

GOLDMAN SACHS & JBWERE SUPERANNUATION FUND

INFORMATION FOR JBWERE EMPLOYEES

The Fund is open only to employees of the National Australia Bank Ltd who work principally for JBWere Ltd.

HOW TO JOIN

To make the process as simple as possible we have provided you with the following step by step instructions as well as the required forms that you need to complete.



STEP 1:

Read the relevant information on the Fund's website.



STEP 2:

Complete the application and choice forms (attached):



STEP 3:

Return the completed forms to your payroll department.

STEP 1

The Fund's website has a number of documents that will provide you with important information about the Fund's features, fees and investment performance, these include:

- Product Disclosure Statement (PDS) & Fund Features Guide
- Insurance Guide & Investment Guide
- Latest Investment Performance
- MySuper Product Dashboard
- Membership application form

[CLICK HERE TO VIEW THESE DOCUMENTS](#)

STEP 2

There are two forms you need to complete:

- Application for Membership form
- Standard Choice form

They can be found under the "Member forms" section of the Fund Website. We have also attached them to this flyer for your convenience.

Spouse Membership - Fund membership is also available to the spouses of current Members. If your spouse would like to join also, please have them complete the [Application for spouse membership](#).

STEP 3

Once you have completed the forms, send them through to your payroll department (Colleague.Connect@nab.com.au). They will complete the necessary employer portion of the forms and send them through to the Fund's Administrator to create your new Member Account.

INFORMATION FOR NEW JBWERE EMPLOYEES

FUND OVERVIEW:

The Goldman Sachs & JBWere Superannuation Fund (the “Fund”) is a “not-for-profit” corporate superannuation fund which is open to employees of Goldman Sachs Australia Services Pty Ltd (“Goldman Sachs”), and employees of the National Australia Bank Ltd (“NAB”) who work principally for JBWere Ltd (“JBWere”). The Fund also offers membership to spouses of eligible employees and to former eligible employees (conditions apply).

The Fund is run by a Trustee, BEST Superannuation Pty Ltd, the Directors of which are generally employees of Goldman Sachs or employees of NAB who work principally for JBWere and are all members of the Fund.

The Fund provides accumulation style benefits. This means that employer and member contributions “accumulate” in respect of each member in an account, together with annual investment earnings (which can be positive or negative). Certain amounts are deducted from the account, including tax, fees, expenses and insurance premiums.

THE FUND IS OPEN TO:

- Permanent employees – who can join the Accumulation Division.
- Contractors – who can join the Accumulation Division.
- Casuals – who can join the Casual Accumulation Division. (This division does not provide any automatic insurance cover).
- Former employees – when you leave employment with JBWere, if you are a member of the Fund and your balance is over \$10,000 you can apply to stay in the Fund. You can also continue your insurance cover (conditions apply).
- Eligible Spouses– which allows your spouse to join the Fund and also have access to death and disablement insurance cover.

INVESTMENTS:

The Trustee’s investment objective is to generate a total net return of at least 4% above inflation over a 10 year rolling period. The Fund has consistently outperformed relative to this objective over the last 10 year rolling period.

The Trustee’s investment strategy is to prudently invest the assets of the Fund in pursuit of the maximum rate of return possible, subject to acceptable risk parameters and maintenance of an appropriate diversification of investments.

The most recent investment performance is updated on the Fund’s website each month. To view go to the Fund website (www.gsjobwsuper.com.au) and navigate to the Documents & Forms menu and then to the ‘Investment Updates’ tab.

Step 4 – Nominate your beneficiaries (continued)

Name

Relationship to you*

Proportion of payout

Name

Relationship to you*

Proportion of payout

Name

Relationship to you*

Proportion of payout

Name

Relationship to you*

Proportion of payout

TOTAL %

* Must be a Dependant or be your legal personal representative (or the executor of your will).

