



## Choice of Fund

If you would like IOOF Employer Super or IOOF Personal Super to become your chosen fund, please provide the completed form and Certificate of Compliance to your **employer**. DO NOT send this form to IOOF.

Please complete these instructions in **BLACK INK** using **CAPITAL LETTERS** (except for your email address) and **✓** boxes where provided.

### Employee to complete – ONLY IF MAKING A CHOICE OF FUND

#### Step 1: I request that all future superannuation guarantee contributions be made to

My own choice of fund

#### Step 2: Your chosen fund details

Please tick the product applicable to you:

IOOF Employer Super

IOOF Personal Super

Account number	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																					
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#### Step 3: I have attached

- 
- a letter from the trustee stating that this is a complying fund or retirement savings account
  - 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.

## Step 4: Employee name and signature

Employee name																																			
Employee number (if applicable)																																			
Tax file number																																			
Signature																									Date			/			/				

Under the *Superannuation Industry (Supervision) Act 1993*, your super fund is authorised to collect your TFN, which will only be used for lawful purposes and in accordance with the *Privacy Act 1988*.

It is not an offence if you choose not to provide your TFN but providing it has advantages:

- we will be able to accept all permitted contributions
- other than the tax that may ordinarily apply, you will not pay more tax than you need to ; and
- it will be easier to find different super accounts in your name.

If you do provide your TFN, your employer must disclose it to your super fund within 14 days to avoid penalties imposed by the ATO.

Return this form to your employer. **Do not send this form to the Tax Office or to your superannuation fund.**  
You must keep a copy for your own records for a period of five years.

### Employer to complete

Date Accepted			/			/					Processed			/			/				
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## Employer payment methods

Employers must ensure that all contributions are made to the fund in accordance with SuperStream requirements – meaning both payments and associated data are sent in a standard electronic format prescribed by the Australian Taxation Office (ATO).

If you already have an employer plan with IOOF you may wish to consider using Transact (part of the IOOF Contribution Service), our SuperStream compliant online super contribution and administration system. This will allow you to send both contributions and remittance information electronically. Transact also offers a clearing house function you can use to make contributions for your employees with super plans outside of IOOF. Please contact the Transact help desk on 1800 125 566 for more information.

Alternatively, if you don't have an employer plan, you can still contribute to the fund for your employee's IOOF account and meet your SuperStream obligations by using a different clearing house, a payroll system that meets the SuperStream standard, or via the ATO Small Business Superannuation Clearing House (if you have fewer than 20 employees or if your annual aggregated turnover is less than \$2 million).

Please visit our website ([www.ioof.com.au/superstream](http://www.ioof.com.au/superstream)) or contact ClientFirst on 1800 913 118 for further details.



Please note: This letter can be provided to the fund you are transferring from to confirm that IOOF Portfolio Service Superannuation Fund is a complying superannuation fund.

To whom it may concern

## Certificate of compliance

IOOF Employer Super, IOOF Personal Super and IOOF Pension (Unique Superannuation Identifier SMF0126AU), form part of the IOOF Portfolio Service Superannuation Fund (SFN 3002/079/41), ABN 70 815 369 818. The IOOF MySuper Unique Identifier No. is 70815369818036.

We certify that:

- 1 IOOF Portfolio Service Superannuation Fund (Fund) is a complying superannuation fund within the meaning of the *Superannuation Industry (Supervision) Act 1993* (the Act)
- 2 the Trustee is IOOF Investment Management Limited (IIML) ABN 53 006 695 021, AFS Licence No. 230524
- 3 the Trustee of the Fund has not been directed by the Australian Prudential Regulation Authority to cease accepting contributions under Section 63 of the Act
- 4 the Trust Deed allows contributions and rollovers to be accepted by the Fund.

A handwritten signature in black ink, appearing to read 'F. Lombardo'.

Frank Lombardo  
Chief Operating and Technology Officer  
On behalf of IOOF Investment Management Limited

### Trustee

IOOF Investment Management Limited  
ABN 53 006 695 021  
AFS Licence No. 230524

### Registered Address

Level 1, 800 Bourke Street, Docklands, VIC 3008

### Client Services

**Postal Address** GPO Box 264, Melbourne VIC 3001  
**Telephone** 1800 913 118  
**Fax** 03 6215 5933  
**Email** clientfirst@ioof.com.au