



Join Cbus Personal Super

Product Disclosure Statement: 31 October 2020

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Super that's built tough

- ✓ low fees
- ✓ insurance for your industry
- ✓ history of strong returns
- ✓ investment in industry jobs

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About this guide

This product disclosure statement (PDS) is a summary of significant information about Cbus and contains references to important information which also forms part of this PDS. You should consider this information before making a decision. If you want a printed copy of this PDS or other information referenced, please call or email us.

The content of this PDS is general information only and does not take into account your financial situation or needs. You should get financial advice tailored to your own personal circumstances. Use of 'us', 'we', 'our' or 'the Trustee' is a reference to United Super Pty Ltd.

Information in this PDS may change from time to time. Get the latest updates at cbussuper.com.au/pds or contact us for a copy.

Cbus achieves the highest ratings by the experts



SuperRatings does not issue, sell, guarantee or underwrite this product. Go to superratings.com.au for details of its ratings criteria.

1. About Cbus

Cbus is the industry super fund for the Australian building, construction and allied industries.

Founded in 1984 for workers, Cbus has low fees and we're run to benefit more than 770,000 members*. Now managing more than \$54 billion* of members' super, we've achieved strong investment performance over the long term.

Committed to building a better future for our members, we invest in property projects around the country, creating jobs for the people who build Australia.

With more than 155,000 employers* signed up, Cbus might just be the last super fund you ever need – if you can choose super when you change jobs, you can choose Cbus.

Who is Cbus Personal Super for?

Cbus Personal Super is for people not currently working or receiving employer payments. Otherwise, you can join Cbus through:

- **Industry Super:** for people joining through an employer
- **Sole Trader Super:** for self-employed people
- **Super Income Stream:** for people nearing or in retirement.



Save time and join online

Visit cbussuper.com.au/join and join Cbus Personal Super in four easy steps.

Important information to read

Visit cbussuper.com.au/fund for information including:

- Trust Deed (and governing rules)
- *Annual Report*
- *Financial Services Guide*
- details of appointment attendance, service providers, remuneration of our directors, and remuneration of our executives.

You can also visit cbussuper.com.au/dashboard to access our MySuper product dashboard.

* As at 30 June 2020.



2. How super works

You can choose your own super

Super helps you save for retirement. That's why the Government takes less tax from super than other types of investments. If you're not joining Cbus through an employer, you can choose your own super fund. Cbus Personal Super lets you choose how much and how often you would like to invest into your super.

You can build your account with extra contributions

You can get more super by putting in extra money (see page 9 for limits). There are two ways:

- from your before-tax salary: which may save tax for some people using salary sacrifice
- from your after-tax salary: which the Government may match with a co-contribution of up to \$500 for some people.

Combine your super accounts to save

If you've had more than one job, you may have more than one super account – and you could pay fees on every one of them. We can help you find your other super accounts. Ask us to on the attached form when you fill it out.

Super's usually for your retirement

To access your super savings, you will generally need to reach your preservation age (age 60 if you were born from 1 July 1964), or age 65. Early access is possible under severe financial hardship, terminal illness, permanent incapacity or on compassionate grounds.

You can also stay with Cbus when you finish work

You can turn your super into a tax-free income that gives you regular payments after age 60 with Cbus. With a Cbus Super Income Stream account, you can stay with Cbus as you transition into retirement or after you retire.

Keep track of your super

If we're unable to contact you for a period of time, your account will be closed and your super will be transferred to the Australian Taxation Office (ATO). Any insurance you have will end and access to other benefits will stop.

If there has been limited activity on your account (for example, you haven't made a contribution) for 16 months or more, your super will also be transferred to the ATO if you don't have insurance through Cbus and your account balance is less than \$6,000.



You should read the important information about *How super works* before making a decision. Go to cbussuper.com.au/superworks. The material relating to *How super works* may change between the time you read the PDS and when you acquire the product.

3. Benefits of investing with Cbus



Low fees and no entry fees

We keep costs low so more of your super stays where it belongs: in your account.

8.98%

Strong long-term investment performance

Our Growth (Cbus MySuper) option has returned an average of 8.98% each year for the past 36 years.*



Creating jobs in your industry

Our direct property investment company, Cbus Property Pty Ltd, has created thousands of construction jobs across Australia.†



Insurance built for your industry

We offer flexible death, disability and income protection cover that's built for your industry and covers jobs that other super funds may not.



Financial advice that's in your interests

Call us for help and advice about your account – Cbus Advice Services will present the best outcome for you, not Cbus.



Digital services make it easy

Manage your super account your way. Register online at cbussuper.com.au/login or search for Cbus in your app store.



Regular, personalised updates

You'll get two updates a year, along with personalised account videos and retirement income estimates for most members.