A Dependant is defined as:

1. your spouse, regardless of gender, including by a de facto relationship or a registered relationship under a law of State or Territory,
2. your children including step-children, adopted children, your spouse's children,
3. any other person who the Trustee considers is wholly or partially dependent on you at the time of death, and/or
4. any person you have an interdependency relationship with. Two people (whether or not related by family) have an interdependency relationship if:
 - they have a close personal relationship; and
 - they live together; and
 - one or each of them provides the other with financial support; and
 - one or each of them provides the other with domestic support and personal care.

An interdependency relationship will also exist between two people if they have a close personal relationship but do not meet the other criteria as listed above because either or both of them suffer from a physical, intellectual or psychiatric disability.

Step 5 – Provide your tax file number

Don't pay more tax than you have to – let us know your tax file number.

Your tax file number is confidential and you don't have to give it to the Goldman Sachs & JBWere Superannuation Fund. It is not an offence to not provide your tax file number. However, you may pay more tax than you have to if you don't supply it.

My tax file number is: - -

Special note:

In line with the Superannuation industry (Supervision) Act 1993, the Trustee of the Goldman Sachs & JBWere Superannuation Fund is authorised to ask for your tax file number. The Trustee will only use your tax file number for lawful purposes. These purposes may change in the future if there are changes to legislation.

The Trustee may pass your tax file number to any other super fund or account to which your super is transferred in the future unless you request in writing that this not be done.

By providing your tax file number:

- the Trustee will be able to accept all types of contributions made by or for you (some limits may apply)
- you can avoid paying tax at a higher rate than would otherwise apply on your contributions
- you can avoid paying tax at a higher rate than would otherwise apply on your benefit, and
- it will be easier for you to find your super in the future and ensure that you receive all of your super benefits when you retire.

Continued over



Step 5 – Provide your tax file number (continued)

If you don't provide your tax file number now or in the future:

- the Trustee will only be able to accept contributions made for you by your employer. No other contributions, for example, after-tax contributions, can be accepted
- you may pay more tax on contributions made for you by your employer. In some circumstances you may be able to claim back this additional tax, however time limits, fees and other rules may apply
- you may pay more tax on your super benefit than you would otherwise (although you can claim this back when you lodge your tax return).

Date of birth / /

Your name

Your employer's name

Step 6 – Sign the form

*Don't forget to return this form to your employer.
You may like to make a copy for your records.*

By signing this form I:

- acknowledge that I have received all information I require in order to exercise the choices I have made.
- accept that I will be bound by the provisions of the trust deed and rules which govern the operation of the Goldman Sachs & JBWere Superannuation Fund.
- understand that my personal information will be collected, used and disclosed by the Trustee to provide and manage my super. Without this information the trustee may not be able to provide my super and choices. For this purpose, my personal information may pass between the Trustee of the Goldman Sachs & JBWere Superannuation Fund and its administrator, professional advisers, insurers, government bodies, my employer and other parties as required, including the trustee of any other super fund that my super is transferred to.
- I understand that my personal information may be disclosed to service providers in another country, including to the administrator's processing centre in India. I understand that the Trustee's Privacy Policy available on the fund's website explains how I can access my personal information, seek correction of my personal information and complain about the handling of my personal information.
- acknowledge that if I've provided my email address details in this application form, the Trustee may, at its discretion, use that email address to send information, including any annual reports, member and exit statements and notices of any material changes or the occurrence of significant events, by electronic means.
- authorise my employer to deduct from my pay, any contributions that I have indicated I'd like to make to my super.
- acknowledge that I have read and understood the Product Disclosure Statement and agree to be bound by it.
- acknowledge that there are options available for insurance coverage and if I do not make a choice, I will be provided with the Default Death & TPD Cover and Default SCI Cover. I understand that there is no further insurance support beyond this coverage through the Goldman Sachs & JBWere Superannuation Fund. I also understand that I may choose to change my elections while a member but those changes may necessitate that I provide satisfactory evidence of good health before the new coverage commences.

