



# AvSuper Defined Benefit Member Guide

Sponsored by Airservices Australia & Civil Aviation Safety Authority



30 November 2020

Superannuation is an important part of planning for financial security for you and your family. While the main purpose of superannuation is to protect your standard of living in retirement, it may also protect against the financial consequences of death or disablement during your working life.

This guide explains the main features and benefits of AvSuper for Corporate (defined benefit) members and Commonwealth Superannuation Scheme members employed by Airservices Australia or Civil Aviation Safety Authority (CASA) ("CSS Members"), and also how the Fund is managed. We recommend you read this booklet carefully and keep it for future reference. After all, superannuation is one of your most important investments.

More information about AvSuper and our operations can be found on our website

**[www.avsuper.com.au](http://www.avsuper.com.au)**

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\* Fees may apply to some advice

## AvSuper's main features

### Corporate and CSS members

#### Comprehensive benefit cover

AvSuper provides a benefit if you:

- retire
- resign
- die
- become permanently disabled
- are retrenched.

#### Flexible benefit payment options

While benefits from AvSuper can be paid as a lump sum, AvSuper can continue to manage your savings if you wish to receive an income stream during retirement. Detailed information is contained in **AvSuper's Guide to retiring** and **Guide to AvSuper's Income Streams** available from [www.avsuper.com.au](http://www.avsuper.com.au) or by calling us.

#### Investment performance doesn't affect your benefit

Your benefits are determined by your salary, contribution rate and length of Fund membership. They are not affected by variations in the Fund's investment performance. This helps the value of your benefit keep pace with inflation.

#### Portable benefits

Even if you leave your employer before retirement, **you may leave your benefit with AvSuper** by transferring to our general membership. Any future employer(s) can then contribute super to your AvSuper account.

#### Access to financial planning advice

AvSuper's **Member Advice Consultants** offer members personalised financial and retirement planning advice – often at no charge. See our website or contact us for more details.

### Corporate members only

#### Financial protection

Under AvSuper insurance, you have cover for death and disablement 24 hours a day, seven days a week from the day you join the Fund for as long as you remain a member up to the age of 60. You can also choose to have income protection insurance at competitive prices - including fire fighters!

#### Flexible contributions

You can choose the level of personal contributions that suits you best.

#### Catch-up contribution rates

You can build benefits in the defined benefit section faster by making additional member contributions at any time. This will increase your benefit multiple (see page 6 for details).

### CSS Members

CSS members can contribute to an AvSuper accumulation account, and apply for voluntary death, TPD and/or income protection cover through that account.

#### Disclaimer:

This member guide is of a general nature and does not account for your specific financial needs or personal situation. It does not describe all the conditions affecting the amount or availability of benefits, and is not a promise or guarantee of any particular benefit. Assess your own financial position and personal objectives before making any decision based on this information. We recommend that you also read our Financial Services Guide and Privacy Notice. This Member Guide has been issued by AvSuper Pty Ltd (ABN 46 050 431 797, AFSL 239078), the Trustee of the AvSuper Fund (ABN 84 421 446 069). The Trust Deed of AvSuper is the final authority

on the conditions governing the defined benefit division. Although every effort has been made to verify the accuracy of the information in this guide, AvSuper, its officers, representatives, employees and agents disclaim all liability (except for any liability which by law cannot be excluded), for any error, inaccuracy in, or omission from this document or any loss or damage suffered by any person directly or indirectly through relying on this information. Some information, such as investment returns and insurance premiums, may change over time. The Trustee will replace this guide if there is a materially adverse alteration or as otherwise required by law.

## Useful definitions

**Accumulation account** - if you elect to make personal contributions, an AvSuper accumulation account will be set up alongside or in place of your defined benefit account. Your contributions and any investment earnings are credited to this account, and fees and charges are deducted. If there is an investment loss your account balance will be reduced accordingly. You bear the investment risk with your accumulation account. Member investment choice is available for accumulation accounts.

**CSS member** - a member of the Commonwealth Superannuation Scheme (CSS) who has a 3% award-based employer contribution paid to the defined benefit section of the Fund.

**Defined benefit division** - the division of AvSuper where your benefit is defined by your Final Average Salary (FAS) and an accrued benefit multiple. The amount of your benefit multiple depends on the length of your Fund membership and your rate of contribution, which may be between 0% and 10% of your super salary. In the defined benefit section, your employer bears the investment risk.

**Corporate Employee** - a person employed by Airservices Australia or the Civil Aviation Safety Authority (CASA), whether working full-time or part-time.

**Final Average Salary (FAS)** - the average of your super salary as measured on your last three birthdays prior to leaving your employer.

**Superannuation guarantee (SG)** - the minimum level of employer contributions prescribed by legislation.

**Superannuation salary** - the normal base salary you were receiving on your last birthday, which may include certain allowances such as higher duties, shift penalties, etc. Salary for super purposes changes once a year on your birthday as advised by your employer. It is always the full-time equivalent salary so going part-time or taking leave on half pay or without pay doesn't affect the salary. However, it may impact on the multiple accrued (see page 13 for details).

**Your employer** – or Corporate employer - Airservices Australia or Civil Aviation Safety Authority (CASA).

**Total and Permanent Disablement (TPD)** means an inability for you to work as per the following terms. Note that Corporate cover ends at age 60.

If you are under 70 and working 15 or more hours a week within the six months prior to suffering an injury or illness and, as a result of that injury or illness, you will be considered totally and permanently disabled if you meet one or more of the following conditions:

1. are unable to work for three consecutive months; and determined by us at the end of those three months, to be unlikely to ever resume your previous or any other occupation<sup>1</sup>.
2. Suffer a permanent impairment of at least 25% of whole person function and are unlikely to ever resume an occupation<sup>1</sup>
3. suffer the permanent loss of the use of two limbs or the sight in both eyes, or one limb and the sight in one eye and are unlikely to ever resume an occupation<sup>1</sup>
4. suffer *cognitive loss*<sup>2</sup>
5. are totally and irreversibly unable to perform two *Activities of Daily Living*<sup>3</sup> without the assistance of someone else for at least three consecutive months, are unlikely to ever do so again, and are under the regular care of a doctor for the illness or injury

If you are working less than 15 hours per week (including not working at all) or are working as a pilot within the six months prior to suffering an injury or illness, you must satisfy definitions 3, 4 or 5 in the above list.

<sup>1</sup> Any other *occupation* you may be reasonably suited to by your education, training or experience (including lower status or lower paying roles)

<sup>2</sup> *Cognitive loss* means we have determined a total and permanent deterioration or loss of intellectual capacity which requires you to be under the continuous care and supervision by another adult person for at least three consecutive months and at the end of those three months, you are likely to require permanent ongoing continuous care and supervision by another adult.

<sup>3</sup> *Activities of daily living* are bathing, dressing, feeding, toileting and mobility (using a chair or bed).

Not sure if you have any other super?

