

# ACSRF website (v2\_12)

Contents	
Change log	
Change log cnd	3
Site map	
Homepage	5
Homepage - hovers	·····6
Login page	·····7
Supertabs	8
Super - Landing page	9
Super - What is super	10
Super - Salary sacrifice	11
Super - Our super offer	
Super - Our super offer CND	
Super - Consolidate your super	
Super - Managing your super - Lost super	
Super - Super investments - Super performance	
Super - Super investments - Super performance CND	
Super - Super investments - Super unit prices	
Super - Super investments - Super unit prices - Past unit	
results	
Super - Super investments - Super unit prices - Past unit	20
results CND	
Super - Super investments - Super unit prices - Past unit $\underline{\ }$ results - Cash	
Super - Insurance	
Super - Insurance - Insurance options	
Let us call you back	
Let us call you back - invalid fields	
Let us call you back - confirmation	···26
Retirement - landing page	
Retirement - Are you looking to retire	28
Retirement - Our allocated pension offer	29
Retirement - Our pension offer CND	30
Employers - landing page	31
Employers - Super for your employees	32
Employer - Super for your employees - ctd	33
Book a workplace visit	34
Book a workplace visit - confirmation	35
Employer - Our employer offer	36
Employer - Managing employee contributions	37
My account - super member / transitioning member	38
My account - pension member	39
My account - employer	
Tools and resources - landing page	
Tools & resources - General info & FAQs	
Forms & publications - PDSs tab	
Forms & publications - Forms tab	
Forms & publications - Document archive	
Seminars & events	

Seminars & events - No seminars & events available	17
Register for a seminar form	
Register for a seminar form - additional attendee(s)	
Seminars & events - Location map & contact info lightbox	
Seminars & events - Presenter info	
Calculators	
Videos	
Financial planning services	
Financial advice online CND	
FAQs	
FAQs - CND	
Join as a super member	
Join online as super member - step 1	
Join online as super member - step 2	
Join online as super member - step 2 - Direct debit	
Join online as super member - step 3	
Join online as super member - step 4	
Join online as super member - step 5	
Join online as super member - step 6	
Join online as super member - confirmation	
Join online as super member - save form confirmation	
Join as a pension member	
Join as a pension member - confirmation	
Join as an employer	
Join online as an employer - step 1	
Join online as an employer - step 2	
Join online as an employer / super member - confirmation	
Join online - confirmation emails	
Join online - Confirmation lightbox	
Continue a saved application	
Join online - session timed out	
Error - Page unavailable	78
Contact us	79
Contact us - multiple branches	80
Contact us - state with no branch selected	
Contact us - Enquiry sent	
Search results	
Latest news - Landing	84
Latest news - Article	

Version	Date	Owner	Notes
2.7	30/03/12	Boomworks	Amendments to wireframes up to v2.7 were provided by Jacky Corio and Kiki Monaha.
2.8	24/05/12	Boomworks	Based on 'RAW, wireframe, design_v13.07652012' spreadsheet provided:  Homepage: Latest news' replaced 'Videos' in the 'Tools & resources' right hand panel. 'Why join?' has been replaced with 'Why joins us?'. Callout added to note that the Search button on the homepage takes the user to the 'Search results' page.  The link 'All seminars and events' on the homepage links the user to the 'Seminars and events' page with the All states tab (defaulted).  Tagline next to logo has been updated to be 'An industry super fund for all Australians'.  Supertabs: Removed 'Who can join?' under 'Our super offer' and 'Our allocated pension investments' column. Allocated pension investment choice changed to Pension investment choices', 'performance' and 'unit prices' under 'Allocated pension investments' column. Supertab subapea names updated to reflect in 6lite map.  What is super?' page: Callout added to note rating stars are defaulted to zero, not two. (Star ratings image is indicative only.)  Our super offer' and 'Our allocated pension offer' pages updated for a combined table for Estimated costs and Estimated buy-sell. (Body content in wireframes is indicative only and updates should be done in CMS.)  Right panel calculator names updated to current calculators.  Super performance' page: Table heading of the first column has been updated to 'Current unit price's page: The heading of the first column has been updated to 'Current unit price's. Added callout that table redesign is pending a business requirements change request approval.  Forms & documents' changed to 'Forms & documents'.  Forms & documents' changed to 'Forms & documents'.  Forms & publications' page: 'Newsletters' and 'Annual reports' have been added as new tabs to accommodate ACSRF newsletters, current and previous annual reports. Callout added to note that newsletters will display for all users.  Onscreen message has been updated in case there are no seminars available.  Register for a seminar form: 'Job title' field removed, 'Gender' field added (provided age
2.9	01/06/12	Boomworks	Based on phone conversation with Leanne Hartley on 29th May 2012 and revised spreadsheet provided 'RAW_wireframe_design_v1.4_29052012':  Site map lower casing and item numbers for various items corrected.  Homepage: Callout text for right panel 'Forms and publications' link updated to say it will link the user to the 'Forms & publications' page with 'Products Disclosure Statements' tab displayed by default.  'Homepage – logged in' page removed as there is no Single Sign-On (SSO) available in this phase.  'Homepage – hovers' page: hover for Login button removed as button now directs to static Login page.  'Login page' - Login box removed. Added static text with links for Members Online and Employers Online.  'Our super offer' page: Second column heading changed to "Estimated investment management costs". "Australian Shares" updated with a capital 'S.  'Super performance' page: Fixed all references to "Australian Shares" with a capital 'S.  'Super unit prices' page: Search for past unit prices should be last "12 months". Tab 1 corrected to 'Current unit prices'. Field label for investment dropdown values to read "Investment option" (not 'type').  'Our employer offer' page: Breadcrumb corrected.  'Book a workplace visit' page: Wording modified to "How did you learn about our workplace visits?".  'Managing your employees' super' page: Breadcrumb corrected.  'Forms & publications' page: order of tabs is changed to 1. Product Disclosure Statements, 2. Forms, 3. Newsletters, 4. Annual reports and 5. Document archive. Product Disclosure Statements tab is the default displayed.  Seminars & events: All references to subscription alerts removed.  'General info & FAQs' page: Casing and spacing amended for various words.  'Financial advice online' page: Heading above login fields amended to 'Access free financial information online'.  'Let us call you back': Consultants replaced with "Customer Service Officers" and call centre opening hours should read (National public holidays excluded) ie remove "and NSW"  'FAQ' page: tab

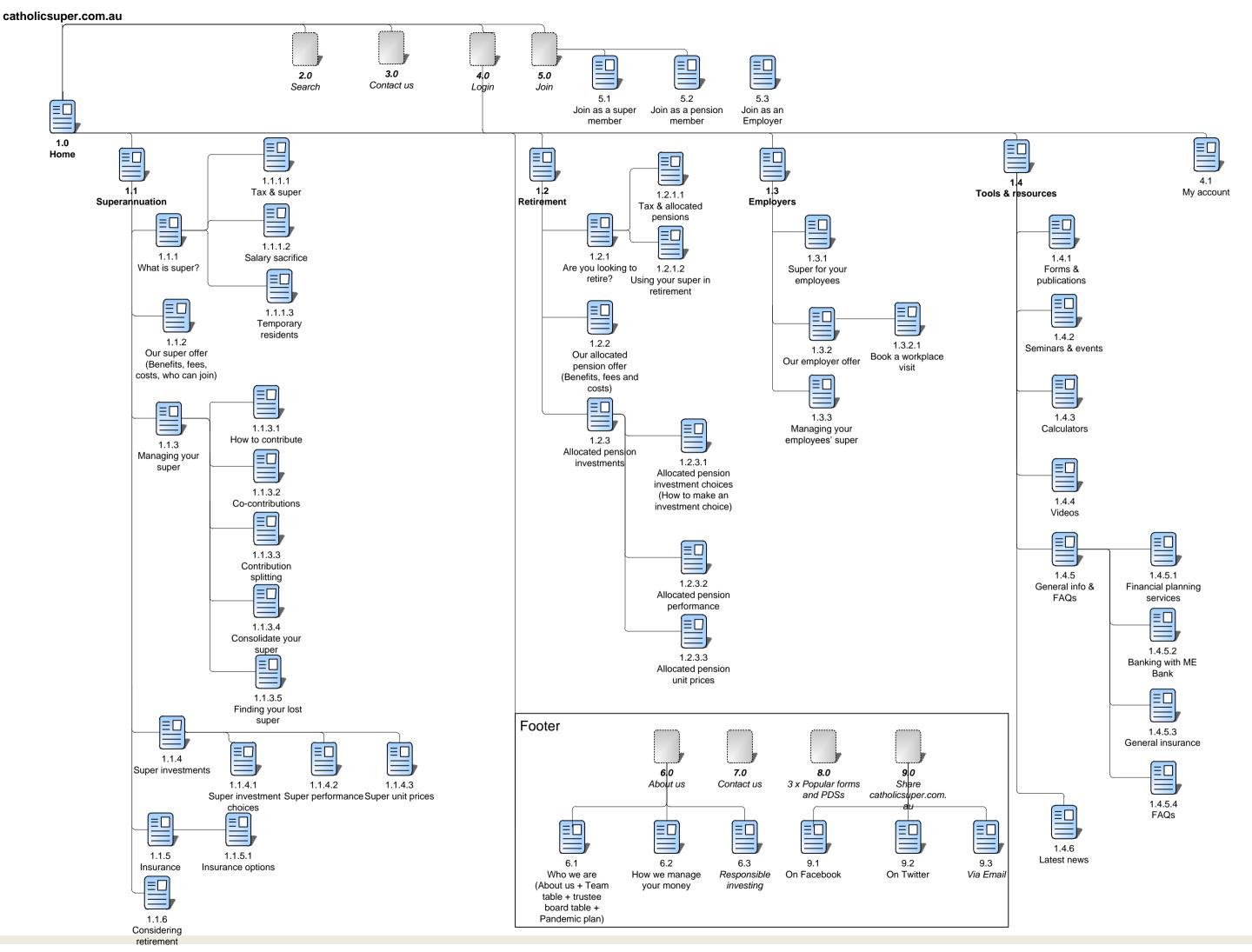
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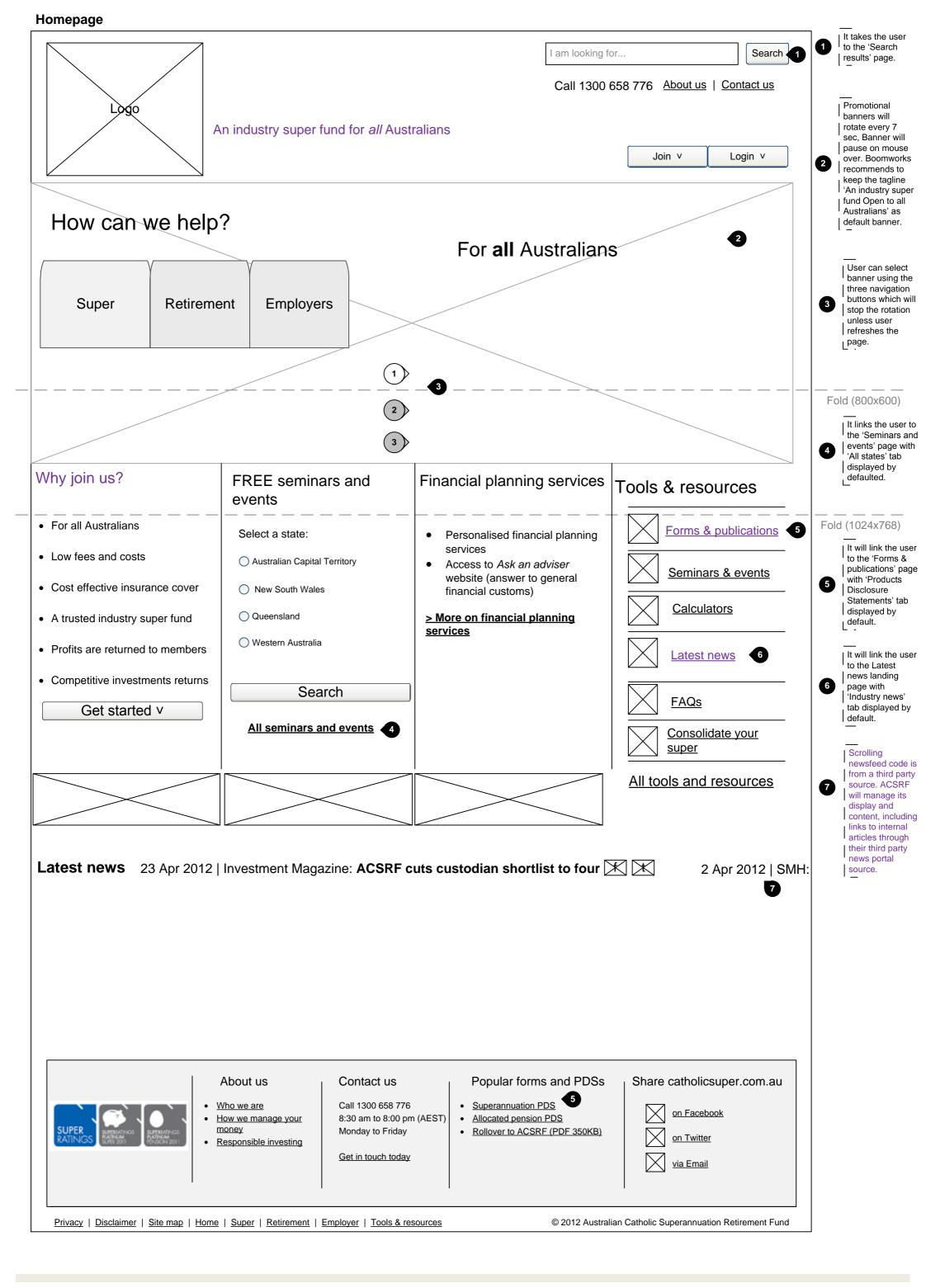
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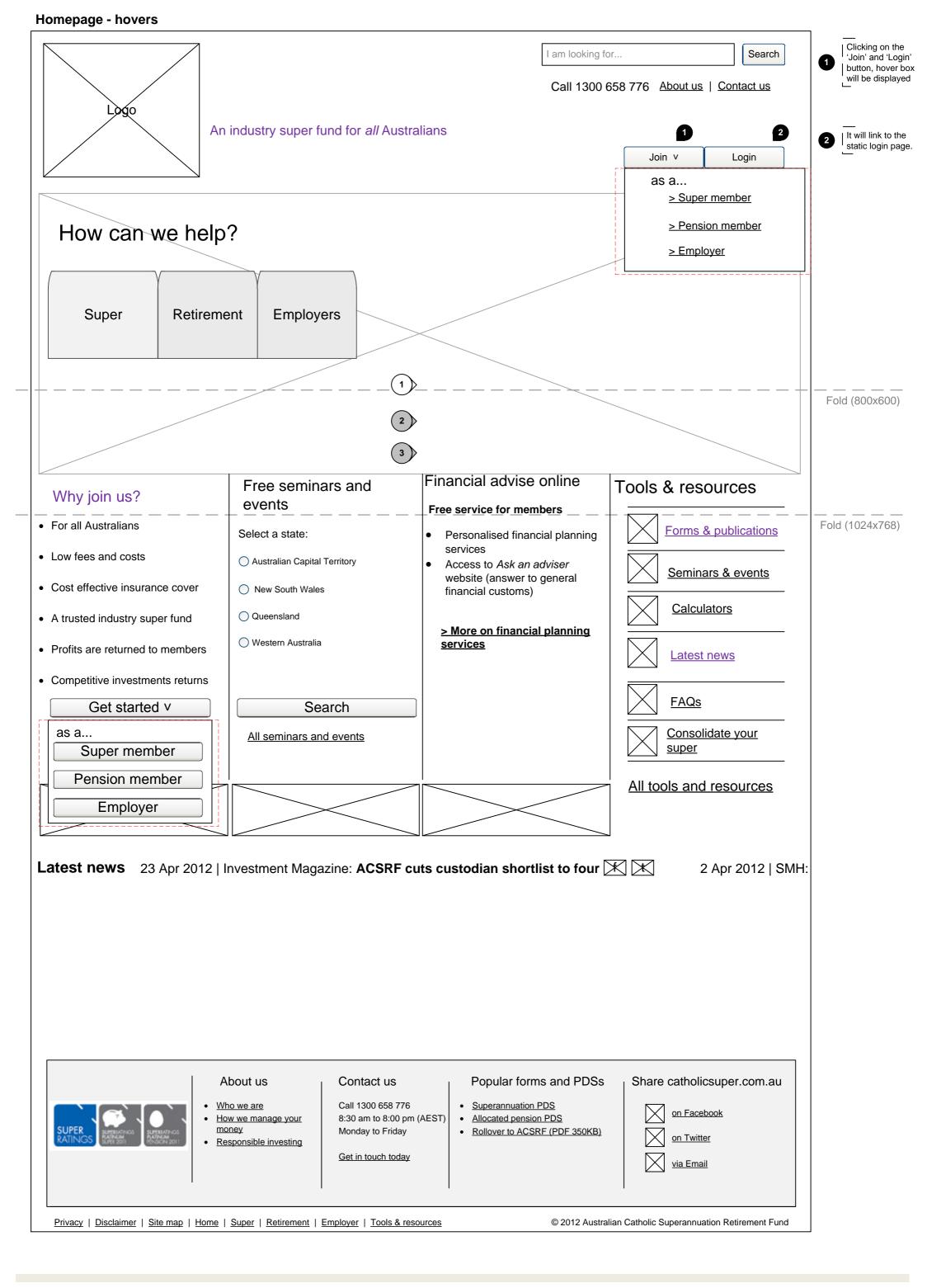
Version	Date	Owner	Notes
2.9	01/06/12	Boomworks	<ul> <li>'Join online as a super member' step 6: default investment option has been removed. And the wording 'The information you provide will be treated in accordance with our Privacy Policy.' has been included.</li> <li>'Join as a pension member' page: The wording 'The information you provide will be treated in accordance with our Privacy Policy.' has been moved before the main call to action 'Please call me back'.</li> <li>'Join online as an employer' page: Mobile is no longer a required field.</li> <li>'Trading name or company' has been changed to 'Trading name of company'.</li> <li>'Continue a saved application' page: 'If either email or reference number are not accurate, the following message displays: 'The email address or reference number you have entered is incorrect. Please try again'.</li> <li>'Error - Page unavailable' page: error message has been update</li> <li>'Contact us' page: Opening hours wording has been changes to 'From Monday to Friday, between 8:30 am and 7:00 pm AEST [8:30 am–8:00 pm AEDT] (National public holidays excluded).'</li> <li>'Search results' page: Australian Catholic Superannuation replaced ACSRF.</li> <li>'Contact us – multiple branches' and 'Contact us – state with no branches selected' pages added.</li> </ul>
2.10	06/06/12	Boomworks	Based on 'RAW_wireframe_design_v1 5_05062012' spreadsheet provided by Leanne Hartley on 5th June 2012  Leanne confirmed that generic error message styles will apply across all forms. Where data entered for a
			field is not valid, message will read "This field entry is not valid".
			<ul> <li>Based on 'ACSRF Website Business Requirement v1.11_Final_06052012' document provided by Leanne Hartley on 5th June 2012</li> <li>Unit prices past search: Default past search date range is four weeks back from the current date.</li> <li>'Let us call you back' page: 'What is your enquiry about?' dropdown menu has been added.</li> <li>Presenter info lightbox has been added and includes the following: Title, First name, Last name, Position, Company and Phone no.</li> </ul>
			<ul> <li>'Seminars &amp; events' page: If seminar is 'Booked out' i.e. when available seats = total seats, then session will be removed from live site. If more seats are released to that session and end date has not yet been reached, then session will display on live site.</li> <li>Register for a seminar form: 'Title' dropdown field has been added. Address is a compulsory field. 'Additional</li> </ul>
			<ul> <li>attendees' fields have been included.</li> <li>Join online as a super member form – Step 3 – Investment choices – removed check box "I would like to make an appointment with a financial planner to discuss my investment options. (Please note that this may incur an additional cost.)".</li> <li>Investment performance: '2010/11 - Monthly returns' table displays 12 months.</li> </ul>
			<ul> <li>Past unit prices search results page examples added for 'All investment options' and 'Cash' (one investment option).</li> <li>Annual return for previous financial year – column date format = 01 Jul yy to 30 Jun yy) - Right hand column has been removed to accommodate the table that displays 12 columns for the table '2010/11 - Monthly</li> </ul>
			<ul> <li>returns'.</li> <li>Past investment returns table: The column 'CPI 5-year average' has been added to the wireframes. The Past investment returns tab will only display the previous five financial years returns.</li> </ul>
			Based on Leanne Hartley's email on 7th June 2012  Seminars and events page: Postcode does not need to display on page. Seats available only display within CMS against each seminar session (see existing CMS screenshot below)  'Let us call you back' lightbox: Maximum number to display in lightbox = 5.
			Seminars and events page has been aligned to visuals including the cost indication for each seminar.
2.11	19/06/12	Boomworks	<ul> <li>Latest news pages have been integrated to the pack.</li> <li>Feedback rating and comments box design has been updated to reflect possible Ektron functionality.</li> </ul>
2.12	26/06/12	Boomworks	<ul> <li>Based on Leanne Hartley's email on 25th June 2012</li> <li>As per Leanne Hartle's request, wireframes have been checked one more time in order to ensure initial cap on 'Shares' throughout site for Australian Shares and International Shares. No change has been made as wireframes were accurate.</li> <li>'Past unit prices': it has been ensured that there is no initial capitals on the words 'Past investment returns'. No change has been made as wireframes were accurate.</li> <li>Seminars and events – contact info lightbox: Up to 5 presenters can be added.</li> <li>'Location map &amp; contact info and Presenter info links will be presented on the seminar registration form.</li> <li>Presenter info lightbox: details to display for a presenter in the lightbox will be Title, First name, Last name, Position.</li> <li>'Let us call you back' lightbox: 'What is your enquiry about?' is a required field.</li> <li>Monthly returns table: space has been deleted between the return figures and the '%' symbols in the table.</li> </ul>