Signature

Date

/ /

Employer use only section

Employer name

[Grid of 30 empty boxes for Employer name]

Category of membership

[Grid of 15 empty boxes for Category of membership]

Date member joined employer

[Grid of 6 empty boxes for Date member joined employer]

Date member joined the Fund

[Grid of 6 empty boxes for Date member joined the Fund]

Annual Superannuation Salary on joining

\$ [Grid of 6 empty boxes for Annual Superannuation Salary on joining]

Payroll number

[Grid of 8 empty boxes for Payroll number]

Employment status

Full time Part time (15 or more hrs. a week) Part time (less than 15 hrs. a week) Casual (please tick one option)

I certify that the above named member was at work OR not at work performing their normal duties on the date they joined the Fund (If not at work please provide details)

[Grid of 30 empty boxes for details if not at work]

Employer's Eligibility Certificate (Select applicable option)

This employee has joined the Fund at the first available opportunity (i.e. had not previously elected an alternative super fund under Choice of Fund).

Yes OR No

If applicable I certify that the above named member is a NAB Ltd employee who works principally with the JBWere business.

Authorised signatory [Signature box]

Date [Grid of 6 empty boxes for Date]



Superannuation standard choice form

When to use the form

! Did you know you can complete this online?

Visit ato.gov.au/superchoiceform

About the form

The *Standard choice form* has three sections:

- Section A, which the employee completes by providing details of their choice of super fund, together with supporting documents.
- Section B, which the employer completes by providing details of their nominated super fund (before they give the form to an employee).
- Section C, which the employer completes to document the choice process for an employee.

Employers must retain the returned form as their record of the choice process. Completed forms must be retained for five years.

! Choosing a super fund

For more information about things to consider when choosing a super fund, visit moneysmart.gov.au and search for 'choosing a super fund'.

MySuper is a product type you can have with a super fund. It is the default product your employer will pay your super into, unless they need to pay to a different fund under the choice of fund rules. You can view and compare MySuper products by using the YourSuper comparison tool. Go to ato.gov.au/yoursuper, or log into ATO Online services through myGov to compare MySuper products.

Employers

Use this form to offer eligible employees their choice of super fund. You must fill in the details of your nominated super fund, also known as your default fund, before giving the form to employees.

Give this form to an employee when:

- you hire a new employee who is eligible to choose a super fund
- an existing eligible employee asks you for it
- you can no longer contribute to an employee's nominated super fund or it is no longer a complying fund
- you change your employer-nominated super fund and need to advise employees affected by this change.

Employees

Use this form to advise an employer of your choice of super fund.

You must provide the required information so your employer can make contributions to your nominated super fund.

! From 1 November 2021, if you start a new job and you do not advise your employer of your choice of super fund, your employer may need the ATO to identify if you have a 'stapled super fund'. A stapled super fund is an existing super account which is linked, or 'stapled', to you and follows you when you change jobs.

If you want to make sure your employer is paying into a particular fund, it's important that you complete this form and return it to your employer. You can complete an online version. To do this, log in to ATO online services through myGov and select 'new employment' from the Employment menu.

For more information on stapled super funds and making a choice visit ato.gov.au/superchoice



Section A: Employee to complete

If you choose your own super fund you will need to obtain current information from your fund to complete items 3 or 4.

Item 3

Nominating your APRA fund or RSA

Complete this item if you are nominating an APRA (Australian Prudential Regulation Authority) regulated fund or a retirement savings account (RSA).

You must include the unique superannuation identifier (USI) provided by your fund.

Your employer **may choose not to accept** this form if you do not provide all information requested and a letter from the fund trustee or RSA provider confirming that the fund or RSA:

- is a complying fund or RSA, and
- will accept payments from your employer.

This letter may contain other information to help your employer make super contributions using the SuperStream standard. Some funds may have a copy of this compliance letter and USI on their website. For other funds you will need to contact them to get this information.