Log into Member Online to ask us to search for you



## How your fund works

### Corporate members

As a Corporate member, your major benefits may be provided as a defined benefit section. This section is closed to new members.

In the defined benefit section, the money you and your employer contribute to AvSuper is pooled and invested. Investment earnings on the pooled money further increase the Fund's assets over time. Fund assets are used to pay benefits to members and their dependants. Benefits payable are defined by the formula described on page 7 and are not affected by interest from AvSuper's investment earnings nor dependant on the actual payments being made by your employer.

An actuary reviews AvSuper's financial position annually to ensure the asset pool is adequate to meet members' accrued benefits. Employer contributions may be increased or decreased depending on the actuary's findings.

Details of how AvSuper's investments have performed over previous years are included in our annual report and on our website. You can choose to transfer from a defined benefit to the accumulation division. Details about transferring are included on page 19.

#### Flexible contribution rates

AvSuper's flexible contribution rates allow you to choose a contribution level to suit your circumstances.

You can contribute any whole percentage of your superannuation salary between 0% and 10%.

You can vary your contribution rate at any time by completing a **change of contributions form**, which is included in this guide and available from our website. Please note that changes may affect the Grandfathering provisions for contribution limits (refer to page 12).

Member contributions are automatically deducted through your employer's payroll. Your selected contribution rate will affect your final defined benefit payment from AvSuper.

Contributions may be made from your after-tax salary or, if your employer agrees, from your before-tax salary (salary sacrifice).

Currently, you can contribute up to age 65. Between 65 and 74 contributions may only be made if you

worked at least 40 hours in 30 consecutive days in that financial year. No contributions can be paid once you reach 75.

Since 1 July 2013, there is no age limit on the SG so your employer will contribute for you as long as you are working.

#### Example 1: Pre-Tax Contribution

Sam's birthday super salary prior to 30 June 2012 is \$167,613.00 and he makes a 9% contribution rate.

Sam's fortnightly pre tax deduction from payroll is:

$$= ((\$167,613 \times 9\%) / 26)) / .85$$

(gross up to take into account the 15% contributions tax)

$$= (\$580.19) / .85$$

$$= \mathbf{\$682.58 \text{ pre tax deduction per fortnight}}$$

Sam decides to increase his contribution rate from 9% to 10%. His new fortnightly pre tax deduction from payroll will be:

$$= ((\$167,613 \times 10\%) / 26)) / .85$$

(gross up to take into account the 15% contributions tax)

$$= (\$644.66) / .85$$

$$= \mathbf{\$758.42 \text{ pre tax deduction per fortnight}}$$

#### Example 2: Post-Tax Contribution

Pete's birthday super salary prior to 30 June 2012 is \$167,613.00 and he makes a 9% contribution rate.

His fortnightly post tax deduction from payroll is:

$$((\$167,613 \times 9\%) / 26 \text{ fortnights})$$

$$= \mathbf{\$580.19}$$

Pete decides to increase his contribution rate from 9% to 10%. His new fortnightly post tax deduction from payroll will be:

$$= ((\$167,613 \times 10\%) / 26 \text{ fortnights})$$

$$= \mathbf{\$644.66}$$

**Impact:** By increasing the contribution rate by 1% through pre-tax or post-tax, the benefit accrual rate will increase by 2% every year as long as Sam or Pete works full time. Please note the Final Average Salary (FAS) also plays a key role as well in the build-up of the final super benefit.

## How your benefit builds up

### Corporate members

As a member of the defined benefit section, you build up a multiple of your Final Average Salary (FAS) during your membership of the Fund. How much your multiple grows depends on the rate at which you contribute.

If your average annual contribution rate over the total period of your membership is 5% or less, your benefit multiple will build up as shown in Table 1, varying according to the actual percentage contribution you make each year.

If your average annual contribution rate over your total membership is more than 5%, your benefit multiple will build up as shown in Table 2, varying according to the average contribution rate over your membership.

Table 1: Average annual contribution rate of 5% or less

Contribution rate as % of superannuation salary	Benefit multiple build-up for each year (as % of FAS)
Nil	10%
1%	12%
2%	14%
3%	16%
4%	18%
5%	20%
6%	22%
7%	24%
8%	26%
9%	28%
10%	30%

Periods of part-time employment, and unpaid leave in excess of 84 days may reduce the build up in the year in which they occur. You may wish to discuss this with your employer or get personalised advice from AvSuper if you are considering changing your hours or taking extended leave.

Your benefit multiple will continue to accrue after your 75<sup>th</sup> birthday. However, as you can't salary sacrifice or make personal contributions from that age, your multiple will accrue at a maximum of 0.1 (10% of FAS) per year.

Table 2: Average annual contribution rate more than 5%

Contribution rate as % of superannuation salary	Benefit multiple build-up for each year (as % of FAS)
0%	10%
1%	12%
2%	14%
3%	16%
4%	18%
5%	20%
6%	21.2%
7%	22.4%
8%	23.6%
9%	24.8%
10%	26%



## Have questions about your super or how an adviser can help you?

Call our member services team on 1300 128 751 to clarify your position or make an appointment for personalised advice – often it will cost nothing for our members.

## Your super benefits

### Corporate members

#### Retirement benefit

You may be entitled to a lump sum benefit upon retirement. A special minimum retirement age of 50 applies to Air Traffic Controllers and Flight Information Service Officers (previously Flight Service Officers). While you may be entitled to a lump sum benefit on retirement at a particular age, you may still be required to preserve some or all of your benefit until you reach your preservation age (see page 14).

The benefit you receive will be your Final Average Salary (FAS) multiplied by the benefit multiple you have built up throughout your membership.

The rate at which your benefit multiple builds up each year, and the way the benefit is calculated, depends on your average contribution rate over the total period of your membership to date, as shown in the tables on page 6. The following examples illustrate how this works:

#### Example 1 - Average contribution rate of 5% or less

If you retire at age 55 after contributing at 3% for fifteen years and 5% for 10 years, your average contribution rate over your membership is less than 5% so your benefit is calculated using Table 1 on page 6.

As shown in Table 1, the benefit percentage build-up for your contribution level over the two periods is 16% and 20% respectively.

If your FAS at retirement was \$100,000, your retirement benefit would be calculated as:

$$15 \text{ years} \times 16\% = 2.4$$

$$10 \text{ years} \times 20\% = 2.0$$

$$\text{Benefit multiple} = 4.4$$

$$\$100,000 \text{ (FAS)} \times 4.4 \text{ (benefit multiple)}$$

$$= \$440,000 \text{ (retirement benefit)}$$

#### Example 2 - Average contribution rate of more than 5%

If you retire at age 60 after contributing at 6% for 15 years and 10% for 15 years, your average contribution rate over your membership would be 8%, so your benefit would be calculated using Table 2 on page 6.

