



HILLROSS

# PORTFOLIOCARE<sup>®</sup> ELEMENTS SUPER/PENSION

Product Disclosure Statement – Part 1

**YOU SHOULD ALSO READ PART 2 – PORTFOLIOCARE ELEMENTS –  
SUPER/PENSION INVESTMENT SELECTION  
ISSUED 1 JULY 2015**

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**PORTFOLIOCARE® ELEMENTS HILROSS**

## SUPPLEMENTARY PRODUCT DISCLOSURE STATEMENT

This is a supplementary product disclosure statement (SPDS) to the *PortfolioCare Elements – Super/Pension - Part 1* product disclosure statement (PDS) dated 1 July 2015. This SPDS replaces the product disclosure statement update (PDS Update) dated 1 March 2016 and must be read in conjunction with the PDS dated 1 July 2015.

## CLOSURE OF *PORTFOLIO*CARE ELEMENTS – SUPER/PENSION

*PortfolioCare Elements Super/Pension* will close to new members effective 17 October 2016. No applications for new investors or new accounts will be accepted from this date. Existing members of *PortfolioCare Elements Super* can continue to make contributions.

The row headed 'Depositing funds to your account' in the table headed 'General features' on page 2 of the PDS is replaced with the following:

Contributions and withdrawals	
<b>Depositing funds to your account</b>	<p>You or your spouse can make contributions into your account by direct debit, BPAY® or cheque at any time, subject to the relevant contributions caps.</p> <p>For employer contributions, your employer can make electronic contributions to your account using a SuperStream employer portal. See 'Payment option' section on page 9 for details.</p> <p>Forward your transfer authority or arrange for your funds or cheque to be sent to us. You can also consolidate funds in a <i>PortfolioCare</i> Elements – Super account first, and then start a pension account. See page 10 for further details.</p>

The row headed 'Administration fee' in the table headed 'General features' on page 3 of the PDS is replaced with the following:

Fees <sup>1,2</sup>	
Administration fee	0.45 % pa. A minimum administration fee of \$4.90 a month applies to accounts with a balance of less than \$10,000.

- 1 All fees shown include GST and are net of any reduced input tax credit (RITC) unless otherwise stated.  
2 Refer to pages 18 to 22 for details of all fees and costs that may apply.

Issue date: 10 October 2016

PortfolioCare Elements – Super/Pension is part of The Retirement Plan. The issuer of this SPDS and the Trustee of The Retirement Plan ABN 40 236 806 679 is N.M. Superannuation Proprietary Limited ABN 31 008 428 322 AFSL No. 234654.

The information provided in this SPDS is general information only and does not take into account your individual objectives, financial situation or needs. Before acting on the information, you should consider the appropriateness of this information having regard to your individual objectives, financial situation and needs and consult a financial adviser.

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The row headed 'Initial and ongoing contributions' on page 9 of the PDS within the 'Payment Options' section has been replaced with the following:

Payment type	Pay by
<b>Initial and ongoing contributions<sup>(i)</sup></b>	<ul style="list-style-type: none"> <li>– Direct debit<sup>(ii)</sup></li> <li>– A regular deposit plan from a bank account selected by you (see Using a regular deposit plan on page 8 for details) (personal contributions only).</li> <li>– BPAY® (initial and additional contributions that are lodged by your financial adviser using AdviserNET)<sup>(ii)</sup></li> <li>– Cheque<sup>(iii)</sup></li> <li>– Super Guarantee notifications or other notices of an entitlement to Superannuation Guarantee shortfall payments, forwarded to us.<sup>(iii)</sup></li> <li>– Via a SuperStream employer portal (for employer contributions only)<sup>(iv)</sup></li> </ul> <p>We can also accept payments directly from the Australian Taxation Office (ATO) (eg government co-contributions and LISC).</p>

(i) Ongoing contributions are applicable to a super account only.

(ii) Legislative changes may place restriction on the use of these facilities by employers. Visit the ATO website at [ato.gov.au](http://ato.gov.au) for more information on ways employers can make contributions that comply with the data and payment standards.

(iii) These types of contributions are credited to your nominated super account following processing by the ATO, which may take some time.

(iv) A SuperStream employer portal is an internet-based solution that enables employers to make electronic contributions directly into an employee's super account. For more information on SuperStream, please refer to [ato.gov.au](http://ato.gov.au).

The section of the table headed 'Administration fee' in the table headed 'PortfolioCare Elements – Super/Pension' on page 18 of the PDS is replaced with the following:

PortfolioCare Elements – Super/Pension		
Type of fee	Amount	How and when paid
<b>Administration fee</b>	0.59% pa of your account balance.  For accounts with an account balance of less than \$10,000, a minimum administration fee of \$4.90 a month applies.	<ul style="list-style-type: none"> <li>– Deducted from your cash balance at the start of each month.</li> <li>– Calculated based on your account balance at the end of the previous month.</li> <li>– You will pay full fees in the month you open your account.</li> </ul>

The sub-section headed 'Administration Fees' in the section headed 'Additional Explanation of Fees and Costs' on page 20 of the PDS is replaced with the following:

## ADMINISTRATION FEES

This fee is for our services in overseeing your account's operations, and for providing access to your account's investment options. We calculate your administration fee based on the balance of your account at the end of the month.

The Federal Government introduced Stronger Super, a program of changes designed to streamline and strengthen Australia's superannuation system. This included the introduction of a temporary levy imposed on the Trustee to help fund the changes. To cover the cost of the levy and the costs associated with our implementation of the changes, on 1 November 2013, the administration fee was increased to 0.6290% per annum (which included a temporary Stronger Super levy of 0.039% per annum).

The temporary Stronger Super Levy which was implemented on 1 November 2013 will no longer be charged. As such, effective 1 March 2016, the administration fee reverted to 0.59% per annum.

The section headed 'Example of Annual Fees and Costs for a Balanced Investment Option' on page 22 of the PDS is replaced with the following:

EXAMPLE OF ANNUAL FEES AND COSTS FOR A BALANCED INVESTMENT OPTION

This table gives an example of how the fees and costs for the Experts' Choice Balanced Fund option for this superannuation product can affect your superannuation investment over a one-year period. You should use this table to compare this superannuation product with other superannuation products.

Example – Experts' Choice Balanced Fund option		Balance of \$50,000
Investment fees	Nil	For every \$50,000 you have in the Experts' Choice Balanced Fund option, you will be charged \$0 each year.
Plus Administration fees	0.59% pa	And, you will be charged \$295 in administration fees. <sup>1</sup>
Plus Indirect costs for the Experts' Choice Balanced Fund option	0.96% pa <sup>2</sup>	And, indirect costs of \$480 each year will be deducted from your investment.
Equals Cost of product <sup>1</sup>		If your balance was \$50,000, then for that year you will be charged fees of <b>\$775.00</b> for the Experts' Choice Balanced Fund option.

- 1 Additional fees and costs may apply, including contribution fees and adviser remuneration as agreed with your financial adviser.
- 2 The balanced investment option in this example is the Experts' Choice Balanced Fund option which has an investment cost of 0.96% per annum.

The following text replaces the fourteenth bullet point under 'Acknowledge that' of the 'Investor Declaration Conditions And Acknowledgements' section on page 31:

Current text	New text
<div>– If your employer subscribes to an employer portal (eg to pay contributions), they may lodge certain instructions on your behalf electronically. You agree to your employer lodging instructions in this manner, and acknowledge we bear no liability, nor are we in anyway responsible for the conduct of your employer. This facility is only provided to your employer on the condition that the information they provide (and payments made) are to give effect to them meeting their superannuation obligations on your behalf. We are not liable for any loss arising from the use of this facility.</div>	<div>– If your employer subscribes to a SuperStream employer portal (eg to pay contributions), they may lodge certain instructions on your behalf electronically. You agree to your employer lodging instructions in this manner, and acknowledge we bear no liability, nor are we in anyway responsible for the conduct of your employer. This facility is only provided to your employer on the condition that the information they provide (and payments made) are to give effect to them meeting their superannuation obligations on your behalf. We are not liable for any loss arising from the use of this facility.</div>

The following text replaces the third bullet point under 'Agree' of the 'Investor Declaration Conditions And Acknowledgements' section on page 32.

Current text	New text
<div>– That if accessing an employer portal, to be bound by the employer portal terms and conditions, as amended from time to time. You will accept those terms and conditions when you use this service.</div>	<div>– That if accessing a SuperStream employer portal, to be bound by the employer portal terms and conditions, as amended from time to time. You will accept those terms and conditions when you use this service.</div>

PortfolioCare Elements - Super/Pension is closed. Document is not up to date.



## IMPORTANT INFORMATION

*PortfolioCare* Elements – Super/Pension is part of The Retirement Plan (the Fund). The Trustee of the Fund and issuer of this Product Disclosure Statement (PDS) is N.M. Superannuation Proprietary Limited (NM Super), a member of the AMP group.

The Trustee is an RSE Licensee under the *Superannuation Industry (Supervision) Act 1993* (SIS), which means that we have satisfied licensing conditions set by the Australian Prudential Regulation Authority (APRA). The Trustee is responsible for the monitoring and management of the Fund for the benefit of all members in accordance with the governing rules of the Fund and relevant legislation.

PortfolioCare Elements – Super/Pension	Unique Superannuation Identifier (USI) Super: 40236806679002 Pension: 40236806679001
The Fund	The Retirement Plan Australian Business Number (ABN) 40 236 806 679
Trustee	NM Super, ABN 31 008 428 322, Australian Financial Services Licence (AFSL) No. 234654
Administrator and custodian	Asgard Capital Management Limited (Asgard), ABN 92 009 279 592, AFSL No. 240695, a subsidiary of Westpac Banking Corporation, ABN 33 007 457 141, AFSL No. 233714
Insurer	AIA Australia Limited (AIA Australia) ABN 79 004 837 861, AFSL No. 230043

## ABOUT THIS PDS

The information contained in this PDS is general information only and does not take into account your individual objectives, financial situation or needs. Before acting on the information in this PDS, you should consider the appropriateness of this information having regard to your individual objectives, financial situation or needs and consult a financial adviser.

This document is Part 1 of the *PortfolioCare* Elements – Super/Pension PDS. The *PortfolioCare* Elements – Super/Pension PDS comprises of the following parts:

**Part 1:** *PortfolioCare* Elements – Super/Pension PDS

**Part 2:** *PortfolioCare* Elements – Super/Pension Investment Selection.

Before you make a decision to invest in *PortfolioCare* Elements – Super/Pension, including the investment options offered through *PortfolioCare* Elements – Super/Pension, you should read Parts 1 and 2 of the PDS and the relevant disclosure documents for your chosen investments (where applicable). You can obtain up-to-date versions of these disclosure documents at no extra cost on request by contacting your financial adviser or the Customer Relations team on 1800 646 234.

An investment in the investment options offered through *PortfolioCare* Elements – Super/Pension is subject to investment risk, including possible delays in repayment,

and loss of income and capital invested. Neither NM Super, any other member of the AMP group, Asgard, nor the investment managers, fund managers or any member of the Westpac group guarantees the repayment of capital, payment of income or the performance of the investment options.

Apart from any interest investors may have in underlying bank accounts held at St. George and/or Westpac through their cash account, in other Westpac deposit products, or in Westpac securities acquired using *PortfolioCare* Elements – Super/Pension, an investment in or acquired using *PortfolioCare* Elements – Super/Pension is not an investment in, deposit with or any other liability of Westpac or any other company in the Westpac group, or of NM Super, AMP Bank Limited ABN 15 084 696 009, AFSL No. 234517 (AMP Bank), any other member of the AMP group or any of the investment managers. NM Super is not a bank. Neither AMP Bank nor Westpac stands behind the Trustee.

AMP companies receive fees and charges in relation to *PortfolioCare* Elements – Super/Pension as outlined in the PDS. AMP employees and directors receive salaries and/or benefits from the AMP group.

Asgard, Westpac, St. George Bank and any other companies in the Westpac group, any companies in the AMP group and any other company that we use have given and have not withdrawn their consent to the statements in relation to themselves (including their names) being included in the PDS in the form and context in which they appear.

If you have received this document electronically, we will provide a printed copy at no extra cost upon your request. This document should not be construed as an offer to invest in *PortfolioCare* Elements – Super/Pension in any jurisdiction other than Australia.

We reserve the right to change the terms and conditions in this PDS subject to regulatory requirements. We may accept or refuse (without reason) any application.

## ABOUT THIS DOCUMENT

This PDS is issued by NM Super, a member of the AMP group.

Asgard makes no statement in this PDS and has not authorised or caused the issue of it.

## CHANGES TO THE PDS


Information in the PDS may change from time to time. If the change is not materially adverse to you, we may publish an update online at [investoronline.info](http://investoronline.info). You can also order a printed copy free of charge by contacting your adviser or calling our Customer Relations team on 1800 646 234. If we make an increase to fees (other than by indexation), we will give you written notice at least 30 days before the change takes effect.

## DO YOU HAVE THE ADDITIONAL INFORMATION BOOKLET?

This PDS covers the key features and benefits of *PortfolioCare Elements – Super/Pension*. But you can find more detailed information on a number of topics in the **Additional information booklet** available at [amp.com.au/portfoliocare](http://amp.com.au/portfoliocare), or on request at no extra charge by contacting your financial adviser or the Customer Relations team on 1800 646 234. You should obtain and read an up-to-date copy of Parts 1 and 2 of the PDS, the relevant disclosure documents for your chosen investments (where applicable), and the Additional information booklet before you make a decision to invest through *PortfolioCare Elements – Super/Pension*.

## THROUGHOUT THIS PDS

References to	To be read as
Member or you	A member of <i>PortfolioCare Elements – Super/Pension</i> , and anyone you authorise to act on your behalf.
Account balance	The value of the underlying investments (including your cash balance) held by the Trustee on the member's behalf.
Financial adviser	A financial adviser holding an AFSL or acting as an authorised representative of a licensee.
AMP group	AMP Limited, ABN 49 079 354 519 and its subsidiary companies.
Our, we or us	NM Super as Trustee of the Fund, or Asgard as the administrator and custodian, acting solely in its capacity as agent of the Trustee, as the context requires.
Part 2 – Investment Selection	Part 2 – <i>PortfolioCare Elements – Super/Pension Investment Selection</i> lists the investment options available through <i>PortfolioCare Elements – Super/Pension</i> .

 Simply look for this symbol to find out which topics have extra information available.

 Simply look for this symbol for online information.

This PDS is issued 1 July 2015.

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## AT A GLANCE

Your quick and easy guide to the key features of *PortfolioCare Elements – Super/Pension*.

General features	Super	Pension
Minimum initial contribution	No minimum.	
Minimum additional contribution	No minimum for one-off contributions or rollovers.	Not applicable.
Minimum account balance	None.  However, a minimum monthly administration fee of \$4.90 a month applies to accounts with a balance of less than \$10,000.	
Minimum cash balance	1%–2% of your total account balance.	
Investment options	<ul style="list-style-type: none"><li>• Cash.</li><li>• Managed investments—choose from over 100 managed funds, including:<ul style="list-style-type: none"><li>– diversified multi-manager funds</li><li>– sector multi-manager funds, and</li><li>– single-manager funds.</li></ul></li><li>• Fixed term deposits.</li></ul>	
Contributions and withdrawals		
Contribution types	<ul style="list-style-type: none"><li>• Rollovers.</li><li>• Concessional contributions.</li><li>• Non-concessional contributions (including spouse contributions).</li><li>• Transfers.</li><li>• Government co-contributions and low-income super contributions (LISC).</li></ul>	Rollovers.
Depositing funds to your account	You, your employer or your spouse can make contributions into your account by direct debit, BPAY® or cheque at any time, subject to the relevant contributions caps.	Forward your transfer authority or arrange for your funds or cheque to be sent to us. You can also consolidate funds in a <i>PortfolioCare Elements – Super</i> account first, and then start a pension account. See page 10 for further details.
Regular deposit plan	Minimum \$100 per contribution (monthly, quarterly, half-yearly or annually).	Not applicable.



General features	Super	Pension
Accessing your money	<p>You can withdraw unrestricted non-preserved benefits at any time.</p> <p>The withdrawal of other benefits is restricted by superannuation law.</p>	<p>You can choose to have your pension paid to you:</p> <ul style="list-style-type: none"><li>• monthly</li><li>• quarterly, or</li><li>• annually.</li></ul> <p>Unless you're on a pre-retirement pension, you can withdraw benefits as a lump sum at any time.</p> <p>For pre-retirement pensions, you can only withdraw your unrestricted non-preserved funds until you meet a condition of release.</p>
Minimum withdrawal	None.	None.
Insurance		
Insurance options	<p>You can apply for:</p> <ul style="list-style-type: none"><li>• life protection</li><li>• total and permanent disablement, and</li><li>• income protection.</li></ul> <p>Premiums and any adviser remuneration will be deducted from your cash balance.</p>	Not available.
Fees <sup>1,2</sup>		
Contribution fee	Negotiated with your financial adviser (from 0% to 5.125%).	
Initial contribution only.		
Administration fee	<p>0.6290% pa.</p> <p>A minimum administration fee of \$4.90 a month applies to accounts with a balance of less than \$10,000.</p>	
Investment costs	<p>Estimated at 0.00% pa to 2.17% pa, depending on the investments you choose. May include performance fees.</p> <p>For the fees that apply to your investment, see Fees and other costs section and Part 2 – Investment Selection.</p>	
Switching fee	Nil.	
Exit fee	Nil.	
Keeping you up-to-date		
Reporting	<ul style="list-style-type: none"><li>• Annual report.</li><li>• Investor report.</li></ul>	
Investor Online	You can access detailed information about your account online at <b>investoronline.info</b> – 24 hours a day, seven days a week.	
Additional reporting	<p>Your financial adviser has access to additional tailored reports and account information, from our AdviserNET website. Speak to your financial adviser if you would like more information on your account.</p>	<ul style="list-style-type: none"><li>• Annual Pension Review letter – setting out your pension amount and tax information.</li><li>• Annual PAYG Payment Summary – if you receive a payment while less than 60 years of age.</li></ul>
Customer Relations team	<p>Telephone: 1800 646 234</p> <p>Email: <a href="mailto:portfoliocare.client.services@asgard.com.au">portfoliocare.client.services@asgard.com.au</a></p> <p>Address: PO Box 7229, CLOISTERS SQUARE, WA 6850</p>	

1 All fees shown include GST and are net of any reduced input tax credit (RITC), unless otherwise stated.

2 Refer to pages 18 to 22 for details of all fees and costs that may apply.

# WELCOME TO PORTFOLIOCARE ELEMENTS – SUPER/PENSION

*PortfolioCare Elements – Super/Pension is a simple and convenient way to build and manage your retirement savings by combining a range of managed investments and fixed term deposits in a single superannuation or pension account.*

By wrapping your investments into a single account, you'll enjoy consolidated reporting and continuous online account information, making it easy to track and manage your portfolio. So you can focus on your investment strategy, not the administration.

With over 100 managed investments to choose from, as well as a range of fixed term deposits, you can build a highly diversified portfolio with the flexibility to update your investments as your needs and markets change. Then when you're ready to retire, you can transfer your super to a pension account seamlessly, without the need to sell off your investments.

## THE BENEFITS OF SUPER

Australia's superannuation system has been designed to help you save for a financially comfortable and secure retirement in a carefully regulated environment with built-in tax concessions. Because super contributions, earnings and benefits are generally taxed at a lower rate than non-super investments, an investment in super may help you build a larger portfolio, faster, than the same investment outside super.

But Australia's superannuation and tax laws are complex, and everyone's situation is different, so it's important to consult a qualified financial adviser before you invest.

## THE BENEFITS OF ALLOCATED PENSIONS

An allocated pension is designed to pay you a regular income in retirement. Depending on your individual circumstances, allocated pensions may help you enjoy the tax benefits of super while also potentially taking advantage of social security benefits.