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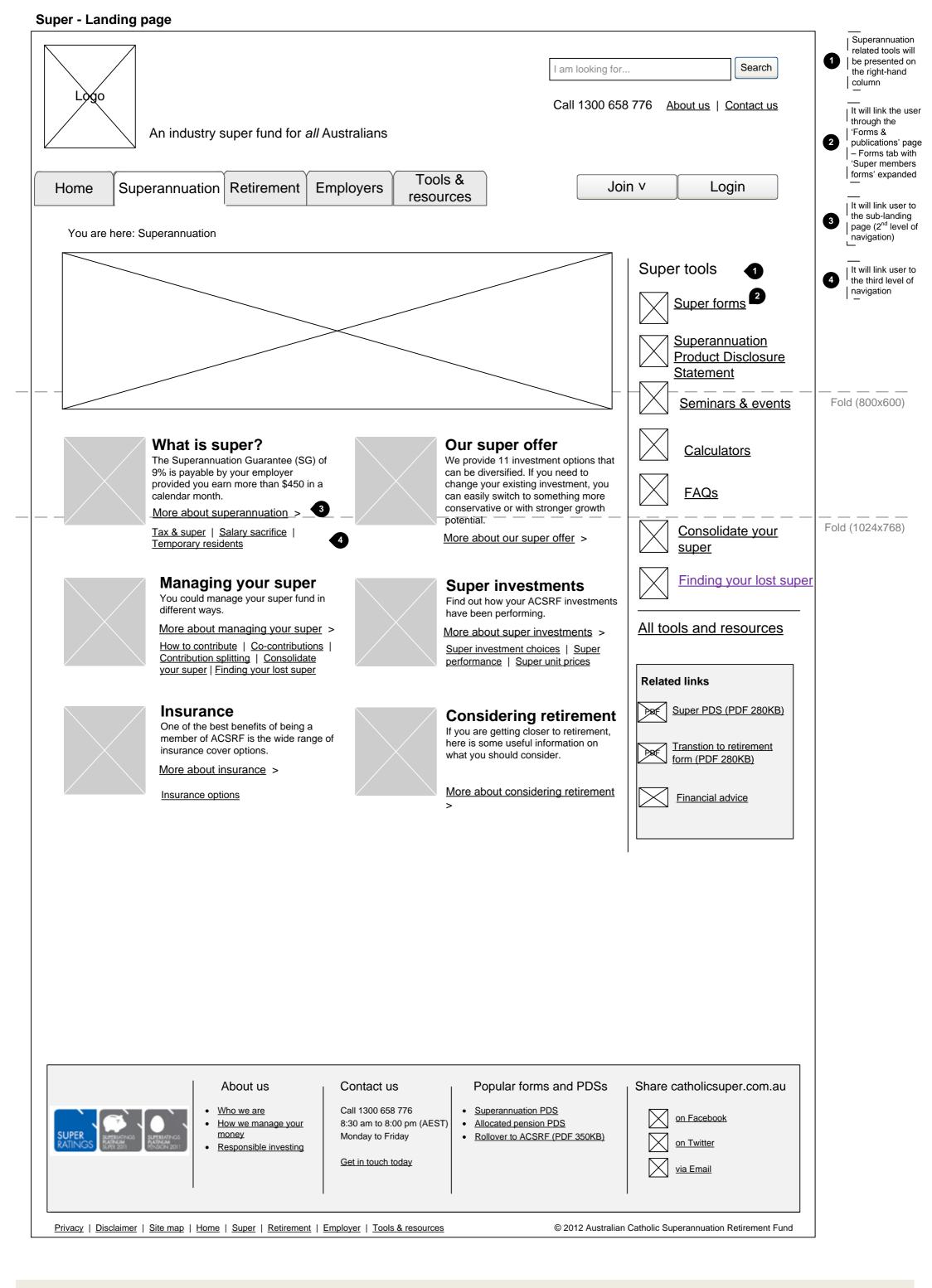
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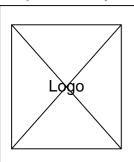
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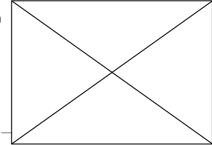
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# Salary sacrifice

You may be able to save tax by arranging with your employer to make salary sacrifice contributions to your super account instead of paying the money to you as salary. Some employers limit the amount of salary you can sacrifice to super, so check with your employer before starting.

**Employers** 



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When salary sacrificing, you need to make sure that the total of your concessional contributions (i.e. Superannuation Guarantee plus other employer contributions PLUS salary sacrifice contributions) does not exceed the concessional contributions cap. If you exceed the cap, you will pay penalty tax.

Salary sacrifice contributions are made from your pre-tax income, which reduces the amount of income tax that you would normally have to pay. However, these contributions are taxed at 15% on entry to the Fund, so there may be no benefit in salary sacrificing if you are on a low income. As a general rule, the higher your marginal tax rate, the more you can benefit from salary sacrificing.

Salary sacrificing is not suitable for everyone. If necessary, you should seek professional advice before making a decision.

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Guide to pre-tax super contributions (PDF 280KB)

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page

"Super investment choices' page

Investment options	Estimated investment management costs	Estimated buy - sell
Diversified Shares	0.73%	0.50%
Growth	0.79%	0.54%
Balanced	0.78%	0.58%
Socially Responsible Balanced	0.80%	0.44%
Conservative Balanced	0.66%	0.42%
Conservative	0.49%	0.28%
Australian Shares	0.61%	0.32%
International Shares	0.87%	0.72%
Diversified Property	0.75%	2.06%
Diversified Fixed Interest	0.36%	0.00%
Cash	0.07%	0.00%

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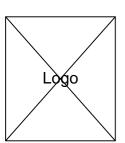


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Consolidate your super

If you have changed your employment, you might have a number of different super accounts from previous jobs. Having multiple funds could be costing you extra in administration fees. And of course you run the risk of losing track of some of these accounts.

You can transfer (rollover) any inactive accounts to your ACSRF account - we can even do the work for you.

Before you ask us to transfer your inactive accounts, you should consider whether any of these accounts offer benefits that you want to keep. For example, if you have insurance with another fund, you should not transfer out of that fund until we have confirmed that you have the insurance you need within ACSRF.

If you need help in deciding whether to consolidate your different accounts, you can arrange a meeting with our financial planners.

To start the transfer process, simply download a Rollover to ACSRF form. Once you return the form, we will contact your other funds and arrange for the transfer

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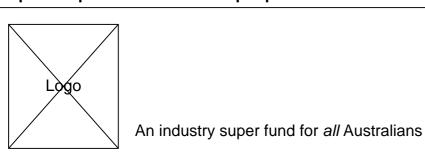
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To find out how your ACSRF investments have been performing, see below to view the current financial year and historical investment returns achieved by our Superannuation Plans.

Tools &

resources

Please note that past performance is not a reliable indicator of future performance. Returns may vary considerably over time. You should not make investment decisions based only on past performance.

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This page will maintain the

same layout in Retirement – Performance

Right hand column has been removed to accommodate the table that displays

12 columns for

the table '2010/11

L- Monthly returns'.

Financial year-to-date returns

**Super performance** 

Returns 2010/11

Past investment returns

Investment options	Annual return	Financial year to date
	(01 Jul 10 to 30 Jun 11)	(01 Jul 11 to 31 May 12)
Diversified Shares	9.1%	9%
Growth	9.1%	9.1%
Balanced	8.7%	8.9%
Socially Responsible Balanced	7.8%	5.8%
Conservative Balanced	8.0%	8.0%
Conservative	7.0%	7.0%
Australian Shares	14.0%	14.0%
International Shares	4.7%	4.7%
Diversified Property	15.7%	15.7%
Diversified Fixed Interest	5.6%	5.6%
Cash	4.8%	2.8%

## 2010/11 - Monthly returns

Investment options	Jul10	Aug10	Sep10	Oct10	Nov10	Dec10	Jan11	Feb11	Mar11	Apr11	May11	Jun11
Diversified Shares	9.1%	9.1%	9.1%	9.1%	9.1%	9.1%	9.1%	9.1%	9.1%	9.1%	9.1%	9.1%
Growth	9.1%	9.1%	9.1%	9.1%	9.1%	9.1%	9.1%	9.1%	9.1%	9.1%	9.1%	9.1%
Balanced	8.7%	8.7%	8.7%	8.7%	8.7%	8.7%	8.7%	8.7%	8.7%	8.7%	8.7%	8.7%
Socially Responsible Balanced	7.8%	7.8%	7.8%	7.8%	7.8%	7.8%	7.8%	7.8%	7.8%	7.8%	7.8%	7.8%
Conservative Balanced	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%	8.0%
Conservative	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%
Australian Shares	14.0%	14.0%	14.0%	14.0%	14.0%	14.0%	14.0%	14.0%	14.0%	14.0%	14.0%	14.0%
International Shares	4.7%	4.7%	4.7%	4.7%	4.7%	4.7%	4.7%	4.7%	4.7%	4.7%	4.7%	4.7%
Diversified Property	15.7%	15.7%	15.7%	15.7%	15.7%	15.7%	15.7%	15.7%	15.7%	15.7%	15.7%	15.7%
Diversified Fixed Interest	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%
Cash	4.8%	4.8%	4.8%	4.8%	4.8%	4.8%	4.8%	4.8%	4.8%	4.8%	4.8%	4.8%

CONTINUE...

- As the Conservative Balanced option was introduced from 7 July 2009, past performance prior to this date is not available
- These returns are net of tax and investment fees and were the effective return on opening account balances invested in the portfolio for the full period. Returns are calculated on a time weighted basis by using hard close unit prices (unit prices that incorporate updated valuations of Fund investments).
- Financial year-to-date returns represent the actual return achieved based on the number of days thus far into the financial year. It is not an annualised figure ie it does not represent 12 months of return.
- The Fund's Superannuation Plan has different tax treatment to the Allocated Pension Plan and as such, each Plan will experience different investment returns for the same portfolio options.

#### Disclaimer:

Please note that these returns are only applicable for members who have not made any transactions (withdrawals, deposits or change of investment options) in the reporting period specified. Should there be any discrepancy between the website unit price figures and what is on ACSRF's administration system, then ACSRF administration system figures will prevail. Your investment return will be specific to the investment option chosen and influenced by the timing of your account balance movements in the investment option. You should be aware that the value of your investment may rise or fall. Past performance is not indicative of future performance.

2

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Clicking on this tab - Past

investment returns table will display.