If you retired and your FAS at the time was \$60,000, your retirement benefit would be calculated as:

$$15 \text{ years} \times 21.2\% = 3.18$$

$$15 \text{ years} \times 26\% = 3.9$$

$$\text{benefit multiple} = 7.08$$

$$\$60,000 \text{ (FAS)} \times 7.08 \text{ (benefit multiple)}$$

$$= \$424,800 \text{ (retirement benefit)}$$

Note if your average contribution rate moves above or below 5%, your calculation may require using both tables 1 and 2. Please contact us for assistance.

#### Resignation benefit

If you leave employment and are not entitled to another benefit from AvSuper, you will receive a resignation benefit. Your resignation benefit is equal to your accrued retirement benefit on the date of leaving.

$$\text{Resignation benefit} = \text{FAS} \times \text{benefit multiple}$$

#### Example

If you resign after 10 years of membership with a FAS of \$50,000 and after contributing 5% each year, your resignation benefit calculation would be

$$10 \text{ years} \times 20\% \text{ (from Table 1)} = 2.0 \text{ (benefit multiple)}$$

$$\$50,000 \text{ (FAS)} \times 2.0 \text{ (benefit multiple)}$$

$$= \$100,000 \text{ (resignation benefit)}$$

#### Retrenchment benefit

On retrenchment, the benefit payable is the accrued benefit multiple at the date of cessation times FAS. If you have not reached your preservation age or intend to continue in the workforce, you will not be able to access all of your benefit immediately (see page 14).

### Total temporary disablement (TTD) benefit

AvSuper may provide income maintenance where a member is not permanently disabled but is suffering from 'Total Temporary Disablement' (as defined in the applicable policy).

### Total and permanent disablement (TPD) benefit

If you make an eligible TPD claim while a defined benefit (Corporate) member, you will be entitled to a cash lump sum benefit (refer to page 4 for the definition of TPD.)

The TPD benefit is calculated as the sum of:

1. your built up retirement savings at the date of disablement (refer to the previous calculation examples). This is paid by AvSuper; and
2. An insurance payment to cover your lost income due to the injury or illness. It is based on a formula of  $20\% \times \text{your future service to age 60} \times \text{your salary at your last birthday}$ . This is paid by our insurer but does not apply once you reach 60 years of age.

Note, if you are working less than full-time hours when you become disabled, the insurance of your TPD benefit will be adjusted to reflect the average hours you worked during the last two years of your membership.

#### Example

If you ceased to be an employee because of TPD at age 45 with a salary of \$55,000 and FAS of \$53,000 having contributed for 10 years at 3%, your disablement benefit would be calculated as:

**Benefit multiple: 10 years  $\times$  16% = 1.6**

#### Defined benefit component

\$53,000 (FAS)  $\times$  1.6 \$84,800

#### TPD cover

\$55,000  $\times$  15 years  $\times$  20% \$165,000

#### Total TPD entitlement

Defined benefit component + insurance **\$249,800**

### Death benefit

If you die while a Corporate member, a payment will be made to your dependant(s) or legal personal representative(s) by the Trustee (see page 17). The payment is calculated on the same basis as the TPD benefit.



### AvSuper insurance

AvSuper insurance is provided by an external insurance company, Hannover Life Re Australasia. The insurer may change in the future.

Special conditions affecting the availability or amount of the disablement benefit may apply if, for example:

- the disablement is deliberately caused or aggravated
- you fail to undergo tests or treatment
- you fail to provide information
- insurance cover is refused or restricted.

The payment of the insured component of these benefits is subject to the terms and conditions of the current insurance policy.

If the insurer declines your claim for a TPD or TTD benefit, only the calculated defined benefit may be payable.

As a Corporate member, **you can choose to open an accumulation account and apply for voluntary insurance cover** if you want more than is offered by your Corporate cover and/or want cover to age 70. Note that an ongoing duty of disclosure requirement will apply to all voluntary cover.

Please refer to our **Member Insurance Guide** for information about AvSuper insurance, including definitions and full terms and conditions.



## How your fund works

### CSS members

As a CSS member in the defined benefit section, you build-up a benefit multiple of 3% (.03) of your Final Average Salary (FAS) each year or part year of your Fund membership.

Your FAS is the average of your superannuation salaries on the three birthdays before you leave Airservices Australia.

Your superannuation salary is the normal base salary you were receiving on your last birthday. In certain circumstances, allowances such as higher duties and shift penalties may be included in superannuation salaries. Airservices Australia advises AvSuper of your superannuation salary so please direct any questions on how these are determined to them.

Your superannuation salary will always be the full-time equivalent salary even if you are working part-time or are on leave without pay or on reduced pay.

The growth of your multiple will be impacted by periods of part-time service and some periods of unpaid leave. Contact your employer to discuss the impact if you are considering working part-time.

#### Example

An example of how your 3% award benefit is calculated is as follows:

If you commenced with the Fund on 1 July 1990 and retired fifteen years later on 30 June 2005 with a FAS of \$90,000, you would receive a benefit of \$40,500.

$$15 \text{ years} \times 0.03 \times \$90,000 = \$40,500$$

#### Insurance

You have death and disablement cover provided through your CSS account. You can apply for additional voluntary AvSuper insurance for death, death and TPD and/or income protection if you have an accumulation account.

If you **leave your employer and remain an AvSuper member**, your voluntary insurance cover will continue as it was, and you can cancel or vary it at any time.

Further information on AvSuper's insurance cover is provided in **AvSuper's insurance guide**.



## Accumulation accounts

### Additional personal contributions

In addition to making contributions to the defined benefit section (Corporate members only), you can also make contributions to an accumulation account until you are 75 years old (although a work test\* may apply if you are over 67). You can contribute any amount from your after-tax salary or, if your employer agrees, from your before-tax salary (salary sacrifice). However, Government contribution limits apply (see page 12 for details).

You can vary your contributions at any time by completing a **change of contributions form**, which is available on our website or call us for a copy.

You may also make lump sum payments to your accumulation account by direct deposit and let us know via an online form. You should read the **Product Disclosure Statement - Your guide to AvSuper membership** for more detailed information on these accounts.

\* Work test – confirm to us that you have worked at least 40 hours in a 30 day period once in that financial year or (once only) previous financial year

### Rolling over to AvSuper

You can roll over any amount of super from other funds to your AvSuper accumulation account once you have compared the fees and benefits of each.

You can use the eRollover function within **AvSuper Online (AOL)** or the **Rollin whole balance from another super fund form** (available on our website or by calling us). There is no entry fee on amounts rolled over to AvSuper but your old fund may impose penalties for leaving.

You may also be eligible to rollover any existing insurance cover from your old super fund.

### Fees and expenses

Full details on the fees and charges associated with an accumulation account are included in the **Product Disclosure Statement - A guide to AvSuper Corporate Membership** and you should read this carefully if you have or are considering an accumulation account.