You can only purchase allocated pensions with unrestricted non-preserved superannuation savings.

A pre-retirement pension allows you to commence a pension with preserved superannuation benefits. With a pre-retirement pension, you can access a regular income stream while still in the workforce and seeking to transition into retirement.

*i* For more information on unrestricted non-preserved benefits, see section 2 of the Additional information booklet.

## BRINGING YOUR STRATEGY TO LIFE

*PortfolioCare Elements – Super/Pension provides easy access to 3, 6, 12 months and 5 years fixed term deposits and a wide range of managed investments, allowing you to draw on the specialist expertise of some of the world's leading fund managers.*

Your financial adviser will work with you to create a personalised investment designed around your retirement goals, and then use *PortfolioCare Elements – Super/Pension* to bring your strategy to life.

With your strategy in place, you can access portfolio information online at [investoronline.info](http://investoronline.info) – 24 hours a day, seven days a week.

## FEATURES TO MAKE INVESTING EASY

### SUPER ACCOUNTS

#### Choice of fund

The *PortfolioCare Elements – Super* account is a complying super fund under Choice of Fund legislation. This means we are able to accept any Superannuation Guarantee contributions that you may direct your employer to pay to us (if you are eligible).

If you would like to have your Superannuation Guarantee contributions paid to us, simply complete the Standard Choice form in the Application booklet and provide it to your employer.

#### Regular deposit plan

You can use a regular deposit plan as a disciplined approach to saving for retirement, potentially helping you reach your goals sooner. See Using a regular deposit plan on page 8 for details.

#### Insurance

We offer a range of insurance options to help protect your lifestyle and investments in the event of a personal crisis, including life protection, total and permanent disablement protection and income protection. See Your insurance options on page 23.

## Transferring from super to pension

When you become eligible, you can transfer part or all of your benefits from an existing *PortfolioCare Elements – Super* account to a tax-effective *PortfolioCare Elements – Pension* account without selling your managed investments or fixed term deposits. As well as simplifying administration, this can help you save on transfer costs. See Transferring investments from an existing *PortfolioCare Elements – Super/Pension* account to a new *Super/Pension* account on page 9.

## PENSION ACCOUNTS

### Access to benefits

An allocated pension gives you access to flexible pension payments (subject to minimum government limits), paid monthly, quarterly or annually. You can also access your benefits as a lump sum at any time.

### Benefit from tax credits

Investment earnings in pension accounts are tax-free. You should also receive the value of any available franking credits. See section 5 of the Additional information booklet for further details.

### Transferring from one pension to a new pension

If you choose to terminate your current pension and transfer to a new *PortfolioCare Elements – Super* account in order to start a new *PortfolioCare Elements – Pension* account, we can usually transfer your investments without selling them. See Transferring investments from an existing *PortfolioCare Elements – Super/Pension* account to a new *Super/Pension* account on page 9.

## ALL ACCOUNTS

### Wholesale funds

Enjoy access to a range of wholesale managed investment funds that are typically unavailable to direct retail investors, generally with lower investment fees than retail funds.

### Consolidated reporting for all your investments

The *PortfolioCare Elements – Super/Pension* account consolidates transaction reporting from all of the investment managers in your account, giving you and your financial adviser continuous, online access to account information. See Keeping you up-to-date, on page 25 for further details.

### Auto-rebalancing

The auto-rebalancing feature maintains your investment profile by rebalancing your portfolio either quarterly, half-yearly or annually. This means you don't need to constantly monitor your investment or send in manual investment instructions. Auto-rebalancing is only available if your financial adviser submits your account application form or an account amendment form online, using AdviserNET.

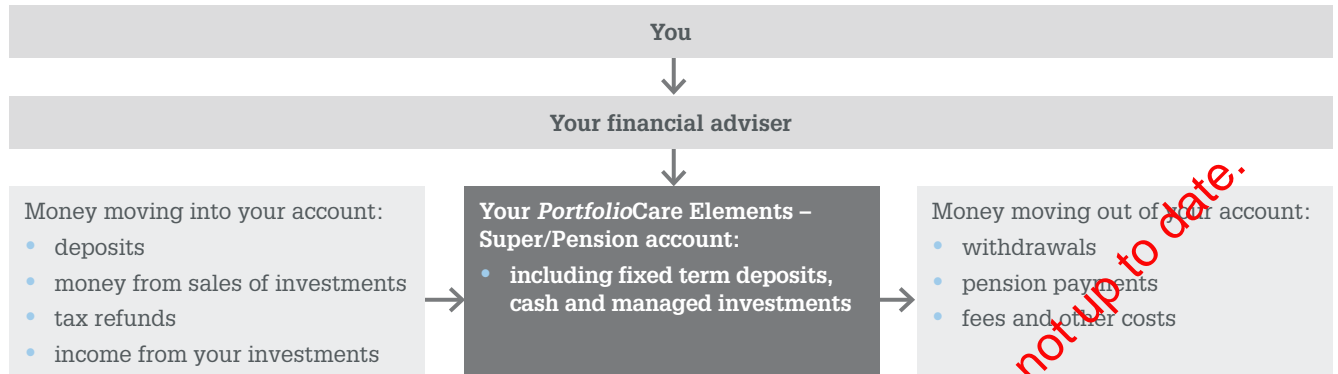
For more information about this feature, see Rebalancing your account on page 14.

PortfolioCare Elements - Super/Pension is closed. Document is not up to date.

## HOW *PORTFOLIOCARE* ELEMENTS – SUPER/PENSION WORKS

You start by setting an investment profile in consultation with your financial adviser, and then leave the day-to-day administration to us. With your profile in place, we'll invest any capital you invest in line with your instructions, while maintaining enough cash in your account to cover your fees and transaction costs.

### HOW IT WORKS – AT A GLANCE



### YOUR FINANCIAL ADVISER

To open a *PortfolioCare* Elements – Super/Pension account you need a financial adviser. Your financial adviser has access to up-to-date information and can give you further details on the underlying investments available through your account. They can also help you:

- maximise your investments, making the most of regulatory changes and available strategies
- invest tax effectively
- determine the right investment mix to make your money work harder for you
- ensure you've got the right levels of insurance cover to secure any plans you put in place<sup>1</sup>, and
- select investments and products to suit your needs and personal circumstances.

If you change financial advisers, you need to tell us immediately. If you elect not to receive ongoing financial advice, you can still remain invested in *PortfolioCare* Elements – Super/Pension; however, you'll only be able to provide us with limited instructions, and most account features won't be available to you.

We strongly encourage you to have a financial adviser attached to your account at all times to ensure your financial strategy is being maintained and that you have access to all the features and functionalities offered through *PortfolioCare* Elements – Super/Pension.

<sup>1</sup> Insurance cover is only offered to super account members—no insurance cover is offered in a pension account.

# GETTING STARTED

With the help of your financial adviser, it's easy to get started with *PortfolioCare Elements – Super/Pension*, bringing your retirement strategy to life.

## BEFORE YOU START

This PDS includes important information about the *PortfolioCare Elements – Super/Pension* product. Please read it carefully together with the Additional information booklet, and seek advice from your financial adviser to decide if this product is right for you.

## APPLYING FOR *PORTFOLIOCARE* ELEMENTS – SUPER/PENSION

Your financial adviser will help you apply for *PortfolioCare Elements – Super/Pension*. To open an account we'll need:

- a completed application
- proof of your identity, and
- your initial contribution.

## PROVING YOUR IDENTITY

To comply with the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act), you'll need to provide identification information and verification documents before your account can be set up. Your financial adviser can tell you which documents are needed. For more information see *Verifying your identity* on page 27.

## CHOOSING YOUR OPTIONS

As part of the application process, your financial adviser will work with you to:

- choose your investment options
- set up pension payments (Pension only – see page 11)
- decide on the level of authority they'll have to operate your account, and
- negotiate the fees they'll receive for opening and servicing your account.

## SETTING YOUR ADVISER'S LEVEL OF AUTHORITY

You decide how much authority your financial adviser has to send us instructions for your *PortfolioCare Elements – Super/Pension* account.

You may choose to give your adviser a limited authority to operate. This allows your financial adviser to:

- make investment profile changes electronically, on your behalf, using AdviserNET, and

- receive and acknowledge receipt of, on your behalf, any documentation required to be provided to you prior to making investment profile changes.

The limited authority to operate applies not only to this account, but to any other accounts you hold with us (in the same name and with the same account number).

If you change your financial adviser or cancel your financial adviser's authority to operate, you must tell us immediately and we will cancel their limited authority. If you change your financial adviser and do not inform us, we will continue to act on your existing limited authority to operate.

## CONFIRMING THAT YOUR NEW ACCOUNT IS OPEN

When we receive your application and set up your account, we'll send you:

- a welcome letter confirming your account details, and
- a Personal Identification Number (PIN) to access *Investor Online*. To keep your PIN safe, we'll send it separately from your welcome letter.

Your account consists of:

- your cash balance
- any fixed term deposits you've chosen to invest in, and
- your investment profile (ie the managed investments you've chosen to invest in).

Once we've received your first contribution, we'll purchase investments for you in line with your investment instructions or the instructions your financial adviser lodges electronically on AdviserNET. We'll also deduct any fees that are due.

## NOMINATED BANK ACCOUNT

You need to provide us with details of an account you hold with a financial institution. We refer to this bank account as your nominated bank account.

Any direct credit payment via electronic funds transfer (EFT) that you make from your account will be paid into your nominated bank account.

You can amend your nominated bank account by completing the Nominated Bank Account addition or amendment form (available from your financial adviser or the Customer Relations team) and returning it to us.

# MAKING CONTRIBUTIONS

With your account open, you're ready to start building your retirement savings. Depending on your account type, age and situation, you can use a variety of contribution methods to build your savings faster.

## SUPER ACCOUNTS

Depending on your personal circumstances, with *PortfolioCare Elements – Super* you can:

- make one-off and regular contributions to your account
- roll over money from another super fund, and
- move your existing investments from outside super, provided they're allowed under superannuation legislation.

**i** For more information on the types of contributions you can make, see section 1 of the Additional information booklet.

## USING A REGULAR DEPOSIT PLAN

Your financial adviser can help you set up regular payments to your super account via direct debit from a bank account selected by you.

When you set up a regular deposit plan, you choose:


- how much you want to invest
- the frequency of your contributions (monthly, quarterly, half-yearly or annually), and
- the duration of your plan.

Where funds are not available for your regular deposit plan and we have bought managed investments on your behalf, we will reverse these transactions as soon as possible. Because of the difference in buying and selling prices, this may negatively affect your account balance. We are not liable for transactions that occur in these instances.

## Changes to managed investments

It's important to note that the PDS for your selected investments may change, and there may be material changes to your investments that we're required to tell you about before you invest.

However, if you have selected BPAY or a regular deposit plan, you won't receive this information automatically, as we don't issue a new PDS every time we add to your investment. So by choosing these account features, you automatically acknowledge that you won't receive an updated PDS or other disclosure documents from us. This information will instead be available on request, or by downloading from *Investor Online* at any time.

 Download the latest version of your investment option's PDS from *Investor Online*.

## PENSION ACCOUNTS

Under the rules for allocated pensions, you can start your *PortfolioCare Elements – Pension* account using only one rollover from a super fund, whether a *PortfolioCare Elements – Super* account or another super account. You can't add extra funds to your pension once it's started, although you can start a new pension with the extra funds and roll your existing pension account over into your new account.

That means you'll need to combine your superannuation savings and any other money you want to pay into your pension account in a single super fund before you start your *PortfolioCare Elements – Pension* account. Your financial adviser can help you do this.

Unless you're applying for a pre-retirement pension, the rollover you use to open your pension account must consist only of unrestricted non-preserved benefits.

Unrestricted non-preserved benefits are superannuation savings which no longer need to be preserved because you have satisfied a condition of release where no cashing restrictions apply (eg retirement after reaching your preservation age).

For more information on pre-retirement pensions, see Pre-retirement pensions on page 12.

**i** For more information on unrestricted non-preserved benefits, see section 2 of the Additional information booklet.

## CONSOLIDATING YOUR ROLLOVERS AND CONTRIBUTIONS WITHOUT SELLING YOUR ASSETS

You can use a *PortfolioCare Elements – Super* account to consolidate multiple rollovers and contributions before starting your pension account. If you do not already have a *PortfolioCare Elements – Super* account, we'll open one on your behalf when you send us your *PortfolioCare Elements – Pension* account application. To give you time to complete the consolidation, you can delay your pension start date by up to three months.

We'll hold all rollovers and contributions in your *PortfolioCare Elements – Super* account, then transfer the combined funds as a single rollover to your *PortfolioCare Elements – Pension* account on the nominated pension start date. While your funds are being consolidated in your *PortfolioCare Elements – Super* account, our standard fees and costs will apply. We cannot transfer the



combined funds to your *PortfolioCare* Elements – Pension account if there is a pending transaction on your super account.

After three months, if your consolidation is not complete, we will contact your financial adviser for further instructions.

## TRANSFERRING INVESTMENTS FROM AN EXISTING PORTFOLIOCARE ELEMENTS – SUPER/PENSION ACCOUNT TO A NEW SUPER/PENSION ACCOUNT

If you choose to terminate your current pension and transfer to a new *PortfolioCare* Elements – Super account or start a new *PortfolioCare* Elements – Pension account, we can usually transfer your investments without selling them. This means there will be no disposal for capital gains tax (CGT) purposes (for funds previously invested in super), and no charges for buying and selling investments. For more information, please refer to Pension accounts on page 11.

You can choose to move all or some of your existing *PortfolioCare* Elements – Super/Pension assets:

<b>Full asset transfer</b>	Transfer all of your assets to a single pension account by completing the pension account section in the <i>PortfolioCare</i> Elements Super/Pension Application booklet. Your financial adviser can also request the transfer online using AdviserNET.
<b>Partial asset transfer</b>	Transfer part of your assets to a single pension account. This allows you and your financial adviser to choose which managed investments you want to transfer.  You can nominate a dollar amount or an entire holding in a managed investment. Your financial adviser will electronically request the partial asset transfer for you on AdviserNET.

You may also be able to transfer to a new *PortfolioCare* Elements – Pension or *PortfolioCare* eWRAP – Pension, *PortfolioCare* Pension Service account. *PortfolioCare* Elements – Pension, *PortfolioCare* eWRAP – Pension, and *PortfolioCare* Pension Service are issued in the fund by the Trustee. You can obtain a copy of the PDS for *PortfolioCare* eWRAP – Pension, and *PortfolioCare* Pension Service from [amp.com.au/portfoliocare](http://amp.com.au/portfoliocare).

To find out more about transferring managed funds out of your account, speak to your financial adviser.

Terminating an existing pension and starting a new one may have social security and taxation implications. For more information, please contact your financial adviser.

## PAYMENT OPTIONS

You can pay funds into your *PortfolioCare* Elements – Super/Pension account using:

Payment type	Pay by
<b>Initial and ongoing contributions<sup>1</sup></b>	<ul style="list-style-type: none"> <li>• Direct debit.</li> <li>• A regular deposit plan from a bank account selected by you (see Using a regular deposit plan on page 8 for details).</li> <li>• BPAY (initial and additional contributions that are lodged by your financial adviser using AdviserNET).</li> <li>• Cheque.</li> <li>• Super Guarantee notifications or other notices of entitlement to Superannuation Guarantee shortfall payments, forwarded to us.<sup>2</sup></li> <li>• Lodging payments through an employer portal (employer contributions only).<sup>3</sup></li> </ul> <p>We can also accept payments directly from the Australian Taxation Office (ATO) (eg government co-contributions and LISC).</p>
<b>Rollovers</b>	<ul style="list-style-type: none"> <li>• Arranging to have your rollover cheque and documentation sent to us.</li> <li>• Completing the transfer authority in the Application booklet.</li> </ul> <p>You can also roll over from an existing <i>PortfolioCare</i> Elements – Super/Pension account to a new pension account—your financial adviser can help you do this.</p>
<b>Transfers of existing investments</b>	Moving your existing investments across to <i>PortfolioCare</i> Elements – Super/Pension. See Consolidating your investments before you commence your pension account.

1 Ongoing contributions are applicable to a super account only.

2 These types of contributions are credited to your nominated super account following processing by the ATO, which may take some time.

3 An employer portal is an internet-based solution that enables employers to make electronic contributions directly into an employee's super account.

## CONSOLIDATING YOUR INVESTMENTS BEFORE YOU COMMENCE YOUR PENSION ACCOUNT


Before starting your *PortfolioCare* Elements – Pension account, you can consolidate your contributions and rollover investments in a consolidation account.

While your contributions and rollover investments are held in the consolidation account, they'll be treated as preserved. When we receive the final Rollover Benefit Statement, we'll transfer the entire balance of the consolidation account to your *PortfolioCare* Elements – Pension account. We'll also update your account to reflect the correct tax and preservation components.

The consolidation account is like a standard *PortfolioCare* Elements – Super account, except that:

- you cannot make withdrawals or transact on it, and
- if the balance in the consolidation account falls below the minimum required, we won't sell investments to top it up. We recommend you deposit an extra \$1,000 into your account to prevent the balance from becoming negative when fees and costs are deducted.

If your cash balance does fall below zero, we'll charge interest on the negative amount at the same rate as we pay interest on positive cash balances. The cash balance must be positive before we'll transfer the account balance of the consolidation account to your *PortfolioCare* Elements – Pension account. The standard fees and other costs outlined in the PDS will apply while the investments are in the consolidation account.

 You can monitor the balance of your consolidation account at any time using Investor *Online*.

PortfolioCare Elements - Super/Pension is closed. Document is not up to date.

# ACCESSING YOUR MONEY

Under superannuation law, you can only access the funds in your account under certain conditions. Here's how to access your money from your *PortfolioCare Elements – Super/Pension* account.

Your options for accessing your money depend on whether you have a super or a pension account, your age, and your individual circumstances.

Other legislation and trust deed requirements may also apply to withdrawals.

## SUPER ACCOUNTS

Superannuation is designed as a long-term investment to help you save for retirement, so there are limitations on accessing your money before you retire.

Generally, you can access unrestricted non-preserved benefits at any time. But to access benefits that are classified as preserved or restricted non-preserved, you need to meet a condition of release.

If you do meet a condition of release, you can withdraw some or all of the money in your *PortfolioCare Elements – Super* account.

**i** For more information on preservation rules and conditions of release, see section 2 in the Additional information booklet.

## PENSION ACCOUNTS

Your *PortfolioCare Elements – Pension* account pays you a regular pension payment to help fund your expenses in retirement.

You can choose how much you would like these payments to be (subject to government minimums) and how often you would like us to pay you, which can be:

- monthly
- quarterly – in March, June, September and December, or
- annually – in June.

You can also adjust the amount or frequency of your payments at any time—simply contact your financial adviser.

We'll pay your pension directly into your bank account on or around the 20th of the month.

The tax treatment of your pension payments depends on your individual circumstances, so it's important to seek professional advice on the tax implications of different options before you make a decision.

**i** For more information on how pension payments are calculated, see section 3 of the Additional information booklet, or speak to your financial adviser.

## MINIMUM PAYMENT

Each year, we need to pay a minimum pension amount, based on a percentage of your account balance.

When you start your pension, we calculate your minimum for that year on a pro rata basis. If your pension starts between 1 June and 30 June, you may choose not to receive a payment for that financial year if you've selected the minimum payment option. Otherwise, your pension minimum is calculated on 1 July each year.

We'll write to you each year to let you know your pension minimum.

**i** You can check your minimum on the Pension Details page on *Investor Online*.

## MAXIMUM PAYMENT

Unless you have a pre-retirement pension, there is no maximum pension payment. For more information on pre-retirement pensions, see Pre-retirement pensions on page 12.