The Past

investment

returns tab will only display the

previous five

returns.

financial years

**Past investment** <u>Returns</u> 2010/11 returns

· ·							
Investment options	2010/ 11	2009/ 10	2008/ 09	2007/ 08	2006/ 07	5-year average	CPI 5-year average
Diversified Shares	9.1%	9.1%	9.1%	9.1%	9.1%	9.1%	9.1%
Growth	9.1%	9.1%	9.1%	9.1%	9.1%	9.1%	9.1%
Balanced	8.7%	8.7%	8.7%	8.7%	8.7%	8.7%	8.7%
Socially Responsible Balanced	7.8%	7.8%	7.8%	7.8%	7.8%	7.8%	7.8%
Conservative Balanced	8.0%	8.0%	8.0%	8.0%	8.0 %	8.0%	8.0%
Conservative	7.0%	7.0%	7.0%	7.0%	7.0 %	7.0%	7.0%
Australian Shares	14.0%	14.0%	14.0%	14.0%	14.0%	14.0%	14.0%
International Shares	4.7%	4.7%	4.7%	4.7%	4.7%	4.7%	4.7%
Diversified Property	15.7%	15.7%	15.7%	15.7%	15.7%	15.7%	15.7%
Diversified Fixed Interest	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%	5.6%
Cash	4.8%	4.8%	4.8%	4.8%	4.8%	4.8%	4.8%

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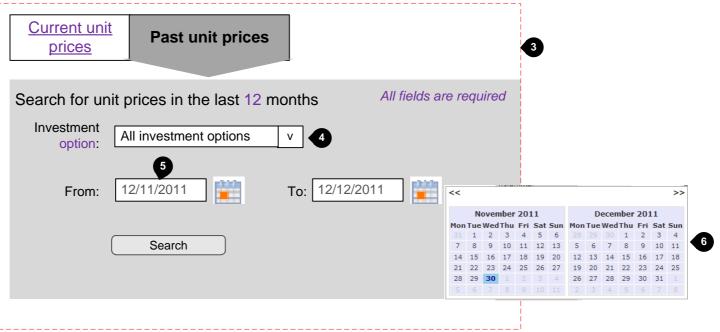
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#### Effective 14/05/2012

Investment options	Buy price	Sell price
Diversified Shares	1.432588	1.425461
Growth	1.524954	1.516763
Balanced	1.519492	1.510730
Socially Responsible Balanced	1.494409	1.487863
Conservative Balanced	1.177221	1.172297
Conservative	1.557556	1.553207
Australian Shares	1.369302	1.364934
International Shares	0.938756	0.932045
Diversified Property	1.216536	1.191981
Diversified Fixed Interest	1.316835	1.316835
Cash	1.454573	1.454573

#### Effective 07/05/2012

Ellective 07/03/2012		
Investment options	Buy price	Sell price
Diversified Shares	1.432588	1.425461
Growth	1.524954	1.516763
Balanced	1.519492	1.510730
Socially Responsible Balanced	1.494409	1.487863
Conservative Balanced	1.177221	1.172297
Conservative	1.557556	1.553207
Australian Shares	1.369302	1.364934
International Shares	0.938756	0.932045
Diversified Property	1.216536	1.191981
Diversified Fixed Interest	1.316835	1.316835
Cash	1.454573	1.454573

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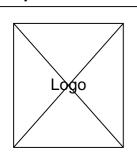
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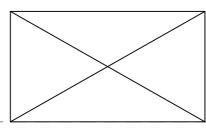
You are here: <u>Superannuation</u> > Insurance



Insurance

ACSRF income protection insurance, called Temporary Salary Continuance or TSC, ensures that if you are temporarily unable to work through illness or injury you can still receive 85% of your salary, where 75/85ths of the benefit is paid to you and 10/85ths of the benefit is paid into your ACSRF

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superannuation account. ACSRF offers income protection with 30, 60 and 90 day waiting periods and 2-year, 5-year and up to age 65 benefit periods

Should your illness or injury be of a permanent nature, your ACSRF Total and Permanent Disablement (TPD) cover, will provide a lump sum payout to help you and your family plan for a future where normal workloads are probably not possible and adjustments need to be made. Death insurance is also a lump sum payout, which helps your family to better cope financially in your absence.

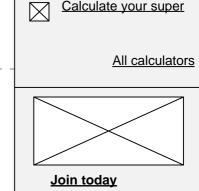
The premiums for this protection will be deducted tax-effectively direct from your super fund account.

All insurance cover provided by the Fund to members is subject to the terms and conditions of ACSRF's insurance policies.

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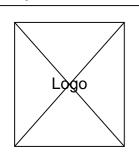
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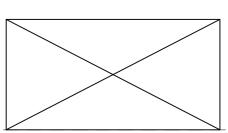
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The insurance options available to you with ACSRF will depend on your category of membership. Refer to your last benefit statement to determine your member category or contact your local Fund office.



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**Permanent members** with a sponsoring employer automatically receive 3 units of Death and TPD cover ACSRF also automatically provides units of TSC (each unit of TSC is equal to a salary of up to \$15,000.) to cover a salary (up to \$180,000 pa) on joining a sponsoring employer and choosing ACSRF.

**Casual members** with a sponsoring employer will automatically receive 3 units of Death and TPD cover. Casual members will also receive 1 unit of TSC to cover a salary up to \$15,000 per annum. If your membership category changes from Permanent to Casual, you can now keep the same number of Death, TPD and TSC units you held as a Permanent member.

- If you finish work with a sponsoring employer, your membership category will changed to Retained. You will keep the same number of Death and TPD units as you held in your previous category of membership. Your TSC units will continue for six months after the last employer contribution was received.
- If you leave a sponsoring employer to work for a non-sponsoring external employer, you will keep the same number of Death, TPD and TSC units that you held in your previous category of membership.
- Personal members must apply for insurance cover. You can apply for Death cover up to \$5 million, TPD cover up to \$2 million and TSC cover of up to \$25,000 per month.

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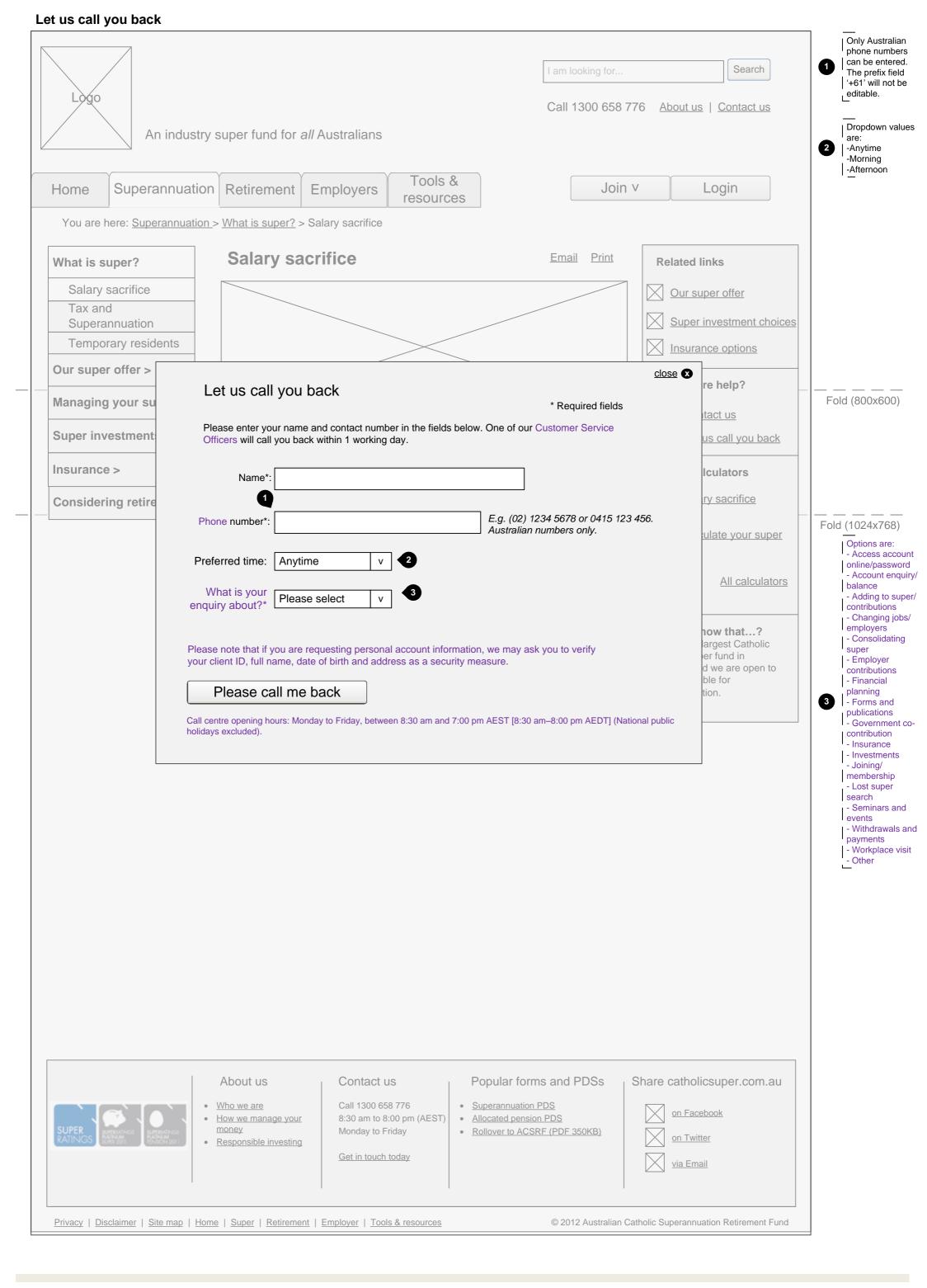
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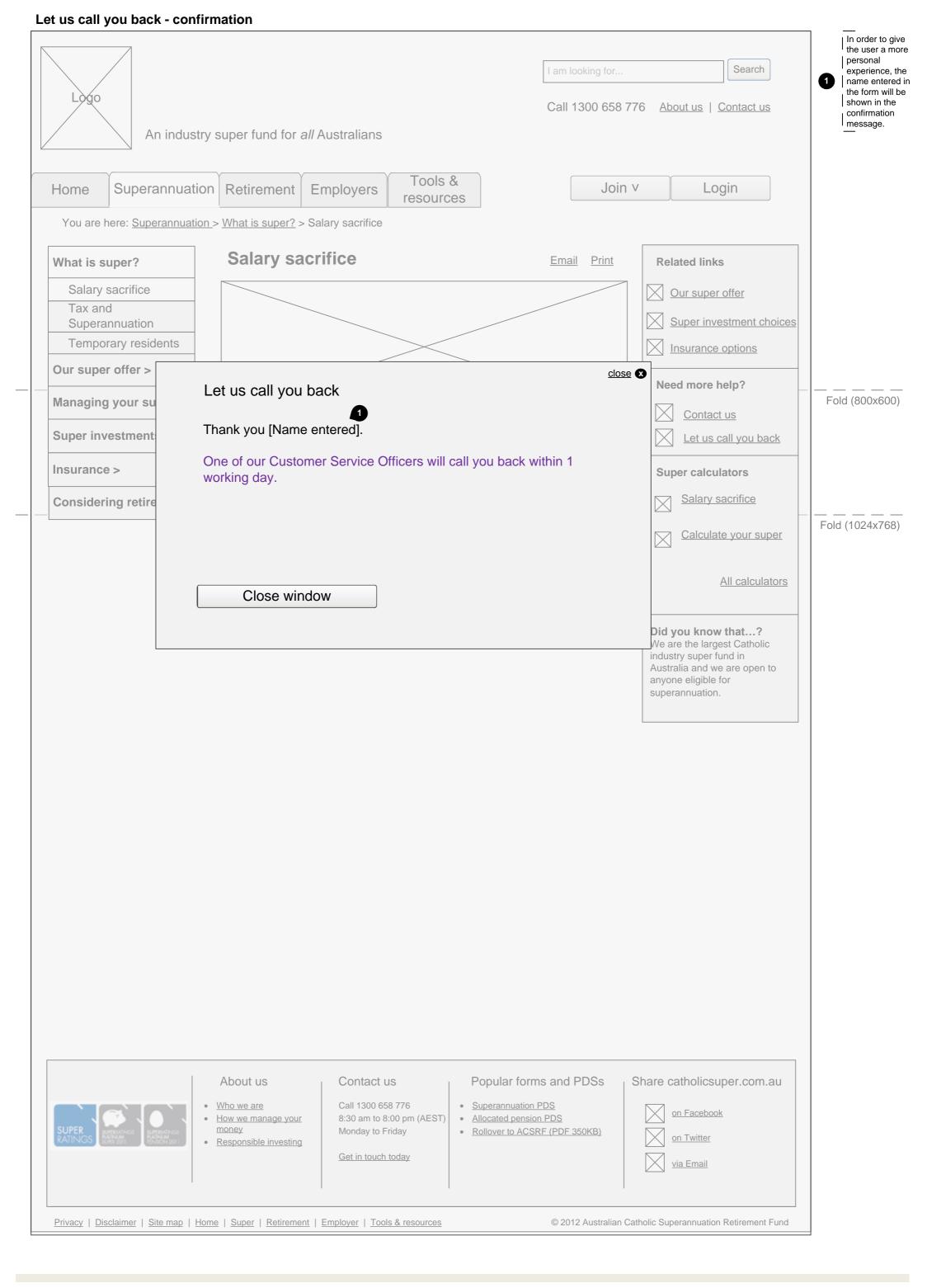
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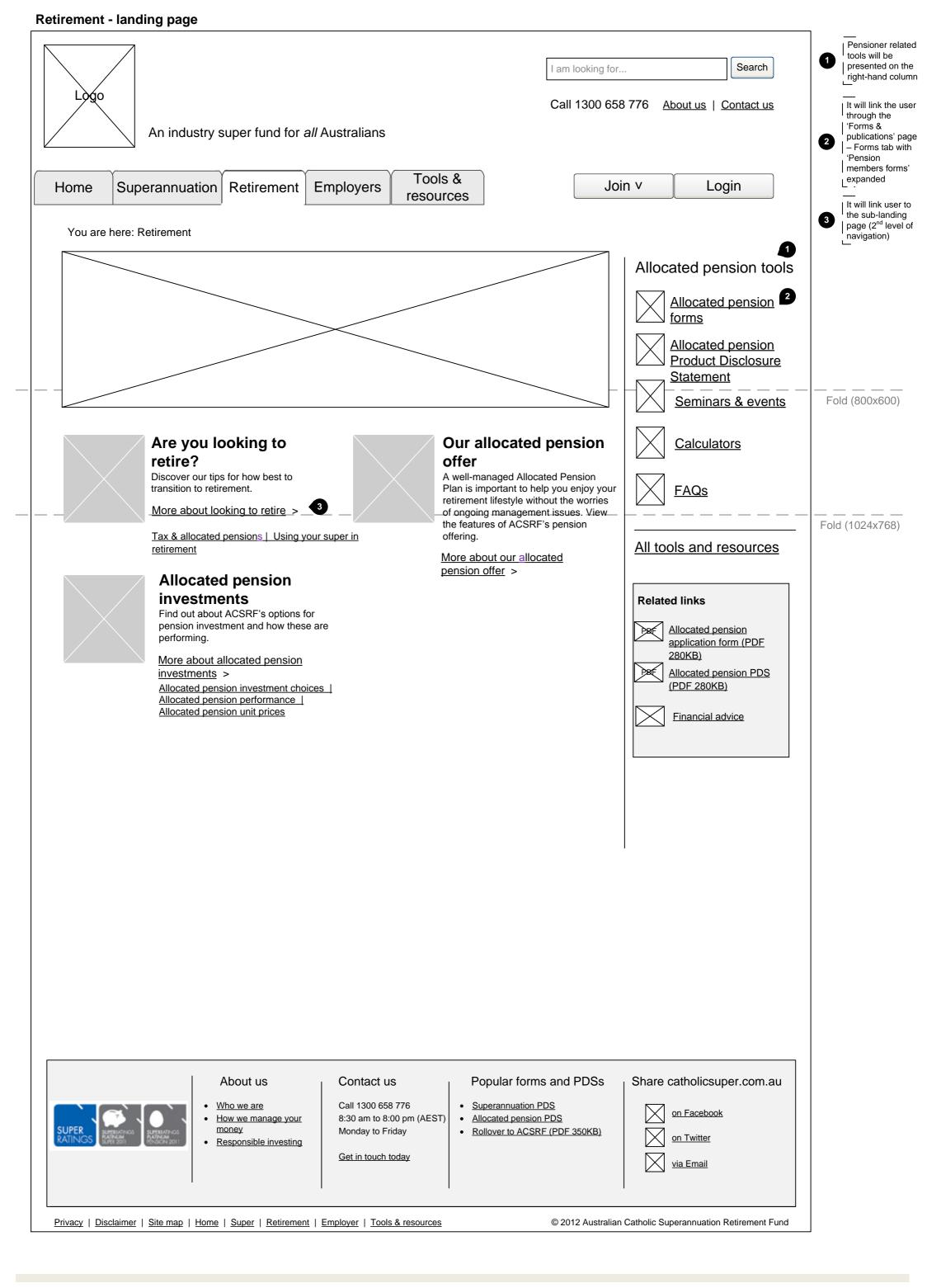
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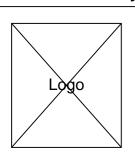
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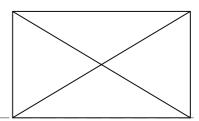
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# Are you looking to retire?

When you stop working the bills don't stop. You will need an income stream, perhaps until you are eligible for an age pension or maybe to supplement the age pension.

An allocated pension is an income stream from a superannuation fund.



You have your own individual account and you receive the investment earnings on your account. Allocated pensions are not guaranteed - how long your pension will last depends on investment returns and on how much pension you take.

There are two types of allocated pensions – one with no restrictions for those who are fully retired or have reached aged 65 and a non-commutable pension for everyone else. The only difference is that if you have a non-commutable pension, your annual pension payment is limited to 10% of your account balance and you are not permitted to take a lump sum from your account.

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## Allocated pension rules ∨

- To start an allocated pension you must be at least 55 years old or permanently incapacitated.
- You can only use superannuation money to start an allocated pension. If you want to use non-super money, you must first contribute it to your super account.
  - You can convert your pension back to super at any time.
- Once you start an allocated pension, you can't add to it. However you can convert your pension back to super, add any new money, then transfer the total to a new pension. Or you can set up a second pension.
- You must take at least a minimum pension every year currently 3% of your account balance if you are under 65. The percentage you must take increases as you age.

