trust Deed, established on 27 February 1987 sets out the rules of operation for Club Plus Superannuation. If you require a copy of the Club Plus Trust Deed, please contact Club Plus on 1800 210 098. Briefly, the conditions are that:

- Whilst you have employees who are members of Club Plus, you will pay into Club Plus any contributions that you are required to make under relevant Awards or legislation;
- Contributions are due to be paid to Club Plus within 14 days of the end of each month. For example, contributions for your employees for the month of February are due to be paid by 14 March;

There are additional responsibilities with regard to superannuation contributions, under various Commonwealth Government Acts and regulations. The main requirements are:

- Where an employee has personal contributions deducted from their pay, you are required by Commonwealth Government regulations to remit those contributions within 28 days of the date that they were deducted.
- Where you nominate a new employee as a member of Club Plus you are obliged by law to provide the employee's Tax File Number

Is there any charge for participating in Club Plus?

There is no charge to employers for participating in Club Plus. There are fees payable by members of Club Plus, to meet the operating costs of the fund. These charges are detailed on Page 12 of the Club Plus Product Disclosure Statement.

There are no commissions payable to any service provider or Director of Club Plus Superannuation.

How do you become a participating employer?

Please complete the "Deed of Adherence" form that accompanies this Employer Booklet.

If you have any questions please contact Club Plus on 1800 210 098.

How do you pay contributions?

You will initially receive a contribution schedule each month, listing all of your employees who are members of Club Plus. You can advise Club Plus of contributions, new members and terminations on that schedule. When completed, the contribution schedule and the corresponding cheque is to be sent to Club Plus Superannuation.

You will also receive an account summary each month, detailing contributions received and allocated to your employees accounts for the previous month. Please check this summary to ensure that the contributions have been applied as you had intended. If there are any problems please contact Club Plus on 1800 210 098.

Can you pay contributions electronically?

If you are able to remit your contribution details and payments electronically, there are a number of options available to you. For example, you may be able to send the details using payroll files, Microsoft Excel files, or via the Internet. You also have the option of making payments using BPay.

Please contact Club Plus on 1800 210 098 for more details.

Contacting Club Plus

If you have any questions about being a participating employer with Club Plus, or any matter relating to Club Plus Superannuation, you can contact Club Plus as follows:

By Mail: Club Plus Superannuation
Locked Bag 5007
Parramatta NSW 2124

Phone: 1800 210 098

Fax: 1300 855 374

e-mail: club_plus_superannuation@aaas.com.au

Internet: www.clubplussuper.com.au

Club Plus Deed of Adherence



Please complete this form in **black** ink using **BLOCK** letters. This request will be invalid if not signed and dated.
To be fully completed to register your business as a participating employer with Club Plus.

Please return this completed form to: **Club Plus Administration, Locked Bag 5007 Parramatta NSW 2124.**

Employer Details

REGISTERED NAME		
TRADING NAME		
AUSTRALIAN COMPANY NUMBER (ACN/ABN)		
REGISTERED ADDRESS STREET NUMBER / PO BOX	STREET NAME	
SUBURB / TOWN	STATE	POSTCODE
TYPE OF BUSINESS		

Contact Details

MR/MRS/MS/MISS	SURNAME	
GIVEN NAMES		
POSTAL ADDRESS STREET NUMBER / PO BOX	STREET NAME	
SUBURB / TOWN	STATE	POSTCODE
CONTACT PHONE NUMBER	FAX NUMBER	
MOBILE NUMBER	POSITION WITH BUSINESS	
EMAIL ADDRESS		

Contribution Commencement Date

This is the date from which you nominate to pay contributions. Contributions are required to be paid **MONTHLY**.

Date contributions to start:
(DD/MM/YYYY)

Pay Day: Mon Tue Wed Thu Fri Sat Sun

Privacy

Please note that by sending Club Plus personal information about yourself, you are agreeing to the following:

- That you have read the Club Plus Privacy Statement and understand how Club Plus intends to protect your personal details, particularly in relation to the collection, storage, quality, use and disclosure (sharing) of personal information. A copy is available on the Club Plus Website www.clubplussuper.com.au
- That Club Plus can use it for the purposes of running your superannuation account.

If you have any questions about your rights under the privacy legislation, please call Club Plus on 1800 210 098.

Authorisation

SIGNATURE	DATE (DD/MM/YYYY)
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

To the Trustee, Club Plus Superannuation Scheme Pty Limited, established by Deed dated 27 February 1987 which, as amended from time to time, is herein called the 'Trust Deed'.

The employer hereby makes application to become a participating employer in Club Plus Superannuation in accordance with the Trust Deed.

The participating Employer covenants: (these can not be amended)

- a. To be bound by the terms and conditions of the Trust Deed and the rules of Club Plus (as amended from time to time)
- b. Its participation shall take effect in accordance with the particulars shown overleaf.
- c. To pay Employer Award Contributions, Employer Additional Contributions and Member Contributions as agreed between the Member and Employer to Club Plus on a monthly basis not later than the 14th day of the month unless prior written agreement has been obtained from the Trustee for payment on another basis and that payment will be made no later than 15 days after becoming due.
- d. The Employer acknowledges itself to be bound by the Trust Deed as an Employer within the meaning of the Trust Deed.

Employer Registration

Company to execute here

COMPANY NAME	
<input type="text"/>	
DIRECTOR'S FULL NAME	
<input type="text"/>	
SIGNATURE	DATE (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>
Should your company be a sole director/secretary company, please tick this box <input type="checkbox"/>	
COMPANY SECRETARY OR SECOND DIRECTOR'S NAME	
<input type="text"/>	
SIGNATURE	DATE (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>

Sole Proprietor to execute here

PROPRIETOR'S GIVEN NAME AND SURNAME	
<input type="text"/>	
PROPRIETOR'S SIGNATURE	DATE (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>
WITNESS' NAME	
<input type="text"/>	
WITNESS' SIGNATURE	DATE (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>

Partners to execute here

PARTNER'S FULL NAME	
<input type="text"/>	
PARTNER'S SIGNATURE	WITNESS' SIGNATURE
<input type="text"/>	<input type="text"/>
PARTNER'S FULL NAME	
<input type="text"/>	
PARTNER'S SIGNATURE	WITNESS' SIGNATURE
<input type="text"/>	<input type="text"/>
DATE (DD/MM/YYYY)	
<input type="text"/>	
PLEASE INDICATE THE DATE YOUR EMPLOYEES' WAGES/SALARY WERE LAST PAID:	
<input type="text"/>	

Acceptance of Application

The application contained in this Deed shall be deemed to be accepted by the Trustee and the covenants in the Deed binding on the employer on the date of its receipt by the Trustee unless within 30 days of receipt of the Deed the Trustee notifies the Employer of the Trustee's rejection of the Employer's application.