

Everything you need to know to get the most from your membership

Product Disclosure Statement
Including your application forms

1 June 2011

Issued by Host-Plus Pty Limited ABN 79 008 634 704, AFSL No. 244392
as trustee for the **HOSTPLUS** Superannuation Fund ABN 68 657 495 890.



Member guide

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Award winning

HOSTPLUS is an award-winning super fund, recognised for its competitive performance, service and low fees. It's a fund that also incorporates new levels of choice, control and additional benefits.

We are proud to have received two of our industry's highest accolades – SuperRatings Fund of the Year and Money Magazine's Best of the Best award for Best Super Fund Manager for 2007, 2008 and 2009.

We also hold a AAA fund quality rating from Rainmaker, 5 Apples from Chant West and SuperRatings Platinum rating – the highest ratings in their categories.



What is the purpose of this document?

This is the Member Guide Product Disclosure Statement (guide) for employer sponsored members in the Employer-Sponsored division of the HOSTPLUS Superannuation Fund and members in the Personal Plan division of the HOSTPLUS Superannuation Fund (collectively called HOSTPLUS).

This guide was prepared by the trustee and issued on 1 June 2011. It explains how HOSTPLUS works, and will help you make an informed decision about your super. It details HOSTPLUS' key features and benefits, including information about insurance cover and investment choice.

Important things to know

The information in this guide is of a general nature. It has been prepared without taking into account your particular investment objectives, circumstances, financial situation or needs. Before acting on the information in this guide you should consider your own objectives, circumstances, financial situation and needs. You should also consider seeking the advice of a licensed financial adviser. This publication is not intended to be, and should not be construed in any way as, investment, legal or financial advice.

HOSTPLUS does not recommend that you make decisions concerning superannuation arrangements based solely on the information in this guide.

Some of the information in this guide is different for the HOSTPLUS Personal Super Plan members and will be highlighted. If you are investing in the HOSTPLUS Personal Super Plan, you should make note of those differences.

The information in this guide is correct as at the date of publication. In the event of a material change occurring to any information contained in this guide, irrespective of whether it is adverse or not, the trustee will notify existing members in writing within the time frames required by law. Updated information is available online at hostplus.com.au. You may request a paper copy of any change, which will be provided free of charge.

Where a change to information in the guide is not materially adverse, for example, changes to the net fund earning rate and individual investment manager options, the trustee will provide updated information at hostplus.com.au.

Who can join HOSTPLUS?

Generally anyone can join HOSTPLUS, as long as you reside in Australia or are employed by an eligible Australian employer. Applications made from persons outside Australia who are not employed by an eligible Australian employer will not be accepted. Applications to join the HOSTPLUS Personal Super Plan by those residing outside Australia will not be accepted.

HOSTPLUS	HOSTPLUS Personal Super Plan
<p>You can become a HOSTPLUS member if HOSTPLUS is:</p> <ul style="list-style-type: none"> the chosen super fund of your employer and they have become a participating employer you have requested that your employer become a participating employer, or HOSTPLUS is the nominated super fund in your employment agreement or award. 	<p>You can become a HOSTPLUS Personal Super Plan member if:</p> <ul style="list-style-type: none"> you are eligible for Super Choice i.e. employed by a non-HOSTPLUS participating employers you are self-employed you are not in paid employment.
<p>You will become a member as soon as we receive your employer's contribution on your behalf. In order to help us set up your account please fill out the Membership application form provided at the back of this guide.</p>	<p>You need to fill out the Personal Super Plan Membership application form provided at the back of this guide, and upon receipt of a contribution or rollover you will become a member.</p>

If you are not sure which application to complete, check with your employer (if appropriate) or call us on 1300 HOSTPLUS (1300 467 875).

The latest version of this guide can be accessed via hostplus.com.au

If you are printing an electronic version of this guide you must print all pages including the Membership application form. A paper copy of this guide is available free of charge upon request by calling 1300 HOSTPLUS (1300 467 875), 8am–8pm, Monday to Friday, for the cost of a local call.

In this guide, 'the fund' refers to HOSTPLUS.

Advisers and service providers

Many of the matters associated with running a superannuation fund are complex. Therefore, the trustee has appointed the following service providers to assist with the various operations of HOSTPLUS.

Administrator: Superpartners Pty Ltd

Auditor: KPMG, PricewaterhouseCoopers

Internal Auditor: BDO Kendalls

Custodian: JPMorgan Chase Bank, N.A.

Investment Adviser: JANA Investment Advisers Pty Ltd.

Investment Managers: See page 35 for a full listing

Lawyers: IFS Legal, Herbert Geer

Insurer: OnePath Life Limited

Member financial advisers: Industry Fund Financial Planning

Throughout this guide you may see references to statements about the above service providers. The service providers have consented to these statements being included in this guide, and that consent has not been withdrawn.

The trustee's contact details:

Address Level 9, 114 William Street, Melbourne VIC 3000

Phone (03) 8636 7777

Fax (03) 8636 7799

Visit hostplus.com.au

Email info@mail.hostplus.com.au

For more information or help

Call: 1300 HOSTPLUS (1300 467 875),

8am–8pm, Monday to Friday

Fax: 1800 HOSTPLUS (1800 467 875)

Visit: hostplus.com.au

Email: info@mail.hostplus.com.au

Mail: Locked Bag 3, Carlton South VIC 3053

Spend less time thinking about super

Everyone knows super is important and that putting aside a little extra now could mean the difference between living comfortably in retirement or just getting by. But with retirement seeming so far away, it's hard to get excited about it now. But by investing a few minutes today you could be well on your way to enjoying the kind of financial future you want tomorrow.

Eight easy steps to organise your super

1 Join HOSTPLUS

If you're new to HOSTPLUS, read this guide for everything you need to know about us.

For more about HOSTPLUS, see **page 6**.
For more on how super works, see **page 14**.

- Read this guide. Then, complete the Membership application form at the back of the guide and return it to us.

2 Tell us how to invest your super

Your super is automatically invested in our Balanced investment option when you join. But you might prefer one of our other broad range of options instead. Check them out on **page 17**.

- If you want to make an investment choice, complete the Investment choice form at the back of this guide and return it to us. If you're happy with the Balanced investment option, you don't have to do anything.

3 Stick to just one super fund

Our member fee has remained the same since 2004. It's our way of helping you keep the costs of managing your super down. So by putting all your super into one HOSTPLUS account you'll pay just one low fee of \$1.50 a week. More on **page 42**.

- Complete the Request to transfer your entire account balance into HOSTPLUS form at the back of the guide and return it to us.

4 Find your lost super

There's more than \$18 billion in lost super out there and some of it could be yours. Head to **page 16** for more information.

- Head to www.unclaimedsuper.com.au or contact the ATO on 13 10 20.

5 Make sure you have enough

Now it's time to think about adding more to your account. Check out the benefits of making extra contributions on **page 36**. You might even get some free money from the Government, if you're eligible – find out more on **page 37**.

- Take a look at the ways you can make extra contributions to your super on **page 36**.

6 Get the experts to help

Making the most of your super is easier with a plan. That's why you get a free no obligation, fact-finding consultation with Industry Fund Financial Planning. Find out how a licensed financial adviser can help you on **page 10**.

- Simply call **1300 HOSTPLUS (1300 467 875)** to book your free fact finding consultation.

7 Get covered

Don't forget to protect yourself and your income. It doesn't cost much at all with HOSTPLUS – and it comes out of your super account, not your pocket. More on insurance options on **page 50**.

- For more insurance cover, complete the Insurance application form at the back of this guide and return it to us, or apply at hostplus.com.au through your SuperSite account once you become a member and have received your member number and PIN. If you're happy with the automatic insurance cover, you don't have to do anything.

8 Take us with you

With HOSTPLUS, you'll only need to organise your super once. Because even if you change jobs or leave the industry, you can take us with you. Stay a HOSTPLUS member wherever you go, see **page 8** for more.

- If you change jobs, tell your new employer you're with HOSTPLUS. Complete the *Choice of Superannuation fund standard choice form* and provide it to your new employer with the complying fund letter.

Welcome

Hi, I'm David – the CEO of HOST**PLUS**.

I joined HOST**PLUS** in 1999 and it gives me great pleasure to know I'm helping to grow the super of each and every member. At HOST**PLUS**, you are our top priority and we're constantly looking for ways to give you more out of your membership.

Your super will probably be your biggest investment after your home, so it pays to know who's looking after it for you. Please read on to get to know us better.

I look forward to helping you get the most out of your super.

Best wishes,



David Elia

Chief Executive Officer

Just call 1300 HOST**PLUS**

If you have any questions about super, we're here to help. Our customer service representatives can help you with your queries and they're only a local call away. You can reach them at **1300 HOST**PLUS** (1300 467 875)**, 8am–8pm, Monday to Friday. Or email info@mail.hostplus.com.au any time.

Introducing HOSTPLUS

HOSTPLUS is the industry superannuation fund for the hospitality, tourism, recreation and sport industries – but generally anyone can join. Because we're an industry fund, we offer low fees, low cost insurance, we don't pay commissions to financial advisers and are run only to benefit our members – that's you. We're also highly regarded, having been awarded some of the most prestigious accolades in the industry. All of which means your super is in good hands. Plus our members enjoy a range of extras, like low cost banking, and discount travel and accommodation. Best of all, even if you change jobs or leave the industry, you can still stay with HOSTPLUS and continue to enjoy the benefits of being a member.

We're run to benefit our members

After taxes and investment expenses are taken out of investment returns, we reinvest all monies for the benefit of our members. We also don't pay commissions to financial advisers or dividends to shareholders. So more money stays in your account.

We offer low fees

HOSTPLUS members pay a low member fee of \$1.50 per week which has remained unchanged since 2004, another great reason to join us. Like most super funds, investment expenses also apply. However, we strive to ensure the expense incurred in managing each investment option is among the most competitive available in Australia for that type of investment. You'll find more information about our fees on pages 42 – 46.

Competitive returns

We aim to achieve competitive, long-term investment performance for members.

Our Balanced (default) option investment performance is above average over the longer term, that is 3, 5, 7 and 10 years according to SuperRatings Fund Crediting Rate Survey – SR50 Balanced (60 – 76) Index, 27 July 2010.

Past performance is not a guide to future performance.

Insurance cover – automatically, in most cases

Right now, two of your most valuable assets are your health and your income earning potential. Protecting these assets is an important part of a smart financial plan. So HOSTPLUS gives you access to three key types of insurance cover:

- Death and Total & Permanent Disability insurance cover
- Death Only insurance cover, and
- Salary Continuance insurance cover.

If you are eligible, you will receive automatic insurance cover when you join HOSTPLUS. Members aged between 25 and 64 automatically receive two units of Death and Total & Permanent Disability (TPD) insurance cover at \$3 per week.

Members under 25 years receive one unit of Death and TPD insurance cover at \$1.50 per week.

Any death insurance includes Terminal Illness cover.

Insurance for Personal Super Plan

Eligible HOSTPLUS Personal Super Plan members receive automatic Death and TPD fixed benefit insurance of \$100,000*. You can apply for different types of insurance or higher levels of insurance using the *Increase your insurance cover application* provided in this guide - or apply online through your SuperSite account at hostplus.com.au when your membership has commenced. Interim insurance arrangements apply while the insurer is assessing your insurance application. To find out more go to page 50.

* Conditions apply see page 62.

Your investment strategy – your choice

HOSTPLUS gives you a choice of 20 investment options, offering a spectrum of investment strategies to suit your investment time frame, long-term goals and risk profile – from growth asset classes, like shares and property, to defensive asset classes, like fixed interest and cash.

To choose how your super is invested simply select your investment choice using the *Investment choice form* at the back of this guide. You can always change your investment choice free of charge. See pages 17 – 34 for more information.

If you prefer not to choose at all, we'll invest your contributions in the Balanced option – the default investment option – described on page 28.



How your super account works

Your **HOSTPLUS** super account is where your employer contributions and your personal contributions are made. Contributions and positive investment earnings are added to the balance. Fees, Government taxes, expenses and negative earnings are deducted from the balance.

Compulsory contributions (9% Super-annuation Guarantee)	+	Personal contributions Salary sacrifice contributions Transfers from other super funds Positive investment earnings	-	Fees Insurance premiums Taxes Negative investment earnings Transfers to other super funds	=	Your super account balance
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Each year, you'll receive statements for the periods ending 31 December (generally mailed in March) and 30 June (generally mailed in September). The statements show your account balance, the net fund earning rate (net earnings), the date your contributions were paid, contribution amounts, fees and expenses, insurance cover and premiums, nominated beneficiaries and tax paid.

Annual Report

To do our bit for the environment, our Annual Report is available online generally in September. It provides information about our investment performance over the previous 12 months, as well as other important information including the financial statements for the fund.

Contact us if you would like a copy of our Annual Report mailed to you.

Fund documentation

As a member, you can view a copy of the **HOSTPLUS** trust deed or other fund documentation at any time. The trustee reserves the right to charge a fee. Just call **1300 HOSTPLUS (1300 467 875)** to access this and any other information.

Enjoying the benefits of membership

As soon as your **HOSTPLUS** account is set up, you can start enjoying the benefits of being one of our members.

Your **HOSTPLUS** membership card is your key to our services. It contains your membership number and helpful contact information. Keep it handy and it will make life a lot easier when you:

- call **HOSTPLUS**
- access your account details online
- take advantage of our Additions program (see page 9 for more details)
- start work with a new employer and you want them to pay your super into your **HOSTPLUS** account.



Online account access 24/7 – hostplus.com.au

You can check and manage your account online via our SuperSite, 24 hours a day, seven days a week. Naturally, your account is protected by its own Personal Identification Number (PIN), and member number, which you'll receive with your welcome letter. Use it to:

Review your account balance, investments and insurance online

Get an estimate of your account balance, and review your transactions for the previous two reporting periods. See how your investment has progressed over the years and in which investment options you have invested your super.

You can also apply to increase or change your insurance cover.

Make an investment choice online

Change how your existing balance and future contributions are invested.

Top-up your super

Make additional contributions to your **HOSTPLUS** account, quickly and easily, by **BPAY®**.

Update your personal details

Advise us of changes to your personal details, including a change of address or beneficiary, or notification of your Tax File Number.



Roll your other super into **HOSTPLUS**

If you've held more than one job, you may have more than one super fund. This means you're paying more than one set of fees.

Roll over your other super accounts into **HOSTPLUS** and you'll pay just one member fee – a low \$1.50 a week.

Not only will you cut out unnecessary fees, you'll receive just one set of statements, have just one account to keep track of and one phone number to call if you need help. And it only takes one form to make it happen – the Request to transfer application form found at the back of this guide.

It's free to roll your other super accounts into **HOSTPLUS**. But check to see if your other funds charge exit fees or penalties, and if any insurance cover you have will be affected.

We go where you go

Once you're a member of **HOSTPLUS**, we go where you go, even if you change jobs or leave your current industry. Just tell your new employer you're with us and they can pay your super into your **HOSTPLUS** account, whatever your job. So if you take some time to sort out your super now, you'll only have to do it once.

Super extras from our Additions program

You don't have to wait until retirement to reap the rewards of **HOSTPLUS** membership. Our Additions program provides benefits right away, including:

- Discount travel and accommodation with **HOSTPLUS** Travelclub.
- Low cost banking with ME Bank.
- Private health insurance offered at special rates by Manchester Unity for **HOSTPLUS** members.

Additions program services are provided by external suppliers, not the trustee. For more information, just call **1300 HOSTPLUS (1300 467 875)** or visit hostplus.com.au

Free AppleCheck report

Your super payout will be a part of your livelihood, come retirement. So you need to be sure your money is invested with the right fund. A Chant West Super AppleCheck report is an online report that allows you to compare **HOSTPLUS** with more than 100 other super funds. And it's run by an independent research consultant – so you can trust the rating.

In its assessment, the Super AppleCheck report provides you with:

- a product overview
- a case study showing total fees and costs
- information on investments
- information on insurance products and premiums
- an overview of member services, and
- a Chant West rating.

Best of all, it's free if you run the Super AppleCheck report through our website. So go online and forget about the cost of the report – we'll take care of it for you.

This year, we received a 5 Apple quality rating – the highest possible. But we invite you to see how we compare.

Note: **HOSTPLUS** purchases products from Chant West on commercial terms but is not a shareholder in Chant West and has no influence over the research results and ratings.



Even when you retire

It might be a long way down the track but we can continue to help you manage your savings even after you retire.

You may benefit from a Transition to Retirement (TTR) pension strategy that allows you to draw an income from your super while still working. So you can reduce your full-time employment hours, still contribute to super and ease into retirement without loss of income.

Of course, TTR won't work in the same way for everyone so speak to a licensed financial adviser to work out what's best for you.

TTR is available to all super fund members who've reached their preservation age.

When you stop working you can stay in the **HOSTPLUS** Pension Plan and continue to enjoy all the benefits of being a **HOSTPLUS** member in retirement – a regular income paid to your bank account, investment choice and tax free investment earnings.

Visit hostpluspension.com.au to find out more.



Financial planning

Good advice now can make a lifetime of difference later. Because we care about your financial future, we encourage you to seek expert financial advice about super.

That's why **HOSTPLUS** members can access high quality, low cost financial advice from Industry Fund Financial Planning (IFFP), a division of Industry Fund Services Pty Ltd ABN 54 007 016 195, AFSL 232514.

All IFFP financial advisers are fully qualified and are authorised representatives of Industry Fund Services Pty Ltd under its Australian financial services licence. But, unlike many advisers, they are not paid by commission. This leaves them free to recommend strategies that are most appropriate for you – not them.

FREE fact-finding consultation

When you join **HOSTPLUS**, you're entitled to a free fact-finding consultation with IFFP. It's courtesy of **HOSTPLUS** and there is no obligation. It's simply one way we can help you along the road to a super retirement. No financial advice is given, but it will help you decide if you need to go further.

Commission-free, expert, easy-to-understand advice

In addition, you can also receive comprehensive advice, in plain English, about a range of financial issues including:

- budgeting – so you can take control of your money
- investment options – so you can maximise your money
- insurance – so you're properly protected
- tax – so you get back what you're entitled to
- super – so you can enjoy a comfortable retirement.

Importantly, they can help develop a financial plan tailored to your current lifestyle and future financial goals. And naturally, they can help you review and refine your plan down the track, so it keeps pace with the changes in your life.

There are no hidden costs for these services. Instead, IFFP charges a simple flat fee for most services, as the table shows. If the service attracts a time-based fee, your IFFP licensed financial adviser will make a free assessment of your requirements and provide a fixed no-obligation quote upfront.

If you wish to take advantage of IFFP, as a **HOSTPLUS** member you can pay IFFP fees directly from your superannuation account, for superannuation-related financial advice and plans only (as opposed to full financial plans), as long as your account balance is \$2,000 or more after the fee is deducted.

To reserve your free fact-finding consultation or arrange a meeting with an IFFP licensed financial adviser, simply call **1300 HOSTPLUS (1300 467 875)**.

IFFP service	Fee*
Member investment choice	\$220 flat
Member insurance	\$220 flat
Super contribution eligibility	\$220 flat
Super splitting advice	\$220 flat
Super retirement projection	\$110 flat
Full 'super only' financial plan (all of the above)	\$550 flat
Personal rollover plan	\$440 flat
Transition to retirement advice	\$220/hour
Retirement plan (average 10 hrs)	\$220/hour
Review of personal circumstances (average 2–3 hrs)	\$220/hour

* Fees include GST and are correct at 1 June 2011.

These fees are only deducted when you seek advice and provide approval of the deduction on an 'as needed' basis. Fees may be subject to change and, if so, you will be advised when you seek financial planning advice.



HOSTPLUS Service Centre – 1300 HOSTPLUS (1300 467 875)

Call to speak to our **HOSTPLUS** staff for help with any queries. Whether you just have a question or wish to discuss your super options, we're happy to help, 8am–8pm, Monday to Friday, for the cost of a local call. Or email info@mail.hostplus.com.au any time.

We'll be in touch

To ensure you're getting the most from your super, from time to time we'll send you information about superannuation and your membership. We also conduct member education seminars and, of course, you can always visit us at hostplus.com.au

Quick answers to common questions

Your question	Our answer
What type of fund is HOSTPLUS?	HOSTPLUS was set up as the industry super fund for workers in the hospitality, tourism, recreation and sport industries.
Who can join?	Generally, anyone can join.
How many members are with HOSTPLUS?	Almost 1 million representing over \$9 billion in funds under management.
How many employers are with HOSTPLUS?	Over 78,000 employers.
How is it rated?	<p>Each of these awards are the highest ratings in their categories:</p> <ul style="list-style-type: none"> • SuperRatings Fund of the Year for 2007, 2008 and 2009 • <i>Money</i> magazine's Best of the Best award for Best Super Fund Manager for 2007, 2008 and 2009. <p>We also hold premium ratings:</p> <ul style="list-style-type: none"> • a AAA Fund Quality rating from Rainmaker • Chant West's highest quality rating – 5 Apples • SuperRatings Platinum Rating.
Are there any entry or exit fees?	No.
Are there member fees?	Yes, a low \$1.50 per week (\$78 per year).
Are there any contribution fees?	No.
Are there withdrawal and rollover fees?	No.
Are there investment management expenses?	Yes. The rate depends on the investment options selected. The HOSTPLUS default option (Balanced investment option) is 0.60% p.a. See page 45 for details.
What personal contribution payment methods are available?	<ul style="list-style-type: none"> • Direct debit • Payroll deduction • BPAY® • Cash • Cheque.
What investment options are there?	You have 20 investment options with HOSTPLUS. These include pre-mixed options, sector investment options and individual manager options. See pages 17–34 for full details.
Can I change investments?	Yes. You can switch investment options as often as you need, free of charge.
Are there investment risks?	Yes. Like all investments, superannuation has risks that may impact on your account balance. See page 23 for a summary of potential risks.
Is there insurance cover?	<p>Yes. There are three types of insurance cover available, including:</p> <ul style="list-style-type: none"> • Death and Total & Permanent Disability insurance cover • Death Only insurance cover, and • Salary Continuance insurance cover. <p>See pages 50 - 70 for full insurance details.</p>

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Super made easy

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Super made easy

Superannuation may seem complex but it's just money put aside for your retirement.

Your employer contributes 9% of your ordinary time earnings (which is primarily your salary) to a superannuation fund, where that money is invested for you. These contributions are called the Superannuation Guarantee (SG). There are many ways to boost your super and make sure your retirement is everything you dream it to be.

Who's eligible for SG contributions

Most employees are eligible. Generally, employees aged between 18 and 70, who are paid \$450 (before-tax) or more in a calendar month are covered by the SG legislation, whether they work full-time, part-time or on a casual basis.

Who isn't eligible for SG contributions

Here are some of the employee categories excluded from SG contribution requirements:

- employees paid less than \$450 in a calendar month
- employees under age 18 who work 30 hours or less a week
- employees over age 70, and
- employees paid to do work of a domestic or private nature for less than 30 hours a week.

If you're a temporary resident

Employers are required to make SG payments on behalf of temporary residents to their chosen super fund (if eligible for choice) or to the prescribed super fund in the same way as any other employee unless exempted by law from doing so.

While temporary residents remain in Australia their superannuation will remain in the fund until they become entitled to payment of a benefit. The superannuation benefits of temporary residents can only be withdrawn under the following conditions of release:

- death
- terminal medical condition
- permanent incapacity
- after leaving Australia and their visas have ceased to have effect.

However temporary residents must claim their superannuation from the fund within six months of departing Australia and cancellation or expiry of their temporary visa, otherwise their account balance will be paid to the Australian Taxation Office (ATO) as unclaimed superannuation. Departed temporary residents will then have to claim back their superannuation from the ATO which may be done at any time. See page 49 for information on how super is taxed if you're a departed temporary resident.

HOSTPLUS relies on relief from ASIC under Class Order CO 09/437 and doesn't provide departed temporary resident members whose benefits are paid to the ATO with notices or statements at the time of or after the benefits have been paid to the ATO. However if you have any queries, you can contact us and we'll provide relevant information about your benefit.

Choosing your super fund

Super Choice gives eligible workers the ability to choose the fund into which their super contributions are paid. Choosing the right fund now can make a lifetime of difference. So it's very important to know if you are eligible and what to do if you are.

For information on Super Choice, including eligibility, talk to your employer, call **1300 HOSTPLUS (1300 467 875)**, 8am–8pm, Monday to Friday or visit hostplus.com.au

Boosting your super

For many people, SG contributions alone may not be enough to cover the cost of retirement. That's why the Government encourages you to maximise your retirement savings by providing generous tax advantages for extra super contributions you make.

What's more, if you organise your super early, adding just a little to your account could reap big rewards in the long term.

In addition to your employer contributions you can add to your super in a variety of ways:

- personal contributions from your after-tax salary (known as non-concessional contributions). We will need your Tax File Number to accept personal contributions.
- contributions from your before-tax salary. These (concessional) contributions are called salary sacrifice. Speak with your employer to check if you can make before-tax contributions as they will need to arrange this for you.
- government co-contributions, if you are eligible.
- your spouse could split their before-tax contributions with you.
- spouse contributions if you are a low income earner.
- rolling over super from other accounts into **HOSTPLUS**.

You could also add to your spouse's super by:

- making spouse contributions and receiving a Government rebate if your spouse is a low income earner.
- splitting up to 85% of your concessional contributions (including salary sacrifice) with your spouse.

See the Contributions section on pages 36–41 for more about these options.

Accessing your super

The Federal Government has placed restrictions on when you can access your super. Generally, your super benefits are preserved in a super or rollover fund until you retire from the workforce on/or after reaching your preservation age. Your preservation age will vary between 55 and 60 years of age, depending on your birth date. If you are born after June 1964 your preservation age will be 60.

Date of birth	Preservation age
After June 1964	60
July 1963 – June 1964	59
July 1962 – June 1963	58
July 1961 – June 1962	57
July 1960 – June 1961	56
Before July 1960	55

All contributions made into super are preserved until you reach your preservation age. Any amounts that were non-preserved benefits as at 1 July 1999 will remain non-preserved and will not increase unless you transfer or roll over other non-preserved benefits into **HOSTPLUS**.

After reaching your preservation age you do not have to cash in your superannuation benefits if you don't wish to. You can keep benefits in the fund until you die, at which point benefits will be paid to your dependants or legal personal representative.

Duplicate accounts

Under certain circumstances, a **HOSTPLUS** member may have more than one membership account with the fund. The fund will automatically merge these duplicate accounts to properly reflect the most accurate information of the member.

In other circumstances the fund may contact you as a member, seeking your confirmation to merge accounts.

When accounts are merged, all contributions and personal details are transferred to the original account. The member will not be disadvantaged and all duplicated fees and charges will be reversed. Once the accounts have been merged, the member will be informed in writing of the merge and which membership number they should use.

If more than one account is opened for you in **HOSTPLUS**, you are eligible for insurance cover in only one account (usually you will retain the highest level of insurance cover in the respective account, unless you tell us otherwise).

Insurance premiums will be refunded for the account with the cancelled insurance cover.

Other situations that can give you access to your super

Subject to the **HOSTPLUS** governing rules, preserved benefits can only be paid to you if you satisfy one of the following conditions of release:

- termination of employment after turning age 60 without necessarily retiring permanently
- in the event of your death
- permanent incapacity
- a terminal medical condition exists
- on the grounds of severe financial hardship subject to certain conditions and trustee approval
- on compassionate grounds as approved by the Australian Prudential Regulation Authority
- on termination of your employment with an employer sponsor where your preserved benefit is less than \$200
- on your permanent departure from Australia if you are an eligible temporary resident (see page 49), or
- on complying with any other condition of release specified under superannuation law.

Types of benefits

There are a number of benefits you may receive, subject to meeting the applicable criteria, including:

Retirement benefit

Your super balance may be payable to you when you retire permanently from the workforce, having reached your preservation age (see table on the left). Your balance may also be paid to you if you leave your employer after age 60 irrespective of whether you are retiring permanently from the workforce.

Once you attain age 65 you can access your super funds even if you have not yet retired from the workforce. Retirement benefits are paid as a lump sum. Under current law, you may retain your benefits in **HOSTPLUS** until your death at which point benefits will be paid (as a lump sum) to your dependants or legal personal representative.

Resignation benefit

If you resign from an employer you may be eligible for a cash benefit from your superannuation fund. You may only be eligible to receive this benefit if you have non-preserved funds in your superannuation account. You are not obliged to take this benefit as there may be tax implications. You can simply retain your benefit in the fund. Resignation benefits are paid out as a lump sum.

Death, Total & Permanent Disability and Terminal Illness benefit

In the event of your death, your account balance and any insured benefit (if applicable) will be paid to your dependants or legal personal representative. If you become totally and permanently disabled or a terminal illness exists (and you provide the trustee with approved documents) you may be eligible to receive your account balance and any insured benefit (if applicable). Death, TPD and Terminal Illness benefits are paid out as a lump sum.

Income protection benefit

If you have income protection and are temporarily totally disabled or partially disabled, you may be eligible to receive income protection benefits. Income protection benefits are generally paid on a monthly basis.

For further information on the types of benefits you may receive call **1300 HOSTPLUS (1300 467 875)**.

Risks to your benefits

Your super benefits are subject to investment risks and can change in value. Each investment option has different risk characteristics and volatility. Net fund earning rates can be positive or negative depending on investment performance and a negative earning rate can result in a reduction in your account balance. See pages 17–34 for more information on our investment options and their risk profiles.

Finding lost super

Changing jobs. Moving home. It can be all too easy to lose track of your super funds. You may have even forgotten where some of your super is. The bottom line is, some of your money could be part of the more than \$18 billion in lost super out there. Find it free of charge at www.unclaimedsuper.com.au or contact the ATO on 13 10 20. For more information visit www.ato.gov.au/super

Investing with HOSTPLUS

It's now time to think about your investment options

and building a secure future to help you afford the lifestyle you want when you retire. Your contributions will be automatically invested in the Balanced investment option – our default investment option – unless you choose a different investment option. You have the choice of investing your super into one or more of 20 investment options. Read on to find out more and also discover how you can add more to your super – a little extra now could mean a lot extra later.

Making an investment choice

We recognise that you may want to take more control of your money and choose where your super is invested. With 20 different investment options you can mix and match as you wish.

To help you understand the importance of having the right investment mix, read our introduction to investing on page 18, then compare our options on pages 27–34.

You can choose how your super is invested when you join, by simply selecting your investment choice using the *Investment choice form* at the back of this guide. If you want to leave it to the experts, we'll invest your super in our Balanced investment option.

Investing your account balance

Change your **existing investment only** – this means that only your current balance will be invested in the investment option of your choice. All future cashflows* will be applied to the future investment option. Please refer to the *Investment choice form* for further information.

Change your **future investment only** – this means that only your future investments will be invested in the investment option of your choice. The investment strategy applying to any current balance will not be altered. All future cashflows* will be applied to your future investment option. Please refer to the *Investment choice form* for further information.

Change your **future investment and existing investment** – this means that all your current balance and future investment will be invested in the investment option of your choice. All future cashflows* will be applied to your future investment option. Please refer to the *Investment choice form* for further information.

Make a **one-off contribution or rollover investment choice only** – this means that your one-off contribution or rollover will be invested in the investment option of your choice. The investment strategy applying to any current balance or your selected future investment will not be altered, and all future cashflows* will be applied to your future investment option.

Please note that if you request a switch of your existing balance at any time after a one-off contribution or rollover, these monies will be considered part of your existing balance and will subsequently be moved in accordance with your switch request.

Please refer to the *Investment choice form* for further information.

*Cashflows may include taxes, fees and charges incurred on your account.

How your investment choice works

When you make a choice, HOSTPLUS does not acquire an interest in the investment option on your behalf. Instead, you are notionally invested in the investment option. This means that:

As part of our investment strategy, we would have predetermined an amount to be invested with any particular investment manager. Therefore, we have pre-existing contractual relationships with our underlying investment managers. We select managers and invest money with them via direct investment mandates or pooled trusts.

Accordingly, the investment managers named in this guide provide the trustee with financial services. But they do not have a contractual relationship with our members.

As a member of HOSTPLUS, you receive the notional net investment earnings (positive or negative) allocated to your member account. This is made up of a combined earning rate of the underlying investment manager(s) from your selected investment option, less any applicable fees and taxes.

For example, HOSTPLUS may have invested \$10 million in Balanced Equity Management – Australian Shares. A member then exercises investment choice, and directs us to invest \$10,000 of their account balance in that investment option.

We do not invest a further \$10,000 (on top of the \$10 million already invested), but notionally allocate the net investment earnings received from that investment option to the member's account.

We may in our absolute discretion vary the available investment options from time to time by adding or removing investment options. Please refer to the section **Change of investment managers** on page 25 for further information on what happens if we change an individual investment manager.

Choose one option or more

You can choose one or more of any of the investment options detailed on pages 27–34. For example, you can have 50% notionally invested in Shares Plus (Pre-mixed option), 25% in Property (Sector investment option) and 25% invested in Paradise Investment Management (Small Cap) (Individual manager option). The only requirement is that you must have a minimum of 1% in any selected option.

Three easy steps to help you make your investment choice

- 1 Learn how the process works by reading this section and determine your investment style.
- 2 Take a look at the investment choices offered by HOSTPLUS on pages 27–34.
- 3 Make your investment choice on the *Investment choice form* provided in the back of this guide and forward it to us.

Please ensure you consider your individual portfolio (including assets/ investments outside of superannuation) to minimise risks associated with investments that are not diversified in their own right.

Switching between investment options is easy and free

With HOSTPLUS, you're not locked into an investment option once you've made a choice. After all, your circumstances may change, your investment outlook may change or you may simply want to opt for a different approach. Switching is easy and free.

You can switch between investment options as often as you like without charge. When you switch, your request will become effective on the following Monday.

You can indicate your switch through your online SuperSite account or by downloading the Investment choice guide from hostplus.com.au and sending the completed form to us. Or call 1300 HOSTPLUS (1300 467 875) and we'll send you the Investment choice guide.

Multiple requests in the same week

In the case of multiple investment switch requests received in the same week, your latest request received will apply from the following Monday. Where you have made an investment switch request as well as a benefit payment request in the same week, the benefit payment instruction will override the investment switch and therefore your existing investment choice will apply. In the case of a partial benefit request, it will also override the latest investment switch for that partial amount. The investment choice switch will however apply to the remaining balance.

Switch requests submitted between late December and early February and between late June and early August may not be processed immediately due to system delays as a result of allocating earning rates to members' accounts. You may still submit a switch request during this time and your switch request will still receive the correct effective date (for example the Monday immediately after your switch request was received).

An introduction to investing

Before making your investment choices, you should consider:

- your attitude to risk and return
- your age and how long you will be investing for
- how prepared you are to accept variable returns in the short term in the interest of possibly getting a better potential long term result
- your attitude to the different types of investments
- other investments you may have and your future financial plans.

It also pays to do your homework. You could start with a licensed financial adviser. See page 10 for information about IFFP financial planning.

What are asset classes?

You can invest your super in different types of assets. An asset is an investment used to gain a return. Assets are divided into asset classes such as cash, fixed interest, property, unlisted assets and shares. They are generally described as 'growth' or 'defensive'.

- **Growth assets.** Growth assets generally provide relatively higher returns over the longer term with a corresponding higher level of risk (increased chance of a negative return and volatility). A high proportion of their returns are derived from capital growth. Examples include shares and some property investments.
- **Defensive assets.** Defensive assets generally are lower risk (less chance of a negative return), with a corresponding expectation of lower returns over the longer term. A high proportion of their returns are derived from income (cash) flows. Examples include cash and some fixed interest investments. Asset classes, such as some unlisted assets (which can include infrastructure, property and alternatives) may have defensive characteristics.

Where unlisted assets (which can include infrastructure, property and alternatives) derive a high proportion of their returns from strong income (cash) flows rather than capital growth, these assets may be classified as defensive. Where they derive a high proportion of their returns from capital growth rather than income (cash) flows these assets may be classified as growth.

- **Growth versus defensive assets.** Investment markets are difficult, if not impossible, to predict. Often, different asset classes will not all perform well or poorly at the same time because they react differently to influences such as economic growth, inflation, interest rates and exchange rate movements. A change which is positive for one asset class can have a negative effect on another.

Basic asset classes make up your investment portfolio

	Cash	Fixed interest	Property
What is it?	Cash investments may include deposits in a bank, investments in short-term money markets and other similar investments.	Usually a loan to a Government or business with the amount of interest and the length of the loan fixed in advance.	An investment in property or buildings, either directly or via property trusts.
How does the investment work?	Cash investments, such as your own bank account, don't necessarily earn high returns, but they are usually very stable.	The investment is used to finance the operations of Governments, organisations or businesses, and is paid back on an agreed date with interest, which is also agreed or 'fixed' before the loan commences.	There are two ways that property can provide returns – by earning rental income (revenue) or by increasing in value over time (a capital gain). Property can also decrease in value resulting in a capital loss.
What's the risk/return?	Cash is considered to be the lowest-risk investment because of its limited potential to rise and fall in value over the short term. However, this perceived safety comes at a price – cash investments typically may not earn enough to meet long-term goals like retirement.	Fixed interest is seen as a moderate risk investment. If interest rates change during the term of the loan, there will be capital gains or losses. Fixed interest investments are generally less volatile over the short term than property or shares.	Property is considered a moderate to high risk investment. Returns rely on general economic factors like inflation, interest rates and employment, as well as location and quality. While returns are generally higher than cash or fixed interest, the value of property investments is also liable to change suddenly.