* From inception in 1984 to 30 June 2020. The average annual return is based on the crediting rate, which is returns minus investment fees, taxes and until 31 January 2020, the percentage-based administration fee. Excludes administration fees and insurance costs. Past performance is not a reliable indicator of future performance. See page 6 for details.

† Cbus Property Pty Ltd is a wholly owned subsidiary of United Super Pty Ltd and has responsibility for the development and management of Cbus' direct property investments.

4. Risks of super

All investing has risk. Understanding risk helps you to make better investment decisions.

We invest your super in different asset classes and each has a different level of risk and expected return. Shares and some alternative investments can have high returns, but also more risk of a negative return or loss in the short term. Cash and fixed interest investments generally have more stable but lower long-term returns.

When investing in super (including Cbus) it's important to consider:

- the value of your investment can change as returns aren't guaranteed and you may lose some of your money
- the level of investment returns can vary – future returns can be different to past returns
- contributions and investment returns may not grow your super enough to fully support you when you retire and your savings might not last long enough, and
- super laws may change in the future.

So, when you come to choose investment options, it's important to think about:

- how old you are now and how long you plan to invest – to retirement or longer
- other investments you have outside super, such as savings, property or shares, and
- how much risk you want to take to achieve the return you want.

5. How we invest your money

You can choose from a range of investment options:

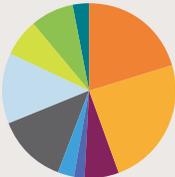
- Cash Savings
- Conservative
- Conservative Growth
- Growth (Cbus MySuper)
- High Growth
- Cbus Self Managed – for even more control, you can choose from a range of Australian shares, exchange traded funds, term deposits, property and infrastructure options (conditions and extra costs apply).

We consider environmental, social and governance (ESG) factors when investing across our whole portfolio. For more information on responsible investment, visit cbussuper.com.au/sustainability.

Growth (Cbus MySuper) is designed to suit most members

We'll invest your super in Growth (Cbus MySuper) if you don't make a choice. This option suits people who can live with occasional negative returns but want long-term returns to be higher than inflation. It invests in a range of assets including shares, property, infrastructure and cash.

Growth (Cbus MySuper)

Risk/return																																			
Risk level/(band)*	Medium to High (5)																																		
Objectives	Deliver a return of inflation plus: 3.25% a year over rolling 10-year periods																																		
Likelihood of negative returns	3 to 4 in every 20 years																																		
Minimum timeframe	Invested for at least 7 years																																		
Strategic Asset Allocation and range at 31 October 2020		<table border="1"> <thead> <tr> <th></th> <th>Allocation %</th> <th>Range %</th> </tr> </thead> <tbody> <tr> <td>■ Australian shares</td> <td>20.5</td> <td>5.5 – 35.5</td> </tr> <tr> <td>■ Global shares</td> <td>24.0</td> <td>9.0 – 39.0</td> </tr> <tr> <td>■ Emerging market shares</td> <td>6.5</td> <td>0.0 – 16.5</td> </tr> <tr> <td>■ Private equity</td> <td>2.0</td> <td>0.0 – 12.0</td> </tr> <tr> <td>■ Alternative growth</td> <td>3.0</td> <td>0.0 – 13.0</td> </tr> <tr> <td>■ Infrastructure</td> <td>13.0</td> <td>0.0 – 28.0</td> </tr> <tr> <td>■ Property</td> <td>13.0</td> <td>0.0 – 28.0</td> </tr> <tr> <td>■ Mid-risk alternatives</td> <td>7.0</td> <td>0.0 – 17.0</td> </tr> <tr> <td>■ Fixed interest</td> <td>8.0</td> <td>0.0 – 23.0</td> </tr> <tr> <td>■ Cash</td> <td>3.0</td> <td>1.0 – 18.0</td> </tr> </tbody> </table>		Allocation %	Range %	■ Australian shares	20.5	5.5 – 35.5	■ Global shares	24.0	9.0 – 39.0	■ Emerging market shares	6.5	0.0 – 16.5	■ Private equity	2.0	0.0 – 12.0	■ Alternative growth	3.0	0.0 – 13.0	■ Infrastructure	13.0	0.0 – 28.0	■ Property	13.0	0.0 – 28.0	■ Mid-risk alternatives	7.0	0.0 – 17.0	■ Fixed interest	8.0	0.0 – 23.0	■ Cash	3.0	1.0 – 18.0
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Average annual return (based on annual crediting rates to 30 June 2020)	<p>Over 10 years: 8.54% (inflation + 5.17%)</p> <p>Over 36 years: 8.98%</p> <p>Visit cbussuper.com.au for the latest returns.</p> <p>Past performance is not a reliable indicator of future performance.</p>																																		

* This is an industry standard to group options that are expected to have a similar number of negative returns over 20 years – from 1 (very low risk) to 7 (very high risk). It measures some but not all investment risks.

