

Bendigo SmartStart Super Employer Guide

As a business, you already have a lot to keep on top of. We want to help by taking care of you and your employees. Bendigo SmartStart Super® is a low cost, easy to use super solution. It is designed to help you easily meet your super obligations, while still providing your employees with the features they want and need.

You can set up Bendigo Smart Start Super as an Employer-sponsored Plan and benefit from:

- ✓ An easy to use online payment solution, (if you choose to sign up for the service) that allows you to add new members, update member details and make all your payments in one place with no fuss.
- ✓ Happier employees – they can retire with more by paying less fees in their super. Eligible employees will also be covered with insurance for when life takes an unexpected turn.
- ✓ The expertise of Sandhurst Trustees Limited (Sandhurst) which has over 130 years' experience of helping Australians grow and build their wealth. We can also help you grow your own personal wealth!
- ✓ Help when you need it. Call us on 1800 033 426 or contact your local branch for help with your everyday banking needs.

It's easy to get started

Once you have read the Product Disclosure Statement (PDS) and incorporated reference documents, complete the Bendigo SmartStart Super Employer Application Form available at bendigobank.com.au/employersuper.

If you want to use our online payment solution, please read the Bendigo Superannuation Contribution Service PDS and complete the Bendigo Superannuation Contribution Service Application Form.

You can choose to submit your application with your local branch or you can post to the address on the form or simply scan completed form/s and email to us at superannuation@bendigobank.com.au.

If you need further help or have any questions call us on 1800 033 426.

About Sandhurst

Sandhurst is a wholly owned subsidiary of Bendigo and Adelaide Bank, with over 130 years' experience of growing and protecting the wealth of Australians. With extensive knowledge and experience, we manage our business with care, consideration and expertise to build and provide quality products and services.

Working with us on your super needs, you can feel confident you are dealing with a trusted industry professional.

Issued by
Sandhurst Trustees

 **Bendigo Bank**



Benefits for your employees

Low cost.

Bendigo SmartStart Super is rated one of the cheapest public offer funds in Australia¹. Paying low fees can make a big difference to how much super your employees will have at retirement.

Example of annual fees

If your employees have \$50,000 invested in the Bendigo Growth Index Fund, they will be looking at a total of \$334. This includes an administration fee of \$98 p.a. plus indirect costs (charged by the managed fund) of 0.472% p.a. (\$236)².

¹. Go to www.superratings.com.au/superratings-top-10. The super fund comparisons were based on the lowest average fees payable on a \$50,000 account balance.

². Calculated based on a constant \$50,000 account balance. The indirect cost includes transactional and operational costs. Additional fees and costs may apply, refer to the product disclosure statement (PDS) for more information.

Flexible investment options.

There are two ways your employees can invest, depending on how much or little control they want over their super.

Option 1 – the default option

Bendigo MySuper

If your employees prefer to sit back and let us do the work for them, they can choose Bendigo MySuper, which has an age-based lifecycle investment strategy that changes with them. This means their investment mix will automatically change as they get older, moving from investments that aim for high returns when they're younger, to more stable, conservative investments as they get closer to retirement.

Please refer to our Quick Facts Guide available at bendigobank.com.au/employersuper for details on investment performance.

Option 2 - Your employee can choose their own investment

If your employees prefer a more hands-on approach to their super, they can choose to invest in a range of investment options, including a socially responsible option.

Insurance cover for your employees.

In case life takes an unexpected turn for your employees, we have a range of insurance options available. If eligible, they'll receive default Death and Total and Permanent Disablement (TPD) insurance upon joining, without health checks. It's easy to cancel if it's not needed.

They can also apply:

- for Income Protection cover;
- to tailor their Death and TPD cover and/or
- to transfer cover from an existing insurance policy.

Their insurance premiums are paid directly from their super account, so they don't have to worry about additional out-of-pocket expenses.

Tailored insurance cover.

Bendigo SmartStart Super also offers you the option to elect a customised insurance design for your employees that is different to the default cover described above. Further details are explained in the Insurance Guide. Or you can contact our Client Services Team on 1800 033 426 to discuss your options.

Online member solution.

By registering for Bendigo SmartStart Online, your employees can view, monitor and switch their investments. They can also update their account details as well as combine multiple super accounts. It's easy to register and simple to use. We also have a range of calculators and learning tools available on our website.

Ebanking access.

It's their future, we want to help them see it. Employees who are Bendigo Bank customers can benefit from seeing their super balance right next to their other bank accounts. They will be able to view their super balance anywhere, anytime to keep track of their future.