	Unlisted assets			Shares
	Alternatives	Infrastructure	Private equity	
What is it?	Almost any non-traditional investment strategy could be classified as an alternative investment.	Infrastructure assets are generally equity holdings in transportation, communication, sewage, water and utility systems. These can also take the form of social infrastructure assets such as hospitals, schools and aged care facilities.	Private equity involves investments in entities or vehicles that are not listed on a stock exchange. They can be based in Australia and overseas.	Part-ownership of a company through holding shares.
How does the investment work?	They generally aim to achieve a return objective, rather than to outperform a specific sector goal.	Investments in infrastructure can be through direct investments in single assets, listed or unlisted pooled funds and investment through a fund of funds vehicle.	Private equity investments are usually made to finance one or more stages of a company's growth cycle, ranging from those in early stages of development to more mature businesses seeking capital. Private equity vehicles are used for many purposes including buying out the owners or founders of an existing business or asset.	Because shares represent a part of the company, returns vary according to how the company performs. Returns can come in two ways – dividends paid to shareholders (revenue) and the increase in value of the shares (capital gain). Shares can also decrease in value resulting in a capital loss.
What's the risk/return?	Alternatives aim to produce returns in excess of cash over the long term. However its volatility over the long term is generally higher than that of fixed interest.	The investment objective for investing in infrastructure is typically to provide returns of inflation plus 6–8% per annum, but with the chance of a return that's lower than Australian and international shares, over a 5–10 year term.	The private equity market is less efficient and less regulated than the listed market. This inefficiency creates opportunities for skilled managers to add value. Given the greater risk associated with private equity, a return premium of at least 4–5% above listed markets is generally considered necessary.	Inflation, interest rates, exchange rates (for international shares) and changes in market conditions will all have an effect on the value of shares, as does the performance of the company itself. Shares are considered the highest risk investment because they may experience significant changes in value. Despite their short-term volatility, shares have traditionally provided higher returns to investors – over the longer term – than all other asset classes.

Not making sense? Go to page 23 for more information about investment terms. Or call us to arrange a free fact finding consultation with a licensed financial adviser.

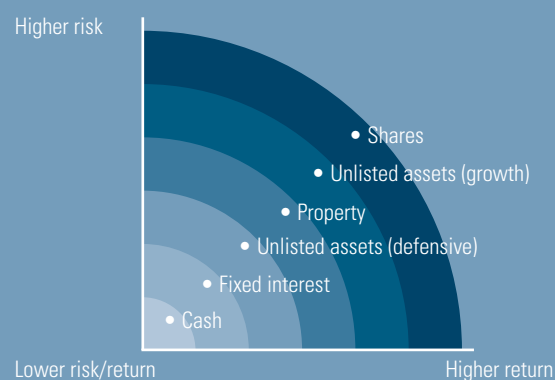
At a glance: risk and return profiles

Risk and return are related, so the lower the risk usually the lower the expected return (or the lower the likelihood of a negative return). For a higher possible return, you increase the risk and the possibility of a negative return from year to year.

As shown below, the risk/return profile of the asset classes can be roughly plotted on a graph. It is the mix of these asset classes in an investment portfolio that creates the risk/return expectation for that portfolio.

HOSTPLUS investment options contain a mix of asset classes, to achieve their different risk/return objectives. Choosing to invest in sector investment options puts you in charge of selecting percentages of asset classes in your portfolio, depending on your investment objectives.

Risk/return indicator graph



Asset classes are invested according to a style

Just as the different asset classes explain some of the different types of investments, there are many investment styles that describe how an investment is made, not just the form it takes. Here are some of the more common investment styles.

Passive: Sometimes referred to as 'index management', passive management seeks to achieve investment performance that is equal to an index or market returns (like the S&P/ASX100, for example). Passive managers achieve this by replicating the relevant index. The investment manager does not make judgements on future market movements or which investments may grow in value, so the expenses associated with passive management are generally lower than other investment styles.

Active: This is the opposite of passive management and seeks to achieve returns above an index or other set goal. Active managers achieve this through asset allocation and investment selection. Active management is often paired with growth or value investment styles.

Enhanced passive: This investment style is between passive and active management. It is actively managed within the benchmark stocks but the risks are also tightly controlled. Enhanced indexing is essentially risk-controlled, active management.

Growth: A growth manager seeks to achieve capital gains from investments in companies they expect will have future growth in earnings. Typically, growth managers care less about price-earnings ratio and other ways of assessing the value of an investment, but focus purely on the earnings potential of an investment.

Value: Value managers seek to buy investments that are temporarily underpriced, and to take profits when they appear overpriced. The price-earnings ratio is a key valuation measure.

Top-down: A form of analysis that begins with forecasting broad economic trends, then assessing the impact on industries and, finally, on individual companies. It is the opposite of bottom-up analysis.

Bottom-up: A form of analysis that begins with forecasting returns for individual companies, then moves to industries and finally the economy as a whole. It is the opposite of top-down analysis.

How the asset classes have performed

Investment markets are unpredictable. Past performance shows that over shorter periods, it's almost impossible to predict which asset class will earn the highest rate of return. However, over the long-term, growth assets, like shares, have consistently earned a higher rate of return than defensive assets such as cash and fixed interest.

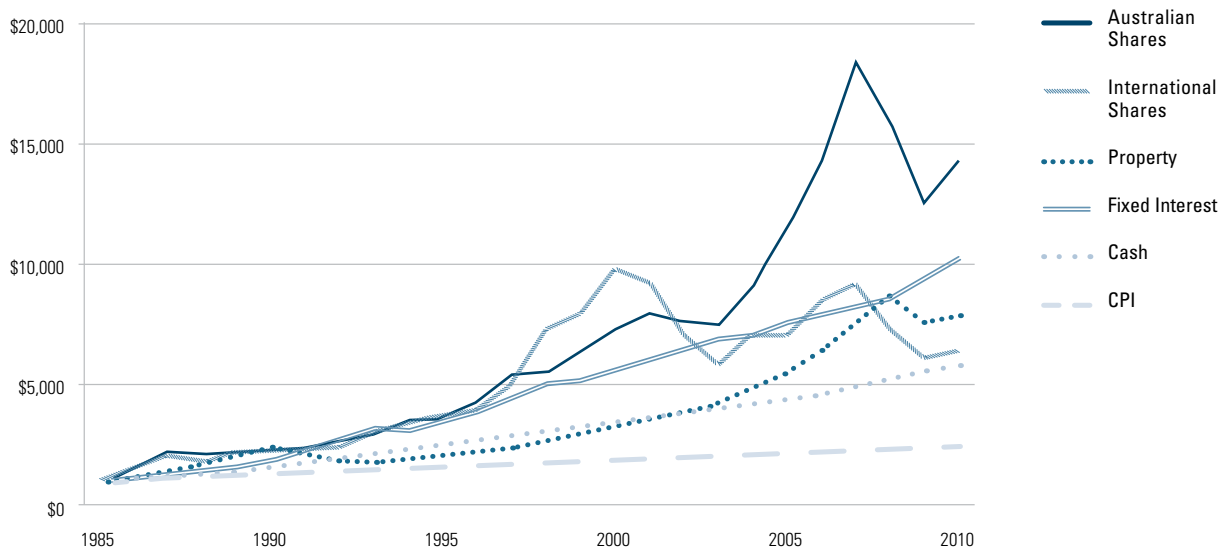
Looking at the table on page 22, you can see that the returns for growth assets are more unpredictable than the returns for defensive assets. Australian and international shares have usually provided the highest returns over the long-term. Clearly, someone who invested in these asset classes would have done better than someone who put all their money in cash or fixed interest over the same period.

While past performance gives no guarantee of future performance, it does give an insight into how each asset class has performed.

So, while it remains true that investment markets are hard to predict, different asset classes tend not to all move in the same direction, at the same time, or at the same speed. This is because the main asset classes react differently to influences such as growth, inflation, interest rates and exchange rates. A change that is good for one asset class can be bad for another. That's why diversification is so important to investors. Using diversification you may capture the returns you want to keep, and reduce the volatility, or risk, you want to avoid.

It makes sense to diversify your investment mix – and with **HOSTPLUS** it's easy. We have provided a broad range of investment options which give you the opportunity to create your own mix based on your financial needs and personal circumstances.

Cumulative value of \$1,000 invested over the past 25 years (to 30 June 2010)



Source: JANA Investment Advisors Pty Ltd

This is an example only and assumes \$1,000 was invested on 1 July 1985 in each of the respective asset classes (using the relevant market indices – see page 22 for details) and all money earned has been reinvested. The valuations are nominal, don't take into account CPI, tax payable or fees and are for illustrative purposes only. Actual investment returns are not guaranteed, and can be higher or lower than set out in this example. Past performance is not a guide to future performance.

Is time on your side?

Just because investment values fall, this doesn't necessarily mean that your investment will lose money. You don't actually lose money until you sell an investment for less than you paid for it. So, if you do have a year or two when your investment value falls, remember that if the strategy you have selected is for the long-term, then history has shown that investment markets usually go on to recover.

You wouldn't consider selling your house if market values fell for a year or two. In the same way your super is a long-term investment and you shouldn't be overly concerned with short-term fluctuations.

Returns over 25 years by asset class

Bold figures show highest and lowest return for each asset class.

Year ending 30 June	Growth assets			Defensive assets	
	Australian shares	International shares	Property	Fixed interest	Cash
1986	47.1%	54.5%	13.7%	17.9%	8.7%
1987	51.4%	34.3%	18.0%	12.0%	2.5%
1988	-7.6%	-9.8%	29.1%	9.6%	12.5%
1989	4.8%	19.1%	24.6%	12.8%	15.7%
1990	4.1%	3.0%	11.9%	15.0%	18.5%
1991	5.2%	-1.9%	-8.1%	25.8%	13.5%
1992	13.5%	7.4%	-14.5%	18.3%	9.0%
1993	9.9%	31.3%	-5.0%	17.1%	5.9%
1994	18.5%	1.6%	7.0%	-1.1%	4.9%
1995	5.7%	14.7%	9.9%	11.9%	7.1%
1996	15.8%	7.1%	6.9%	9.5%	7.8%
1997	26.6%	29.1%	6.3%	16.8%	6.8%
1998	1.6%	42.7%	10.1%	10.9%	5.1%
1999	15.3%	8.9%	9.4%	3.3%	5.0%
2000	13.7%	23.8%	11.0%	6.2%	5.6%
2001	9.1%	-5.7%	10.3%	7.4%	6.1%
2002	-4.5%	-23.2%	9.9%	6.2%	4.7%
2003	-1.6%	-18.1%	11.1%	9.8%	5.0%
2004	21.7%	19.9%	11.9%	2.3%	5.3%
2005	26.0%	0.5%	13.4%	7.8%	5.6%
2006	24.0%	20.4%	17.2%	3.4%	5.8%
2007	29.2%	8.3%	19.0%	4.0%	6.4%
2008	-13.7%	-20.8%	14.5%	4.4%	7.3%
2009	-20.3%	-15.7%	-12.4%	10.8%	5.5%
2010	13.1%	5.2%	3.6%	7.9%	3.9%

Past performance is not a guide to future performance.

Source: JANA Investment Advisers Pty Ltd

Market indices: Australian shares – S&P/ASX300 Accumulation Index, International shares – MSCI World Ex-Australia Index (Unhedged), Property – Mercer Unlisted Property Trust Index, Fixed interest – UBS Composite Bond Index, Cash – UBS Bank Bill Index.

Investment terms in plain English

Assets

In investment terms, assets are investments used to gain a return. Assets are generally described as growth or defensive. They are also divided into asset classes such as cash, fixed interest, property, unlisted assets and shares (see page 19 for more details).

Asset allocation

This means the spread of investments within an investment portfolio. As part of the strategy of the portfolio, the assets should balance with each other to achieve the stated goal.

Custodian

An independent organisation that safeguards the fund's assets. There are comprehensive rules governing who can issue instructions to the custodian, in particular how money can be released to investment managers.

Diversification

As the saying goes, it doesn't pay to put all your eggs in one basket. The same is true for investing. The key to successfully managing risk is through diversification.

Diversification means spreading your investments across a range of asset classes or types of investments so you have exposure to different market classes. This could help offset poor performance that may occur in any individual asset class. For example, if one asset class is not performing well, another asset class may be experiencing better returns helping to offset the losses of the poorer performing asset.

Emerging markets/countries

The financial markets of developing countries are known as 'emerging markets/countries' and include nations like Mexico, Malaysia, Chile, Thailand and the Philippines. Emerging markets can be very volatile but have tremendous growth potential.

Inflation

Inflation is the increase in the general price level of goods and services in the economy. It is usually measured using the movements of the consumer price index (CPI).

Investment account

HOSTPLUS maintain an investment account for the sole purpose of temporarily holding investment earnings and paying investment related expenses until the net earnings can be allocated to members' accounts during the 31 December or 30 June statement periods.

HOSTPLUS does not use the investment account to smooth investment returns from one year to another.

Portfolio

A portfolio is a spread of investments across the various sectors, managed as a whole to achieve a particular investment strategy.

Returns

Returns may include both the income received from the investment and an increase or decrease in the capital value of the investment.

Volatility

The short-term fluctuations in share prices, exchange rates and interest rates that affect an investment. The higher the volatility, the less certain an investor is of the return within a time frame and hence volatility is one measure of risk.

Risks

Risks can be divided into two main categories: investment risks and operational risks.

Investment risks

All investments are subject to varying risks and can change in value. There are risks in choosing to invest in superannuation and each investment option has different risk characteristics and volatility.

The most significant risks are:

- *Risk that inflation may exceed the return on your investment* - inflation is measured by the Consumer Price Index (CPI). Where the CPI increases, money has less purchasing power. When an investment provides a lower return than the increase in inflation, it actually loses value in terms of purchasing power. Therefore, it is important to invest in assets that are expected to generate returns in excess of inflation over the medium to long term.
- *Market risks* - economic, technological, political or legal conditions and even market sentiment can change and affect the value of investments.
- *Changes in interest rates* - interest rate changes can have a positive or negative impact on investment returns across each asset class.
- *Overseas investment* - if we invest in other countries there is a risk their currencies could change in value relative to our dollar and so, increase or reduce the value of the investment.
- *Investment styles* - when choosing individual fund managers, varying investment styles will perform differently depending on the markets and other factors.
- *Risks associated with each individual investment* - including the risk of financial loss. Individual investments can fall in value for many reasons. For example:
 - *Australian shares* - inflation, interest rates and changes in market conditions will all have an effect on the value of shares, as does the performance of the company itself.
 - *International shares* - the risks relating to international shares are the same as for Australian shares. There are also additional risks relating to exchange rates and currencies, and political risks associated with investing in that country.
 - *Property* - returns on property rely on general economic factors such as inflation, interest rates and employment, as well as factors unique to the property such as its location and quality.

- *Australian fixed interest* - changes in interest rates in particular will have an impact on fixed interest investments so that, if interest rates change during the term of a loan, there could be capital gains or capital losses. Depending on the nature of the issuer of the investment, there is a varying level of risk that the borrower may default on repayment of the loan.
- *International fixed interest* - similar to Australian fixed interest but with additional risks associated with exchange rates and currencies, and political developments.
- *Unlisted assets* - the usual risks associated with investing (market risks, liquidity risks, credit risks and so on) plus many other broader risks confined to a certain strategy employed.

Each asset class and investment option has its own level of risk and return. Typically, the greater an investment risk, the greater its potential return over the long term.

It is wise to seek professional advice when making decisions about selecting and changing your investment options as each option has a different risk/return profile.

Other risks may also affect the accessibility or value of your investment with any super fund. These include:

- *Liquidity risks* - this refers to the ability to convert an investment into cash with little or no loss of capital and minimum delay. Some investments, such as direct property and private equity, are relatively illiquid. As such, the fund makes these investments for the long term and limits the exposure of any investment option to these sectors.
- *Security specific risks* - where an individual company or asset fails, for example through bankruptcy, fraudulent activity or the business environment in which it operates, the value of the investment can fall sharply.
- *Derivatives risks* - derivatives are used to reduce risk or gain exposure to other types of investments where appropriate. HOSTPLUS does not generally invest directly in derivatives, however, the managers of some of our investments may do so in order to assist with the effective management and protection of HOSTPLUS assets. HOSTPLUS has a derivatives risk management statement to govern the use of derivatives and ensures that fund managers comply with the HOSTPLUS risk policy.
- *Market failure* - There is a risk of broad market failure or significant financial collapse that affects investments broadly. Such events are outside the control of the Trustee. Consequently, even long term investors like superannuation fund members should be mindful of the risk that if such high impact events occur, their benefits may be less than the total amount of contributions invested.

Operational risks

Operational risks include the possibility of:

- superannuation legislation changes that may affect your benefit or ability to access a benefit
- taxation changes that may affect the value of your investment
- economic or political climate changes
- Government policy and law changes
- particular events being excluded from insurance cover
- insurance terms changes, or
- a fund's termination, the trustee being replaced or investment managers changing.

Not all operational risks can be controlled by the trustee. These include risks of changes in political climate and Government policy. If a change occurs that is likely to have a materially adverse effect on members, the trustee will inform members of the change.

Operational risks that can be controlled to some extent by the trustee include information management risks and the risk of not complying with the relevant laws. The trustee has a compliance and risk management program in place to manage these risks.

Declared net fund earning rate

The declared net fund earning rate is based on the actual investment performance data for the previous week ending Sunday, less any applicable fees and taxation. However, for the last two weeks of June the declared net fund earning rate may not be finalised until 20 to 25 business days after 30 June. For the last two weeks of December, the declared net fund earning rate may not be finalised until 20 to 25 business days after 31 December.

The declared net fund earning rate can be positive or negative depending on investment performance. A negative earning rate can result in a decrease in your account balance.

Generally, updates of the net fund earning rates are published on our website on the third business day each week.

Please refer to 'How earnings are allocated to your account' below for how and when earnings are allocated to your account.

How earnings are allocated to your account

Net fund earnings are allocated to your account:

- at 30 June and 31 December each year (a statement is sent to you usually in September and March respectively)
- when you switch between investment options, or
- when you fully withdraw (exit) or fully transfer out of HOSTPLUS.

Declared net fund earning rates are calculated on the daily balance of your account and are compounded daily. This is important as it is likely that you will have different closing balances in your account throughout the year as a result of transactions in your account (contributions, taxation, insurance, member fees and so on).

Earnings allocated at 30 June and 31 December

Declared net fund earning rates are used to calculate the amount of earnings to be allocated to your account as at 30 June and 31 December each year.

Earnings allocated when you switch between investment options

All HOSTPLUS investment periods begin on a Monday and end on a Sunday.

You can switch between investment options as often as once a week free of charge. When you switch between investment options, your request to switch is effective from the following Monday. Your switch request will receive the earning rate applicable for the end of the week in which your request was received.

All future cashflows will be applied to your future investment option. Cashflows may include taxes, fees and charges incurred on your account.

Earnings allocated when you exit from the Fund

If you exit the Fund, the latest available declared net fund earning rates are used to determine your account balance.

Calculating earnings on partial withdrawals or partial transfers out of the Fund

When you are invested only in the Balanced option

The latest available declared net fund earning rate will be used to allocate earnings for the amount of the partial withdrawal or partial transfer. However this rate may be adjusted (positively or negatively) with the actual declared net fund earning rate for the applicable period when the first of any of the following events occur:

- 30 June and 31 December each year (a statement is sent to you usually in September and March respectively)
- when you switch between investment options, or
- when you fully withdraw (exit) or fully transfer out of HOSTPLUS.

When you have made an investment choice other than the Balanced option

Earnings are not allocated to your account at the time of a partial withdrawal or partial transfer out of the Fund. The amount of the partial withdrawal or partial transfer is simply withdrawn from your account at the time. Earnings will be allocated when the first of the following events occur:

- 30 June and 31 December each year (a statement is sent to you usually in September and March respectively)
- when you switch between investment options, or
- when you fully withdraw (exit) or fully transfer out of HOSTPLUS.

Adjustments made to your account

HOSTPLUS generally announces its declared net fund earning rates on Wednesdays. When applying the declared net fund earning rate to your account, there may be adjustments made to your account balance to ensure the applicable amount of interest has been applied. The declared net fund earning rate can be positive or negative depending on the investment performance for the previous week. A negative earning rate can result in a reduction in your account balance.

Expertly and professionally managed

Each investment option is designed with different investment objectives, strategies and risk profiles established by HOSTPLUS in consultation with our asset consultant, JANA Investment Advisers Pty Ltd (JANA). Together, we closely monitor and regularly review the performance of each investment as well as individual managers. Investment portfolios that make up the respective investment options are managed by professional, reputable managers selected by the trustee in consultation (where appropriate) with the trustee's professional advisers including its asset consultant.

HOSTPLUS investments are held by a custodian, JPMorgan Chase Bank, N.A. They report on the performance of the investment managers selected by HOSTPLUS. For a list of current HOSTPLUS investment managers, please refer to page 35.

Change of investment managers

HOSTPLUS is responsible for selecting investment managers, monitoring their progress and determining the overall investment profile. Sometimes, a decision may be made to remove an investment manager as a result of poor investment performance, change in key personnel, or a shift in a manager's style or HOSTPLUS investment strategies.

When an investment manager is removed, a manager with a similar or different investment style can replace it. Alternatively, the assets in which that manager was investing may also be allocated to one or more of our existing managers.

HOSTPLUS may remove or replace investment managers as well as change the investment strategy or style of an individual manager from time to time. In circumstances where HOSTPLUS deems urgent action is needed due to an unforeseen event related to a manager, HOSTPLUS reserves the right to immediately remove the manager. In the event this manager happens to be in one of our individual manager options and to protect the members' interests, HOSTPLUS reserves the right to move members invested in that option to the Balanced option. HOSTPLUS will notify you of any material changes that may affect your circumstances. See page 35 for a full list of investments and investment managers.

Labour standards and environmental, social and ethical considerations when investing

The investment managers have their own policies on labour standards and environmental, social and ethical considerations, which may be taken into account when they make investment decisions. In turn HOSTPLUS pays due consideration to the contents of these policies when selecting investment managers. As such, we take labour standards and environmental, social and ethical considerations into account when making investment decisions.

Labour standards ('LS') considerations, for this purpose, may include workplace health, safety and quality, child labour, slavery, human capital management, employee relations, diversity, access to medicine, as well as other matters.

Environmental, social and ethical ('ESE') considerations may include issues such as greenhouse gas emissions, climate change, renewable energy, depletion of energy resources, chemical pollution, waste management, depletion of fresh water, corruption, shareholder rights, business ethics, board diversity, government relations, disclosure, distribution of fair trade products, health and access to medicine, as well as a range of other matters.

HOSTPLUS, as a signatory to United Nations' Principles for Responsible Investment ('PRI'), engages with its fund managers to take labour standards as well as the environmental, social and ethical considerations into account in their investment analysis and decision-making processes. HOSTPLUS is a member of the Australian Council of Superannuation Investors (ACSI), a body that seeks to raise the standards of governance in the companies in which superannuation funds invest.

Some activities in this area include:

- LS and ESE matters are addressed in the fund's investment policy statements
- A number of investment managers take LS and ESE considerations into account in their decision-making processes including stock selection
- The fund's investment adviser integrate these factors in their research (to the degree they feel appropriate given the particular investment under consideration)
- Shareholder voting rights are exercised in relation to various matters, including LS and ESE issues, as well as corporate governance issues, via ACSI's voting alert service, to which the fund subscribes.

What is the relationship between HOSTPLUS and companies it invests through?

We have an arm's length commercial relationship with the companies we invest in.

The trustee undertakes that it will not deal with any companies in which it has an interest, more favourably than it would deal with any other independent service provider.

Our Balanced investment option performance

The Balanced option is our default investment option which aims to achieve competitive, long-term investment performance for members.

Our Balanced (default) option investment performance is above average over the longer term, ie. 3, 5, 7 and 10 years according to SuperRatings Fund Crediting Rate Survey – SR50 Balanced (60 – 76) Index, 27 July 2010.

Period to 30 June 2010	Net fund earning rate p.a.
1 year	8.1%
3 year	-3.2%
5 year	4.1%

Past performance is not a guide to future performance.

The 1 year performance figures are the net fund earning rate and the 3 and 5 year performance figures are the effective compound rates.

HOSTPLUS investment options explained

Over the next few pages we briefly explain each of our investment options, based on the:

- objectives and strategies
- risk/return profile
- investment style
- asset mix, and
- past performance.

The graph on page 20 shows you what risk and return profile can be expected for each asset class.

Investment objectives and strategies

HOSTPLUS bases its objectives on professional advice from our independent asset consultant. The asset consultant takes into account the possible impact of economic forecasts on the different asset classes in which the options invest.




Investment strategies are developed by the HOSTPLUS board in conjunction with the asset consultant to create a high probability of attaining the outlined objective of each investment option.

Strategies are amended from time to time to reflect changing circumstances in different markets.

The investment objectives are not an indicator of the future performance of the options, and in no way predict returns. They are provided in order to give members an indication of the level of net earnings that the options could produce based on the historical, long-term experience of the different asset classes in which the options invest.

However, past performance should not be used to predict future performance and investors should be aware that changing market conditions can cause the value of investments to change.



A closer look at our pre-mixed options

	<i>Capital Stable</i>			<i>Conservative Balanced*</i>			<i>Indexed Balanced**</i>			
Investment objectives and strategies	<ul style="list-style-type: none"> Achieve positive returns that exceed the return on cash over rolling three year periods. Provide stable returns through an asset mix that maximises the prospect of a positive rate of return each financial year. Achieve returns that are above the average returns of other similar funds. 			<ul style="list-style-type: none"> Achieve positive returns that exceed the return of the Capital Stable option over rolling three year periods. Provide a good prospect of positive returns each financial year. Achieve returns that are above the average returns of other similar funds. 			<ul style="list-style-type: none"> Achieve investment returns that closely track index performance within each asset class to which this investment option has exposure. 			
Risk/return profile	<ul style="list-style-type: none"> Low to medium. Likelihood of a negative annual return in any one year: one in every 10 to 11 years. 			<ul style="list-style-type: none"> Medium. Likelihood of a negative annual return in any one year: one in every five to six years. 			<ul style="list-style-type: none"> Medium to high. Likelihood of a negative annual return in any one year: one in every four to five years. 			
Investment style	<ul style="list-style-type: none"> Most conservative and low-risk of the HOSTPLUS pre-mixed investment options. 			<ul style="list-style-type: none"> Contains roughly equal proportions of growth and defensive assets. 			<ul style="list-style-type: none"> Investments through diversified investment portfolio, including some growth assets and some lower risk investments. 			
Asset mix		Range	Benchmark		Range	Benchmark		Range	Benchmark	
	Growth assets		30%	Growth assets		50%	Growth assets		75%	
	Australian shares	5–20%	11%	Australian shares	15–30%	21%	Australian shares	25–55%	42%	
	International shares	5–15%	9%	International shares	10–25%	17%	International shares	10–40%	33%	
	Unlisted assets			Unlisted assets						
	– Infrastructure	0–10%	4%	– Infrastructure	0–10%	4%				
	– Private equity	0–5%	0%	– Private equity	0–10%	2%				
	– Alternatives	0–10%	1%	– Alternatives	0–10%	1%				
	Property	0–10%	5%	Property	0–10%	5%				
	Defensive assets		70%	Defensive assets		50%	Defensive assets		25%	
	Unlisted assets			Unlisted assets			Australian fixed interest	0–20%	10%	
	– Infrastructure	0–5%	1%	– Infrastructure	0–5%	1%				
	– Alternatives	0–5%	2%	– Alternatives	0–5%	3%				
	Property	0–15%	7%	Property	0–15%	8%	International fixed interest	0–20%	10%	
	Australian fixed interest	10–30%	20%	Australian fixed interest	5–25%	14%				
	International fixed interest	10–30%	20%	International fixed interest	5–25%	14%	Cash	0–10%	5%	
	Cash	10–40%	20%	Cash	5–20%	10%				
		 <ul style="list-style-type: none"> ■ Growth assets ■ Defensive assets 			 <ul style="list-style-type: none"> ■ Growth assets ■ Defensive assets 			 <ul style="list-style-type: none"> ■ Growth assets ■ Defensive assets 		
	Past performance	Net fund earning rate to 30 June p.a.			Net fund earning rate to 30 June p.a.			Net fund earning rate to 30 June p.a.		
		2010	7.9%		2010	8.5%		2010	–	
2009		-3.8%		2009	-6.5%		2009	–		
2008		3.1%		2008	1.0%*		2008	–		
2007		9.8%		2007	–		2007	–		
2006		8.1%		2006	–		2006	–		
Compound average to 30 June 2010 p.a.			Compound average to 30 June 2010 p.a.			Compound average to 30 June 2010 p.a.				
3 year		2.3%		3 year	–		3 year	–		
5 year		4.9%		5 year	–		5 year	–		
10 year	5.8%		10 year	–		10 year	–			

Past performance is not a guide to future performance. All net fund earning rates are after fees and taxes.




*This option was introduced on 1 October 2007, therefore this performance figure was for the nine months to 30 June 2008.

**This option was introduced on 1 December 2010.



	Balanced (default)			Shares Plus			
Investment objectives and strategies	<ul style="list-style-type: none"> • Achieve positive returns that exceed the return of the Conservative Balanced option over rolling three year periods. • Maximise the prospect of positive returns each financial year. • Achieve returns that are above the average return of other similar funds. 			<ul style="list-style-type: none"> • Achieve high, long-term returns that exceed the return of the Balanced option over rolling five year periods and acknowledging the chance of significant fluctuations in returns. • Invest in long-term growth assets, accepting the prospect of negative returns is increased. • Achieve returns that are above the average return of other similar funds. 			
Risk/return profile	<ul style="list-style-type: none"> • Medium to high. • Likelihood of a negative annual return in any one year: one in every four to five years. 			<ul style="list-style-type: none"> • High. • Likelihood of a negative annual return in any one year: one in every three to four years. 			
Investment style	<ul style="list-style-type: none"> • Aims to produce consistent returns. • Investments through diversified investment portfolio, including some growth assets and some lower risk investments. 			<ul style="list-style-type: none"> • Pre-mixed option. • Contains the highest investment in assets with potential for capital growth. 			
Asset mix		Range	Benchmark		Range	Benchmark	
	Growth assets 76%			Growth assets 85%			
	Australian shares	25–45%	33%	Australian shares	30–50%	38%	
	International shares	10–30%	22%	International shares	20–40%	34%	
	Unlisted assets			Unlisted assets			
	– Infrastructure	0–10%	6%	– Infrastructure	0–10%	3%	
	– Private equity	0–10%	5%	– Private equity	0–15%	6%	
	– Alternatives	0–10%	4%	– Alternatives	0–10%	1%	
	Property	0–15%	6%	Property	0–10%	3%	
	Defensive assets 24%			Defensive assets 15%			
	Unlisted assets			Unlisted assets			
	– Infrastructure	0–10%	2%	– Infrastructure	0–5%	1%	
	– Alternatives	0–10%	6%	– Alternatives	0–5%	3%	
	Property	0–15%	7%	Property	0–10%	5%	
	Australian fixed interest	0–20%	3.5%	Australian fixed interest	0–10%	3%	
	International fixed interest	0–20%	3.5%	International fixed interest	0–10%	3%	
	Cash	0–10%	2%	Cash	0–10%	0%	
	 <ul style="list-style-type: none"> ■ Growth assets ■ Defensive assets 			 <ul style="list-style-type: none"> ■ Growth assets ■ Defensive assets 			
	Past performance	Net fund earning rate to 30 June p.a.			Net fund earning rate to 30 June p.a.		
		2010	8.1%		2010	9.3%	
2009		-13.1%		2009	-14.5%		
2008		-3.6%		2008	-5.4%		
2007		16.8%		2007	19.6%		
2006		15.5%		2006	18.8%		
Compound average to 30 June 2010 p.a.			Compound average to 30 June 2010 p.a.				
3 year		-3.2%		3 year	-4.0%		
5 year	4.1%		5 year	4.7%			
10 year	5.8%		10 year	5.2%			

Past performance is not a guide to future performance. All net fund earning rates are after fees and taxes.

A closer look at our sector investment options




	Cash			Diversified Fixed Interest			Property		
Investment objectives and strategies	<ul style="list-style-type: none"> Maintain the invested capital. To provide positive returns. 			<ul style="list-style-type: none"> Aim to provide a high level of capital protection and returns that over the medium term exceed those available from investing solely in cash type investments. 			<ul style="list-style-type: none"> To provide exposure to the rental income and capital growth arising from property and land assets. 		
Risk/return profile	<ul style="list-style-type: none"> Lowest risk with corresponding expectation of lower returns. Expectations of a positive return being achieved each year. 			<ul style="list-style-type: none"> Moderate risk investment. Generally less volatile than property and shares over the short term, but also provides a lower level of return. Likelihood of a negative annual return in any one year: one in every six to seven years. 			<ul style="list-style-type: none"> Moderate to high risk investment. Corresponding moderate to high return. Likelihood of a negative annual return in any one year: one in every six to seven years. 		
Investment style	<ul style="list-style-type: none"> Cash investments could include deposits in a bank, investments in short-term money markets and other similar investments. 			<ul style="list-style-type: none"> Usually a loan to a Government or business with a fixed interest rate and the length of the loan agreed in advance. 			<ul style="list-style-type: none"> An investment in property or buildings, either directly or via property trusts. 		
Asset mix		Range	Benchmark		Range	Benchmark		Range	Benchmark
	Growth assets 0%			Growth assets 0%			Growth assets 40%		
Defensive assets 100%			Alternatives 0–10% 0%			Property 0–100% 40%			
Cash	0–100%	100%	Defensive assets 100%			Defensive assets 60%			
			Australian and international fixed interest	90–100%	100%	Property 0–100% 60%			
 <ul style="list-style-type: none"> Growth assets Defensive assets 			 <ul style="list-style-type: none"> Growth assets Defensive assets <p>Investment managers may invest a proportion of this option's assets in cash for management purposes from time to time.</p>			 <ul style="list-style-type: none"> Growth assets Defensive assets <p>Investment managers may invest a proportion of this option's assets in cash for management purposes from time to time.</p>			
Past performance	Net fund earning rate to 30 June p.a.			Net fund earning rate to 30 June p.a.			Net fund earning rate to 30 June p.a.		
	2010	3.8%		2010	9.0%		2010	2.5%	
	2009	5.0%		2009	4.7%		2009	-10.4%	
	2008	6.6%		2008	5.8%		2008	9.7%	
	2007	5.9%		2007	4.5%		2007	14.6%	
	2006	5.4%		2006	2.7%		2006	12.2%	
	Compound average to 30 June 2010 p.a.			Compound average to 30 June 2010 p.a.			Compound average to 30 June 2010 p.a.		
3 year	5.1%		3 year	6.5%		3 year	0.3%		
5 year	5.3%		5 year	5.3%		5 year	5.3%		

Past performance is not a guide to future performance. All net fund earning rates are after fees and taxes.

	<i>Australian Shares</i>			<i>International Shares</i>		
Investment objectives and strategies	<ul style="list-style-type: none"> To provide exposure to predominantly Australian shares with the potential for a high level of growth over the long term. Outperform the S&P/ASX300 Accumulation Index over rolling three year periods. 			<ul style="list-style-type: none"> To provide exposure to international shares with the potential for a high level of growth over the long term. Outperform the MSCI World Accumulation Index (ex-Australia) over rolling three year periods. 		
Risk/return profile	<ul style="list-style-type: none"> High to very high. Corresponding high returns. Likelihood of a negative annual return in any one year: one in every two to three years. 			<ul style="list-style-type: none"> High to very high. Corresponding high returns. A component of this investment is exposed to currency fluctuations. Likelihood of a negative annual return in any one year: one in every two to three years. 		
Investment style	<ul style="list-style-type: none"> Active management. 			<ul style="list-style-type: none"> Active management. 		
Asset mix		Range	Benchmark		Range	Benchmark
	Growth assets		100%	Growth assets		100%
	Australian shares	0–100%	100%	International shares	0–100%	100%
	International shares	0–10%	0%			
	Defensive assets		0%	Defensive assets		0%
	 <ul style="list-style-type: none"> Growth assets Defensive assets <p>Investment managers may invest a proportion of this option's assets in cash for management purposes from time to time.</p>			 <ul style="list-style-type: none"> Growth assets Defensive assets <p>Investment managers may invest a proportion of this option's assets in cash for management purposes from time to time.</p>		
Past performance	Net fund earning rate to 30 June p.a.			Net fund earning rate to 30 June p.a.		
	2010	13.3%		2010	8.5%	
	2009	-10.7%		2009	-22.0%	
	2008	-10.2%		2008	-11.6%	
	2007	27.8%		2007	16.0%	
	2006	22.4%		2006	21.8%	
	Compound average to 30 June 2010 p.a.			Compound average to 30 June 2010 p.a.		
3 year	-3.2%		3 year	-9.2%		
5 year	7.3%		5 year	1.1%		




Past performance is not a guide to future performance. All net fund earning rates are after fees and taxes.

A closer look at our individual manager options

	Macquarie Investment Management – Australian Fixed Interest			BlackRock Asset Management*** – International Fixed Interest			Industry Super Property Trust Core Fund – Property		
Investment objectives and strategies	<ul style="list-style-type: none"> Guarantee the return of the UBS Composite Bond Index (All Maturities). Underperformance of the index by the underlying portfolio is reimbursed by the manager. Any out-performance of the index is retained by the manager. 			<ul style="list-style-type: none"> Provide returns similar to the Citigroup World Government Bond Index (hedged in AUD with net dividends reinvested). 			<ul style="list-style-type: none"> Long term investment in a diversified pool of quality Australian office, retail and industrial properties. Provide returns superior to the Mercer/IPD Australian Pooled Property Fund Index. 		
Risk/return profile	<ul style="list-style-type: none"> Low to medium. Likelihood of a negative annual return in any one year: one in every six to seven years. 			<ul style="list-style-type: none"> Low to medium. Likelihood of a negative annual return in any one year: one in every six to seven years. 			<ul style="list-style-type: none"> Moderate to high risk investment. Corresponding moderate to high returns. Likelihood of a negative annual return in any one year: one in every six to seven years. 		
Investment style	<ul style="list-style-type: none"> Passive management. 			<ul style="list-style-type: none"> Passive management. The manager invests in securities that form the Citigroup World Government Bond Index, using an index tracking approach to manage securities. 			<ul style="list-style-type: none"> The Fund has an income bias aiming to offer investors lower relative earnings volatility and a higher income yield. 		
Asset mix		Range	Benchmark		Range	Benchmark		Range	Benchmark
	Growth assets		0%	Growth assets		0%	Growth assets		100%
	Defensive assets		100%	Defensive assets		100%	Australian property	–	100%
	Australian fixed interest	–	100%	International fixed interest	–	100%			
							Defensive assets		0%
	 <ul style="list-style-type: none"> Growth assets Defensive assets <p>Investment managers may invest a proportion of this option's assets in cash for management purposes from time to time.</p>			 <ul style="list-style-type: none"> Growth assets Defensive assets <p>Investment managers may invest a proportion of this option's assets in cash for management purposes from time to time.</p>			 <ul style="list-style-type: none"> Growth assets Defensive assets <p>Investment managers may invest a proportion of this option's assets in cash for management purposes from time to time.</p>		
Past performance	Net fund earning rate to 30 June p.a.			Net fund earning rate to 30 June p.a.			Net fund earning rate to 30 June p.a.		
	2010		6.7%	2010		–	2010		6.0%
	2009		9.4%	2009		–	2009		-13.7%
	2008		3.8%	2008		–	2008		8.0%
	2007		3.4%	2007		–	2007		16.2%
	2006		2.8%	2006		–	2006		13.7%
	Compound average to 30 June 2010 p.a.			Compound average to 30 June 2010 p.a.			Compound average to 30 June 2010 p.a.		
3 year		6.6%	3 year		–	3 year		-0.4%	
5 year		5.2%	5 year		–	5 year		5.5%	



Past performance is not a guide to future performance. All net fund earning rates are after fees and taxes.

