



## Defined Benefit Member Guide



## About this document

This 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 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.

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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 Defined Benefit Members (Corporate 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 guide 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 [avsuper.com.au](https://avsuper.com.au).

## AvSuper's main features

### Corporate and CSS Members

#### Comprehensive benefits

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 about AvSuper's income stream is contained in AvSuper's [Income Stream Product Disclosure Statement](#) and the [Target Market Determination](#), which are available from [avsuper.com.au](https://avsuper.com.au) or by calling us. You should consider these when deciding whether to acquire or continue to hold AvSuper's income stream product.

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

Your defined benefits are determined by your salary, contribution rate and length of Fund membership. They are not generally affected by variations in the Fund's investment performance. This helps the value of your defined benefit keep pace with inflation. Investment performance (as reflected in net returns after deducting applicable fees and costs) will affect surcharge and accumulation accounts (if applicable).

#### Portable benefits

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

#### Access to financial planning advice

AvSuper's *Senior Member Advice Consultants* offer members personal financial and retirement planning advice relating to your AvSuper benefits – advice fees may apply. See our website or contact us for more details.

### Corporate Members only

#### Financial protection

Eligible AvSuper Corporate Members have insurance 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, provided cover does not cease for some reason. You can also choose to purchase income protection insurance at competitive prices depending on your personal circumstances. Insurance cover is subject to terms and conditions.

#### AvSuper insurance is open to pilots, firefighters and air traffic controllers

AvSuper Voluntary Death & TPD Cover is generally open to commercial pilots, firefighters and air traffic controllers (other eligibility criteria apply).

Voluntary income protection cover is also available to eligible members. Voluntary Income protection cover is not available to commercial pilots.

#### Flexible contributions

You can choose the level of personal contributions that suit you best up to a maximum of 10%.

#### Catch-up contribution rates

You can build benefits in the defined benefit division faster by increasing your contribution rate at any time. This will increase your benefit multiple (see page 5 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.

## How your fund works

### Corporate Members

As a Corporate Member, your major benefits may be provided in the defined benefit division. This division is closed to new members.

In the defined benefit division, 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 5 and are not generally affected by earnings from AvSuper's investment performance nor dependent on the actual payments being made by your employer.

An actuary reviews AvSuper's financial position annually to ensure the defined benefit 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 an accumulation account in AvSuper's Corporate division. Details about transferring are included on page 13.

### 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 or by calling us. **Please note that changes may affect your Grandfathering protection for contribution limits.**

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).

Since 1 July 2013, there is no age limit on the SG so your employer will contribute SG for you as long as you are working. However, other contributions (including salary sacrifice) cannot be generally made for you once you reach age 75.

### Minimum requisite benefit

Superannuation laws require employers to provide at least a minimum level of super contributions for most Australian employees under Super Guarantee (SG) laws. For defined benefit entitlements, the minimum level of SG is calculated using a formula known as the Minimum Requisite Benefit (MRB).

When a benefit becomes payable to you from your defined benefit account, we calculate your actual final benefit based

on the applicable formula summarised (and illustrated through examples) below. We then compare this amount to your MRB. If the calculation of your actual final benefit is higher than your MRB, you receive that higher benefit. However, if your actual final benefit is lower than your MRB, you receive the higher MRB amount.

#### Example 1: Before-Tax Contribution

Sam's birthday superannuation salary prior to 30 June 2022 is \$167,613.00 and he makes a 9% contribution rate.

Sam's fortnightly before-tax deduction from payroll is:

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

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

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

= **\$682.58** before-tax deduction per fortnight

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

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

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

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

= **\$758.42** before-tax deduction per fortnight

#### Example 2: After-Tax Contribution

Pete's birthday superannuation salary prior to 30 June 2022 is \$167,613.00 and he makes a 9% contribution rate. His fortnightly after-tax deduction from payroll is:  $((\$167,613 \times 9\%) / 26)$

$$= \$580.19$$

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

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

$$= \$644.66$$

**Impact:** By increasing the contribution rate by 1% through before-tax or after-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 division, you build up a benefit multiple during your membership. 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 during your defined benefit membership.