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# <u>Transitioning to retirement v</u>

There are two main ways you can use an allocated pension to transition to retirement:

- You can reduce your hours of work and take out an allocated pension to make up for the reduction in income.
- Alternatively you can continue to work full-time, take out an allocated pension and salary sacrifice some of your income from work back into your superannuation account. This strategy can save you tax, particularly if you are aged 60 or more.

This information does not take your financial circumstances into account. As these strategies are not suitable for everyone, we recommend that you seek advice from a reputable financial planner before making any decision.

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Investment options	Estimated investment management costs	Estimated buy - sell
Diversified Shares	0.73%	0.50%
Growth	0.79%	0.54%
Balanced	0.78%	0.58%
Socially Responsible Balanced	0.80%	0.44%
Conservative Balanced	0.66%	0.42%
Conservative	0.49%	0.28%
Australian Shares	0.61%	0.32%
International Shares	0.87%	0.72%
Diversified Property	0.75%	2.06%
Diversified Fixed Interest	0.36%	0.00%
Cash	0.07%	0.00%

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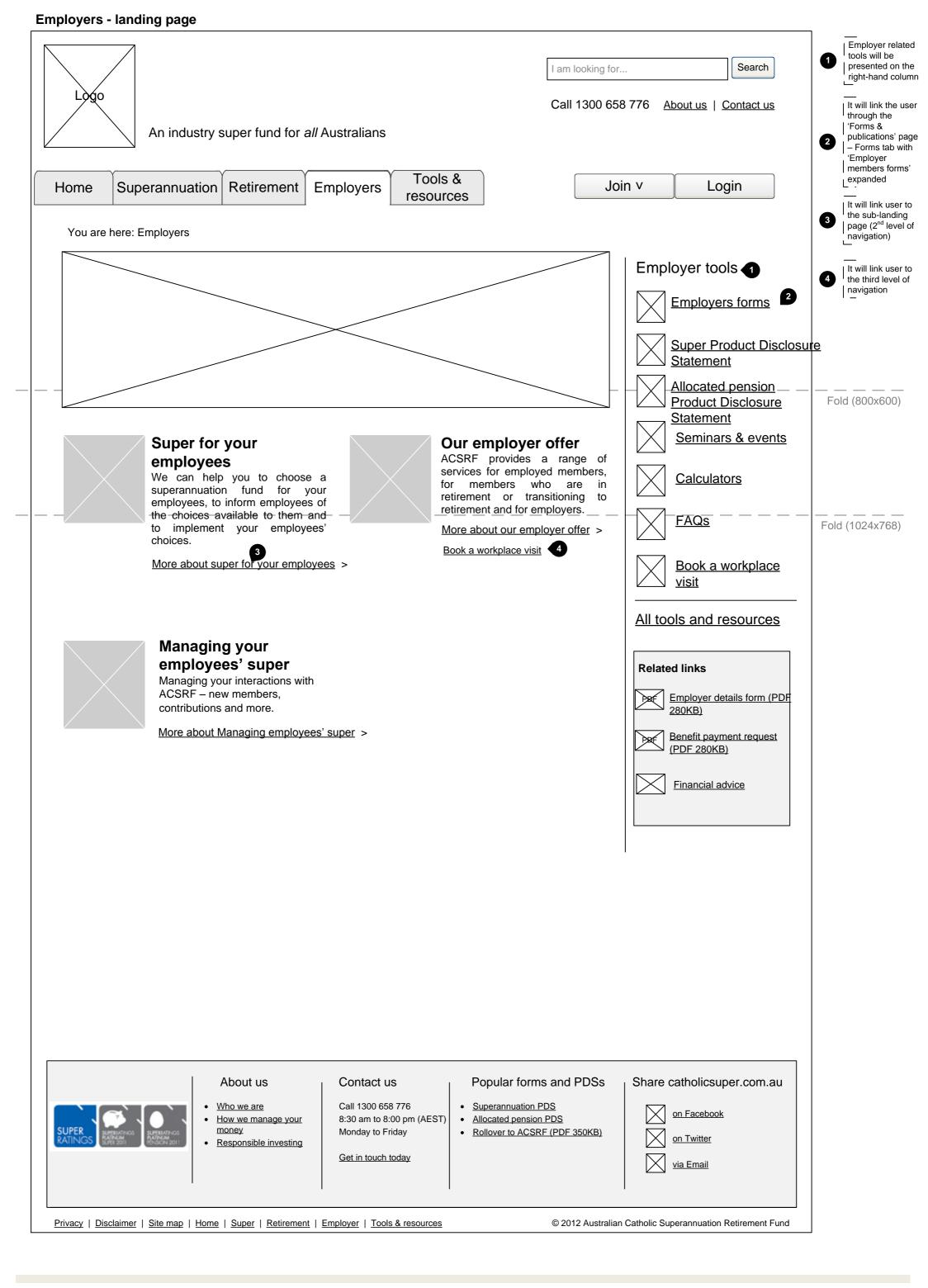


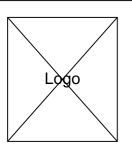
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# Super for your employees

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Most employees have the right to choose their own super fund. You should check with your employer organization if you don't know whether this applies to your employees.

You will need to select a fund for any employees who do not make a choice. The first step is to check\_the\_awards or\_employment\_agreements-that apply to your employees, as these may

stipulate one or more funds you must choose from.

From the available funds, it is up to you to select a fund that meets your employees' superannuation needs. Obtaining the Product Disclosure Statements (PDSs) of the relevant funds is a useful starting point.

# Why choose us? v



As the largest Catholic superannuation fund in Australia, ACSRF has a long history of meeting the superannuation needs of both Catholic and non-Catholic organizations.

We meet the needs of your employees in the following ways:

- an industry fund, managed for the benefit of members
- strong long-term investment returns
- low fees and costs
- flexible and affordable insurance
- allocated pensions for retired members and those transitioning to retirement
- member education through workplace visits, seminars, online calculators
- fee for service financial planning
- access to a range of benefits including Ask an Adviser, banking and general insurance products
- rated a Platinum (top level available) fund by SuperRatings.

ACSRF is named in the (non-tertiary) education industry modern awards and so is eligible to be selected as a default fund by education industry employers. If you are not in the education industry, but are already making contributions to ACSRF for some employees, you may also be able to nominate us as your default fund – you should check with your employer organization or industrial relations adviser.

#### How your employees can choose their fund ∨

#### New employees

If your employees are eligible for choice of fund, you must provide new employees with a Standard Choice Form (available from the ATO website). You should include the details of your default fund on this form.

You can help your employees to make an informed choice by providing them with a PDS from your default fund. Or else refer them to the PDS on your default fund's website. However you should not make a recommendation to staff that they join your default fund, as you are not permitted to give financial advice without a licence.

If employees make a choice, future payments will be made to their chosen fund. If they do not make a choice within 28 days, then their contributions must be paid to your default fund.

## Existing employees

Employees may revisit their fund choice every 12 months. If an employee requests a change of fund, you should provide them with a Standard Choice Form

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Transition to retirement form (PDF 280KB)

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# Changing your default fund v

Once you choose a new fund, you must notify your employees of the change, and of its implications. You will need to provide all employees with a Standard Choice Form. This will allow employees to choose to stay with their existing fund, have their contributions made to your new default fund, or to choose a different fund.

Changing your default fund will not affect existing account balances unless employees actively choose to transfer them to the new fund. ACSRF can help explain the process to your employees, including the implications for their insurance coverage.

We can assist if you are considering changing your default fund to ACSRF. Just phone us on 1300 658 776 and ask to speak to our Business Development Manager (NSW) or your local Regional Manager.

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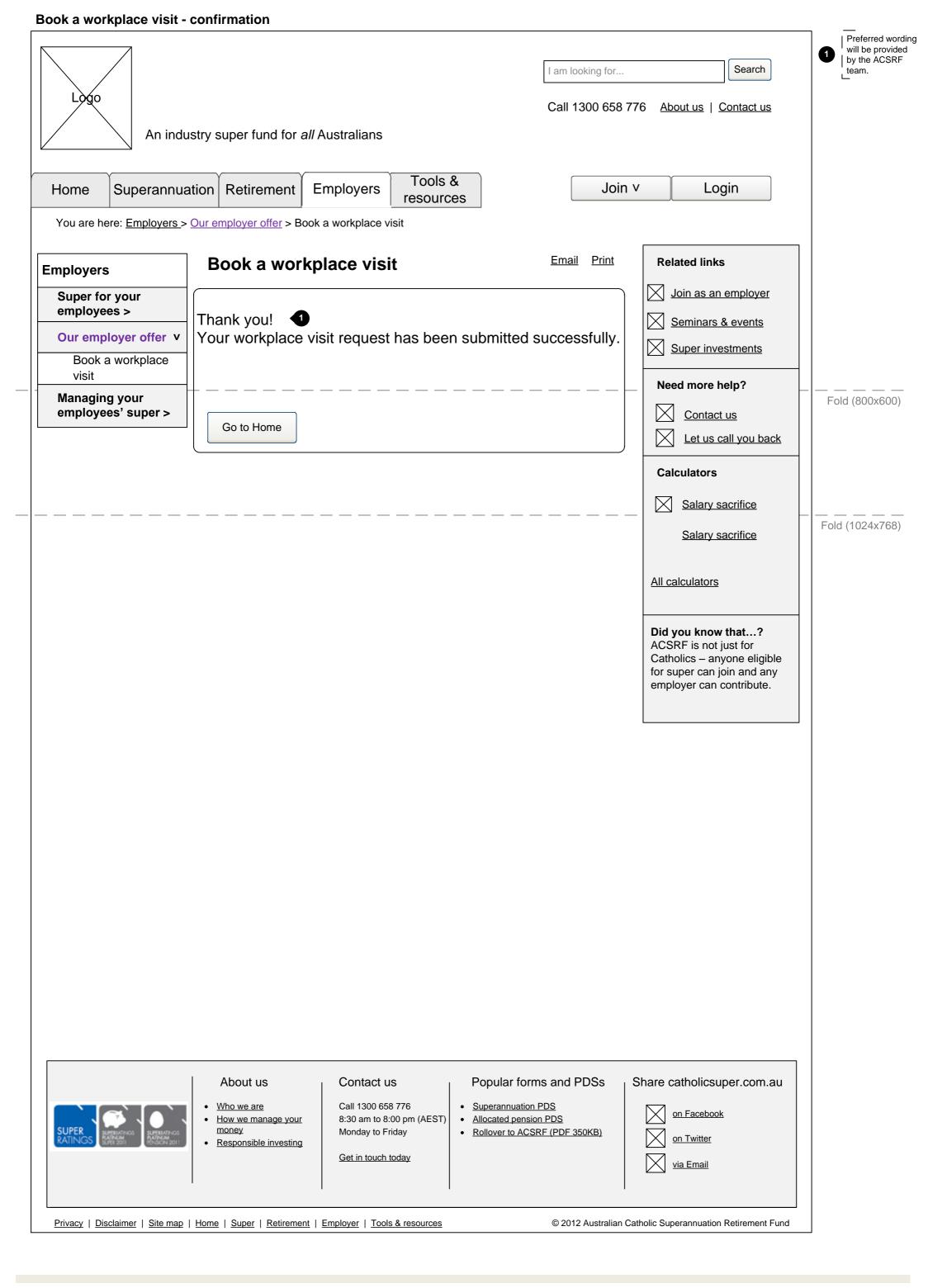
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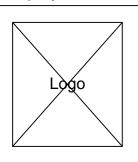
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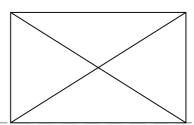
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# Our employer offer

In addition to a low-cost super product that has consistently produced strong long-term investment returns, ACSRF provides a range of services both for members and employers.

**Employers** 



## **Services for members**

- flexible contribution and payment options
- access to a free clearing house facility
- workplace visits to educate you and your staff about super
- half-yearly employer newsletters
- experienced staff to answer your questions and to quickly deal with any concerns.

# Services for employers

- flexible contribution and payment options
- access to a free clearing house facility
- workplace visits to educate you and your staff about super
- half-yearly employer newsletters
- experienced staff to answer your questions and to quickly deal with any concerns.



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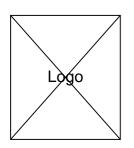


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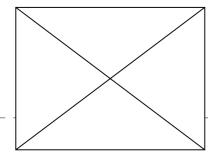
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# Managing your employees' super

Contact our Business Development Manager (NSW) or your local Regional Manager on 1300 658 776 if you wish to offer ACSRF as your default fund.

If we are not your default fund, you can pay contributions for existing ACSRF members without joining as an employer.—All you need to do is provide us with your details, using the Employer details form.



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# Enrolling new employees >

New employees may already be members of ACSRF. In that case, you should not re-enrol them. Instead ask for their Client ID number and include it on your contribution return. Employees who are not already members can be enrolled on the contribution return.

# Making contributions >

The simplest method for large employers to send contribution data is by payroll file. Payment can be made by EFT or BPay. Contact ACSRF Administration on 1300 658 776 for our file format requirements and our bank account details.

Alternatively you can download our contribution remittance advice. Mail or email your completed advice and make payment by EFT, BPay or cheque. Contact our Administration team for details of how to pay by EFT or BPay.

## <u>Making payments to a number of funds ></u>

ACSRF clearing house facility

ACSRF provides a clearing house facility to eligible employers. You make a single payment and the clearing house distributes the money to the different funds in accordance with your instructions.

This service is free of charge to eligible employers who have selected ACSRF as their default fund. To take advantage of this service, phone our Business Development Manager (NSW) or your local Regional Manager on 1300 658 776.

Medicare clearing house

Medicare provides a free clearing house for employers with less than 20 employees. For details, go to www.medicare.gov.au/super.