***This option was introduced on 1 June 2011.

	Lend Lease managed Australian Prime Property Funds (Retail, Commercial & Industrial) – Property			Balanced Equity Management – Australian Shares			Macquarie Investment Management – Australian Shares		
Investment objectives and strategies	<ul style="list-style-type: none"> Long-term investment in quality-diversified portfolios of retail, commercial and industrial properties in Australia. Provide returns superior to the Mercer/IPD Australian Pooled Property Fund Index. 			<ul style="list-style-type: none"> To outperform the S&P/ASX100 Accumulation Index over rolling three year periods. 			<ul style="list-style-type: none"> Match the return of the S&P/ASX300 Accumulation Index. 		
Risk/return profile	<ul style="list-style-type: none"> Moderate to high risk investment. Corresponding moderate to high returns Likelihood of a negative annual return in any one year: one in every six to seven years. 			<ul style="list-style-type: none"> High to very high. Corresponding high returns. Likelihood of a negative annual return in any one year: one in every two to three years. 			<ul style="list-style-type: none"> High to very high. Corresponding high returns. Likelihood of a negative annual return in any one year: one in every two to three years. 		
Investment style	<ul style="list-style-type: none"> Long-term direct investment in a quality portfolio of major regional core retail assets, commercial assets and industrial assets across Australia. 			<ul style="list-style-type: none"> Active management style based on fundamental analysis of stocks within the S&P/ASX100 Accumulation Index. 			<ul style="list-style-type: none"> Enhanced passive management. 		
Asset mix		Range	Benchmark		Range	Benchmark		Range	Benchmark
	Growth assets 100%			Growth assets 100%			Growth assets 100%		
	Australian property	–	100%	Australian shares	–	100%	Australian shares	–	100%
	Defensive assets 0%			Defensive assets 0%			Defensive assets 0%		
	 <ul style="list-style-type: none"> Growth assets Defensive assets <p>Investment managers may invest a proportion of this option's assets in cash for management purposes from time to time.</p>			 <ul style="list-style-type: none"> Growth assets Defensive assets <p>Investment managers may invest a proportion of this option's assets in cash for management purposes from time to time.</p>			 <ul style="list-style-type: none"> Growth assets Defensive assets <p>Investment managers may invest a proportion of this option's assets in cash for management purposes from time to time.</p>		
Past performance	Net fund earning rate to 30 June p.a.			Net fund earning rate to 30 June p.a.			Net fund earning rate to 30 June p.a.		
	2010	0.2%		2010	14.3%		2010	11.5%	
	2009	-10.1%		2009	-10.9%		2009	-16.1%	
	2008	12.2%		2008	-13.4%		2008	-9.8%	
	2007	17.4%		2007	26.1%		2007	27.4%	
	2006	11.0%		2006	21.8%		2006	22.0%	
	Compound average to 30 June 2010 p.a.			Compound average to 30 June 2010 p.a.			Compound average to 30 June 2010 p.a.		
	3 year	0.3%		3 year	-4.1%		3 year	-5.5%	
5 year	5.7%		5 year	6.2%		5 year	5.6%		



Past performance is not a guide to future performance. All net fund earning rates are after fees and taxes.

A closer look at our individual manager options

	Paradice Investment Management (Small Cap) – Australian Shares		Perpetual Investment Management – Australian Shares			
Investment objectives and strategies	<ul style="list-style-type: none"> To exceed the S&P/ASX ex-100 Leaders Accumulation Index over rolling three year periods. 		<ul style="list-style-type: none"> To outperform the S&P/ASX300 Accumulation Index over rolling three year periods. 			
Risk/return profile	<ul style="list-style-type: none"> High to very high. Corresponding high returns. Likelihood of a negative annual return in any one year: one in every two to three years. 		<ul style="list-style-type: none"> High to very high. Corresponding high returns. Likelihood of a negative annual return in any one year: one in every two to three years. 			
Investment style	<ul style="list-style-type: none"> Specialises in investing in companies outside the ASX top 100 stocks as defined by market capitalisation, as well as having the capacity to invest in New Zealand stocks. 		<ul style="list-style-type: none"> Active value driven bottom up stock picking management based on internal research. Invests predominantly in Australian shares, but has the capacity to invest in securities listed in stock exchanges other than the Australian Stock Exchange. 			
Asset mix		Range	Benchmark		Range	Benchmark
	Growth assets		100%	Growth assets		100%
	Australian/ NZ shares	–	100%	Australian/ international shares	–	100%
	Defensive assets		0%	Defensive assets		0%
	 <ul style="list-style-type: none"> ■ Growth assets ■ Defensive assets 		 <ul style="list-style-type: none"> ■ Growth assets ■ Defensive assets 			
	Investment managers may invest a proportion of this option's assets in cash for management purposes from time to time.		Investment managers may invest a proportion of this option's assets in cash for management purposes from time to time.			
Past performance	Net fund earning rate to 30 June p.a.		Net fund earning rate to 30 June p.a.			
	2010	24.6%	2010	14.7%		
	2009	-15.8%	2009	-9.4%		
	2008	-20.8%	2008	-6.6%		
	2007	33.4%	2007	23.7%		
	2006	25.2%	2006	25.7%		
	Compound average to 30 June 2010 p.a.		Compound average to 30 June 2010 p.a.			
3 year	-6.0%	3 year	-1.0%			
5 year	6.8%	5 year	8.6%			

Past performance is not a guide to future performance. All net fund earning rates are after fees and taxes.

A closer look at our individual manager options

	IronBridge Capital Management*** – International Shares			Marvin & Palmer Associates – International Shares		
Investment objectives and strategies	<ul style="list-style-type: none"> • Outperform the MSCI World (ex Australia) Index in Australian dollars over rolling three year periods. 			<ul style="list-style-type: none"> • Outperform the benchmark, which is MSCI Emerging Markets Index in Australian dollars over rolling three year periods. 		
Risk/return profile	<ul style="list-style-type: none"> • High to very high. • Corresponding high returns. • Investment is fully exposed to currency fluctuations. • Manager is permitted to invest a limited proportion of the portfolio in emerging countries. • Likelihood of negative annual return in any one year: one in every three to four years. 			<ul style="list-style-type: none"> • High to very high. • Corresponding high returns. • Investment is fully exposed to currency fluctuations. • Manager is to invest in emerging countries. • Likelihood of a negative annual return in any one year: one in every two to three years. 		
Investment style	<ul style="list-style-type: none"> • Active style blend of growth and value stock selection. • Utilises proprietary concept “Life Cycle” which defines the path of analysis for fundamental research and for ensuring proper diversification in the portfolio construction process. 			<ul style="list-style-type: none"> • Very active growth manager investing in countries and shares that the manager believes offer the best opportunity for capital appreciation. 		
Asset mix		Range	Benchmark		Range	Benchmark
	Growth assets		100%	Growth assets		100%
	International shares	–	100%	International shares	–	100%
	Defensive assets		0%	Defensive assets		0%
	 <ul style="list-style-type: none"> ■ Growth assets ■ Defensive assets 			 <ul style="list-style-type: none"> ■ Growth assets ■ Defensive assets 		
	Investment managers may invest a proportion of this option's assets in cash for management purposes from time to time.			Investment managers may invest a proportion of this option's assets in cash for management purposes from time to time.		
Past performance	Net fund earning rate to 30 June p.a.			Net fund earning rate to 30 June p.a.		
	2010	–		2010	9.1%	
	2009	–		2009	-27.5%	
	2008	–		2008	-1.8%	
	2007	–		2007	13.4%	
	2006	–		2006	33.2%	
	Compound average to 30 June 2010 p.a.			Compound average to 30 June 2010 p.a.		
3 year	–		3 year	-8.1%		
5 year	–		5 year	3.2%		

Past performance is not a guide to future performance. All net fund earning rates are after fees and taxes.

***This option was introduced on 1 June 2011.

Our investments and investment managers at 31 March 2011

Cash

ING Investment Management Ltd
JPMorgan Chase Bank, N.A.

Diversified fixed interest

Alternative Fixed Income Funds
– Industry Funds Management Pty Ltd
BlackRock Indexed World Government Bond Fund
– BlackRock Asset Management Australia Limited**
ING Investment Management Ltd
Macquarie True Index Australian Fixed Interest Fund
– Macquarie Investment Management Limited*
Super Loans Trust
– ME Portfolio Management Limited

Property

Australian Prime Property Funds (Retail, Commercial & Industrial)
– Lend Lease Investment Management*
Colonial First State Property Opportunistic Partnership
– Colonial First State Property Limited
Goodman Australia Industrial Fund
– Goodman Funds Management Australia Limited
Industry Superannuation Property Trust (Core Fund)
– ISPT Pty Ltd*
ISPT Development and Opportunities Fund I & II
– ISPT Pty Ltd
Lend Lease Asian Retail Investment Fund
– Lend Lease Investment Management
Lend Lease Communities Fund 1
– Lend Lease Investment Management
Lend Lease Real Estate Partners 3
– Lend Lease Investment Management
Lend Lease V5 Trust
– Lend Lease Development Pty Limited
Macquarie Real Estate Equity Fund 3, 5 & 6
– Macquarie Admin Services Pty Limited
MGPA Asia Fund III
– MGPA
Retirement Villages Group
– Macquarie Capital Limited
Select Property Portfolio No. 1, 2 & 3
– AMP Capital Investors Limited
Stockland Residential Estates Equity Fund No. 1
– Stockland Funds Management Limited
Wholesale Property

Unlisted assets

• Alternatives

Apostle Loomis Sayles Credit Opportunities Fund
– Loomis, Sayles & Company L.P.
Aurora Offshore Fund Ltd. II
– Aurora Investment Management L.L.C.
Babson Capital Management LLC
Bridgewater Pure Alpha Fund II, Ltd
– Bridgewater Associates, Inc
GMO Multi Strategy Trust
– GMO Australia Limited
Stone Tower Fund Management LLC

• Infrastructure

Campus Living Villages Fund
– Campus Living Funds Management Limited
CFS Infrastructure Fund (Anglian Water Group Sector)
– Colonial First State Property Limited

IFM Infrastructure Funds - Australian and International Infrastructure
– Industry Funds Management Pty Ltd
Macquarie Global Infrastructure Fund III
– Macquarie Specialised Asset Management Limited
Utilities Trust of Australia
– Hastings Funds Management Limited

• Private equity

Crown Europe Middle Market II Plc
– LGT Capital Partners (Ireland) Limited
Crown European Buyout Opportunities II Plc
– LGT Capital Partners (Ireland) Limited
Superpartners Pty Ltd
Industry Super Holdings Pty Ltd
IFM Private Equity Funds - Australian and International Private Equity Fund
– Industry Funds Management Pty Ltd
Partners Group Secondary 2008, L.P.
– Partners Group Management
Wilshire Private Markets Group – US, European, Asian and Australian
Private Equity
– Wilshire Australia Pty Limited

Australian shares

Acadian Wholesale Australian Equity Long Short Fund
– Acadian Asset Management (Australia) Limited
Balanced Equity Management Pty Limited*
BNY Mellon Australian Equity 130/30 Trust
– Mellon Capital Management Corporation
BT Wholesale Australian Long/Short Fund
– BT Investment Management Limited
Goldman Sachs Asset Management & Partners Australia Pty Ltd
Greencape Capital Pty Limited
Industry Funds Management Pty Ltd (Enhanced Indexed)
Industry Funds Management Pty Ltd (Strategic Australian Equities)
L1 Capital Pty Ltd
Macquarie Investment Management Limited*
Orbis Investment Management (Australia) Pty Ltd
Paradise Investment Management Pty Ltd (Small Cap)*
Paradise Investment Management Pty Ltd (Mid Cap)
Paradise Investment Management Pty Ltd (Large Cap)
Perpetual Investment Management Limited*

International shares

Apostle Global Small-Mid Cap Fund
– Highclere International Investors Ltd
– Vaughan Nelson Investment Management, L.P.
Baillie Gifford Overseas Limited
BlackRock Fission Indexed International Equity Fund
– BlackRock Asset Management Australia Limited
Eastpoint Global Pty Ltd
Esemplia Emerging Markets
Goldman Sachs Hedged Global Long Short Fund
– Goldman Sachs Asset Management & Partners Australia Pty Ltd
Independent Franchise Partners, LLP
IronBridge Capital Management, L.P.**
Marvin & Palmer Associates, Inc.*
Orbis Institutional Global Equity Fund
– Orbis Investment Management Limited
Paradise Investment Management Pty Ltd (Global Small Cap)
Wholesale Pooled Fund Special Strategies Portfolio
– Wellington Management Company

Currency

Mesirow Financial Investment Management Inc.

* Managers available as individual manager investment options. ** Managers available as individual manager investment options from 1 June 2011.

Understanding contributions

For many Australians, compulsory Superannuation Guarantee (SG) contributions from their employer may not be enough for the lifestyle they'd like to lead in retirement. In this section, we show you how you can maximise super to help ensure you'll have more in the future. We also explain some of the rules around the different types of contributions, as well as the payment options available to you.

Super rollover

If you have multiple super accounts, you're probably paying multiple fees. By rolling all your accounts into HOSTPLUS, you'll pay just one set of fees. It could save you thousands of dollars over the long term and mean more money for you at retirement.

HOSTPLUS doesn't charge you to roll existing accounts into HOSTPLUS. But before you cancel existing arrangements with another fund, check to see if they charge any exit fees/penalties and whether the cancellation will affect any related insurance cover.

To rollover your other super accounts to HOSTPLUS complete the *Request to transfer form* provided at the back of this guide.

Most funds process rollover and transfer requests within 30 days of you providing all necessary information. We rely on receiving information from the fund you are exiting from to finalise your request. If we don't receive the information we need from your existing fund within 30 days of receiving your request we will contact you to keep you informed.

Making extra contributions

If you'd like to add to your super, check to see if your employer can make additional contributions through salary sacrifice. If they do, your employer may make personal before-tax and after-tax contributions on your behalf directly to HOSTPLUS by payroll deduction.

We can accept personal contributions from you by cash, cheque or regular direct debit deductions, subject to you providing us with your TFN. Just complete the Direct Debit authority provided in this guide. Or you can make the contribution with BPAY® via SuperSite.

UK Pension Transfers

HOSTPLUS is a registered Qualified Registered Overseas Pension Scheme (QROPS) with Her Majesty's revenue and Customs Service and as such can accept transfers of fund from United Kingdom Pension Schemes.

If you have a UK Pension and have or are becoming an Australian Permanent Resident for taxation purposes and wish to transfer your UK Pension Scheme benefits to the HOSTPLUS Superannuation Fund, please discuss with either your licensed financial planner or call our contact centre on 1300 HOSTPLUS (1300 467 875) and ask for a UK transfer information pack.

The power of compounding

According to Albert Einstein, 'The most powerful force in the universe is compound interest.' It's where you reinvest the interest you earn into your investment, so you can then earn interest on both the original funds as well as past interest payments. For example, if you earn 10% p.a. on a \$1,000 investment and reinvest that money, the next year you earn 10% on the original \$1,000 plus the \$100 you have reinvested. Over time, the rewards of compounding can be great.

Every little bit counts

The trick is to start early and enjoy the benefits of compound interest. Because a little now can mean a lot later. For example, Kate starts contributing an extra \$25 a week at age 20 and may end up with an extra \$212,658 when she retires at 65. Brendan starts contributing at age 40 and may only receive an extra \$63,554 when he retires. The table below shows the difference you can make to your super benefit by starting early.

Start contributing at age	Additional weekly contribution	Total personal contributions	Estimated benefit at retirement
20	\$25	\$58,500	\$212,658
30	\$25	\$45,500	\$120,272
40	\$25	\$32,500	\$63,554

Source: JANA Investment Advisers Pty Ltd. The estimated benefit is expressed in today's dollars and is calculated assuming a compound interest rate of 5% p.a. with amounts being fully invested until age 65. Please note that these assumptions are for illustrative purposes only and fees and taxes are not accounted for. The investment return is not guaranteed. It can be higher or lower than set out in this example. This is not a prediction or estimate of actual retirement savings.

Increase your super with Government co-contributions

If you earn less than \$61,920 a year and you make voluntary contributions to your super from your after-tax pay, the Government will contribute up to \$1,000 into your super account. This Government payment is called a co-contribution. Conditions apply. To ensure that HOSTPLUS is able to process your government co-contribution, your name, date of birth, address and TFN held with HOSTPLUS must match the records held with the ATO. If there are any inconsistencies HOSTPLUS will be unable to accept your co-contribution. Please ensure that your details are kept up to date. For further information, contact the ATO on 13 10 20 or call 1300 HOSTPLUS (1300 467 875).

Are you eligible?

To qualify for the full \$1,000 you need to earn \$31,920 or less and pay in \$1,000 of your own money into your super. You can still get some money from the Government if you earn up to \$61,920 or contribute less than \$1,000 of your own money into your super. As your income goes up the total from the Government will pay you falls, but the Government still pays up to \$1, for every \$1 you put in. For example, if you earn \$45,920 you only need to put in \$500 to get a co-contribution of \$500.

	If you contribute (after-tax)			
	\$1000	\$800	\$500	\$200
And your annual income pa is	Then your co-contribution amount will be			
\$31,920 or less	\$1,000	\$800	\$500	\$200
\$35,920	\$867	\$800	\$500	\$200
\$41,920	\$667	\$667	\$500	\$200
\$45,920	\$533	\$533	\$500	\$200
\$51,920	\$333	\$333	\$333	\$200
\$55,920	\$200	\$200	\$200	\$200
\$61,920 and more	\$0	\$0	\$0	\$0

At the end of the financial year in which you have made after-tax contributions, all you need to do is submit your usual income tax return. The Australian Taxation Office (ATO) will work out any co-contribution amount you would receive and forward it to your HOSTPLUS account.

If you have more than one superannuation account

To ensure your Government co-contribution is invested in your HOSTPLUS account, you must complete a *superannuation fund nomination form* and return it to the ATO. Nomination forms are available from the ATO by calling 13 10 20 or at hostplus.com.au

Salary sacrifice

Some employers allow you to make contributions to super from your before-tax salary. These contributions are known as salary sacrifice. Making extra super contributions by salary sacrificing can reward you with tax benefits – 15% tax is deducted from your super money, which is lower than most people's personal tax rate which can be as high as 46.5% (including Medicare levy). Contribution caps apply.

It is important to note that some employers may:

- base their SG contributions on the reduced salary
- not offer salary sacrifice.

Before entering into a salary sacrifice arrangement you should seek professional advice and obtain a copy of our Salary sacrifice guide, by calling **1300 HOSTPLUS (1300 467 875)** or by visiting hostplus.com.au. Generally, if the average tax rate payable on your income is greater than 15%, you will benefit from salary sacrificing in that, the amounts that you sacrifice will be taxed at 15%. But you may not benefit if you exceed the contribution caps (see Contribution caps on page 40).

Spouse contributions

If you're a low income earner or you don't work for a period of time, you can use a spouse to help you to keep building a bigger nest egg with your spouse, as well as potentially receive a tax rebate.

The maximum rebate available to the person who makes a spouse contribution is 18% of \$3,000 worth of spouse contributions – a handy \$540. The full rebate is available if a spouse's assessable income is \$10,800 per year or less. This rebate reduces by \$1 for every assessable dollar over \$10,800 and stops when the spouse's income reaches \$13,800.

The contributing spouse is eligible to receive the tax rebate based on spouse contributions if:

- The contributing spouse and the receiving spouse are husband and wife, including same-sex couples (legal or de facto), permanently living together on a genuine domestic basis or if they have a relationship registered on the Register of Births and Marriages under State or Territory law.
- Both you and your spouse are Australian residents.
- Your spouse/partner is under 70 years of age.
- Your spouse/partner is between 65 and 70 years of age and is gainfully employed for at least 40 hours in 30 consecutive days during the financial year the contribution is made (if under 65 they do not need to work).
- Your spouse's/partner's assessable income, reportable fringe benefits and reportable employer contributions are under \$13,800 p.a.
- You make a non-deductible contribution on behalf of your spouse.
- Your spouse/partner is a member of a complying super fund.

What and when contributions can be made

		Member age			
		Under 65	Over 65 under 70	Over 70 under 75**	75 and over
Contribution type	Personal	Any person, irrespective of their work status, may make personal contributions.	A member may make personal contributions if they have been gainfully employed for at least 40 hours in 30 consecutive days during the current financial year. [†]		Not allowed.
	Spouse*	Can be made at any time, irrespective of the age and employment status of the receiving spouse.	Can be made if the receiving member has been gainfully employed at least 40 hours in 30 consecutive days during the financial year. [†]	Not allowed.	Not allowed.
	Employer	An employer can make: <ul style="list-style-type: none"> • mandated employer contributions (including SG and award contributions), and • additional employer contributions (over and above the mandated contributions such as salary sacrifice). 	An employer can make: <ul style="list-style-type: none"> • mandated employer contributions (including SG and award contributions), and • additional employer contributions such as salary sacrifice if the member has been gainfully employed for at least 40 hours in 30 consecutive days during the current financial year.[†] SG contributions aren't required for employees aged 70 and over.		Only mandated employer contributions required under an award or industrial agreement can be made.
The self-employed can make before-tax and after-tax contributions to age 75 (provided the member is aged between 65 and 75 and has been gainfully employed for at least 40 hours in 30 consecutive days during the current financial year [†]).					

* In order to make spouse contributions, the person contributing and the person receiving the contribution must satisfy the definition of a spouse. A spouse includes: a person (whether of same or opposite sex) with whom the person is in a relationship that is registered under the Register of Births and marriages under State or Territory law, or a person, who although not legally married to the person, lives with the other person on a genuine domestic basis in a relationship as a couple.

** Over 70 but less than 28 days after the month in which members turn 75.

[†] Once you turn age 65, we'll write to you each year to confirm your continuing eligibility to make contributions to super.

Super splitting

While super funds aren't required to offer super splitting, HOSTPLUS offers the benefits of super splitting to members.

Under HOSTPLUS super splitting rules, eligible funds can be split between spouses and de facto couples after the end of each financial year.

Only concessional contributions (employer SG, salary sacrifice, additional employer contributions and deductible contributions made by the self-employed) are eligible for super splitting with a spouse. You can split up to 85% of these concessional contributions.

You cannot split:

- personal after-tax contributions
- amounts rolled over or transferred from another fund, and
- amounts subject to a family law payment split.

Example

On 1 July 2011, Adam's superannuation account has \$50,000. During the period 1 January–30 June 2011, Adam received \$5,000 in employer contributions. He also made personal contributions of \$2,000 in March 2011, as well as rolling over \$10,000 from a previous complying superannuation fund.

The amount that Adam can split with his wife, Sarah, is:

85% of \$5,000 = \$4,250 (employer contributions)
Total = \$4,250

The \$2,000 personal contribution made in March 2011 and the \$10,000 rollover are not eligible for splitting.

A \$60 administration fee will be payable by the splitting member for each transaction which will be deducted from the member's account.

The fund needs to receive contribution splitting advices by 31 May for the previous financial year's contributions.

Split funds will be allocated in arrears once a year. Split contributions will be transferred from the member's account to their spouse's HOSTPLUS account where they will be fully preserved. To find out more about super splitting, call 1300 HOSTPLUS (1300 467 875). The split amount must be more than \$1,000. A member's account balance cannot be less than \$1,000 after the split. You may also consider seeking advice from a licensed financial adviser.

Contributions types and limits

Non-concessional contributions

Non-concessional contributions are generally contributions made by or for a member that are not taxed in the fund. For example, they are made from an individual's after-tax income.

Non-concessional contributions include:

- personal contributions for which you do not claim an income tax deduction
- contributions your spouse makes to your super fund account
- contributions in excess of your capital gains tax (CGT) cap amount
- amounts transferred from foreign super funds (except for amounts included in the fund's assessable income), and
- the part of your employer's contribution that exceeds your concessional contributions cap.

Non-concessional contributions exclude:

- The super co-contribution.
- Certain contributions arising from structured settlements or orders for personal injuries. (Generally you must pay the amount within 90 days – for specific timelimits contact HOSTPLUS).
- Certain contributions relating to some CGT small business concessions within your CGT cap amount – small business sale proceeds up to a lifetime limit (\$1.155 million for 2010–11 and \$1.205 million for 2011–12). For contributions to be counted towards the CGT cap, you must notify HOSTPLUS using the approved form provided by the ATO, either before or when you make the contribution. If you submit the form to HOSTPLUS after you have made your contribution, the exclusion will not apply.
- Contributions made to a constitutionally protected fund that are not included in the contributions segment of your super interest in the fund.
- Rollovers or transfers between complying super funds (not including amounts transferred from foreign super funds).
- Contributions made before 10 May 2006.

Non-concessional contribution cap

Non-concessional contributions are subject to contribution caps. See the table below.

Excess non-concessional contributions

HOSTPLUS is unable to accept contributions exceeding the non-concessional contributions cap. If your contributions exceed the cap and HOSTPLUS is aware you have exceeded the cap, HOSTPLUS will refund the excess portion of the contribution within 30 days. If HOSTPLUS is unaware you have exceeded the cap because you contribute to more than one fund, excess contributions will be taxed at the top marginal tax rate, which is currently 46.5% (including Medicare levy).

The Australian Taxation Office (ATO) will send you:

- an excess non-concessional contributions tax assessment based on the information provided to the ATO by HOSTPLUS, and
- a compulsory release authority that you may give HOSTPLUS within 21 days after the date on the release to release an amount equal to the excess contributions tax liability. However you don't have to pay the tax using a release authority, you can pay your excess non-concessional contributions tax in a number of ways. You can:
 - pay the tax yourself and use the compulsory release authority to ask HOSTPLUS to release the money to you
 - use the compulsory release authority to instruct HOSTPLUS to pay the money to the ATO on your behalf
 - pay using a combination of these options.

The excess non-concessional contributions tax is due and payable 21 days after the notice of assessment has been given to you. General interest charge applies if the amount remains unpaid after the due date.

The ATO will have limited discretion to reduce the tax payable, in regard to an inadvertent breach of the cap.

Concessional contributions

Concessional contributions are pre-tax contributions paid by employers and eligible persons (including SG, salary sacrifice contributions and contributions made by the self-employed).

Concessional contributions cap

Concessional contributions are subject to caps. See the table below.

Maximum superannuation contribution base

This is the maximum limit used to calculate the SG contributions on any employee's earnings base for each quarter of the financial year. Generally, employers do not have to pay SG contributions for any earnings above this limit unless the terms of your employment provide otherwise (for example, under your contract of employment, any applicable award or other industrial instrument). For the 2010–11 income year the maximum contribution base per quarter is \$42,220. Visit ato.gov.au for the latest maximum contribution base amount.

Contribution caps

Contribution type	Cap per person from 1 July 2010 to 30 June 2012	Cap per person from 1 July 2010 to 30 June 2012
Concessional contributions	\$25,000 ¹	For members aged 50 and over: \$50,000
Non-concessional contributions	For anyone under 65 \$150,000 ² or \$450,000 average over a three- year period ³ .	Not applicable
	For anyone aged between 65 and 75 ⁴ years \$150,000 subject to satisfying the at work test ⁵ .	

1. This amount is indexed to Average Weekly Ordinary Time Earnings, but only increases in increments of \$5,000 or more.

2. The non-concessional cap will only increase when the \$25,000 concessional cap increases by indexation. It will then be calculated at six times the new concessional cap amount.

3. If you are 63 or 64 you can bring forward two years of non-concessional contributions without satisfying the 'at work test' in the following two years (see the definition of 'at work' below).

4. The contribution can only be accepted if made within 28 days after the month in which the member turns 75 and the 'at work test' is passed.

5. The 'at work test' means you must be in gainful employment for at least 40 hours within a 30 consecutive day period in the financial year in which you contribute.

HOSTPLUS Personal Super Plan members

Concessional contributions for the self-employed

Contributions made by the self-employed (who have no more than 10% of their assessable income from wages or salary) can be treated in exactly the same way as contributions made by employers for the benefit of employees. This means an eligible person will be able to claim a full deduction for concessional contributions.

Age	Concessional contributions cap
Up to age 49	\$25,000 p.a. from 1 July 2010 to 30 June 2012
50 – 75	\$50,000 p.a. from 1 July 2010 to 30 June 2012

Excess concessional contributions over the cap will be counted towards your non-concessional cap. See excess concessional contributions in the next column for further information.

The Government co-contribution scheme is also available to the self employed if they make after-tax contributions, and meet the other eligibility criteria.

Excess concessional contributions

Contributions over the caps will be taxed at the marginal tax rate of 31.5% (including Medicare levy).

You can authorise HOSTPLUS to pay the excess contributions tax on your behalf, from your HOSTPLUS account, or you can pay it directly.

Employment Termination Payments (ETP)

You are unable to roll over any Employment Termination Payments (ETP) into your super fund except under the transitional arrangements.

Transitional arrangements will apply to ETPs received between 1 July 2007 and 30 June 2012. You will still be able to roll over this payment to a super fund if the ETP is specified (namely the amount of the ETP or a method for calculating it is specified) in your employment contract on or before 10 May 2006.

The rollover of ETPs to superannuation funds under \$1 million do not count towards any of the contribution caps. Amounts comprising the taxable component of an ETP rolled over in excess of \$1 million are counted towards the concessional contribution cap and may be taxed at 46.5% to the extent that they result in the cap being exceeded.

Please note that the taxable component of any ETPs covered by the transitional arrangements that are rolled into super (i.e. amounts up to the \$1 million cap) will be taxed at 15% upon it being received into the fund. Of course these transitional employment termination payments can be received directly by you in cash as well. If you're not eligible for the transitional rules, you will only be able to receive an ETP as cash.

Contribution payment options

HOSTPLUS offers the following payment methods:

Payment type	How	You need to
Cheque	Send a cheque to Reply Paid 84069, Carlton South VIC 3053. OR Give it to your employer to send with their next contribution to the fund.	Send a letter explaining that it is for a member voluntary contribution. Remember to include your membership number (if known), full name, address and date of birth. OR Complete a member <i>voluntary contribution form</i> which you can send with your cheque.
Direct debit	Send a completed <i>direct debit application form</i> to Reply Paid 84069, Carlton South VIC 3053. OR Give it to your employer to send with their next contribution to the fund.	Complete the direct debit application provided in the back of this guide.
Payroll deduction	Deducted from your after-tax salary.	Arrange with your employer.
BPAY®	Online through your bank account or by phone banking.	Call 1300 HOSTPLUS (1300 467 875) or use SuperSite for your reference number.
POSTbillpay®	In person at a Post Office.	Call 1300 HOSTPLUS (1300 467 875) or use SuperSite for your reference number.

Fees and other costs

As an industry super fund, HOSTPLUS member fees are a competitive \$1.50 a week. And what's even better - this fee has remained unchanged for seven years (since 2004). Like all super funds, investment expenses do apply. But we do strive to ensure our investment management fees are competitive. You'll find an explanation of our fees and other costs below.

Consumer Advisory Warning

DID YOU KNOW?

Small differences in both investment performance and fees and costs can have a substantial impact on your long-term returns.

For example, total annual fees and costs of 2% of your fund balance rather than 1% could reduce your final return by up to 20% over a 30-year period (for example, reduce it from \$100,000 to \$80,000).

You should consider whether features such as superior investment performance or the provision of better member services justify higher fees and costs.

You may be able to negotiate to pay lower contribution fees and management costs where applicable. Ask the fund or your financial adviser.*

TO FIND OUT MORE

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

* This statement is required by law. HOSTPLUS doesn't charge contribution fees and, as a fund run to benefit members, we charge fees set on a cost-recovery basis. As such, a licensed financial planner is unable to negotiate fee changes.

Below is an outline of fees and other costs that you may be charged. These fees and costs may be deducted from your money, from the returns on your investment or from the fund assets as a whole. Taxes and insurance costs are outlined in their respective sections. You should read all the information about fees and costs because it is important to understand their impact on your investment. Fees and costs for particular investment options are set out on page 45.

Fees and other costs at a glance

Type of fee or cost	Amount	How and when it is paid
Fees when your money moves in or out of fund		
Establishment fee – the fee to open your investment.	Nil	Not applicable
Contribution fee – the fee on each amount contributed to your investment, either by you or your employer.	Nil	Not applicable
Withdrawal fee – the fee on each amount you take out of your investment.	Nil	Not applicable
Termination fee – the fee to close your investment.	Nil	Not applicable
Management costs*		
The fees and costs for managing your investment. <i>Fees deducted from your account</i> Member fee. <i>Expenses indirectly deducted</i> Indirect cost ratio (ICR) or investment expenses and performance fees – the annual percentage fees for managing your investment. The amount you pay for a specific investment option is shown on page 45.	\$78.00 p.a. (\$1.50 per week) + The ICR varies according to your chosen investment option(s) and ranges from 0.00% to 1.97% p.a.	The member fee dollar cost is calculated weekly after tax, and deducted from your account half-yearly. The annual percentage expense is deducted from investment returns before the after-tax net fund earning rate is declared each week.
Service fees†		
Investment switching fees – the fee for changing investment options.	Nil	Not applicable.

* See 'Additional explanation of fees and costs' for a breakdown on the management costs.

† See 'Additional explanation of fees and costs' for information on all other fees which may be payable.

Additional explanation of fees and costs

Investment expenses for each investment option

Where applicable, all fees and costs disclosed include GST less any input tax credits and/or stamp duty.

Management costs cover the cost of investing the fund's assets and include base and performance fees, asset consulting, bank fees and custodian costs. More specifically they include any expenses deducted indirectly.

These are also known as indirect cost ratio (ICR) and are deducted from investment returns before the earning rates are declared. The management costs or ICR can be broken down into the following two components and are an additional cost to members.

1. Investment expenses

The ICR for each investment option is outlined in the table on page 45. The amount paid annually for each investment option was calculated as at 30 June 2010 and takes into account the expenses that have accrued and/or been paid, as well as certain underlying expenses charged indirectly to the investment. These investment expenses may change. Annual revisions to the ICR for an investment option will be made available at hostplus.com.au and in future versions of this guide.

2. Performance fees

In certain circumstances performance fees are payable to investment managers if they outperform required performance targets. These performance fees are detailed below and will vary between investment managers. The performance fees form part of the Investment Management Costs in the Investment Expenses table. The performance fees (if any) will be passed on to members by reductions in the price of the investment option.

The dollar figure in bold is the approximate performance fee paid or expected to be paid for the financial year ending 30 June 2010.

For **Acadian Wholesale Australian Equity Long Short Fund** the performance fee is calculated as 15% of the gross return (before management fees) above the S&P/ASX300 Accumulation Index.

For **AMP Select Property Portfolio I** the performance fee is calculated at a rate of 20% after capital return and hurdle return of 10% per annum.

For **AMP Select Property Portfolio II and III** the performance fee is equal to 30% of remaining proceeds after unit holders have received grossed up proceeds equal to the aggregate paid up capital and have received grossed up proceeds equal to 12% return per annum of paid up capital.

For **Aurora Offshore Fund II** a performance fee is calculated at 20% of any new appreciation above the high water mark and a quarterly hurdle rate of 1.25%. New appreciation is defined as realised and unrealised gains and interest income reduced by expenses. A fee cap of 4%, covering management and performance fees, applies. **\$2,075,000**

For **Australian Prime Property Fund Retail** the performance fee is calculated at 15% of rolling annual total return less 9% applied to gross assets calculated and paid six monthly and capped at 0.2% in each six month period.

For **Babson Capital - Alternatives** the performance fee is calculated at 20% of the portfolio's over performance where the portfolio exceeds its benchmark return of 8% per annum plus base fees. **\$1,225,414**

For **BNY Mellon Australian Equity 130/30 Trust** the performance fee is calculated at a rate of 22% (GST inclusive) based on over performance to the S&P/ASX200 Accumulation Index. **\$278,000**

For **BT Australian Long / Short Fund** the performance fee is 15% of the amount (if any) by which the Fund's investment performance (before fees) exceeds the S&P/ASX200 Accumulation Index. It is only payable when any applicable performance deficit has been recouped, such that any performance deficit will need to be offset by future positive performance fees before any performance fee becomes payable. This means the performance deficit must be recovered in dollar terms before any performance fee can be accrued. If a performance fee is payable, it is payable annually as at 30 June. The performance fee is payable in relation to the performance of the Fund as a whole during each year and does not necessarily reflect the performance of any individual unitholder's investment.

For **Campus Living Villages Fund** the manager is entitled to 20% of returns above the 8% hurdle with a limit on total fees (base and performance) of 1.5% of net asset value. **\$773,000**

For **CFS Infrastructure Fund (Anglian Water Group Sector)** the performance fee is calculated at a rate of 20% of any over performance to the Consumer Price Index plus 7%. **\$120,500**

For **Colonial First State Property Opportunistic Partnership** the performance fee is calculated at a rate of 33.3% of any over performance to the pre-tax hurdle rate of 12.5% internal rate of return.