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 defined benefit membership.

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 personal 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 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%

**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%

## 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 11).

Subject to preservation rules, 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 the calculation date, as shown in the tables on this page. 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.

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:

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

$$10 \text{ years} \times 20\% = 2.0 \text{ Benefit multiple} = 4.4$$

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

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

#### 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.

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

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

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

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

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

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

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 Corporate employment and are not entitled to another benefit from AvSuper, you will receive a resignation benefit (subject to preservation rules - see page 11). Your resignation benefit is equal to your accrued retirement benefit on the date of leaving.

Resignation benefit = FAS × 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 years × 20% (from Table 1) = 2.0 (benefit multiple)  
 \$50,000 (FAS) × 2.0 (benefit multiple)  
 = \$100,000 (resignation benefit)

### Retrenchment benefit

On retrenchment, the benefit payable is the accrued benefit multiple at the date of cessation × 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 11).

### Total temporary disablement (TTD) benefit

AvSuper may provide eligible defined benefit (Corporate) members with income maintenance where a member is not permanently disabled but is suffering from ‘Total Temporary Disablement’ (as defined in the applicable policy).

**Total and Temporary Disablement/Disabled (For Corporate TTD Cover)** means an Insured Person is totally disabled because of Injury or Illness, if they:

- a. are unable to perform their occupation; and
- b. are under the regular care of, and following the advice of a Doctor; and
- c. are not working in any occupation, whether for reward or not for reward.

### Total and permanent disablement (TPD) benefit

If you make an eligible TPD claim while a Corporate Member, you will be entitled to a cash lump sum benefit (refer to page 15 for the definition of TPD.)

The TPD benefit is calculated as the sum of:

1. your built up defined benefit 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 (for insured members). It is based on a formula of 20% x your future service to age 60 x 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 component 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 TPD benefit would be calculated as:

**Benefit multiple:** 10 years × 16% = 1.6

#### Defined benefit component

\$53,000 (FAS) × 1.6      \$84,800

#### TPD insurance cover

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

#### Total TPD entitlement

Defined benefit component + \$249,800 insurance

### 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. The payment is calculated on the same basis as the TPD benefit.





### AvSuper insurance

Insurance cover is provided to eligible Corporate Members ('Corporate Cover') by an external insurance company, AIA Australia Limited (ABN 79 004 837 861, AFSL 230043). The insurer may change in the future.

Special conditions affecting the availability or amount of a disablement benefit may apply including, 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 any benefits payable to or in respect of a Corporate Member is subject to the full terms and conditions of the current insurance policy.

If the insurer declines your claim for a TPD benefit, only the calculated defined benefit may be payable. If the insurer declines your claim for a TTD benefit, you cannot access your defined benefit unless you meet some other condition of release.

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.

If you leave your employer and remain an AvSuper member, your Corporate death and TPD insurance cover will transfer to the Public Offer division however TTD cover will cease. You will become responsible for paying insurance premiums relating to any insurance cover you hold.

Please refer to our [Insurance Guide](#) at [avsuper.com.au](#) for information about Corporate Cover, including a summary of key definitions and terms and conditions.

This Guide also provides information about voluntary insurance cover options available to you through an accumulation account.

Before making a decision about insurance, you should consider your personal circumstances and obtain financial advice.

## You super benefits

### CSS Members

As a CSS Member in the defined benefit division, your benefit multiple increases by 3% (0.03) each year or part year of your Fund membership (also referred to as your '3% award benefit').

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

Your superannuation salary is the annual 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. Corporate employers advise AvSuper of your superannuation salary so please direct any questions on how this is 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.

You should consider 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 joined AvSuper 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 are eligible and have an accumulation account in AvSuper.

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 (subject to the terms and conditions of the insurance policy).