Investment options may change as our investment strategy changes. We'll contact you or post updates at cbussuper.com.au for significant changes.



You can change investments through your online account or by completing an *Investment choice* form. The right investment choice for you will depend on its likely return, the amount of risk you're happy to take to achieve it, and how long until you retire.



You should read the important information about *How we invest your money* before making a decision. Go to cbussuper.com.au/pds to read the *Investment handbook* and the *Cbus Self Managed investment guide*. You should also read the important information about our *Responsible Investment Policy* available from cbussuper.com.au/sustainability. The material relating to *How we invest your money* may change between the time you read this PDS and the day you acquire the product.

6. Fees and costs

Consumer advisory warning

Did you know?

Small differences in both investment performance and fees and costs can have a substantial impact on your long-term returns. For example, total annual fees and costs of 2% of your account balance rather than 1% could reduce your final return by up to 20% over a 30-year period (for example, reduce it from \$100,000 to \$80,000).

You should consider whether features such as superior investment performance or the provision of better member services justify higher fees and costs. You may be able to negotiate to pay lower contribution fees and management costs where applicable. Ask the fund or your financial adviser.

Find out more: If you would like to find out more or see the impact of fees based on your own circumstances, the Australian Securities and Investments Commission (ASIC) website moneysmart.gov.au has a superannuation calculator to help you check out different fee options.

We only charge fees to cover costs, not to make a profit. So, you're unable to negotiate these fees.

The main fees to set up and invest your account are shown below. These are based on the Growth (Cbus MySuper) option.

Type of fee	Amount	How and when paid
Investment fee*	0.56% [†] a year (\$5.60 for each \$1,000)	Deducted from the returns before the crediting rate is applied to your account.
Administration fees*	\$2.00 a week Plus 0.19% of your account balance a year – up to a maximum of \$1,000 a year	Deducted from your account at the end of each month or when you close your account.
Buy-sell spread	Nil	n/a
Switching fee	Nil	n/a
Advice fees	Nil	n/a
Other fees and costs	Other fees and costs may apply (such as insurance premiums), see the <i>Additional explanation of fees and costs</i> at cbussuper.com.au/fees	
Indirect cost ratio*	Nil	n/a

* If your account balance for a product is less than \$6,000 at the end of the financial year, the total combined amount of administration fees, investment fees and indirect costs charged to you is capped at 3% of your account balance. Any amount charged above this cap will be refunded to you.

[†] Estimated fee based on the actual fee from the 2019/20 financial year. The fee usually changes from year to year and is different for each investment option. The actual fee will be determined at the end of the financial year and published on your 30 June Statement.

Example of annual fees and costs for Growth (Cbus MySuper)

Below is an example of how the fees and costs can affect your super over one year. You can use this to compare Cbus with other super funds.

Type of fee	Amount	Balance of \$50,000
Investment fee	0.56% a year (\$5.60 for each \$1,000)	For every \$50,000 you have in the MySuper product you'll be charged \$280 each year.
PLUS Administration fees	\$104 (\$2.00 a week) Plus 0.19% (\$1.90 for each \$1,000 invested)	And you'll be charged \$104 (\$2.00 a week) regardless of your balance, plus \$95.
EQUALS Cost of product		If your balance was \$50,000, then for that year you'll be charged fees of \$479* for the Growth (Cbus MySuper) option.

* Additional fees may apply.

We may change fees and costs at any time. You'll get at least 30 days' notice before any increase to administration fees or insurance premiums.



If you receive financial advice from a certified financial planner, you may pay a fee. Please refer to your planner's Statement of Advice for details of the fees and costs they will charge.



You should read the other important information about *Fees and costs* at cbussuper.com.au/fees before you make a decision. The information on fees and costs may change between the time you read this statement and the day you acquire this product.

7. How super is taxed

Super is a more tax-effective way for most people to save for retirement.



Although you don't have to, you should give Cbus your tax file number or you'll pay extra tax and won't be able to make after-tax contributions. See cbussuper.com.au/tfn for details.

Tax on money put in

Tax on money put into super is worked out using your age, income, the amount and if it's paid from your before or after-tax income. Tax is usually deducted from your account after the money has gone in. Cbus then pays the tax to the Australian Taxation Office.



There are limits on how much you can contribute to your super (contribution caps). If you contribute more than these limits you may pay extra tax.

Limits on how much you can put into super (for the 2020/21 financial year)

<p>Before-tax (concessional) such as employer and salary sacrifice contributions</p>	<p>15%* tax on amounts up to \$25,000 a year. Amounts above this limit are added to your assessable income and taxed at your marginal rate (plus an interest charge).</p> <p>If your before-tax contributions are less than \$25,000 and your total super balance is less than \$500,000 at the end of the previous financial year, you can carry forward any unused amounts in your before-tax contributions caps. Unused amounts carried forward expire after five years.</p>
<p>After-tax (non-concessional) such as personal or voluntary contributions where no tax deduction has been claimed</p>	<p>No tax on amounts up to \$100,000 a year. Your total super balance will affect these limits.</p> <p>If you're under age 65, you may be able to contribute \$300,000 in any three-year period.</p> <p>Contributions more than this limit are taxed at 45%.[†]</p>

* This rate may double if your income and before-tax contributions reach \$250,000.