# <u>Updating employee information ></u>

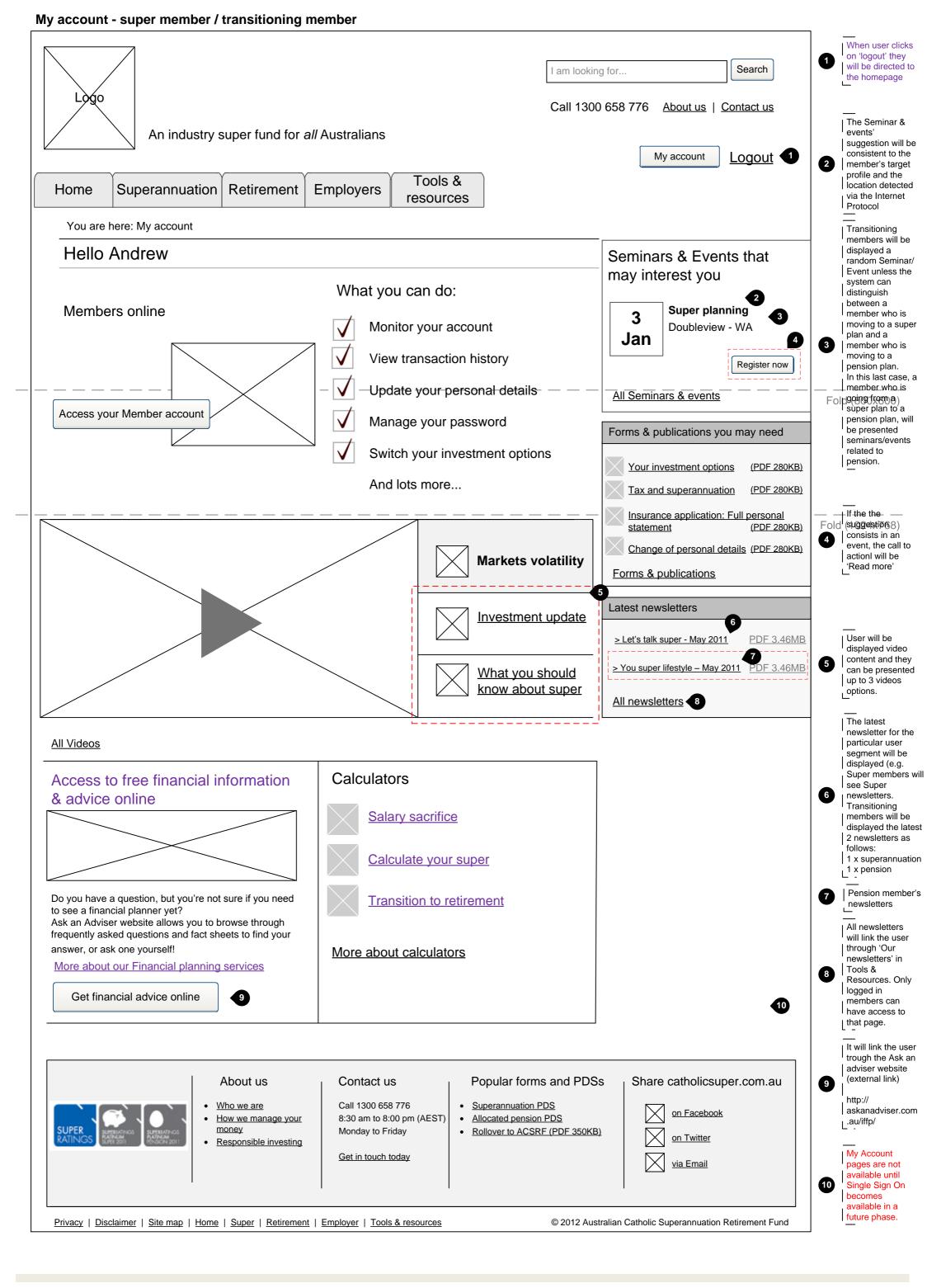
## Terminating employees >

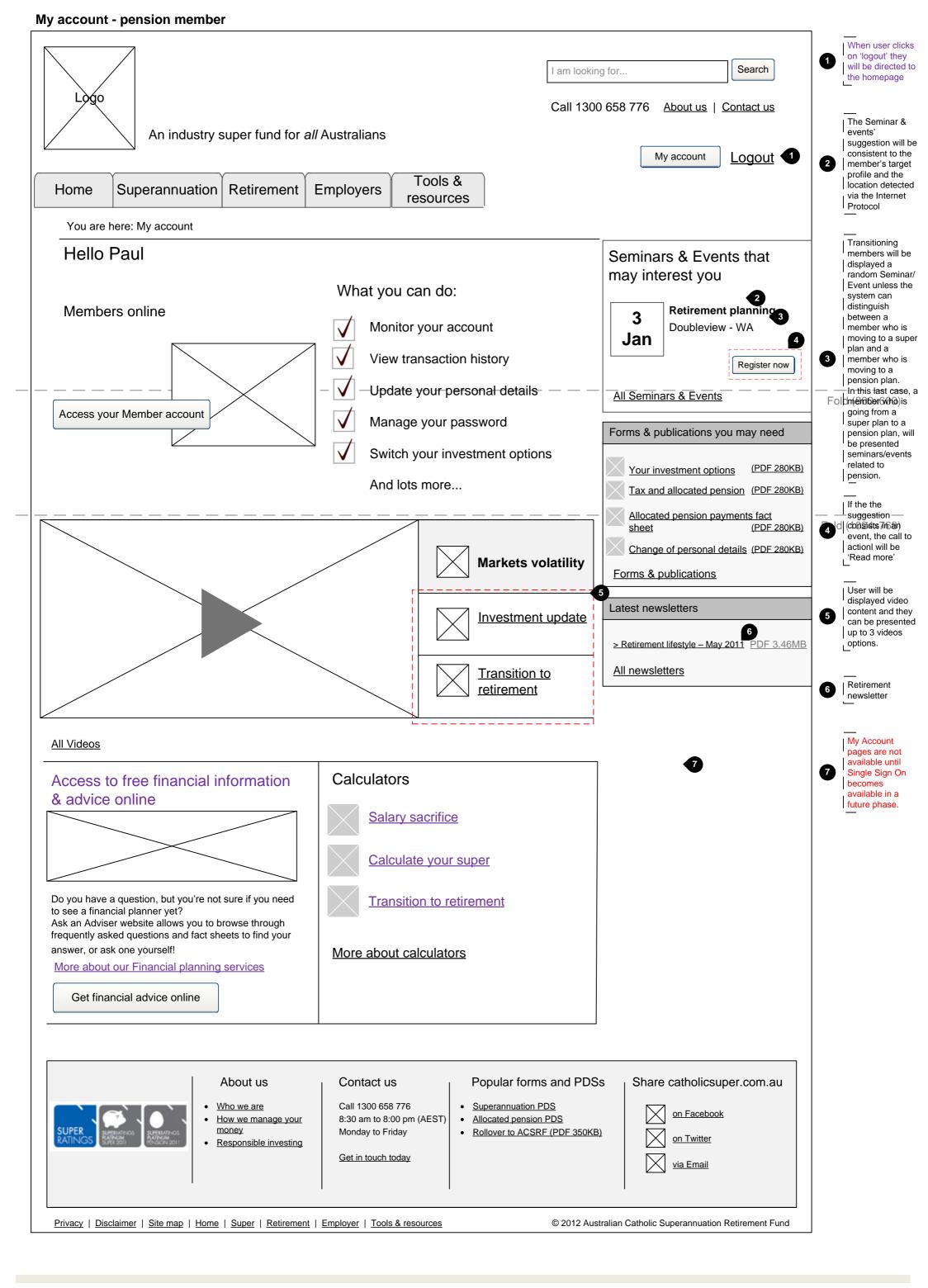
If an employee has left their employment, please include this information on your next contribution return and include the date of termination.

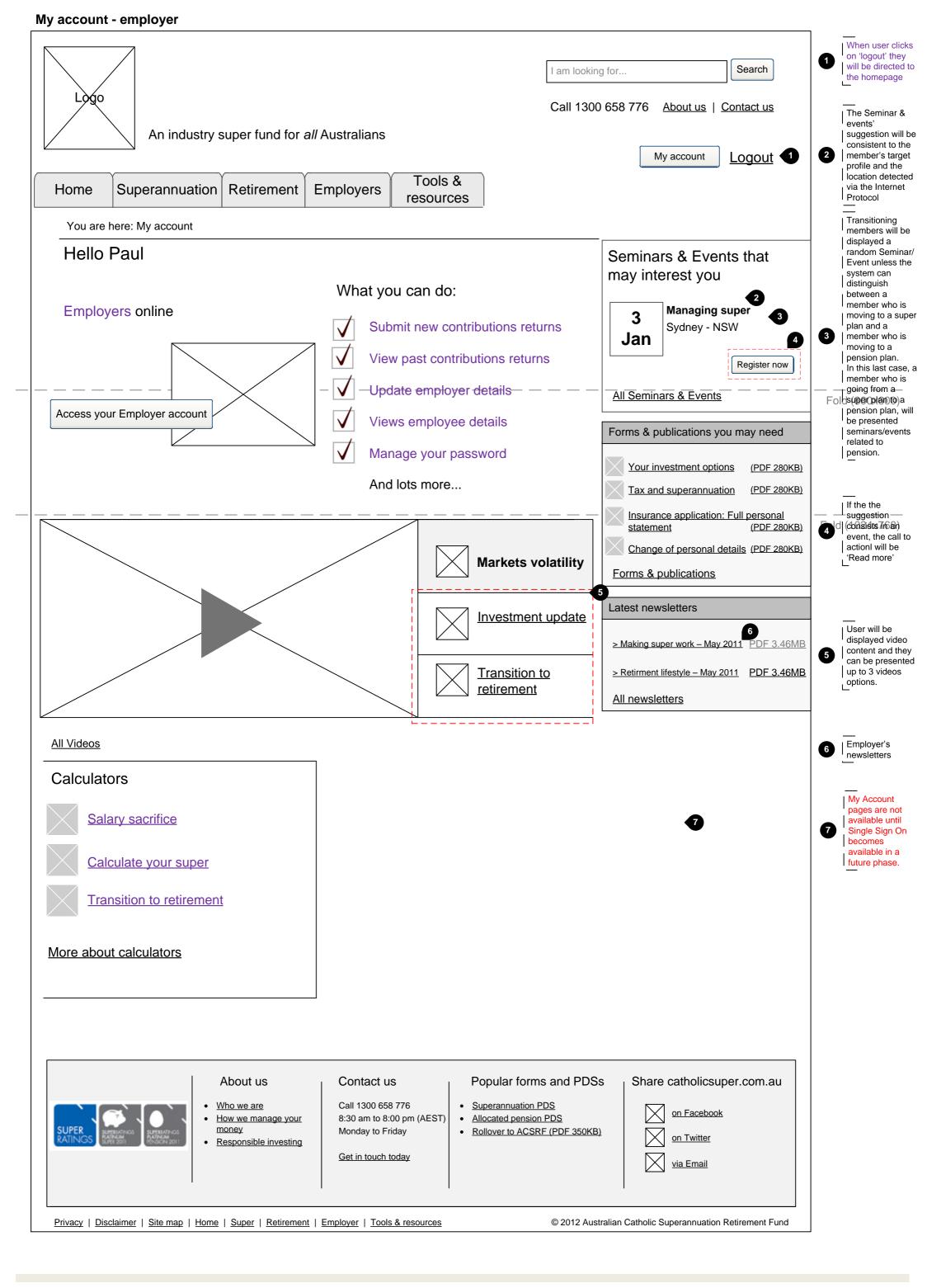
## Helping employees who become disabled >

Employees who become disabled may be eligible to claim on their ACSRF insurance. You can help by reminding them of this and suggesting they contact the fund.

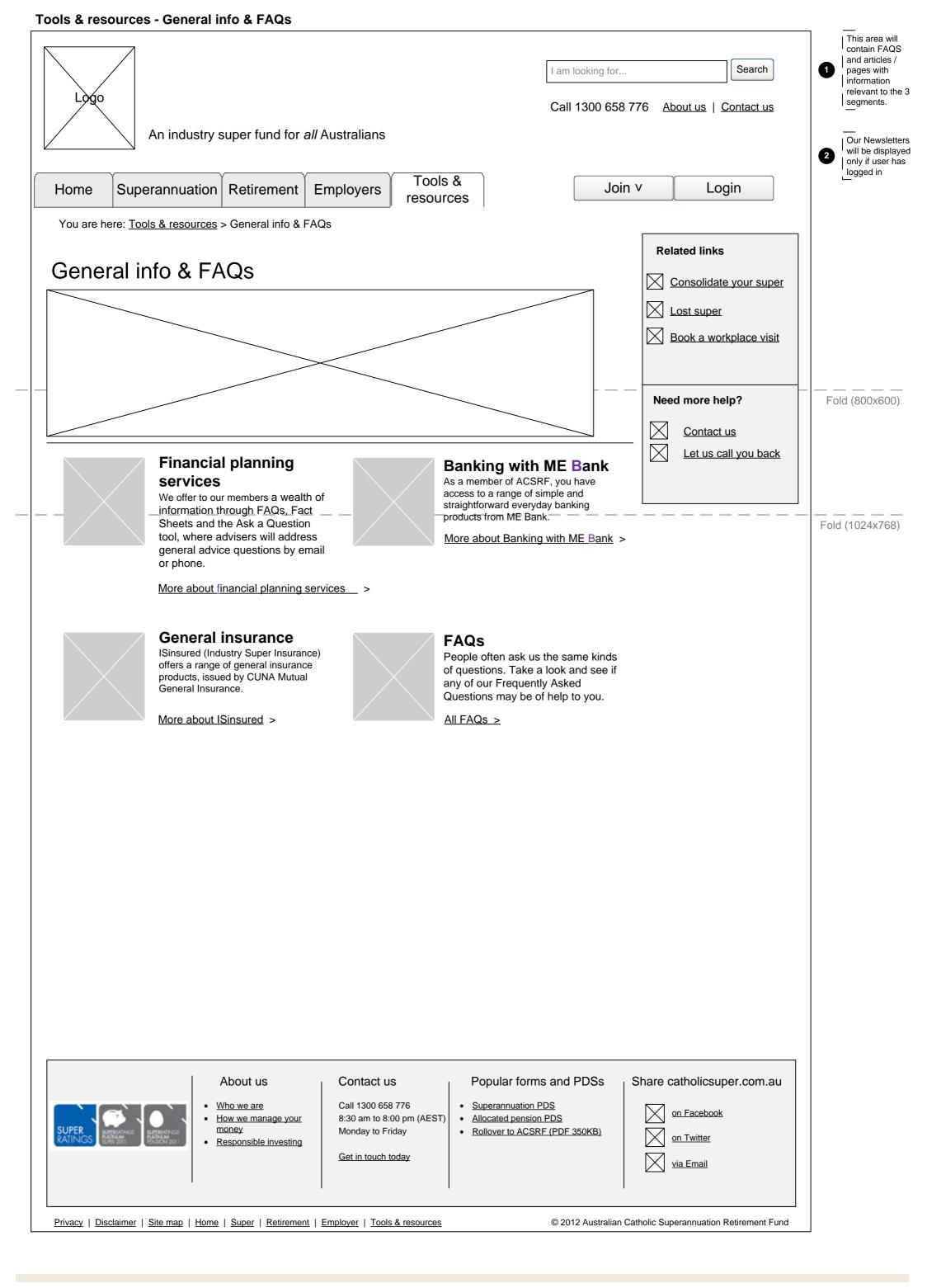
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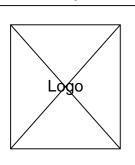






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Our Financial Services Guide (FSG) is intended to inform you of certain basic matters, prior to us providing you with a financial service. This FSG should assist you in determining whether to use any of our services.