## HOW PENSION PAYMENTS ARE FUNDED

Pension payments are paid from your cash balance. We'll deduct funds from your account in this order:

1. Unrestricted non-preserved benefits.
2. Restricted non-preserved benefits.<sup>1</sup>
3. Preserved benefits.

If there's not enough money in your cash balance, we'll sell your investments to fund your pension payments.

You can tell us which investment option you'd like us to use to fund your pension payments. If you do so, we'll keep selling it to fund your pension payments until it has all been sold.

If you don't nominate an investment option, we'll fund pension payments using either the Priority Sell Method, if you have set up sell instructions, or the Default Sell Method (see page 13).

If we need to sell more than 95% of an asset to meet a pension payment, we'll sell the entire asset.

<sup>1</sup> Applicable to pre-retirement pensions only.

## LUMP-SUM WITHDRAWALS

If you have a pension, you can generally withdraw all or part of your pension benefits as a lump sum (commutation) at any time. However, this does not apply to pre-retirement pensions, which have special withdrawal restrictions.

When you make a lump-sum withdrawal, it doesn't affect the pension payments for that financial year, but there may be tax implications.

Talk to your financial adviser before deciding to take any part of your pension as a lump sum.

*i* For more information on tax and lump-sum payments, see section 5 in the Additional information booklet.

## PRE-RETIREMENT PENSIONS

If you have reached your preservation age but you are still in the workforce and would like to transition into retirement, you can start a pension with preserved super benefits.

This type of allocated pension is known as a pre-retirement or non-commutable allocated pension (NCAP). An NCAP is a flexible and tax-effective way to access your super benefits from your preservation age without having to choose between full-time employment and retirement, giving you greater flexibility on when and how you transition to retirement.

In addition to the standard minimum payment requirements, NCAPs have a maximum pension amount you can be paid. The maximum is initially calculated as 10% of your starting account balance, and re-calculated every 1 July using the total account balance. In the first year of your NCAP, you can choose to receive a pro rata or non-pro rata pension amount.

Once you turn 65 or meet another condition of release without cashing restrictions, the pre-retirement restrictions are lifted, and the maximum payment requirement will no longer apply. If you were receiving the maximum payment, we'll continue paying that amount, unless you ask us to change it.


*i* For more information on your preservation age, see section 2 of the Additional information booklet.

## REQUESTING A WITHDRAWAL

To request a withdrawal, you can either:

- send us a completed payment request form (available from your financial adviser or by calling us on 1800 646 234)<sup>1</sup>, or
- ask your adviser to complete your withdrawal request in AdviserNET.

We'll generally process your request within five business days, provided you have enough money in your cash balance to cover the withdrawal and any transaction costs, and we have received all the withdrawal requirements.

 You can monitor your cash balance by regularly checking the details of your account on *Investor Online*.

## SELLING MANAGED INVESTMENTS TO FUND WITHDRAWALS


If you request a withdrawal, we'll start by taking the money from your cash balance. If there's not enough money in your cash balance, we'll sell managed investments using the Priority Sell Method or Default Sell Method to make up the difference (if necessary). See Maintaining a minimum cash balance on page 13 for further details.

If the sell amount is 95% or more of the value of your entire holding in a managed investment, we'll sell your entire holding in that managed investment.

Selling your investments generally takes 7–10 business days; however, timeframes may vary depending on the time taken by external fund managers to complete processing of sale transactions. They can also be affected by withdrawal restrictions on your investment option. To find out which investment options have withdrawal restrictions, see Part 2 – Investment Selection.

A withdrawal may also be delayed if a buy or sell has not been confirmed. Refer to the underlying fund manager's disclosure documents for further information relating to withdrawal conditions and restrictions associated with the underlying investment options.

You can't specify which components of your benefits a withdrawal will come from (eg tax-free or taxed). All withdrawals will be spread proportionally across both components.

 You can view details of withdrawals on your account using the Transaction Details pages on *Investor Online*.

<sup>1</sup> Any direct credit payment via electronic funds transfer (EFT) you make from your account will be paid into your nominated bank account.

# MANAGING YOUR INVESTMENTS

**PortfolioCare Elements – Super/Pension gives you a choice of over 100 premium managed funds and you can also choose to invest in cash and fixed term deposits, making it easy to create a diversified portfolio tailored for your investment goals. And with all your investments in a single, consolidated account, it's easy to keep track of your retirement savings.**

With *PortfolioCare Elements – Super/Pension*, you can invest in a wide range of investments, including diversified multi-manager funds, sector multi-manager funds, single-manager funds, cash and fixed-term deposits. You can combine multiple investments in a single, consolidated portfolio, tailored to your individual situation.

You can find out more about the available investment options in Part 2 – Investment Selection.

**i** For more information on choosing between investments in different asset classes, see section 6 of the Additional information booklet.

## YOUR CASH BALANCE

When you make a contribution to your *PortfolioCare Elements – Super/Pension* account, we credit it to your cash balance, which is held in an interest-bearing account with Westpac and/or St. George Bank (a division of Westpac).

All your investment purchases are funded from your cash balance, together with any fees and costs (including taxes and government charges).

If you sell investments or receive distributions or other payments, the proceeds will be credited to your cash balance.

**i** You can monitor your cash balance by regularly checking the details of your account on *Investor Online*.

## MANAGING EXCESS CASH

When your cash balance is \$100 or more than the required amount, we use the excess to buy managed investments. However, you can instruct us not to invest excess cash or nominate an amount higher than \$100. Your financial adviser must give us instructions to do so through AdviserNET.

Changes to your investment profile and auto-rebalancing will result in your cash balance being returned to either the minimum cash account amount, or a higher amount you have nominated. This occurs even if you instruct us not to invest excess cash.

## MAINTAINING A MINIMUM CASH BALANCE

To cover your ongoing fee payments and other costs, you need to keep a minimum balance in your cash balance. The minimum is set at between 1% and 2% of your total account balance.

If your cash balance falls below 1%, we'll sell some of your managed investments, subject to any withdrawal restrictions, using either the Priority Sell Method or the Default Sell Method, to bring your cash balance back to the minimum.

You may nominate to hold a higher cash balance in your account either as a dollar or a percentage value. This instruction must be submitted to us by your financial adviser using AdviserNET.

## PRIORITY SELL METHOD

You can give us a standing Priority Sell instruction for your managed investments, telling us the order in which you would like your managed investments to be sold to top up your cash balance. In particular, we'll need to do this if it falls below the minimum, or to fund investment purchases. You can nominate your Priority Sell order in the Part 2 – Investment Selection.

## DEFAULT SELL METHOD

If you haven't set up a Priority Sell instruction, or if the net value of the managed investments you nominated under the Priority Sell instruction is insufficient, we'll use the Default Sell Method.

We'll try to sell your managed investments in proportion to their estimated current value, subject to price and market changes that may occur during the selling process.

## NEGATIVE CASH BALANCE

If your cash balance falls below zero at any time, we'll charge interest on the negative balance at the same rate as we pay interest on positive cash balances.

Your cash balance could become negative due to fees, taxes and withdrawals. Switching between investment options could also cause your balance to fall. For that reason, it's important for you or your adviser to regularly check your cash balance online.



## INVESTING IN MANAGED INVESTMENTS

With *PortfolioCare Elements – Super/Pension*, you have more than 100 managed investment funds to choose from, often at wholesale prices not generally available to direct retail investors.

**i** For more information about the managed investments you can choose from and how to set up your investment profile, see Part 2 – Investment Selection.

### CHOOSING YOUR INVESTMENT PROFILE

When you open a *PortfolioCare Elements – Super/Pension* account, you work with your financial adviser to choose the managed investments you'd like to invest in, and the percentage of your investment that is to be allocated to each one. This is known as your 'investment profile'.

Once you've set up your investment profile, we automatically invest any contributions based on the funds and proportions you've selected, unless you instruct us otherwise.

For more information about the managed investments you can choose from and how to set up your investment profile, see the Part 2 – Investment Selection or speak to your financial adviser.

Before you invest in any managed investment, you must receive a PDS for that investment. You can get a copy from your financial adviser or from *Investor Online*.

### CHANGING MANAGED INVESTMENTS

You can change investments (or the percentages allocated to them) at any time by:

- rebalancing
- changing your investment profile, or
- switching to other investments.

Be aware that any of these actions will affect an existing request to buy or sell any of your investments.

Rebalancing, changing your investment profile or switching will all result in the sale of some or all of your managed investments. This may result in a capital gain or loss that will affect the tax on your account.

You may also be charged transaction costs known as 'buy/sell differentials', using the above methods. See Buy/Sell costs on page 21 for further information.

Before you decide to rebalance, change your investment profile or switch managed investments, you must receive a copy of the PDS or other disclosure document for any new underlying managed investments, unless you can access this information online such as through *Investor Online*, or from your financial adviser. You can obtain current disclosure documents free of charge from your financial adviser.

You should always talk to your financial adviser before making any decision about your investment choices.

## REBALANCING YOUR ACCOUNT

At any time you can ask us to rebalance your portfolio, buying and selling investments to ensure that the proportion invested in each holding matches your original profile. Your financial adviser can do this for you through AdviserNET.

### Auto-rebalancing

You can also set up your account to regularly rebalance your portfolio. If you choose this option, your account will be rebalanced:

- quarterly (between 15 and 24 February, May, August and November)
- half-yearly (between 15 and 24 February and August), or
- annually (between 15 and 24 August).

Rebalancing only applies to your cash balance and managed investments. Assets with sales restrictions, such as existing fixed term deposits and closed products, will not be rebalanced.

If you choose the auto-rebalancing facility, you should be aware that:

- At the time of auto-rebalancing, we'll check your cash balance and, if necessary, restore it to the required level without letting you know.
- Sales from auto-rebalancing could mean you will have to pay CGT. This only applies to non-tax paid managed investments in your super account.
- If any of the managed investments in your investment profile are closed to further investment or have sales restrictions, they won't be included in the auto-rebalance, although the rest of your managed investments will be.
- No auto-rebalancing will occur if your account is in the process of being closed or if the transactions are otherwise impeded.
- The auto-rebalancing facility is not available if you are a *PortfolioCare Elements – Pension* member and you choose to have your pension paid from a single nominated managed investment.

Auto-rebalancing is only available if your financial adviser submits your account application or a subsequent account amendment online using AdviserNET. Your financial adviser must also use AdviserNET to change or cancel the facility.

### One-off rebalancing

You can rebalance your account on a one-off basis by resubmitting your original Part 2 – Investment Selection to us. Your financial adviser can do this for you online using AdviserNET.



## CHANGING YOUR INVESTMENT PROFILE

You can change your investment profile by completing the form in Part 2 – Investment Selection and returning it to us. Your financial adviser can also complete the form online using AdviserNET.

We'll buy and sell managed investments according to your new instructions, so that your current holdings are rebalanced to match your new investment profile. We'll also invest any additional funds deposited to your account according to your new investment profile.

## SWITCHING

You can switch between investment options at any time. Buy and sell instructions can be submitted on the same day; however, please note that if there is insufficient cash in your cash balance to cover the purchase, we will wait for the proceeds from the sell instruction, or another deposit amount, to be received before we submit the buy. The entire purchase amount will need to be available in your cash balance before we act on the buy instruction.

Buying and selling on the same day significantly reduces the time taken to complete your switch and gives you greater exposure to investment markets. You should note that some managed investment funds may take an extended timeframe to pay sale proceeds. Read the PDS for the investment you are selling for further information relating to withdrawal timeframes.

You can switch your partial or total holding in any one managed investment into another managed investment by completing the form in Part 2 – Investment Selection and returning it to us. Your financial adviser can also complete the form online using AdviserNET. For full details, please refer to Partial switching in the Part 2 – Investment Selection.

When you switch from one managed investment to another, your new managed investment will be allocated with the same profile percentage as the one you have switched from, and your account will not be rebalanced—so the other managed investments in your investment profile won't be affected.

## VALUATIONS

The managed investments in your account are generally valued at least weekly based on valuations provided by investment managers. Refer to the PDSs for the investments you've chosen for details on unit pricing.

To see the most current valuations on your account portfolio, see the Valuation page on Investor *Online*.

## INCOME DISTRIBUTIONS

Income distributions from managed investments are automatically paid to your account as cash, and then invested in line with your investment profile.

*i* For more information, see section 7 in the Additional information booklet.

## INFORMATION FROM INVESTMENT MANAGERS

Managed investments are held in Asgard's name as custodian for you—Asgard is therefore the legal owner.

Because you are not the legal owner, you won't be able to exercise any unit holder rights, such as the right to attend meetings, the right to vote and the right to participate in any corporate actions.

In addition, you won't receive communications such as newsletters and investment reports that would be sent to you if you held these managed investments directly.

## HOW WE SELECT INVESTMENT OPTIONS

As the Trustee, we do not consider or take labour standards, or environmental, social or ethical considerations into account when making investment decisions.

In addition, the Trustee does not invest directly in derivatives, although underlying fund managers may do so. Derivatives are securities that derive their value from other assets or indices (eg futures and options). An investment in derivatives may be more volatile than an equivalent investment in the underlying asset, so it's important to consult your financial adviser before deciding to invest in a fund that uses derivatives.

You can find out more about each option's investment policies and use of derivatives by reading the PDS or other disclosure documents for that investment. You can obtain a copy of these disclosure documents without charge from your financial adviser or us.

For more information about investment options, see the Part 2 – Investment Selection.

# THE RISKS OF INVESTING IN SUPERANNUATION AND PENSIONS

While the superannuation and pension system is carefully regulated, it is not risk-free. Here's an overview of the significant risks you may face.

## CHANGES TO LEGISLATION AND TRUST DEEDS

Investments in superannuation and pensions are subject to government legislation. Legislation changes frequently and may affect who can invest, the tax they need to pay, and when and how they can access their investments.

Superannuation and pension funds are also governed by a Trust Deed. The Trustee can amend rules in the fund's Trust Deed that affect how the fund operates, although the Trustee is prevented by law from making changes adverse to members' entitlements without their consent, except as necessary to comply with government changes.

## INVESTMENT RISK

An investment in *PortfolioCare Elements – Super/Pension* is subject to investment risk, including possible delays in repayments, and loss of income and capital invested. This risk can include market risk, company risk, currency risk, interest rate risk and inflation risk.

Except as expressly disclosed, neither Asgard nor the Trustee, nor any other member of AMP group or the investment managers, guarantees the payment of income or the performance of the investment options.

## LIQUIDITY RISK

Liquidity risk is the risk that your investment cannot be bought, sold, cashed, transferred or rolled over as quickly as you might wish. Different investments have different transaction processing times and thus different levels of liquidity risk.

Investment transactions, withdrawals, rollovers and transfers from your superannuation account are normally processed within 30 days of us receiving all the necessary information. Some investments, referred to as 'illiquid assets', require a longer period to be redeemed. This longer redemption period is imposed by the underlying investment manager because some or all of the assets within the investment are illiquid. Account fees will continue to be charged while invested in illiquid investment options. We have labelled these investments as illiquid investments in Part 2 – Investment Selection, which also shows the maximum redemption period for each option. For more information, you should read the PDS for your chosen managed investment funds.

## OTHER RISKS

Other risks include:

- increases in fees
- changes in investment managers, and
- the performance of investment managers.

The Trustee uses adherence to the law and the fund's Trust Deed, and ongoing monitoring of the performance of investment managers to reduce these risks.

i There are other risks that may affect the performance of investments. For more information, see What are the risks? in the Additional information booklet.

## STANDARD RISK MEASURE

The Standard Risk Measure is based on industry guidance to allow investors to compare investment options that are expected to deliver a similar number of negative annual returns over any 20-year period.

The table below sets out the Standard Risk Measure bands/labels.

Risk band	Risk label	Estimated number of negative annual returns over any 20-year period
1	Very Low	Less than 0.5
2	Low	0.5 to less than 1
3	Low to Medium	1 to less than 2
4	Medium	2 to less than 3
5	Medium to High	3 to less than 4
6	High	4 to less than 6
7	Very High	6 or greater

The Standard Risk Measure is not a complete assessment of all forms of investment risk. For instance, it does not detail what the size of a negative return could be or the potential for a positive return to be less than an investor may require to meet their objectives. Further, it does not take into account the impact of administration fees and tax on the likelihood of a negative return.

Members should still ensure they are comfortable with the risks and potential losses associated with their chosen investment option(s).

For the Standard Risk Measure for each of the investment options available through *PortfolioCare Elements – Super/Pension* and for information on the methodology used to calculate the Standard Risk Measure, please go to [amp.com.au/portfoliocare](http://amp.com.au/portfoliocare) or call the Customer Relations team on 1800 646 234.

## MANAGING RISK

### CHOOSING AN INVESTMENT STRATEGY

Your investment strategy will be highly dependent on your attitude towards risk—the possibility that the investment will not return its original capital or expected income, and that the level of return will be volatile during a given time period.

Investments with a low risk profile will usually provide lower, though more consistent, returns than those with a higher risk profile. For example, investing cash in a bank account is considered low risk and low return, while the share market has historically provided higher returns over the longer term with higher volatility.

### DIVERSIFICATION

Diversification is a basic strategy used to reduce some of the risks associated with investing. By spreading your investments across a number of assets, you are not reliant on the performance of, and are not exposed to the risks of, a single investment. Investing in only one or a few specific assets or direct securities can increase your risk.

### SEEK PROFESSIONAL ADVICE

It is very important that you understand and are aware of the risks and mitigating strategies, such as diversification, that are available to you. For more information on what risks apply to investing, speak to your financial adviser.

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# FEES AND OTHER COSTS

## FEES AND OTHER COSTS

Like other financial products, *PortfolioCare Elements – Super/Pension* has fees and other charges that you need to be aware of. Here's a detailed explanation of the fees and costs you may pay as part of your investment.

To understand all of the fees and costs that might be payable for an investment option, you should read both this PDS and the underlying investment option's PDS.

### 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 account 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.

Your employer may be able to negotiate to pay lower administration fees. Ask the fund or your financial adviser.

### TO FIND OUT MORE

If you would like to find out more, or see the impact of the fees based on your own circumstances, the **Australian Securities and Investments Commission (ASIC)** website ([www.moneysmart.gov.au](http://www.moneysmart.gov.au)) has a superannuation fee calculator to help you check out different fee options.

1 The Consumer Advisory Warning above is prescribed by law. The statement that your employer may be able to negotiate administration fees is not applicable in this product.

This document shows fees and other costs that you may be charged. These fees and other costs may be deducted from your money, from the returns on your investment, or from the assets of the superannuation entity as a whole.

Other fees, such as activity fees, advice fees for personal advice and insurance fees, may also be charged, but these will depend on the nature of the activity, advice or insurance chosen by you.

Taxes, insurance fees and other costs relating to insurance are set out in another part of this document.

You should read all of the information about fees and other costs because it is important to understand their impact on your investment.

The fees and other costs for each investment option offered by the superannuation entity are set out in each relevant underlying investment option's PDS.

PortfolioCare Elements – Super/Pension		
Type of fee	Amount	How and when paid
Investment fee	Nil. However, underlying investment costs may apply. See Indirect cost ratio below.	Not applicable.
Administration fee	0.6290% pa of your account balance.  For accounts with an account balance of less than \$10,000, a minimum administration fee of \$4.90 a month applies.	<ul style="list-style-type: none"><li>• Deducted from your cash balance at the start of each month.</li><li>• Calculated based on your account balance at the end of the previous month.</li><li>• You will pay full fees in the month you open your account.</li></ul>
Buy-sell spread	Nil. However, underlying buy/sell costs may apply. See 'Indirect cost ratio' below.	Not applicable.