† Plus the Medicare levy and other applicable Government levies.

You can apply to claim a tax deduction for after-tax contributions you make. Contributions you claim as a tax deduction are treated as concessional contributions, so they're taxed at 15% and contribute to your before-tax (concessional) contributions cap. Think about what this tax treatment could mean for you.

Before you apply to claim the tax deduction you need to make sure you meet the eligibility criteria and notify us of your intent to claim using our *Claim a tax deduction for personal contributions to super* form. For details read the *How super is taxed* fact sheet at cbussuper.com.au/forms.

Tax on withdrawals

Age 60 or over: withdrawals are generally tax-free. Under age 60: tax is deducted from withdrawals before we pay them to you as follows.

Component	Tax if you're under 60
Tax-free	No tax payable.
Taxable	<p>Less than preservation age: taxed at 20%.[‡]</p> <p>Between preservation age and 59: the first \$215,000[§] is generally tax-free and the balance is taxed at 15%.[‡]</p>

‡ Plus Medicare levy.

§ Tax-free threshold for 2020/21.

Tax on investment earnings

Investment earnings are taxed at up to 15%, which is deducted from crediting rates before being applied.



You should read the important information about *How super is taxed* before making a decision. Go to cbussuper.com.au/tax or ato.gov.au. The material relating to *How super is taxed* may change between the time you read this PDS and the day you acquire the product.

8. Insurance in your super

Cover you can count on

At Cbus, our size means we can negotiate a better deal for our members. That means you can get insurance tailored to your industry with premiums paid from your super, not your salary. Plus you have the flexibility to change your cover to suit your needs.

Apply for cover when you join

If you're eligible, insurance through Cbus Personal Super can cover you for:

Your life		Your income
		
Death	Terminal illness	Total and permanent disablement (TPD)
Lump sum: to your dependants if you die	Lump sum: if you have death cover and are diagnosed as terminally ill*	Lump sum: if you're permanently disabled and unlikely to ever work again†

* With a life expectancy of 24 months or less from when you were diagnosed.

† Conditions apply.

Applying for cover

You can apply for insurance cover online by logging into your account at cbussuper.com.au/login.

Alternatively, complete a *Change my insurance: Personal Super* form, available at cbussuper.com.au/forms (or call us for a copy).

You'll need to tell us about your health when you apply and our insurer may ask you for more information, such as medical tests or financial details, to help them assess your application.

This section summarises your insurance options, but you should read the *Personal Super insurance guide* for detailed information about insurance including:

- the amount of cover available and how much it costs
- eligibility, exclusions and other terms and conditions
- when cover starts and stops
- how to change your occupation category or amount of cover, and
- cancellation of insurance.



Insurance needs calculator

Work out how much you might need to protect you and your family using our *Insurance needs calculator* available at cbussuper.com.au/calculators.

Cover for the work you do

With Cbus, you can choose from three occupation categories to suit the risks of your job. This means you could pay less for your insurance or get more cover for the same cost. You'll be covered under the manual category if you're eligible for cover and don't choose a different category when you apply.

We'll check your category if you make a claim. So any insurance payment may be reduced if you weren't eligible for the category you selected.

On the tools?

Mainly out on site



Manual

- You do manual or physical work, and
- You don't qualify for any other category.

Typical jobs

Bricklayer,
Plasterer,
Carpenter,
Plumber

Not on the tools?

Mainly in the office



Non-manual

- You do only administrative, managerial or professional work (and no manual work)
- At least 80% of your work is in an office, and
- You don't qualify for the professional category.

Typical jobs

Bookkeeper, Quantity surveyor, Payroll administrator

Professional

- You do only desk-based professional work (and no manual work)
- At least 80% of your work is in an office
- Your annual taxable income is more than \$100,000 (pro rated if part time), and
- You're a senior manager or executive, or have a university degree or higher qualification.

Typical jobs

Accountant, Architect, HR manager, Lawyer



Some words in this section (such as **compulsory super**, **normal job** and **senior manager or executive**) have specific meanings that you need to understand. Please read the *Personal Super insurance guide* to learn more.

How much cover can I get?

You can apply for up to \$5 million death cover and \$2 million TPD cover (subject to conditions). How much cover you receive will depend on your age, your occupation and the number of units you choose. This table shows some examples of how much cover one unit of death and TPD cover provides for different ages and occupation categories.