Further information on AvSuper's insurance cover is provided in AvSuper's [Insurance Guide](#) available at [avsuper.com.au](#).

## Accumulation accounts

### Additional personal contributions

In addition to making contributions to the defined benefit division (Corporate Members only), you can also make contributions to an accumulation account until you are 75 years old. 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.

You can vary your contributions at any time by completing a [Change of contributions](#) form, which is included in this guide, available on our website or by calling us.

You may also make lump sum payments to your accumulation account by direct deposit and let us know via our online form. You should read the [Corporate Product Disclosure Statement](#) or call **1300 128 715** to speak to a Member Services Consultant for more detailed information on these accounts.

### 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 charge a sell spread, and insurance cover in your old fund may cease.

You may, however, also be eligible to rollover any existing death & TPD insurance cover from your old super fund to your AvSuper accumulation account.

### Fees and costs

Full details on the fees and costs associated with an accumulation account are included in the [Corporate Product Disclosure Statement](#) and you should read this carefully if you have or are considering an accumulation account.

### Investments

Your accumulation account will be invested in AvSuper's MySuper product unless you make an investment choice. Refer to the [Corporate Product Disclosure Statement](#) for information about the available investment options including the objective, strategy and risks associated with each option.

## 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 the financial 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 \$58,445 for the 2023/24 financial year
- 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 the general transfer balance cap<sup>1</sup> at the previous 30 June
- you are less than 71 years old at the end of the financial year.

If your total income is \$43,445 for the 2023/24 financial year 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 \$43,445\* for the 2023/24 financial year.

*\*The thresholds change from year to year and can be found on the ATO's website.*

### 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. Conditions apply. For more information contact us.

### Eligible spouse contributions

Your spouse and other family members can open an account with AvSuper, in AvSuper's Public Offer division. More information on this is included in [AvSuper's Public Offer Product Disclosure Statement \(PDS\)](#) available at [avsuper.com.au](https://avsuper.com.au) or by calling us. Your spouse or other family member should consider the PDS, and the applicable [Target Market Determination](#) available from [avsuper.com.au](https://avsuper.com.au) before making any decision to acquire or continue to hold an accumulation account in the Public Offer division.

1. \$1.9 million for the 2023/24 financial year



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. For further information about the tax offset available for spouse contributions, contact us or go to the ATO's website. Conditions apply.

### Family Law

Superannuation is part of the marital property of divorcing or separating 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.

## 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

In addition, salary sacrifice contributions and any other employer contributions made on your behalf are generally subject to tax of up to 15%. An amount for tax, at the maximum rate, is deducted from relevant contributions as AvSuper receives them.

### Division 293 tax

An additional tax of 15% applies to the concessional taxed contributions of individuals whose total income and concessional taxed superannuation contributions are above \$250,000 for a financial year.

The ATO will assess if you are subject to Division 293 tax. If you are liable, the ATO will send the assessment for the additional tax to you.

For defined benefit funds, you will be liable to pay the additional tax when you withdraw money for your defined benefit unless you also have an accumulation account.

## 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 (as defined at that time).

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

You can choose to deal with a surcharge debt by:

1. paying off the debt as soon as possible through personal contributions made to an accumulation account
2. allowing the debt to accrue interest and pay it off when your defined benefit becomes payable
3. making personal contributions into your accumulation account 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 Senior Member Advice Consultants for help in making this decision.***

## Contribution Limit

### 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 (summarised earlier in this guide) and your final benefit is not dependent on the actual contributions made by your employer (unless your MRB is higher than your final benefit - see page 5). However your employer's contribution towards your defined benefit for the purposes of the Government's concessional contributions limit must still 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 if you are a Corporate Member in AvSuper's defined benefit division. The superannuation salary used is specified by Airservices Australia or CASA on your birthday prior to 1 July each year, i.e. the calculations for 2022-23 will be based on the superannuation salary determined on your birthday between 1 July 2021 and 30 June 2022.