For **Crown European Buyout Opportunities II Plc (CEB II)** a performance fee is accrued based on a percentage of the gain in CEB II's value over the year, but only if it exceeds net contributed capital plus a hurdle of 8% compounded rate of return. The performance fee also depends on the type of investment on which the gain has arisen and will only be payable when the contributed capital and the hurdle have been distributed back to the investors. Gains on primary and secondary investments attract performance fees of 5% and 10% respectively. Thereafter, any amount remaining after payment of the amounts outlined above shall be split in the following ratio: 95% (in the case of primary investments) and 90% (in the case of secondary investments) to shareholders and 5% (in the case of primary investments) and 10% (in the case of secondary investments) to the investment manager of CEB II.

For **Esemplia Emerging Markets – International Shares (Emerging Markets)** portfolio the performance fee is calculated at 20% of any outperformance of the portfolio relative to a hurdle of 4% over the MSCI Emerging Markets Net (AUD) Index over a rolling three year period, which shall not exceed an amount equal to 1.2% (exclusive of base fee) of the average value of the assets of the portfolio during that year. **\$220,248**

For **GMO Multi Strategy Trust** the performance fee is calculated at a rate of 20% of any performance in excess of the UBS Australia Bank Bill Index plus the base fee of 1%. Any negative underperformance is carried forward so that there is nothing payable until the previous underperformance has been extinguished.

For **Goldman Sachs JBWere Hedged Global Flex Fund** the performance fee is calculated as 20% (excluding GST) of excess return above the MSCI World Index (ex Australia) in AUD.

For **Goodman Australia Industrial Fund** the performance fee is calculated at a rate of 15% of any over performance to the 10-year Australian Government bond yield plus 3.5%.

For **Greencape Capital Pty Ltd – Australian Shares** portfolio the performance fee is calculated at a rate of 15% of any over performance above the S&P/ASX200 Accumulation Index plus 3%. **\$348,824**

For **Industry Funds Management Pty Ltd – Enhanced Indexed Australian Shares** portfolio the performance fee is calculated at a rate of 12% of any over performance to the S&P/ASX200 Accumulation Index ex-LPTs. **\$5,053**

For **IFM Australian Private Equity Fund IV**, a performance fee will be payable on co-investments. This will be 10% of the surplus after the return to the fund of the invested capital and expenses of the co-investments and the receipt of 8% per annum return by the fund on co-investment.

For **IFM International Private Equity Fund III**, the performance fee will be 5% on the IFM Discretionary Portfolio exit proceeds in excess of the return to the fund of the drawn capital and expenses of all the IFM Discretionary Portfolio investments undertaken and the receipt of an 8% per annum return to the fund.

For **Lend Lease Asian Retail Investment Fund** the investment manager is entitled to a performance fee when:

- (a) 20% of amount (if any) by which the development phase internal rate of return exceeds 12% up to and including 15%, and
- (b) 30% of the amount (if any) by which the development phase internal rate of return exceeds 15%.
- (c) 15% of the amount (if any) by which the total return, after fund expenses but before base fees and tax, exceeds the benchmark rate. This performance fee is capped at 0.25% per half year on gross asset value with any over/under performance carried forward.

For **Lend Lease Communities Fund I** the investment manager is entitled to a performance fee calculated at a rate of 40% on project completion where the investment return exceeds 12% per annum fund internal rate of return (the realised returns on equity).

For **Lend Lease Real Estate Partners 3** the investment manager is entitled to a performance fee representing 20% of the excess return above a leveraged IRR of 13% per annum after establishment costs, base fees and expenses but before the performance fee and tax.

For **MGPA Asia Fund III** the performance fee is calculated at 20% of all distributions after:

- (a) an amount equal to 100% of capital contribution has been distributed back to Limited Partners, and
- (b) a performance hurdle of a simple return of 12% per annum on each capital contribution from date called to end of the term has been met.

For **Macquarie Global Infrastructure Fund III** the performance fee is calculated at a rate of 20% when the portfolio earns more than 8% per annum.

For **Macquarie Real Estate Equity Fund 3 and 5** the performance will be payable upon project completion and will be capped at 40% of the remaining proceeds after the payment of all project related debt facilities, all expenses and capital invested in the project, together with a pre-tax hurdle rate of 13% internal rate of return per annum. The performance fee is subject to claw back at the completion of the Fund in the event that investors do not receive an overall return on drawn investor capital of 13% per annum (pre-tax and net of fees) over the life of the Fund.

For **Macquarie Real Estate Equity Fund 6** the performance will be payable upon project completion and will be capped at 30% of the remaining proceeds after the payment of all project related debt facilities, all expenses and capital invested in the project, together with a pre-tax hurdle rate of 10% internal rate of return per annum. The performance fee is subject to claw back at the completion of the Fund in the event that investors do not receive an overall return on drawn investor capital of 10% per annum (pre-tax and net of fees) over the life of the Fund.

For **Orbis Investment Management – Australian Shares** a performance fee of 20% is calculated on the outperformance of the mandate relative to the S&P/ASX 300 Accumulation Index, and subject to a high water mark. **\$1,225,000**

For **Orbis Institutional Global Equity Fund** a performance fee of 25% of outperformance against the FTSE World Total Return Index is accrued in a fee reserve. This reserve is invested in the underlying strategy and refundable at the same rate if superior performance is subsequently lost. The Manager's draw on the fee reserve is capped. **\$2,294,000**

For **Paradice Investment Management – Australian Shares (Small Cap)** the performance fee is calculated at a rate of 10% of any over performance to the S&P/ASX Small Ordinaries Accumulation Index. **\$2,323,547**

For **Paradice Investment Management – Australian Shares (Mid Cap)** the performance fee is calculated at a rate of 15% of any over performance to the composite index consisting of 70% S&P/ASX Mid-Cap 50 Accumulation Index and 30% S&P/ASX Small Ordinaries Accumulation Index. **\$1,117,897**

For **Paradice Investment Management – Australian Shares (Large Cap)** the performance fee is calculated at a rate of 15% of any over performance to the S&P/ASX200 Accumulation Index. **\$516,663**

For **Paradice Investment Management – International Shares (Small Cap)** the performance fee is calculated at 15% of any over performance to the benchmark S&P BMI US\$1bn-US\$5bn Cap Range Index, with a limit on total fees (base and performance) of 2% of average market value. **\$2,318,000**

For **Retirement Villages Group** the performance fee is calculated at a rate of 20% of any over performance to the benchmark return of 11% per annum after bank fees.

For **Stockland Residential Estates Equity Fund No. 1** the performance fee is calculated at a rate of 35% of the residual profit on each project after investors receive a pre-tax internal rate of return (IRR) of 14% per annum on the Drawn Investor Capital net of fees and expenses. Performance fees are paid on completion of each project but will be clawed back if all projects in aggregate do not generate an overall pre-tax IRR of 14% per annum.

For **Stone Tower Capital – Alternatives** the performance fee is calculated at 20% of the portfolio's performance where the portfolio exceeds its benchmark return of 8% per annum, cumulative until 30 June 2012.

For **Utilities Trust of Australia** the performance fee is calculated at a rate of 10% of any over performance to the 10-year Australian Government bond yield plus 4%, and is only payable on disposal of an asset.

For **Wilshire Private Markets Group** the performance fee is payable after:

- (a) all capital contributions have been returned to the unit holders
- (b) an internal rate of return of 15% per annum has been achieved on the contributed capital
- (c) up to 10% of cumulative distribution has been received by the manager.

Thereafter, the manager receives 10% of the net distribution. **Wilshire Private Markets Asia No. 1 Fund. \$300**

The above description of performance fees is current as at 30 June 2010.

Any revisions to the performance fees will be made available in future versions of this guide.

The investment expenses in the table on page 45 include performance fees.

Investment expenses

Investment option	Investment Management costs	Performance fees *	Total Investment Management costs before applicable tax deduction	Total Investment Management costs after applicable tax deduction
Pre-mixed options				
Capital Stable	0.47%	0.03%	0.50%	0.43%
Conservative Balanced	0.53%	0.05%	0.58%	0.49%
Indexed Balanced**	0.04%	0.00%	0.04%	0.04%
Balanced	0.61%	0.09%	0.70%	0.60%
Shares Plus	0.60%	0.05%	0.65%	0.55%
Sector investment options				
Cash	0.05%	0.00%	0.05%	0.04%
Diversified Fixed Interest	1.03%	0.00%	1.03%	0.88%
Property	0.68%	0.00%	0.68%	0.58%
Australian Shares	0.40%	0.19%	0.59%	0.50%
International Shares	0.50%	-0.15%	0.35%	0.30%
Individual manager options				
Macquarie Investment Management – Australian Fixed Interest	0.00%	0.00%	0.00%	0.00%
BlackRock Asset Management - International Fixed Interest***	0.09%	0.00%	0.09%	0.08%
Industry Super Property Trust Core Fund – Property	0.29%	0.00%	0.29%	0.25%
Lend Lease managed Australian Prime Property Funds (Retail, Commercial & Industrial) – Property	0.69%	0.00%	0.69%	0.59%
Balanced Equity Management – Australian Shares	0.20%	0.00%	0.20%	0.17%
Macquarie Investment Management – Australian Shares	0.19%	0.00%	0.19%	0.16%
Paradice Investment Management (Small Cap) – Australian Shares	0.75%	1.57%	2.32%	1.97%
Perpetual Investment Management – Australian Shares	0.38%	0.00%	0.38%	0.32%
IronBridge Capital Management - International Shares***	0.46%	0.00%	0.46%	0.39%
Marvin & Palmer Associates – International Shares	0.60%	0.00%	0.60%	0.51%

Most superannuation funds pay fees to investment managers to invest and manage their assets.

Investment expenses are deducted from investment returns before returns are applied to your account. All returns declared are net of these expenses.

The table above shows the investment expenses paid for the financial year ended 30 June 2010, based on the funds under management in each investment option.

The costs for each of the investment options are in addition to the \$1.50 per week member fee (\$78 per year).

As the investment management costs attract a tax deduction, the total investment management costs after applicable tax deduction is the amount incurred by members. These costs are deducted before the net earnings for each investment option are declared and applied to members' accounts.

The expenses that will be payable for the 2010–11 financial year will be calculated as at 30 June 2011.

PricewaterhouseCoopers have performed independent procedures over the calculation of the above investment costs and confirmed that they were calculated in accordance with the trustee's policy.

* The performance based cost component comprises actual fees paid and estimates of fees to be paid for the financial year ending 30 June 2010. The total management cost after the applicable tax deduction includes the investment management costs and performance fees.

** This is a new investment option available from 1 December 2010. The figure shown is an approximation of expenses had this investment option existed for a full financial year.

*** This is a new investment option available from 1 June 2011. The figure shown is an approximation of expenses had this investment option existed for a full financial year.

Family law fees

Under family law, your spouse, a person considering entering into a superannuation agreement with you, or their authorised representative, can request information about your superannuation account balance. HOSTPLUS charges a \$75 fee for supplying this requested information, which is paid by the person making the application at the time the request is made.

HOSTPLUS also charges a fee of \$60 for splitting a superannuation interest upon receipt of a splitting agreement or court order, which is deducted from your account at the time the benefit is split.

Transactional and operational costs

Costs such as brokerage, settlement costs (including custody), stamp duty and clearing costs are classified as transactional and operational costs and are included in the cost base of each asset and are approximately 0.12% for the year ended 30 June 2010. This is an additional cost to members.

Dishonoured payment fees

If you make a contribution by cheque or direct debit that is dishonoured, a handling fee of \$15 will be deducted from your account.

Superannuation taxes

All fee calculations are inclusive of GST, less any input tax credits and stamp duty (if applicable). The fund passes on any tax deduction in the form of higher returns on your investments. A tax deduction is not passed on by way of reduced fees or costs. For information about superannuation taxes, refer to *Taxation of super* on page 47.

Insurance costs

For information about insurance costs, refer to pages 50–70.

Financial planning fees

If you choose to engage the services of IFFP, set fees may apply. For more information about financial planning fees, refer to page 10.

Contribution splitting fees

A \$60 administration fee will be payable by the splitting member for each transaction which will be deducted from the member's account.

Processes for changes to fees and other costs

The trustee of HOSTPLUS reserves the right to increase fees and other costs. If this occurs, we'll advise you in writing at least 30 days prior to the increase.

Protecting small accounts

If at any time your account balance is less than \$1,000, HOSTPLUS member protection rules apply. If your account includes or has included Superannuation Guarantee or award contributions, the management costs deducted won't exceed the net fund earning rate applied to your account for that year.

During periods of poor investment returns, management costs are limited to any positive investment return plus up to \$10 per protected account. Management costs don't include insurance premiums and taxes, which will be deducted from your account as applicable.

Helping you to get the most out of your super

HOSTPLUS is run only to benefit members not to pay commissions to financial advisers or dividends to shareholders. This means our fees are set simply to cover the costs of managing your super. Use the Chant West Apple Check to see for yourself.

Chant West Super Apple Check

Chant West Super Apple Check is an online tool that compares HOSTPLUS with more than 100 other super funds. It is provided by independent research consultant, Chant West Financial Services. Visit hostplus.com.au to compare us to other funds using the Chant West Super Apple Check.

Example of annual fees and costs for a Balanced option

The table below gives an example of how fees and costs for the HOSTPLUS Balanced option can affect your superannuation investment over a one-year period. Use this table to compare this product with other superannuation products.

Example: HOSTPLUS Balanced option		
Balance of \$50,000 with total contributions of \$5,000 during the year		
Contribution fees	Nil.	For every \$5,000 you put in, you'll be charged \$0.
Plus: Management costs	0.60% p.a. + \$78 member fee p.a. (\$1.50 per week).	And, for every \$50,000 you have in the fund, you will be charged \$300 each year plus \$78 in administration fees regardless of your balance.
Equals: cost of fund		If you put in \$5,000 during a year and your balance was \$50,000, then for that year you will be charged fees of: \$378* What it costs will depend on the investment option you choose, and the fees you negotiate with your fund adviser.#

* Additional fees may apply.

The wording in this section is prescribed by law. Please note, our fees are not negotiable. The figures are current as at 1 June 2011 and are subject to change.

Taxation of super

Here's a brief summary of how your super is taxed. It's quite different to the income tax you're used to and can be complex. So we recommend that you seek independent, professional taxation advice or contact the Australian Taxation Office (ATO) for more help with any super tax questions you may have.

Tax File Numbers

It is in your interest to give HOSTPLUS your Tax File Number (TFN) when you join. Generally there are significant consequences if your TFN is not quoted or incorrectly quoted when contributions are made for you, such as:

- an additional tax of 31.5% is imposed on 'No TFN' contributions paid into the fund on your behalf, meaning you'll pay 46.5% tax instead of 15% on employer contributions
- we cannot accept your personal contributions
- Government co-contributions are not payable.

You will also pay additional tax on benefits paid out of HOSTPLUS. The additional tax will be deducted:

- for contributions – each year as at 30 June or upon the member exiting HOSTPLUS
- for benefits – upon payment of a benefit.

If you do not have a TFN contact the ATO on 13 28 61. You can provide your TFN at hostplus.com.au or call 1300 HOSTPLUS (1300 467 875).

Claiming your No TFN contributions tax

You may claim the additional tax paid on No TFN contributions (the additional 31.5%) if you quote your TFN to HOSTPLUS within three years from the end of the financial year that the additional tax for the No TFN contributions were payable.

If you quote your TFN to HOSTPLUS:

- before 30 June, the additional tax will be credited to your account as at 30 June that year
- after 30 June, the additional tax will be credited as at 30 June the following year.

Example

Sam did not provide his TFN to the trustee before 30 June 2010. The trustee deducted the additional No TFN tax (46.5% instead of 15%) out of Sam's account at 30 June 2010. On 20 July 2010, Sam quotes his TFN to the trustee. The trustee will credit the additional tax paid on 30 June 2010 to Sam's account on 30 June 2011.

Taxation of contributions

Concessional contributions (including employer and self-employed contributions) are taxed at 15% on amounts up to \$25,000 a year and 31.5% on amounts more than \$25,000 a year if you are under 50 years of age.

Once you turn 50, concessional contributions are taxed at 15% for amounts up to \$50,000 a year and 31.5% on amounts more than \$50,000 a year. No contributions tax is payable on:

- personal contributions (or non-concessional contributions) for which you do not claim a tax deduction
- spouse contributions
- amounts transferred or rolled into HOSTPLUS from other superannuation funds (except where it includes a post 30 June 1983 untaxed component such as a 'golden handshake') and
- Government co-contributions.

For non-concessional contributions, HOSTPLUS is unable to accept contributions over the non-concessional contributions cap of \$150,000. However, if HOSTPLUS does inadvertently receive non-concessional contributions over the non-concessional cap, excess non-concessional contributions will be taxed at 46.5%. If you are under 65 years of age, you can contribute up to \$450,000 tax free over a three year period. However, any more contributions made in that three year period in excess of the cap will be taxed at 46.5%.

See Contributions on pages 36 – 41.

Superannuation contributions surcharge assessments issued by the ATO will still apply for contributions paid for previous financial years if the surcharge has not previously been paid.

Tax deduction for personal super contributions

If you are self-employed or substantially self-employed (ie. you earn less than 10% of your income, including assessable income and fringe benefits from an employer) you can claim a tax deduction.

Eligible members intending to claim a tax deduction for their personal super contributions should lodge with their super fund a *Notice of intent to claim or vary a deduction for personal super contributions* form (NAT 71121) and receive a confirmation from the trustee the earlier of the following dates:

- the day that they lodge their tax return
- the end of the income year following the year in which the personal contributions were made.

For more information or to download the NAT 71121 form visit www.ato.gov.au

Taxation of investment earnings

Investment earnings are taxed up to a maximum rate of 15%. Where the assets are invested in Australian and international shares, the tax payable can be partly offset by imputation credits for franked dividends and foreign tax credits. Any capital gains are limited to two thirds of the gain or the whole of the gain with an indexed cost base, depending on the date that the assets were acquired.

Taxation of benefits on withdrawal

Tax may be payable when you withdraw a lump sum benefit from HOSTPLUS. The amount of tax will depend on your age, the amount of your benefit, the benefit components and how you decide to use the benefit.

Tax will not be payable if you roll over or transfer your benefits to another complying super fund or if you use your benefit to buy an income stream.

Lump sum benefits comprise two components.

1. The tax free component which includes:

- the contributions segment
- the crystallised segment.

The contributions segment generally includes all contributions made from 1 July 2007 that have not been included in the assessable income of the fund. Typically these would be a member's personal contributions that are not claimed as an income tax deduction.

The crystallised segment includes the following existing components of a super interest that were consolidated into the tax-free component on 1 July 2007:

- the concessional component
- the post-June 1994 invalidity component
- undeducted contributions
- the capital gains tax (CGT) exempt component
- the pre-July 1983 component.

The crystallised segment was calculated by assuming that an eligible termination payment representing the full value of the superannuation interest is paid just before 1 July 2007.

2. The taxable component which includes:

- an element taxed in the fund, and/or
- an element untaxed in the fund.

The tax that HOSTPLUS deducts will only apply to the element taxed in the fund (for example the 15% tax paid on contributions and investment earnings). Any other tax payable will be assessed in your tax return following the payment of the benefit.

The taxable components of lump sum benefits

Where 15% contribution tax has been paid

Age	Tax treatment of lump sum benefits for the year 1 July 2010 – 30 June 2011	Tax treatment of lump sum benefits for the year 1 July 2011 – 30 June 2012
Below Preservation age	21.5%	21.5%
Preservation age – 59	Nil up to \$160,000 ¹ 16.5% for amounts over \$160,000	Nil up to \$165,000 ¹ 16.5% for amounts over \$165,000
60+	Tax free	Tax free

1. This is the low rate cap amount, which is indexed in line with Average Weekly Ordinary Time Earning but only increases in increments of \$5,000.

Note: The tax rate figures above include the 1.5% Medicare levy.

Where 15% contribution tax has not been paid

Age	Tax treatment of lump sum benefits for the year 1 July 2010 – 30 June 2011	Tax treatment of lump sum benefits for the year 1 July 2011 – 30 June 2012
Below Preservation age	31.5% for amounts up to \$1.155 ¹ million	31.5% for amounts up to \$1.205 ¹ million
	46.5% for amounts over \$1.155 million	46.5% for amounts over \$1.205 million
Preservation age – 59	16.5% for amounts up to \$160,000 ²	16.5% for amounts up to \$165,000 ²
	31.5% for amounts between \$160,000 and \$1.155 million	31.5% for amounts between \$165,000 and \$1.205 million
	46.5% for amounts over \$1.155 million	46.5% for amounts over \$1.205 million
60+	16.5% for amounts up to \$1.155 million	16.5% for amounts up to \$1.205 million
	46.5% for amounts over \$1.155 million.	46.5% for amounts over \$1.205 million

1. This is the untaxed plan cap amount, which is indexed in line with Average Weekly Ordinary Time Earning but only increases in increments of \$5,000.

2. This is the low rate cap amount, which is indexed in line with Average Weekly Ordinary Time Earning but only increases in increments of \$5,000.

Note: the tax rate figures above include the 1.5% Medicare levy.

Part payment of benefits

When a part payment of super is made, you won't be able to indicate whether you want the benefit taken from your exempt component or your taxable component. Instead, the benefit will generally include both components in the same proportion as they exist in the total benefit.

The table below provides an illustration where a member's benefit consists of a taxable component as to 60% and an exempt component as to 40%.

	Component		
	Taxable	Exempt	Total
Total benefit proportion	\$60,000 60%	\$40,000 40%	\$100,000 100%
Part payment of \$20,000 proportion	\$12,000 60%	\$8,000 40%	\$20,000 100%
Balance after payment proportion	\$48,000 60%	\$32,000 40%	\$80,000 100%

Temporary residents

If you're an eligible temporary resident (not an Australian or New Zealand citizen) and you depart Australia permanently, you can access your super benefits from the fund if six months has not passed since you departed Australia and your visa expired. After the six-month period your super benefit will be paid to the Commissioner of Taxation as unclaimed superannuation. You can access your benefit from the Commissioner of Taxation.

Any super benefits paid out to eligible temporary residents may be subject to the Departing Australia Superannuation Payment (DASP) withholding tax – 35% for the taxed element of the taxable component and 45% for the untaxed element of the taxable component.

Temporary residents are unable to access benefits concessionally upon retirement or attaining age 60. They will continue to pay the applicable DASP withholding tax.

Goods and Services Tax (GST)

No GST is payable on contributions, on benefits paid, rolled over or transferred, or on the net fund earning rate applied to a member's account.

Death benefits

Death benefits are tax free when paid to tax dependants. A dependant for these purposes is a spouse, a child less than 18, a person with whom the deceased had an interdependency relationship on the date of death, or any other person who was a financial dependant of the deceased on the date of death.

The definition of spouse includes same sex couples and the definition of child includes eligible children of same sex couples. This means that same sex couples and their children are able to access the same tax concessions on lump sum death benefits available to married and de facto opposite sex couples. In addition a spouse is recognised when the relationship is registered on the Register of Births and Marriages under State or Territory law.

Any untaxed element in a taxable component of a lump sum benefit – where the benefit included life insurance proceeds – will be taxed at 31.5% (including Medicare levy). The untaxed element is the proportion of your insured lump sum death benefit that relates to the period from the date of death to age 65, in comparison to your total service period.

If the lump sum death benefit is paid to a non-dependant, the taxable component will be taxed at 16.5% (including Medicare levy) but part of the benefit may be taxed at up to 31.5% (including Medicare levy) if it comprises of insurance proceeds. The tax free component will be tax free if paid to a non-dependant.

Total and Permanent Disability benefits

Total and Permanent Disability benefits are taxed as a lump sum benefit, with the taxable and tax-free components. Generally, the tax free component will include the proportion of the benefit that relates to the period from the date of total and permanent disablement to age 65.

Income protection benefits

Income protection benefits are generally taxed at your marginal tax rate.

Terminal Illness benefits

If a member suffers from a terminal illness as certified by two medical practitioners (one being a specialist) and stipulating death within 12 months of the certification then lump sum superannuation benefits paid are exempt from tax.

Protect you and your family

Super is the asset you can start building today to enjoy in the future. Right now, however, two of your most valuable assets are your health and your income earning potential. Protecting them against the unexpected should be an important part of your strategy. Which is why at **HOSTPLUS** we offer eligible members automatic life insurance with an option to increase their cover upon joining. So you can enjoy peace of mind - at affordable prices. For more details, read on.

What we cover

HOSTPLUS insurance cover is provided by OnePath Life Limited ABN 33 009 657 176 AFSL 238341 (insurer) formerly known as ING Life Limited and the Trustee of **HOSTPLUS** owns this policy. You have the opportunity to choose Death and TPD, Death Only and Salary Continuance insurance cover, as outlined in this guide. Any death cover also includes Terminal Illness cover.

If a claim is approved, the insurer will pay the insured amount to **HOSTPLUS**. Then, subject to legislative and trust deed requirements having been met, we will pay:

- Total and Permanent Disability (TPD) benefits to you;
- Death benefits to your dependants (including interdependant) or legal personal representative;
- Terminal Illness benefits to you from your death benefits.

If you are covered for Death insurance, you are automatically covered for Terminal Illness.

Your insurance premiums are used to cover the cost of the insurance policy as well as the cost of its administration.

Automatic Death and TPD insurance when you join

Generally, if you're an employee member you receive automatic unitised Death and TPD insurance cover. If you are aged between 25 and 64 you automatically receive two units of Death and TPD insurance cover at the standard scale (\$3 per week) and members under 25 years receive one unit of Death and TPD insurance cover at the standard scale (\$1.50 per week) subject to your employer making an on-time SG contribution no more than three months after the SG cut-off date as prescribed by law.

To work out the amount you would be covered for (this depends on your age next birthday) see the unitised Death and TPD and Death only insurance cover table on page 56.

Special insurance offer on joining for new members

As a new member joining **HOSTPLUS** through a participating employer, you have the opportunity to increase your insurance without providing a full health statement. You can increase your Death and TPD cover by one or two units, apply for fixed benefit Death and TPD cover of up to \$500,000 and apply for Salary Continuance cover of up to \$4,000 per month with a benefit period of up to two years. See page 70 for details.

Personal Super Plan members please note

If you are joining the Personal Super Plan, you may receive automatic fixed benefit Death and TPD cover to the value of \$100,000.

You may apply for any insurance offered in this guide (except for the *Special insurance offer on joining for new members* outlined above) but some additional information may be required. See page 62 for more details.

Death only insurance benefits (includes Terminal Illness cover)

If you die, Death cover provides a lump sum payout to your dependants (for example, your children or partner) or your legal personal representative (executor of your estate). Death cover is designed to provide your dependants with financial support. You can select from unitised cover or fixed benefit cover – the choice is yours.

Find out more about Death cover on pages 51 - 61.

Total & Permanent Disability (TPD) benefits

TPD cover provides a lump sum payout to you if you become totally and permanently disabled and meet the conditions of the relevant part of the TPD definition that applies. TPD cover is designed to replace your future income via a lump sum payment and provide you and your dependants with financial support. You can select from unitised cover or fixed benefit cover – the choice is yours.

Find out more about TPD cover on pages 51 - 61.

Salary Continuance benefits

Salary Continuance insurance helps protect your income if you are unable to work temporarily through illness, injury or accident. You have the choice of cover with a 30, 60 or 90 day waiting period and either receiving regular monthly payments for up to two years or until age 65 to help you meet your living expenses. The choice is yours.

Find out more about Salary Continuance insurance cover on pages 63 - 69.

Specific life events cover - cover that keeps up with you

To help ensure your insurance keeps up whenever you take a big step forward – like buying a new home or starting a family, you have the opportunity to take advantage of our life events feature.

Find out more about Specific life events cover on page 70.

WARNING: This insurance section only provides a summary of the insurance conditions and arrangements. For full terms and conditions call **1300 HOSTPLUS (1300 467 875)** for a copy of the relevant insurance policies. To make a claim, contact the fund for the appropriate claim forms as soon as reasonably possible to avoid any prejudice against your claim.

Death and Total and Permanent Disability insurance

What's Death and Total & Permanent Disability (TPD) insurance cover?

Death and TPD insurance cover provides you with an insured benefit, payable to either you, if you become Totally and Permanently Disabled, or to your dependants or legal personal representative(s) in the event of your death. This is additional to your super account balance.

What's Death Only insurance cover?

Death Only insurance cover at a cost of 75¢ per unit per week provides you with an insured benefit, payable to your dependants or legal personal representative(s) in the event of your death. This benefit is paid in addition to your **HOSTPLUS** account balance. For more information and to find out who you can nominate to receive your benefit if you die, turn to page 61.

TPD benefit

To receive a TPD benefit, you have to meet the conditions of the relevant part of the TPD definition that applies. If you are employed or engaged in a gainful occupation, business, profession or employment or within 6 months of the date you cease to be so employed or engaged and suffer an injury or illness which results in your total and permanent disablement, you will be assessed for TPD under parts 1 - 5 of the TPD definition. If you have been unemployed or not engaged in any work for more than 6 months as at the date you suffer an injury or illness which results in your total and permanent disablement, you will be assessed for TPD if you satisfy either parts 2 – 5 of the TPD definition. Please refer to page 60 for an explanation of the TPD definitions.

Note: If, at the date your membership with **HOSTPLUS** commences, you have previously received a TPD benefit from any other source (including a superannuation fund), your cover will be restricted to Death Only insurance cover. However, you may apply for TPD Cover and be eligible for this cover, if your application is accepted by the insurer. If you fail to inform us that you've received a TPD benefit either prior to or at the time you commenced your membership with **HOSTPLUS**, then we'll deduct the usual weekly premium, but you will not be covered for TPD. In the event of an insurance claim you will only be covered for a Death benefit. Any insured benefit paid is in addition to your account balance. Any overpaid premiums will be refunded.

Death benefit

A death benefit is payable to your dependants and/or legal personal representative(s) in the event of your death. For more information and to find out who you can nominate to receive your benefit if you die, turn to page 61.

Terminal Illness benefit

If you are insured for Death cover, you will also be covered for a Terminal Illness benefit. A Terminal Illness benefit is payable, if you suffer a 'terminal illness' (as defined on page 60) and:

- the policy is in force;
- you have not lodged and do not intend to lodge a claim for a TPD benefit;
- your cover has not ended (see page 52); and
- you have not attained age 65.

You are unable to claim a TPD benefit if you lodge a claim for the Terminal Illness benefit. Your death benefit will be reduced by the amount of the Terminal Illness benefit paid to you.

The Terminal Illness benefit is the lesser of:

- the insured amount; or
- \$1 million.

If your death benefit is greater than \$1 million, the balance of the benefit is payable upon your death, as long as:

- your death occurs before you attain age 65;
- premiums have continued to be paid for the reduced insured benefit; and
- the policy is in force.

Choosing unitised or fixed benefit cover

When applying for Death Only or Death & TPD cover, you can choose either unitised cover or fixed benefit cover.

Unitised cover

With unitised cover your level of cover decreases as your age increases, but your insurance premium remains the same.

Fixed benefit cover

With fixed benefit cover your level of cover stays the same but your insurance premium increases as you get older. See page 57 for information about fixed benefit cover.

When your Death and TPD insurance cover starts

Generally, for employee members, your automatic insurance cover commences on the date you join **HOSTPLUS**. This date is usually the date you commence employment, provided your employer makes an on-time Superannuation Guarantee (SG) contribution for you for this period, no more than three months after the SG cut-off date.

New events TPD cover

When your membership in **HOSTPLUS** commences, you will be provided with Death and New events TPD insurance cover if you're:

- away from work due to an injury or illness; or
- you are at work in a reduced capacity; or
- in receipt of and/or entitled to income support benefits from any source including workers compensation benefits, statutory transport accident benefits and disability insurance benefit.

New events TPD insurance cover, covers you for Total and Permanent Disability caused by an illness which became apparent to you or an injury that occurred to you on or after the date your insurance cover in **HOSTPLUS** commenced.

This new events cover will be replaced with full TPD insurance cover when you resume your normal duties with your employer, subject to you not having received or being entitled to receive a TPD benefit from any other source.

When your insurance cover ends

Your insurance cover will cease, without the need for us to notify you, on the earliest of the following events:

- the date you commence active duty with the armed forces of any country;
- the date you cease to be a member of **HOSTPLUS**;
- the date you reach age 65;
- the date we receive your written request to cancel your insurance (or where the request specifies a later date, the later date specified);
- in the event of your death;
- the date you are paid a TPD benefit which is equal to the amount of your Death benefit;
- the date you are paid a Terminal Illness benefit which is equal to the amount of your Death benefit;
- the end of the month in which your account balance has insufficient funds to pay the premium;
- by opting out of your insurance cover by selecting this option on your *Membership application form*; or
- the date the insurance policy ends.

To cancel cover

If you prefer not to have insurance cover you can elect to cancel your cover on the *Membership application form*, or you can cancel it at any time by writing to **HOSTPLUS**, Locked Bag 3, Carlton South VIC 3053.

If you cancel your cover, you will forfeit any future access to automatic insurance cover (cover without the need for satisfactory medical evidence). You will not be able to claim for that amount and type of cover from the date that the cover is cancelled. If you subsequently decide that you would like to re-apply for insurance cover down the track, you'll need to complete an *Increase your insurance cover application Part A and Part B* (if applicable) or apply at hostplus.com.au through your Supersite account. Your new insurance cover will only start once **HOSTPLUS** has sent you written approval.

Duplicate accounts

If more than one account is opened for you in **HOSTPLUS**, or you have joined another division of **HOSTPLUS**, you are eligible for insurance cover in only one account (usually you will retain the highest level of insurance cover in the respective account, unless you tell us otherwise).

Insurance premiums will be refunded for the account with the cancelled insurance cover.

Please note that if you are an existing member and have a duplicate account or have joined another division of **HOSTPLUS** you are not entitled to the *Special insurance offer on joining for new members* (see page 70).

Who's eligible for Death and TPD insurance cover with HOSTPLUS?

You are eligible for insurance cover if you are:

- a member of **HOSTPLUS**;
- aged between 11 and 64;
- an Australian citizen; or
- a person who is a permanent resident, within the meaning of the Migration Act 1958(Cth); or
- a lawful non-citizen, within the meaning of the Migration Act 1958(Cth) for whom the employer is required to make on-time contributions; and
- not an Excluded Member.

An Excluded Member is a member who satisfies one or more of the following:

- has declined, or elected not to be covered for benefits provided under any Group Life policy issued to the Trustee of **HOSTPLUS**;
- a member who is eligible to receive, or, has received, a lump sum benefit for total and permanent disability from any source;
- a Member who has attained the age of 65;
- for **HOSTPLUS** Personal Super Plan Members only, because your occupation excludes you from receiving insurance.

Exclusions

In the event of a war involving Australia or your country of residence the insurer may offer increased premium rates. No benefit is payable if the event giving rise to the claim is caused directly or indirectly by war as defined in the Insurance Policy.

Going overseas?

If you travel or reside overseas, you are covered for claims, provided your insurance premiums continue to be paid from your account and you have sufficient funds in your super account to pay the premiums.

Transferring your insurance cover into HOSTPLUS from another superannuation fund

If you have insurance cover through another superannuation fund you may be able to transfer up to \$1 million of Death and TPD Insurance cover into HOSTPLUS provided that:

- your insurance cover held in your other fund is still in force;
- you transfer your superannuation account balance to HOSTPLUS;
- any loadings, restrictions and exclusions which apply on your policy with the other fund will also apply to your transferred cover; and
- you cancel the insurance held in your other fund once the transfer to HOSTPLUS has occurred.

To apply to transfer your existing cover to HOSTPLUS, please complete the *Insurance transfer form* available online at hostplus.com.au or call us on 1300 467 875 and we'll send it to you. You will be advised of your acceptance.

Changing your level of cover after you have joined

You may vary your level of cover at any time after having been accepted as a member of HOSTPLUS. To reduce your level of cover, you will need to write to us.

If you wish to increase your level of cover (outside of the special offer available to you as a new member) you will need to complete the *Increase your insurance cover application Part A and Part B* (if applicable) in the back of this Guide or by applying at hostplus.com.au through your SuperSite account. You can apply for cover up to a maximum of \$3 million in TPD cover and \$5 million in Death cover.

Increased cover will start once your application has been approved by the insurer. We will notify you of the insurer's decision. You are covered by the 'Interim Accident Cover' policy while your application to increase your cover is being assessed by the insurer.

Keep in mind that you can choose to cancel your cover, reduce your cover or apply for different amounts of Death and TPD insurance cover as long as the TPD cover is less than the Death insurance cover.

Update your insurance online

To make it easy for you to ensure you have adequate insurance cover when your circumstances change, you can apply to increase or take out other forms of insurance cover online through your SuperSite account at hostplus.com.au

Interim accident cover

While the insurer is assessing your application for insurance cover or for an increase in your existing insurance cover, you are provided with Interim Accident Cover. If you die or suffer total and permanent disablement as a result of an accident during the period in which the Interim Accident cover applies, the interim benefit will be at the same level as the cover applied for or in the case of increasing your cover, the difference between the level of increased cover applied for and the level of current cover, up to the maximum benefit level (which is \$3 million for TPD cover and \$5 million for Death cover).

Interim Accident Cover commences when we receive your application and will continue until the earlier of:

- the date the insurer accepts or rejects your application;
- 90 days after the date Interim Accident Cover starts; or
- the date your cover otherwise ends as set out under the heading *When your insurance cover ends* on page 52.

'Accident' means a fortuitous, external event that occurs by chance causing death or total and permanent disablement. It does not refer to an event which results in sickness, disease, injury or infirmity of the person insured, such that they would qualify for a Death or TPD benefit (as applicable) to be paid under the policy.

Whether the death or total and permanent disablement was caused by an unintended and unexpected characteristic or consequence of an intended act (such as the application of unintentionally excessive force, or the creation of unintended or excessive force, or the creation of unintended excessive pressure or strain) is irrelevant in determining whether death or total and permanent disablement has arisen as a result of an accident.

