

Acknowledgement of Receipt of Information

I (print name).....acknowledge that I have been provided with the following documentation:

- Superannuation Entitlements (the next 2 pages)
- Superannuation – Employer Contribution Rate Form (the last page)
- Choice of Superannuation Fund – Standard Form (7 pages – see the acceptance pack page)

I understand that it is my responsibility to read the information provided and complete the required forms and return them with my Pre-employment Check Package.

Please note that if you do not nominate a superannuation fund of your choice within two months of commencement, Shared Services will request stapled superannuation fund details, as per the Australian Tax Office guidelines for Employees that commence after 1 November 2021. If no fund can be found, employer superannuation contributions will be made to the default fund, Aware Super.

Signed

Date.....

SUPERANNUATION ENTITLEMENTS

Superannuation choice

In accordance with Australian Government legislation from 1 July 2006 employers (including ACT Government agencies) must offer new employees superannuation fund of choice arrangements.

You may or may not wish to contribute a percentage of your earnings to a superannuation fund of your choice.

If you do wish to contribute you must choose a fund that is a complying fund: i.e. a fund that complies with the *Superannuation Industry (Supervision) Act 1993* and Regulations. To ascertain whether a superannuation fund is a complying fund, please check the Super Fund Lookup website (<http://superfundlookup.gov.au>).

You must complete and sign the Choice of Superannuation Fund Form (which is included in the acceptance pack). Once completed and signed you should return it to Shared Services with the rest of your Pre-employment Check Acceptance Pack.

If you are already a member of a complying superannuation fund you may continue to contribute to that fund. However, you still must nominate that fund on the Standard Choice Form.

You are encouraged to read all information available to employees on the Australian Taxation Office site [Super | Australian Taxation Office \(ato.gov.au\)](http://ato.gov.au). As this information does not consider your own financial situation you are strongly encouraged to seek your own financial advice.

Commonwealth Superannuation Scheme (CSS) & Public Sector Superannuation Scheme – Defined Benefit (PSSdb) (including preserved/deferred benefit)

If you are currently contributing to either the CSS or the PSSdb or have a preserved/deferred benefit in either scheme you may continue or resume contributions to these funds on commencement of permanent or temporary employment¹ with the ACT Government.

Alternatively, under ACT Government superannuation arrangements, current members of the CSS/PSSdb or members with a preserved/deferred benefit are also eligible to participate in superannuation fund of choice arrangements as outlined above.

Employer contributions

In addition to your own personal contribution (if any) employers are required to contribute a minimum employer payment of 11.5% (based on a percentage of your earnings) for you into the fund of your choice. This is called an employer contribution.

If you choose to personally contribute 3% or more of your salary into a superannuation fund your employer (this agency) will contribute a further 1% into your fund bringing the overall employer contribution rate up to 12.5%.

1

You need to complete the Employer Superannuation Contribution Rate form (included with this Superannuation Information Pack) if you wish to contribute a percentage of your earnings (post tax) to a superannuation fund of your choice. This will enable the Payroll Team to identify your level of personal contribution and to process the additional 1% employer contribution if your level of personal contribution is 3% or more.

If you reduce your personal superannuation contribution to below 3% you should immediately inform the Payroll Team and it will cease the additional 1% employer contribution made into your fund.

Board / Committee Members

In accordance with Australian Government legislation, the ACT Government is required to make employer contributions on behalf of all Board / Committee Members. Board / Committee Members are eligible to participate in the superannuation fund of choice arrangements as outlined above.

Personal contributions (post tax) from your earnings will commence on the next available payday or following advice of attendance in relation to Board / Committee activities.

Default fund arrangements

Should you decide not to nominate a superannuation scheme the employer contribution of 11.5% will go to the Territory's default fund provider Aware Super. A Product Disclosure Statement for Aware Super is available at [Product Disclosure Statements \(PDS\) and Target Market Determination \(TMD\) | Aware Super - Australian Superannuation Fund](#).

You can decide to make personal contributions (post tax) to the default fund provider. However you must still decide what percentage of salary you wish to contribute.

SUPERANNUATION GUARANTEE - EMPLOYEE CONTRIBUTION RATE FORM

In addition to your own personal contribution (if any) employers are required to contribute a minimum employer payment of 11.5% (based on your earnings) for you into the fund of your choice. This is called an employer contribution.

If you choose to personally contribute 3% or more of your earnings (post tax) into a superannuation fund your employer (this agency) will contribute a further 1% into your fund bringing the overall employer contribution rate up to 12.5%.

You should complete this form if you intend to personally contribute any percentage of your earnings into a superannuation fund.

Deductions from your earnings will commence on the next available pay day.

Employee's name:	Agency name:
Commencement date:	Personal superannuation contribution rate:%

NB: If you reduce your personal superannuation contribution to below 3% you will no longer be eligible for the additional 1% employer contribution and the Payroll and Personnel team will immediately cease the additional 1% employer contribution made into your fund.

It is your responsibility to inform Shared Services of any reduction in your personal superannuation contribution below 3%.

I have read and fully understand all of the above.

Signature of employee: / /20

FOR PERSONNEL SECTION USE ONLY

Is employee eligible for increased employer contribution? YES/NO

By: Post tax deduction? YES/NO

Processed for Pay No.....

Form placed on employee's file / /20

Signature of Payroll Officer:.....