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 Member in AvSuper's defined benefit division, 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' protections 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 additional concessional contributions you or your employer 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 towards your concessional contribution limit in a financial year and may give rise to excess contributions.

The ‘grandfathering’ protections will be lost 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 superannuation salary calculation method after 12 May 2009
- Your superannuation 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 (Corporate) 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 benefit multiple for each day of membership.

For CSS Members the annual growth of the multiple is 0.03 and for Corporate Defined Benefit Members it is between 0.1 and 0.3 depending on your contribution rate and your previous contribution history. The tables on page 5 detail the relevant multiple for Corporate Members.

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 annual superannuation 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 superannuation 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.

If you are a Corporate Member, contributions to your defined benefit account will continue to be deducted from your pay at your chosen rate. Please give your payroll area a completed **Change of contributions** form if you want to vary the defined benefit contribution while on paid leave.

#### 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 protections 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 legislation relating to superannuation is 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 personal 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 – advice fees may apply.

## Preservation

Generally, you must have retired after reaching your preservation age (see the table below) or have reached age 65 before you can withdraw your super, or termination of employment from a contributing employer after age 60.

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

- you suffer severe financial hardship
- you suffer a terminal illness condition
- you are permanently incapacitated
- you are deemed eligible for release on compassionate grounds
- you are an eligible former temporary resident visa holder leaving Australia.

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

Your Annual Statement will detail your preservation components each year.

## 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), a financial dependent or any other person with whom the Trustee considers you had 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 legislation.

You can nominate one or more beneficiaries to get your super if you die before you withdraw it. Unless we have a valid and effective binding nomination for you, the Trustee has the final say about who gets how much of your super. You can nominate any or all of your dependants or a legal personal representative via our nomination of beneficiaries form (or visit AvSuper Online (AOL) for non-binding nominations). Please refer to our website for definitions and more details.

## Leaving your employer

If you're planning to retire or resign, **you can choose to stay with AvSuper**.

We recommend you obtain financial advice about what to do with your super - **our Senior 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 an accumulation account 30 days after we have notified you of cessation, effective the day after employment termination.

Interest will be applied at the Bond rate for 30 days from the day after your employer termination or the date we receive your payment instructions (whichever is earlier).

If we receive no instruction your money will be invested in the Growth (MySuper) option by default.

Any payment instructions received after leaving your employer will be processed using the unit prices applicable on the date such instructions are received.

Please refer to the AvSuper **Public Offer Product Disclosure Statement** available from [avsuper.com.au](http://avsuper.com.au) for relevant details of accumulation accounts (after leaving your employer).

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.

You can read relevant details about our accumulation accounts, including current fees and costs, in the [Public Offer Product Disclosure Statement](#) available from [avsuper.com.au](http://avsuper.com.au).

### Income Stream account

Depending on your age and circumstances, if you leave your employer, you may be eligible to start an income stream. Information on AvSuper's income streams, including the rules and associated fees and costs are included in the [Income Stream Product Disclosure Statement](#) (PDS) available from [avsuper.com.au](http://avsuper.com.au). You should consider the PDS and the relevant [Target Market Determination](#), also available from our website, before making a decision to acquire or continue to hold an AvSuper income stream.

### Continuing your Corporate insurance cover

Any Corporate death & TPD insurance held by a Corporate Member will convert to fixed-premium units, at a cost to you when you leave your employer but remain a member of AvSuper. This means **while you are an AvSuper member, you remain covered for death and TPD insured benefits provided the insurance cover does not cease for some reason. TTD cover ceases when you leave your employer, even if you remain a member of AvSuper.** For further information, refer to the [Public Offer Product Disclosure Statement](#) available from [avsuper.com.au](http://avsuper.com.au).

If you leave AvSuper altogether, or close your accumulation account, your cover will cease.

## 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 our external administrator.

### Trustee responsibilities

The Trustee is ultimately responsible for operating and administering the Fund.

