

Choice of superannuation fund

Information sheet

When to use this form

Use this form to instruct an employer to pay super contributions into an AMP CustomSuper®, SignatureSuper® or SuperLeader® account.

If you have any questions about completing this form, please contact us.

Note: To find out if you can choose your own superannuation fund, or for further information on choosing your choice of superannuation fund, visit ato.gov.au.

Contribution types:

- **Super guarantee (SG) and award**
Contributions an employer pays to comply with an Award or Industrial Arrangement.
- **Salary sacrifice**
Contributions paid from an employee's pre-tax salary.
- **Additional employer**
Any contributions an employer wants to make for an employee in addition to SG, Award/Industrial Arrangement and salary sacrifice contributions.
- **Member**
Contributions paid from an employee's after-tax income.

Employees – what you need to do

1. Complete the enclosed **choice of superannuation fund** form.
2. Provide your employer with the completed **choice of superannuation fund** form, along with this information sheet.
3. To ensure your super contributions are being paid into your account by your employer or to check your contributions/account details—simply log in to your account at amp.com.au today.

Note: It may take up to four months for your employer to pay your first contribution into your nominated super account.

Employers – what you need to do

You have received this form as your employee has chosen to have their super contributions paid to an AMP complying superannuation fund.

Chosen fund payment methods

There are four options for employers to make contributions to an employee's superannuation account:

1. BPAY®
2. Cheque
3. eSuper
4. Small Business Superannuation Clearing House.

To make contributions to an AMP super fund, refer to the **employer payment instructions** in section 5 of the enclosed **choice of superannuation fund** form.

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Choice of superannuation fund

Complete this form if you want your employer to pay your super contributions into your AMP CustomSuper®, SignatureSuper® or SuperLeader® superannuation account.

Important: The employee is to complete this form and hand it to their employer after completion.

Please print in CAPITAL LETTERS and place a cross in any applicable boxes.

1. Member details

Surname

Given name(s)

Tax File Number (TFN)

! Under the *Superannuation Industry (Supervision) Act 1993*, you are not obliged to disclose your Tax File Number (TFN)—however, there may be tax consequences if you do not provide it.

Employer name

Employer address

Employer phone number

Employer contact name

2. Chosen superannuation fund details

I request that all future superannuation contributions be paid to:

Product name

Fund name

Fund address

Member account number

Member account name

Australian Business Number (ABN)

2. Chosen superannuation fund details continued

Unique Superannuation Identifier (USI)

Fund phone number

3. Authorisation and signature

- I request that all future employer contributions are made to the fund specified in section 2.
- I have supplied:
- details of my chosen fund (see section 2)
 - the complying fund statement (see section 4)
 - a statement that my chosen fund can accept employer contributions (see section 4)
 - details of how my employer can make contributions to the fund (see section 5).

Employee name

Employee identification number (if applicable)

Employee signature

Date

4. Complying fund statement from the Trustee

Your AMP product is a superannuation product within the AMP Superannuation Savings Trust (SST) ('the fund'). AMP Superannuation Limited (ASL), in its capacity as Trustee of the fund certifies that it:

- is a complying superannuation fund and resident regulated superannuation fund within the meaning of the *Superannuation Industry (Supervision) Act 1993* (SIS)
- is not, and never has been, subject to a direction under section 63 of SIS, and
- will accept contributions from the employer.

ASL has a Registrable Superannuation Entity Licence, RSE Licence No. L000550.

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Issued by AMP Superannuation Limited ABN 31 008 414 104, AFSL No. 233060, the trustee of the AMP Superannuation Savings Trust ABN 76 514 770 399.

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4. Complying fund statement from the Trustee continued

The fund is registered with Australian Prudential Regulation Authority (APRA), RSE Registration No. R1001648.

AMP Superannuation Limited undertakes to advise each employer sponsor if it becomes aware that the fund:

- ceases to be a resident regulated superannuation fund
- becomes subject to a direction under section 63 of the SIS Act.

5. Employer payment instructions

! See the enclosed information sheet for contribution type descriptions.

There are four options for employers to make contributions to an employee's AMP super account:

BPAY

Use the following information to pay your employee contributions by BPAY.

Please use the applicable biller code below and the employee's Customer Reference Number (CRN), available from your employee or from AMP by calling us.

Customer Reference Number (CRN)

Contribution type	Biller code
<input type="text" value="Super guarantee (SG) & award"/>	<input type="text"/>
<input type="text" value="Salary sacrifice"/>	<input type="text"/>
<input type="text" value="Additional employer"/>	<input type="text"/>
<input type="text" value="Member"/>	<input type="text"/>

5. Employer payment instructions continued

Cheque

Use the following information to pay your employee contributions by cheque.

Cheques should be made payable to: **AMP Life Limited**.

Please write the member account number (refer to section 2 of this form) on the back of the cheque and mail it with a completed **superannuation contribution form** to:

CustomSuper

AMP Corporate Super
Locked Bag 5400
PARRAMATTA NSW 2124

SignatureSuper

AMP Corporate Super
Locked Bag 5043
PARRAMATTA NSW 2124

SuperLeader

SuperLeader Customer Service
Locked Bag 5095
PARRAMATTA NSW 2124

eSuper

AMP eSuper is a clearing house facility to assist employers manage super payments for their employees. To log in or register for this service visit **amp.com.au/eSuper**.

Small Business Superannuation Clearing House

If you have 19 or less employees, you can pay your employee contributions through the Small Business Superannuation Clearing House—a free online clearing house service provided by the Australian Government to assist small businesses in meeting their super guarantee obligations. To log in or register visit **ato.gov.au/business/super-for-employers/paying-super-contributions/small-business-superannuation-clearing-house/**.