Type of fee	Amount	How and when paid
<b>Switching fee<sup>1</sup></b>	Nil.	Not applicable.
<b>Exit fee</b>	Nil.	Not applicable.
<b>Advice fees</b>		
Relating to all members investing in a particular investment option	Nil. You may, however, agree to adviser fees with your financial adviser. See Other fees and costs below.	Not applicable.
<b>Other fees and costs<sup>2</sup></b>		
Insurance fees	If you have insurance cover, refer to AIA's Priority Protection for Platform Investors (PPPI) insurance PDS for further information on insurance fees (premiums) and charges.	Deducted from your cash balance. Refer to AIA's PPPI insurance PDS on how this amount is calculated and when it is paid (if applicable).
Contribution Fee <sup>3</sup>	Between 0% and 5.125% of the contribution.	Contribution fees are deducted from your cash balance at the time the initial contribution(s) are made, as agreed with your financial adviser.  Where requested, the contribution fee can be nominated as a dollar amount.
Adviser remuneration <sup>3</sup>	<ul style="list-style-type: none"> <li>One-off adviser fee. You may choose to pay your financial adviser a one-off flat dollar fee, as agreed between you and the financial adviser.</li> <li>Ongoing adviser fees. You may choose to pay your financial adviser a regular ongoing amount. This can be: <ul style="list-style-type: none"> <li>a flat dollar amount (this amount may be increased annually in line with CPI), or</li> <li>a flat percentage between 0% and 5% of the balance of your total account balance.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>One-off adviser fee – Deducted from your cash balance in arrears at the beginning of the next month after you agree this fee with your financial adviser or, if applicable, at the time your account is closed. This fee can be charged once a month and will only be charged if your total account balance as at the end of the previous month was sufficient to cover the fee amount.</li> <li>Ongoing adviser fee – Deducted from your cash balance monthly in arrears.</li> </ul>
<b>Indirect cost ratio</b>		
Investment costs	Estimated at 0.00% pa to 2.17% pa of the amount you have invested, depending on the investment options you choose. The amount you pay for specific investment options is shown in the relevant investment option's PDS.	<ul style="list-style-type: none"> <li>Paid to the investment managers of the managed investments in your account.</li> <li>Generally reflected in the unit prices of managed investments.</li> </ul>
Performance fees	Refer to the relevant investment option's PDS on how this amount is calculated (if applicable).	Refer to the underlying investment option's PDS on how this amount is calculated, and how and when it is paid (if applicable).
Buy/sell costs	Estimated at 0.00% pa to 1.1% pa of the amount bought or sold, depending on the investments you choose. The amount you pay for specific investment options is shown in the relevant investment option's PDS.	<ul style="list-style-type: none"> <li>Paid to the investment managers of the managed investments in your account.</li> <li>Generally reflected in the unit prices of managed investments.</li> </ul>

1 While there are no fees associated with switching, a buy/sell cost may apply.

2 Please see the Additional explanation of fees and costs below for more details about activity fees, advice fees for personal advice, and insurance fees and costs.

3 You may agree to pay member advice fees to your financial adviser for financial advice. Refer to Contribution fees and Adviser remuneration below.

## ADDITIONAL EXPLANATION OF FEES AND COSTS

This section provides extra information on the fees and costs that apply to *PortfolioCare Elements – Super/Pension*.

### ADMINISTRATION FEES

The administration fee covers the costs of operating your *PortfolioCare Elements – Super/Pension* account. We calculate your administration fee based on the balance of your account at the end of each month.

The Federal Government has introduced Stronger Super, a program of changes designed to streamline and strengthen Australia's superannuation system. This includes the introduction of a levy imposed on the Trustee to help fund the changes. To cover the cost of the levy and the costs associated with our implementation of the changes, the administration fee on your account has been increased by 0.039% pa. The fee increase is expected to end no later than 1 November 2016.

### OTHER FEES AND COSTS

#### INSURANCE FEES (SUPER ONLY)

If you have insurance cover through your account, we'll deduct your premiums from your cash balance each month.

If you don't have enough money to pay for your premiums, we'll need to sell investments to top up your account, using the Priority Sell or Default Sell Methods. See Maintaining a minimum cash balance on page 13.

If your total account balance is insufficient to fund your premiums, you will need to add funds to your account, or your cover will lapse.

For more information on the costs of insurance, speak to your financial adviser and see the relevant PDS.

#### CONTRIBUTION FEE

The contribution fee is an optional one-off fee that can be applied to your initial contribution(s) to your *PortfolioCare Elements – Super/Pension* account.

Any contribution fee is negotiable between you and your financial adviser – between nil and 5.125%. If you prefer, you can nominate a dollar amount, provided it doesn't exceed 5.125% of the contribution.

If you don't specify a percentage contribution fee on your application, the contribution fee will be nil. Contribution fees do not apply to additional contributions.

The full amount of this fee (adjusted for GST) is paid to your financial adviser.

#### ADVISER REMUNERATION

You and your financial adviser must agree on the remuneration that your financial adviser receives for the advice they give you about your *PortfolioCare Elements – Super/Pension* account. This is an additional cost to you.

#### One-off adviser fee

You may choose to pay your financial adviser a one-off flat dollar fee, charged to your account. Unless you specify a fee, it won't be charged.

The one-off adviser fee can be charged more than once during the life of your account each time you agree this fee with your financial adviser, but is limited to being charged once a month. It is deducted from your cash balance in arrears at the beginning of the next month after you specify this fee or, if applicable, at the time your account is closed. In each case, the one-off adviser fee will only be charged if your total account balance as at the end of the previous month was sufficient to cover the fee amount.

#### Ongoing adviser fees

You may also choose to pay your adviser a regular, ongoing amount, paid monthly in arrears. This can be either:

- a flat percentage between 0% and 5% of your total account balance each month, or
- a flat dollar amount each month, which can be increased annually in line with the Consumer Price Index (CPI).

In addition, you can choose to combine the one-off flat dollar amount option with any one of the other ongoing options above.

The full amount of these fees (adjusted for GST) is paid to your financial adviser.

### INDIRECT COST RATIO


#### INVESTMENT COST

As well as the fees we charge, you'll also pay fees to the fund managers looking after the managed investments you choose. These are known as 'investment costs'.

Investment costs are calculated as a percentage of the amount you've invested, and are included in the unit price of your managed investments. They are an indirect cost and not deducted from your account separately.

Many of the investments available in *PortfolioCare Elements – Super/Pension* are wholesale managed funds, which generally attract lower investment fees. The investment costs you'll pay are set out in the PDS for each investment option. You can also find an up-to-date list of the costs that apply to your investments online or in Part 2 – Investment Selection.

Term deposits have no investment management costs.

 You can find a list of the investment costs that apply to your investments on Investor *Online*.

#### PERFORMANCE FEES

In addition to the investment fees, some fund managers may charge an additional fee which is calculated as a percentage of the value by which an investment outperforms a specified performance hurdle. Any performance fees charged form part of the indirect cost ratio of the Fund and are reflected in the unit prices of managed investments.

To find out whether a particular investment option includes a performance fee, read the investment option's PDS.



## BUY/SELL COSTS

The buy/sell cost is the difference between the cost of buying and selling a unit in the same investment. The buy/sell cost is an additional cost to the member which is reflected in the unit price and is not charged separately.

Buy/sell costs represent the fund manager's estimate of the costs of each transaction, including brokerage fees and government taxes. They differ depending on the types of assets held by the investment option and whether they are traded in Australia or overseas.

Buy/sell costs help make sure that members who trade infrequently don't end up bearing the costs of those who transact more often. They are not paid to us, but are used by the fund manager of the underlying investment to meet transaction costs. For the estimated range of buy/sell costs and how and when such costs are paid, please see the Fees and other costs table above.

For more information on the buy/sell costs for a particular investment, see the Part 2 – Investment Selection or the investment option's PDS.

## ADDITIONAL FEE AND COST INFORMATION

### TAXATION AND FEES

For superannuation accounts, the actual amount of fees and costs you pay may be reduced by up to 15%. This is because superannuation funds currently receive a 15% tax deduction for deductible expenses. The benefit of this tax deduction is passed on to you. The fees and costs shown in the above table are before the 15% tax deduction.

The fees described in the table of Fees and other costs section include, if applicable, GST less any reduced input tax credits (RITC) where relevant.

For more information about tax and your superannuation, please refer to the Understanding how your super and pension payments are taxed section on page 28 and section 5 of the Additional information booklet.

### FUND MANAGER PAYMENTS

Members of the AMP group may receive payments of up to 0.30% per annum (plus GST) from investment managers for amounts invested in particular investment options available in *PortfolioCare Elements – Super/Pension*, including the cash balance. The amount received (if any) may be based on the amount invested with that manager, or on other factors. These payments, which may vary, are not an additional charge to you.

## NEGATIVE CASH BALANCE INTEREST

If your cash balance falls below zero at any time, we charge interest on the negative balance at the same rate as interest paid on positive cash balances. See Negative cash balance in the Part 1 – PDS for more information.

## DISCLOSURE OF FEES, COSTS AND BENEFITS BY YOUR FINANCIAL ADVISER

Your financial adviser must disclose to you any benefits they receive regarding your investment, including all fees and costs that you've negotiated with them. Please see your financial adviser's Financial Services Guide and/or Statement of Advice for further information on these benefits.

## CHANGES TO FEES

Under the Trust Deed, we can change the fees and charges in this PDS, including increasing fees or adding new fees, without your consent. If we do this, we'll give you at least 30 days' written notice of the change.

Investment fees may be varied at any time by an investment manager, without notice to you. You can find the current fees and costs for your investment options in the investment option's PDS.

Download the latest version of your investment option's PDS from *Investor Online*.

## SERVICES WE DON'T CHARGE FOR

There are some services that are currently at no extra cost to you, but which may incur fees in the future:

- expense recovery
  - superannuation and family law – super splitting
  - splitting your contributions with your spouse, and
  - privacy information requests.
- i* For more information on these services, see section 7 of the Additional information booklet.

## DEFINED FEES

### Activity fees

A fee is an activity fee if:

- a) the fee relates to costs incurred by the trustee of the superannuation entity that are directly related to an activity of the trustee:
  - i) that is engaged in at the request, or with the consent, of a member; or
  - ii) that relates to a member and is required by law; and
- b) those costs are not otherwise charged as an administration fee, an investment fee, a buy-sell spread, a switching fee, an exit fee, an advice fee or an insurance fee.

## Administration fees

An administration fee is a fee that relates to the administration or operation of the superannuation entity and includes costs incurred by the trustee of the entity that:

- a) relate to the administration or operation of the entity; and
- b) are not otherwise charged as an investment fee, a buy-sell spread, a switching fee, an exit fee, an activity fee, an advice fee or an insurance fee.

## Advice fees

A fee is an advice fee if:

- a) the fee relates directly to costs incurred by the trustee of the superannuation entity because of the provision of financial product advice to a member by:
  - i) a trustee of the entity; or
  - ii) another person acting as an employee of, or under an arrangement with, the trustee of the entity; and
- b) those costs are not otherwise charged as an administration fee, an investment fee, a switching fee, an exit fee, an activity fee or an insurance fee.

## Buy-sell spreads

A buy-sell spread is a fee to recover transaction costs incurred by the trustee of the superannuation entity in relation to the sale and purchase of assets of the entity.

## Exit fees

An exit fee is a fee to recover the costs of disposing of all or part of members' interests in the superannuation entity.

## Indirect cost ratio

The indirect cost ratio (ICR), for a MySuper product or an investment option offered by a superannuation entity, is the ratio of the total of the indirect costs for the MySuper product or investment option, to the total average net assets of the superannuation entity attributed to the MySuper product or investment option.

Note: A dollar-based fee deducted directly from a member's account is not included in the indirect cost ratio.

## Investment fees

An investment fee is a fee that relates to the investment of the assets of a superannuation entity and includes:

- a) fees in payment for the exercise of care and expertise in the investment of those assets (including performance fees); and
- b) costs incurred by the trustee of the entity that:
  - i) relate to the investment of assets of the entity; and
  - ii) are not otherwise charged as an administration fee, a buy-sell spread, a switching fee, an exit fee, an activity fee, an advice fee or an insurance fee.

## Switching fees

A switching fee is a fee to recover the costs of switching all or part of a member's interest in the superannuation entity from one class of beneficial interest in the entity to another.

## EXAMPLE OF ANNUAL FEES AND COSTS FOR A BALANCED INVESTMENT OPTION

This table gives an example of how the fees and costs for the Experts' Choice Balanced Fund option for this superannuation product can affect your superannuation investment over a one-year period. You should use this table to compare this superannuation product with other superannuation products.

Example – Experts' Choice Balanced Fund option		Balance of \$50,000
<b>Investment fees</b>	Nil	For every \$50,000 you have in the Experts' Choice Balanced Fund option, you will be charged \$0 each year.
<b>Plus</b> Administration fees	0.6290% pa	<b>And</b> , you will be charged \$314.50 in administration fees. <sup>1</sup>
<b>Plus</b> Indirect costs for the Experts' Choice Balanced Fund option	0.96% pa <sup>2</sup>	<b>And</b> , indirect costs of \$480 each year will be deducted from your investment.
<b>Equals</b> Cost of product <sup>1</sup>		If your balance was \$50,000, then for that year you will be charged fees of <b>\$794.50</b> for the Experts' Choice Balanced Fund option.

1 Additional fees and costs may apply, including contribution fees and adviser remuneration as agreed with your financial adviser.

2 This is the investment management fee that applied to the Experts' Choice Balanced Fund option as at 1 December 2014.

# YOUR INSURANCE OPTIONS

Your *PortfolioCare Elements – Super* account also offers a range of insurance options to help protect your financial security and give you added peace of mind.

Insurance is an important part of any financial plan, to help provide security for you and your family's lifestyle if you should become temporarily unable to work, seriously sick, injured, or should you pass away.

*PortfolioCare Elements – Super* gives you the option of applying for insurance cover as part of your account. You can choose from:

- **life protection:** pays a lump sum to your beneficiaries if you die
- **total and permanent disablement (TPD) protection:** pays a lump sum in the event of a disabling injury or illness, and
- **income protection:** pays a regular income if you're temporarily unable to work due to serious illness or injury.

Taking out insurance through super may be a cost-effective choice because your premiums are paid from your super contributions, rather than from after-tax personal income. Your financial adviser can help you decide whether insurance suits your situation and what level of cover you may need.

**Please note:** Insurance cover isn't available with pension accounts.

## APPLYING FOR INSURANCE COVER

Insurance cover is available through AIA's Priority Protection for Platform Investors (PPPI)<sup>1</sup>.


To apply for insurance cover, you'll need to obtain the relevant insurance PDS, available from your financial adviser or from [amp.com.au/portfolioicare](http://amp.com.au/portfolioicare). Please read it carefully and consider your circumstances when deciding if this cover is right for you.

If you're accepted for cover, we'll deduct your insurance premiums from your *PortfolioCare Elements – Super* cash balance.

## INSURANCE BENEFIT PAYMENTS

Insurance cover is provided under insurance policies held by the Trustee.

Insurance benefits that are payable from your insurance cover will be paid into your *PortfolioCare Elements – Super* cash balance prior to being released by the Trustee. To receive the benefit, you'll need to meet a condition of release under superannuation law.

 Download the latest version of AIA's PPPI PDS from [amp.com.au/portfolioicare](http://amp.com.au/portfolioicare).

<sup>1</sup> The AIA PPPI PDS is issued by AIA Australia Limited  
ABN 79 004 837 861, AFSL No. 230043.

# HOW WILL THE BENEFIT BE PAID UPON DEATH?

We all want to make sure the people we care about will be looked after when we're gone. Here's some information on what happens to your investments if you die, and how to make sure benefits are distributed the way you choose.

With *PortfolioCare Elements – Super/Pension* you can nominate who you would like to receive your superannuation benefits, including any insurance payout, if you die. Generally, you can choose to pay the balance of your *PortfolioCare Elements – Super/Pension* to one or more dependants, or to your estate.

If you have a *PortfolioCare Elements Pension* account, you can also opt to continue pension payments to a dependant you choose.

## TYPES OF BENEFICIARY NOMINATIONS

You can make a:

- Binding death benefit nomination: The Trustee is bound to pay your benefit to whoever you have nominated, as long as your nomination is valid.
- Discretionary death benefit nomination: The Trustee will consider the nomination provided by you but has discretion to pay your benefit to one or more of your dependants or your legal personal representative in whatever proportion the Trustee determines.
- Reversionary death benefit nomination (*PortfolioCare Elements – Pension only*): The reversionary nomination you select (ie automatic reversionary pension or discretionary reversionary pension) will determine if the Trustee is bound to pay your benefit as a pension to whoever you have nominated.

Whichever option you choose, the Trustee must generally ensure that the benefits are paid to your dependants (as defined in the Fund's Trust Deed and applicable superannuation law) or your legal personal representative.

If you don't nominate a beneficiary, the Trustee will determine who receives your benefits.

You can make or change a death benefit nomination at any time after opening your account by contacting the Customer Relations team on 1800 646 234, or by talking to your financial adviser.

## REVERSIONARY PENSIONS

If you have a pension account, you can request that we continue to pay your pension to your beneficiary after your death. We call this a 'reversionary pension'.

Generally, we can only pay a reversionary pension to your spouse or, in some circumstances, your child. A reversionary pension will stop after the child reaches

25 years, and will be paid as a lump sum, unless the child is permanently disabled within the meaning of the *Disability Services Act 1986*.

- i For more information on how your benefit will be paid if you die, including definitions of 'dependant' and 'spouse', refer to section 1 of the Additional information booklet.

## WHAT HAPPENS TO YOUR INVESTMENTS?

If we're notified of your death, all of your assets will remain invested according to your investment instructions until such time as instructions are received by the Trustee in relation to your death benefit from a valid beneficiary/ies or your Legal Personal Representative, as determined by the Trustee.

The Trustee will then pay the value of these investments (subject to any withdrawal restrictions) and any insurance benefits you have to your beneficiary (or beneficiaries), as determined by the Trustee. If you have money invested in term deposits, it will remain invested until it reaches the maturity date.

## ANTI-DETRIMENT PAYMENT

Following the death of a member holding a *PortfolioCare Elements – Super* account, the benefit payable may be increased to take into account the tax paid in respect of the contributions credited to the member's account. In effect, the contributions tax is refunded by the ATO, through the Fund, to the deceased member's dependant spouse, former spouse<sup>1</sup> or child.

Anti-detriment payments can also be made to the estate of the deceased member, but only to the extent that a beneficiary of the estate who is one of the persons aforementioned is expected to benefit from the estate.

It should be noted that financial and interdependent beneficiaries are not entitled to the benefits of the anti-detriment payment. Anti-detriment payments cannot be applied to a reversionary pension or where the beneficiary starts a pension with a death benefit.

- i For more information on tax on death benefits, refer to section 4 of the Additional information booklet.

<sup>1</sup> Under SIS laws, a former spouse must also be a dependant (such as a financial dependant or interdependent) in order to be eligible to receive a death benefit from the fund.

# KEEPING YOU UP-TO-DATE

**PortfolioCare Elements – Super/Pension makes it easy to keep track of your investments, with 24-hour online access and detailed investment reports.**

With *PortfolioCare Elements – Super/Pension*, you'll have access to consolidated information on all your investments. Here's how we keep you up-to-date:

<b>Investor Online</b>	Access information on your account anywhere, anytime, at <a href="http://investoronline.info">investoronline.info</a> .  We'll send you your log-on details when we open your account. Use them to access the website and view your account details, access documents, read investor communications, download forms and PDSs, and manage your account details.
<b>Investor report</b>	You will receive an annual investor report, providing a clear picture of all your investments, including your opening and closing balance, transaction history, net earnings, and investment performance. Your investor report is available at <i>Investor Online</i> .
<b>Annual report</b>	The annual report for each financial year (to 30 June) with important information for members and fund financial statements, will also be available on <i>Investor Online</i> .
<b>Annual Pension Review letter and PAYG Payment Summary (pension accounts only)</b>	Your Annual Pension Review letter advises your pension limits for the coming year.  If you receive a payment while under 60 years of age during that year, we'll also send you a PAYG Payment Summary to help you complete your income tax return.