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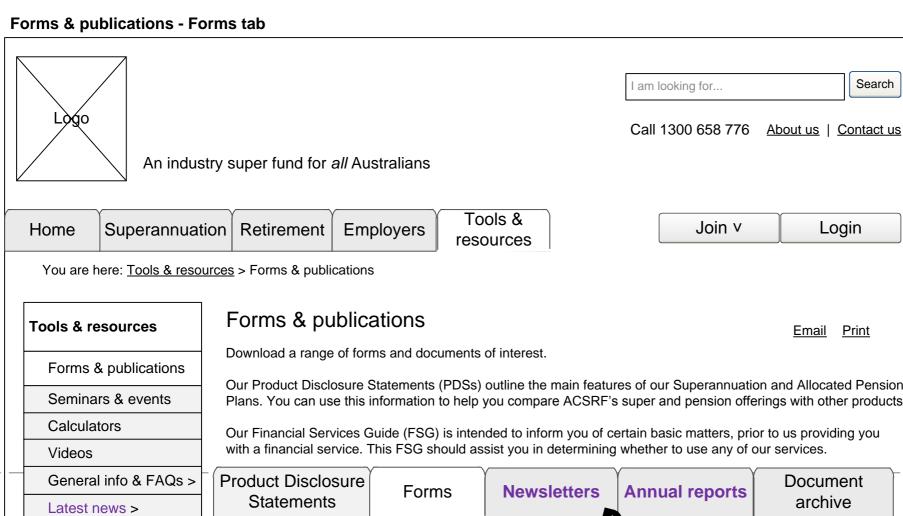
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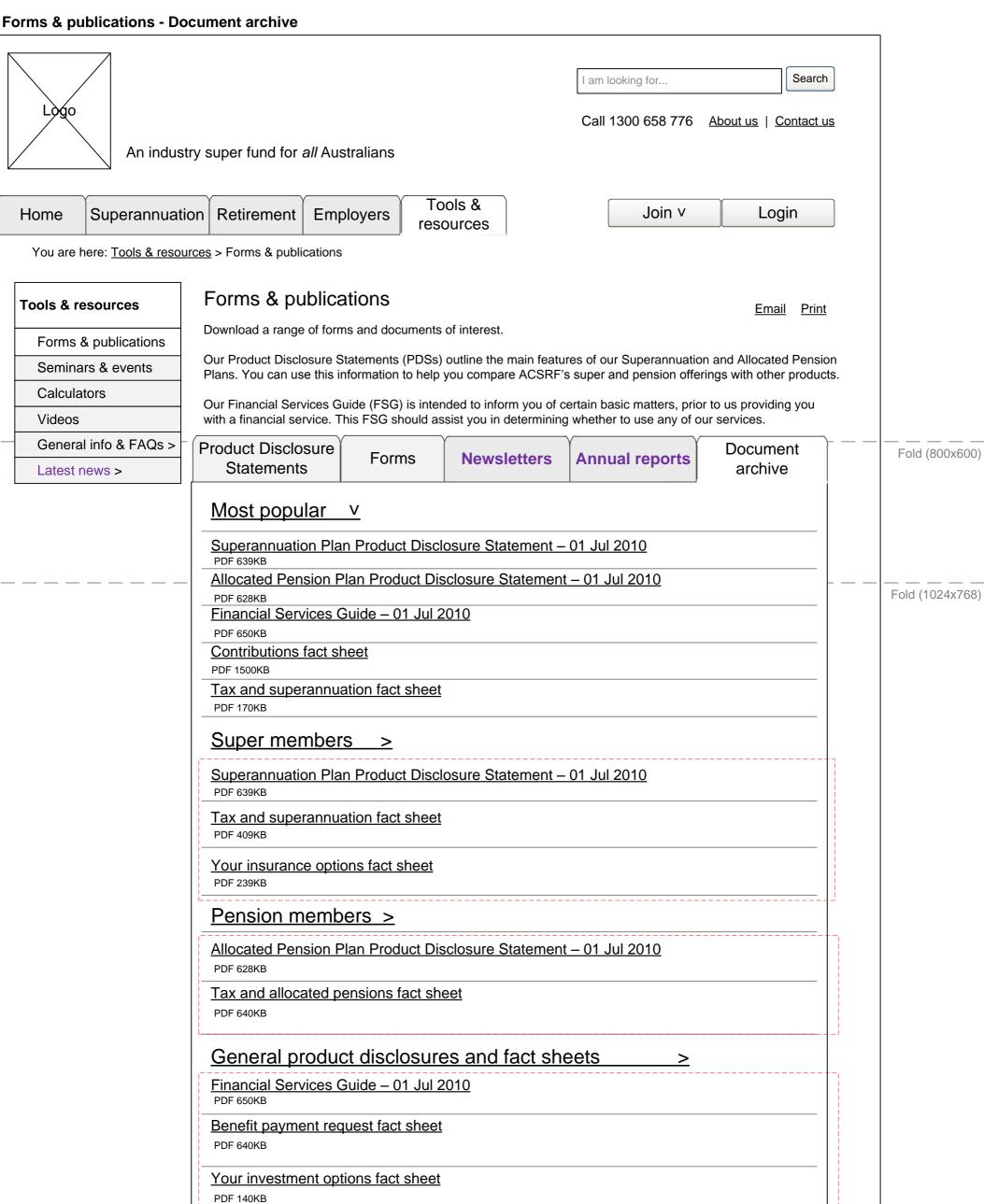
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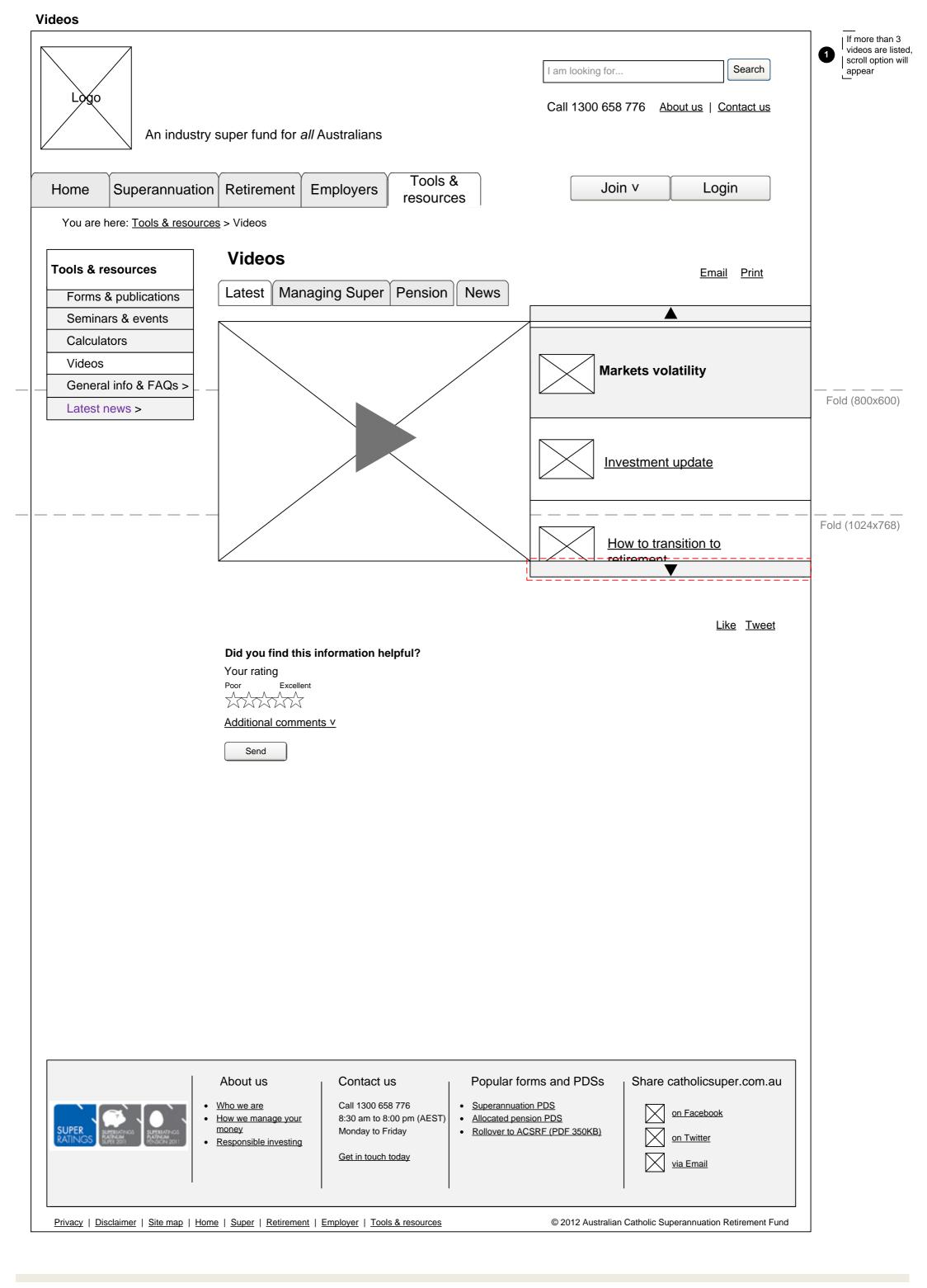
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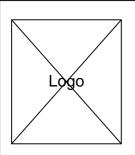
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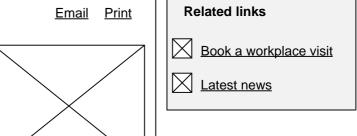
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Our Financial planning services is offered through an arrangement with Industry Fund Services (AFSL 232514). This service is provided by appropriately qualified planners on an hourly rate, fee-for-service basis. Our planners work only for a salary and no parties receive bonuses, commissions or trail payments. Our hourly rates reflect only what it costs us to produce your financial-plan, so we believe that they are very competitive.



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The process begins with a no-cost meeting that includes a detailed investigation of your personal and financial circumstances and your attitude toward investing. You will also receive a Financial Services Guide providing you with basic information about the Financial planning services .

Following this detailed analysis, your financial planner will identify your goals and what you want from the financial plan. They will inform you of the cost of preparing and presenting a financial plan, should you wish to proceed. If you do not wish to proceed, there is no cost.

If you do decide to go ahead, your planner will produce a written Statement of Advice (SOA) detailing the strategies that will address your financial goals, based on the information you provided.

Once the SOA has been developed, a further meeting will take place to discuss the recommendations and to make any appropriate alterations. Your approval will be sought before any recommendations are implemented.

At a later time, you may decide to meet with your planner again to review your plan and ensure that you are on track to meet your financial goals. All reviews and follow up work are charged on a 'fee for service' basis.

# How do you pay for your financial planning advice? v

You can pay for your financial planning advice by cheque, credit card or deduction from your ACSRF super or allocated pension account.

While you may need advice on a number of issues, only the cost of the financial advice that relates to your ACSRF membership and related products is eligible to be deducted from your account. For example, areas of advice for which the cost may be deducted may include:

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- payments of benefits from your ACSRF account
- tax issues relating to your ACSRF account
- transition to retirement and retirement planning using ACSRF products
- estate planning where there is an impact on your ACSRF account
- Centrelink, if the advice relates to your ACSRF account.

At the time of determining the cost of your financial plan, our financial planners will inform you if all or part of the fee can be deducted from your ACSRF super or allocated pension account.

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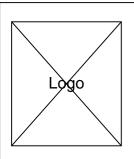
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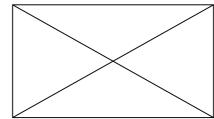
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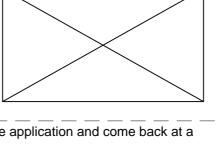
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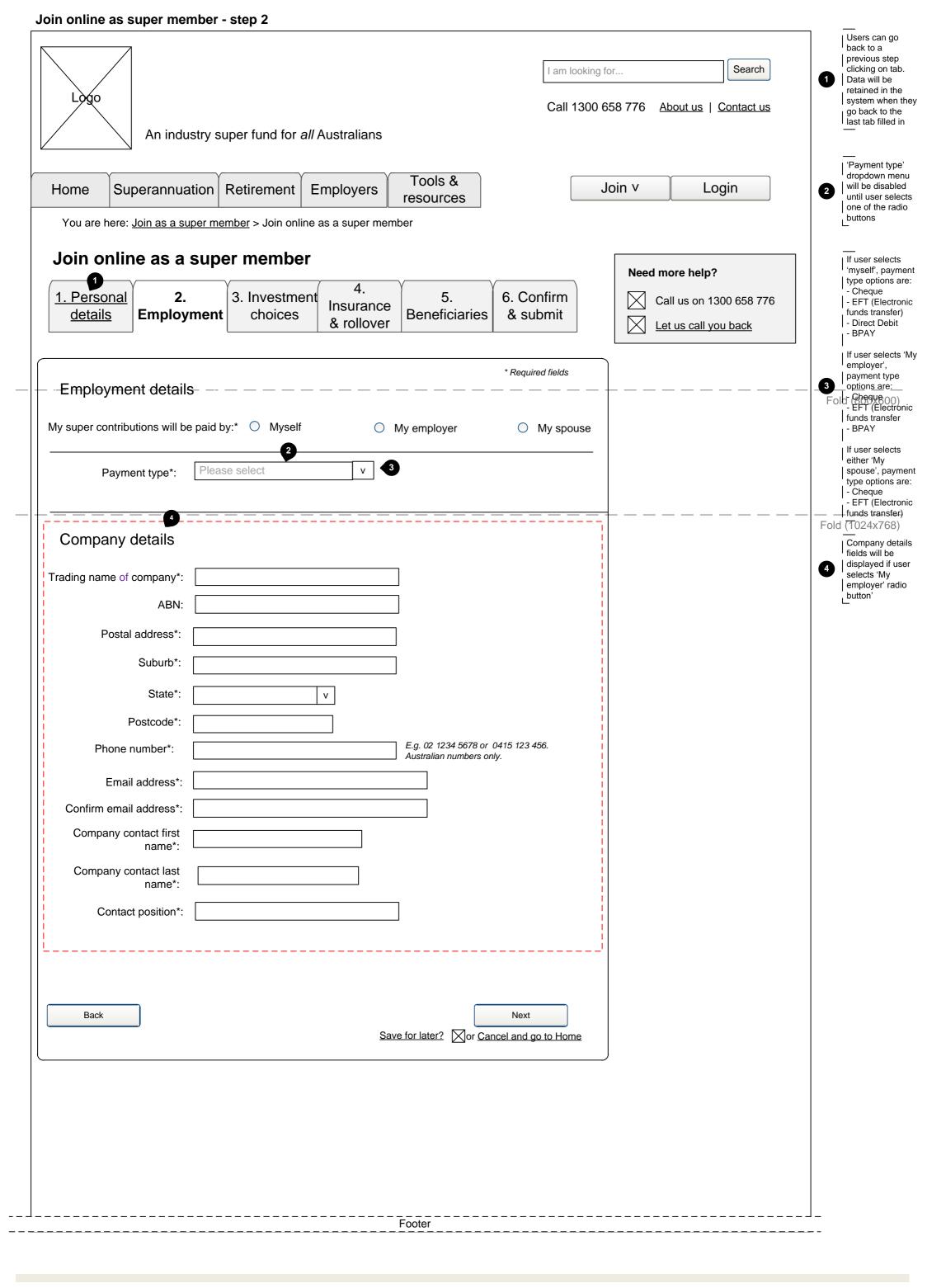
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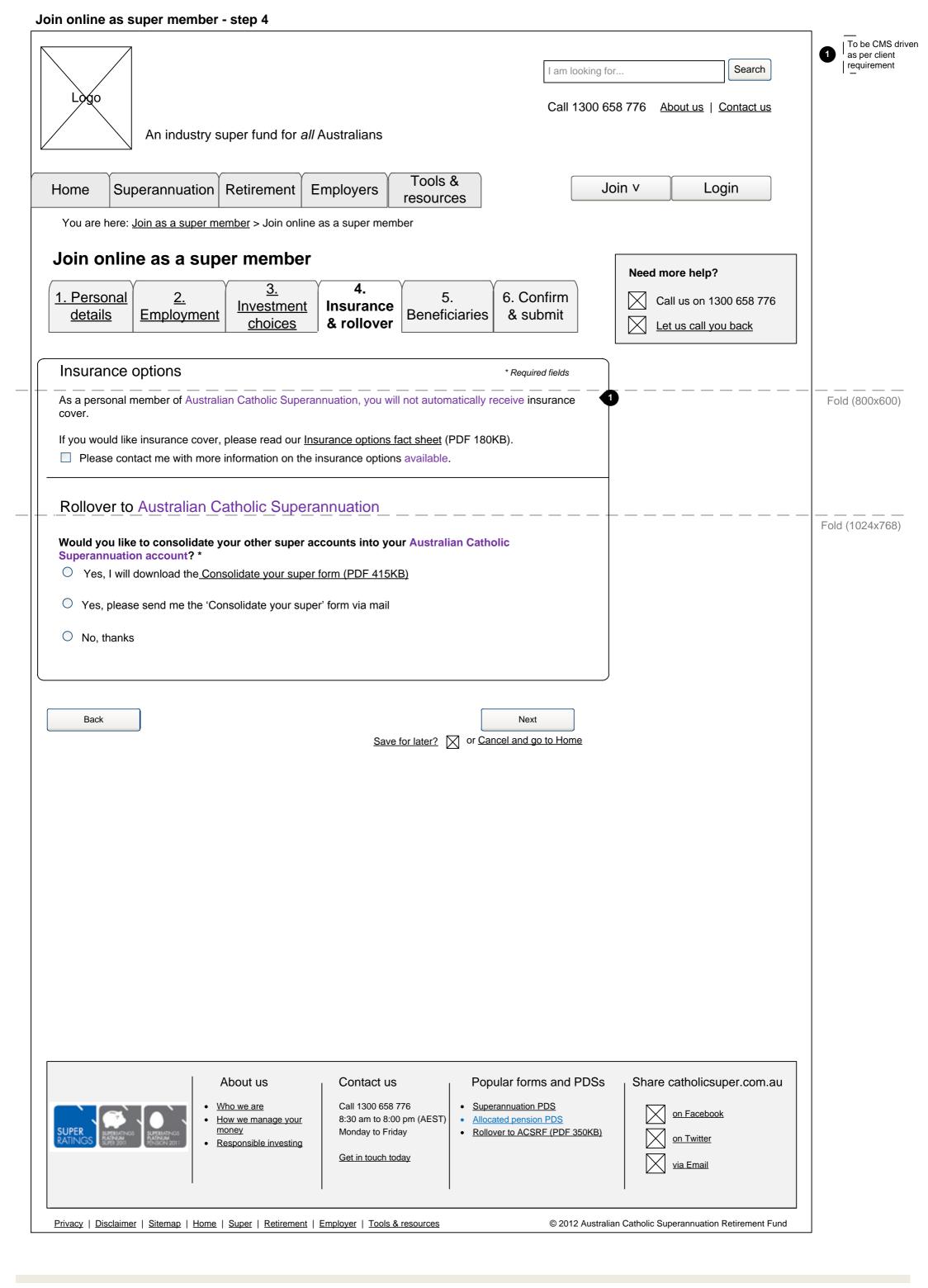