Age	Manual		Non-manual		Professional	
	Death	TPD	Death	TPD	Death	TPD
30	\$52,000	\$36,400	\$119,400	\$119,400	\$149,250	\$149,250
40	\$52,000	\$31,200	\$75,500	\$75,500	\$94,375	\$94,375
50	\$52,000	\$26,000	\$59,800	\$47,300	\$74,750	\$59,125

See the full scale and cover amount for your age in the *Personal Super insurance guide* at cbussuper.com.au/pcover.



The cost of cover will come out of your account unless you cancel it (or it stops for another reason). When deciding what cover is right for you – now and in the future – think about the benefits of being covered and the impact of insurance costs on your retirement savings.

What cover will cost

The cost of your insurance depends on the type of cover you apply for, how many units you choose, your age and your occupation category.

Age	Weekly cost per unit of cover			
	Manual		Non-manual and professional	
	Death	TPD	Death	TPD
15 - 24	\$1.44	\$1.45	\$1.67	\$1.22
25 - 34	\$1.49	\$1.50	\$1.73	\$1.26
35 - 49	\$1.53	\$1.55	\$1.78	\$1.30
50+	\$1.66	\$1.69	\$1.94	\$1.41

If you choose insurance in your super, the cost will be paid out of your super account, and will affect your overall balance.

When cover starts

Your cover will start from the date your insurance application is accepted by the insurer, as long as you have at least \$250 in your Cbus account within 31 days of when we accept your application.

We'll let you know in writing whether your application has been accepted. If it has, we'll also confirm the date your cover starts, the occupation category you're covered under, and how much cover you have.

Apply for cover after you join

To apply for cover after you join, log into your account at cbussuper.com.au/login or complete a *Change my insurance: Personal Super* form available online or call us.

Similarly, if you already have insurance elsewhere, you can apply to transfer your existing cover from another super fund or insurance policy.

Just log into your account at cbussuper.com.au/login or complete the relevant form available online or call us.

Keep your cover, even when life changes

Your insurance cover will stop if your account doesn't receive a contribution or roll in for 16 months.

We can keep you covered – even if you stop work or change jobs – if you tell us you want to keep your cover on your *Change my insurance: Personal Super* form.

You can change your mind or choose to reduce or cancel your cover at any time. Be aware your cover could stop for other reasons too, such as when you reach a certain age or you don't have enough money in your account to pay for it. See the *Personal Super insurance guide* for details.

Keep in mind that if your cover stops and you want to be insured again, you'll need to reapply and provide new health information.

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You should read the important information about *Insurance in your super* before making a decision, including the amount and costs of cover, when cover stops and starts, changing your cover, making a claim, and any other terms and conditions of Cbus' insurance policies. Read the *Personal Super insurance guide* at cbussuper.com.au/pcover for more information. The material relating to *Insurance in your super* may change between the time you read this PDS and the day you acquire the product.



9. How to open an account

There are two ways you can open a Cbus Personal Super account:



1. Join online

- Visit cbussuper.com.au/join to join in four easy steps



2. Complete the attached forms

- *Join Cbus Personal Super*
- *Rollover your super to Cbus (optional)*

Need help? Cbus Advice Services can provide help or advice on your account. Call us on **1300 361 784**.

Contact us if you're not satisfied

We strive to provide great service for every member. If you're dissatisfied with any aspect of the Fund:

- Write to the Cbus Complaints Officer, Cbus, Level 19, 130 Lonsdale Street, Melbourne VIC 3000.
- Call **1300 361 784** (8am to 8pm AEST/AEDT, Monday to Friday) within Australia. Closed on national public holidays.
- Submit your complaint online at cbussuper.com.au/complaint.

If you're not satisfied with the outcome, your complaint may be considered by the Australian Financial Complaints Authority (AFCA). AFCA is an independent dispute resolution body set up by the Federal Government to provide a free, impartial and binding dispute resolution service for financial services.

- Write to GPO Box 3 Melbourne VIC 3001
- Email info@afca.org.au
- Call **1800 931 678**
- Website afca.org.au



You should read the important information about *How to make a complaint*. Go to cbussuper.com.au/complaint to read more. The material relating to *How to make a complaint* may change between the time you read this PDS and the day you acquire the product.

Cooling off

If you change your mind about Cbus, by law you can stop your membership within the later of:

- 14 days from when Cbus confirms we have accepted it
- 19 days from the date Cbus receives your membership application.

If you want to cancel your membership, please contact us. Any preserved benefit you have can only be rolled over to another regulated super fund.

Privacy

We collect, store and disclose the personal information you provide only to administer your account and in accordance with the *Cbus Privacy Policy*. Except where required by law, your personal information will not be used for any other purpose. For more details, please refer to the *Cbus Privacy Policy and Personal Information Collection Statement* at cbussuper.com.au/privacy or call **1300 361 784** for a copy.