However, professional advisers such as investment managers, consultants, actuaries, administrators and auditors help the Trustee fulfil its responsibilities operating and administering the Fund.

## The Trust Deed

AvSuper is established under a Trust Deed. This document sets out your rights 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.

### 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, 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. Answers to written enquiries will generally be provided within five days.

1. We work hard to help with your super, but if you have any complaints or concerns please contact us on **1300 128 751** or email [avsinfo@avsuper.com.au](mailto:avsinfo@avsuper.com.au) or write to Complaints Officer, AvSuper, GPO Box 634, Canberra ACT 2601

We will deal with your complaint or concerns as soon as possible within 45 days of receiving your complaint (or 90 days for a death benefit distribution complaint).

2. You may have the right to refer to the Australian Financial Complaints Authority ([afca.org.au](http://afca.org.au)), although they generally expect you to use AvSuper's complaints process first. They can be contacted at no charge on **1800 931 678** or [info@afca.org.au](mailto:info@afca.org.au) or by mail to GPO Box 3, Melbourne VIC 3000.

### 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 [avsuper.com.au](http://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.

### Regular communication

As long as we have your contact details, you will receive or be provided with access to regular information from AvSuper, including:

- an Annual Report and member statement detailing your transactions
- regular emails containing updates and other items of interest
- notification of any material changes and any other significant events (as required by law).
- Most AvSuper communications will come by email unless you request otherwise.

The AvSuper website contains a wealth of information, including daily investment performance, forms and publications, plus the option of an online chat through AvChat.

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. You should also inform of us any changes to your occupation as this may impact any insurance cover you hold.

### 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 division and an accumulation account in AvSuper's Corporate division highlights the factors you might want to consider before making your decision.

It is a good idea to get personal financial advice before making a choice – our *Senior Member Advice Consultants* can help you assess your options.

When deciding whether to transfer your defined benefits to an accumulation account, you should also read the AvSuper **Corporate Product Disclosure Statement** and **Target Market Determination** which are available from our website ([avsuper.com.au](http://avsuper.com.au)) 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 will send it to us for processing. We will then 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 division. Part transfers to an accumulation account are not allowed.

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

No. Any decision to transfer is irreversible.

### When will my election to transfer be processed?

If you decide to transfer, your transfer will be processed on the first available payday following receipt of your **Transfer election** form. We recommend you seek advice about when to submit your transfer election form because this might impact your benefit transfer amount.

For instance, if you decide to transfer you might be able to improve your transfer entitlement by electing to transfer shortly after your birthday (e.g., because your final average salary will likely increase on this date so your benefit transfer amount will likely 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 **Senior Member Advice Consultants** offer personal 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.

There are many factors that might affect a decision about whether to transfer your defined benefits to an accumulation account (such as your age, your length of membership, your potential for salary growth and your attitude to investment risk). This is a complicated decision. We recommend you seek financial advice before making your decision.

## Useful definitions

This section summarises some (but not all) relevant definitions. Other defined terms apply under the insurance terms and conditions (for example, Date of Disablement). For information about other defined terms, contact us.

**Accumulation account** - if you elect to make personal contributions, an AvSuper accumulation account will be set up alongside your defined benefit account. Your contributions and any investment earnings (which may be positive or negative) are allocated to this account, and fees and costs are deducted. You bear the investment risk with your accumulation account. Member investment choice is available for accumulation accounts. For relevant information about AvSuper's accumulation accounts (while you remain a Corporate Employee), refer to the **Corporate Product Disclosure Statement** and **Target Market Determination** available from [avsuper.com.au](http://avsuper.com.au) or by calling us. You should refer to these documents when deciding whether to acquire or continue to hold an accumulation account.

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

**Defined benefit division** - the section 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 superannuation salary. In the defined benefit division, 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.

**Corporate Member** - A Corporate Employee who is a member of the Defined benefit division.

**Final Average Salary (FAS)** - the average of your superannuation 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 annual 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.