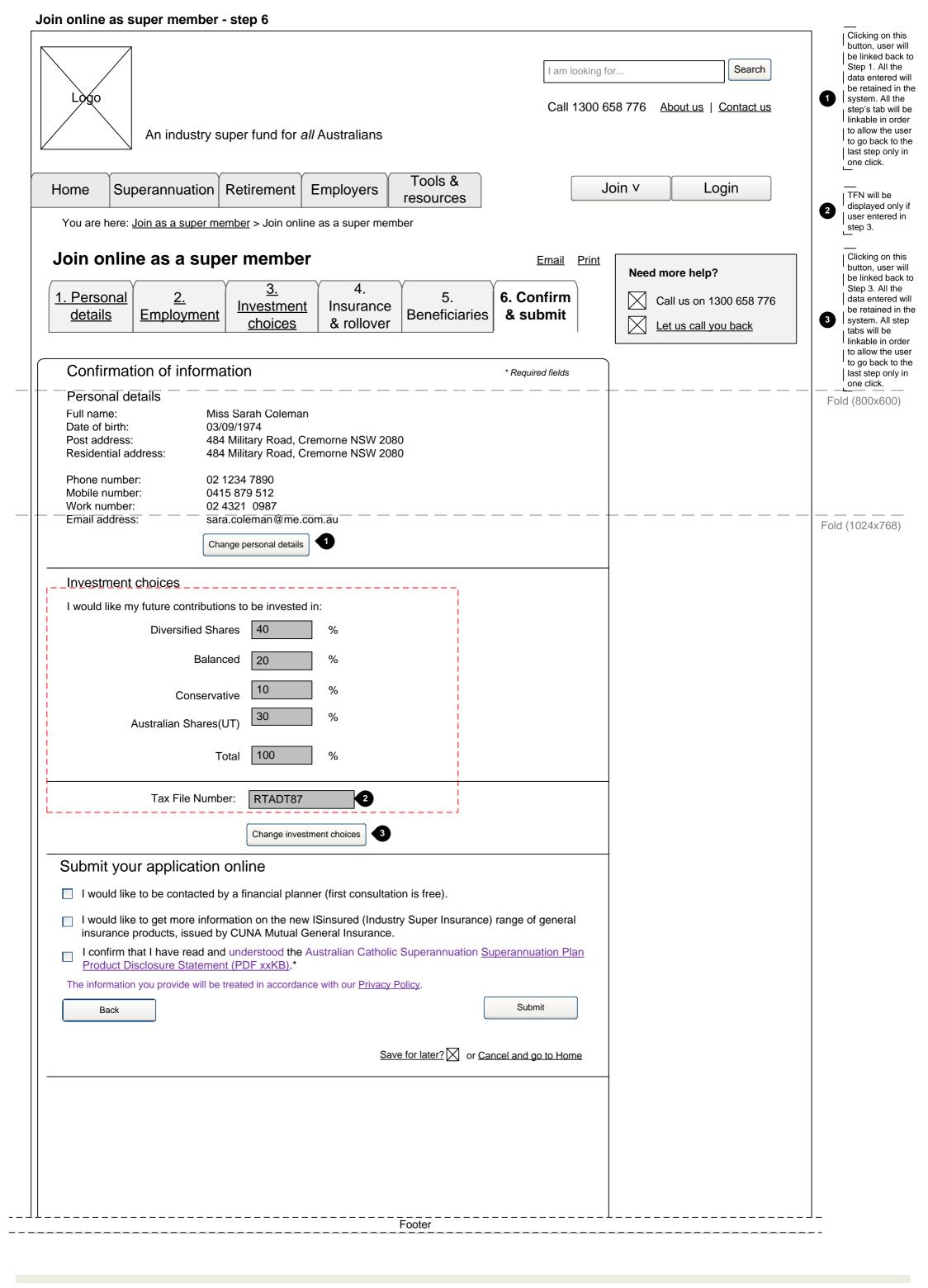
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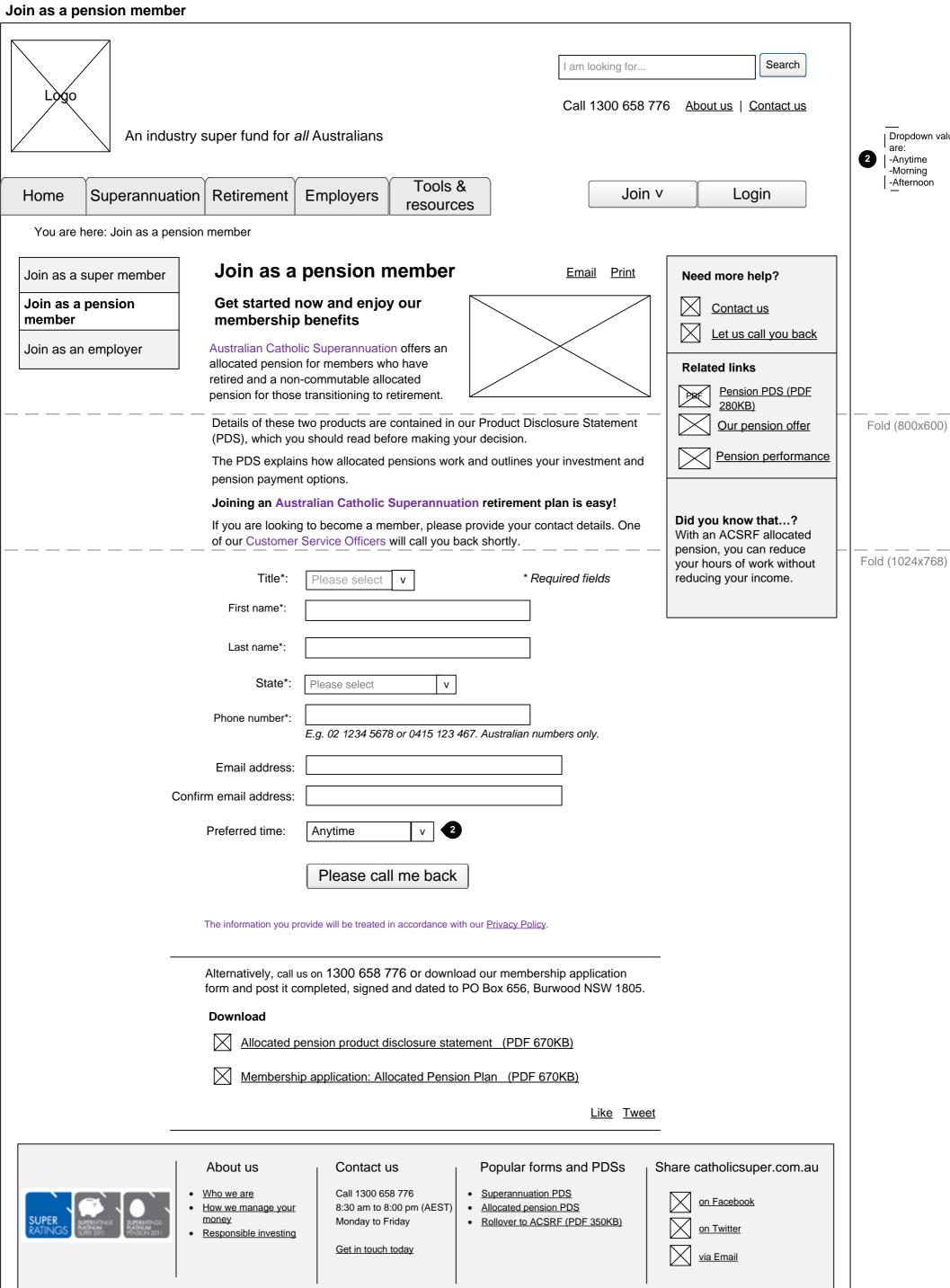
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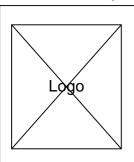
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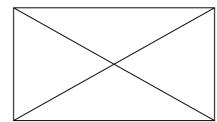
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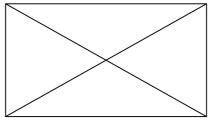
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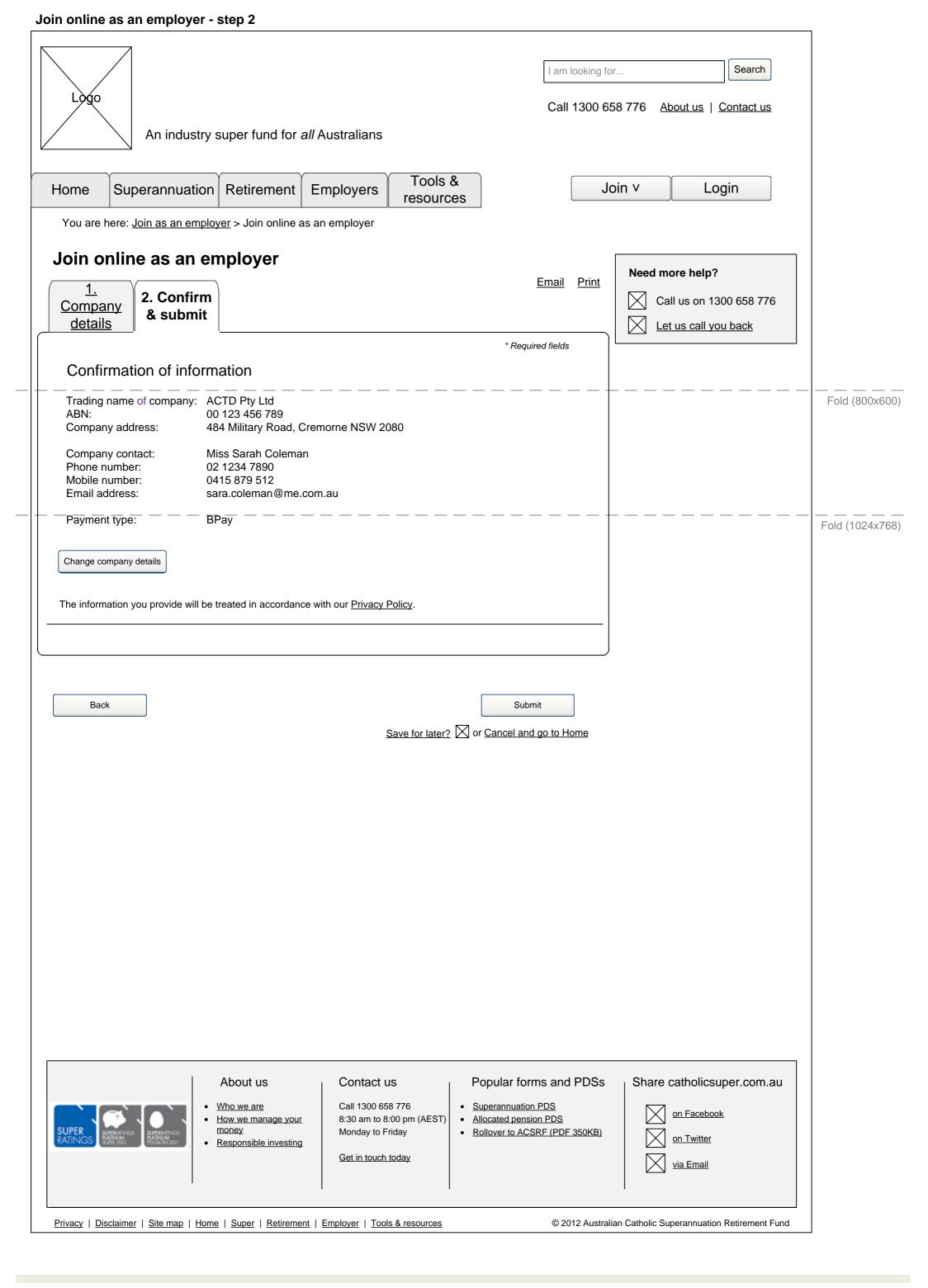
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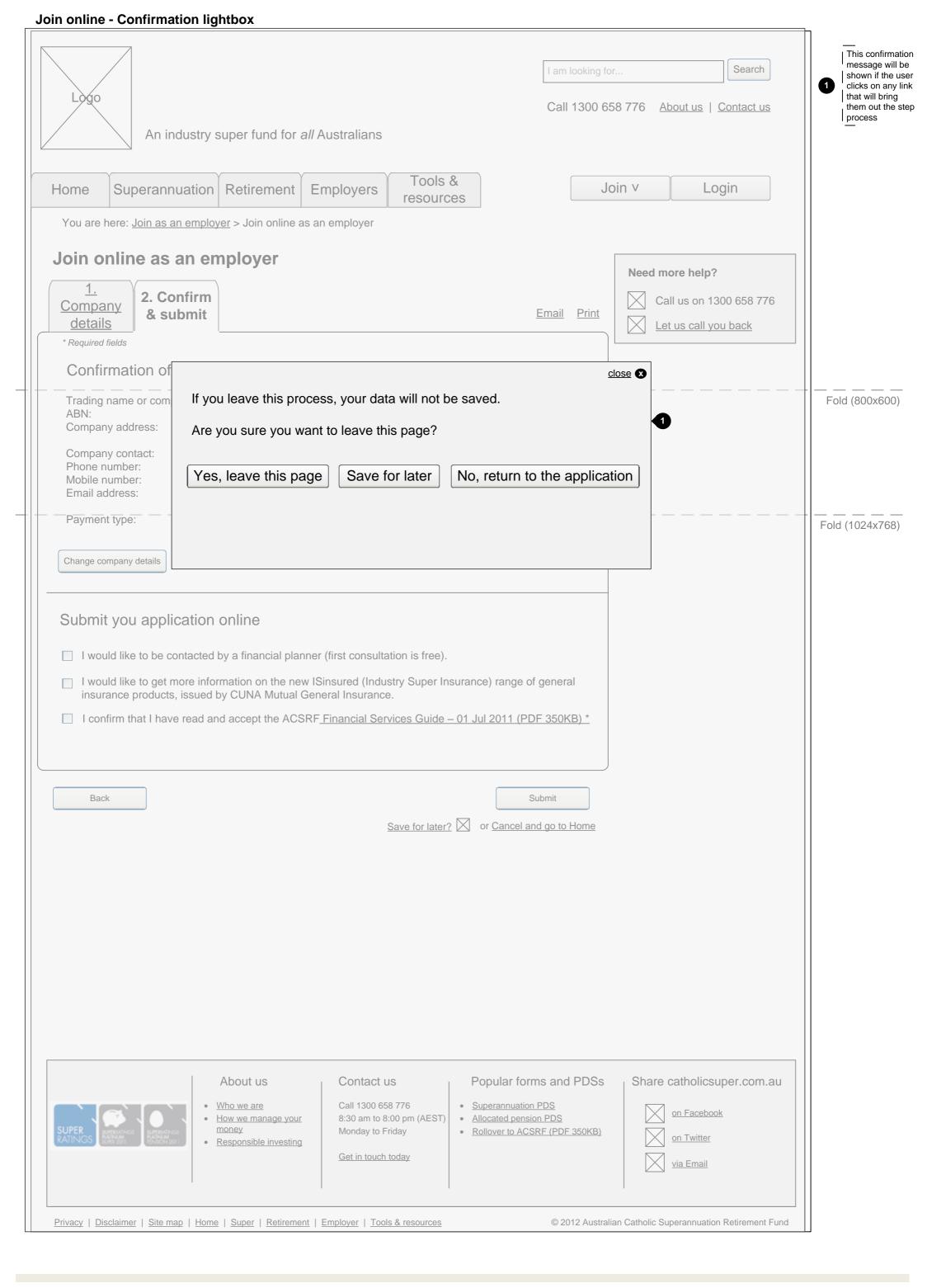
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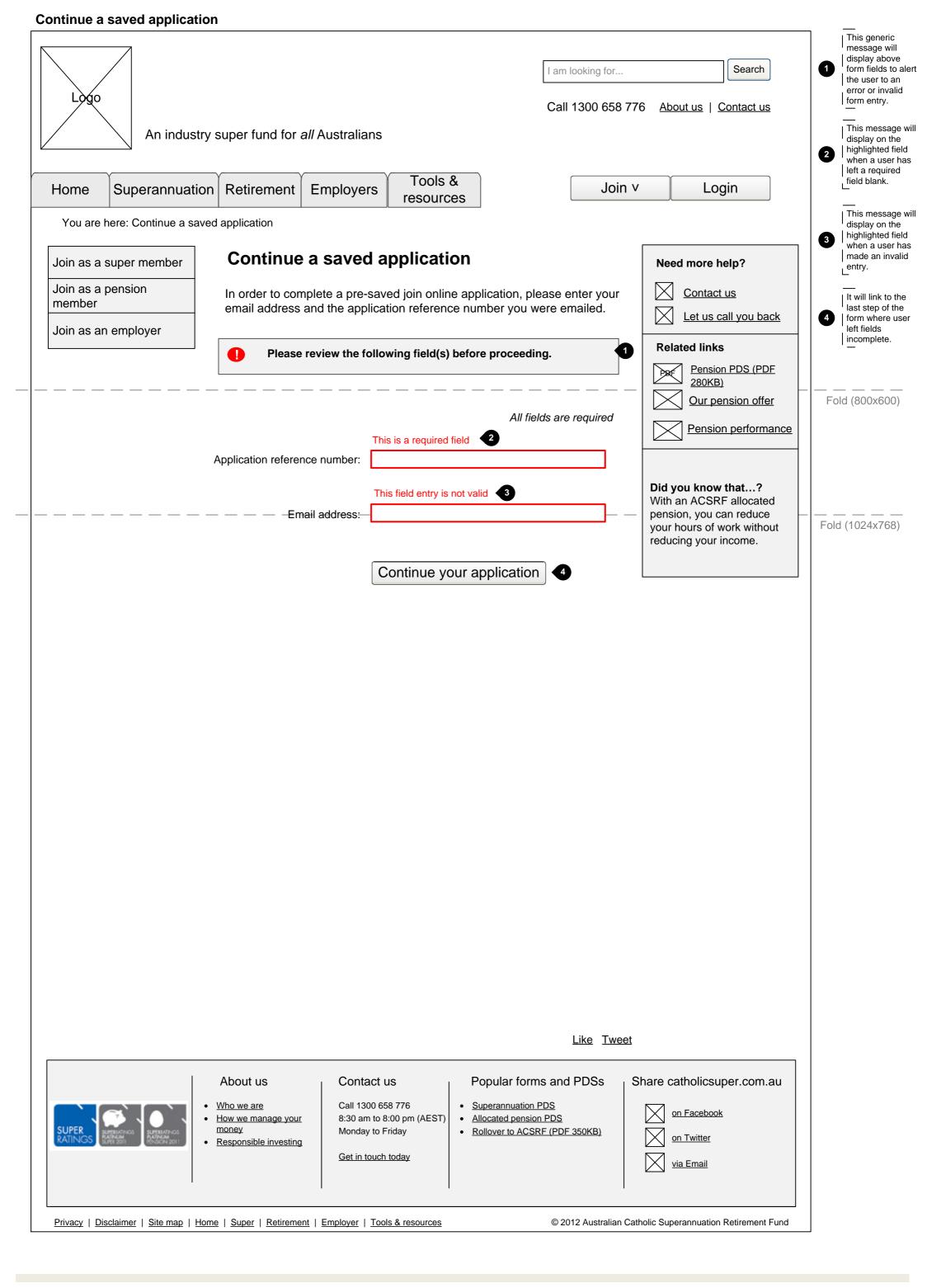
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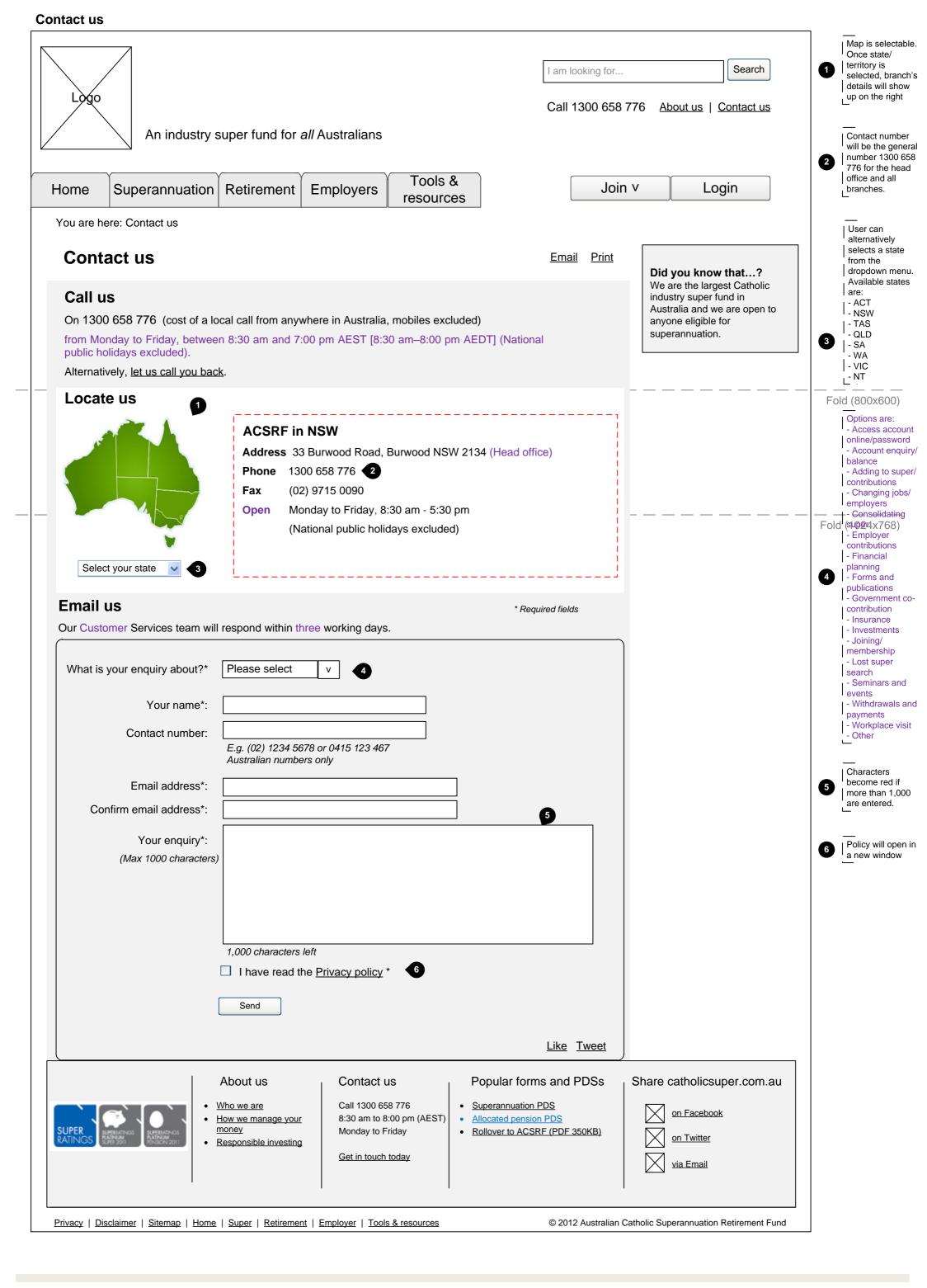