An accident must result in the death or total and permanent disablement of the person insured for a benefit to be payable where liability is contingent on an event being caused by an accident or by accidental injury.

An accident shall specifically exclude death or total and permanent disablement:

- arising out of, or contributed to in any way by, any pre-existing sickness, disease, injury, gradual physical or mental deformity, or infirmity known to the person insured when their insurance cover commenced; or
- arising in circumstances where the person insured deliberately assumed the risk or courted disaster, irrespective of whether he or she intended or contemplated the results of his or her actions.

Where there is any doubt as to the cause of death or total and permanent disablement sustained as a result of an accident, the cause will be characterised as being the result of a sickness. TPD cover is defined in the table on page 60.

Unitised cover

Unitised cover: how your benefit and premium is calculated

When calculating your benefit, it is based on three factors:

- your occupation;
- your age; and
- the number of units you choose to be covered for.

1. Occupation – determines which insurance scale applies to you

We use two occupation-based categories to assess which scale you are eligible for:

- Management/Clerical (white collar) scale; or
- Standard scale.

Unless you apply for insurance at the Management/Clerical (white collar) scale you will receive insurance cover at the standard scale.

Your occupation at the time you apply for insurance or when you apply to change your insurance scale determines which insurance scale you are eligible for.

Under the Management/Clerical (white collar) scale you can receive a significantly higher level of cover for the same cost. In some cases, depending on your age, this could result in up to 65% more cover than under the standard scale.

So if your occupation changes to Management/Clerical (white collar), don't forget to tell us.

You can apply for insurance cover under the Management/Clerical (white collar) scale if you:

- are employed for at least 15 hours per week on an ongoing basis, and
- spend at least 90% of your working time in an office or similar environment, and
- are employed in one of the following occupations:
 - management;
 - clerical;
 - marketing;
 - administration;
 - accounting; and
 - other similar lower risk occupations agreed to in writing by the insurer.

All other occupations, for example, a chef or waiter fall outside this definition and are subject to the standard scale.

You can apply for cover under the Management/Clerical (white collar) scale by answering a few simple questions in section 4.2 of your **Membership application form** provided in the back of this Guide, or you can download the **Insurance upgrade to Management/Clerical (white collar) scale** form from hostplus.com.au

2. Age – Death and TPD and Death Only insurance cover table

Once you have worked out your eligibility for the Management/Clerical (white collar) or standard scale, your age next birthday at the time you become eligible for a benefit determines the amount of insurance you receive for each unit purchased. The table on page 56 shows the value of unitised insurance cover for each age level at your next birthday.

3. How much cover can you apply for?

You can apply for cover up to a maximum of \$3 million in TPD cover and \$5 million in Death cover.

See page 55 for an example of how to work out the benefit provided by unitised cover.

Converting your unitised insurance cover to fixed benefit insurance cover

You have the option to replace your unitised cover with fixed benefit cover (see page 57) any time, as long as you are less than 60 years of age. Where an application is made, you will have your unitised cover converted to an equivalent amount of fixed benefit cover, rounded up to the next \$1,000.

Once you have converted to fixed cover, you cannot automatically revert back to unitised cover. You cannot have a combination of unitised cover and fixed benefit cover.

To revert back to unitised cover you will be required to complete the **Increase your insurance cover application - Part A and Part B** (if applicable).

To convert your cover from unitised to fixed benefit cover, complete the **Application to convert from unitised cover to fixed cover form** available online at hostplus.com.au or call us on 1300 467 875 and we'll send it to you.

Calculating your level of unitised cover

The amount of your benefit is determined by the number of units held and your age next birthday at the time you become eligible for a benefit. So you should review your level of insurance cover every year to ensure you have adequate insurance cover.

You can apply for cover up to a maximum of \$3 million for TPD cover and \$5 million in Death cover.

Step 1	Example
<p>What Death and TPD insurance benefit do you require?</p> <p>A \$ <input type="text"/></p>	<p>Tim has an insured benefit goal of \$400,000.</p>
Step 2	
<p>Using your age at your next birthday, look up the table on page 56 under the appropriate occupation scale to determine the amount of cover per unit.</p> <p>B \$ <input type="text"/></p>	<p>Tim works in the warehouse of a local brewery, so his insurance is calculated under the standard scale.</p> <p>Looking at the Death and TPD benefits table on page 56, one unit for a 32 year old (next birthday) provides an insured benefit of \$113,090.</p>
Step 3	
<p>Divide your goal by the insured amount per unit on the appropriate scale to work out the number of units you need.</p> <p>$A \div B = C \text{ unit(s)}$ <input type="text"/></p> <p>Round your result up or down depending on whether you want an insured benefit to fall above or below your goal.</p>	<p>$\\$400,000 \div \\$113,090 = 3.54 \text{ units}$</p> <p>As only whole units can be purchased, Tim rounds this up to four units to achieve his goal. This gives him an actual insured benefit of \$452,360 ($\\$113,090 \times 4 \text{ units}$)</p>
Step 4	
<p>Calculate how much your insurance will cost.</p> <p>$C \text{ units} \times \\$1.50 \text{ per unit} = \text{your weekly premium}$</p> <p>\$ <input type="text"/></p>	<p>Therefore...</p> <p>Tim's level of Death and TPD insurance cover will be at a cost of:</p> <p>4 units x \$1.50 per unit per week = \$6 per week</p> <p>If Tim had wanted Death Only cover to the same level of \$400,000, the same calculation applies, but because Death Only costs 75¢ per unit per week the cost would be:</p> <p>4 units x 75¢ per unit per week = \$3 per week.</p>

Death and TPD and Death Only insurance: Unitised cover table

The table below shows the value of one unit for each age level at your next birthday. Units cost \$1.50 per unit per week for Death and TPD insurance cover and 75¢ per unit per week for Death Only insurance cover.

Age next birthday	Standard scale sum insured 1 unit =	Management/Clerical (white collar) scale sum insured 1 unit =	Age next birthday	Standard scale sum insured 1 unit =	Management/Clerical (white collar) scale sum insured 1 unit =
Up to 25	\$112,346	\$184,173	46	\$54,724	\$82,086
26	\$113,090	\$185,394	47	\$47,321	\$70,982
27	\$113,090	\$185,394	48	\$40,387	\$60,582
28	\$113,090	\$185,394	49	\$35,922	\$53,883
29	\$113,090	\$185,394	50	\$28,874	\$43,311
30	\$113,090	\$185,394	51	\$25,453	\$38,180
31	\$113,090	\$183,539	52	\$23,495	\$35,242
32	\$113,090	\$181,685	53	\$21,537	\$32,305
33	\$113,090	\$179,832	54	\$17,622	\$26,432
34	\$113,090	\$177,978	55	\$15,664	\$23,495
35	\$113,090	\$176,123	56	\$13,948	\$20,922
36	\$113,090	\$174,270	57	\$11,955	\$17,933
37	\$114,578	\$175,624	58	\$9,962	\$15,940
38	\$114,578	\$174,684	59	\$8,967	\$14,946
39	\$115,322	\$174,873	60	\$7,971	\$12,952
40	\$116,066	\$174,098	61	\$7,096	\$12,164
41	\$107,848	\$161,773	62	\$6,690	\$11,150
42	\$96,914	\$145,371	63	\$6,082	\$10,136
43	\$84,949	\$127,423	64	\$5,676	\$9,124
44	\$74,935	\$112,403	65	\$5,068	\$8,110
45	\$62,250	\$93,374			

Fixed benefit cover

With fixed benefit cover your level of cover stays the same but as you get older, the amount you pay for the insurance will increase each year. Fixed benefit cover is available in multiples of \$1,000. You have the option to switch from unitised cover to fixed benefit cover any time, as long as you are less than 60 years of age. But you cannot hold a combination of unitised and fixed benefit cover.

Under fixed benefit cover you can have different amounts of Death and TPD cover. But you cannot have TPD cover by itself or for an amount which exceeds your Death cover.

If you hold fixed benefit cover, when you turn 61, your TPD cover will be reduced by 20% each year until you get to 65, when it will reach zero. For example, if at age 60 you hold \$100,000 of Death and TPD cover, your TPD cover will reduce as detailed in the table below.

How your TPD cover reduces

Age attained	TPD benefit %	Example, \$100,000 sum insured Fixed benefit cover
60	100%	\$100,000
61	80%	\$80,000
62	60%	\$60,000
63	40%	\$40,000
64	20%	\$20,000
65	0	\$0

Your occupational rating will also affect the premium that you pay for fixed benefit cover. See pages 59 - 60 for your annual premiums and occupational loading rates as well as your level of cover at these ages. See *Understanding occupational ratings* in the next column.

Fixed benefit cover: how your benefit and premium is calculated

With fixed benefit cover, in the event of a claim, you are covered for the fixed benefit amount you applied for and the insurer accepted. For example, if your age next birthday was 32 and you had \$300,000 of Death and TPD cover, providing your insurance cover remains current, at age next birthday 33 you would still have \$300,000 worth of Death and TPD cover.

To determine how the fixed benefit cover premium is calculated you must first decide how much cover you would like to be insured for in \$1,000 amounts, e.g. \$400,000. You then apply factors of occupation, age next birthday, gender and the mix of Death and TPD or Death Only cover you would like to calculate your premium.

See page 58 for an example of how to work out the premium for fixed benefit cover.

Understanding occupational ratings

The occupational ratings is the classification that the insurer applies to the nature of your occupation. Some members will pay an increased premium because their occupational ratings.

The table below is a brief snapshot of occupational ratings. There is also a list of occupations in the *Membership application form*. If you require assistance determining your occupational rating you can contact **HOSTPLUS**.

To calculate the premium you will pay for fixed benefit cover, you will need to multiply the applicable occupational ratings, in the table on page 60 by the premium rates shown on page 59.

Please note: Depending on your occupation and the type of cover you select, you may be assessed on different 'collar' types. For example, a hospitality worker will be considered as Light blue collar scale for Death and TPD but Heavy blue collar for Salary Continuance cover.

Management/ Clerical (white collar) <i>for unitised cover fixed cover and Salary Continuance cover</i>	Standard <i>for unitised cover</i> and Light blue collar <i>for fixed cover and Salary Continuance cover</i>	Heavy blue collar <i>for fixed cover and Salary Continuance cover</i>
Don't perform manual duties and usually work in an office or similar environment, for example, manager, accountant, administrator.	Perform light manual duties, for example, chef or waiter.	Skilled or semi-skilled manual workers and heavy machinery operators who aren't exposed to high-risk accidents or health hazards, for example, gaming machine staff, laundry staff or security guards.

To change or upgrade your insurance cover from the Standard scale to the Management/Clerical (white collar) scale use the *Insurance upgrade to Management/Clerical (white collar) scale form* available at hostplus.com.au

Calculating your level of fixed benefit cover

You decide how much cover you would like to fix. The amount of your premium is determined by your age next birthday, gender, amount and type of cover required and occupation rating. You can apply for cover up to a maximum of \$3 million for TPD cover and \$5 million in Death cover. You can have different amounts of TPD cover and Death cover, but you cannot have TPD cover by itself or as a higher amount than your Death Cover.

Steps	Example
<p>Step 1</p> <p>Decide the total amount of cover you would like and divide by 1,000.</p> <p>A. <input type="text"/></p>	<p>Lauren is currently 43 years old and a head chef. Lauren wants fixed benefit cover of \$380,000 in Death and TPD insurance. As premiums are per \$1,000 sum insured we divide the total insurance required by 1,000.</p> $\$380,000 / \$1,000 = 380$
<p>Step 2</p> <p>Find the premium amount you pay at your age and gender for each \$1,000 of Death and TPD cover.</p> <p>B. For Death: <input type="text"/></p> <p>C. For TPD: <input type="text"/></p>	<p>Looking at the Death and TPD benefits table on page 59, each \$1,000 of cover for a female turning 44 years old next birthday costs:</p> <p>For Death Cover: 0.42</p> <p>For TPD Cover: 0.81</p>
<p>Step 3</p> <p>What is your occupational rating premium multiple?</p> <p>D. Death premium multiple: <input type="text"/></p> <p>E. TPD premium multiple: <input type="text"/></p> <p>F. Multiply B x D (rounded) = \$</p> <p>G. Multiply C x E (rounded) = \$</p> <p>H. Add F + G = \$</p>	<p>However, as Lauren is a head chef, her occupation is classified as light blue. This means, the premium needs to be multiplied by the occupational rating (see page 60):</p> <p>For Death Cover: $0.42 \times 1.30 = 0.55$</p> <p>For TPD Cover: $0.81 \times 1.75 = \underline{\\$1.42}$ $= \underline{\\$1.97}$</p>
<p>Step 4</p> <p>I. Multiply A x H = \$ <input type="text"/></p>	<p>To work out the cost of \$380,000 of fixed benefit Death and TPD cover, we multiply 380 by the cost per \$1,000 of Death and TPD cover:</p> $380 \times \$1.97 = \748.60 <p>Lauren's annual premium is \$748.60 or \$14.40 per week.</p> <p>Lauren's Death and TPD benefit is fixed at \$380,000 (until Lauren turns age 61 at which point her TPD cover reduces – see page 57 for details). Each year the premium is adjusted based on Lauren's age next birthday to maintain this level of cover.</p> <p>For example, the following year Lauren's cover will be calculated for a 45 year old (next birthday) and will cost \$809.40 a year or \$15.56 a week.</p> <p>And the year after that as a 46 year old (next birthday) it will cost \$889.20 a year or \$17.10 a week.</p>

Death Only and TPD Only insurance: Fixed benefit cover table

Management/Clerical (white collar) rates are shown per \$1,000 sum insured.

	Male	Female	Male	Female
Age next birthday	Death only	Death only	TPD only	TPD only
Up to 20	0.60	0.25	0.11	0.05
21	0.58	0.23	0.12	0.06
22	0.54	0.22	0.13	0.06
23	0.51	0.21	0.13	0.06
24	0.47	0.19	0.15	0.07
25	0.44	0.18	0.15	0.07
26	0.41	0.17	0.15	0.07
27	0.39	0.16	0.16	0.08
28	0.37	0.15	0.17	0.09
29	0.36	0.15	0.18	0.10
30	0.36	0.15	0.19	0.11
31	0.36	0.16	0.21	0.12
32	0.36	0.16	0.22	0.14
33	0.36	0.18	0.25	0.15
34	0.36	0.19	0.27	0.19
35	0.37	0.21	0.29	0.22
36	0.37	0.23	0.32	0.25
37	0.38	0.25	0.35	0.29
38	0.40	0.27	0.37	0.35
39	0.42	0.29	0.42	0.40
40	0.45	0.32	0.47	0.46
41	0.49	0.35	0.54	0.55
42	0.53	0.37	0.61	0.63
43	0.58	0.40	0.71	0.72
44	0.63	0.42	0.82	0.81
45	0.69	0.44	0.95	0.89
46	0.75	0.45	1.08	1.00
47	0.81	0.47	1.24	1.11
48	0.87	0.50	1.40	1.27
49	0.95	0.54	1.59	1.44
50	1.03	0.58	1.81	1.66
51	1.11	0.63	2.06	1.90
52	1.20	0.70	2.33	2.16
53	1.29	0.77	2.65	2.43
54	1.39	0.84	2.99	2.72
55	1.50	0.91	3.32	2.98
56	1.60	0.99	3.67	3.24
57	1.74	1.08	4.05	3.51
58	1.88	1.15	4.51	3.80
59	2.04	1.25	5.05	4.08
60	2.23	1.34	5.64	4.40
61	2.43	1.45	6.31	4.74
62	2.63	1.57	7.04	5.16
63	2.84	1.74	7.82	5.68
64	3.06	1.93	8.68	6.32
65	3.28	2.14	9.63	7.04

Occupational rating	Death only	TPD only
	Premium multiple	Premium multiple
Management/Clerical (white collar)	1.00	1.00
Light blue	1.30	1.75
Heavy blue	1.70	3.40

Death and TPD and Death Only insurance cover (includes Terminal Illness cover) – definitions

TPD definitions

1. Unlikely to return to work

If the insured member is employed or engaged in a gainful occupation, business, profession or employment or within six months of the date an insured member ceases to be so employed or engaged:

1.1. that insured member has suffered an injury or illness and, as a result of that injury or illness, the insured member:

1.1.1. is totally unable to be employed or engaged in that occupation, business, profession or employment for a period of six consecutive months; and

1.1.2. is determined by the insurer that at the end of that six month period (or such later time as agreed with the trustee), to be permanently incapacitated to such an extent as to render the insured member unlikely ever to be employed or engaged in any gainful occupation, business, profession or employment for which the insured member is reasonably suited by education, training or experience.

NOTE: For the avoidance of doubt, the six month periods referred to in part 1 above do not apply to parts 2 to 5.

OR

2. Permanent impairment

The insured member suffers an injury or illness and, as a result of that injury or illness, the insured member:

2.1. suffers a permanent impairment of at least 25% of whole person function as defined in the American Medical Association publication 'Guides to the Evaluation of Permanent Impairment', 4th edition, or an equivalent guide to impairment approved by the insurer; and

2.2. is disabled to such an extent, as a result of this impairment, that the insured member is unlikely ever again to be able to be employed or engaged in any gainful occupation, business, profession or employment for which the insured member is reasonably suited by education, training or experience.

OR

3. Specific loss

As a result of illness or injury, the insured member suffers the total and permanent loss of the use of:

- two limbs (where 'limb' is defined as the whole hand or the whole foot), or
- the sight in both eyes, or
- one limb and the sight in one eye.

OR

4. Loss of independent existence

As a result of illness or injury, the insured member suffers loss of independent existence.

'Loss of independent existence' means the insurer has determined the insured member is totally and irreversibly unable to perform at least two of the following five 'activities of daily living' without the assistance of another adult person:

- bathing and/or showering
- dressing and undressing
- eating and drinking
- using a toilet to maintain personal hygiene,
- getting in and out of bed, a chair or wheelchair, or moving from place to place by walking, wheelchair or with assistance of a walking aid.

OR

5. Cognitive loss

As a result of illness or injury, the insured member suffers cognitive loss.

'Cognitive loss' means the insurer has determined that a total and permanent deterioration or loss of intellectual capacity has required the insured member to be under continuous care and supervision by another adult person for at least six consecutive months and, at the end of those six consecutive months, the insured member is likely to require permanent ongoing continuous care and supervision by another adult person.

Other definitions

'Terminally ill' means having suffered an illness that is such that, in the opinion of an appropriate specialist, the illness or injury is likely to lead to the death of the insured member within 12 months from the date the opinion is provided (terminal illness has the same meaning).

Death benefit nomination

How does HOSTPLUS determine to whom your death benefit is payable?

In the event of your death, the trustee may pay a benefit to your dependants or legal personal representative (the executor or administrator of your estate). A dependant for superannuation purposes (as opposed to tax purposes - see page 49 for information about the taxation of death benefits), includes a spouse (including de facto, same sex or a spouse from a relationship registered on the Register of Births and Marriages under State or Territory law), your children (including step, adopted, ex-nuptial or eligible children of same sex couples) and any other person who is wholly or partially financially dependent on you, or in an interdependent relationship with you at the time of your death.

You can nominate your dependants or legal personal representative as the persons or person to whom you'd like your super benefits to be paid in the event of your death by completing Step 5 of the *Membership application form* provided in this Guide.

For Personal Super Plan members, this is found in step 4 of your application form.

In the event of your death, the recipient(s) of your death benefit will be determined according to whether you have nominated your beneficiaries as binding or non-binding.

Binding death benefit nominations

A binding death benefit nomination provides you with greater certainty about who will receive your benefit in the event of your death. In general, a binding nomination legally binds (instructs) the HOSTPLUS trustee to pay your death benefit to the person(s) nominated as your beneficiary(ies).

Binding death benefit beneficiary nominations can only apply to:

- your spouse (including de facto, same sex or a spouse from a relationship registered on the Register of Births and Marriages under State or Territory law);
- your children (including an adopted child, step child, ex-nuptial child or eligible child of same sex couples);
- your legal personal representative (the executor or the administrator of your estate);
- any person who is financially dependent on you; and
- any person with whom you have an interdependent relationship.*

A person must be a dependant on the date of your death to be considered a beneficiary.

You can nominate beneficiaries by completing the form in our binding death benefit nomination brochure. To obtain the brochure, visit hostplus.com.au or call 1300 HOSTPLUS (1300 467 875), 8am – 8pm, Monday to Friday. HOSTPLUS will advise you of the acceptance of your nomination.

Binding nominations expire every three years, however HOSTPLUS will contact you prior to their expiry so you can update/cancel or change your nomination(s). Your current beneficiaries will also be shown on your member half-yearly benefit statements.

We highly recommend you review your nomination(s) if your circumstances change, such as if you divorce, separate, re-marry, have children or experience the death of a beneficiary.

Non-binding death benefit nominations

If you elect to have non-binding nominations, the HOSTPLUS trustee will take into consideration your nomination but will not be bound to follow it.

You can nominate non-binding beneficiaries by completing the Nominate your preferred beneficiaries section in the *Membership application form* provided in this Guide. You may change your preferred beneficiaries at any time by completing a notification/change of details form or by notifying us in writing. You can also nominate or change your non-binding beneficiaries at any time through your HOSTPLUS SuperSite account at hostplus.com.au

The HOSTPLUS trustee is required to take reasonable steps to identify and pay the benefits to your potential beneficiaries, after taking relevant factors into account. These may include the nature of your relationship(s) with your beneficiary(ies) and their financial dependence, or otherwise, at the time of your death.

The HOSTPLUS trustee would normally pay the death benefit to:

- one or more of your dependants – spouse, including de facto, same sex or a spouse from a relationship registered on the Register of Births and Marriages under State or Territory law, children, adopted children, step-children, ex-nuptial children or eligible children of same sex couples, whether financially dependent or not, or any other person the HOSTPLUS trustee considers was wholly or partially financially dependent on you, at the time of your death; and/or
- any person with whom you have an interdependent relationship*; and/or
- your legal personal representative (the executor or administrator of your estate).

Before paying out a death benefit, the HOSTPLUS trustee will consider any beneficiaries you have nominated, the information provided by any dependants, your legal personal representative(s) and your will (if you have one).

Please note: A valid binding death benefit nomination overrides any preferred beneficiary nomination(s) you have made previously.

* Two people are in an interdependent relationship if:

- they have a close personal relationship;
- 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 interdependent relationship also exists if two people have a close personal relationship but the other requirements are not satisfied because of a physical, intellectual or psychiatric disability.

No nomination

If you do not make a nomination or make an invalid nomination, the trustee will pay the benefit to your dependants and/or legal personal representative at the time of your death.

HOSTPLUS Personal Super Plan members

You can join the HOSTPLUS Personal Super Plan as your preferred super fund under Super Choice, if your employer is not currently a participating HOSTPLUS employer or you're self-employed, a full-time, part-time, temporary or casual employee, a spouse or if you're not in paid employment.

Automatic insurance on joining

HOSTPLUS Personal Super Plan members who are eligible for insurance will automatically receive fixed benefit Death and TPD cover, which is subject to Pre-existing conditions exclusion, to the value of \$100,000, once money is received and your membership is activated.

The premium is calculated on your age next birthday, gender and occupational rating. The insurer may elect not to cover certain occupations, so please refer to our website hostplus.com.au for further information on excluded occupations.

Less than 61 years of age	You will be provided with \$100,000 fixed death & TPD cover.
Between 61 and 64 years of age	If you are aged between 61 and 64 years of age you will be provided with \$100,000 of fixed death cover. Your TPD cover will be a proportion of your Death cover. Refer to page 57 for further details.

The pre-existing conditions exclusion

For Personal Super Plan members with fixed benefit Death and TPD cover, no benefit is payable where the cause of the claim is caused directly or indirectly, wholly or partially, as a result of a Pre-existing condition.

A Pre existing condition is an injury, illness, condition or related symptom that, in the two years prior to the date your insurance cover commenced through HOSTPLUS, you, or a reasonable person in your position:

- was aware of;
- should have been aware of;
- had a medical consultation for (where a medical consultation is any activity for the detection, treatment or management of an illness, injury, medical condition or related symptom, including but not limited to the application of prescribed drugs or therapy).

Reduction of the Fixed benefit Death and TPD cover

If you have fixed benefit Death and TPD cover and you are aged 61 to 65, your TPD cover will be reduced by 20% per annum until your cover reaches zero. The table on page 57 shows by how much your TPD cover is reduced, based on your attained age.

Changing your level of cover after you have joined

HOSTPLUS Personal Super Plan members can use the *Increase your insurance cover application - Part A and Part B* (if applicable) in this Guide to apply for higher levels and/or different types of insurance. The insurer may elect not to cover certain occupations. For more information visit hostplus.com.au or call us on 1300 467 875.

To cancel cover

If you prefer not to have insurance cover, you can elect to cancel your cover on the *Personal super plan membership form*, or you can cancel it at any time by writing to HOSTPLUS, Locked Bag 3, Carlton South VIC 3053.

If you cancel your cover and subsequently decide that you would like to re-apply for insurance cover down the track, you'll need to complete the *Increase your insurance cover application - Part A and Part B* (if applicable) or apply at hostplus.com.au through your Supersite account.

Salary Continuance insurance cover

Salary Continuance insurance helps to protect your income if you can't work because of illness or injury (temporarily and totally) by providing regular monthly payments to help you meet your living expenses. You can apply for cover of up to 90% of your monthly pre-disability salary (where, in the event of a successful claim, 75% your monthly pre-disability salary is paid to you and 15% of your monthly pre-disability salary is paid into your account with **HOSTPLUS**), with a waiting period of either 30, 60 or 90 days and you can choose to receive monthly benefits for either up to two years or to age 65.

When your cover starts

Your insurance cover commences on the date your application is accepted by the insurer and your insurance premium is paid. Acceptance is subject to underwriting. We will advise you, in writing, of the outcome of your application.

When your Salary Continuance cover ends

Your Salary Continuance insurance cover will cease on the earliest of the following events:

- the date you commence active duty with the armed forces of any country;
- the date you cease to be a member of **HOSTPLUS**;
- the date you become a lost member of **HOSTPLUS** (see page 72 for an explanation of lost member);
- the date you reach age 65;
- the date we receive your written request to cancel your insurance (or where the request specifies a later date, the later date specified);
- the date that you permanently retire from the workforce;
- in the event of your death;
- the end of the month in which your account balance has insufficient funds to pay the premium;
- the date when you no longer satisfy the eligibility criteria (see below);
- the date the insurance policy ends.

Who's eligible for Salary Continuance insurance cover with **HOSTPLUS**?

You are eligible for insurance cover if you are:

- a member of **HOSTPLUS**;
- aged between 15 and 64;
- not currently in receipt of, or intending to, or entitled to apply for any form of sickness, accident or disability benefit(s) from any source such as a life insurer or WorkCover authority;
- actively participating in your usual occupation on either a full-time or part-time basis or are self-employed and engaged to work at least 25 hours per week;
- an Australian citizen; or
- a person who is a permanent resident, within the meaning of the Migration Act 1958(Cth); or
- a lawful non-citizen, within the meaning of the Migration Act 1958(Cth) for whom the employer is required to make on-time contributions; and
- not an Excluded Member.

An Excluded Member is a member who satisfies one or more of the following:

- a Member who has attained the age of 65; or
- a Member who works in an excluded occupation.

Excluded occupation

An excluded occupation is an occupation that the Fund's insurer will not cover for Salary Continuance insurance. Please refer to our website hostplus.com.au for the full list of excluded occupations.

Exclusions

No benefit will be payable if the injury or illness is caused directly or indirectly by one of the following:

- your intentional, self-inflicted act;
- pregnancy unless you are disabled for more than three months after the end of the pregnancy, in which case the waiting period is deemed to start on the later of the date total disablement begins and the end of the pregnancy; or
- war or act of war as defined in the insurance policy.

In addition to the above, the insurer may refuse to pay any benefits:

- while you are imprisoned;
- if the premium has not been paid in respect of all members insured under the insurer's policy;
- if you do not comply with the insurer's claim requirements;
- where the insurer's assessment of the claim is prejudiced.

Salary Continuance cover: how your benefit is calculated

With Salary Continuance cover, you first decide how much of your pre-disability monthly salary you would like to insure. You can apply for up to a maximum of 90% of your pre-disability monthly salary. In the event of a successful claim, 75% of your monthly pre-disability salary is paid to you and 15% of your monthly pre-disability salary is paid into your account with **HOSTPLUS**. You may, of course, choose to have Salary Continuance insurance cover that is less than 90% of your pre-disability salary.

The premium for your Salary Continuance cover is calculated by reference to your occupational rating, your age next birthday, the applicable waiting period, your selected benefit period and the number of Units you have elected. Each unit represents a monthly benefit of \$100.

The occupational rating is the classification that the insurer applies to the nature of your occupation. Some members will pay an increased Salary Continuance premium because of the application of the occupational rating. The table on page 69 shows the occupational ratings that apply to Salary Continuance cover.

To determine what occupational rating you are in for the purposes of Salary Continuance cover, you can contact **HOSTPLUS**.

See page 67 for an example of how to work out the cost of Salary Continuance cover.

Your choice of waiting periods and benefit periods

HOSTPLUS offers three waiting periods: 30, 60 or 90 days. A waiting period is the period during which you must be totally or partially disabled before any Salary Continuance benefit is payable. You are not entitled to a monthly benefit for the duration of the waiting period.

The benefit period is the maximum period of time that a benefit will be paid for any one illness or injury while you are Totally Disabled or Partially Disabled. You can choose a benefit period of two years or up to age 65.

Premiums vary depending on which waiting period or benefit period you choose. Generally, the longer the waiting period and the shorter the benefit period, the lower the premium. See the Salary Continuance annual premiums table on page 68.

If you want to change the waiting period from:

- 90 days to 60 days or 30 days; or
- 60 days to 30 days,

you will need to complete the *Increase your insurance cover application - Part A and Part B* (if applicable). Similarly if you want to change the benefit period from 2 years to, to age 65 you will need to apply.

During the waiting period, you can return to work once, for up to five days, without having to start a new waiting period. If this occurs, the number of days you have worked will be added to the waiting period.

Special insurance offer on joining for new members

As a new member joining HOSTPLUS through a participating employer, you have the opportunity to increase your Salary Continuance insurance to up to \$4,000 per month for a benefit period of up to two years without providing a full health statement. See page 70 for details.

Maximum monthly benefit payable

The maximum monthly benefit that will be paid by the insurer in the event of a claim is the lowest of:

- the benefit represented by the number of Units of cover for which the insurer has agreed to cover you;
- 90% of your monthly pre-disability salary of which a maximum of 75% is payable to you and the balance as a contribution to the your HOSTPLUS super account;
- up to a maximum of \$25,000 per month or 250 units of cover, whichever is less.

Interim accident cover

While the insurer is assessing your application for Salary Continuance insurance cover, for an increase in your existing Salary Continuance cover or to amend your Salary Continuance insurance cover, you are provided with interim accident cover. In the event that you suffer total disability or partial disability as a result of an accident during the period in which the interim accident cover applies, the interim accident benefit will be for the same level as the cover applied for or in the case of increasing your cover, the difference between the level of increased cover applied for and the level of current cover, up to the maximum monthly benefit level, for the benefit period selected in the application.

The interim accident cover commences when we receive your application and will continue until the earlier of:

- the date the insurer accepts or rejects your application;
- 90 days after the date interim accident cover starts;
- the date your cover otherwise ends as set out under the heading *When your Salary Continuance cover ends* on page 63.

'Accident' means for the purpose of this policy, a fortuitous, external event that occurs by chance causing total or partial disability. It does not refer to an event that results in sickness, disease, injury or infirmity of the person insured, such that they would qualify for a total or partial disability benefit (as applicable) to be paid under the insurer's policy.

Whether the total or partial disability was caused by an unintended and unexpected characteristic or consequence of an intended act (such as the application of unintentionally excessive force, or the creation of unintended or excessive force, or the creation of unintended excessive pressure or strain) is irrelevant in determining whether total or partial disability has arisen as a result of an accident.

An accident must result in the total or partial disability of the person insured for a benefit to be payable where liability is contingent on an event being caused by an accident or by accidental injury.

For the avoidance of doubt, an accident shall specifically exclude total or partial disability:

- arising out of, or contributed to in any way by, any pre-existing sickness, disease, injury, gradual physical or mental deformity, or infirmity known to the person insured when their insurance cover commenced
- arising in circumstances where the person insured deliberately assumed the risk or courted disaster, irrespective of whether he or she intended or contemplated the results of his or her actions.

Where there is any doubt as to the cause of death or total and permanent or partial disability sustained as a result of an accident, the cause will be characterised as being the result of a sickness.

The benefits that are payable from the policy

Total disability benefit

The insurer will pay a total disability benefit if you are totally disabled (as defined on page 69) for longer than the waiting period and the insurer has admitted your claim. The monthly benefit starts to accrue from the day after the end of the waiting period.

The monthly benefit is payable in arrears and stops at the earliest of:

- the end of the benefit period;
- the date you attain age 65;
- the date of your death;
- the date you are no longer totally disabled.

Partial disability benefit

The insurer will pay a partial disability benefit (a proportion of the total disablement) if you are partially disabled (as defined on page 69), except where the insured had ceased to be employed for reasons other than illness or injury six months or more prior to the date the member becomes partially disabled, subject to the relevant medical advice (including the opinion of the insured member's medical practitioner).

The proportion will be calculated as follows:

$$\frac{A - B \times \text{monthly benefit}}{A}$$

Where

A is the insured member's pre-disability salary

B is the greater of:

- the salary the insured member earns;
- the salary the insured member is capable of earning, for the month that the partial disability benefit is payable.

The partial disability benefit begins to accrue from the day after the insured member is no longer totally disabled or after the waiting period, as the case may be.

The partial disability benefit is payable in arrears and stops at the earliest of:

- the end of the benefit period;
- partial disability benefits having been paid;
- the date you attain age 65;
- the date you cease to be partially disabled;
- the date you are earning, or are capable of earning, monthly salary or wages equal to or greater than your pre-disability salary, or engaging in any occupation on a full-time basis (if working full-time prior to disability) or part-time basis (if working part-time prior to disability) or casual basis (if working casually prior to disability);
- the date of your death.

Death benefit

If, while a total disability or partial disability benefit is being paid to an insured member, he or she dies, the insurer will pay an amount equal to the monthly benefit paid for one month immediately preceding their death.

Recurring disability

If after a period of total disability or partial disability resulting in the payment of a claim, the insured member returns to

- full-time work if they were engaged in full time immediately prior to the commencement of the claim;
- part-time work if they were engaged in part time or full work immediately prior to the commencement of the claim; and

they suffer a recurrence of disability which was the cause of the earlier claim within six months of that earlier claim ending, and they are still covered under the policy, the insurer will consider the recurrence to be a continuation of the earlier claim. This means the waiting period will not apply again, but the claim will be considered as part of the same benefit period.

How do Salary Continuance payments work?

Salary Continuance benefits are payable monthly in arrears once your claim has been accepted.

Once payment of your Salary Continuance benefits begin, your benefits will be adjusted annually in line with the increase in the CPI to protect your payments from the effects of inflation. However, they will not increase by more than 5% in any year.

When you return to work and your Salary Continuance benefit has ceased, the monthly benefit that you are covered for will revert to the pre-disability monthly benefit level.

Rehabilitation

Whilst you are in receipt of a Salary Continuance benefit, the insurer may pay all or some of the expenses incurred in relation to you participating in a return to work program if the insurer is of the opinion that the program may help you return to work. Any payments will be made to the service provider and at the insurer's discretion.

What happens if you are suffering from more than one injury or illness?

You can only claim one Salary Continuance benefit if you suffer from different types of injuries or illness that exist at the same time. For example, if you receive a monthly benefit for the benefit period due to a broken arm, you cannot also claim a monthly benefit during the same period if you suffer from another injury.

Travelling overseas?

If you travel overseas or reside overseas for more than 6 months after you commence to receive Salary Continuance benefits, the insurer may, in its discretion, refuse to continue payments. Payments will resume if entitlement is again established in Australia.

Reduction of benefits

Your Salary Continuance payments may also be reduced by other payments (including settlement or commutation amounts) as set out below, where such benefits combined with the benefit payable under the policy would exceed 75% of your pre-disability salary:

- by way of workers' compensation;
- under any statutory accident compensation scheme;
- as benefits under any other disability, injury or sickness insurance policy (except for lump sum benefits received from total and permanent disablement under a policy).

Any lump sum payment (such as settlement or commutation amounts) will be converted to an equivalent monthly amount by dividing the lump sum payment by the lesser of the number of months in the benefit period and 60.

If your monthly benefit is reduced because you are in receipt of other payments, as set out above, or where you are entitled to a partial disability benefit, the 15% of your pre-disability salary which is paid into your **HOSTPLUS** account, will also be reduced proportionally.

Transfer your Salary Continuance insurance cover into HOSTPLUS from another superannuation fund

You have the opportunity to transfer your existing Salary Continuance cover from another superannuation fund to HOSTPLUS provided that the combined level of cover upon transfer is limited to the lesser of:

- the number of units to cover 90% of your pre-disability salary (of which a maximum of 75% is payable to you and the balance paid as a contribution to HOSTPLUS); or
- the maximum cover of \$6,000 per month.

Any amount above \$6,000 will be assessed by the insurer. Generally, Salary Continuance insurance cover will generally be matched on the same waiting period and benefit period to that which was previously provided under the transferred cover.

If the waiting period is not available, the next lowest waiting period will be provided.

Conditions and other limitations apply. All applications are subject to the approval of the insurer. You should note that:

- your insurance cover held in your other fund is still in force;
- you must also transfer your superannuation balance to HOSTPLUS;
- any loadings, restrictions and exclusions which apply on your policy with the other fund will also apply to your transferred cover; and
- you must also cancel the insurance held in your other fund once you receive notification of your acceptance by HOSTPLUS.

To transfer your existing Salary Continuance cover to HOSTPLUS, please complete the *Insurance transfer form* available online at hostplus.com.au or call us on 1300 467 875 and we'll send it to you.