Aviation firefighting training, Sydney (image courtesy of Airservices Australia)



## Government contribution information

### Superannuation co-contribution

The Commonwealth Government provides eligible individuals with a superannuation co-contribution to help them save for their retirement. Currently, co-contribution eligibility requirements are:

- making personal super contributions in that year. Contributions made from before-tax salary (salary sacrifice) or contributions made on your behalf by a third party, e.g. your spouse or employer, are not considered personal super contributions
- your personal contributions must not exceed the contributions cap for that year
- your total income (assessable income plus reportable fringe benefits) for that year is less than \$54,837\*
- 10% or more of your total income is from eligible employment, running a business or a combination of both
- you have not held an 'eligible temporary resident visa' at any time during the year
- you have lodged an income tax return for the year
- your total superannuation savings were less than \$1.6 million at the previous 30 June
- you are less than 71 years old at the end of the financial year.

If your total income is \$39,837\* or less the Government will put \$0.50 into your super account for every \$1 in personal contributions you make. Only personal contributions up to \$1,000 will attract the co-contribution, making \$500 the maximum co-contribution you can receive. The co-contribution will reduce by 3.333 cents for each dollar by which your total income exceeds \$39,837\*. Therefore, the maximum available co-contribution is \$500 on a total income of \$39,837\*, a total income of \$54,837\* may mean a co-contribution of approximately \$250 and no co-contribution is available where the total income is more than \$54,837\*.

### Contribution splitting

You can also split any salary sacrifice contributions made to your accumulation account with your spouse. After the end of each financial year you can transfer a percentage of the contributions made in that year to your spouse's super account, regardless of whether this account is in AvSuper or another fund.

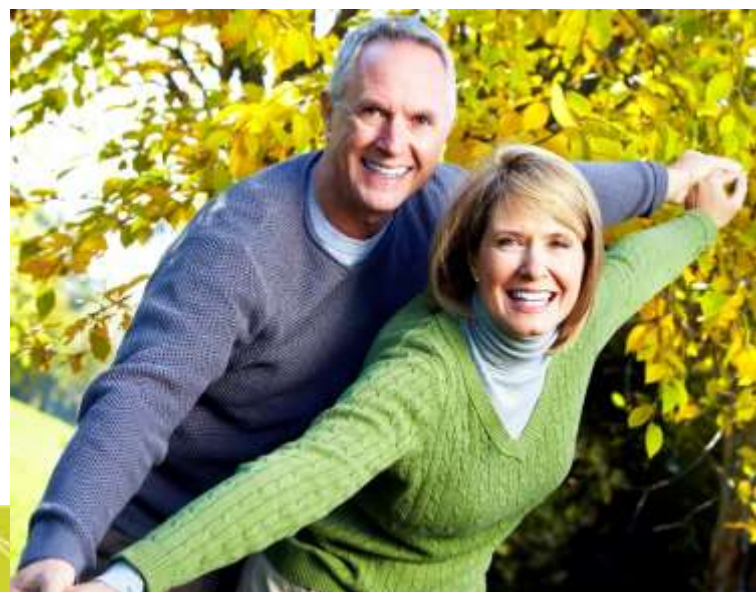
### Eligible spouse contributions

You can open an account with AvSuper for your spouse and other family members. More information on this is included in **AvSuper's Product Disclosure Statements** available from the AvSuper website or by calling us.

You are also able to make contributions into your spouse's account (if your spouse is under 75 and otherwise eligible to receive contributions) and may get a tax offset for doing so. Simply use the **personal contributions form** on our website to let us know of any spouse contributions.

### Family Law

Superannuation is part of the marital property of divorcing couples. At the request of members, their spouses or their legal advisers, we will provide information about members' super accounts. Your super may be split by court order or agreement. Please contact us for further information on the effect of Family Law legislation on your super.



\* For 2020-21 year - may change in future years

## Taxation

In most cases tax is payable on benefits taken as cash. The amount of tax payable depends on:

- the type of benefit payable
- the components of your benefit
- your age at the time the benefit is taken

**If we do not have your TFN you may pay a higher rate of tax than necessary.**

### Contributions tax

Salary sacrifice contributions and any employer contributions made on your behalf are taxed at 15% as AvSuper receives them.

### Super tax for higher income earners

A higher contributions tax for high income earners applies - if your income is assessed as \$250,000 or above, you will pay a 30% concessional contribution tax instead of 15%.

You will be liable to pay the additional tax when you withdraw money from your defined benefit unless you also have an accumulation account. The ATO determines how much is payable.

Please refer to our ***super tax for higher income earners fact sheet*** for more details if you think this may apply to you.

## Superannuation surcharge

A superannuation surcharge was applied to contributions made by employers, including those made under salary sacrifice arrangements, between August 1996 and 30 June 2005. This surcharge only applied to high income earners.

If the surcharge applied to you, you may have a debt to AvSuper which accrues interest at our Defined Benefit portfolio's earning rate, whether negative or positive. Your annual statement shows if you have a debt or you can check by calling us.

You can choose to deal with this debt by:

1. Pay off the debt as soon as possible through an accumulation account or a personal contribution (which will open an accumulation account for you)
2. Let the debt accrue interest and pay it off when you withdraw your money
3. Make personal contributions from your after tax money to counteract any interest

***The best approach depends on your personal circumstances – please make an appointment with one of our Member Advice Consultants for help in making this decision.***



Surface guidance system, Sydney airport (image courtesy of Airservices Australia)



## Contribution Limits

There are Government-imposed limits on how much you can contribute to your super account before you are liable for higher tax rates.

Please refer to our ***understanding contributions limits fact sheet*** for details on these. ***You will need to contact CSS to find out how these limits affect your CSS account.***

### Determining employer contributions

Defined benefit contributions made by you and your employer are paid into the Fund's asset pool from which your benefit is paid. Your benefit is calculated by a formula (see page 7) and your final benefit is not dependant on the actual payments made by your employer. So your employer's contribution for the concessional contributions limit must be calculated.

### Estimating defined benefit contributions

Table 1 below details the percentage of your superannuation salary that will count towards your concessional contributions limit each financial year. The super salary used is specified by Airservices Australia or CASA on your birthday prior to 1 July each year, i.e. the calculations for 2019-20 will be based on the super salary determined on your birthday between 1 July 2018 and 30 June 2019. Remember to account for any changes to your contribution rate during the financial year if estimating your contributions.

If contributing to your defined benefit via salary sacrifice, your contribution will be included in the calculation. If contributing from after tax dollars, your contribution is calculated at a different rate, as shown in table 1.

Allowance will be made if you take leave without pay for which you do not accrue superannuation. If you are a CSS AvSuper Defined Benefit Member, 1.2% of your Superannuation Salary will count towards the concessional contribution limit.

### Exceeding the concessional limit

Currently, if you had a defined benefit at 12 May 2009, 'grandfathering' provisions state that if your notional taxed defined benefit contributions exceed the relevant limit, you will be considered to be equal to the limit, i.e. you will not be subject to the increased tax on the excess.

However, any other concessional contributions you may make in a given financial year may be subject to additional tax as they are not protected by the grandfathering arrangements. For instance, any salary sacrifice contributions or contributions from another employer made to your AvSuper accumulation account will count as excess contributions.