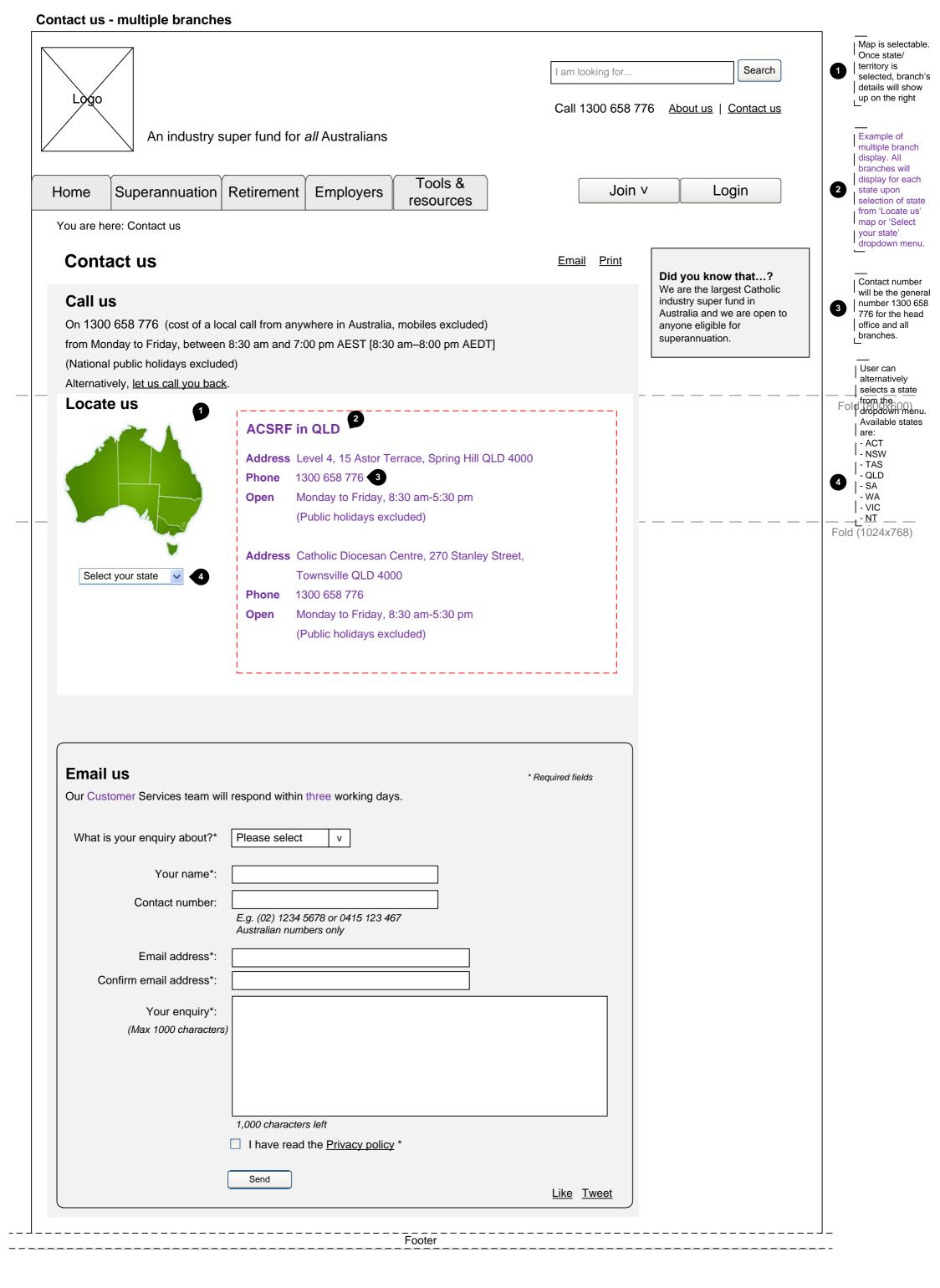
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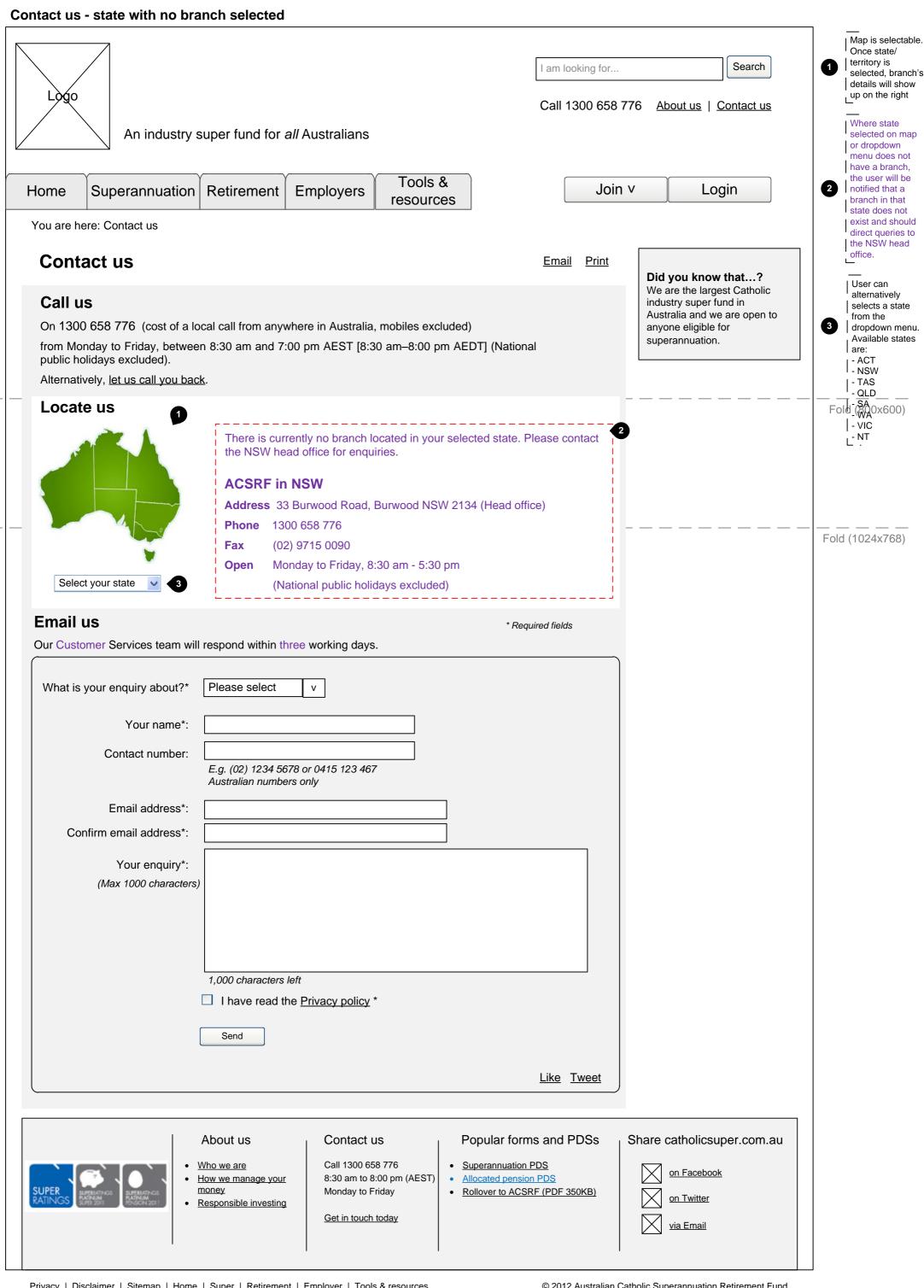
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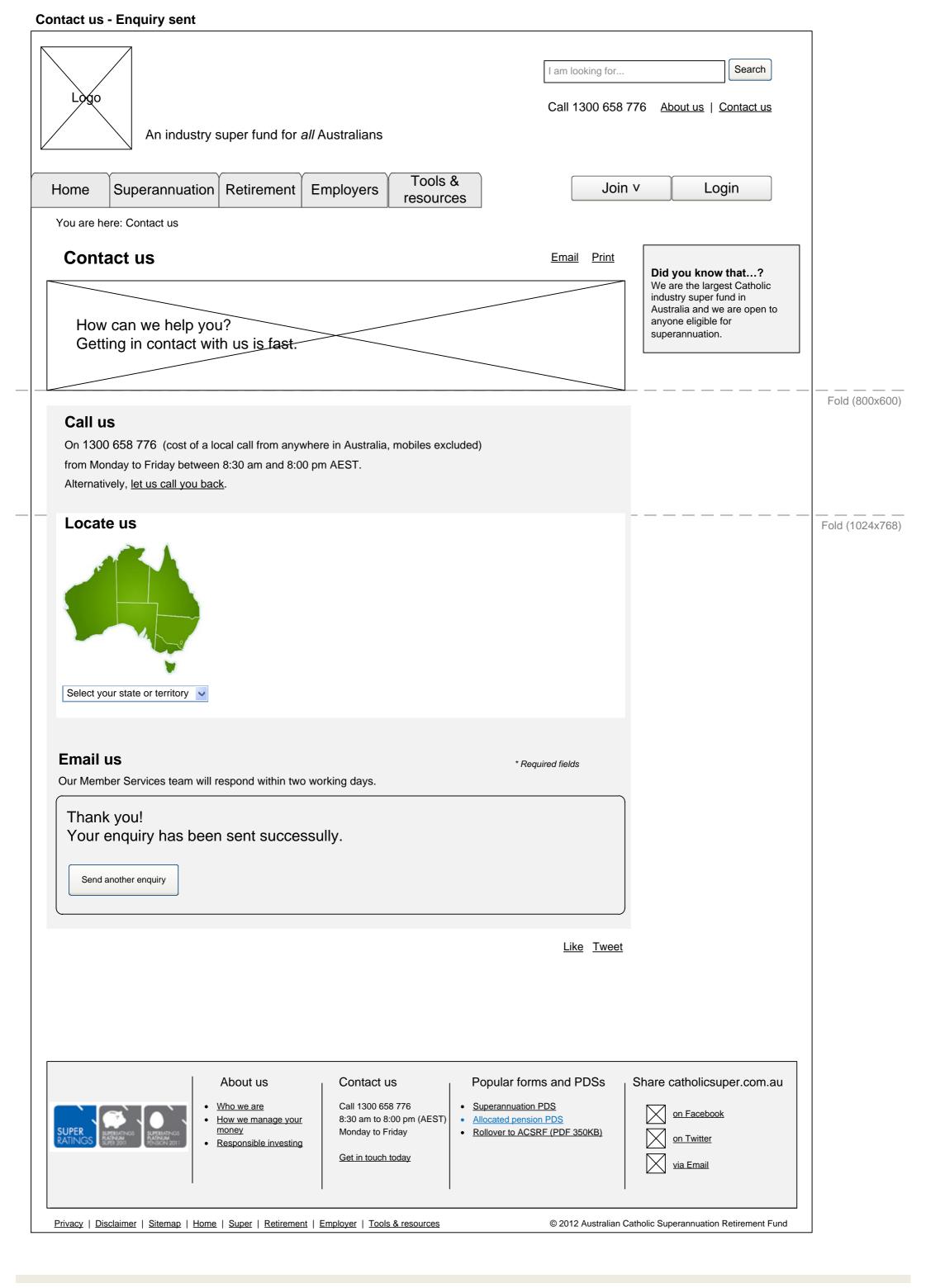






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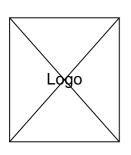
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We are the largest Catholic industry super fund in Australia and we are open to anyone eligible for superannuation.

## savings stretch further and last longer. Avoiding some common pitfalls of retirement planning

Even with the best laid plans to ensure that your retirement savings will adequately support and hopefully outlast you, it can take some getting used to the often significant changes in your finances when you eventually cease working for a living.

These days we're generally living longer and increasingly looking toward

spending more time in retirement. Ultimately, this means having to make

Because there are such life changing times ahead and many factors to consider when putting plans in place for your ideal retirement lifestyle, it can be easy to miss some of the key financial signposts along the way. So, here are some of the common retirement pitfalls of which to be aware and suggestions on how you can avoid them.

1. The 'She'll be right!' approach

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- 2. Not understanding your budget and needs
- 3. Missing out on benefits provided through superannuation
- 4. Underestimating how long you will live
- 5. Neglecting your health
- 6. Assuming you will always be able to work
- 7. Not understanding your investments
- 8. Dealing with life after the 'honeymoon' period ends

While it's great to have your future financial situation all sorted out or as clearly arranged as you can, there's also another very important aspect of retirement that many people neglect to bear in mind and that's the change in their lifestyle. It's important that you consider your quality of life and the potential physical, mental, emotional and social effects that retirement may have on you. Think about the ways that you will get along with your partner, especially if you are both retired and not get on each other's nerves and manage your shared and differing interests.

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