Update your insurance online

To make it easy for you to ensure you have adequate insurance cover when your circumstances change, you can also apply to increase or take out other forms of insurance cover online through your SuperSite account at hostplus.com.au

Calculating your Salary Continuance insurance cover

Your premium is determined by your age, gender, amount of cover, occupation, benefit period and waiting period.

Steps	Example
<p>Step 1</p> <p>Decide the total amount of cover you would like per month. You can have cover up to 90% of your pre-disability salary. Divide by 100.</p> <p>A. <input type="text"/></p>	<p>Chad earns \$10,416 each month (annual salary of \$125,000 ÷ 12 months) as a chief financial officer for a national sporting team.</p> <p>Chad wants to receive Salary Continuance Cover of \$5,500 a month (which is less than his maximum allowable monthly benefit of \$9,374, which is 90% of his monthly salary).</p> <p>As premiums are per \$100 monthly benefit we divide the monthly benefit required by 100.</p> <p>$\\$5,500 / 100 = 55$.</p>
<p>Step 2</p> <p>Find the premium amount you pay at your age, gender, occupational premium loading, waiting period and benefit period for each \$100 of cover.</p> <p>B. <input type="text"/></p>	<p>Chad chooses a benefit period of two years and a waiting period of 90 days. As Chad's age at his next birthday will be 47, each monthly benefit of \$100 costs \$3.46 a year.</p> <p>As Chad is a CFO, his occupational rating is Management/Clerical (white collar) worker. However, if he was a light blue or heavy blue employee, the occupational rating factor would need to be multiplied to the annual premium, e.g. $\\$3.46 \times 2.10 = \\7.27 for light blue.</p>
<p>Step 3</p> <p>Multiply A by B</p> <p>C. <input type="text"/></p>	<p>$55 \times \\$3.46 = \\190.30</p> <p>This is Chad's premium per year</p> <p>Or, $\\$190.30 / 52 = \\3.66 per week.</p> <p>As each year passes, the cost will be adjusted to maintain \$5,500 of cover.</p> <p>For example, in the following year at age next birthday 48, Chad's cover will cost \$212.30 a year or \$4.08 a week, and in the following year at age next birthday 49 this will increase to \$237.60 or \$4.57 a week.</p>

Salary Continuance insurance: annual premiums table

Management/Clerical (white collar) rates are shown per \$100 monthly cover. Premium rates include estimated 9% stamp duty.

Waiting period (days)	30		60		90		30		60		90	
	2 year		2 year		2 year		To age 65		To age 65		To age 65	
Age next birthday	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
16	2.91	3.23	1.56	1.72	1.00	1.09	4.62	6.26	2.59	3.54	2.21	3.22
17	2.91	3.23	1.56	1.72	1.00	1.09	4.62	6.26	2.59	3.54	2.21	3.22
18	2.91	3.23	1.56	1.72	1.00	1.09	4.62	6.26	2.59	3.54	2.21	3.22
19	2.91	3.23	1.56	1.72	1.00	1.09	4.62	6.26	2.59	3.54	2.21	3.22
20	2.91	3.23	1.56	1.72	1.00	1.09	4.62	6.26	2.59	3.54	2.21	3.22
21	2.95	3.27	1.59	1.74	1.01	1.10	4.78	6.46	2.68	3.65	2.28	3.31
22	2.99	3.31	1.61	1.76	1.02	1.11	4.94	6.67	2.78	3.78	2.35	3.41
23	3.03	3.35	1.64	1.79	1.02	1.12	5.11	6.89	2.88	3.91	2.42	3.51
24	3.07	3.39	1.66	1.81	1.03	1.13	5.28	7.12	2.99	4.05	2.50	3.61
25	3.11	3.43	1.69	1.84	1.04	1.14	5.47	7.35	3.11	4.19	2.58	3.72
26	3.12	3.52	1.70	1.89	1.01	1.19	5.61	7.70	3.20	4.40	2.57	3.97
27	3.16	3.64	1.72	1.96	0.99	1.23	5.79	8.12	3.31	4.65	2.58	4.19
28	3.23	3.79	1.76	2.04	0.98	1.27	6.03	8.62	3.46	4.94	2.61	4.39
29	3.31	3.97	1.82	2.14	0.98	1.30	6.32	9.18	3.63	5.27	2.67	4.57
30	3.43	4.18	1.88	2.26	1.00	1.33	6.65	9.83	3.83	5.65	2.76	4.74
31	3.57	4.41	1.93	2.35	1.02	1.36	7.03	10.54	3.99	5.96	2.87	4.93
32	3.73	4.68	2.02	2.50	1.05	1.40	7.47	11.33	4.24	6.42	3.00	5.14
33	3.91	4.97	2.12	2.66	1.09	1.46	7.96	12.19	4.52	6.91	3.16	5.38
34	4.11	5.28	2.23	2.83	1.14	1.52	8.49	13.12	4.84	7.44	3.36	5.66
35	4.34	5.63	2.36	3.02	1.21	1.60	9.08	14.11	5.18	8.01	3.58	6.01
36	4.59	5.99	2.50	3.22	1.28	1.70	9.72	15.17	5.55	8.62	3.84	6.42
37	4.87	6.38	2.66	3.43	1.37	1.82	10.42	16.30	5.96	9.26	4.14	6.90
38	5.17	6.80	2.82	3.66	1.47	1.97	11.17	17.48	6.39	9.93	4.49	7.48
39	5.49	7.24	3.00	3.90	1.59	2.14	11.99	18.72	6.86	10.64	4.88	8.14
40	5.85	7.70	3.20	4.16	1.73	2.34	12.86	20.01	7.37	11.38	5.33	8.90
41	6.23	8.19	3.53	4.60	1.88	2.57	13.79	21.36	8.17	12.63	5.84	9.76
42	6.64	8.71	3.77	4.90	2.07	2.83	14.79	22.74	8.77	13.45	6.42	10.73
43	7.09	9.26	4.03	5.21	2.28	3.13	15.86	24.17	9.40	14.29	7.08	11.79
44	7.58	9.83	4.31	5.54	2.52	3.46	16.99	25.64	10.08	15.15	7.81	12.96
45	8.11	10.44	4.61	5.88	2.79	3.83	18.21	27.14	10.80	16.03	8.65	14.21
46	8.68	11.08	4.95	6.25	3.10	4.23	19.50	28.67	11.57	17.11	9.57	15.55
47	9.31	11.75	5.31	6.63	3.46	4.67	20.87	30.22	12.38	18.66	10.61	16.96
48	9.99	12.47	5.70	7.05	3.86	5.16	22.33	31.79	13.24	20.27	11.75	18.43
49	10.74	13.24	6.14	7.48	4.32	5.68	23.87	33.36	14.31	21.92	13.01	19.93
50	11.56	14.05	6.61	7.95	4.84	6.23	25.50	34.94	15.82	23.59	14.38	21.45
51	12.47	14.92	7.67	8.98	5.43	6.83	27.22	36.50	17.46	25.25	15.88	22.95
52	13.46	15.86	8.29	9.55	6.09	7.46	29.03	38.05	19.23	26.86	17.48	24.41
53	14.56	16.86	8.97	10.16	6.83	8.13	30.94	39.56	21.12	28.38	19.20	25.80
54	15.77	17.95	9.73	10.82	7.67	8.84	32.93	41.03	23.12	29.79	21.02	27.08
55	17.12	19.13	10.57	11.54	8.60	9.58	35.00	42.44	25.21	31.03	22.92	28.21
56	18.61	20.41	11.50	12.33	9.65	10.35	37.11	43.71	27.33	32.03	24.85	29.12
57	20.29	21.82	12.55	13.19	10.81	11.15	39.16	44.76	29.38	32.67	26.71	29.70
58	22.16	23.37	13.72	14.14	12.11	11.97	41.05	45.49	31.23	32.86	28.39	29.87
59	24.25	25.08	15.03	15.20	13.56	12.82	42.64	45.79	32.73	32.49	29.75	29.53
60	26.62	26.98	16.52	16.37	15.17	13.69	43.74	45.49	33.64	31.42	30.58	28.57

Salary Continuance insurance: annual premiums table...continued

Management/Clerical (white collar) rates are shown per \$100 monthly cover. Premium rates include estimated 9% stamp duty.

Waiting period (days)	30		60		90		30		60		90	
	2 year		2 year		2 year		To age 65		To age 65		To age 65	
Age next birthday	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
61	29.28	29.09	19.13	17.83	16.94	14.56	44.04	44.35	33.64	29.50	30.58	26.82
62	32.22	31.35	21.08	19.25	18.85	15.40	43.07	41.99	32.26	26.48	29.32	24.07
63	34.47	32.87	22.11	19.80	19.22	14.99	37.98	36.21	26.78	21.85	24.35	18.98
64	23.48	22.32	14.21	12.70	10.89	8.24	23.48	22.32	14.21	12.70	10.89	8.24
65	7.75	7.37	4.69	4.19	3.59	2.72	7.75	7.37	4.69	4.19	3.59	2.72

Occupational rating	Premium multiple
Management/Clerical (white collar)	1.00
Light Blue	2.10
Heavy Blue	3.20

Salary Continuance cover definitions

Definitions

Pre-disability salary

Your pre-disability salary means, if you are employed, the remuneration you receive from your usual occupation, averaged over the most recent 12 month period (that may include any period of unemployment since you last worked or the actual period of work if less) before the deduction of income tax, and includes:

- cash salary
- regular overtime (averaged over the previous three years, or since you started your current occupation, if less)
- the monetary value of non-cash benefits or fringe benefits provided by your employer in direct substitution of salary (as long as the fringe benefits continue to be provided to you after disability benefit payments have commenced)
- performance related commissions, bonuses and other monetary benefits, averaged over the previous three years, or since you started your current occupation (if less), or
- where you directly or indirectly own all or part of the business from which you earn your income, the total amount earned by the business over the financial year as a direct result of your personal exertion or activities through your usual occupation, less your share of business expenses, but before the deduction of income tax, for that business (or the relevant proportion for part of a financial year).

Members who are employed or have been unemployed for fewer than six months

Totally disabled means, in the opinion of the insurer after consideration of medical evidence, that solely as a result of injury or illness, you are incapable of performing one or more of the duties of your regular occupation necessary to produce income and you:

- are not engaging in any work, for wages or profit
- are under the care of a medical practitioner and following treatment recommended by a medical practitioner.

Members who have been unemployed for six months or more

Totally disabled means, in the opinion of the insurer after consideration of medical evidence, that solely as a result of injury or illness, you are incapable of performing any gainful occupation, business, profession or employment, for which you are reasonably suited by education, training or experience and you:

- are not engaging in any work, for wages or profit
- are under the care of a medical practitioner and following treatment recommended by a medical practitioner.

For all members

Partially disabled means:

- you have been totally disabled:
 - for a period during which a total disability benefit has been paid, or
 - for at least seven days out of 12 consecutive days during the waiting period, and
- you then return to work in a limited capacity or you are capable of returning to work but only in a limited capacity, and
- the salary you are earning, or are capable of earning, is less than your pre-disability salary due to the injury or illness causing total disability.

Special insurance offer on joining for new members

As a new employer sponsored member of HOSTPLUS you have the opportunity to:

- Increase your unitised Death and Total & Permanent Disability cover by an additional one or two units; or
- Apply for fixed benefit Death and Total & Permanent Disability cover of up to \$500,000; and
- Apply for Salary Continuance insurance cover (described in pages 63 – 69) for up to \$4,000 per month for a benefit period of up to two years.

This special offer is available to you as a one-off opportunity when you first complete your *Membership application form* to join HOSTPLUS. It is available to you if you elect this option on your *Membership application form*, and return the forms within 6 months from the effective date from the first on time SG contribution is received or within 60 days from the day you receive your HOSTPLUS welcome letter, whichever is the later. The *Membership application form* is in the back of this Guide.

This offer is only available to new members joining HOSTPLUS and who don't have any current/existing memberships with HOSTPLUS.

Specific life events cover - cover that keeps up with you

To help ensure your Death and TPD cover keeps up with you whenever you take a big step forward – like buying a new home or starting a family, you have the opportunity to take advantage of our life events cover. This feature allows you to increase your unitised cover by one additional unit or under fixed benefit cover, by 25% of your current sum insured up to a maximum of \$200,000, without the need to complete lengthy paperwork or supply medical information.

To obtain the additional cover under this feature, you must apply within 6 months of:

- getting married;
- the birth or adoption of a child/children;
- buying a house (your principle place of residence only);
- taking on a mortgage or negotiating an increase to your existing mortgage (principle place of residence);
- taking out a business loan in excess of \$100,000;
- increasing an existing business loan, by at least \$100,000 (excluding re-draw and refinancing).

You will need to provide proof that the event has occurred. If you have Death Only cover, the increase will be for Death Only cover. If you have Death and TPD cover, the increase will apply to both types of cover. You can take up one life event cover increase every 12 months, three increases in total in the lifetime of your membership.

If you have been previously declined in your application for insurance by the insurer you will not be eligible for the Specific life events cover.

To apply use the *Specific life events insurance form* available online at hostplus.com.au or call us on 1300 467 875 and we'll send it to you.

Any questions?

All you need to do now is complete and return the *Membership application form* provided in the back of this guide. If you'd like to apply for higher insurance levels or Salary Continuance insurance cover, complete and return the *Increase your insurance application form Part A and Part B* (if applicable) in the back of this guide or apply at hostplus.com.au through your SuperSite account. Please take your time to ensure all your details are correct so your application can be processed promptly. On page 76 we've included a handy checklist to help. Simply call **1300 HOSTPLUS (1300 467 875)** or email us at info@mail.hostplus.com.au

More about your super

Q. What's an eligible rollover fund?

A. In accordance with legislation and the fund's policy, if your account balance is less than \$400 (subject to change) and we have not received contributions for you for more than 18 months, we may transfer your account balance to our eligible rollover fund (ERF). Our nominated ERF is AUSfund.

However, if we have a current address we will write to you and give you the option to reactivate your account before transferring your **HOSTPLUS** account to AUSfund.

If your superannuation benefits are transferred to AUSfund, your personal information will be passed on to AUSfund so they can establish and manage your account, process your contributions, pay benefits, provide you with membership benefits and services, and correspond with you.

Being transferred to AUSfund may affect your benefits because of the following circumstances:

- You will cease to be a member of **HOSTPLUS**.
- Any insurance cover will cease.
- You will become a member of AUSfund and be subject to its governing rules. If **HOSTPLUS** can provide AUSfund with current contact details, AUSfund will send you their current Product Disclosure Statement (PDS). You can also ask them for a copy.
- Accounts of \$50 or more attract a levy of \$14 per year or part-year, while lower balances are not subject to the levy but do not receive net earnings. AUSfund protects all accounts from erosion due to the administration levy, so that the levy cannot exceed the net earnings allocated to each account.
- AUSfund has a different investment strategy from **HOSTPLUS**. For more details, see their PDS.
- AUSfund does not offer insured benefits in the event of death or disability.

AUSfund conducts cross-fund matching initiatives, where it uses your information to search for an active account in your name or another superannuation fund. If AUSfund finds an active super account in your name, it will transfer your AUSfund benefits to that fund. AUSfund also attempts to locate missing contributions paid to the ATO on a member's behalf or superannuation benefits that may have been transferred to another ERF due to inactivity.

AUSfund engages specialist agents such as its administrator, Superpartners Pty Ltd (ABN 57 078 907 883), and Veda Advantage Solutions Group Pty Ltd (ABN 88 071 215 328) to provide services and

other benefits to its members, under the strictest confidence. AUSfund will not use or disclose your information for any other purpose without your consent, except where required or authorised by law.

Should your benefits be transferred into AUSfund, you may request access to, or correction of, any personal information held by AUSfund by writing to AUSfund's Privacy Officer. AUSfund can be contacted at:

AUSfund Administration
PO Box 2468
Kent Town SA 5071
Phone: 1300 361 798
Fax: 1300 366 233
Email: admin@ausfund.net.au
Web: www.unclaimedsuper.com.au

Q. What happens to unclaimed money?

A. **HOSTPLUS** wants to keep in touch with you and makes every effort to do so.

Your investment becomes unclaimed money if when you reach eligibility age (65 years of age):

- the fund has not received contributions in respect of you for at least two years, and
- it has been five years since the fund has had contact with you and the fund has been unable to contact you despite making reasonable efforts.

Unclaimed money must be paid to the Australian Taxation Office (ATO) every six months.

Eligible temporary residents who have departed Australia will have their super benefits regarded as unclaimed super if not claimed within six months of departure.

You can enquire about unclaimed benefits by contacting the ATO on 13 10 20 or by visiting ato.gov.au/super

If you believe you may have unclaimed money which may have been paid before 1 July 2007 please contact:

Registrar of Unclaimed Moneys
State Revenue Office
GPO Box 1641
Melbourne Vic 3001
Phone: 13 21 61
Web: www.sro.vic.gov.au

Q. How can I find super I've lost or forgotten?

- A. The ATO has established a lost member register, containing details of the superannuation accounts for members that funds cannot locate and certain members for whom contributions have ceased. All superannuation funds provide details of lost members to the ATO twice a year.

Generally, you are classified as lost if:

- you cannot be contacted (mail has been returned unclaimed)
- you joined the fund more than two years ago for the purpose of receiving employer contributions, and
- the fund has not received further contributions or rollovers.

If you think this is the case, you can check with the ATO to see if you are registered as a lost member. If you have inactive accounts in any other fund or ERF, you can consolidate them into your **HOSTPLUS** account.

You can make enquiries at the ATO if you have lost contact with a fund and think you may be entitled to a benefit. Just call 13 10 20 or visit www.ato.gov.au/super and use SuperSeeker, the ATO's online tool to search for lost super.

Q. Can HOSTPLUS help locate my money?

- A. As a service to members, **HOSTPLUS** conducts database searches in conjunction with AUSfund to locate account balances that may have been transferred to AUSfund due to inactivity. For example, if you reactivate your **HOSTPLUS** membership after returning to the workforce from a break, and we can identify your old account balance by a database search of AUSfund, we'll transfer your money back into your new **HOSTPLUS** account.

We also conduct regular searches for lost super for our members, where we may send personal information such as your full name, date of birth, address and Tax File Number (if held) to the ATO. We believe that information about possible entitlement to lost super is relevant to the vast majority of our members. There is no charge for these services and you will receive notification if money is recovered on your behalf. If for any reason you do not want us to conduct a search on your behalf, please contact the ATO on 13 10 20 within 60 days of receiving this guide.

Q. What happens to unallocated money?

- A. Sometimes we receive money for a member without any information about the member (for example name, employer, address and so on). In these cases, we can't allocate the money to the appropriate account. Wherever possible, we hold this money in trust while we try to get all the necessary details to allow us to allocate the money to an account. If we can't obtain all these details, we will return the money to the employer or person who made the contribution.

If we can't locate the employer or person who made the contribution, we're required to pay the money to the Australian Securities and Investments Commission (ASIC) generally within one month after receiving the money. If you think you have unallocated money, contact ASIC on 1300 300 630.

Q. What if I want to transfer some of my super from my HOSTPLUS account to another fund?

- A. You may transfer part of your account balance from **HOSTPLUS** to another complying super fund if:
- the amount you transfer does not reduce your **HOSTPLUS** account balance to less than \$5,000, and
 - you have not made a request to transfer funds in the last 12 months.

Transferring your benefit may have an impact on your insurance cover, as continuation is subject to maintaining sufficient funds to meet insurance premiums. If your cover lapses, you will need to reapply for insurance cover.

Q. What happens when I rollover or withdraw my benefits?

- A. Under the AntiMoney Laundering and Counter Terrorism Financing Act 2006 superannuation funds are required to identify, monitor and mitigate the risk that the fund may be used for the laundering of money or the financing of terrorism. Because of this you may be required to provide certified proof of identity before you withdraw or rollover your benefit from the fund or commence an income stream. At a minimum, you may be required to provide the fund with evidence that verifies your full name, your date of birth, and your residential address.

In the event of a death claim, we would also require documentation to verify dependants' and/or legal personal representatives' identities. These may include, but are not limited to, certified copies of marriage certificates, wills, birth certificates and letters of administration.

The trustee also reserves the right to request additional information. If you do not provide this information your payment may be delayed or refused.

Q. What happens when I or my beneficiaries need to make an insurance claim?

- A. If you or your beneficiaries need to lodge an insurance claim with **HOSTPLUS** please call us on **1300 HOSTPLUS (1300 467 875)**. We will assist you with your claims enquiry and documentation required.

Q. What happens if my account reaches zero balance?

- A. If your account reaches zero balance the account is deemed as lapsed which means the account does not have sufficient funds to pay insurance premiums. Your insurance cover is cancelled. If your employer makes a further on-time Superannuation Guarantee contribution within 6 months of the account lapsing, your account is reactivated and the insurance cover resumes as is. However, if a payment is received on behalf of the member within the 6 month period and this is not an on-time Superannuation Guarantee contribution from a participating employer, a new account will be created and default insurance cover will apply.

Your privacy

Protecting your privacy is important to **HOSTPLUS**. Under the Commonwealth Privacy Act, we are required to handle your personal information in accordance with a set of principles known as the National Privacy Principles.

We ask you (or, if relevant, your employer) to provide personal information such as your name and address, date of birth, contact details, occupation, employer and Tax File Number. We collect personal information from you so that we are able to:

- establish and manage your superannuation account
- implement your investment choices
- establish and maintain your additional insurance protection
- process contributions, transfer monies or pay benefits
- report the investment performance of your account to you
- keep you up to date via our annual report and other communications detailing other products and services available to you as a **HOSTPLUS** member.

There are also specific circumstances where we will ask for additional information such as:

- personal health and income information if you are applying for additional Death and TPD insurance cover, Death Only insurance cover or Salary Continuance insurance cover
- your bank account details if you are requesting a direct debit to your superannuation account
- your dependants' details for the purposes of paying benefits in the event of your death.

We and/or our insurer may also need to collect additional information from medical practitioners or from your employer for the purposes of assessing your eligibility for the insurance cover you have applied for or the assessment of a claim. We will always seek your express consent before collecting this kind of sensitive information.

There are instances where we need to give information about you to third parties, however, there are strict controls on how they can use this information. Here are the types of organisations to which we usually disclose your personal information.

- Our fund administrator (who may in turn engage and disclose your personal information to third party service providers such as information technology, credit control, printing, research and mail houses).
- Our insurer or re-insurers who may in turn disclose your personal information to other parties such as re-insurers, claims investigators, medical practitioners, medical services and other organisations providing services in the collection, collation or assessment of personal information (including health information) and other relevant professionals where you apply for additional insurance cover, and organisations undertaking compliance reviews of the accuracy and completeness of the insurer's information, each of whom may in turn disclose information about you back to us or as permitted or required by law.
- Industry Fund Financial Planning (IFFP) that may provide financial advice to **HOSTPLUS** members.
- External agencies that provide services for the purposes of data matching, cleansing and/or enrichment.

- Any fund to which your benefit is to be transferred or rolled over (including the administrator of that fund).
- Medical practitioners and other relevant professionals, where you apply for additional insurance cover or make a claim for a disablement benefit.
- In the event of your death, your legal personal representative, or any other person who may be entitled to receive the death benefit, or any person contacted to assist us to process that benefit.
- Regulatory authorities such as the Australian Prudential Regulation Authority, the Australian Securities and Investments Commission, AUSTRAC and the Australian Taxation Office, to the extent required by law.
- Your spouse or former spouse, to the extent required by law.
- Our professional advisers.

In the future, we may contact you about new products or special offers. If at any time you don't want to receive this information, you can opt out by calling **1300 HOSTPLUS (1300 467 875)** and quoting your membership number.

Your personal information will not be used or disclosed for any other purpose, without your consent, except where permitted or required by law.

We have stringent security systems, practices and procedures in place to safeguard your privacy. The people who handle your personal information for us have the training, knowledge, skills and commitment to protect it from unauthorised access or misuse.

You are not required to give us the information that we request. However, if you do not do so, or the information you give is not complete or accurate, this may prevent or delay the processing of your application or any claim, affect your eligibility for specified insurance cover, or prevent us from contacting you.

You may request access to the personal information we hold about you. We reserve the right to charge a reasonable fee to cover our costs. There may be circumstances where we are unable to give you access to the information that you have requested. If this is the case, we will let you know and explain the reasons.

You have a right to ask us to correct any information we hold about you if you believe it is not accurate, complete or up to date. If we do not agree with the corrections you have supplied, we are not required to alter the information. If you have a concern about this, or anything else about the privacy of your information, you may lodge a complaint with us by writing to:

HOSTPLUS
Privacy Officer
Locked Bag 3
Carlton South VIC 3053

If our Privacy Officer is unable to resolve your complaint, you may lodge a complaint with the Privacy Commissioner. You can contact the Privacy Commissioner on 1300 363 992 or by visiting www.privacy.gov.au

For more information on privacy or to obtain a copy of the **HOSTPLUS** privacy policy, visit hostplus.com.au or call **1300 HOSTPLUS (1300 467 875)**.

For more information on our insurer's privacy policy, visit their website at www.onepath.com.au

Enquiries and complaints

If you have an enquiry or complaint, please call **1300 HOSTPLUS (1300 467 875)**. We'll do everything in our power to attend to your matter promptly and courteously. If you are not happy with the way your matter is handled, we want to know. Please call us or write to:

HOSTPLUS

Resolutions Officer
Locked Bag 9
Carlton South VIC 3053

HOSTPLUS aims to resolve all complaints within 90 days of receipt. However, if you are not satisfied with either the way HOSTPLUS handles your complaint or its resolution, you may contact the Superannuation Complaints Tribunal (SCT). The SCT is an independent body set up by the Commonwealth Government to assist in resolving certain types of complaints. You can contact the SCT on 1300 884 114 for the cost of a local call.

You should address any correspondence to the SCT at:

Superannuation Complaints Tribunal
Locked Bag 3060
MELBOURNE VIC 3001

Please note that there are certain criteria and time limits as to when a complaint can be lodged with the SCT.

Whilst the SCT is a tribunal specifically set up by statute to deal with superannuation complaints and would normally be your first point of contact, if you are unhappy with the way we have handled your complaint, in some cases, you may also be able to ask the Financial Ombudsman Service (FOS) to resolve a dispute. FOS is an independent dispute resolution body. Depending on the nature of the complaint, FOS may have jurisdiction. You can lodge a dispute at www.fos.org.au or contact FOS on 1300 780 808, 9am – 5pm. You should address any correspondence to FOS at:

Financial Ombudsman Service
GPO Box 3
MELBOURNE VIC 3001

HOSTPLUS Personal Super Plan members

Cooling-off period

A 14-day cooling-off period will apply after you apply to become a member of HOSTPLUS. The 14-day cooling-off period starts from the earlier of:

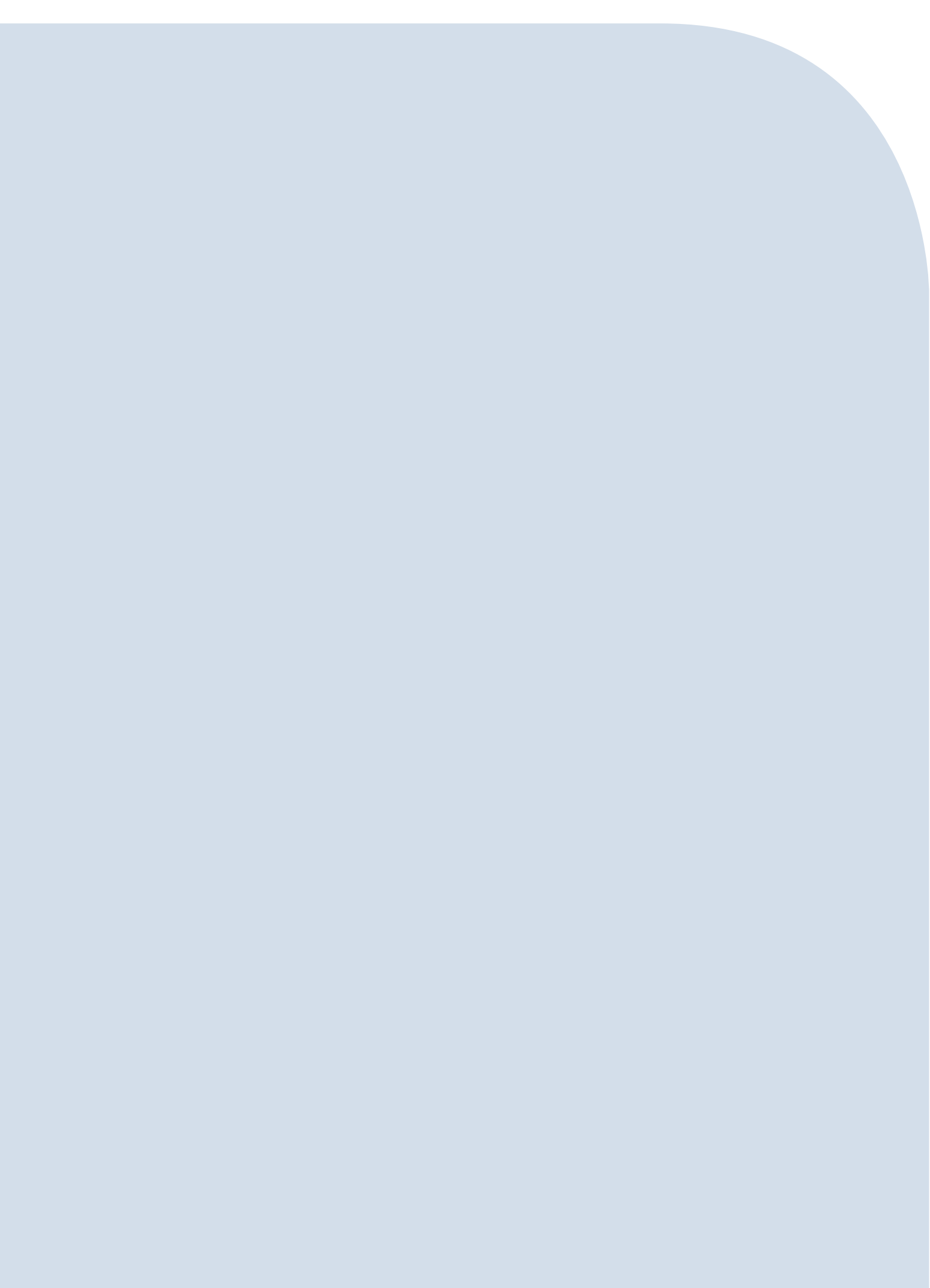
- the date that you receive confirmation of your membership in HOSTPLUS
- five days after your application for membership in HOSTPLUS has been accepted.

If during the cooling-off period you decide HOSTPLUS doesn't meet your needs, you must advise the trustee in writing.

Any contributions made into HOSTPLUS during this period and any benefits which are rolled over or transferred into HOSTPLUS from another super fund, retirement savings account (RSA) or approved deposit fund (ADF) will need to be transferred to another complying super fund, RSA or ADF of your choice.

You must make this nomination to the trustee within 30 days of advising it that you wish to take advantage of the cooling-off period. If you don't make a choice within this period, all amounts will be transferred to our eligible rollover fund (see page 71).

Please note: no insurance benefits are available to you once you activate the cooling-off period.



Which forms do I need?

If you are joining HOSTPLUS through your employer, use the *Membership application form*.

If you are not joining through your employer (e.g. you are self-employed, not employed or are exercising choice of fund) you will be joining the Personal Super Plan and should use the *Personal Super Plan membership form*.

Still unsure? Check with your employer (if appropriate) or call us on 1300 HOSTPLUS (1300 467 875).

Your membership becomes active once we have received a super contribution from you.

Membership application form checklist

Before you return your completed *Membership application form*, use the checklist below to ensure your application is processed promptly and we can get your super working for you without a hitch.

- Yes**, I have provided my personal details in Step 1.
- Yes**, I have provided my Tax File Number in Step 2.
- Yes**, I have provided my employer details and start date in Step 3.
- Yes**, I have advised you of my insurance cover details in Step 4 (Remember to complete the *Increase your insurance cover application Part A and Part B* (if applicable) provided in this guide if you require higher levels of insurance and/or Salary Continuance insurance cover. If you are joining the Personal Super Plan, use the *Increase your insurance cover application Part A and Part B* (if applicable) for any insurance required.
- Yes**, I have nominated my preferred beneficiaries in Step 5.
- Yes**, I have indicated whether I want to roll over any other super accounts into HOSTPLUS in Step 6. Remember to complete the attached *Request to transfer your entire account balance into HOSTPLUS application form* if you wish to consolidate. If you need extra forms download them from hostplus.com.au
- Yes**, I have indicated if I want to make personal contributions in Step 7.
- Yes**, I have signed and dated the Declaration in Step 8.

To join HOSTPLUS:

Membership application form

You'll need to complete this form and have a super contribution made on your behalf by your employer to become a member.

Investment choice form

Complete and return this form if you would like to choose an investment option(s) other than the Balanced (default) investment option.

Request to transfer your entire account balance into HOSTPLUS

Complete and return this form if you want to roll over super from other funds into your HOSTPLUS account.

Increase your insurance cover application Part A and Part B (if applicable)

If you are applying for higher insurance or Salary Continuance insurance cover.

Direct debit authority

If you would like to have contributions deducted from your bank account.

Spouse contribution form

If you want to make spouse contributions to your spouse's HOSTPLUS or HOSTPLUS Personal Super Plan account.

To join HOSTPLUS Personal Super Plan:

Personal Super Plan membership form

You'll need to complete this form and make a super contribution to become a member.

Investment choice form

Complete and return this form if you would like to choose an investment option(s) other than the Balanced (default) investment option.

Request to transfer your entire account balance into HOSTPLUS

Complete and return this form if you want to roll over super from other funds into your HOSTPLUS account.

Increase your insurance cover application Part A and Part B (if applicable)

If you are applying for any insurance cover.

Choice of superannuation fund standard choice form

If you're an employee who's eligible for Super Choice and you want to choose HOSTPLUS as the fund in which your super contributions are invested, complete this form and return it to your employer along with the letter of compliance which accompanies this form.

Letter of compliance

Attach a copy of this letter to your choice of superannuation fund standard choice form and return them to your employer. It confirms that HOSTPLUS is a complying super fund.

Direct debit authority

If you would like to have contributions deducted from your bank account.

Spouse contribution form

If you want to make spouse contributions to your spouse's HOSTPLUS or HOSTPLUS Personal Super Plan account.

Membership form

June 2011

Complete this application if you are joining HOSTPLUS through your employer.

OFFICE USE ONLY

WEB ONLY

This application is for joining HOSTPLUS if:

- You are joining through your employer who is, or has become, a participating HOSTPLUS employer, or
- You have requested that your employer becomes a participating employer.

This form must be completed in full. Please use BLOCK letters and BLACK or BLUE pen.

(This application is related to the Member Guide Product Disclosure Statement (PDS) dated 1 June 2011).

Step 1. Provide your personal details

Title* Mr Mrs Ms Miss Dr Other Payroll number (if applicable) *Mandatory fields

Full given name*

Surname*

Date of birth* / / This is required for insurance purposes Age Gender* Male Female This is required for insurance purposes

Address*
 Suburb State Postcode

HOSTPLUS communications will be sent to your postal address. This includes your membership card and statements.

Telephone number Mobile number Preferred method of contact (please select one) Mail Email Phone

Email address

Occupation

Are you applying as a spouse member?
 Yes - If yes, you need to apply using the Personal Super Plan membership form included in the PDS.
 No

Have you previously been registered as a member of HOSTPLUS?
 Yes - Please provide your HOSTPLUS membership number. No

Step 2. Provide us with your Tax File Number (TFN)

The trustee is authorised to collect your TFN under the Superannuation Industry (Supervision) Act 1993. Your TFN will be treated confidentially and only used as required by law. You should be aware of the following if you do not provide your TFN:

- If you don't provide your TFN, your concessional contributions are subject to additional tax of 31.5% and you will not be able to make non-concessional (personal) contributions.
- The trustee is required to provide your TFN when transferring or rolling over benefits to another super fund, approved deposit fund or retirement savings account, unless advised otherwise.
- If you provide your TFN, it's easier to keep track of your super benefits, especially if you have multiple accounts.
- Your benefits may also be subject to additional tax which may be claimed from the ATO when you lodge your tax return.

The lawful purposes for which TFNs can be used for and the consequences of not quoting it are subject to change.

My Tax File Number is:

Step 3. Provide your employer's details

Note: If you are not joining through your employer you should apply using the Personal Super Plan membership form.

Your employer's HOSTPLUS account number

Your employer's ABN

Your employer's trading name*

Your employer can provide you with their HOSTPLUS account number and trading name

Your employer's telephone number

Date commenced with employer

The date when you started with your current employer tells us when we should expect superannuation payments for you.

*Mandatory fields

Step 4. Advise us of your insurance cover details

HOSTPLUS automatically provides two units of Death and Total and Permanent Disability (TPD) insurance cover to employee members of a participating employer aged 25 and over at a cost of \$3 per week. Members aged under 25 automatically receive one unit of Death and TPD insurance cover at a cost of \$1.50 per week. For details of your insurance options, please refer to page 50.

As a special offer to new members of HOSTPLUS, you have the opportunity to increase your default insurance cover and/or obtain Salary Continuance cover provided you return this form within 6 months from the effective date from the first on time SG Contribution is received or within 60 days from the day you receive your HOSTPLUS welcome letter, which ever is the latter. You can also use this form to fix your cover or move to the Management/Clerical (white collar scale). If you wish to vary your insurance cover as is otherwise provided for in this form, please complete the **Increase your insurance cover application - Part A and Part B** (if applicable) included in the PDS or apply online.

Section 4.1 Personal statement

This section must be completed in all circumstances.

i) Have you previously been paid, or been entitled to receive, a TPD benefit?

Date

Yes - Please provide details - **super fund name** and **when**. No

(If yes, your insurance cover will be limited to Death only cover).

ii) Are you currently in receipt of, or intending to, or entitled to, apply for any form of sickness, accident or disability benefit(s) from any source such as a life insurer or WorkCover authority?