Join Cbus Personal Super

REQUIRED

This membership application is part of the *Cbus Personal Super Product Disclosure Statement (PDS)* dated 31 October 2020. Please read the PDS before you complete this form.

Please use black or blue pen and CAPITAL letters. Use an X in boxes where required.



Join online - visit cbussuper.com.au to join in four easy steps.

I am joining as a:

- Self-employed member (but not a sole trader or unincorporated partnership)*
- Personal member (that is, not receiving employer contributions)*

* If you trade in your own right as a sole trader or in an unincorporated partnership, or if you receive employer contributions, please call us or visit cbussuper.com.au/pds for a copy of the relevant PDS and application form.

Step 1: Provide your personal details

Title Mr Mrs Miss Ms Other

Date of birth DD / MM / YYYY

Gender Male Female

Given name(s)

Family name

Home phone () Mobile

Email address (providing your email means you give permission for Cbus to use it)

Residential address (compulsory)

Street number Street name

Suburb/town State Postcode

Postal address (if different from residential)

Step 2: Consider giving us your tax file number

Providing your tax file number (TFN) is voluntary but can result in paying less tax. It also allows you to top up your super with your take-home pay. (See Section 7 of the PDS for details.)

My TFN is:

- I give Cbus permission to use my TFN to complete a SuperMatch search to find any lost super or other super accounts (including insurance cover). We'll get in touch to show you how to complete the search and combine your super. We'll store your consent but you can change this permission at any time via your online account or just call us.

Step 3: Make your first super payment

Your first super payment of at least \$250 is:

- a) A personal contribution (made personally by you). \$
- b) A rollover from another super fund. Complete the attached *Rollover your super to Cbus* form and return it with this application. \$

- Any insurance cover you've applied for won't start unless accepted by the insurer and your account balance is at least \$250 within 31 days of us accepting your accurately completed *Change my insurance: Personal Super* form.
- Please make cheques payable to Cbus Superannuation Fund.

Step 4: Choose how you'd like to make ongoing payments

If you plan to keep making contributions, choose how you would like to pay them. To use direct debit you'll need to complete the direct debit application below.

Direct debit from my bank, building society or credit union
Please check your financial institution offers this option before you complete your direct debit request below.

Direct payment to Cbus
To use this option download a deposit slip from cbussuper.com.au/deposit or call us for a copy.

BPAY®

You can use BPAY after your account is set up – call us for details.
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Step 5: OPTIONAL: Consider setting up a direct debit to your Cbus super account



Read the *Direct debit service agreement* thoroughly

You can find the *Direct debit service agreement* online at cbussuper.com.au/forms or call us for a copy. The agreement is designed to explain what your obligations are when undertaking a direct debit arrangement with us. It also details what our obligations are to you as your direct debit provider. The agreement forms part of the terms and conditions of your direct debit request and should be read in conjunction with your direct debit request. You can only make personal contributions via direct debit – you cannot make salary sacrifice contributions this way.

We can only accept direct debit contributions if you've provided your tax file number (TFN) and confirm you're eligible. If your circumstances change, please contact us immediately. The Government also limits how much you can contribute to super without paying extra tax – visit ato.gov.au.

Have you provided Cbus with your TFN?

Yes No To provide it visit cbussuper.com.au/tfn or call **1300 361 784**.

Select the statement below that applies to you:

- I'm under age 67 I'm age 67 to 74 **and** I've been gainfully employed for at least 40 hours in 30 consecutive calendar days during the current financial year I'm age 67 to 74 **and** I was gainfully employed for at least 40 hours in 30 consecutive calendar days during the previous financial year **and** my total super balance was less than \$300,000 at the end of the previous financial year **and** I've not used the work test exemption in a previous financial year.

How much do you want to be deducted? \$, .

How often do you want the above amount to be deducted?

<input type="checkbox"/> On-demand (This is a one-off instruction)	OR	<input type="checkbox"/> Twice monthly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly	When do you want to start your first deduction? <input checked="" type="checkbox"/>	<input type="checkbox"/> 7th <input type="checkbox"/> 14th <input type="checkbox"/> 21st <input type="checkbox"/> 28th	Your payments will be deducted at the first available opportunity, according to the frequency and start date you select. If any of these dates fall on a weekend or public holiday, the payment will be processed the next business day.
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Name of your bank, building society or credit union (this must be an account held in Australia)

Financial institution address

Suburb/town

State

Postcode

Name bank account is held in (for example, Fred Smith, or ABC Pty Ltd)

BSB

Account number

I request and authorise Cbus to arrange for the amount selected above to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified above, subject to the terms and conditions of the *Direct debit request service agreement*.

Where contributions are being deducted from my business account, I acknowledge that these contributions are after-tax personal contributions and have been correctly accounted for and recorded for tax purposes. I acknowledge that I am responsible for any tax liabilities on these contributions.