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

**Total and Permanent Disablement/Disability (TPD)** means the Insured Person in the Insurer's opinion:

- a. is under the regular care and following the advice of a Medical Practitioner and has undergone all reasonable and usual treatment including rehabilitation for the Illness or Injury;
- b. meets Part 1 or 2 (as applicable) as set out below; and
- c. is so disabled they are unlikely to resume their previous occupation at any time in the future and will be unlikely at any time in the future to perform any **Other Occupation**.

**Part 1 – unlikely to return to work**

- a. The Insured Person solely because of Injury or Illness is unable to do any work for 3 consecutive months; and
- b. at the end of the 3 month period they continue to be so disabled that they are unlikely to resume their previous occupation at any time in the future and will be unlikely at any time in the future to perform any **Other Occupation**.

Part 1 applies where at the **Date of Disablement**, the Insured Person is aged less than 67 and:

- is working on a permanent, casual or contract basis; or
- Unemployed for less than 24 months; or
- Self-employed and has completed paid work in the previous 24 months; or
- On approved leave for less than 24 months.

**Part 2 - 'unable to do basic everyday Activities' or has a 'Mental Disorder'**

The Insured Person will be considered totally and permanently disabled if:

- a. solely because of Illness or Injury, the Insured Person is continuously unable for a period of 3 consecutive months after the **Date of Disablement** to perform at least 2 out of the 5 **Activities** listed below as certified by a Medical Practitioner, and in the insurer's opinion on the basis of the medical evidence, is permanently unable to perform the same **Activities** without assistance from another adult person (even if using aids and adaptations\*); or
- b. the Insured Person has a **Mental Disorder**.

Part 2 applies where at the **Date of Disablement**, the Insured Person is:

- aged 67 and over; or
- Unemployed for 24 months or more; or
- Self-employed and has not completed paid work in the previous 24 months; or
- On approved leave for 24 months or more; or
- Whose occupation is a Pilot.

\*Aids and adaptations refers to equipment or fixtures which assists the Insured Person to carry out the **Activities**.

A **Mental disorder** is one that:

- a. has been diagnosed by a psychiatrist under the latest edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM) issued by the American Psychiatric Association (or a similar diagnostic tool determined by the Royal Australian and New Zealand College of Psychiatrists Board); and
- b. the Insured Person's treating health professional believes won't improve, and
- c. the Insured Person has been assessed by a psychiatrist appointed by the Insurer as having an impairment of 19% or more on the Psychiatric Impairment Rating Scale and in their opinion the condition is permanent.

**Other Occupation** (for Part 1 & 2 of TPD definition) means any occupation the person is qualified to perform by their education, training or experience at the time the Insurer assesses the claim and includes;

- a. part-time occupations; and
- b. an occupation which may be perceived by the person to be of lower status than the person's previous occupation or an occupation in which the person does not earn as much income as they did in their previous occupation.

## Some differences between defined benefits and 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** division, the calculation of your benefit is generally based on a formula, not on the Fund's investment returns.