## INVESTOR ONLINE

*Investor Online* is our online investor service, providing secure access to a range of information about your account – 24 hours a day, seven days a week.

### Using Investor Online

View account information anytime, anywhere	Manage your account
View detailed account and investment information, including: <ul style="list-style-type: none"><li>• your account balance and transaction history at any point in time</li><li>• a list and value of investments held at any point in time</li><li>• your pension details and Centrelink Schedule (if applicable)</li><li>• your insurance details</li><li>• account activity</li><li>• tax and distribution information</li><li>• PDSs for your underlying investments</li><li>• periodic reports, including your annual report</li><li>• notifications of material changes and significant events affecting your account, and</li><li>• notices of any changes to fees, including the introduction of new fees or increases to current fees or costs.</li></ul>	Update account details in moments, including: <ul style="list-style-type: none"><li>• changing your address, contact and email details</li><li>• changing your PIN</li><li>• adding your Tax File Number (TFN), and</li><li>• downloading forms.</li></ul>



## ELECTRONIC NOTIFICATIONS, eSTATEMENTS AND ONLINE COMMUNICATIONS

### eSTATEMENTS AND ONLINE COMMUNICATION

You can view your correspondence, including reports, account actions and most letters, in the one secure location on Investor *Online* via **investoronline.info**.

If you choose to receive your correspondence online, instead of via mail, you can:

- save time – receive an eStatement notification email when something new is available
- reduce paper – cut back on storage, clutter and help the environment
- enjoy peace of mind – knowing your reports are stored securely online
- easily access your correspondence – view, download or print anywhere, anytime, and
- switch back to paper correspondence, at no extra cost at any time.

You can make the choice to receive correspondence online when completing your application, by notifying your financial adviser, registering on Investor *Online* or calling us. As important information about your *PortfolioCare Elements – Super/Pension* account may be sent to the email address you nominate in your application, it's important that you nominate your own current and active email address, and notify us immediately if your email address changes.

Refer to the Investor declarations, conditions and acknowledgments section for the terms and conditions applying to eStatements and online communications.

### ELECTRONIC NOTIFICATIONS AND UPDATED INFORMATION

We may provide you with all information, including without limitation, any notifications, disclosure documents or other documents for underlying managed investments (information), required or permitted to be given to you under SIS laws, the Corporations Act, or any other relevant law:

- where it is or may become permissible under SIS, the Corporations Act or any other relevant law, via your financial adviser in writing or notice by email or other electronic communication (including by making it available at Investor *Online*), and
- directly:
  - by email (including emails containing a hypertext link), and
  - by other electronic communication (including documents containing a hypertext link or by making it available online at Investor *Online*).

If you're:

- a new investor, by making an application to open a *PortfolioCare Elements – Super/Pension* account, or

- an existing member, by giving an investment direction or switching request, using the regular buy feature, or by you (or someone on your behalf) making further contributions, on or after the date of this PDS, you agree that information can be provided to you in any of these ways.

### WHEN WE SEND YOU DOCUMENTS

You agree we may give you documents and other communications by any of the methods specified below, including by sending them to any address for you, your financial adviser or your representative provided by you, or that the administrator reasonably believes is correct.

In this case, those documents and other communications are taken to be given if:

- online, when available
- sent by post (including a letter containing a reference to a website where the relevant document or other communication can be found), three business days after posting
- sent by fax, on production of a transmission report
- sent by email (including an email containing a hypertext link to one or more documents), one business day after the email is sent, or
- given personally, when received.

You will also have access to the above information through your financial adviser, and we may choose to send some or all of this information to you.

### ADVISERNET REPORTS FROM YOUR ADVISER

Through AdviserNET, our comprehensive online service for financial advisers, your adviser can give you extensive information about your account, including unrealised capital gains estimates on *PortfolioCare Elements – Super* account assets.

### COMMUNICATIONS FROM INVESTMENT MANAGERS

Managed investments are held in Asgard's name as custodian for you—Asgard is therefore the legal owner.

Because you are not the legal owner, you won't be able to exercise any unit holder rights, such as the right to attend meetings, the right to vote and the right to participate in any corporate actions.

In addition, you won't receive communications such as newsletters and investment reports that would be sent to you if you held these managed investments directly.

### CONTACTING US

You can also call our Customer Relations team on 1800 646 234 at any time, or send an email to [portfoliocare.client.services@asgard.com.au](mailto:portfoliocare.client.services@asgard.com.au).



# OTHER THINGS YOU NEED TO KNOW

## Your privacy, your Tax File Number and other important things you need to know.

### VERIFYING YOUR IDENTITY

Under superannuation law, we're required to comply with the AML/CTF Act.

This means that before we can accept you as a member or pay you a pension or any other benefits from your account, we need to confirm your identity. So when you apply for a *PortfolioCare Elements – Super/Pension*, we'll ask you to provide certain identification information, including documents that verify your identity. If you have an authorised representative to act on your behalf, we'll also need to identify them.

Under the legislation, we'll also need to confirm the identity of your beneficiaries, anyone involved with your estate, or anyone receiving a reversionary pension from you if you die.

We have the discretion to delay or refuse any transaction request if we think it may cause us to breach our obligations under the AML/CTF Act, or cause us to commit or participate in any offence. If we do this, you can't hold us liable for any inconvenience or loss you incur.

### YOUR PRIVACY

We may collect personal information directly from you or your financial adviser.

The main purpose in collecting personal information from you is so that we can establish and manage your account. If you do not provide the required information, we may not be able to process your application or provide you with the products and services you have applied for.

We may collect personal information if it is required or authorised by law including the *Superannuation Industry (Supervision) Act 1993*, the *Corporations Act 2001* and the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*.

We may use your information for related purposes – for example, providing you with ongoing information about financial services that may be useful for your financial needs through direct marketing. These services may include investment, retirement, financial planning, banking, credit, life and general insurance products and enhanced customer services that may be made available by us, other members of the AMP group, or by your financial adviser. Please contact us on 1800 646 234 if you do not want your personal information used for direct marketing purposes.

We may need to disclose your personal information to other parties, such as:

- other members of the AMP group
- your financial adviser
- your parent or guardian, if you are under age 18
- external service suppliers who may be located in Australia or overseas, who supply administrative, financial or other services to assist the AMP group in providing you with AMP financial services. A list of countries where these providers are located can be accessed via our Privacy Policy
- The Australian Taxation Office (ATO) to conduct searches on the ATO's Lost Member Register for lost super
- your spouse or another person who intends to enter into an agreement with you about splitting your super as part of a marriage separation or a de facto (including same sex) separation (the law prevents us from telling you if we received one of these requests for information about your account)
- anyone you have authorised or if required by law.

Where you provide any information about one or more other persons, you agree to obtain any such person's consent to the disclosure and to inform them of our identity and contact details as well as the information set out in the Your privacy section, including:

- the fact that we will collect, or have collected, their information and the circumstances of that collection
- why their information is collected by us and how it will be used and to whom it may be disclosed by us, and
- that our privacy policy contains information about:
  - how the person may access their personal information and seek correction of such information
  - how the person may make privacy complaints about us and how we will deal with such a complaint.

Under the current AMP Privacy Policy you may access personal information about you held by the AMP group. The AMP Privacy Policy sets out the AMP group's policies on management of personal information, including information about how you can access your personal information, seek to have any corrections made on inaccurate, incomplete or out-of-date information, how you can make a complaint about privacy and information about how AMP deals with such complaints. The AMP Privacy Policy can be obtained online at [amp.com.au](http://amp.com.au) or by contacting us on 1800 646 234.

## TEMPORARY RESIDENTS LEAVING AUSTRALIA

If you have entered Australia on an eligible temporary resident visa, you can claim your super benefits once you have permanently left Australia. This option is not available to holders of subclass 405 and 410 visas, Australian and New Zealand citizens, or Australian permanent residents.

If you don't claim your benefit within six months of leaving Australia, your benefit may be paid as unclaimed super to the ATO. If this happens, we won't send you a notification or exit statement, but you can claim your money directly from the ATO. Visit [ato.gov.au](http://ato.gov.au) for details.

Relying on relief provided by the Australian Securities and Investments Commission, the Trustee is not obliged to notify or give an exit statement to a member who was a temporary resident where we transfer their super to the ATO following their departure from Australia.

## YOUR TAX FILE NUMBER

Your TFN is confidential. So before you give us your TFN, we are required to tell you how we'll use it and keep it secure.

### TAX FILE NUMBER NOTIFICATION

Under the *Superannuation Industry (Supervision) Act 1993*, the Trustee of your super fund 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 Trustee of your super fund may disclose your TFN to another super provider when your benefits are being transferred, unless you request the Trustee of your super fund in writing that your TFN not be disclosed to any other super provider.

It is not an offence not to quote your TFN. However, if you don't give us your TFN, you won't have access to many of the benefits of your account.

Giving us your TFN will have the following advantages, which may not otherwise apply:

- Your superannuation fund will be able to accept all types of contributions to your account/s,
- The tax on contributions to your superannuation account/s will not increase,
- Other than the tax that may ordinarily apply, no additional tax will be deducted when you start drawing down your superannuation benefits, and
- It will make it much easier to trace different superannuation accounts in your name so that you receive all your superannuation benefits when you retire.

*i* For more information on your TFN, see section 5 of the Additional information booklet.

## UNDERSTANDING HOW YOUR SUPER AND PENSION PAYMENTS ARE TAXED

As an incentive to save for your retirement, the super system offers some attractive tax advantages, including a low tax on earnings while invested in super, no tax on earnings in an allocated pension after retirement, and a low tax rate on contributions, depending on your individual circumstances.

Generally, you'll pay tax on:

- contributions to your super account
- investment earnings while invested in a super account (to a maximum of 15%), and
- withdrawals from super before you turn 60.

Tax laws are complex and everyone's situation is different, so it's important to consult your financial adviser or a taxation professional to understand the tax implications of your *PortfolioCare Elements – Super/Pension* account.

Depending on the account you hold, you'll need to be aware of:

Super	Pension
<ul style="list-style-type: none"><li>• contributions tax</li><li>• contribution limits</li><li>• contribution surcharge</li><li>• tax on investment earnings</li><li>• tax deductions</li><li>• untaxed elements</li><li>• lump-sum withdrawals.</li></ul>	<ul style="list-style-type: none"><li>• tax payable when starting a pension</li><li>• tax on pension payments</li><li>• tax on investment earnings</li><li>• untaxed elements</li><li>• lump-sum withdrawals.</li></ul>

*i* For more information on tax and your *PortfolioCare Elements – Super/Pension* account, see section 5 in the Additional information booklet.

## PAYMENTS TO AN ELIGIBLE ROLLOVER FUND

An Eligible Rollover Fund (ERF) is a special type of super fund that is able to accept benefits that are transferred from another super fund without a member's consent.

We may transfer your benefits to this fund if the value of your account is less than \$2,000.

*i* For more information on ERF transfers, see section 7 in the Additional information booklet.

## COOLING-OFF PERIOD

A 14-day cooling-off period applies to your initial investment in *PortfolioCare Elements – Super/Pension*. During this period, if you decide that this product does not meet your needs, you can simply tell us in writing and we'll refund your investment.

The amount we refund will be reduced or increased for market movements in your chosen investment options. We'll also deduct any tax or duty incurred, and a reasonable amount for transaction and administration costs. As a result, the amount returned to you may be less than your original investment.

If the underlying fund manager has imposed redemption restrictions on a selected investment option, there may be a delay in returning your funds to you.

The cooling-off period starts either when you receive confirmation of your membership or five days after your application is accepted—whichever is earlier.

If you have rolled over or transferred funds into *PortfolioCare Elements – Super/Pension* from another super fund, retirement savings account (RSA) or approved deposit fund (ADF), we can't directly refund any preserved or restricted non-preserved funds to you. Instead, we'll need to roll over or transfer these amounts to a super fund, RSA or ADF you nominate.

You cannot apply for a refund of your investment in *PortfolioCare Elements – Super/Pension* if you have exercised any rights or powers available under the terms of this product.

## MAKING AN ENQUIRY OR COMPLAINT

If you have an enquiry, contact your financial adviser or us direct on 1800 646 234 from anywhere in Australia.

If you have a complaint, please let us know by writing to:

The Complaints Officer  
PO Box 7229  
CLOISTERS SQUARE WA 6850

Include in your letter the exact nature of your complaint, your name and your *PortfolioCare Elements – Super/Pension* member number. We are required to address your complaint within 30 days of receipt.

If you are not satisfied with our resolution or handling of your complaint, you may contact the Superannuation Complaints Tribunal (SCT). The SCT is an independent body set up by the Federal Government to help members or their dependants resolve super complaints. You may only approach the SCT if you have first been through the Fund's internal complaint procedure. Time limits apply to certain complaints to the SCT. If you have a complaint, you should contact the SCT immediately to find out if a time limit applies.

The SCT can be contacted as follows:

Address: Superannuation Complaints Tribunal  
Locked Bag 3060  
MELBOURNE VIC 3001

Phone: 1300 884 114

Website: [sct.gov.au](http://sct.gov.au)

## ADDITIONAL INFORMATION BOOKLET

You can find more information on the following topics in the Additional information booklet:

- family law and super
- supply of member information to the ATO
- the Trust Deed
- the relationship between the Trustee and some companies in which the Fund will invest, and
- the relationship between the Trustee and some service providers.

## REGULATED SUPER FUND CERTIFICATION FROM THE TRUSTEE (TO BE SHOWN TO ANY CONTRIBUTING EMPLOYER)

The Trustee has been granted a Registrable Superannuation Entity (RSE) Licence by the APRA. The RSE Licence number is L0002523.

The Trustee has registered the fund as an RSE with APRA. The registration number for the fund is R1055610.

The fund is:

- a resident regulated super fund within the meaning of SIS laws
- not subject to a direction under section 63 of SIS laws, and
- has never previously been subject to a direction under section 63 of SIS laws.

The Trustee therefore confirms that the fund is a complying super fund under Part 3-30 of the *Income Tax Assessment Act 1997*.

# INVESTOR DECLARATION CONDITIONS AND ACKNOWLEDGEMENTS

## BY COMPLETING AND SIGNING THE APPLICATION YOU:

### Acknowledge that:

- We will effect investment transactions, within our capacity to do so, as part of the investment process.
- We reserve the right to reject deposits at our discretion.
- All withdrawals are subject to any investment managers' withdrawal restrictions.
- Except as expressly disclosed, we do not guarantee the capital amount invested or the performance of the investments which have been selected.
- We retain the right to establish and change any procedures we consider necessary or desirable to best manage your *PortfolioCare Elements – Super/ Pension* account. We will provide you with at least 30 days notice of any such establishment or change if it is likely to have a material, adverse impact on you.
- Where your financial adviser lodges instructions using AdviserNET online transactions (online transactions):
  - 1) except to the extent required by law, we make no representations or warranties, express or implied that online transactions are fault free, or as to the continuity, functionality, reliability or efficiency of online transactions, or the suitability of online transactions to you. You agree to your financial adviser lodging instructions in this manner at your own risk and solely in reliance on your own judgement, and not upon any warranty or representation made by us.
  - 2) except to the extent required by law, we will not be liable to you in contract, tort or otherwise (whether negligent or not), and you will not have any cause of action against or right to claim or recover from us for or concerning any loss or damage of any kind at all (including consequential loss or damage, and including but not limited to loss of profits and business interruption) caused directly or arising indirectly out of:
    - (a) your financial adviser's use of online transactions or any part of it
    - (b) any inaccuracy, defect, unintended inclusion, malfunction, default, error, omission, loss, delay or breakdown in online transactions
    - (c) any suspension of online transactions
    - (d) any delay in the lodgement of, or execution of, instructions submitted electronically by your financial adviser, due to systems faults, communication failures or any other circumstance outside our reasonable control relating to the use of, or ability to operate, online transactions
    - (e) any delay in the execution of instructions arising from us following our standard procedures in the usual course of our business, including, without limitation, ensuring the instructions do not contravene any of our investment or other requirements
    - (f) any breach of the AdviserNET online transactions agreement by your financial adviser, or any error or omission made by your financial adviser with respect to the use of online transactions, including, but not limited to, the completion of instructions and their submission, and the order in which your financial adviser submits them
    - (g) the order in which we process instructions submitted by your financial adviser
    - (h) the processing of an instruction submitted by your financial adviser electronically which contradicts an instruction lodged in paper format with us
    - (i) the fact that information about you on AdviserNET is not identified as current
    - (j) your financial adviser's failure to comply with reasonable instructions and documented practices relating to the electronic submission of instructions or training material provided by us from time to time
    - (k) the execution of transactions by or involving third parties
    - (l) online transactions not functioning in the manner contemplated by your financial adviser where the instruction is complex or your account with us is complex
    - (m) us rejecting or returning an instruction
    - (n) any breach by your financial adviser of the superannuation law, or
    - (o) any other act, matter, thing or condition beyond our reasonable control relating to the use of, or ability to operate, online transactions.



- We need not act on instructions if:
  - 1) in our reasonable opinion they are invalid or otherwise cannot be given effect under these terms and conditions
  - 2) we reasonably doubt their authenticity
  - 3) acting on them would in our opinion be impracticable
  - 4) we suspect that they do not comply with any relevant security or administrative requirement
  - 5) your account is suspended, or
  - 6) they were received after we had decided to terminate your account,

and we will not be liable for failing to so act or for acting despite one of the above circumstances existing.

- We may provide confirmations of transactions on a transaction-by-transaction basis or by means of a standing facility, and may change from one means to another. You agree that confirmations may be provided by either means.
- We are not aware of your investment objectives, financial position and particular needs. Accordingly, the provision of products available through the account should not be taken as the giving of investment advice by us.
- There may be changes to the investment options or other changes within *PortfolioCare Elements* Super/Pension, including the addition, removal or withdrawal of investment options. In the case of significant changes, we will notify you electronically (see Electronic notifications, statements and online communications on page 26 for more information about electronic notification) or via your financial adviser (where it is or may become permissible under superannuation law).
- At the time further investments are made by us on your behalf into a managed investment in which you already have an investment, you may not have received:
  - the current PDS for the managed investment, or
  - information about material changes and significant events that affect the managed investment (that the responsible entity of the managed investment is required to give a person who acquired an interest in the managed investment directly, unless exceptions apply).
- You have read and understood the Important information on the inside front cover of this PDS.
- You have read and understood the Privacy statement on page 27 of this PDS, and you consent to the collection, maintenance, use and disclosure of personal information in accordance with the privacy statement. When you provide information about another individual, you declare that the individual has been made aware of that fact and the contents of the privacy statement. You also declare you have the authority of each principal, company officer or partner that you purport to represent.