By signing this direct debit request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and United Super Pty Ltd ABN 46 006 261 623 atf Cbus, as set out in this request and in your *Direct debit request service agreement*.

Visit cbussuper.com.au/forms for a copy or call us on **1300 361 784**.

Your signature

Date

Joint account signature (if applicable)

Date

Step 6: Choose who gets your super if you die

Complete this section to make a non-binding beneficiary nomination. The minimum you can allocate to a single beneficiary is 1%. See page 16 of the *Personal Super insurance guide* for more information.

Legal Personal Representative

. %

Dependants: Given name and initial(s) (eg Sam R)

Family name

Relationship to you (spouse, child, etc)

. %

. %

. %

Attach another page if you have more than three beneficiaries. You can change your nominations at any time online or by calling us. **Must add up to** . %

Step 7: How should we invest your account?

If you don't make a selection below, your super will be invested in the Growth (Cbus MySuper) option. Before making your investment choice selection we strongly recommend you read the *Investment handbook* at cbussuper.com.au/investments and seek advice.

Complete this section if you want to change from Growth (Cbus MySuper).

	Proportion	
Cash Savings	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	%
Conservative	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	%
Conservative Growth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	%
Growth (Cbus MySuper)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	%
High Growth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	%
Total must add up to 100%	100%	

Cbus Self Managed

Cbus Self Managed is an investment option that allows eligible Cbus members to invest their super directly in a range of key asset classes. To apply to invest in Cbus Self Managed just register online after joining.

For more information read the *Cbus Self Managed Investment Guide* available from cbussuper.com.au/cbusselfmanaged.

Step 8: How should we communicate with you?

You can change your preferences at any time via your online account.

Do you want to receive your statements online only? Yes No

Do you want to receive information from Cbus by email and SMS? Yes No

Do you want to receive information from Cbus about special offers, discounts and other marketing materials outside of your Cbus membership? Yes No

Do you want to receive The New Daily (TND)? TND is a free online newspaper providing general and financial content. To get started, your personal details will be provided to TND. Yes No

Step 9: Sign and date this form

I want to open a Cbus Personal Super account on the terms and conditions in the Trust Deed and confirm that:

- I've read and understood the *Cbus Personal Super PDS* dated 31 October 2020 and the additional information incorporated by reference which I needed to make decisions about my application.
- I've read the Trustee's Privacy Statement set out in the *Cbus Privacy Policy and Personal Information Collection Statement* and I consent to the collection, use and disclosure of my personal and sensitive information by the Trustee in the manner described in the Privacy Statement.
- I understand Cbus may send product disclosure statements, significant event notices and other regulatory updates to me digitally (such as a link in an email) using the email address provided on this form.
- I'm entitled to only one super membership in Cbus (except for Cbus Super Income Stream) and I accept any duplicate account may be closed.
- I've read and understood the investment options.
- I understand Cbus is responsible for each investment option's strategic asset allocation and objectives, and for choosing the investment managers, but not for my choice of investment option.
- I've considered my own personal circumstances, needs and objectives (with or without the assistance of a financial planner) in deciding to invest in Cbus products or make any other choice set out in this form.
- I've answered all questions truthfully and correctly to the best of my knowledge.

By signing this application I consent to the use of my personal information to establish and run my super account.

 Sign here:

Date / / 20 Y Y

Membership application cannot be approved unless this form is completed, dated and signed.



Cbus
Locked Bag 5056
PARRAMATTA NSW 2124



1300 361 784
8am to 8pm (AEST/AEDT)
Monday to Friday



cbusenq@cbussuper.com.au
cbussuper.com.au



Visit Cbus in person in Adelaide,
Brisbane, Melbourne, Perth and Sydney.
Details: **cbussuper.com.au/contact**



Rollover your super to Cbus

Complete this form to transfer money from your other super funds to your Cbus account.
Please use black or blue pen and CAPITAL letters. Use an X in boxes where required.

OPTIONAL

! Combine your super easily online. Simply log in at cbussuper.com.au/login.

Step 1: Provide your personal details

Title Mr Mrs Miss Ms Other Date of birth / / Gender Male Female

Given name(s)

Family name

Other previous name(s)

Home phone () Mobile

Email address (providing your email means you give permission for Cbus to use it)

Tax file number (if you haven't already provided it)

! You don't have to give us your tax file number, but there may be tax consequences. Visit cbussuper.com.au/tfn for details.

Residential address

Street number Street name

Suburb/town State Postcode

Previous address (if you know that the address held by your FROM fund is different from your current residential address)

Street number Street name

Suburb/town State Postcode

Step 2: Provide your fund details

You can provide the details of up to two different funds to transfer your super from. To transfer your super from more than two funds you can attach another form or log into your account and combine your super online.