The 'grandfathering' provisions won't apply if:

- You increase or have increased your contribution rate after 12 May 2009 (unless it was a salary sacrifice change from 6% to 7%)
- AvSuper's rules change to increase the benefit or improve the super salary calculation method after 12 May 2009
- Your super salary increased after 12 May 2009 by more than 50% over 1 year or 75% over 3 years, and your employer is unable to certify the increase was on an arm's length basis. We are required to report these salary increases to the ATO even if employer certification is received.
- The AvSuper Trustee or your employer exercises discretion to pay a greater benefit than provided for in AvSuper's rules.

Table 1: AvSuper (Full) Defined Benefit Member - Percentage of superannuation salary which counts towards concessional limits

Contribution rate as % of superannuation salary	Member contribution made by salary sacrifice	Member contribution made from after tax dollars
Nil	7.2%	7.2%
1%	8.4%	7.2%
2%	9.6%	7.2%
3%	10.8%	7.2%
4%	13.2%	8.4%
5%	14.4%	8.4%
6%	15.6%	8.4%
7%	15.6%	7.2%
8%	16.8%	7.2%
9%	18%	7.2%
10%	19.2%	7.2%

## How leave affects your AvSuper benefit

As a defined benefit member, you accrue a multiple of your Final Average Salary (FAS) for each day of membership.

For CSS defined benefit members the annual growth of the multiple is .03 and for other defined benefit members it is between .1 and .3 depending on your contribution rate and your previous contribution history. The tables on page 6 detail the relevant multiple.

Periods of part-time service affect the growth of the multiple, e.g. if you work 50% of standard full-time hours the multiple growth, and any member contributions to the defined benefit division, will be halved while you work part-time.

The Final Average Salary is the average of the super salaries on your last three birthdays prior to ending employment with Airservices Australia or CASA. This salary is always the full-time equivalent salary, even if you work part-time.

Under AvSuper rules, your birthday salary can only reduce if you request your employer to reduce your super salary. If you have a reduction in your salary for any reason, your benefits will continue to be based on your earlier higher salary and, unless your employer quarantines your salary, it will increase by AWOTE for future years until your actual salary catches up.

### **Paid leave**

The defined benefit accrual is not affected in any way by leave on full or reduced pay.

Contributions to your defined benefit account will continue to be deducted at your chosen rate. Please give your payroll area a completed **Change of Contributions** form if you want to vary the defined benefit contribution.

### **Unpaid leave**

Defined benefit members will continue to accrue benefits in the normal way for the first 84 days on leave without pay. Unless you are on sick leave without pay (see below), no benefits will accrue after 84 days.

As your defined benefit accrual is calculated using your contribution rate, contributions must be paid for the 84 day period if your rate is greater than 0%. Arrangements can be

made for these contributions to be deducted from your pay in advance. Alternatively, they may be paid by direct deposit during the absence, or request to pay these contributions on return to work. If the contributions remain outstanding when you leave Airservices or CASA employment, they will be deducted from your defined benefit.

If you do not want to pay any defined benefit contributions for the 84 day period, simply reduce your rate to 0%. This change will only be effective from the first day of the pay period after it is signed, and contributions will be payable up to that point. Remember that this will affect your overall benefit accrual and possibly impact on any death and total and permanent disablement cover you may have.

Note that if you decrease your rate to 0% then later increase it again, you may lose any grandfathering provisions for your contributions limits. Please contact us if you are considering this change so you fully understand your options.

**Sick leave without pay** – if you are on unpaid leave due to illness, you will continue to accrue full benefits beyond 84 days.

### **Insurance cover**

It is important to note that any AvSuper Corporate death and total and permanent disablement cover will cease if you have been absent on leave without pay for more than two years (including for parental leave). If cover is required beyond this point, you must get advance approval from our insurer.

Therefore, it is important to tell us when you are applying for extended leave without pay, or when unplanned absences extend beyond two years.



## Receiving your benefit

Government requirements and legislation relating to superannuation are complex and subject to change. When the time comes for you to take your benefit from AvSuper you may need more detailed, up-to-date information on your entitlements, and you may need to seek financial advice.

Your AvSuper membership includes access to personalised advice from our **Member Advice Team**. Whether it is a quick question or a full advice session (in person or over the phone), you can get professional advice about your AvSuper account – generally at no additional charge.



## Preservation

Generally, you must reach your preservation age (see the table below) before you can withdraw your super.

Some or all of your preserved super may be accessed early in certain conditions including if:

- you suffer severe financial hardship as determined by Government rules
- you suffer a terminal illness condition (as defined in superannuation legislation)
- you are permanently incapacitated
- you are deemed eligible for release on compassionate grounds
- you are an eligible foreign national permanently leaving Australia

Super retained in AvSuper will increase or decrease according to the Fund's earnings while you remain a member of the Fund.

Your preservation age depends on your date of birth:

Date of birth	Preservation Age
Before 1 July 1960	55
1 July 1960 to 30 June 1961	56
1 July 1961 to 30 June 1962	57
1 July 1962 to 30 June 1963	58
1 July 1963 to 30 June 1964	59
After 30 June 1964	60

Each year you will receive a Statement of your benefits, which shows the amount of your super which is required to be preserved.

Get rid of the paperwork  
and get your super organised

Save fees by eRolling your super  
into one account. [Start online today](#)  
- no need to fill in any more forms!





## Who receives my super if I die?

Under super law, if you die while a super member, your savings can only be paid to a dependant or your legal personal representative.

Your dependants may include your spouse (including same sex and de facto spouses), your children (including stepchildren or adopted children) or any other person with whom the Trustee considers you had an interdependency relationship at the time of your death.

A payment to your legal personal representative would mean your super is distributed according to your will, or if you have no will, according to law.

### **You can advise the Trustee of your wishes regarding payment of your death benefit by completing a *Nomination of beneficiaries form*.**

This form nominates the dependants to whom you would like the Trustee to pay the death benefit, and also the proportion of the benefit you would like each nominated dependant to receive. The people named on the form must meet the definition of dependant above to be eligible to receive any part of the benefit. Or you can nominate your legal personal representative.

**You can make your nomination binding by having it witnessed.** Otherwise, the Trustee has the final say in determining to whom and in what proportions your death benefit is paid, but will take your nomination into consideration.

You can also make a non-binding nomination online by logging into **AvSuper Online (AOL)** at **[www.avsuper.com.au](http://www.avsuper.com.au)**

It is important to complete a new nomination of beneficiaries form if your personal circumstances change.

If you have made a will, you should still complete a ***Nomination of beneficiaries form***. While a will governs the distribution of your estate, your superannuation benefit does not form part of your estate unless the Trustee decides to pay your benefit to your legal personal representative.

The Trustee will focus on potential beneficiaries who were financially dependent on you at the time of your death. Not having a valid beneficiary nomination in place may mean that your super is not distributed as you would like it to be.

### ***Interdependency***

The legislation provides that two persons have an interdependency relationship if each of these conditions is met:

- they have a close personal relationship
- they live together
- one or each of them provides the other with financial support, and
- one or each of them provides the other with domestic support and personal care.