Yes No

iii) Are you restricted, due to injury or illness, from carrying out the usual duties of your current and normal occupation on a full-time basis (even if you are currently working on a full time, part time or casual basis)? Full-time basis is considered to be at least 30 hours per week.

Yes No

*If you have answered 'Yes' to questions ii) or iii) in this Section, you will be provided with 'New events TPD cover' only. You will not be eligible to apply for Salary Continuance cover using this form.

Section 4.2 Upgrade to Management/Clerical (white collar) scale

Complete this section to upgrade to Management/Clerical (white collar) scale.

If you work in excess of 15 hours per week and your job is mostly non-manual, you may be eligible for cover under the Management/Clerical (white collar) scale. To apply simply complete this section. If your application is accepted, your total sum insured will be based on the Management/Clerical (white collar) scale. **If you answer NO to any of these questions you are not eligible for the Management/Clerical (white collar) scale.**

Do you work in an office or similar environment?

Yes No

Are you employed for at least 15 hours per week on an ongoing basis?

Yes No

Do you spend at least 90% of your working time in an office? For example 34.2 hours out of a 38-hour working week.

Yes No

Do you work in any of the following occupations?

Management Clerical Marketing Administration Accounting

Other sedentary occupation that will need to be agreed to in writing by the insurer - please specify.

All other occupations, (for example, chef or waiter) fall outside the definition of management or clerical duties and are subject to the standard scales.

*If you answer no to any of the questions above - the standard insurance scale will apply.

Section 4.3 To apply for additional units - Special offer for new HOSTPLUS members

Complete this section to apply for additional units of Death and TPD cover. You cannot use this form to increase your Death and TPD cover if you have answered 'Yes' to question i) in Section 4.1.

Please indicate the **total** number of units that you require by placing an '✓' in the relevant box. If your application is accepted, your existing allocation of insurance units will be changed to reflect the number of units you have requested in this form.

If you are **under age 25**, indicate whether you would like a total of 2 or 3 units of Death and TPD by placing an '✓' in the relevant box:

2 units Death and TPD 3 units Death and TPD

If you are **25 or over**, indicate whether you would like a total of 3 or 4 units of Death and TPD by placing an '✓' in the relevant box:

3 units Death and TPD 4 units Death and TPD

If you require higher levels of cover as indicated above, please complete the *Increase your insurance cover application - Part A and Part B* (if applicable) included in the PDS or apply online hostplus.com.au.

Section 4.4 To apply to replace unitised cover with fixed cover (you must complete section 4.6)

Complete this section if you would like to change your unitised Death and TPD cover to fixed cover (that is your amount of cover remains the same but the premium increases as you age or if you would like to nominate a fixed level of Death and TPD). Please note that you cannot hold unitised and fixed cover at the same time. If you complete this section, your total cover will become fixed cover for Death and TPD cover.

i) Would you like to convert the total number of units you selected in section 4.3 to Fixed cover?

Yes - proceed to section 4.6 No - proceed to question ii) in this section.

When cover is being converted from Unitised to Fixed, the level of cover will be rounded up to the nearest \$1,000 dollars. (For example, 4 units of unitised cover at age next birthday of 36 provides a sum insured of \$452,360. To fix that level of cover, the sum insured is rounded up to the next multiple of \$1,000 i.e. \$453,000).

OR

ii) Indicate the level of fixed Death and TPD cover you require by placing an '✓' in the relevant box. If your application is accepted, your existing allocation of insurance Units will be replaced with Fixed cover.

Fixed amount of Death and TPD cover

\$100,000 \$200,000 \$300,000 \$400,000 \$500,000

Please proceed to section 4.6

If you require Fixed cover that is different from these amounts, please complete *Increase your insurance cover application - Part A and Part B* (if applicable) included in the PDS or apply online hostplus.com.au. Premium rates applicable for Fixed cover will depend of the type of work you perform in your usual occupation (Management/Clerical (white collar), Light blue collar or Heavy blue collar). Please refer to page 57 of the PDS for further details.

Section 4.5 Apply for Salary Continuance cover (you must also complete section 4.6)

Complete this section if you wish to obtain Salary Continuance cover.

Salary Continuance provides you with a benefit for if you are unable to work as a result due to injury or illness for longer than the waiting period. Refer to page 63 of the PDS for information on when a Salary Continuance benefit is payable and the cost of cover.

By using this form, you can elect up to have a monthly benefit of up to \$4,000 per month, for up to two years. If you require cover above this amount, or for a benefit period to age 65, please complete the *Increase your insurance cover application - Part A and Part B* (if applicable) form included in the PDS or apply online hostplus.com.au.

i) Please indicate the number of units of Salary Continuance cover you require by placing an ✓ in the relevant box. The table indicates the number of Units that are required to insure each salary. You have the option to select Salary Continuance cover that relates to a lower salary than you receive.

Salary*	Monthly benefit*	Units	Place ✓ here	Salary*	Monthly benefit*	Units	Place ✓ here
\$6,666	\$500	5	<input type="checkbox"/>	\$33,333	\$2,500	25	<input type="checkbox"/>
\$13,333	\$1,000	10	<input type="checkbox"/>	\$40,000	\$3,000	30	<input type="checkbox"/>
\$20,000	\$1,500	15	<input type="checkbox"/>	\$46,480	\$3,500	35	<input type="checkbox"/>
\$26,666	\$2,000	20	<input type="checkbox"/>	\$53,120	\$4,000	40	<input type="checkbox"/>

*Salary is your annual gross (before-tax) salary, excluding employer super contributions.

*The maximum monthly benefit you are entitled to cannot be higher than 90% of your monthly salary (75% being paid to you and 15% to your HOSTPLUS account).

ii) Nominate a Waiting period by marking the appropriate box with a ✓:

30 days 60 days 90 days

**If you don't select a waiting period you will default to 90 days.*

The Waiting Period is the period during which you must be totally or partially disabled before any benefit is payable. You are not entitled to any benefit for this period.

iii) To the best of your knowledge have you taken more than a total of seven days off work over the past 12 months due to illness or injury (other than for colds or flu)?

Yes - Please complete the *Increase your insurance cover application - Part A and Part B* (if applicable) included in the PDS or apply online hostplus.com.au as your current application for Salary Continuance cover cannot proceed without more detailed information being provided.

No

Section 4.6 Occupational rating

Your insurance cover will be matched to your occupational rating. The following will help us to determine which occupational rating applies to you.

Management/Clerical (white collar) scale	Light blue collar scale	Heavy blue collar scale
i) Are you employed for at least 15 hours per week on an ongoing basis? <input type="checkbox"/> Yes <input type="checkbox"/> No [^]	Please select your occupation: <input type="checkbox"/> Home Duties	Please select your occupation: <input type="checkbox"/> Kitchen Hand/Crew
ii) Do you work in an office or similar environment? <input type="checkbox"/> Yes <input type="checkbox"/> No [^]	<input type="checkbox"/> Wait Staff/Waitress/Waiter*	<input type="checkbox"/> Cleaner (Commercial)
iii) Do you spend at least 90% of your working time in an office? For example 34.2 hours out of a 38-hour working week. <input type="checkbox"/> Yes <input type="checkbox"/> No [^]	<input type="checkbox"/> Hotel Owner/Manager/Publican/Bar attendant*	<input type="checkbox"/> Cellar Hand
iv) Do you work in any of the following occupations? <input type="checkbox"/> Management <input type="checkbox"/> Clerical <input type="checkbox"/> Marketing <input type="checkbox"/> Administration <input type="checkbox"/> Accounting	<input type="checkbox"/> Chef/Apprentice Chef/Cook	<input type="checkbox"/> Security Officer/Guard (unarmed)
	<input type="checkbox"/> Room Attendant/House Keeper/Guest Service Agent/Attendant*	<input type="checkbox"/> Store Person
	<input type="checkbox"/> Food and Beverage Attendant*	<input type="checkbox"/> Ski/Snowboard/Snow sports instructor
	<input type="checkbox"/> Hospitality Worker*	<input type="checkbox"/> Fruit picker/Vineyard worker**
	<input type="checkbox"/> Shop Assistant/Retail Assistant	<input type="checkbox"/> Gardener/Landscaper
	<input type="checkbox"/> Casino Worker/Dealer/Croupier/Gaming Attendant	<input type="checkbox"/> Farmer/Farm Labourer
	<input type="checkbox"/> Sales Assistant/Attendant/Consultant	<input type="checkbox"/> Labourer
	<input type="checkbox"/> Bottleshop Attendant*	
	<input type="checkbox"/> Barista*	

* These occupations have a combination of two 'Collar' type ratings: Death and TPD = Light blue collar, Group Salary Continuance = Heavy blue collar.

** Please note that you are only eligible for Death and TPD cover.

[^] You are not eligible for the management scales, please provide your occupation below to be assessed.

If your occupation is not listed above, please specify your occupation and you will be assessed accordingly:

Occupation

Note: if no selection is made you will automatically default to the 'heavy blue collar scale'.

Section 4.7 To cancel your automatic insurance cover

HOSTPLUS automatically provides two units of Death and Total and Permanent Disability (TPD) insurance cover to employee members of a participating employer aged 25 and over at a cost of \$3 per week. Members aged under 25 automatically receive one unit of Death and TPD insurance cover at a cost of \$1.50 per week.

If you prefer not to have automatic insurance cover you can elect to cancel it by ticking the box below. See page 52 **To cancel cover** for information about cancelled cover. If you have completed any of Sections 4.1 to 4.6, they will not be actioned.

I wish to cancel my automatic insurance cover

Step 5. Nominate your preferred beneficiaries

Please nominate who you would prefer your benefits to be paid to in the case of your death.

***Mandatory fields**

1. Given name*	Middle initial/s	Surname*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Nature of dependency (spouse, child, etc.)*			Share %*
<input type="text"/>			<input type="text"/>
2. Given name*	Middle initial/s	Surname*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Nature of dependency (spouse, child, etc.)*			Share %*
<input type="text"/>			<input type="text"/>
3. Given name*	Middle initial/s	Surname*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Nature of dependency (spouse, child, etc.)*			Share %*
<input type="text"/>			<input type="text"/>
4. Given name*	Middle initial/s	Surname*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Nature of dependency (spouse, child, etc.)*			Share %*
<input type="text"/>			<input type="text"/>

You can nominate more than four beneficiaries by attaching extra names to this form. You are able to nominate dependants (spouse, child, financial dependant, interdependant) or your legal personal representative who you would prefer to receive your superannuation benefits in the event of your death. Under the HOSTPLUS trust deed the trustee decides who receives your death benefit. However, the trustee will consider your nomination and other information on dependants obtained when any claim is lodged.

Total
 1 0 0 %

If you would like more information on binding death benefit nominations outlined on page 61 please refer to hostplus.com.au

Step 6. Rolling over other super accounts into HOSTPLUS

If you have any other superannuation accounts, you may be paying two or more sets of administration fees. By rolling your other super accounts into HOSTPLUS you avoid paying multiple sets of fees. See page 36 for more details.

If you wish to roll over your other superannuation into your HOSTPLUS account, and save on fees, simply answer **YES** and complete the form attached to this guide. HOSTPLUS will not charge you to transfer your other superannuation into HOSTPLUS. If you need a spare form, please call us on 1300 HOSTPLUS (1300 467 875) or download more forms from hostplus.com.au

Do you wish to transfer money from another superannuation fund to HOSTPLUS?

Yes – Fill in the **Request to transfer form** included in the PDS. A separate form and certified proof of identity is required for each account to be transferred into HOSTPLUS.

No

Step 7. Topping up your super

You can also top up your superannuation with personal contributions. Your savings will benefit from compound interest and add to your retirement benefit. Refer to page 36 for further details. You can also make personal contributions through your SuperSite account.

Do you wish to make personal contributions?

No Yes – Choose your method of contribution:

My employer will pay my contributions on my behalf.

I have completed the Direct Debit authority form included in this guide.

Please send me a deposit book and I will deposit contributions myself.

BPAY® or POSTbillpay® via SuperSite (Your PIN is sent with your welcome letter).

Step 8. Sign the Declaration

I, declare that:

- I agree to be bound by the terms of the trust deed for HOSTPLUS from the date on which I become a member of HOSTPLUS.
- I acknowledge that neither the trustee nor any of its officers or directors guarantees the performance of HOSTPLUS nor do they guarantee the repayment of capital from HOSTPLUS.
- The Member Guide Product Disclosure Statement to which this application form is attached is dated 1 June 2011. I acknowledge receipt of this guide. I have read and understood the guide (including the privacy information contained under the heading Your privacy) and agree, consent and acknowledge the Declarations, conditions and acknowledgments contained therein. I further consent to the collection, use, storage and disclosure of my personal information as described in the guide.
- I declare that all details given in this application form are accurate and complete and that I have the power to invest in HOSTPLUS. I undertake to provide the trustee with any further information that it may request which relates to my membership of HOSTPLUS and I undertake that I will update the trustee if any of the information I provide changes. I consent to allowing HOSTPLUS to contact my employer/s to confirm my hours of work (if required).
- I have read and carefully considered the questions in this form, and all answers provided are true and correct (including those not in my own handwriting). I have told the insurer everything I know that could affect its decision to accept my application.
- I have read and understood the Duty of Disclosure and Non-disclosure section overleaf. I have not withheld any information that may affect the insurer's decision as to whether to accept this application. I understand that the Duty of Disclosure continues after I have completed this application until I am notified of acceptance in writing by the trustee.
- I acknowledge that if I do not complete this form correctly and/or I do not sign and date this form, my application will not be considered by the insurer.
- I understand that increases or changes to insurance premiums may apply and insurance deductions from my account will be adjusted.
- I understand that I can only apply to increase my cover by an additional one or two units once under the special offer. I understand that HOSTPLUS will process the first application that it receives from me (whether by post or electronically).



SIGNATURE OF APPLICANT*

Date*

 / /

Faxed or scanned forms cannot be processed. However photocopied forms can be processed if signed with an original signature. Please note: It is important that you answer all questions on this form. Membership cannot be approved unless this form is signed and dated.

*Mandatory fields

Important notice

HOSTPLUS has taken out a contract of insurance with an insurer to provide the insurance benefits in the Fund. On becoming a member, you are bound by the terms and conditions of this contract of insurance.

Your duty of disclosure

You have a duty, under the Insurance Contracts Act 1984 to disclose to the insurer every matter that you know, or could reasonably be expected to know, is relevant to the insurer's decision whether to accept the risk of the insurance, and if so, on what terms. Your duty, however, does not require disclosure of a matter:

- that diminishes the risk to be undertaken by the insurer
- that is common knowledge
- that your insurer knows or, in the ordinary course of his/her business, ought to know or
- as to which compliance with your duty of disclosure is waived by the insurer.

Non-disclosure

If you fail to comply with your duty of disclosure and the insurer would not have entered into the contract on any terms if the failure had not occurred, the insurer may avoid the contract within three years of having entered into it. If your non-disclosure is fraudulent, the insurer may avoid the contract at any time. An insurer who is entitled to avoid a contract of life insurance may, within three years of entering into it, elect not to avoid it but to reduce the sum insured you have been insured for in accordance with a formula that takes into account the premium that would have been payable if you had disclosed all relevant matters to the insurer.

When you have completed this form please send it to:

HOSTPLUS
Locked Bag 3
Carlton South VIC 3053

or give it to your employer to send with their next contribution to the fund. You will be sent a **HOSTPLUS** membership card, along with any other information you have requested on the form.

Issued by Host-Plus Pty Limited ABN 79 008 634 704
Australian Financial Services Licence No. 244392 as trustee for the
HOSTPLUS Superannuation Fund ABN 68 657 495 890
Registrable Superannuation Entity Licence No. L0000093
Registrable Superannuation Entity No. R1000054
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OFFICE USE ONLY

Investment choice guide
BLS number

Deposit book
BLS number

Insurance guide
BLS number

Transfer protocol forms
BLS number

Section 3.1 Occupational rating

Your insurance cover will be matched to your occupational rating. The following will help us to determine which occupational rating applies to you.

Management/Clerical (white collar) scale	Light blue collar scale	Heavy blue collar scale
i) Are you employed for at least 15 hours per week on an ongoing basis? <input type="checkbox"/> Yes <input type="checkbox"/> No [^]	Please select your occupation: <input type="checkbox"/> Home Duties <input type="checkbox"/> Wait Staff/Waitress/Waiter* <input type="checkbox"/> Hotel Owner/Manager/Publican/Bar attendant* <input type="checkbox"/> Chef/Apprentice Chef/Cook <input type="checkbox"/> Room Attendant/House Keeper/Guest Service Agent/Attendant* <input type="checkbox"/> Food and Beverage Attendant* <input type="checkbox"/> Hospitality Worker* <input type="checkbox"/> Shop Assistant/Retail Assistant <input type="checkbox"/> Casino Worker/Dealer/Croupier/Gaming Attendant <input type="checkbox"/> Sales Assistant/Attendant/Consultant <input type="checkbox"/> Bottleshop Attendant* <input type="checkbox"/> Barista*	Please select your occupation: <input type="checkbox"/> Kitchen Hand/Crew <input type="checkbox"/> Cleaner (Commercial) <input type="checkbox"/> Cellar Hand <input type="checkbox"/> Security Officer/Guard (unarmed) <input type="checkbox"/> Store Person <input type="checkbox"/> Ski/Snowboard/Snow sports instructor <input type="checkbox"/> Fruit picker/Vineyard worker** <input type="checkbox"/> Gardener/Landscaper <input type="checkbox"/> Farmer/Farm Labourer <input type="checkbox"/> Labourer
ii) Do you work in an office or similar environment? <input type="checkbox"/> Yes <input type="checkbox"/> No [^]		
iii) Do you spend at least 90% of your working time in an office? For example 34.2 hours out of a 38-hour working week. <input type="checkbox"/> Yes <input type="checkbox"/> No [^]		
iv) Do you work in any of the following occupations? <input type="checkbox"/> Management <input type="checkbox"/> Clerical <input type="checkbox"/> Marketing <input type="checkbox"/> Administration <input type="checkbox"/> Accounting		

* These occupations have a combination of two 'Collar' type ratings: Death and TPD = Light blue collar, Group Salary Continuance = Heavy blue collar.

** Please note that you are only eligible for Death and TPD cover.

[^] You are not eligible for the management scales, please provide your occupation below to be assessed.

If your occupation is not listed above, please specify your occupation and you will be assessed accordingly:

Occupation

Note: if no selection is made you will automatically default to the 'heavy blue collar scale'.

Step 4. Nominate your preferred beneficiaries

Please nominate who you would prefer your benefits to be paid to in the case of your death.

***Mandatory fields**

1. Given name*	Middle initial/s	Surname*	Share %*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nature of dependency (spouse, child, etc.)*			
<input type="text"/>			
2. Given name*	Middle initial/s	Surname*	Share %*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nature of dependency (spouse, child, etc.)*			
<input type="text"/>			
3. Given name*	Middle initial/s	Surname*	Share %*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nature of dependency (spouse, child, etc.)*			
<input type="text"/>			
4. Given name*	Middle initial/s	Surname*	Share %*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nature of dependency (spouse, child, etc.)*			
<input type="text"/>			

You can nominate more than four beneficiaries by attaching extra names to this form. You are able to nominate dependants (spouse, child, financial dependant, interdependent) or your legal personal representative who you would prefer to receive your superannuation benefits in the event of your death. Under the HOSTPLUS trust deed the trustee decides who receives your death benefit. However, the trustee will consider your nomination and other information on dependants obtained when any claim is lodged.

Total
 1 0 0 %

If you would like more information on binding death benefit nominations outlined on page 61 please refer to hostplus.com.au

Step 5. Rolling over other super accounts into HOSTPLUS

If you have any other superannuation accounts, you may be paying two or more sets of administration fees. By rolling your other super accounts into HOSTPLUS you avoid paying multiple sets of fees. See page 36 for more details.

If you wish to roll over your other superannuation into your HOSTPLUS account, and save on fees, simply answer **YES** and complete the form attached to this guide. HOSTPLUS will not charge you to transfer your other superannuation into HOSTPLUS. If you need a spare form, please download from hostplus.com.au or call us on 1300 HOSTPLUS (1300 467 875).

Do you wish to transfer money from another superannuation fund to HOSTPLUS?

Yes – Fill in the Request to transfer form included in the PDS. A separate form and certified proof of identity is required for each account to be transferred into HOSTPLUS.

No

Step 6. Topping up your super

You can also top up your superannuation with personal contributions. Your savings will benefit from compound interest and add to your retirement benefit. Refer to page 36 for further details. You can also make personal contributions through your SuperSite account.

Do you wish to make personal contributions?

No Yes – Choose your method of contribution:

My employer will pay my contributions on my behalf.

I have completed the Direct Debit authority form included in this guide.

Please send me a deposit book and I will deposit contributions myself.

BPAY® or POSTbillpay® via SuperSite (Your PIN is sent with your welcome letter).

Step 7. Provide your employer's details (if applicable)

Your employer's HOSTPLUS account number

Your employer's ABN

Your employer's trading name

Your employer can provide you with their HOSTPLUS account number and trading name.

Your employer's telephone number

Date commenced with employer

The date when you started with your current employer tells us when we should expect superannuation payments for you.

Step 8. Sign the Declaration

This step must be completed in all circumstances.

I, declare that:

- I agree to be bound by the terms of the trust deed for HOSTPLUS from the date on which I become a member of the HOSTPLUS Personal Super Plan.
- I acknowledge that neither the trustee nor any of its officers or directors guarantees the performance of HOSTPLUS nor do they guarantee the repayment of capital from HOSTPLUS.
- The Member Guide Product Disclosure Statement to which this application form is attached is dated 1 June 2011. I acknowledge receipt of this guide. I have read and understood the guide (including the privacy information contained under the heading Your privacy) and agree, consent and acknowledge the Declarations, conditions and acknowledgments contained therein. I further consent to the collection, use, storage and disclosure of my personal information as described in the guide.
- I declare that all details given in this application form are accurate and complete and that I have the power to invest in HOSTPLUS. I undertake to provide the trustee with any further information that it may request which relates to my membership of the HOSTPLUS Personal Super Plan and I undertake that I will update the trustee if any of the information I provide changes. I consent to allowing HOSTPLUS to contact my employer/s to confirm my hours of work (if required).
- I have read and carefully considered the questions in this form, and all answers provided are true and correct (including those not in my own handwriting). I have told the insurer everything I know that could affect its decision to accept my application.
- I have read and understood the Duty of Disclosure and Non-disclosure section below. I have not withheld any information that may affect the insurer's decision as to whether to accept this application. I understand that the Duty of Disclosure continues after I have completed this application until I am notified of acceptance in writing by the trustee.
- I acknowledge that if I do not complete this form correctly and/or I do not sign and date this form, my application will not be considered by the insurer.
- I understand that increases or changes to insurance premiums may apply and insurance deductions from my account will be adjusted.

Don't forget to sign

SIGNATURE OF APPLICANT*

Date*

Faxed or scanned forms cannot be processed. However photocopied forms can be processed if signed with an original signature.

Please note: It is important that you answer all questions on this form. Membership cannot be approved unless this form is signed and dated.

Important notice

HOSTPLUS has taken out a contract of insurance with an insurer to provide the insurance benefits in the Fund. On becoming a member, you are bound by the terms and conditions of this contract of insurance.

Your duty of disclosure

You have a duty, under the Insurance Contracts Act 1984 to disclose to the insurer every matter that you know, or could reasonably be expected to know, is relevant to the insurer's decision whether to accept the risk of the insurance, and if so, on what terms. Your duty, however, does not require disclosure of a matter:

- that diminishes the risk to be undertaken by the insurer
- that is common knowledge
- that your insurer knows or, in the ordinary course of his/her business, ought to know or
- as to which compliance with your duty of disclosure is waived by the insurer.

Non-disclosure

If you fail to comply with your duty of disclosure and the insurer would not have entered into the contract on any terms if the failure had not occurred, the insurer may avoid the contract within three years of having entered into it. If your non-disclosure is fraudulent, the insurer may avoid the contract at any time. An insurer who is entitled to avoid a contract of life insurance may, within three years of entering into it, elect not to avoid it but to reduce the sum insured you have been insured for in accordance with a formula that takes into account the premium that would have been payable if you had disclosed all relevant matters to the insurer.

When you have completed this form please send it to:
HOSTPLUS, Locked Bag 3, Carlton South VIC 3053

or give it to your employer to send with their next contribution to the fund. You will be sent a HOSTPLUS membership card, along with any other information you have requested on the form.

Issued by Host-Plus Pty Limited ABN 79 008 634 704, Australian Financial Services Licence No. 244392 as trustee for the HOSTPLUS Superannuation Fund ABN 68 657 495 890, Registrable Superannuation Entity Licence No. L0000093 Registrable Superannuation Entity No. R1000054
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OFFICE USE ONLY

Investment choice guide
BLS number

Insurance guide
BLS number

Deposit book
BLS number

Transfer protocol forms
BLS number

Step 2. Make an investment choice

I would like to:

- Change my **existing investment** (complete column 1 only).
 Change my **existing investment** and my **future cash inflows** (complete columns 1 and 2).
 Change my **future cash inflows** (complete column 2 only).
 Make a **personal contribution or rollover** into the investment option indicated below (complete column 3).

Investment options	1. Existing investment (any existing HOSTPLUS balance)	2. Future cash inflows % (if left blank, your existing Investment mix will apply)	3. Personal contributions or rollovers (only complete this column if you are attaching a cheque or rollover forms)
			Amount of personal contribution or rollovers: \$ <input type="text"/>
			Number of rollover forms attached: <input type="text"/>
Pre-mixed options			
Capital Stable	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %
Conservative Balanced	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %
Indexed Balanced	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %
Balanced	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %
Shares Plus	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %
Sector investment options			
Cash	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %
Diversified Fixed Interest	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %
Property	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %
Australian Shares	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %
International Shares	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %
Individual manager options			
Macquarie – Australian Fixed Interest	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %
BlackRock Asset management - International Fixed Interest	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %
Industry Super Property Trust – Property	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %
Lend Lease managed Australian Prime Property Funds (Retail, Commercial & Industrial) – Property	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %
Balanced Equity – Australian Shares	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %
Macquarie – Australian Shares	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %
Paradice Investment – Australian Shares	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %
Perpetual – Australian Shares	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %
IronBridge Capital Management - International Shares	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %
Marvin & Palmer – International Shares	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> %
Total (each column must add up to 100%)	100%	100%	100%

Step 3. Sign the Declaration

I acknowledge and understand that: (1) this guide contains only general information about the HOSTPLUS investment options, (2) the trustee can provide information about investment choice but can't provide financial product advice to assist in making that choice, (3) the trustee is responsible for determining the investment objectives and strategies of each option and for selecting the investment managers. (4) my investment choice is effective the first day of the week following the processing of my instructions, and (5) if the trustee removes an individual manager investment option I'm invested in and if I don't select a new option, that invested amount will be transferred to the Balanced option. I also acknowledge that I've read and understood: (1) the privacy statement on page 73 and consent to the collection, use, storage and disclosure of my personal information and (2) the Member Guide Product Disclosure Statement dated 1 June 2011 which this form was attached to.

SIGNATURE OF APPLICANT*

Don't forget to sign

Date*

 /

 /

Faxed or scanned forms cannot be processed. However photocopied forms can be processed if signed with an original signature.

*Mandatory fields

Request to transfer your entire account balance into HOSTPLUS



June 2011


By completing this form, you're requesting the transfer of the **WHOLE** balance of your superannuation benefits to **HOSTPLUS**. This form **CANNOT** be used to transfer part of the balance of your superannuation benefits. This form will **NOT** change the fund to which your employer pays your contributions. The standard choice form must be used by you to change funds.

How to roll over

Before completing this form

Please ensure you read the important information below.

When completing this form

- Refer to these instructions where a question shows a message like this: 
- Print clearly in **BLOCK LETTERS**.

After completing this form

- Sign the authorisation
- Attach the appropriately certified proof of identity documents
- Review the checklist below
- Send the request form to **HOSTPLUS**.

More information

- ! This transfer may close your account (you will need to check this with your **FROM** fund).

This form **CANNOT** be used to:

- transfer part of the balance of your superannuation benefits – if you'd like to roll part of your account into **HOSTPLUS**, use the *Rolling part of your account balance into HOSTPLUS* form
- transfer benefits if you don't know where your superannuation is
- transfer benefits from multiple funds on this one form – a separate form must be completed for each fund you wish to transfer superannuation from
- change the fund to which your employer pays contributions on your behalf
- open a superannuation account, or
- transfer benefits under certain conditions or circumstances, for example if there is a superannuation agreement under the Family Law Act 1975 in place.

Checklist

- Have you read all the information?
- Have you considered where your future employer contributions will be paid?
- Have you completed all of the mandatory fields on this form?
- Have you signed and dated this form?
- Have you attached the certified documentation including any linking documents if applicable?

What happens to my future employer contributions?

Using this form to transfer your benefits will not change the fund to which your employer pays your contributions and may close the account you are transferring your benefits **FROM**.

If you wish to change the fund into which your contributions are being paid, you will need to speak to your employer about Super Choice. For the appropriate forms and information about whether you are eligible to choose the fund to which your employer contributions are made, visit www.superchoice.gov.au or call the Australian Taxation Office on 13 10 20.

Things you need to consider when transferring your superannuation

When you transfer your superannuation, your entitlements under that fund may cease. You need to consider all relevant information before you make a decision to transfer your superannuation. If you ask for information, your superannuation provider must give it to you. Some of the points you may consider are:

- **Fees** – your **FROM** fund must give you information about any exit or withdrawal fees. If you are not aware of the fees that may apply, you should contact your fund for further information before completing this form. The fees could include administration fees as well as exit or withdrawal fees. The differences in fees that different funds charge can have a significant effect on what you will have to retire on. For example, a 1% increase in fees may significantly reduce your final benefit.
- **Death and disability benefits** – your **FROM** fund may insure you against death, illness or an accident which leaves you unable to return to work. If you choose to leave your current fund, you may lose any insurance entitlements you have. **HOSTPLUS** may not offer the same insurance so it's important that you check the costs and amount of cover offered.

What happens if I do not quote my Tax File Number (TFN)?

If you do not provide your TFN, contributions made to your account may be taxed at the highest marginal tax rate plus the Medicare levy, compared to the concessional tax rate of 15%. **HOSTPLUS** may deduct this additional tax from your account.

If we do not have your TFN, you will not be able to make personal contributions to your **HOSTPLUS** account. Choosing to quote your TFN will also make it easier to keep track of your superannuation in the future.

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

Completing proof of identity

You will need to provide documentation with this transfer request to prove you are the person to whom these superannuation entitlements belong.

Acceptable documents

You can provide proof of identity in one of the following ways:

1 By providing one of the following documents only:

- driver's licence issued under State or Territory law
- passport

OR

2 By providing one document from both Group A and Group B

Group A

- birth certificate or birth extract
- citizenship certificate issued by the Commonwealth
- pension card issued by Centrelink that entitles you to financial benefits

Group B

- letter from Centrelink regarding a Government assistance payment
- notice issued by Commonwealth, State or Territory Government or local council within the past 12 months that contains your name and residential address.

For example:

- Tax Office Notice of Assessment
- rates notice from local council.

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

If you have changed your name or are signing on behalf of the applicant, you will need to provide a certified linking document. A linking document is a document that proves a relationship exists between two (or more) names.

The following table contains information about suitable linking documents.

Purpose	Suitable linking documents
Change of name	Marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office.
Signed on behalf of the applicant	Guardianship papers or Power of Attorney.

Verifying your identity

Under the anti-money laundering and counter-terrorism financing laws, you're required to provide evidence that verifies your full name, date of birth and residential address before you can withdraw your benefit.

How to certify documents

Step 1

Make a copy of the original document/s. All copies must be clear and legible before certifying.

Step 2

Take the original identification document and a photocopy of both sides of the original document to an authorised person. We are unable to accept certification on the reverse side of the photocopied document.

The authorised person needs to:

- Write or stamp in **English** on the photocopies: This is a true and correct copy of the original.
- Write or stamp their **name, address, occupation**, business hours telephone number and registration number (if applicable) and sign each photocopy.

The following can certify your proof of identity documentation

- chiropractor
- dentist
- nurse
- registered medical practitioner
- pharmacist
- psychologist
- veterinary surgeon
- legal practitioner, who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- bank officer with 2 or more continuous years of service
- chief executive officer of a Commonwealth court
- finance company officer with 2 or more years of continuous service
- judge of a court
- Justice of the Peace
- magistrate
- member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- minister of religion
- notary public
- officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service with one or more licensees
- permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- police officer
- Registrar, or Deputy Registrar, of a court
- teacher employed on a full-time basis at a school or tertiary education institution.

Your privacy

The information requested on this form is required in order for us to carry out your instructions to roll over your superannuation to us. We will provide this information to our Administrator and to your old fund. If you do not provide us with this information we may not be able to carry out your rollover instructions.

Your personal information will not be used or disclosed for any other purpose without your consent, except where required by law. You are able to gain access to this information by calling **1300 HOSTPLUS (1300 467 875)**, 8am – 8pm, Monday to Friday. Alternatively, you can email info@mail.hostplus.com.au with your request.

How long will it take?

Generally funds process rollover and transfer requests within 30 days of you providing all necessary information. We are reliant on receiving information from the fund you are exiting from to finalise your request within the time limit. If the required information is not received within 30 days from your exiting fund, we will notify you.

Step 4. Proof of identity* See 'Completing proof of identity' in the instructions section of this form

Please tick appropriate box

**Mandatory fields*

I have attached a certified copy of my driver's licence or passport

OR

I have attached certified copies of both my

Birth/Citizenship Certificate or Centrelink Pension Card, AND

Centrelink payment letter or Government or local council notice (less than one year old) with name and address

Step 5. Authorisation

By signing this request form I am making the following statements:

- I declare I have fully read this form and the information completed is true and correct
- I am aware I may ask my superannuation provider for information about any fees or charges that may apply, or any other information about the effect this transfer may have on my benefits, and do not require any further information
- I discharge the superannuation provider of my FROM fund of all further liability in respect of the benefits paid and transferred to **HOSTPLUS**

I request and consent to the transfer of superannuation as described above and authorise the superannuation provider of each fund to give effect to this transfer.



SIGNATURE OF APPLICANT*

Date*

 / /

Faxed or scanned forms cannot be processed. However photocopied forms can be processed if signed with an original signature.

Payment instructions

Please make the cheque payable to: 'HOSTPLUS' - followed by your name

Send the cheque and rollover payment details and any surcharge information to: **HOSTPLUS**, Locked Bag 3, Carlton South VIC 3053

*** Denotes mandatory field. If you do not complete all of the mandatory fields, there may be a delay in processing your request.**

To the trustee of the old fund, Statement of Compliance – Superannuation Industry (Supervision) Act 1993

The trustee of the **HOSTPLUS** superannuation fund, Host-Plus Pty Limited, certifies that:

- the fund is a Resident Superannuation Fund under the above act, and that
- we have no reason to believe that the fund will not comply with the above Act and Regulations, and that
- the fund is not subject to a direction from the Australian Prudential Regulation Authority which prohibits the trustee from accepting employer contributions.

When you have completed this form please send it to:

HOSTPLUS
Locked Bag 3
Carlton South VIC 3053

or give it to your employer to send with their next contribution to the fund.
You will be sent a **HOSTPLUS** membership card, along with any other information you have requested on the form.

Issued by Host-Plus Pty Limited ABN 79 008 634 704
Australian Financial Services Licence No. 244392 as trustee for
the **HOSTPLUS** Superannuation Fund ABN 68 657 495 890
Registrable Superannuation Entity Licence No. L0000093
Registrable Superannuation Entity No. R1000054

708 06/11

Choice of superannuation fund

Standard choice form – information for employees

June 2011



You can choose the superannuation fund or retirement savings account (referred to below as superannuation funds) to which your employer will make future Superannuation Guarantee contributions (9%). Before you complete this form you should read the Super Decisions booklet published by the Australian Securities and Investments Commission to help you understand super and make better decisions. Obtain a copy at www.fido.gov.au or call 1300 300 630.

Option 1 You do not have to choose a fund

If you do not make a choice, your employer's contributions will be paid into the fund that your employer has chosen (see Part A on the reverse side of this form). This may not be the same as your current fund.

Your employer's chosen fund may be suitable for your needs. You can choose a different fund later if you like.

If you do not want to choose a fund, you do not have to complete this form.

! Your employer is not liable for the performance of superannuation funds that you choose or they choose on your behalf.

! Do not seek financial advice from your employer unless they are licensed to provide it.

▶ More information

You can get more information about choice of superannuation fund or superannuation in general from:

- www.ato.gov.au, or
- by phoning 13 28 64.

If you do not speak English well and want to talk to an Australian Government officer, phone the Translating and Interpreting Service on 13 14 50 for help with your call.

If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone 13 36 77.

If you do not have access to TTY or modem equipment, phone the Speech to Speech Relay Service on 1300 555 727.

▶ Tips for comparing funds

Fees Most funds charge fees. Differences in the fees funds charge can have a big effect on what you may have to retire on. This effect may be more than you think and for this reason you need to consider what fees are being charged. For example, your final return could be reduced by up to 20% over 30 years if your total amount of fees and costs are 2% rather than 1% (eg, from \$100,000 to \$80,000). Some funds may also charge an exit fee if you leave the fund.

Death and disability insurance Your current fund may insure you against death or an illness or accident that makes you unable to return to work. Other funds may not offer insurance, or you may have to pass a medical examination before they cover you. Check if you'll be covered in any new fund, and the costs and amount of cover, before leaving your current fund.

Option 2 Choose a fund

You can choose the superannuation fund where you want your future employer contributions to be paid.

Your employer is only required to accept one choice every 12 months.

Step 1 Gather information – work out what's best for you

You will need to find out what superannuation options are available to you.

Find out about the features and benefits of your current fund, the fund chosen by your employer and any other funds you are considering. Your current fund may be different to the fund chosen by your employer.

▶ The tips section highlights key issues you should consider when comparing funds.

Step 2 What do I need to tell my employer?

Give your employer details of your chosen fund by **completing Part B** of this form or by a written statement including the necessary information. This information may be provided by your chosen fund.