Helping you meet your employer obligations

Generally, you must pay superannuation guarantee (SG) contributions for all employees that meet the following criteria:

- ✓ they earn \$450 or more (before tax) in a calendar month; and
- ✓ they are aged 18 years and over, or if under 18 are working at least 30 hours per week.

There is no age limit for paying superannuation guarantee.

How much do I have to pay?

Super is calculated on an employee's Ordinary Time Earnings (OTE). From 1 July 2014 and at the date of this guide, the SG rate is 9.5% of each eligible employee's OTE.

When do I have to make SG payments to employees?

You have to pay SG contributions for each eligible employee quarterly:

Quarter	Period	Cut-off dates
1	1 July - 30 September	28 October
2	1 October - 31 December	28 January
3	1 January - 31 March	28 April
4	1 April - 30 June	28 July

Choosing Bendigo SmartStart Super as an employer plan

A Bendigo SmartStart Super Plan can be set up as your default fund, or as an optional employer-sponsored Plan for your employees. If your Bendigo SmartStart Super Plan is an optional plan, members must actively choose the plan by completing a choice of fund form and submitting it to you.

Bendigo Super Contribution Service

The Bendigo Superannuation Contribution Service is still available to you whether Bendigo SmartStart Super is set up as your default fund or optional employer-sponsored plan. For more information on the Bendigo Superannuation Contribution Service, see the associated PDS and application form available online at bendigobank.com.au/employersuper.

Choice of fund

When you employ new staff, check if they're eligible to choose where their super is paid to.

As an employer, you're responsible for choosing a "default fund" for your employees, which is where you will pay your employee's super if they can't or don't choose their own super fund...

Your default super fund must be a complying super fund that has a MySuper investment option. Bendigo SmartStart Super is a complying superannuation fund that is MySuper authorised.

If your employees are under a modern award, the award may specify the super fund that you must pay your employees' super to. If the modern award does not specify a super fund, then you must pay your employees super to your chosen default fund where employees don't choose their own super fund.

For more information on modern awards visit www.fairwork.gov.au.

Employee choice

Many employees are able to choose the super fund into which you pay their super contributions.

Your employee is eligible to choose their super fund if they are:

- ✓ employed under a federal award
- ✓ employed under a former state award (known as a Notional Agreement Preserving State Award)
- ✓ employed under an award or industrial agreement that does not specify which super fund must be used or does not require super contributions
- ✓ not employed under any state award or industrial agreement (including contractors eligible for super)

If you're not sure if your employee is covered by an award or industrial agreement you can visit the Fair Work website at www.fairwork.gov.au.

You need to offer eligible employees a choice form within 28 days of starting. Where a choice is made, you must pay super contributions to your employee's chosen fund.

Tax File Numbers (TFN)

If your employee has authorised you to provide their TFN to Bendigo SmartStart Super, then you must supply the TFN to Sandhurst as required by law.

It is not an offence for your employee not to quote their TFN, however there may be tax consequences.

For further details regarding your superannuation obligations please visit the Australian Taxation Office (ATO) website: www.ato.gov.au.

Other information

Policy Committees

The ultimate responsibility for the management of the employer plan rests with Sandhurst. However, many employers find it useful to have a Policy Committee set up to enable members and themselves to find out about the functions and make suggestions about the management of the employer plan.

The law requires that if your employer super plan has more than 49 members, then the Trustee must take all reasonable steps to establish a Policy Committee for you and your employees. The committee must consist of equal numbers of employer and employee representatives.

If your employer plan has between 5 and 49 members, a Policy Committee may be established if a written request is received by Sandhurst from at least five members. For further details on establishing a Policy Committee please contact us.

Cooling off

If you change your mind you may write to Sandhurst and request cancellation of your application. The request must be received within 14 days from the earlier of:

- the time you receive written confirmation of the opening of your Employer-sponsored plan; or
- 5 days after the opening of your Employer sponsored plan.

If you request the cancellation of your application, any contributions you have made for your employees will remain in the superannuation system and be transferred to an alternative superannuation fund nominated by you. You will need to notify us of your nominated superannuation fund within 1 month of requesting cancellation of your application.

Note that the amount transferred to the nominated superannuation fund may be:

- adjusted to reflect any increase or decrease in the investment value and to reflect any taxes payable in respect of the contributions made; and
- adjusted for any reasonable transaction and administration costs incurred by us in issuing and redeeming the investment/s. As a result, the amount we transfer to another superannuation fund for your employees may be less than the amount invested.

There is no cooling-off period:

- for any contributions or transactions made after the cooling-off period ends; or
- for any Employer-sponsored members who join the Plan after the cooling-off period ends. Please note that you cannot exercise your cooling-off rights if you make any transactions on your employer plan (such as adding new employees to your plan) during the cooling off period.