FROM (transferring)
Fund name

Membership or account number

Fund phone number

Australian business number (ABN)

Unique Superannuation Identifier (USI)

FROM (transferring)
Fund name

Membership or account number

Fund phone number

Australian business number (ABN)

Unique Superannuation Identifier (USI)

Whole or partial balance rollover

Whole – transfer the whole balance of this account, which will close your other super account.

Partial – transfer this amount: \$, , .

Whole or partial balance rollover

Whole – transfer the whole balance of this account, which will close your other super account.

Partial – transfer this amount: \$, , .

TO (receiving)
Fund name **CBUS**

Membership or account number

Australian business number (ABN) **75 493 363 262**

Fund phone number **1 3 0 0 3 6 1 7 8 4**

Unique Superannuation Identifier (USI) **CBU0100AU**

Step 3: Allow us to search for any other super you have

I give Cbus permission to use my TFN to complete a SuperMatch search to find any lost super or other super accounts (including insurance cover).

We'll get in touch to show you how to complete the search and combine your super. We'll store your consent but you can change this permission at any time via your online account or just call us.

Step 4: Sign and date this form

Important: This transfer may close your FROM account and cancel any insurance or any other entitlements associated with that account (you will need to check this with your FROM fund).

By signing this request form I confirm:

- I have fully read this form and the information completed is true and correct.
- I am aware I may ask my other superannuation provider for information about any fees or charges that may apply, or any other information about the effect this transfer may have on my insurance cover and other benefits, and have obtained or do not require any further information.
- If I have provided it I consent to my tax file number being disclosed for the purposes of consolidating my account.
- I discharge the other superannuation provider of all further liability in respect of any benefits paid and transferred to my Cbus account.
- I have read and understand the important information I need to consider when transferring my super (see below).
- I have considered where my future employer contributions will be paid.
- I am aware and confirm that by rolling over from another super fund, any existing insurance with that fund will be cancelled. I therefore do not intend to transfer existing Death and Total and Permanent Disablement insurance to Cbus.
- I request and consent to the transfer of superannuation as described above and authorise the superannuation provider of each fund to give effect to this transfer.

Privacy

Please refer to the *Cbus Privacy Policy and Personal Information Collection Statement* at cbussuper.com.au/privacy for details about how Cbus collects and discloses personal information or contact us on **1300 361 784** for a copy.



Sign here:

Date

D D / M M / 2 0 Y Y

Things you need to consider when transferring your super

When you transfer your super, your insurance and other entitlements under that fund may cease. You need to consider all relevant information before you make a decision to transfer your super.

- **Fees** – your FROM fund must give you information about any administration fees and any other relevant fees. Differences in super fees or insurance premiums can have a significant effect on what you will have to retire on. For example, a 1% reduction in fees may significantly increase your final benefit.
- **Insurance cover** – your FROM fund may insure you against death, illness or an accident which leaves you unable to return to work. If you choose to close that account, you may lose any insurance entitlements you have with them, or you may be able to transfer your insurance benefits across to Cbus. If you are going to apply to transfer your cover, **DO NOT** submit this super rollover form until the insurer accepts your application. For information about cost and amount of cover, visit cbussuper.com.au/insurance. To check if you're eligible, go to cbussuper.com.au/forms and search for *Application to transfer existing insurance cover*.

What happens if I don't provide my tax file number (TFN)?

You are not obliged to provide your TFN to Cbus, but if you don't, you may be taxed at a higher rate. Learn more at cbussuper.com.au/tfn.

Under the *Superannuation Industry (Supervision) Act 1993*, Cbus is authorised to collect your TFN, which will only be used for lawful purposes. These purposes may change in the future as a result of legislative change. The TFN may be disclosed to another super provider, when your benefits are being transferred, unless you request in writing that your TFN is not to be disclosed to any other trustee.

What happens to my future employer contributions?

Using this form to transfer your super will not change the fund to which your employer pays your contributions. To change the fund your super is paid into, speak to your employer about your options, and provide them with a completed *I want my super paid into Cbus* form, available at cbussuper.com.au/forms.

Have you changed your name or are you signing on behalf of another person?

If you have changed your name, you'll need a certified copy of your:

- | | | |
|---|-----|--|
| ■ marriage certificate, or | AND | ■ either a current driver's licence or passport. |
| ■ decree absolute (divorce certificate), or | | |
| ■ deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office | | |

If you're signing on behalf of another person, you'll need a certified copy of either guardianship papers, or a Power of Attorney.

This form can NOT be used to:

- transfer super amounts if you don't know where they are
- change the fund to which your employer pays contributions on your behalf
- open a super account, or
- transfer super amounts under certain conditions or circumstances, for example if there is a super agreement under the *Family Law Act 1975* in place.



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Visit Cbus in person in Adelaide, Brisbane, Melbourne, Perth and Sydney.
Details: cbussuper.com.au/contact

Contact Cbus



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Monday to Friday, closed on national public holidays



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