An interdependency relationship also exists where there is a close personal relationship and either or both people suffer from a physical, intellectual or psychiatric disability. In these circumstances there is no requirement for cohabitation or provision of financial or domestic support.

A close personal relationship is one that involves a demonstrated and ongoing commitment to the emotional support and well-being of both parties. The definition is not intended for people who share accommodation for convenience (eg flatmates) or people providing care as part of employment or on behalf of a charity.

[www.avsuperadvice.com.au](http://www.avsuperadvice.com.au)

**AvSuper Advice**

**Personalised financial  
planning and advice**

**1300 128 751**

**[www.avsuperadvice.com.au](http://www.avsuperadvice.com.au)**



## Leaving your employer

If you're planning to retire or resign, **you can choose to stay with AvSuper!** Alternatively, contact your payroll area for information on how to ensure we can pay your benefit quickly and efficiently.

We recommend you obtain financial advice about what to do with your super - **our Member Advice Consultants can help you make decisions about AvSuper accumulation and income stream accounts.**

Legislation preventing money laundering and terrorism financing requires us to obtain and verify certain information before paying out any super. The relevant withdrawal forms detail what is required. Payment may be delayed if these requirements are not met.

Your defined benefit will be crystallised and invested in the accumulation account for you, effective the day after employment termination. Any prior member instructions will be processed using the unit prices applicable on the date such instructions are received.

### **If you do not provide instructions**

If your defined benefit is left without any instructions on how or where to pay it, we will transfer the money into an accumulation account for you.

If you don't have an existing accumulation account, one will be opened for you and your money invested into the Growth (MySuper) option by default. Please refer to the **AvSuper Product Disclosure Statement** for full details of accumulation accounts.

If you already have an accumulation account, your money will be invested according to your current arrangements. However, given the increased accumulation, this may be a good time to consider your investment choices.

## Staying with AvSuper

### **Accumulation Account**

**If you leave your employer, you can keep your money in AvSuper and make personal after-tax contributions to your account.**

**AvSuper can also accept contributions from your new employer, regardless of industry.** Employer contributions can continue even after age 70.

You can transfer money into your accumulation account from other super funds, eligible rollover funds, deferred annuities and approved deposit funds at any time.

Between age 65 and 74 personal contributions can only be accepted if you have been gainfully employed for at least 40 hours in 30 consecutive days in that financial year (or previous financial year as a one off exemption). No personal contributions can be accepted past age 75.

You may be able to withdraw money from the unrestricted non-preserved part of your account.

You can read about our accumulation accounts, including current fees and charges, in the **Product Disclosure Statement - A guide to AvSuper membership**. Please download a copy from our website, or call us for a copy, and read it carefully.

### **Income Stream account**

After reaching your preservation age, you may use all or part of your benefit to open an income stream (pension). You may be able to continue your defined benefit as well in some circumstances (please speak to us for details).

To establish an income stream requires a minimum account balance of \$20,000. Drawdowns (payments) may be paid at least annually or, at most, fortnightly.

Information on AvSuper's income streams, including the rules and associated fees and costs are included in the **Product Disclosure Statement – your guide to AvSuper's Income Streams**.

### **Continuing your insurance cover**

Your AvSuper death & TPD insurance will convert to fixed-premium units when you leave your employer but remain a member. This means **while you are an AvSuper member, you remain covered for death and disability benefits.**

If you leave AvSuper, your cover ends as soon as your super is processed out of the Fund.



## The legal framework

AvSuper operates as a trust, separate from your employer. It is governed by a legal document, the Trust Deed, and is run by the Trustee.

### Running the Fund

AvSuper Pty Ltd ABN 46 050 431 797 is the **Trustee of the AvSuper Fund (AvSuper ABN 84 421 446 069)**. AvSuper Pty Ltd has a Board of Directors responsible for the Trustee's operations and ensuring AvSuper is administered in accordance with the Trust Deed and all relevant legislation.

The Trustee Board has nine Directors – three are independent, three are nominated by the ACTU and three are appointed by the employer. The employees of AvSuper Pty Ltd undertake the day to day Fund administration in conjunction with the administrator.

### Trustee responsibilities

The Trustee is responsible for ensuring that:

- benefits are paid accurately and at the correct time
- Fund assets are invested properly and the Fund is operated in accordance with the Trust Deed and legislation.

Professional advisers such as investment managers, consultants, actuaries, administrators and auditors help the Trustee fulfil its responsibilities and are paid from the Fund.

The Trust Deed provides AvSuper Pty Ltd with the flexibility to respond to changing circumstances, both in the external superannuation environment and in your employment.

## The trust deed

AvSuper is established under a Trust Deed. This document sets out your rights to benefits from the Fund as well as your responsibilities as a Fund member, some of the rights and responsibilities of your employer concerning the Fund, and the responsibilities of the Trustee.

The Trust Deed requires the Fund to comply with the Superannuation Industry Supervision (SIS) legislation governing super funds. Therefore, we are eligible for concessional taxation treatment.

### Taxation

Under the Trust Deed, the Trustee has the power to take whatever action considered necessary to allow for any tax levied for super. This provides the Trustee with the flexibility to adjust benefits to take account of changes in taxation, if required.

### Loans and assignment

The Trustee cannot make loans to members, nor can your AvSuper superannuation be assigned or used by you as security for borrowing.

### Amendment of the Trust Deed

From time to time, it may be necessary to amend the Trust Deed.

However, any amendment must comply with the Trust Deed's amendment power restriction, SIS law and applicable Government requirements.

### Termination of the defined benefits

If no members are left in the Fund and all benefits have been paid, the defined benefit division of the Fund will be dissolved. Subject to legislation, any money remaining in the Fund after expenses may be paid to the employer.

### Membership of other funds

If your employer is required to contribute to or provide benefits for you in another fund, your AvSuper contributions and benefits may be adjusted to take account of your entitlements under the other fund.

This gives the Trustee the flexibility to adjust contributions and benefits to take account of any other superannuation arrangements introduced in the future, where your employer must contribute on your behalf. It does not affect membership of another super fund you contribute to personally.

### Transfers to other funds

The Trust Deed gives the Trustee the power to transfer your benefits out of the Fund, either with or without your consent, in circumstances required or permitted by Government legislation.

### Medical evidence and proof of age

As an AvSuper member, you may need to provide evidence to the Trustee, such as proof of age and medical information. Special terms and conditions may be imposed on your membership and /or insurance if this information is not supplied, is incorrect or unsatisfactory.

If the Trustee is unable to claim the full insurance or arrange insurance on standard terms, then your death and disability benefits may be reduced, or limited for certain medical conditions. If this occurs we will tell you the relevant details.

### Trustee expenses and liabilities

Trustee Directors may be reimbursed and indemnified from the Fund for all expenses and liabilities they incur in administering the Fund.

However, this excludes amounts for which indemnification is not permitted under legislation, such as penalties or liabilities arising from certain actions, such as fraud.

