



Employer Super Facts

January 2009

Becoming a participating employer is easy!

did you know?

As a participating employer of CareSuper you will be given access to a Client Partnership Manager to support your business with all its super needs.

To find out more contact the CareSuper Line 1300 360 149



Information helpline

For more information on becoming a CareSuper participating employer or any other super-related topics contact the dedicated team of **CareSuper** consultants. Call the CareSuperLine on **1300 360 149**, email admin@caresuper.com.au or visit caresuper.com.au

CARE Super Pty Ltd (Trustee)
 ABN 91 006 670 060 AFSL 235226,
CARE Super ABN 98 172 275 725

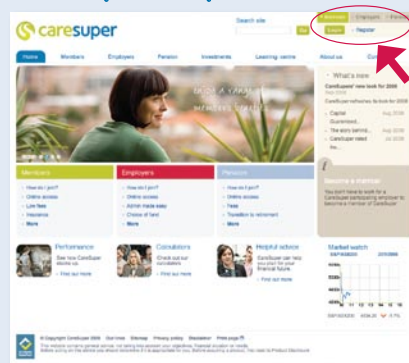
Disclaimer

The information in this document is of a general nature. We have not taken into account your particular financial needs, circumstances and objectives. We recommend you read all the information available, assess your own financial situation and seek professional advice from a licensed financial adviser before deciding to make any decisions related to your super. While every care has been taken as to the accuracy of this information, CareSuper takes no liability for the correctness of this information. CareSuper is not responsible for any loss, direct or indirect, resulting from reliance on the information contained in this document.

Just read the Employer Guide and choose how you'd like to join.

If you'd like to access the benefits of being a participating employer of CareSuper, you can easily join today. You can join online instantly with no forms to complete and no waiting. Or you can complete the form in the Employer Guide PDS and send it to us with your employees' **Member application** forms.

One simple step...



Join online in one simple step. Just go to caresuper.com.au and select 'Employers' from the top right-hand corner. Complete your details online, including enrolling your staff and making your first payment.

joining online takes less than 10 minutes – and there are no forms to return!

Or three steps...

Step 1 – Complete the CareSuper Employer application form

Complete the **Employer application** form at the back of the Employer Guide (available from caresuper.com.au).

Step 2 – Enrol your employees

Distribute the CareSuper Member Guide PDS to any employees for whom you will be contributing and request they complete the **Member application** form if they haven't already done so.

If you are unable to submit completed **Member application** forms for all your employees, simply supply the following details for each employee to get started:

- Full name
- Residential address
- Date of birth
- Date joined your organisation
- Date joined CareSuper – i.e. the first day of the period for which you will be making a contribution for that employee
- Tax File Number

You may provide us with the completed **Member application** forms later.

Step 3 – Return the forms

Return your completed **Employer application** form and the **Member application** forms or details of your employees to:

CareSuper
 GPO Box 1923
 Melbourne VIC 3001

Once your employer and employees' applications have been reviewed, CareSuper will confirm acceptance of your application and first contribution in writing.



To avoid delays check that all forms have been signed before returning them to CareSuper.

Whether you are contributing to a superannuation fund as your default fund or on behalf of one or more employees under Choice of Fund legislation, you are required to confirm that the fund is a complying super fund. The letter below confirms CareSuper is a complying super fund. We recommend that you keep this letter on file with your Choice of Fund records. To learn more about your record-keeping obligations under Choice of Fund legislation, go to caresuper.com.au or call the CareSuperLine on 1300 360 149.



Letter of compliance

To whom it may concern,

CareSuper

SPIN: CAR0100AU

AFSL: 235226

FUND ABN: 98 172 275 725

RSEL: 0000956

SFN: 1257/039/43

RSER: 1004120

I certify on behalf of the Trustees of CareSuper, that:

- CareSuper is a complying resident regulated superannuation fund within the meaning of the Superannuation Industry (Supervision) Act 1999 (SIS)
- The fund is not, nor has ever been, subject to a direction under section 63 of SIS not to accept any contributions from an employer-sponsor
- CareSuper is able to accept superannuation contributions from employers on behalf of their employees
- CareSuper meets the minimum statutory death insurance requirements for choice of fund and is therefore eligible to be nominated as a default fund

How employers can make contributions to CareSuper

Employer contributions can be forwarded to CareSuper via several convenient payment methods:

- Online payment (via EmployerOnline)
- BPAY
- EFT
- Cheque (by special arrangement)

Contribution records can be submitted via EmployerOnline or email, directly from most payroll systems or using an Excel spreadsheet.

The Employer Guide which provides complete details on CareSuper and information specific to employers can be downloaded at caresuper.com.au or requested by calling the CareSuperLine on 1300 360 149.

Yours sincerely,

A handwritten signature in blue ink that reads 'Julie Lander'.

Julie Lander
Chief Executive Officer