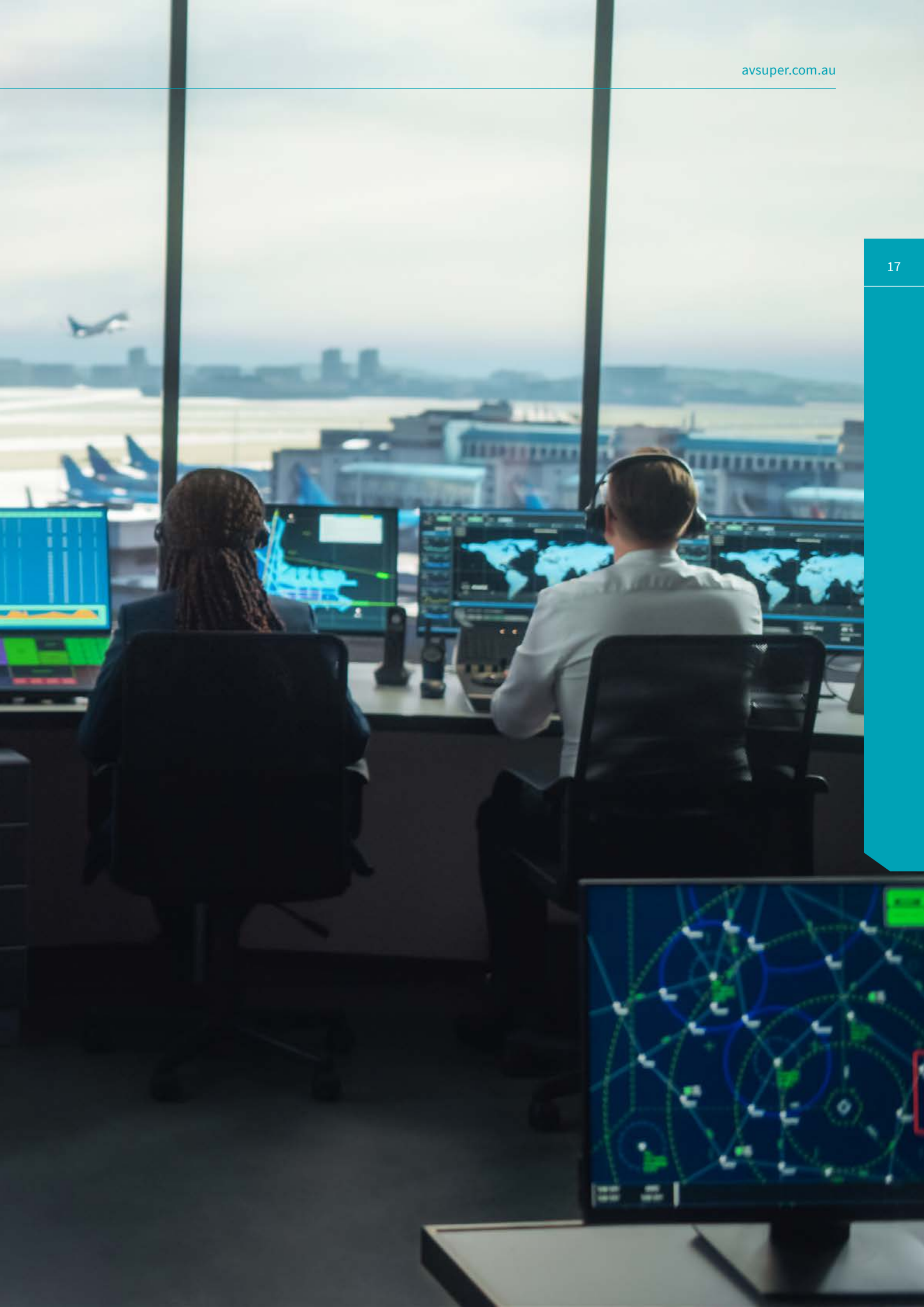
In the **accumulation division**, your benefits depend on your account balance, which comprises:

<b>Accumulation balance equals</b>	employer contributions
<b>plus</b>	any personal, spouse and Government contributions
<b>plus</b>	any rollover amounts
<b>plus and/or minus</b>	earnings credited/debited from investment returns/losses on the amounts in your account
<b>minus</b>	fees and costs (including any insurance premiums) and taxes