The Trustee has trustee indemnity insurance to protect itself, the Directors and the Fund.

## Member information

### Member enquiries or complaints

Please contact AvSuper if you have any enquiries – in most cases, enquiries can be answered over the phone. Responses to written enquiries will generally be provided within five business days.

1. We work hard to help with your super, but if you have any complaints or concerns contact us on **1300 128 751** or **[avsinfo@avsuper.com.au](mailto:avsinfo@avsuper.com.au)**

2. If our discussions or suggestions don't satisfy you, please write to

**Complaints Officer, AvSuper,  
PO Box 223, Civic Square, ACT 2608**  
or email **[avsinfo@avsuper.com.au](mailto:avsinfo@avsuper.com.au)**

We will get back to you as soon as possible.

3. You may have the right to refer the matter to the Australian Financial Complaints Authority (AFCA), although they generally expect you to use AvSuper's complaints process first. If you wish to know whether the AFCA will accept your complaint, or the type of information the AFCA requires, you may phone 1800 931 678 or visit their website **[www.afca.org.au](http://www.afca.org.au)**.

### AvSuper respects your privacy

AvSuper may collect personal information from you to administer and disburse your super. If this personal information is not collected we may not be able to look after your interests as a member. We do not disclose your personal information to third parties other than those organisations providing services to AvSuper and requiring the information for the proper conduct of the Fund, or unless we are required to do so by law. AvSuper Pty Ltd abides by privacy law and our **privacy notice** is available at **[www.avsuper.com.au](http://www.avsuper.com.au)** or by calling 02 6109 6888.

### Information on request

As well as sending you regular information and answering your enquiries, the Trustee can provide you with further information on request including copies of:

- the Fund's Trust Deed
- the Fund's investment policy statement
- group insurance policies

If you wish to see a copy of any of these documents please view our website for the Trust Deed or contact AvSuper. The Trustee may levy a small charge to cover the costs of providing information if you, or one of your beneficiaries, have received the same information within the past twelve months.

### Regular communication

As a Fund member, you will receive regular information from the Trustee about the Fund and your benefits.

Once each year you will receive:

- a benefit statement setting out your current benefit entitlements in the Fund
- an annual report giving details of the Fund's investments, financial progress and overall operations for that financial year.

When you leave the Fund you will receive further information about your benefit entitlement and what to do next. If you retain your benefits in AvSuper when you cease employment, you need to keep us informed of any address changes so we don't lose contact with you.



## Transferring from defined benefit to accumulation

AvSuper provides existing defined benefit members with the opportunity to transfer their full super entitlements to an accumulation (Corporate) account with AvSuper.

**Your decision to transfer your entitlements to the accumulation section is irreversible.**

### Helping you make the decision

The following general comparison of the defined benefit and accumulation divisions of AvSuper highlights the factors you might want to consider before making your decision.

It may be a good idea to get professional financial advice before making a choice – our Member Advice Consultants can help you assess your options.

You should also read the **AvSuper Corporate Product Disclosure Statement (PDS)** which is available from our website or by calling us.

If you decide to transfer and become an accumulation member, you must complete a *transfer election form* (included at the back of this guide) and return it to your payroll officer.

Your employer will advise AvSuper of receipt of the *transfer election form* and the date your defined benefit membership ceased. We will transfer your account and send you a Transfer Statement detailing the amounts transferred.

## questions and answers

### Do I have to transfer?

No. There is no compulsion on you to transfer. It is simply an option for you to consider.

### If I transfer, does all my entitlement have to be transferred or can I leave some in the defined benefit arrangement?

If you decide to transfer, your entire benefit will move to the accumulation section. Part transfers to an accumulation account are not allowed.

### If I decide to transfer to the accumulation section can I reverse my decision at a later date?

No. Any decision to transfer is irreversible.

### If I decide to transfer is there an optimal date on which to elect to do so?

If you decide to transfer, your transfer will be processed on the first available payday following receipt of your *transfer election form*.

Consequently, if you decide to transfer you can maximise your transfer entitlement by electing to transfer after your birthday as your final average salary will increase on this date so your benefit transfer amount will also be higher.

### Do I have to seek financial advice?

No. However, it may be in your best interests to do so before making significant financial decisions. AvSuper's **Member Advice Consultants** offer personalised advice to members – you are welcome to make an appointment to discuss your membership options with us.

### Making your choice

Your decision depends upon your personal circumstances. Consequently the right decision for you may not necessarily be the same for any of your colleagues. We recommend you seek financial advice before making your decision. Factors you may want to consider are summarised on the following pages.

### Your age

The younger you are, the longer your investment timeframe will be and therefore the ups and downs of the investment market have time to smooth out. If you decide to transfer to the accumulation section, you will bear the investment risk.

### Your length of membership

Along with growth in salary, your length of likely future membership has a significant effect on the defined benefit calculation.

### Potential salary growth

In the defined benefit section, salary increases can significantly impact on benefit growth, whereas in the accumulation section, investment earnings have a greater impact. If you are not expecting a significant increase in salary, the accumulation arrangement may give you a better opportunity to increase your long-term savings.

### Your attitude to investment risk

In the defined benefit section the investment risk rests with the employer. In the accumulation section you bear the investment risk.

### Retiring

If you wish to commence an income stream (pension) while still employed, you can use funds from a defined benefit or accumulation account to do so. Please refer to our website or our **income stream PDS** for information.



## Defined benefits versus accumulation benefits

### What's the difference?

There are a number of differences as detailed below. The main difference is how benefits are accrued.

In the **defined benefit** section, benefits are formula based so the Fund's investment returns are immaterial to the amount of super you will receive.

In the **accumulation section**, member benefits will be directly affected by the Fund's investment return. Super in the accumulation section is based on the account balance:

Accumulation balance equals	employer contributions
plus	any personal, spouse and Government contributions
plus	any rollover amounts
plus and/or minus	interest credited/debited from investment earnings on all contributions
minus	fees, taxes and insurance premiums.

### A summary of the differences between Defined Benefit membership and Accumulation:

Defined Benefit	Accumulation
<b>How benefits are calculated</b>	
Benefits are calculated, or defined, using a formula based on your salary, contribution rate and years of membership.  <b>Lump sum = Benefit Multiple × Final Average Salary (FAS)</b>	Benefits are the sum of contributions you or your employer pay into AvSuper, any amounts you roll into your account and any investment earnings (positive or negative), minus relevant fees, taxes and insurance premiums.  <b>Lump sum = account balance</b>
<b>Accounts</b>	
There are no individual member accounts. Member and employer contributions are pooled and invested, and then used to pay member benefits as required.	Individual member accounts are maintained and based on units. A <b>unit price</b> is calculated every business day for each investment option, which reflects investment earnings and changes in the market.
<b>Effect of investment returns on benefits</b>	
As benefits are formula based, investment performance will not affect the level of benefit payable. As an employer sponsored Fund, the employer bears the investment risk.	The investment returns for the option(s) you chose (or the Growth (MySuper) option if you do not made a choice) directly affect your benefit - you bear the investment risk.
<b>Investment choice</b>	
Investment choice is not available.	You can choose any combination of AvSuper's investment options. There are no switching fees to change options.
<b>Member contributions</b> (CSS members can contribute to an accumulation account only) (Only until age 75)	
0% to 10% of salary from after-tax salary or from your before-tax salary (ie. via salary sacrifice). You can also make additional contributions to an accumulation account.	Any amount from after-tax salary or, if your employer agrees, from your before-tax salary (ie. via salary sacrifice).