- If your employer subscribes to an employer portal (eg to pay contributions), they may lodge certain instructions on your behalf electronically. You agree to your employer lodging instructions in this manner, and acknowledge we bear no liability, nor are we in anyway responsible for the conduct of your employer. This facility is only provided to your employer on the condition that the information they provide (and payments made) are to give effect to them meeting their superannuation obligations on your behalf. We are not liable for any loss arising from the use of this facility.
- Your rights in relation to your account are governed by the terms of the Trust Deed dated 13 November 1995, as amended from time to time (a copy is available free from us) governing the operation of the *PortfolioCare Elements* – Super account and *PortfolioCare Elements* – Pension account, and you agree to be bound by such terms.
- You're aware of the following details:
  - We can collect your TFN under the SIS laws.
  - When you or your employer provide your TFN to us, it will only be used for legal purposes. This includes finding or identifying your superannuation benefits where other information is insufficient, calculating tax on any eligible termination payment you may be entitled to, and providing information to the Commissioner of Taxation (amongst other things to enable the Commissioner of Taxation to assess any surcharge payable on superannuation contributions made by or for you). These purposes may change in the future.
  - It is not an offence if you choose not to quote your TFN. However if you or your employer don't provide us with your TFN, either now or later, you may pay more tax on your benefits than you have to, AND a surcharge (which may not have been payable if you had provided your TFN) may be payable on contributions made by or for you. In some circumstances, the surcharge may be reclaimed through the ATO. It may also be more difficult to locate or amalgamate your superannuation benefits in the future to pay you any benefits you are entitled to. Also, we will not be able to accept all types of contributions to your account if we do not have your TFN. These consequences may change in the future.
  - If you or your employer supply us with your TFN, we may provide it to the trustee of another superannuation fund or to a retirement savings account provider that is to receive your transferred benefits in the future. However, we will not give your TFN to such a trustee or retirement savings account provider if you tell us in writing that you don't want us to do so. We may also give your TFN to the Commissioner of Taxation. Otherwise your TFN will be treated as confidential.



### Confirm that:

- If you're making a deposit in your *PortfolioCare Elements – Super* account, including a deposit to be converted into a rollover and deposited into an account in *PortfolioCare Elements – Pension*, you are eligible to do so under superannuation law as set out in the table in section 1 of the Additional information booklet.
- If an eligible spouse contribution has been made to your account, you are either in a de facto relationship with your spouse or are legally married or living together on a bona fide domestic basis, and your spouse is not entitled to a tax deduction for the contribution.
- You authorise us to give information relating to your account and investments in your account (including disclosure documents for those investments) to your financial adviser, and acknowledge that your financial adviser is your agent for the purpose of receipt of this information.
- Your use of the services we provide will not breach any law of Australia or any other country
- We will not be liable to you or any other person for any loss or damage of any kind that may be suffered as a result of us exercising any of these rights, and
- Adviser fees you instruct us to deduct from your account and pay to your financial adviser are for advice and services provided by your financial adviser in relation to your *Elements – Super/Pension* account.

### Agree:

- To provide us with any information we may request which relates to your membership of the account, and you further undertake that, should any information you provide change, you will notify us of this change as soon as reasonably possible.
- That if accessing *Investor Online*, to be bound by the *Investor Online* terms and conditions, as amended from time to time. You will accept those terms and conditions when you use the service.
- That if accessing an employer portal, to be bound by the employer portal terms and conditions, as amended from time to time. You will accept those terms and conditions when you use this service.
- That changes to fees and costs, including fees and costs for underlying investments, may be accessed by you through *Investor Online*, and that you should only make an investment decision after accessing that information.
- That it is a condition of your participation in *Elements – Super/Pension*, including our acceptance of contributions or instructions by or for you relating to your participation in *Elements – Super/Pension*, that:
  - we may rely on any information ('information') given to us by or for you, including information in relation to your contributions or your TFN,
  - we are not required to inform you of your capacity to contribute to *Elements – Super/Pension* or the consequences (including adverse consequences) to you, if you:
    - make or do not make contributions to *Elements – Super/Pension*

- do not provide information, or
- provide incomplete information
- you comply with any other conditions which are notified to you by us which we reasonably believe are necessary or desirable for compliance with the new tax laws (super simplification tax changes), and
- you consent to the Trustee and Asgard deducting and paying adviser fees to your financial adviser (or to their dealer group who will receive the payment on behalf of your financial adviser) from your account on your behalf, as a remuneration for financial advice and related services that your financial adviser provides in relation to your account.

## TAX FILE NUMBER

We are required to provide you with the following information before you supply your TFN. Your TFN is confidential, and you should be aware of the following details before you decide to provide it:

- We can collect your TFN under the SIS laws.
- If you do provide your TFN to us, it will only be used for legal purposes. This includes finding or identifying your superannuation benefits where other information is insufficient, calculating tax on any rollover you may be entitled to, and providing information to the Commissioner of Taxation. These purposes may change in the future. We may also use your TFN and other relevant information to undertake searches of the lost members register and other records held by the ATO and to obtain information about superannuation benefits you may have with other superannuation providers.
- It is not an offence if you choose not to quote your TFN. However, if you do not provide us with your TFN, either now or later, you may pay more tax on your benefits than you have to. You may also pay the highest marginal tax rate on employer contributions and the taxable component of withdrawals. You will also be unable to make personal contributions to your account. It may also be more difficult to locate or amalgamate your superannuation benefits in the future to pay you any benefits you are entitled to. These consequences may change in the future. Where the contribution has been made in respect of insurance cover, and we are obliged to return the contribution, then your insurance cover will automatically lapse without further notification to you.
- If you supply us with your TFN, we may provide it to the trustee of another superannuation fund or to a RSA provider, where that RSA provider or trustee is to receive your transferred benefits in the future. However, we will not pass your TFN to such a trustee or retirement savings account provider if you tell us in writing that you don't want us to. We may also give your TFN to the Commissioner of Taxation. Otherwise your TFN will be treated as confidential.

## TERMS AND CONDITIONS FOR ESTATEMENTS AND ONLINE COMMUNICATIONS

Where you elect to receive communications from us online via Investor *Online*, you agree:

- to receive the communications you have requested electronically by regularly accessing them using Investor *Online*
- that registration, access to, and delivery of eStatements and online communications via Investor *Online* is at no extra cost
- to register or be registered and remain registered as a user of Investor *Online*
- any communication given to you online by making it available to you to access via Investor *Online* will be taken to be delivery of the communication to you one business day after the email has been sent to your nominated email address that the communication is available
- we will send an eStatement notification email to your nominated email address when a communication is available for you to access via Investor *Online*
- you have provided your nominated email address in your application, through your adviser or via Investor *Online* and you (or your financial adviser, on your behalf) are responsible for notifying us of any change to your nominated email address
- the nominated email address you have provided is your own
- to ensure we can deliver your eStatements, any change to your email address must be submitted before the effective end date of the upcoming report (eg 30 June)
- we'll automatically cancel your request for eStatements and online communications and switch you back to paper communications sent via mail if we're unable to successfully deliver emails to your nominated email address because it is not valid
- to resume eStatements after being switched back to paper communications you will need to opt-in to online communications again and provide us with a valid email address
- you will be able to access such communications at any time while your account is open and you have access to Investor *Online*
- to keep your nominated email address current and active to continue to ensure your mailbox can receive email notifications from us (eg there must be sufficient storage space available in your inbox)
- to ensure your mailbox junk mail and spam filters allow emails to be received from us
- to tell us as soon as possible if you are unable to access your email, Investor *Online* or your eStatements for any reason
- to regularly check for delivery of your eStatements regardless of whether or not you have received an email notification
- to take reasonable and appropriate security measures in relation to your computer and email access
- you can download a copy of any such communication free of charge
- we will send you a free paper copy of any such communication, at your request
- we may give you any communication in any other method permitted by law
- you may cancel your request to receive online communications at any time, however, you acknowledge that it may take up to two days for us to process your cancellation request and recommence sending you paper communications via mail
- we may at any time vary, suspend or cancel your access to eStatements and online communications via Investor *Online*. If we do this, we will provide notice to your nominated email address as soon as is reasonably practicable and will resume sending you paper communications via mail
- we will notify you of any change to these terms and conditions either by email to your nominated email address, via Investor *Online* or by mail
- we are not responsible for any losses whatsoever (including consequential loss) arising from unauthorised access to your email account, your inability to access your email account or because we have had to cancel your access to eStatements and online communications and resume sending you paper communications via mail, and
- we are not responsible for any costs associated with updating, modifying or terminating your software or hardware to enable you to access eStatements or Investor *Online*.

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**Distributed by**

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**Administrator and custodian**

Asgard Capital Management Ltd  
ABN 92 009 279 592  
AFSL No. 240695

**Trustee**

N.M. Superannuation  
Proprietary Limited

**Registered office**

33 Alfred Street  
SYDNEY NSW 2000

**Correspondence to**

*PortfolioCare*  
Customer Relations team  
PO Box 7229  
CLOISTERS SQUARE WA 6850

**Customer Relations team**

Telephone: 1800 646 234



## ADDITIONAL INFORMATION BOOKLET

Issue No.1, 1 July 2015

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This booklet contains more information about *PortfolioCare Elements – Super/Pension*, in addition to the information in the *PortfolioCare Elements – Super/Pension Product Disclosure Statement – Part 1 (PDS)*. Read it with the PDS to understand your options before you invest.

You can order a paper copy of this booklet at no extra cost from the *PortfolioCare* Customer Relations team by calling **1800 646 234**.

### ABOUT THIS BOOKLET

The information in this booklet is general information only and does not take into account your individual objectives, financial situation or needs. Before making an investment decision, you need to consider whether this information is appropriate to your individual objectives, financial situation and needs, and consult a financial adviser.

Before deciding to invest, it's important to read the Product Disclosure Statement (PDS). You can get copies of our PDSs from your adviser or by calling the Customer Relations team on 1800 646 234. Applications for investments in *PortfolioCare Elements – Super/Pension* will only be accepted once we receive the application form from a current PDS.

This information is provided for people in Australia only.

### THROUGHOUT THIS BOOKLET

References to	To be read as
Member or you	A member of <i>PortfolioCare Elements – Super/Pension</i> , and anyone you authorise to act on your behalf.
Account balance	The value of the underlying investments (including your cash balance) held by the Trustee on the member's behalf.
Financial adviser	A financial adviser holding an Australian Financial Services (AFS) Licence or acting as an authorised representative of a licensee.
AMP group	AMP Limited (ABN 49 079 354 519) and its subsidiary companies.
Our, we or us	N.M. Superannuation Proprietary Limited (NM Super), ABN 31 008 428 322, AFS Licence No. 234654, as Trustee of The Retirement Plan (Fund) ABN 40 236 806 679, or Asgard Capital Management Limited (Asgard), ABN 92 009 279 592, AFS Licence No. 240695, as the administrator and custodian, acting solely in its capacity as agent of the Trustee, as the context requires.
Part 2 – Investment Selection	Part 2 – <i>PortfolioCare Elements – Super/Pension</i> Investment Selection lists the investment options available through <i>PortfolioCare Elements – Super/Pension</i> .

## IMPORTANT INFORMATION

*PortfolioCare* Elements – Super/Pension is part of The Retirement Plan ABN 40 236 806 679 (the Fund). The Trustee of the Fund and issuer of this document is N.M. Superannuation Proprietary Limited ABN 31 008 428 322, AFSL No. 234654 (NM Super), a member of the AMP group.

The Trustee is an RSE Licensee under the *Superannuation Industry (Supervision) Act 1993 (SIS)*, which means that we have satisfied licensing conditions set by the Australian Prudential Regulation Authority (APRA). The Trustee is responsible for the monitoring and management of the Fund for the benefit of all members in accordance with the governing rules of the Fund and relevant legislation.

## ABOUT THIS ADDITIONAL INFORMATION BOOKLET

Before you make a decision to invest in the investment options offered through *PortfolioCare* Elements – Super/Pension, you should read the relevant disclosure documents for your chosen investments (where applicable). You can obtain up-to-date versions of these disclosure documents at no extra cost on request by contacting your financial adviser or the Customer Relations team on 1800 646 234.

Except as expressly disclosed in the PDS or the Additional information booklet that forms part of the PDS, investments in the investment options are not deposits or liabilities of NM Super, AMP Bank Limited ABN 15 081 596 009, AFSL No. 234517 (AMP Bank), any other member of the AMP group or any of the investment managers. NM Super is not a bank. AMP Bank does not stand behind the Trustee.

The investment options offered through *PortfolioCare* Elements – Super/Pension are subject to investment risk, including possible delays in repayment, loss of income and capital invested. Neither NM Super, nor any other member of the AMP group, Asgard or the investment managers or fund managers, guarantees the repayment of capital (unless expressly stated), payment of income or the performance of the investment options.

AMP companies receive fees and charges in relation to *PortfolioCare* Elements – Super/Pension as outlined in the PDS and the additional information that forms part of the PDS. AMP employees and directors receive salaries and/or benefits from the AMP group.

Asgard, the companies in the AMP group we use and any other company that we use have given and not withdrawn their consent to the statements in relation to themselves (including their names) being included in the PDS and in this document in the form and context in which they appear.

If you have received this document electronically we will provide a hard copy at no extra cost upon your request. This document should not be construed as an offer to invest in *PortfolioCare* Elements – Super/Pension in any jurisdiction other than Australia.

We reserve the right to change the terms and conditions in this PDS subject to regulatory requirements. We may accept or refuse (without reason) any application.

## CHANGES TO THIS ADDITIONAL INFORMATION BOOKLET

Information in the PDS and this document may change from time to time. If the change is not materially adverse to you, we may publish an update online at **investoronline.info**. You can also order a printed at no extra cost by contacting your financial adviser or the Customer Relations team on 1800 646 234.

We reserve the right to change the terms and conditions in the PDS and this document subject to regulatory requirements. If we make an increase to fees (other than by indexation), we will give you written notice at least 30 days before the change takes effect.

# SECTION 1 – WHAT KIND OF CONTRIBUTIONS DO WE ACCEPT?

From Superannuation Guarantee contributions to personal after-tax payments, there are plenty of options to grow your super faster.

## CONTRIBUTING TO PORTFOLIOCARE ELEMENTS – SUPER ACCOUNT

PortfolioCare Elements – Super account accepts all contributions allowed by law as per the following table, subject to product minimums.

Your age	Types of contributions that can be made
Under 65	<ul style="list-style-type: none"> <li>Mandated employer contributions (Superannuation Guarantee (SG) and award/industrial agreement)</li> <li>Employer voluntary contributions</li> <li>Salary sacrifice</li> <li>Personal contributions</li> <li>Spouse contributions</li> <li>Government co-contributions</li> <li>Low income superannuation contributions</li> <li>Rollovers from a closed First Home Saver Account</li> </ul>
Age 65 to 69	<ul style="list-style-type: none"> <li>Mandated employer contributions (SG and award/industrial agreement)</li> <li>Employer voluntary contributions and salary sacrificing once you have been gainfully employed for at least 40 hours in a period of 30 consecutive days in that financial year prior to making the contribution</li> <li>Personal contributions including spouse contributions once you have been gainfully employed for at least 40 hours in a period of 30 consecutive days in that financial year prior to making the contribution</li> <li>Government co-contributions</li> <li>Rollovers from a closed First Home Saver Account</li> <li>Low income superannuation contributions</li> </ul>
Age 70 to 74	<ul style="list-style-type: none"> <li>Mandated employer contributions (SG and award/industrial agreement)</li> <li>Employer voluntary contributions and salary sacrifice once you have been gainfully employed for at least 40 hours in a period of 30 consecutive days in that financial year prior to making the contribution</li> <li>Personal contributions excluding spouse contributions once you have been gainfully employed (including self-employed) for at least 40 hours in a period of 30 consecutive days in that financial year prior to making the contribution</li> <li>Government co-contributions (if aged under 71 at the end of the financial year for which the co-contribution applies)</li> <li>Low income superannuation contributions</li> </ul>
75+	<ul style="list-style-type: none"> <li>Mandated employer contributions only (SG and award/industrial agreement only)</li> <li>Low income superannuation contributions</li> </ul>

For more information contact your financial adviser or visit [www.ato.gov.au](http://www.ato.gov.au).



## CONCESSIONAL CONTRIBUTIONS

Your *PortfolioCare* Elements – Super account accepts these concessional contributions:

Type of contribution	How it works
<b>Superannuation Guarantee and award/industrial agreement contributions</b>	Your employer pays Superannuation Guarantee contributions and award/industrial agreement contributions into your account. The amount they must contribute is set by legislation or an award/industrial agreement, and is a percentage of your pre-tax income. The Superannuation Guarantee contribution percentage is currently 9.5% of salary.
<b>Additional employer contributions</b>	On top of Superannuation Guarantee or award/industrial agreement contributions, your employer can make extra contributions to your account, such as payments for insurance premiums and fees.
<b>Salary sacrifice contributions</b>	If your employer offers salary sacrifice, you can arrange for them to pay some of your pre-tax salary in the form of extra super contributions.
<b>Personal contributions for which a valid notice of your intention to claim a tax deduction is received</b>	Self-employed members of the <i>PortfolioCare</i> Elements – Super account who make personal contributions may be eligible for a tax deduction. If a valid notice of your intention to claim a tax deduction is received by us, the contribution will be treated as a concessional contribution. If a valid notice is not received, the contribution will remain as non-concessional.

For information on the maximum concessional amounts that can be contributed in any one year, refer to section 5 of this booklet.

## NON-CONCESSIONAL CONTRIBUTIONS

Non-concessional contributions include most contributions you make from your after-tax income, as well as a range of other contributions, such as pre-tax contributions that go over your concessional contributions cap. Currently, you can make up to \$180,000 a year in non-concessional contributions while benefitting from a lower tax rate. However, these rates are subject to change. Please refer to [ato.gov.au](http://ato.gov.au) for up-to-date information.

For more information about contributions caps, see Contribution Limits on page 11.

Your *PortfolioCare* Elements – Super account accepts these non-concessional contributions:

Type of contribution	How it works
<b>Personal contributions</b>	You can ask your employer to make regular personal contributions through a payroll deduction from your after-tax salary, or you can make contributions directly.
<b>Spouse contributions</b>	Your spouse contributes to your super account on your behalf. Your spouse does not need to be a member of the fund to contribute to your account.
<b>Government co-contributions</b>	Payments made by the government to superannuation accounts of certain low-income earners who make non-concessional personal contributions. <sup>1</sup>
<b>Rollovers from other superannuation funds</b>	You can roll over and consolidate benefits from another superannuation fund, deferred annuity, retirement savings account or approved deposit fund into your <i>PortfolioCare</i> Super account. By rolling over your super savings into a single account, you may be able to save on fees and make it easier to keep track of your super. For more information, speak to your financial adviser. <sup>2</sup>
<b>Low-income superannuation contributions</b>	Payments made by the government to superannuation accounts for individuals earning \$37,000 or less a year, where they or their employer make a concessional contribution to a complying superannuation fund. <sup>1</sup>  The low-income super contribution payment will be abolished from 1 July 2017.
<b>CGT small business</b>	Certain proceeds from the disposal of qualifying small business assets can be contributed. You should consult your financial adviser to confirm if you are eligible to make this type of contribution.
<b>Personal injury payments</b>	Payments arising from certain personal injuries may be contributed to your <i>PortfolioCare</i> account. For further information, please contact your financial adviser.
<b>Other contributions</b>	These may include rollovers from closed first home saver accounts.

<sup>1</sup> Other conditions apply in order for you to be eligible to receive a government co-contribution or a low-income superannuation contribution. See [ato.gov.au](http://ato.gov.au) for more information.

<sup>2</sup> You should be aware of all the implications before transferring benefits, including whether your other super fund(s) charge an exit fee when you transfer, and any loss of insurance cover.

## KIWISAVER SCHEMES

At this time, we do not accept transfers from KiwiSaver schemes. However, you may transfer your benefits from your account to a New Zealand KiwiSaver scheme.

We recommend you see your financial adviser or taxation adviser before transferring any amounts as there may be currency risks and tax consequences.

## SUPERANNUATION CONTRIBUTIONS SPLITTING

You may be able to split your concessional contributions with your spouse, as long as they meet the eligibility rules. You can split:

- employer Superannuation Guarantee contributions
- salary sacrifice contributions
- the deductible portion of any personal deducted contributions you have made.

You can split up to 85% of these contributions, as long as you don't breach your concessional contributions cap.

Generally, you can only split contributions you made in the previous financial year, unless you are closing your super account and rolling over the entire balance to another fund. Once you transfer your contributions to a pension account or another super account, you are not able to split them.