### A summary of the differences between Defined Benefits and Accumulation Benefits:

Defined Benefit	Accumulation
<b>How benefits are calculated</b>	
Benefits are generally calculated, or defined, using a formula based on your salary, contribution rate and years of membership. <b>Benefit amount = 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 fees and costs (including any insurance premiums) and taxes. <b>Benefit amount = 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 affects the value of each individual account.
<b>Effect of investment returns on benefits</b>	
As benefits are formula based, investment performance will not generally affect the calculation of the benefit payable. As an employer sponsored Fund, the employer bears the investment risk.	The investment returns for the option(s) you choose (or the Growth (MySuper) option if you do not make a choice) 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.
<b>Employer contributions</b>	
The employer contributes at rates determined by the Fund Actuary to be sufficient to fund the defined benefits. The rate of employer contribution does not affect the calculation of your benefit.	The employer contribution is defined in the relevant award or certified agreement or by Superannuation Guarantee legislation. Employer contributions will affect the calculation of your benefit.
<b>Fees and costs</b>	
All fees and costs including insurance premiums are deducted from the Fund's pooled money and do affect the calculation of your benefit.	Administration fees and costs including any insurance premiums are calculated weekly and deducted from your account at the end of each month. Investment related costs are deducted from assets prior to the calculation of unit prices every business day.
<b>Corporate death and total and permanent disablement benefit (does not apply to CSS Members)</b>	
<ul style="list-style-type: none"> <li>defined benefit account balance, plus</li> <li>insurance component calculated as last birthday salary x 20% x number of years to age 60 (if applicable).</li> </ul>	<ul style="list-style-type: none"> <li>corporate accumulation account balance, plus</li> <li>insurance component calculated as 30 June superannuation salary x 20% x number of years to age 60 (if applicable).</li> </ul>
<b>Corporate insurance premiums (does not apply to CSS Members)</b>	
The cost of premiums for insurance cover is deducted from Fund assets and does not affect the calculation of your benefit.	The premiums for any insurance cover are deducted monthly from your account.
<b>Change account type</b>	
You can have an accumulation account as well as or instead of a defined benefit	You cannot transfer to a defined benefit





## Change of contributions

This form is to 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 additional tax (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 employer's payroll team.

### Personal details

Surname

Mr/Mrs/Ms/Miss

Given names

Email

Date of birth

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

### Defined benefit division

If you have an AvSuper defined benefit account, you may contribute to the defined benefit division 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 division 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 section 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

The dollar amount you insert above is the total that will be deducted and will supersede any previous contribution arrangement you might have had.

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

AvSuper Advice gives you personal financial planning advice in person or over the phone – Advice fees may apply. 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 and understood the AvSuper privacy notice (available from [avsuper.com.au](http://avsuper.com.au) or by phoning **1300 128 751**).

Member's signature

Date

## Transfer election (Corporate Members only)

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

### Personal details

Surname			Mr/Mrs/Ms/Miss	
Given names				
Telephone (daytime)	Mobile	AvSuper member number (this is your payroll number)		
Email	Date of birth			

Please let us know of any new address details via AOL 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. If electing to contribute in before-tax dollars please contact your Aircservices Australia payroll officer about establishing/maintaining a salary sacrifice arrangement.*

### Transfer authority

- I acknowledge that I have had the opportunity to obtain advice about my decision to transfer and that I have received sufficient explanatory information about the option to transfer from the defined benefit division to a (Corporate) accumulation account including the AvSuper [Guide for Defined Benefit Members](#) which I have read and understood.
- I request and authorise the transfer of my AvSuper entitlement from the defined benefit division to the accumulation section and confirm that I have received and read a copy of the [Corporate Product Disclosure Statement \(PDS\)](#) and [Target Market Determination](#), available from [avsuper.com.au](#) or by calling us
- I acknowledge that my entire defined benefit 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 read and understood the AvSuper privacy notice (available from [avsuper.com.au](#) or by phoning 1300 128 751).

Member's signature	Date
<input type="text"/>	<input type="text"/>

An election to transfer to AvSuper's accumulation section will only be made if you provide this election form to your employer's payroll area.

### 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"/>		

## Contact Us

Phone 1300 128 751 or 02 6109 6888  
Email [avsinfo@avsuper.com.au](mailto:avsinfo@avsuper.com.au)  
Post AvSuper, GPO Box 634 Canberra ACT 2601