Part A shows details of your employer's superannuation arrangements. This includes the fund that your employer has chosen to make all future Superannuation Guarantee contributions to. If your employer has changed funds recently, the previous fund will also be shown. You may choose to remain in this previous fund.

Step 3 What happens to any superannuation I have in existing funds?

Any money you have in existing funds will remain there unless you make arrangements to transfer it (roll over) to another fund. Check the impact of any exit fees or benefits you may lose before leaving the fund. Your employer cannot do this for you.

Investment choice Some funds let you choose where the fund will invest your super. Some choices offer higher returns, but with a higher risk that investments may go down as well as up. Other choices offer greater security but with lower expected returns. Choose the level of risk and return that you are comfortable with.

Investment performance Superannuation is a long term investment for your retirement, so its investment performance needs to be judged over the long term. Short term performance, whether good or bad, may not be repeated. There is no guarantee that a fund that has performed well in the past will do so in the future.

The information you'll need to make these checks is in each fund's product disclosure statement which you can get from the fund.



1 June 2011

To whom it may concern,

The **HOSTPLUS** Superannuation Fund (Fund) is a complying, resident, regulated superannuation fund under the *Superannuation Industry (Supervision) Act 1993* (SIS Act) and is constituted under a trust deed dated 8 February 1988. The trustee of the Fund is Host-Plus Pty Limited ABN 79 008 634 704 (trustee).

In the event that the Fund's complying status is revoked, the trustee would receive notice to that effect under section 63 of the SIS Act. This would mean the Fund could not receive any further contributions to it. The trustee confirms that it has not received nor does it expect to receive any such notice.

Fund details	
Fund name	HOSTPLUS Superannuation Fund
Australian Business Number (ABN)	68 657 495 890
Superannuation Product Identification Number (SPIN)	HOS 0100AU
Fund contact details	Level 9 114 William Street Melbourne VIC 3000 Telephone: 1300 HOSTPLUS (1300 467 875) Facsimile: 1800 HOSTPLUS (1800 467 875) Website: hostplus.com.au

The Fund is able to accept contributions from employers on behalf of their employees.

Yours faithfully,

David Elia
Chief Executive Officer

For and on behalf of the trustee
Host-Plus Pty Limited

Mail: Locked Bag 3, Carlton South VIC 3053 • **Email** info@mail.hostplus.com.au • **Web:** hostplus.com.au • **Phone** 1300 467 875, 8am – 8pm, Monday to Friday • **Fax:** 1800 467 875

VIC
Level 2, Casselden Place
2 Lonsdale Street
Melbourne VIC 3000

NSW
Level 5, Sydney Central
477 Pitt Street
Sydney NSW 2000

QLD
Level 10
120 Edward Street
Brisbane QLD 4000

SA/NT
Level 2
104 Frome Street
Adelaide SA 5000

TAS
Level 2
119 Macquarie Street
Hobart TAS 7000

WA
Level 2
12 St. Georges Terrace
Perth WA 6000

ACT
Level 2
11 London Circuit
Canberra ACT 2601

GOLD COAST
Shop 110/111,
Pacific Fair Shopping Centre,
Hooker Boulevard, Broadbeach QLD 4218

Issued by Host-Plus Pty Limited ABN 79 008 634 704, AFSL No. 244392, RSEL No. L0000093, HOSTPLUS Superannuation Fund ABN 68 657 495 890, RSE No. R1000054. This document does not and is not intended to contain any recommendations, statements of opinion or advice. The information is general in nature and does not consider any one or more of your objectives, financial situation or needs. Before acting, you should consider obtaining advice from a licensed financial adviser and consider the appropriateness of this information, having regard to your particular investment needs, objectives and financial situation. You should read a copy of the HOSTPLUS Product Disclosure Statement before making any decision about whether to acquire an interest in HOSTPLUS. 710 01/11A

Making employee contributions into HOSTPLUS



With **HOSTPLUS**, you can process and pay your employees' super contributions in a number of ways, each offering unique advantages depending on the size of your business and the structure of your payroll system.

Contribution option	Advantages	Suitable for	Payments can be made via
<p>1. SuperSite</p> <p>Submit contributions over the internet via hostplus.com.au</p>	<ul style="list-style-type: none"> • Quick and simple to use • Secure access • System allows you to modify employee details electronically and view a history of the contribution advices that you have submitted 	<ul style="list-style-type: none"> • 1 to 30 employees 	<ul style="list-style-type: none"> • Direct debit • Electronic Funds Transfer (EFT) • POSTbillpay[®] • BPAY[®]
<p>2. Super File Manager</p> <p>Upload your payroll information online via hostplus.com.au</p>	<ul style="list-style-type: none"> • Streamlined administration • Download directly from your payroll system – saving you time and effort • Simple to use • Minimises the chance of errors as data is copied straight from your system to HOSTPLUS 	<ul style="list-style-type: none"> • Any number of employees 	<ul style="list-style-type: none"> • Electronic Funds Transfer (EFT) • BPAY[®]
<p>3. HOSTPLUS Excel™ spreadsheet</p> <p>This spreadsheet can be emailed or downloaded onto a disk and mailed to HOSTPLUS</p>	<ul style="list-style-type: none"> • Easy to use and secure • HOSTPLUS can send you a pre-populated sheet with user instructions to get you started – at no cost 	<ul style="list-style-type: none"> • Any number of employees 	<ul style="list-style-type: none"> • Electronic Funds Transfer (EFT) • BPAY[®] • Cheque made payable to 'HOSTPLUS' and sent to any state office
<p>4. Paper based</p> <p>Use the HOSTPLUS Contribution Advice or your own internally produced report</p>	<ul style="list-style-type: none"> • Easy to use • Good for small employers who don't have internet access or a computerised payroll system, or who would just prefer to contribute in a manual form 	<ul style="list-style-type: none"> • 1 to 30 employees 	<ul style="list-style-type: none"> • Electronic Funds Transfer (EFT) • POSTbillpay[®] • BPAY[®] • Cheque made payable to 'HOSTPLUS' and sent to any state office

For more information on any of these options please call **HOSTPLUS** on 1300 **HOSTPLUS** (1300 467 875) or visit hostplus.com.au

Clearing house facility

The Government has introduced a clearing house facility (the Small Business Superannuation Clearing House) through Medicare offices for small businesses of less than 20 employees. This service enables small business employers to pay superannuation contributions in the one location (free of charge) instead of having to pay contributions to a large number of superannuation funds chosen by their employees.

You can contact Medicare Australia on 1300 660 048 for more information on eligibility and how to register.

Increase your insurance cover application - Part A

June 2011

When to use this form

Use this form if you are a new or existing HOSTPLUS member and want to apply for, or vary your current amount of, Death only, Death and Total & Permanent Disability (TPD) insurance cover or Salary Continuance cover.

OFFICE USE ONLY

WEB ONLY

How to use this form

To apply or to increase your:	Complete:
Death only or Death and TPD cover, (Unit based)	Steps 1, 2, 3, 7, 8 and Increase your insurance cover application - Part B (if applicable).
Death only or Death and TPD cover, (Fixed level cover)	Steps 1, 4, 6, 7, 8 and Increase your insurance cover application - Part B (if applicable).
Death only or Death and TPD (Unit based) and Salary Continuance cover	Steps 1, 2, 3, 5, 6, 7, 8 and Increase your insurance cover application - Part B (if applicable).
Death only or Death and TPD (Fixed level cover) and Salary Continuance cover	Steps 1, 4, 5, 6, 7, 8 and Increase your insurance cover application - Part B (if applicable).
Salary Continuance cover only	Steps 1, 5, 6, 7, 8 and Increase your insurance cover application - Part B (if applicable).

For all other changes complete step 1 and any other Steps relevant to your needs.

Note: When applying for insurance cover please keep in mind:

- If you are applying for Death and TPD cover, you must be aged between 11 and 64.
- If you are applying for Salary Continuance insurance cover you must be aged between 15 and 64.
- The insurer may ask you to provide more information than set out in this form to assist its assessment. You may also be asked to attend medical examinations or have other medical tests where necessary. If you are asked to have tests or an examination as part of your application for insurance, the insurer will pay for any medical expenses incurred.

Step 1. Member details

HOSTPLUS membership number*

*Mandatory fields

Title*

 Mr Mrs Ms Miss Dr Other

Full given name*

Surname*

Date of birth*

 / /

Gender*

 Male Female

Current address*

Suburb

State

Postcode

Home phone*

Mobile phone

Work phone*

Email address

I am

Employed Self-employed Unemployed How many hours (on average) do you work per week

Occupation

Height and weight

What is your current height in cm? What is your current weight in kg?

Are you an Australian citizen or permanent resident? Yes No If no advise the type of working Visa you hold

Step 5. Salary Continuance insurance cover

Complete this step to apply for Salary Continuance insurance cover.

Salary Continuance provides you with a benefit if you are unable to work as a result of injury or illness. You have the choice of electing a Salary Continuance benefit period, of either two years or until age 65. Refer to page 63 of the PDS for information on when a Salary Continuance benefit is payable and the cost of cover.

Put an (✓) next to the total amount of monthly Salary Continuance cover you require. If you prefer, you can nominate the number of units of cover you need in the step after the table.

Salary*	Monthly benefit*	Units	Place ✓ here	Salary*	Monthly benefit*	Units	Place ✓ here
\$6,666	\$500	5	<input type="checkbox"/>	\$79,999	\$6,000	60	<input type="checkbox"/>
\$13,333	\$1000	10	<input type="checkbox"/>	\$93,333	\$7,000	70	<input type="checkbox"/>
\$20,000	\$1,500	15	<input type="checkbox"/>	\$106,666	\$8,000	80	<input type="checkbox"/>
\$26,666	\$2,000	20	<input type="checkbox"/>	\$120,000	\$9,000	90	<input type="checkbox"/>
\$33,333	\$2,500	25	<input type="checkbox"/>	\$133,333	\$10,000	100	<input type="checkbox"/>
\$40,000	\$3,000	30	<input type="checkbox"/>	\$199,999	\$15,000	150	<input type="checkbox"/>
\$46,480	\$3,500	35	<input type="checkbox"/>	\$266,666	\$20,000	200	<input type="checkbox"/>
\$53,120	\$4,000	40	<input type="checkbox"/>	\$333,333	\$25,000	250	<input type="checkbox"/>
\$66,666	\$5,000	50	<input type="checkbox"/>				

OR

Your annual salary:

What is your current annual gross (before-tax) salary, excluding employer super contributions? (you will be allocated the maximum number of units applicable to your salary)

OR

Nominate the number of units of Salary Continuance insurance cover you need:

 Units

Please choose your preferred waiting period: 30 days 60 days 90 days (If no selection is made you will automatically default to 90 days)

The Waiting Period is defined as the period during which you must be totally or partially disabled before any benefit is payable. You are not entitled to any benefit for this period.

Please choose your preferred benefit period: 2 year benefit period Benefit to age 65 (If no selection is made you will automatically default to 2 years benefit period).

*Salary is your annual gross (before-tax) salary, excluding employer super contributions.

*The maximum monthly benefit you are entitled to cannot be higher than 90% of your monthly salary (75% being paid to you and 15% to your account in HOSTPLUS).

Step 6. Occupational rating

Your insurance cover will be matched to your occupational rating. The following will help us to determine which occupational rating applies to you.

Management/Clerical (white collar) scale	Light blue collar scale	Heavy blue collar scale
i) Are you employed for at least 15 hours per week on an ongoing basis? <input type="checkbox"/> Yes <input type="checkbox"/> No [^] ii) Do you work in an office or similar environment? <input type="checkbox"/> Yes <input type="checkbox"/> No [^] iii) Do you spend at least 90% of your working time in an office? For example 34.2 hours out of a 38-hour working week. <input type="checkbox"/> Yes <input type="checkbox"/> No [^] iv) Do you work in any of the following occupations? <input type="checkbox"/> Management <input type="checkbox"/> Clerical <input type="checkbox"/> Marketing <input type="checkbox"/> Administration <input type="checkbox"/> Accounting	Please select your occupation: <input type="checkbox"/> Home Duties <input type="checkbox"/> Wait Staff/Waitress/Waiter* <input type="checkbox"/> Hotel Owner/Manager/Publican/Bar attendant* <input type="checkbox"/> Chef/ Apprentice Chef/Cook <input type="checkbox"/> Room Attendant/House Keeper/Guest Service Agent/Attendant* <input type="checkbox"/> Food and Beverage Attendant* <input type="checkbox"/> Hospitality Worker* <input type="checkbox"/> Shop Assistant/Retail Assistant <input type="checkbox"/> Casino Worker/Dealer/Croupier/Gaming Attendant <input type="checkbox"/> Sales Assistant/Attendant/Consultant <input type="checkbox"/> Bottleshop Attendant* <input type="checkbox"/> Barista*	Please select your occupation: <input type="checkbox"/> Kitchen Hand/Crew <input type="checkbox"/> Cleaner (Commercial) <input type="checkbox"/> Cellar Hand <input type="checkbox"/> Security Officer/Guard (unarmed) <input type="checkbox"/> Store Person <input type="checkbox"/> Ski/Snowboard/Snow sports instructor <input type="checkbox"/> Fruit picker/Vineyard worker** <input type="checkbox"/> Gardener/Landscaper <input type="checkbox"/> Farmer/Farm Labourer <input type="checkbox"/> Labourer

* These occupations have a combination of two 'Collar' type ratings: Death and TPD = Light blue collar, Group Salary Continuance = Heavy blue collar.

** Please note that you are only eligible for Death and TPD cover.

[^] You are not eligible for the management scales, please provide your occupation below to be assessed.

If your occupation is not listed above, please specify your occupation and you will be assessed accordingly:

Occupation

Step 7. Personal statement – Part A (short questionnaire)

This step must be completed in all circumstances.

1. Have you previously been paid, or been entitled to receive, a TPD benefit or entitled to, apply for any form of sickness, accident or disability benefit(s) from any source such as a life insurer or Workcover authority? Yes No

If yes - You may apply for Death only cover.

2. In the past 12 months have you smoked tobacco or any other substances? Yes No

3. Have you been advised by a medical practitioner to give up or reduce the amount of smoking or amount of alcohol consumed on specific medical grounds? Have you been informed that you have a medical condition as a result of your smoking or alcohol consumption? Yes No

4. Are you currently off work, or unable to perform all the duties on a permanent full-time basis, or are you receiving any form of medical treatment? Yes No

5. To the best of your knowledge have you taken more than a total of seven days off work over the past 12 months due to illness or injury (other than for colds or flu)? Yes No

At any time in your life have you ever suffered from, experienced symptoms, or been diagnosed with any of the following:

6. Rheumatic fever, vascular disorder, high blood pressure, high cholesterol, heart complaints, murmurs, palpitations or chest pain stroke, diabetes, thyroid or glandular disorder, cancer, leukaemia, tumour or growth including breast lumps or skin lesions/moles (even if you have not seen a doctor)? Yes No

7. Back or neck pain/disorder, musculo-skeletal symptoms or any joint disorder, gout, arthritis, RSI, paralysis of any kind or chronic fatigue syndrome, epilepsy or neurological disorder, mental/nervous disorder including stress, anxiety, post traumatic stress disorder or depression? Yes No

8. Kidney, bowel, bladder, gall bladder, prostate, stomach, liver disease or disorder, hepatitis, hernia, blood disorder, sleep apnoea asthma, persistent cough or any lung complaint, any abnormality or hearing, speech or eyesight (excluding glasses or contact lenses)? Yes No

9. To the best of your knowledge are you suffering from Acquired Immune Deficiency Syndrome (AIDS), infected with HIV or carrying antibodies to HIV? Yes No

- I answered YES to one or more of the questions from 1 to 9 of the **Personal statement – Part A** (short questionnaire) and/or
- I applied for Death and/or TPD insurance cover in excess of \$1,000,000 (if less than 55 years of age or \$750,000 if 55 or over).
- I applied for Salary Continuance insurance cover in excess of \$4,000 per month sum insured.
- I applied for Salary Continuance insurance cover with a benefit period of up to age 65.
- I reduced my Salary Continuance insurance cover waiting period to either 60 or 30 days.

If you have selected any of the above you must complete the **Increase your insurance cover application - Part B form**
Otherwise please go to Step 8 to read, sign and date the Declaration.

Step 8. Declaration

This step must be completed in all circumstances.

I, whose signature appears below, declare that:

- I have read and carefully considered the questions in this form, and all answers provided are true and correct (including those not in my own handwriting). I have told the insurer everything I know that could affect its decision to accept my application.
- I have read and understood the Duty of Disclosure and Non-disclosure section overleaf. I have not withheld any information that may affect the insurer's decision as to whether to accept this application. I understand that the Duty of Disclosure continues after I have completed this statement until I am notified of acceptance in writing by the trustee.
- I have read and understood the **HOSTPLUS** privacy policy (available at hostplus.com.au). I consent to my personal information being collected and used in accordance with the policy.
- I have read the Member Guide (Product Disclosure Statement) and/or Insurance Guide dated 1 June 2011.
- I acknowledge that if I do not complete this form correctly or I do not sign and date this form, my application will not be considered by the insurer.
- I understand that increases or changes to insurance premiums may apply and insurance deductions from my account will be adjusted.

 **Don't forget to sign**

SIGNATURE OF APPLICANT*

Date*

 / /

*Mandatory fields

Important notice

HOSTPLUS has taken out a contract of insurance with an insurer to provide the insurance benefits in the Fund. On becoming a member, you are bound by the terms and conditions of this contract of insurance.

Your duty of disclosure

You have a duty, under the Insurance Contracts Act 1984 to disclose to the insurer every matter that you know, or could reasonably be expected to know, is relevant to the insurer's decision whether to accept the risk of the insurance, and if so, on what terms. Your duty, however, does not require disclosure of a matter:

- that diminishes the risk to be undertaken by the insurer
- that is common knowledge
- that your insurer knows or, in the ordinary course of his/her business, ought to know or
- as to which compliance with your duty of disclosure is waived by the insurer.

Non-disclosure

If you fail to comply with your duty of disclosure and the insurer would not have entered into the contract on any terms if the failure had not occurred, the insurer may avoid the contract within three years of having entered into it. If your non-disclosure is fraudulent, the insurer may avoid the contract at any time. An insurer who is entitled to avoid a contract of life insurance may, within three years of entering into it, elect not to avoid it but to reduce the sum insured you have been insured for in accordance with a formula that takes into account the premium that would have been payable if you had disclosed all relevant matters to the insurer.

When you have completed this form please send it to:

HOSTPLUS
Locked Bag 3
Carlton South VIC 3053

or give it to your employer to send with their next contribution to the fund.
You will be sent a **HOSTPLUS** membership card, along with any other information you have requested on the form.

Issued by Host-Plus Pty Limited ABN 79 008 634 704
Australian Financial Services Licence No. 244392 as trustee for
the **HOSTPLUS** Superannuation Fund ABN 68 657 495 890
Registrable Superannuation Entity Licence No. L0000093
Registrable Superannuation Entity No. R1000054

Increase your insurance cover application - Part B

June 2011

When to use this form

Use this form if you have been requested to complete *Increase your insurance cover application - Part B* (Full health questionnaire). You must sign and return this form with the *Increase your insurance cover application - Part A*.

OFFICE USE ONLY

WEB ONLY

Step 1. Member details

HOSTPLUS membership number*

*Mandatory fields

Full given name*

Surname*

Date of birth*

Address*

Suburb

State

Postcode

Step 2. Full personal health statement – Part B (Full health questionnaire)

Please complete **ONLY** if you have answered **YES** to any questions in **Step 7: Personal statement – Part A of the *Increase your insurance cover application form*** and/or you are applying:

- For Death or Death and TPD cover of \$1,000,001 or greater if less than 55 years of age; or
- For Death or Death and TPD cover of \$750,001 or greater if aged on or over 55 years; or
- For more than 40 units of Salary Continuance cover (equivalent to a monthly benefit of \$4,001 or greater); or
- To amend your existing Salary Continuance cover by reducing the waiting period that applies; or
- To amend your existing Salary Continuance cover by increasing the benefit period from 2 years to an 'age 65' benefit period.

Please complete all questions in Part B below.

Height and weight

Has your weight varied by more than 10 kg (22 pounds) during the past 12 months?

Yes No

If YES, please provide details below:

Smoking

During the past five years, have you smoked tobacco, cigars or a pipe or any other substance?

Yes No

If YES, please state the type and quantity per day:

Alcohol

Do you consume alcohol? Yes No

If YES, please state the type and quantity per week: Beer Wine Spirits Others

Quantity per week

Have you been advised by a medical practitioner to give up or reduce the amount of alcohol consumed on specific medical grounds, or have you been informed that you have a medical condition as a result of your alcohol consumption?

Yes No

If YES, please provide details below:

1. Have any of your near relatives (i.e. your father, mother, brothers or sisters) been diagnosed prior to age 60 with hereditary disorders such as diabetes, cancer, heart disease, mental disorder, haemophilia or Huntington's chorea?

Yes No

If you answered 'YES' to this question, please advise the relationship, condition and age of the diagnosed:

2. Do you engage in, or intend to engage in (other than as a fare-paying passenger) any hazardous activities such as flying, motor racing, parachuting, hang gliding or diving? Yes No

If 'YES', please provide details of the activity and the frequency with which you participate in this activity, including maximum speed/height/depth:

I participate in this activity times per year.

3. Have you ever had an application for life, disability, accident or sickness insurance declined, postponed, modified or accepted on special terms (eg. exclusions or loadings)? Yes No

If YES, please provide details below:

4. Have you ever made a claim, or are any claims pending or intended for any type of accident or sickness, lump-sum total and permanent disablement, workers' compensation or personal injury insurance? Yes No

If YES, please provide details below:

5. Do you currently have or are you currently applying for Death, Total and Permanent Disability (TPD) or Income Protection (Salary Continuance) insurance with any other superannuation fund or insurer? Yes No

If YES, please provide details below:

6. Have you ever had any of the following or, to the best of your knowledge, do you currently have any of the following:

- (a) Ill health or disability? Yes No
- (b) Asthma, sleep apnoea, bronchitis, persistent cough or any other chest or lung trouble or allergy? Yes No
- (c) Heart trouble, murmur, high blood pressure, high cholesterol, chest pain, rheumatic fever, palpitations, stroke or vascular disorder? Yes No
- (d) Diabetes, thyroid or glandular trouble? Yes No
- (e) Ulcers, bowel trouble or recurring indigestion? Yes No
- (f) Epilepsy, fits or dizziness of any kind, or persistent headaches? Yes No
- (g) Stress, anxiety, depression, mental or nervous disorders, Alzheimer's disease or dementia? Yes No
- (h) Kidney or bladder problems, renal colic or stones, nephritis, pyelitis or cystitis? Yes No
- (i) Back, neck, shoulder or knee pain or strain, sciatica or any other disorder of the spine or neck or any disorder of the joints, muscles, ligaments, cartilage, or limbs, including broken bones? Yes No
- (j) Arthritis, gout, fibromyalgia, tendonitis, tenosynovitis, RSI, or any regional pain syndrome, Chronic Fatigue Syndrome (Myalgic Encephalomyelitis)? Yes No
- (k) Cancer, tumour, cyst, growths of any kind, or breast lumps (even if you have not seen a doctor)? Yes No
- (l) Varicose veins, hernia or skin trouble? Yes No
- (m) Any abnormality affecting eyesight, hearing, speech or physical mobility? Yes No
- (n) Anaemia, haemophilia or any other disease of the blood? Yes No
- (o) Bowel, liver, or gall bladder disease or hepatitis? Yes No
- (p) Any other disease or condition or relevant symptoms lasting more than four weeks or of an ongoing nature? Yes No
- (q) Coughing of blood or passing of blood from the bowel or in the urine? Yes No
- (r) Are you currently receiving or considering receiving medical attention, or taking prescribed drugs (other than for contraceptive purposes)? Yes No
- (s) Have you ever had any test for HIV (Human Immunodeficiency Virus) other than as a direct requirement of your employment, residency, pregnancy, being a blood donor or an application for insurance? Yes No
- (t) i) Has the virus which causes AIDS (the Human Immunodeficiency Virus) ever infected you or are you carrying antibodies to that virus? Yes No
- ii) Have you EVER worked as, or engaged in, sexual activity with a prostitute; or engaged in anal sexual activity? Yes No
- iii) Are you suffering from unintentional weight loss, persistent night sweats, persistent fever, diarrhoea or swollen glands? Yes No

7. Question 7 is for females only.

(a) Are you currently pregnant? Yes No

If YES, please provide the due date / /

(b) Have you had any complications with pregnancy or childbirth? Yes No

If YES, please provide details:

(c) Have you ever had an abnormal pap smear, breast ultrasound or mammogram? Yes No

If YES, please provide detail

8. (a) Usual doctor or medical centre details:

Full name of usual doctor

Full name of medical centre

Telephone number

()

Address of doctor

State Postcode

Reasons for last consultation

Date of last consultation

/ /

Outcome:

(b) If you have more than one usual doctor, please provide details of additional doctors below:

Full name of usual doctor

Full name of medical centre

Telephone number

()

Address of doctor

State Postcode

Reasons for last consultation:

Date of last consultation

/ /

Outcome

Details of Full personal health statement questions

Please complete this step if you answered YES to any questions from 1 to 7 in Step 2: Full personal health statement – Part B. If not, please proceed to Step 3 Declaration. NOTE: If you answered YES to more than two questions, please photocopy this page, complete this step, and attach the pages to your application.

1. Which question in Part B did you answer YES to?

Please advise if illness, injury or test

Main symptoms/causes

Date commenced

/ /

Time off work

Please tick YES or No boxes for each of the following questions:

Has the condition recurred?

Yes No

If YES, state date range

/ /

to

/ /

If NO, please provide degree of recovery

%

Full details of treatment

Date of last symptom

/ /

Further treatment recommended

Yes No

If YES, please give details

Full name and address of doctor or hospital consulted

Does your usual doctor have details of this condition?

Yes No

Other information

2. Which question in Part B did you answer YES to?

Please advise if illness, injury or test

Main symptoms/causes

Date commenced:

/ /

Time off work:

Please tick YES or No boxes for each of the following questions:

Has the condition recurred?

Yes No

If YES, state date range

/ /

to / /

If NO, please provide degree of recovery

%

Full details of treatment

Date of last symptom

/ /

Further treatment recommended

Yes No

If YES, please give details

Full name and address of doctor or hospital consulted

Does your usual doctor have details of this condition?

Yes No

Other information

Step 3. Declaration

This step must be completed in all circumstances.

I, whose signature appears below, declare that:

- I have read and carefully considered the questions in this form, and all answers provided are true and correct (including those not in my own handwriting). I have told the insurer everything I know that could affect its decision to accept my application.
- I have read and understood the Duty of Disclosure and Non-disclosure section overleaf. I have not withheld any information that may affect the insurer's decision as to whether to accept this application. I understand that the Duty of Disclosure continues after I have completed this statement until I am notified of acceptance in writing by the trustee.
- I have read and understood the HOSTPLUS privacy policy (available at hostplus.com.au). I consent to my personal information being collected and used in accordance with the policy.
- I have read the Member Guide (Product Disclosure Statement) and/or Insurance Guide dated 1 June 2011.
- I acknowledge that if I do not complete this form correctly and/or I do not sign and date this form, my application will not be considered by the insurer.
- I understand that increases or changes to insurance premiums may apply and insurance deductions from my account will be adjusted.

Don't forget to sign

SIGNATURE OF APPLICANT*

Date*

/ /

Important notice

HOSTPLUS has taken out a contract of insurance with an insurer to provide the insurance benefits in the Fund. On becoming a member, you are bound by the terms and conditions of this contract of insurance.

Your duty of disclosure

You have a duty, under the Insurance Contracts Act 1984 to disclose to the insurer every matter that you know, or could reasonably be expected to know, is relevant to the insurer's decision whether to accept the risk of the insurance, and if so, on what terms. Your duty, however, does not require disclosure of a matter:

- that diminishes the risk to be undertaken by the insurer
- that is common knowledge
- that your insurer knows or, in the ordinary course of his/her business, ought to know or
- as to which compliance with your duty of disclosure is waived by the insurer.

Non-disclosure

If you fail to comply with your duty of disclosure and the insurer would not have entered into the contract on any terms if the failure had not occurred, the insurer may avoid the contract within three years of having entered into it. If your non-disclosure is fraudulent, the insurer may avoid the contract at any time. An insurer who is entitled to avoid a contract of life insurance may, within three years of entering into it, elect not to avoid it but to reduce the sum insured you have been insured for in accordance with a formula that takes into account the premium that would have been payable if you had disclosed all relevant matters to the insurer.

When you have completed this form please send it to:

HOSTPLUS
Locked Bag 3
Carlton South VIC 3053

or give it to your employer to send with their next contribution to the fund.
You will be sent a **HOSTPLUS** membership card, along with any other information you have requested on the form.

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Registrable Superannuation Entity No. R1000054

Direct debit request service agreement

DEFINITIONS

account means the account held at your financial institution from which we are authorised to arrange for funds to be debited.

agreement means this Direct Debit Request Service Agreement between you and us.

business day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

debit day means the day that payment by you to us is due.

debit payment means a particular transaction where a debit is made.

direct debit request means the direct debit request between us and you (and includes any Form PD-C approved for use in the transitional period).

us or we means HOSTPLUS Administration (Superpartners Pty Ltd ABN 57 078 907 883) you have authorised by signing a direct debit request.

you means the customer who signed the direct debit request.

your financial institution is the financial institution where you hold the account that you have authorised us to arrange to debit.

1 Debiting your account

- 1.1 By signing a direct debit request, you have authorised us to arrange for funds to be debited from your account. You should refer to the direct debit request and this agreement for the terms of the arrangement between us and you.
- 1.2 We will only arrange for funds to be debited from your account as authorised in the direct debit request.
- 1.3 If the debit day falls on a day that is not a business day, we may direct your financial institution to debit your account on the following business day.
If you are unsure about which day your account has or will be debited you should ask your financial institution.

2 Changes by us

- 2.1 We may vary any details of this agreement or a direct debit request at any time by giving you at least 14 days' written notice.

3 Changes by you

- 3.1 Subject to 3.2 and 3.3, you may change the arrangements under a direct debit request by contacting us on **1300 HOSTPLUS (1300 467 875)**.
- 3.2 If you wish to stop or defer a debit payment you must notify us in writing at least 14 days before the next debit day. This notice should be given to us in the first instance.
- 3.3 You may also cancel your authority for us to debit your account at any time by giving us 14 days' notice in writing before the next debit day. This notice should be given to us in the first instance.

4 Your obligations

- 4.1 It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the direct debit request.
- 4.2 If there are insufficient clear funds in your account to meet a debit payment:
 - (a) you may be charged a fee and/or interest by your financial institution;
 - (b) you may also incur fees or charges imposed or incurred by us; and
 - (c) you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.
- 4.3 You should check your account statement to verify that the amounts debited from your account are correct.
- 4.4 If National Australia Bank Limited ABN 12 004 044 937 (National) is liable to pay goods and services tax (GST) on a supply made by the National in connection with this agreement, then you agree to pay the National on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

5 Dispute

- 5.1 If you believe that there has been an error in debiting your account, you should notify us directly on **1300 HOSTPLUS (1300 467 875)** and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.
- 5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.
- 5.3 If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding.
- 5.4 Any queries you may have about an error made in debiting your account should be directed to us in the first instance so that we can attempt to resolve the matter between us and you. If we cannot resolve the matter you can still refer it to your financial institution which will obtain details from you of the disputed transaction and may lodge a claim on your behalf.

6 Accounts

- 6.1 You should check:
 - (a) with your financial institution whether direct debiting is available from your account as direct debiting is not available on all accounts offered by financial institutions;
 - (b) your account details which you have provided to us are correct by checking them against a recent account statement; and
 - (c) with your financial institution before completing the direct debit request if you have any queries about how to complete this direct debit authority.

7 Confidentiality

- 7.1 We will keep any information (including your account details) in your direct debit request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
- 7.2 We will only disclose information that we have about you:
 - (a) to the extent specifically required by law; or
 - (b) for the purposes of this agreement (including disclosing information in connection with any query or claim).

8 Notice

- 8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to:
HOSTPLUS
Locked Bag 3
Carlton South VIC 3053
- 8.2 We will notify you by sending a notice in the ordinary post to the address you have given us in the direct debit request.
- 8.3 Any notice will be deemed to have been received two business days after it is posted.

Spouse contribution form

June 2011

This form must be completed in full. Please use **BLOCK** letters and black and blue pen.

Step 1. Provide details of receiving spouse (person contribution is for)

*Mandatory fields

HOSTPLUS membership no. (if known)

Please tick appropriate box

Mr Mrs Miss Ms Other

OFFICE USE ONLY

WEB ONLY

Given name(s)*

Surname*

Date of birth*

Your sex

Male Female

Your Tax File Number

Address*

Suburb

State

Postcode

Telephone number

Mobile number

Relationship to spouse

I am the Husband Wife De facto of my spouse

Email address

Step 2. Provide details of taxpaying contributor (person making contribution)

Please tick appropriate box

Mr Mrs Miss Ms Other

Given name(s)*

Surname*

Date of birth*

Your sex

Male Female

Address*

Suburb

State

Postcode

Telephone number

Mobile number

Step 3. Sign the Declaration

I have read the privacy information on pages 73 and hereby consent to the collection, use, storage and disclosure of my personal information. I wish to make contributions to HOSTPLUS on behalf of my spouse. I acknowledge that I have read and understood the conditions explained overleaf about spouse contributions. I confirm that I am living with my spouse at the date of application and first contribution, and that I am not my spouse's employer.

I confirm that these contributions are:

- made for a spouse (as defined in point 6 overleaf)
- made by an Australian resident, and
- made for my receiving spouse who is an Australian resident under age 70 and if between 65–70 has been gainfully employed at least 40 hours in 30 consecutive days during the financial year.

Amount of contribution*

\$, . Please make cheques payable to 'HOSTPLUS'.

OFFICE USE ONLY

Cash keys

Cheque details

Payment date

Don't forget to sign

SIGNATURE OF APPLICANT*

Date*

Faxed or scanned forms cannot be processed. However photocopied forms can be processed if signed with an original signature.

When you have completed this form please send it to: HOSTPLUS, Reply Paid 84069, Carlton South VIC 3053 or give it to your employer to send with their next contribution to the fund.

Spouse contribution information

- 1 Contributions can be made into the **HOSTPLUS** Personal Super Plan for a spouse, even if that spouse is not employed (please see point 5 below). In some circumstances, a tax rebate is allowed on contributions paid on behalf of a spouse.
- 2 Non-concessional contribution caps apply to the amount of spouse contributions that can be made in a particular year. A tax rebate of up to \$540 is available for up to \$3,000 of superannuation contributions made by a taxpayer on behalf of a non-working or low income spouse.
- 3 The rebate is available to a person who makes a spouse contribution on or after 1 July 1997 where:
 - the person has a spouse
 - the person makes after-tax (ie. not salary sacrifice) contributions on behalf of his/her spouse (whether the spouse is gainfully employed or not)
 - the contributions are not tax deductible for the person contributing
 - both the person contributing and the spouse are Australian residents, and
 - the spouse's assessable income is less than \$13,800 p.a.
- 4 The person making the contributions:
 - can be any age
 - must be an Australian resident, and
 - is not required to be gainfully employed.
- 5 The receiving spouse:
 - must be under age 70 when the contribution is received
 - if they are between 65 and 70 years of age they must have been gainfully employed for at least 40 hours in 30 consecutive days during the financial year (if under 65 they do not need to work)
 - must be an Australian resident, and
 - is not required to have ever been gainfully employed.
- 6 'Spouse' includes de facto and same sex spouses living with the taxpayer on a genuine domestic basis. It also includes a spouse in a relationship with the taxpayer registered on the Register of Births and Marriages under State or Territory law. It does not include a person who lives separately and apart from the taxpayer on a permanent basis, even though legally married to the taxpayer.
- 7 Spouse contributions must be preserved (maintained in a super fund until permanent retirement from the workforce) as follows:
 - if the receiving spouse has never been employed before turning age 65 then any benefits arising from spouse contributions are preserved until age 65, or
 - if the receiving spouse has been employed then benefits arising from spouse contributions are preserved until age 55 and 60 depending on date of birth.
- 8 Contributions made for a receiving spouse cannot be refunded to the contributing taxpayer.
- 9 For taxation purposes, spouse contributions are treated as follows:
 - non-concessional (but these contributions will be preserved)
 - tax free when withdrawn (but earnings on these amounts may be taxed)
 - not subject to 15% contributions tax.

Helpful contact details

About	Contact	Phone	Web
Taxation and superannuation	Australian Taxation Office	13 10 20	www.ato.gov.au
Privacy Act	Federal Privacy Commissioner	1300 363 992	www.privacy.gov.au
Workplace relations and awards	Fair Work Ombudsman	13 13 94	www.fairwork.gov.au
HOSTPLUS	HOSTPLUS	1300 HOSTPLUS (1300 467 875)	hostplus.com.au
HOSTPLUS insurer's Privacy Policy	OnePath	133 665	www.onepath.com.au

Member guide

Postal address

Locked Bag 3
Carlton South VIC 3053

VIC

Level 2, Casselden Place
2 Lonsdale Street
Melbourne VIC 3000

SA/NT

Level 2, 104 Frome Street
Adelaide SA 5000

QLD

Level 10, 120 Edward Street
Brisbane QLD 4000

Gold Coast

Shop 110/111
Pacific Fair Shopping Centre
Hooker Boulevard
Broadbeach QLD 4218

WA

Level 2, 12 St. Georges Terrace
Perth WA 6000

ACT

Level 2
11 London Circuit
Canberra ACT 2601

NSW

Level 5, Sydney Central
477 Pitt Street
Sydney NSW 2000

TAS

Level 2, 119 Macquarie Street
Hobart TAS 7000

Phone 1300 HOSTPLUS
(1300 467 875)

Fax 1800 HOSTPLUS
(1800 467 875)

Visit hostplus.com.au

Email info@mail.hostplus.com.au

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