You can only make one split to your spouse's super account each year. Once a contribution has been split, you can't change its deductibility.

If you are interested in contributions splitting, consult your financial adviser. You can also ask your adviser for a Superannuation Contributions Splitting application form, or call the PortfolioCare Customer Relations team on 1800 646 234.

## CONTRIBUTIONS WE RECEIVE AFTER YOUR PENSION HAS STARTED

Under current legislation, you cannot add contributions to an existing pension account after your pension has started, so there are special rules for contributions we receive after your pension start date.

### AMOUNTS UNDER \$500

If another superannuation provider sends us a rollover for less than \$500 (or another amount that we determine), and you don't give us other instructions, you authorise us to return it to the super fund that paid it. You will then need to contact that super fund to access your money.

If we receive an amount under \$500 for your super account from investment income or some other source, and you have already closed your super account and opened a pension account, you authorise us to pay that amount to you (unless you have a pre-retirement pension, in which case we will ask your financial adviser what to do with the money).

### AMOUNTS OVER \$500

If you have rollovers and credits over \$500 (or another amount that we decide), you authorise us to take instructions from your financial adviser on what to do with it. We can either:

- pay the credit amount to you (unless you have a pre-retirement pension)
- transfer the credit amount to a new pension account, which means you will receive more than one pension
- consolidate it with your current balance by transferring both to a new pension account, using the single pension commutation process. If you choose this option, we will:
  1. Transfer your current pension account balance to a new pension account.
  2. Add any other money (either rollovers or contributions) to the new pension account on the same day as the transfer. If the additional money is a contribution which you are eligible to make, we will consolidate the funds in your super account first.
  3. Commence your new pension account.

### STARTING A NEW PENSION ACCOUNT

If we need to open a new pension account for you, you authorise us to use the original application for your existing pension account, as long as this meets the current laws. Our standard fees and other charges will apply to your new account.

## SECTION 2 – WHEN CAN YOU ACCESS YOUR SUPERANNUATION?

Superannuation is designed to help you save for retirement, so there are strict rules about the circumstances in which you can access your super early. And when the time comes to retire, *PortfolioCare Elements – Super/Pension* makes it easy to access your super, simply by converting your super account to a pension account.

Your superannuation benefit is the total of all contributions made into your account, plus benefits rolled over or transferred in, investment earnings, and any insurance proceeds, minus fees, taxes, lump-sum withdrawals, any insurance premiums and other charges.

Most superannuation benefits are preserved, which means they can only be paid out under strict conditions. Depending on your situation, benefits you roll over from another fund may also include:

- restricted, non-preserved benefits: can be withdrawn once you stop working for the employer that made the contributions
- unrestricted, non-preserved benefits: can be withdrawn at any time.

These other benefits keep the same status after you have rolled them over to your *PortfolioCare Elements – Super/Pension* account.

For more information about restricted, non-preserved and unrestricted, non-preserved benefits, speak to your financial adviser.

### PAYING PRESERVED BENEFITS

According to superannuation law, we can pay preserved benefits:

- when you reach age 65
- if you cease employment after age 60
- when you reach your preservation age (see below) and are still working full-time—your superannuation benefit can be used to commence a non-commutable pension
- when you permanently retire, after reaching your preservation age
- if you suffer permanent incapacity or temporary incapacity, as defined by the *Superannuation Industry (Supervision) Act 1993*
- if the Trustee agrees that you can receive part or all of your benefit due to severe financial hardship
- if the relevant government authority approves the release on specified compassionate grounds
- upon your death

- if you satisfy the criteria of terminal medical condition as specified by superannuation law
- when you have been a lost member and are subsequently found, and your account value is \$200 or less
- if you were a temporary resident of Australia, you can access your Australian superannuation benefit when you permanently leave Australia<sup>1</sup>,
- if you comply with any other condition of release specified by superannuation law.

If you suffer prolonged illness or disability, you may be eligible to claim a temporary incapacity benefit.

If you die before receiving any or all of your superannuation benefits, your remaining superannuation investments will be paid to your beneficiaries. Please refer to section 4 for details.

### YOUR PRESERVATION AGE

All superannuation contributions and any investment earnings are generally preserved until your preservation age:

If you were born	Your preservation age is
Before 1 July 1960	55
From 1 July 1960 to 30 June 1961	56
From 1 July 1961 to 30 June 1962	57
From 1 July 1962 to 30 June 1963	58
From 1 July 1963 to 30 June 1964	59
On 1 July 1964 or after	60

Please note: Until 30 June 2015, individuals turning 55 also have a preservation age of 55 years (ie those born before 1 July 1960). Individuals turning 55 from 1 July 2015 (ie those born on or after 1 July 1960), will have a preservation age of at least 56.

### TRANSFERRING BENEFITS

You may transfer or rollover your benefits at any time to another super or retirement fund that complies with Federal Government regulations.

Subject to eligibility, you can also choose to convert some or all of your benefits to a *PortfolioCare Elements – Pension* account, so you can access your benefits through regular income payments.

If you choose to convert to a pension account, your financial adviser can provide you with the current PDS.

<sup>1</sup> This option is not available to holders of subclass 405 and 410 visas, Australian or New Zealand citizens, or Australian permanent residents.

## SECTION 3 – HOW DO WE CALCULATE YOUR PENSION PAYMENTS?

**PortfolioCare Elements – Pension gives you and your financial adviser the freedom to set your own level of pension payments, provided you withdraw the annual minimum set by the government.**

Government rules generally require allocated pensions to make payments at least once each financial year and to pay a minimum amount each financial year. There is no maximum payment level (except for pre-retirement pensions) – so as long as you meet the minimum withdrawal requirements, you can withdraw any amount you like, up to your maximum account balance.

In addition to the standard minimum payment requirements, pre-retirement allocated pensions or NCAPs have a maximum pension amount that can be paid. The maximum is initially calculated as 10% of your starting account balance, and re-calculated every 1 July using the total account balance. In the first year of your NCAP, you can choose to receive a pro rata or non-pro rata pension amount.

### MINIMUM PAYMENT AMOUNTS

Your pension payments must satisfy these rules:

- You must receive at least one payment each financial year, unless you invest during June in the year you commenced your pension. In that case, you don't need to receive a pension payment during that financial year.
- Your gross annual payment must be at least the prescribed minimum amount.

We work out the prescribed minimum amount at the time you make your first investment for that year and on 1 July of each following year. If your pension begins on any day other than 1 July, we will calculate your first year's payment pro rata for the number of days until the next 1 July, unless you tell us to do otherwise.

The minimum payment for each year depends on your age and account balance. It is calculated by multiplying the withdrawal value of your account balance by the percentage factor set by the government for your age (see the table below).

### MINIMUM PAYMENT AMOUNTS

Age	Minimum percentage factors
Less than 65	4%
65–74	5%
75–79	6%
80–84	7%
85–89	9%
90–94	11%
95+	14%

### WITHDRAWALS (CASH LUMP SUM OR ROLLOVERS)

If you withdraw part of your benefits, we must make sure there will still be enough money in your account to pay your minimum pension amount. If you close your account by making a full withdrawal before receiving your pension, we must pay you your minimum pension payment (calculated pro rata), so any lump sum withdrawals you make will count as part of that minimum.

### PRESERVATION COMPONENTS

If your pension is an NCAP, it may have three preservation components. If it does, we will make payments from the components in this order:

1. Unrestricted non-preserved benefits.
2. Restricted non-preserved benefits.
3. Preserved benefits.

### NON-CONCESSIONAL AND SPOUSE CONTRIBUTIONS

If you are still eligible to contribute to superannuation, you may be able to use some of your ordinary savings to make a non-tax deductible contribution before you start your *PortfolioCare Elements – Pension* account. We will consolidate this contribution with any rollovers in your super account before you start your pension.

Generally, you are eligible to make a personal non-concessional contribution if you're either:

- aged under 65
- aged over 65 and have already been gainfully employed for at least 40 hours for 30 consecutive days in the financial year in which the contributions are made.

If you meet either one of these requirements, your spouse can also make a non-concessional contribution on your behalf (up until you're aged 69 (inclusive)).

## SECTION 4 – HOW WILL WE PAY YOUR BENEFICIARIES?

If you die before receiving all of your retirement savings, we will pay a death benefit to your beneficiaries, in accordance with the type of death benefit nomination you make. That death benefit includes your:

- super or pension benefit, and
- insurance payout, if any.

You can let us know how you would like your death benefit to be paid by choosing one of the following:

- **Binding death benefit nomination:** The Trustee must pay your benefit to the person or people you have nominated (your beneficiaries), as long as your nomination is valid.
- **Discretionary death benefit nomination:** The Trustee will consider your nomination, but can divide your benefit between any of your dependants and your legal personal representative.
- **Reversionary pension:** If you've got a *PortfolioCare Elements – Pension* account, you can request for your pension to continue to be paid to your eligible dependant after you die by nominating them as a reversionary pensioner (*PortfolioCare Elements – Pension* only).

To nominate beneficiaries, complete the Nominated beneficiaries section of the application form or talk to your financial adviser.

### PAYING YOUR BENEFICIARIES

Your death benefit can be paid either as a lump sum or a regular income stream to your death benefit dependants as defined by tax legislation.<sup>1</sup>

If a dependant beneficiary is a child, they will receive a death benefit income stream, provided they are either:

- under 18 years of age at the time of your death<sup>2</sup>
- between 18 and 25 years of age at the time of your death and financially dependent on you
- disabled, as defined in the *Disability Services Act 1986*.

A death benefit income stream paid to a child dependant must be commuted when the child reaches age 25, unless the child is disabled as defined in the *Disability Services Act 1986*.

If your beneficiary is a dependant as defined in the tax legislation and they receive your benefit as a lump sum, then they won't pay tax on it. If they receive the benefit as a pension or reversionary pension, it may be tax-free, depending on your age and the age of the beneficiary when you die.

A non-dependant beneficiary under tax legislation\* (including a child aged 18 and over) can only receive a lump-sum payment, which will be taxed as assessable income.

If you have a pension account and your death benefit nomination specifies payment as a reversionary pension, depending on the reversionary type selected, the beneficiary may be able to choose one of the following payment methods:

- **Automatic reversionary nomination:** The beneficiary will not have the option to elect to receive the death benefit as a lump sum or as a pension—they will receive a pension, but can then commute the pension and receive a lump sum at any time.
- **Discretionary reversionary nomination:** The beneficiary will have the option to elect to receive the death benefit as a lump sum or as a pension.

When a pension account death benefit is paid to a beneficiary as a pension, this pension is called a 'reversionary pension' (refers to both discretionary and automatic reversionary pensions). However, while a super account death benefit can also be paid as a pension, it will not be recognised as a reversionary pension.

For more information about payments to beneficiaries, please speak to your financial adviser.

<sup>1</sup> Please note that your death benefit dependant must also be a dependant under superannuation law.

<sup>2</sup> Complete a child pension nomination (available from your financial adviser), which sets out the conditions that apply to these pensions.



## WHAT IS A DEPENDANT?

PortfolioCare Elements – Super/Pension uses the definition of *dependant* from the *Superannuation Industry (Supervision) Act 1993*. Under that definition, dependants include your spouse, children and anyone else with whom you have an interdependency relationship.

### TYPES OF DEPENDANT

Type	Definition
Child	<p>Child includes:</p> <ul style="list-style-type: none"><li>• an adopted child, a stepchild or an ex-nuptial child of the member</li><li>• a child of the member's spouse</li><li>• someone who is a child of the member, according to the meaning given by the <i>Family Law Act 1975</i> (Family Law Act).</li></ul>
Spouse	<p>Spouse of a person includes:</p> <ul style="list-style-type: none"><li>• the person's husband or wife</li><li>• another person (whether of the same sex or a different sex) registered on the relationship registers of a state or territory (which at the date of this document are Queensland, Victoria, Tasmania, the Australian Capital Territory and New South Wales)</li><li>• another person who, although not legally married to the person, lives with the person on a genuine domestic basis in a relationship as a couple.</li></ul>
Inter-dependency relationship	<p>Two people (whether related or not) have an interdependency relationship if:</p> <ul style="list-style-type: none"><li>• they have a close personal relationship</li><li>• they live together</li><li>• one or each of them provides the other with financial support</li><li>• one or each of them provides the other with domestic support and personal care.</li></ul> <p>If two people have a close personal relationship but do not satisfy the other conditions above because they are temporarily living apart or because either or both of them suffer from a physical, intellectual or psychiatric disability, they will also be considered to have an interdependency relationship.</p>

## WHAT IS A LEGAL PERSONAL REPRESENTATIVE?

Your legal personal representative is either:

- the executor of your will
- the administrator of your estate
- the Trustee of your estate if you have a legal disability
- a person who you have given enduring power of attorney.

## MAKING A BINDING DEATH BENEFIT NOMINATION

You can choose how you want your benefit paid. You have a choice of:

### BINDING NOMINATION

In most circumstances we must pay your benefit to the beneficiaries you have nominated and in the proportions you have specified. A binding nomination is valid for up to three years and must be renewed on expiry.

For a binding nomination to be valid:

- the total allocation must equal 100% and must be in whole numbers
  - you can only nominate a dependant and/or your Estate/Legal Personal Representative (LPR)
- your nomination must be signed and dated in the presence of two witnesses who are over age 18 and who are not nominated beneficiaries.

You can nominate a person or persons under a Power of Attorney to operate your account. To do so, send us a certified copy of a valid Power of Attorney together with a declaration that the appointment has not been revoked. The legislation in relation to what is required is different for each state and further information can be found online at [australia.gov.au/content/powers-of-attorney](http://australia.gov.au/content/powers-of-attorney).

It is critical to explicitly state in the Power of Attorney document that you allow the person you have nominated as your Attorney to nominate themselves as a beneficiary of your superannuation if this is your desire. If it is not explicitly stated that the appointed Attorney can nominate themselves as a beneficiary the Trustee will not implement any direction from the Attorney to do so.

**When we receive your nomination we will not check if your nominated beneficiaries are your dependants or your legal personal representative.**

Accordingly, we will automatically treat your nomination as though it was a non-binding nomination if:

- you and/or your witnesses do not sign or complete the binding nomination correctly
- three years have passed from the date you signed the Binding death benefit nomination form (You will need to reconfirm your nomination every three years if you want to continue to have a binding nomination)
- any nominated beneficiary dies before you die

- any nominated beneficiary (other than the legal personal representative) is not a dependant at the date of your death
- if you nominate your spouse and you get divorced or your de facto relationship ends after signing the Binding death benefit nomination form
- you revoke, amend your binding nomination (if you wish to amend a binding nomination, a new Binding death benefit nomination form needs to be completed) or make a non-binding nomination.

If a nominated dependant predeceases you or a nominated person is not your dependant or legal personal representative at the time of your death, it will be held that you have directed the Trustee to pay that dependant or person's portion of the death benefit amongst your surviving nominated dependants and any nominated legal personal representatives, in the same proportion as the percentages you allocated to them in the binding benefit nomination.

If there are no surviving nominated dependants or surviving nominated legal personal representatives your death benefits will be paid at the discretion of the Trustee.

If you do not specify any proportion, the death benefit that is to be paid to a dependant or legal personal representative, will be distributed equally amongst those persons nominated and who are eligible to receive a benefit. If you nominate percentages in respect of all nominated persons, but the sum of the percentages is other than 100%, the percentages will be adjusted proportionately.

If you specify a proportion in respect of some but not all of your nominated dependants or legal personal representatives the residual amount will be distributed equally amongst those nominated persons in respect of whom no proportion is specified. In the event there is no residual amount, no benefit will be paid to those persons in respect of whom no proportion is specified.

If you cancel your binding nomination without making another nomination, then we must pay your death benefit in accordance with the No nomination option.

If you wish to revoke a binding death benefit nomination, you must ensure that two people who are 18 years of age or over (neither of whom were nominated in your benefit nomination) witness and sign and date this notice. The Binding death benefit nomination form provides an option to revoke your nomination.

## DISCRETIONARY DEATH BENEFIT NOMINATION

With a discretionary (non-binding or preferred) nomination, the Trustee will consider the nomination provided by you but have the discretion to pay your benefit to one or more of your dependants and/or your legal personal representative in proportions it determines. If the Trustee is unable to identify any dependants and no legal personal representative is appointed within a reasonable time, the Trustee will pay your benefit to any other person or persons in proportions which the Trustee determines.

## NO NOMINATION

In the event that no nomination is made or you cancel your existing nomination and do not make a new nomination, your benefit will be paid at the discretion of the Trustee to one or more of your dependants and/or your legal personal representative.

If there are no dependants and no legal personal representative, the Trustee may pay the benefit to another suitable person or persons.

If you do not have a death benefit nomination, you should consider making a will.

It is important to review your nomination regularly and update it if your circumstances change.

## REVERSIONARY PENSION

### Applicable to pension only

You can request that your pension continue after your death by selecting an automatic reversionary nomination to be paid to your death benefit dependant as defined by tax law.<sup>1</sup>

If the nominated reversionary pensioner is not a death benefit dependant at the time of your death, the Trustee will use its discretion to determine how the benefit will be paid.

The taxation of a death benefit paid as a reversionary pension will depend on the age of the primary and reversionary beneficiary.

- If either the primary beneficiary (ie the member) or the reversionary beneficiary was aged 60 or over at the time of death of the primary, then payments to the reversionary beneficiary will be tax exempt.
- If both the primary beneficiary and the reversionary beneficiary were aged under 60 at the time of the primary's death, the taxed element of the taxable component of the pension will be taxed at the reversionary beneficiary's marginal tax rate less a 15% tax offset. If the pension includes an untaxed element, this will be taxed at the reversionary beneficiary's marginal tax rate.
- Death benefits will be able to be paid as a pension to a dependant child; however, when the child turns 25, the balance in the fund will have to be paid as a lump sum (tax-free) unless the child is permanently disabled within the meaning of the *Disability Services Act 1986*.

## INVESTMENT INSTRUCTIONS, ADVISER REMUNERATION AND ONLINE AUTHORITIES

Any existing investment instructions, regular savings plans, pension payments, adviser remuneration and online authorities may also be cancelled upon receipt of notification of the member's death.

<sup>1</sup> Please note that your death benefit dependant must also be a dependant under superannuation law.

## SECTION 5 – WHAT ABOUT TAXATION?

Tax can have a significant impact on your retirement savings. But Australia's tax laws are complex and everyone's situation is different, so it's important to consult a qualified tax adviser before you act.

Here are some of the issues you may need to consider.

### HOW DOES TAX AFFECT YOUR CONTRIBUTIONS?

#### CONTRIBUTIONS TAX

Concessional contributions and tax-deductible personal contributions are taxed at a special rate of 15%. We deduct this amount when your tax is due, rather than at the time of the contribution, allowing you to earn interest on your full contribution until the tax due date.

For an individual with a combined income and certain concessional contributions over \$300,000 pa, an additional 15% tax is payable by the member on the lesser of the contributions and that portion of concessional contributions exceeding the \$300,000 threshold (limited to the concessional contributions cap).

#### CONTRIBUTION LIMITS

##### Concessional contributions cap

An annual standard cap of \$30,000 (normally indexed annually) applies to concessional contributions. If you contribute more than the cap, your extra contributions will be taxed at your marginal rate, with a credit for the 15% contributions tax.

An annual \$35,000 (non-indexed) concessional contributions cap applies to people aged 50 and over.

These caps are subject to change. Please refer to [ato.gov.au](http://ato.gov.au) for up-to-date information.

You are responsible for paying tax on any excess concessional contributions. You can choose to pay it yourself, or have it deducted from your super account by completing a Release Authority form from the Australian Taxation Office (ATO) and sending it to us.