### **Employer contributions**

The employer contributes at rates determined by the Fund Actuary to be sufficient to cover payment of members' benefits, insurance premiums and charges associated with the administration of the Fund. The rate of employer contribution does not affect your benefit.

The employer contribution is defined in the relevant award or certified agreement or by Superannuation Guarantee legislation.

### **Fees and taxes**

All fees, taxes and insurance costs are deducted from the pooled money and do not impact on the benefit you receive.  
Salary sacrifice contributions are taxed at 15% (or 30% for high income earners) as they are received by AvSuper.

Administration fees and any insurance fees are calculated weekly and deducted from your account at the end of each month. Contributions tax (15% or 30% for high income earners) is deducted on receipt of concessional contributions (including salary sacrifice amounts) and earnings tax is deducted in the calculation of the unit price. Investment management costs are deducted from assets prior to the unit price being determined each week.

### **Corporate death and total and permanent disablement cover (does not apply to CSS members)**

Lump sum representing:

- defined benefit as at date of disablement or death
- insurance component covers benefit from date of disablement or death to age 60 based on a build up of salary of 20% each year or part year
- prospective benefit payable is based on your superannuation salary on your last birthday prior to leaving employment.

Lump sum representing:

- balance as at the date of disablement or death
- insurance component covers benefit from date of disablement or death to age 60 based on a build up of salary of 20% each year or part year
- prospective benefit payable is based on the salary determined by your employer on the date of transfer and each subsequent 30 June.

### **Corporate insurance premiums (does not apply to CSS members)**

The cost of your premium is deducted from Fund assets and does not affect your benefit.

Your premium is deducted monthly from your account.

### **Total temporary disablement benefit available (does not apply to CSS members)**

Yes.

Yes.

### **Change account type**

You can have an accumulation account as well as or instead of a defined benefit

You cannot transfer to a defined benefit

### **Other features**

- Rollover accounts
- Income stream accounts
- Personalised financial advice

- Rollover accounts
- Income stream accounts
- Personalised financial advice

## transfer election

Please complete this form and forward it to your Airservices Australia payroll officer if you wish to transfer your entire AvSuper Corporate entitlement from the defined benefit section to the accumulation section.

### Personal details

Surname		Mr/Mrs/Ms/Miss
<input type="text"/>		<input type="text"/>
Given names		
<input type="text"/>		
Telephone (daytime)	Mobile	AvSuper member number (this is your payroll number)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Date of birth	
<input type="text"/>	<input type="text"/>	

Please let us know of any new address details via **Member Online** or a **Change of details** form.

### Nomination of contribution amount

On transfer to the accumulation section I would like to contribute an amount of:

\$  per fortnight from my  before-tax salary **OR**  after-tax salary.

*Note: The amount you enter must be in multiples of a dollar and not a percentage amount.*

### Transfer authority

- I acknowledge that I have received sufficient explanatory information about the transfer offer including have read the *AvSuper guide for Defined Benefit members*.
- I request and authorise the transfer of my AvSuper entitlement from the defined benefit section to the accumulation section and confirm that I have received and read a copy of the [Corporate Product Disclosure Statement \(PDS\)](#), available from [www.avsuper.com.au](http://www.avsuper.com.au)
- I acknowledge that my entire entitlement will be transferred and my decision cannot be reversed.
- I consent to my TFN being used to search the ATO database for other super accounts I may have. ☐ Yes ☐ No
- I have accessed the AvSuper privacy notice (available from [www.avsuper.com.au](http://www.avsuper.com.au) or by phoning 02 6109 6888).

Signature	Date
<input type="text"/>	<input type="text"/>

An election to transfer to AvSuper's accumulation division can only be considered to have been made if the election form is received by your payroll area. If electing to contribute in pre-tax dollars please contact your Airservices Australia payroll officer about establishing/maintaining a salary sacrifice arrangement.

### For Payroll use only

Payroll ID	Actioned on payday	Copy of form to AvSuper
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last day of Defined Benefit membership		
<input type="text"/>		

## change of contributions

This form is to request or change the amount your employer currently contributes from your salary to AvSuper on your behalf each pay period. Please note that contributing more than Government limits may result in tax penalties (for details, refer to our **contribution limits fact sheet** on our website.)

If you need help to complete this form, please contact AvSuper on 1300 128 751. Send your completed form to your *pay section*.

### Personal details

Surname

Mr/Mrs/Ms/Miss

Given names

AvSuper member number

Date of birth

Please let us know of any new address details via **AOL** or a **Change of details** form.

### Defined benefit section

If you have an AvSuper defined benefit account, you may contribute to the defined section from your after-tax or before-tax salary (check with your employer if before-tax contributions are available).

I would like to change my contribution to the defined benefit section to  % (must be whole percentages between 0% and 10%)  
of my  before-tax salary **OR**  after-tax salary.

### Accumulation section

You may contribute to AvSuper's accumulation division from your after-tax salary or, if your employer agrees, from your before-tax salary - check with your employer if before-tax contributions (salary sacrifice) are available.

I would like to contribute \$  to the accumulation section each pay from my  before-tax salary **OR**  after-tax salary.

Note this is the total I want deducted (ie this supersedes any previous arrangements I had in place)

***Want help on choosing the best contribution strategy for your circumstances?***

*AvSuper Advice gives you personalised financial planning advice in person or over the phone – non-retirement advice is often at no charge.*

***Call 1300 128 751 for your appointment today!***

### Authorisation

- I authorise my employer to deduct the above amounts from my pay as super contributions from the first available pay period.
- I have read the AvSuper privacy notice (available from [www.avsuper.com.au](http://www.avsuper.com.au) or by phoning 1300 128 751).

Member's signature

Date





Understanding your super now and in retirement  
Experienced Trustee staff answer your calls -  
not a call centre.

### **Contact AvSuper**

**Post** PO Box 223, Civic Square ACT 2608

**Phone** 1300 128 751

**Email** [avinfo@avsuper.com.au](mailto:avinfo@avsuper.com.au)

**Website** [www.avsuper.com.au](http://www.avsuper.com.au)  
[www.avsuperadvice.com.au](http://www.avsuperadvice.com.au)



AvSuper is a long serving member of the Association of Superannuation Funds of Australia (ASFA) - the voice of super. A leading organisation for the super industry, our association with ASFA ensures we can contribute to industry and government debate that helps our members financially prepare for retirement and develops workable and appropriate regulations.