##### Non-concessional contributions cap

An annual cap of \$180,000 (calculated as six times the concessional contributions cap) applies to non-concessional contributions. Members aged under 65 may be able to bring forward two additional years worth of non-concessional contributions caps in a single year, contributing up to \$540,000 in a single financial year rather than \$180,000 in each year for three years. These caps are subject to change. Please refer to [ato.gov.au](http://ato.gov.au) for up-to-date information.

If you contribute more than the cap, your extra contributions will be taxed at the top marginal rate. You are responsible for paying any excess non-concessional contributions tax from your super account by completing a Release Authority form from the ATO and sending it to us.

The government has introduced a temporary budget repair levy, which raises the top marginal tax rate to 47%, impacting a number of tax rates that are aligned with the top marginal tax rate. The levy applies effective from 1 July 2014 until the 2016-17 financial year (inclusive).

If you make a non-concessional contribution that is three times greater than the non-concessional cap, we are required by law to refund it to you. We can also charge you an administration fee, together with any transaction costs and premiums paid for this excess amount.

The government has recently passed changes to the treatment of excess non-concessional contributions to allow individuals to withdraw excess contributions and associated earnings.

For more information about contributions caps and how they affect your super savings, speak to your financial adviser or visit [ato.gov.au](http://ato.gov.au).

#### CLAIMING TAX DEDUCTIONS FOR SUPER CONTRIBUTIONS

If you are self-employed or earn less than 10% of your assessable income, reportable fringe benefits and total super contributions from work where an employer pays superannuation for you, you may be eligible to claim a tax deduction for personal super contributions. Limits apply on contributions made by you or on your behalf.

If your employer contributes for you, or is obliged to do so under an award or the Superannuation Guarantee legislation, you will generally not be eligible for a tax deduction for any personal contributions you make.

If you are eligible to claim a tax deduction for your personal contributions, you may do so until you turn 75 years.

If you have made member contributions, we will remind you to tell us by the end of the financial year if you want to claim a tax deduction.

For more information, contact your financial adviser or visit [ato.gov.au](http://ato.gov.au).

#### GIVING US YOUR TAX FILE NUMBER

When you apply to open a *PortfolioCare Elements* – Super/Pension account, we ask for your Tax File Number (TFN). If you don't give us your TFN within 30 days of making a personal contribution, we are legally required to return the contribution to you. We are also entitled to charge you an administration fee, together with any transaction costs and premiums that have been paid for this personal contribution.

It is not an offence not to quote your TFN. However, giving your TFN to your super fund will have the following advantages (which may otherwise not apply):

- Your super fund will be able to accept all types of contributions to your accounts.
- Other than the tax that may ordinarily apply, no additional tax will be deducted from your contributions or when you start drawing down your super benefits.
- It will make it much easier to trace different super accounts in your name so that you receive all your super benefits when you retire.

## HOW WE USE YOUR TAX FILE NUMBER

### SUPER ACCOUNTS

The Trustee will only use your TFN to:

- find or consolidate your super benefits
- calculate the correct tax on eligible termination payments
- pass it to the trustee of another super fund or provider of a retirement savings account when we transfer your benefits. You can give us written instructions not to pass it on before any transfer.

We can also pass your TFN on to the ATO if either:

- we have paid you a benefit—to report contributions
- you have unclaimed super money after reaching the age when you can receive an aged pension.

### PENSION ACCOUNTS

The Trustee will only use your TFN as we are required to by law, such as to:

- calculate tax components on your benefits paid from the fund and passing it on to the ATO
- pass it on to another super provider
- give it to the ATO to work out if you need to pay any surcharge tax
- enable contact if you are over the age of 65 and the Trustee has lost contact with you.

If you don't provide your TFN straight away, you won't be able to claim any additional tax from us that we have paid on your benefits, even if you provide it later. However, you might be able to reclaim this additional tax through the income tax assessment process.

If you are over the age of 60 at the start of your pension, you don't need to provide a TFN as all your benefits are tax-free.

For more information, contact the ATO Super Helpline on 131 020.

## ROLLOVERS AND TRANSFERS

Generally, rollovers and transfers from taxed sources are not subject to tax on rollover or transfer. However, if we receive a rollover or transfer that includes an untaxed element, we must take 15% tax from the untaxed element.

## HOW DOES TAX AFFECT YOUR INVESTMENT EARNINGS?

Superannuation investment earnings are taxed at a concessional rate of 15%. Capital gains on some assets within a superannuation fund that are held by the fund for at least 12 months are taxed at an effective rate of 10%. As a result, depending on your situation, your investment earnings from super may be taxed at a considerably lower rate than your non-super investments. And this tax may be further reduced by deductions for administration fees, adviser fees, life insurance premiums, franking credits, tax offsets and other items.

Earnings on your *PortfolioCare Elements – Pension* account are currently exempt from tax.

## HOW DOES TAX AFFECT YOUR WITHDRAWALS?

The tax treatment of withdrawals depends on your age at the time of the payment and whether you choose to receive a lump sum or a pension. Here is a summary of the current rules. Tax rates and legislation can change, so check the current rate and thresholds with your financial adviser or the ATO before you make a decision.

### The tax treatment of withdrawals

Age <sup>1</sup>	Superannuation lump sum	Superannuation income stream
Aged 60 and above	Tax-free (not assessable, not exempt income)	Tax-free (not assessable, not exempt income)
Preservation age to 59	0% tax up to the taxed element of the low rate cap <sup>2</sup>  15% tax on the taxed element of the taxable component above the low rate cap <sup>2,3</sup>	Marginal tax rates and 15% tax offset may apply to the taxed element of the taxable component <sup>5</sup>
Below preservation age	20% tax on the taxed element of the taxable component <sup>3</sup>	Marginal tax rates apply to the taxed element of the taxable component (no tax offset) <sup>4,5</sup>

1 For information on your preservation age, see Your preservation age on page 6.

2 Low rate cap of \$195,000 (indexed annually).

3 Medicare levy will also apply.

4 A disability superannuation income stream also receives a 15% offset.

5 Depending on your personal income, these amounts may also incur the temporary budget repair levy of 2%.



## LUMP-SUM WITHDRAWALS

The tax treatment of lump-sum benefits taxed depends on your age and the taxable component of your lump sum.

If you're aged under 60, the taxable component is determined by factors such as the source of your contributions and whether they have already been taxed. If you have to pay tax on a lump sum, the Trustee must withhold that tax from your benefit.

If you're aged 60 and over, superannuation lump-sum benefits or pension payments paid from a taxed source are tax-free, so you don't need to declare them on your tax return. All benefits paid from *PortfolioCare Elements* – Super/Pension accounts are paid from a taxed source.

When you make a lump-sum withdrawal, we will send you a PAYG Payment Summary to include in your next tax return.

## LUMP-SUM DEATH BENEFITS

Generally, lump-sum death benefits are tax-free where the benefit is paid to a dependant under tax law. Please refer to section 4 for details.

The taxable component of lump-sum death benefits paid to a non-dependant under tax law will incur 15% tax (on the taxed element) plus Medicare levy and 30% (on any untaxed element) plus Medicare Levy.

## LUMP-SUM DISABILITY BENEFITS

Disability benefits are subject to tax, but usually receive favourable tax treatment if specific requirements are met. Please speak to your financial adviser for more information.

## TEMPORARY SALARY CONTINUANCE BENEFITS

These benefits are not pension benefits under tax law. A member who receives a payment under a Temporary Salary Continuance insurance policy has to pay tax on that payment at their personal marginal tax rate, with no offset.

## PENSION PAYMENTS

### Age under 60

If you are under 60 years old, we generally have to deduct tax from your pension payments. However, if you are under 60 but have reached your preservation age, you may be entitled to a tax offset of up to 15% of the taxable amount.

Ask your financial adviser to help you work out the amount of tax you're likely to pay.

### Age 60 and over

For pensioners aged 60 or over, lump-sum benefits and income stream payments are tax-free.

## ANTI-DETRIMENT PAYMENT

Under tax legislation, following the death of a member of a complying superannuation fund, the lump-sum benefit payable may be increased to take into account the tax paid in respect of the contributions credited to the member's account. In effect, the contributions tax is refunded by the ATO to the deceased member's dependent spouse, former spouse<sup>1</sup> or child of any age. Anti-detriment payments can also be made to the estate of the deceased member, but only to the extent that a beneficiary of the estate who is one of the persons aforementioned is expected to benefit from the estate.

We will pay anti-detriment in the following situations:

- In both the accumulation phase and pension phase when the death benefit is paid as a lump sum to an eligible beneficiary.
- Should a reversionary pensioner commute (either partially or fully) the pension within the statutory period (three or six months), we will pay anti-detriment subject to certain conditions.

Anti-detriment payments cannot be applied to a reversionary pensioner where the beneficiary starts a pension with a death benefit.

It should be noted that financial and interdependent beneficiaries are not entitled to the benefits of the anti-detriment payment.

<sup>1</sup> Under SIS laws, a former spouse must also be a dependant (such as a financial dependant) in order to be eligible to receive a death benefit from the Fund.

## SECTION 6 – WHAT ARE THE RISKS?

Every investment involves risk. Here's an overview of some of the significant risks you may face. To find out more about the risks and how to manage them, talk to your financial adviser.

### MARKET RISK

Market risk is the risk that the price of the assets you have invested in may fall. For example, your investments can be affected by changes in:

- interest or inflation rates
- government legislation or taxation
- market sentiment.

### CURRENCY RISK

Currency risk is the risk that the Australian dollar value of overseas assets may fall because of currency fluctuations. However, currency changes can also work in your favour, increasing the value of offshore assets.

### DERIVATIVES RISK

Derivatives are securities such as options or warrants that derive their value from an underlying asset or index. Depending on the investments you select, your fund manager may actively use derivatives to manage risk or increase returns. But derivatives can also result in more volatile returns, increasing the risk of gains and losses.

### GEARING RISK

Some investment options may be geared using loans or derivatives. While gearing can multiply returns when your investments rise in value, it can also multiply losses if your investments fall. As a result, gearing can increase risk and make investment returns more volatile.

### LEGISLATIVE RISK

Changes to superannuation legislation can affect:

- who can invest
- the amount of tax you need to pay
- when and how you can withdraw money.

Studio: please insert the following section here --

### LIQUIDITY RISK

Liquidity risk is the risk that poor market conditions could stop you or your investment manager selling an asset quickly and without losing money. An asset that is hard to sell is described as illiquid.

We usually process any investment switches, withdrawals, rollovers and transfers from your superannuation or pension account within 30 days of receiving all the information we need. The only exception is for investments that have redemption restrictions that don't allow us to pay the benefit in this timeframe. We have labelled these investments as illiquid investments in part 2 – investment selection, which also shows the maximum redemption period for each option.

### RISK OF DELAY

Generally, fund managers receive instructions to buy and sell investments each day. But sometimes these instructions can be delayed, potentially affecting the amount you receive when the transaction takes place. For example, a transaction may be delayed if:

- your transaction request does not have enough detail for us to act on it
- the request isn't signed
- the instructions are illegible or incomplete
- the transaction does not meet the minimum investment or withdrawal requirements set by us or the fund manager
- a system failure occurs when processing the transaction to your account (by us or the fund manager), or
- the investment option has restricted withdrawal or redemption periods.

### DIVERSIFYING YOUR INVESTMENT

Diversification can be an effective strategy for reducing risk and smoothing out investment returns. Spreading your investments across a range of assets helps to ensure that you are less exposed to the risks of a single investment. Because one asset class may perform well when another is performing poorly, diversification can help you earn more consistent returns across a range of market conditions.

Your financial adviser can help you create a diversified portfolio designed to achieve your investment goals. Broadly speaking, your adviser will choose a mix of investments from five main asset classes:

- cash
- international and Australian fixed interest
- international and Australian property
- international and Australian equities
- alternative investments.



Historically, each asset class has the ability to produce different levels of risk and return. Here is a summary of these risks and returns:

#### Asset class risk and return profiles

Asset class	Definition	Time horizon	Expected risk	Expected return
<b>Cash</b>	Bank deposits and short-dated debt issued by governments and corporations	Generally 1–3 years	Low	Low
<b>Fixed interest</b>	Includes income-producing assets (government bonds, fixed term deposits, mortgage trusts)	Generally 2–4 years	Low to Medium	Medium
<b>Property</b>	Includes residential, office, retail or industrial property. Property may be listed (traded on the stock exchange similar to shares) or unlisted	Generally 3–5 years	Medium to High	Medium to High
<b>Equities</b>	Equities are individual holdings in companies that are listed on a stock exchange (eg ASX). The value of equities may rise or fall due to market cycles, the profitability of the underlying companies, etc	Generally 5–7 years	High	Medium to High
<b>Alternatives</b>	Hedge funds, commodities, private market instruments, and other alternative investments	Generally 5–7 years	High	High

PortfolioCare Elements - Super/Pension is closed. Document is not up to date.

## SECTION 7 – WHAT ELSE DO YOU NEED TO KNOW?

More information about the Trustee, family law, fees, your TFN and other factors that could affect your investment.

### THE TRUSTEE AND TRUST DEED

#### THE TRUSTEE

Trustee	N.M. Superannuation Proprietary Limited
ABN	31 008 428 322
AFS Licence No.	234654
Fund	The Retirement Plan ABN 40 236 806 679
Postal address	Customer Relations team PO Box 7229 CLOISTERS SQUARE WA 6850
Telephone	1800 646 234
Email	portfoliocare.client.services@asgard.com.au

#### THE TRUST DEED

PortfolioCare Elements – Super/Pension is part of The Retirement Plan (the Fund) and is governed by the Fund's Trust Deed. The Trustee must operate the Fund according to the Trust Deed and superannuation law which determine the members' entitlements.

The Trustee holds the Fund's investments on behalf of all of its members and must administer the Fund in all their interests. No member is entitled to any individual asset within the Fund.

While it has the power to amend the Trust Deed, the Trustee cannot change it in a way that is adverse to members' entitlements without their consent, with the exception of any changes to comply with government legislation. A copy of the Trust Deed can be obtained by contacting us or by visiting [amp.com.au/trusteedetails](http://amp.com.au/trusteedetails).

#### RELATIONSHIP BETWEEN THE TRUSTEE AND INVESTMENT FUNDS

The Trustee invests in a wide range of managed investment funds. The entities responsible for a number of these funds are:

- AMP Capital Funds Management Limited (AMPCFM), ABN 15 159 557 721, AFS Licence No. 426455
- National Mutual Funds Management Limited (NMFN), ABN 32 006 787 720, AFS Licence No. 234652
- ipac asset management limited (ipac), ABN 22 003 257 225, AFS Licence No. 234655.

AMPCFM, NMFN and ipac are members of the AMP group.

For a full list of these investment funds, see the Part 2 – Investment Selection.

Under the law, when the Trustee invests the Fund's money, it must deal with the other party to the transaction at arm's length or on arm's length terms.

#### RELATIONSHIP BETWEEN THE TRUSTEE AND SERVICE PROVIDERS

Asgard Capital Management Limited (Asgard) is the Custodian of the Fund and holds all its assets. The Trustee reserves the right to change the Custodian without letting members know beforehand.

The Trustee offers members insurance cover. Insurance policies it holds through AIA Australia Limited, ABN 79 004 837 861, AFS Licence No. 280043.

Please note that the Trustee does not favour any of the Fund's service providers which are its associates over independent service providers.

#### INVESTMENT MANAGER DISTRIBUTIONS

After the end of the December, March and September quarters, investment managers generally distribute fund income to their investors. After the end of the financial year on 30 June, investment managers generally distribute both fund income and capital gains to investors.

As a result, you may notice a drop in the value of your managed investments at the end of each quarter, as the fund manager withdraws a portion of the fund's assets to pay distributions. The size of the fall generally depends on the amount that the investment manager distributes to unit holders.

Because it can take a number of weeks for us to receive the distribution and pass it on to you, it may appear that your account has dropped in value. So it's important to understand that this may only be temporary and that your account will likely recover when we credit the distribution to you.

#### YOUR CASH ACCOUNT

##### WHEN YOUR CASH ACCOUNT HAS A NEGATIVE BALANCE

If your investments become illiquid, we may be unable to sell them to pay for fees, insurance premiums and other costs. This can cause the balance of your cash account to fall below zero.

To stop your cash account from falling further and incurring interest costs, we may put some restrictions on your account, such as:

- reducing pension payments
- reducing certain fees
- stopping withdrawals
- cancelling your insurance.

If any of this happens, we will contact you or your financial adviser with more information about your options.

## FEES WE DON'T CHARGE

Currently, we don't charge a fee for the following services and activities, although this may change in the future. If we do introduce a new fee, we will give you at least 30 days notice.

### EXPENSE RECOVERY

While administering your account, we will incur administrative expenses including:

- registry costs
- audit fees
- government duties
- any expenses associated with changes in government legislation.

If we introduce a fee to cover these expenses, it will replace our unrestricted right to seek reimbursement for them.

### SUPER SPLITTING FOR FAMILY LAW PURPOSES

Under the Family Law Act, superannuation can be split between spouses by agreement or court order if a marriage or de facto (including same sex) relationship breaks down. As a result, we may need to split super accounts, provide information or meet other Family Law Act requirements. These services are currently at no extra cost.

If you are a super account member, your account can also be flagged as part of a separation or divorce—this prevents us from making most types of payments. Flagging is not applicable to pension accounts.

Because the laws regarding splitting your account on separation are complex, we recommend that you seek legal advice.

### CONTRIBUTIONS SPLITTING

Superannuation contributions can be split with your spouse in certain circumstances (see Superannuation contributions splitting on page 5). This service is currently at no extra cost.

### PRIVACY INFORMATION REQUESTS

You may ask to access personal information that we hold about you at any time. There are currently no fees for access requests, although we may charge you the reasonable costs of processing your request.

## INFORMATION WE GIVE TO THE AUSTRALIAN TAXATION OFFICE

Lost superannuation member accounts and unclaimed superannuation contributions are currently registered with the ATO. We may provide superannuation member information to the ATO, including account details and TFNs, for the purposes of searching for lost superannuation accounts via the ATO's SuperMatch system.

The ATO will likely check the information supplied by us against its lost members register, Superannuation Guarantee and super holding account reserve records, in order to identify benefits belonging to Fund members. If funds are identified, the ATO will notify you in writing. This service is provided at no extra cost and will assist you to better manage your super for your retirement.

## TRANSFERRING YOUR BENEFITS TO AN ELIGIBLE ROLLOVER FUND

An Eligible Rollover Fund (ERF) is a special type of superannuation fund that accepts benefits from other superannuation funds when a member no longer meets the conditions for investing in their current fund. Typically, an ERF has a conservative investment strategy with administration fees that can't exceed the fund's earnings.

The ERF for *PortfolioCare Elements – Super/Pension* is:

<b>Name</b>	AMP Eligible Rollover Fund (AMP ERF)
<b>Address</b>	PO Box 300 PARRAMATTA NSW 2124
<b>Telephone</b>	131 267
<b>Fax</b>	000 301 267

### WHEN WE MAY TRANSFER YOUR BENEFITS

We may transfer your benefit in *PortfolioCare Elements – Super/Pension* to an ERF if the value of your account falls below \$2,000 and we are not obliged to forward your balance to the ATO under the unclaimed money laws.

### AFTER YOUR BENEFITS HAVE BEEN TRANSFERRED

If we transfer your benefits to the AMP ERF and we're able to make contact with you, we will send you an exit statement. You will also receive the AMP ERF PDS with details of the fund and information about your options. Regardless of the size of your benefit, the Fund's Trustee is obliged to follow the governing rules of both the Fund and superannuation law.

Because you will no longer be a member of *PortfolioCare Elements – Super/Pension*:

- we will not accept any further contributions made to your account
- you will no longer receive regular reports from us
- any insurance cover you may have held through your account will finish.