Item 4

Nominating your self-managed super fund (SMSF)

Complete this item if you are nominating a self-managed super fund (SMSF).

You must include your SMSF's ABN, bank account details and electronic service address (ESA) (so the fund can receive electronic messages and payments from your employer using SuperStream).

Find out more

- ato.gov.au/Super/SuperStream – for information about how SuperStream applies to SMSF's

If you are using an SMSF message service provider they will provide you with an electronic service address alias to include as the ESA on the form.

You must attach copies of the following documents to support your SMSF choice:

- a document confirming the fund is regulated – this can be printed from superfundlookup.gov.au
- a letter from the trustee of the SMSF confirming that the fund will accept payments from your employer – if you are the trustee, or a director of the corporate trustee, you can confirm acceptance by placing an 'X' in the relevant box on the form.

Things you should know

- Your employer is not liable for the performance of the super fund you or they nominate.
- You should not seek financial advice from your employer unless they are licensed to provide it.
- From 1 November 2021, if you start a new job where you are eligible to make a choice and you do not advise your employer of your choice of super fund, your employer may need to ask the ATO to identify if you already have a super account. The ATO will notify you if this happens.
- You can **request a change** to the fund your employer pays your super into at any time by filling out this form and returning it to your employer. When you return this form to your employer, they will have two months to action your request. If you are a new employee from 1 November 2021, and your employer must contribute before this time, if they don't pay to your choice fund, your employer may pay into your 'stapled super fund' or their employer nominated account if the ATO advises them you do not have a stapled super fund.
- Your employer is only required to accept one choice of fund from you in a 12-month period; however, they may choose to accept more.
- Any money you have in existing funds will remain there unless you arrange to transfer it (roll it over) to another fund – before you transfer your super, consider any impacts, including loss of insurance, fund performance or any fees or charges you may incur. If unsure, you may want to seek independent financial advice.
- If you quote your TFN to your employer for super purposes, they must provide it to the super fund.

You may have lost super

- It is important to keep track of your super – if you've ever changed your name, address or job, you may have lost track of some of your super.
- Having multiple super accounts could mean you are paying fees you are unaware of, which could reduce your retirement savings. Your super is your money, you should check it regularly.
- You can manage your super using ATO online services through myGov. This will enable you to view details of all your super accounts, including any you may have lost track of. You can use ATO online services to consolidate eligible multiple accounts. Before consolidating any accounts, consider impacts such as insurance, fees, and fund performance.

Find out more

- ato.gov.au/keepingtrack – keeping track of your super
- moneysmart.gov.au/how-super-works/consolidating-super-funds – MoneySmart consolidating super funds
- ato.gov.au/yoursuper – view and compare MySuper products by using the YourSuper comparison tool. Log into ATO Online services through myGov to access the personalised version.

Sections B & C: Employer to complete

If an employee nominates their own super fund, they will provide information at section A that will assist you to prepare for, and make contributions to super funds using SuperStream.

SuperStream is a standard for the way employers pay contributions and send information to super funds. This form collects information that employers will need when using SuperStream.

Find out more

- ato.gov.au/SuperStreamforEmployers – for more information on SuperStream.

Section B

Complete section B before giving this form to your employee. The super fund you nominate must be authorised to offer a MySuper product. If you need to confirm your MySuper arrangements contact your default super fund.

Sign and date this section on the day you give the form to your employee.

Section C

Complete section C after your employee returns this form to you. Record the date you accept your employee's choice of fund and the date that you act on the choice. Retain the form with your records. Do not send the form to the ATO or to super funds.

Find out more

- ato.gov.au/employersuper – for more information on super, offering an employee a choice of fund or paying super contributions

Help

- If you do not speak English well and want to talk to a tax officer, phone the Translating and interpreting Service on **13 14 50** for help with your call.
- If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone **13 36 77**. If you do not have access to TTY or modem equipment, phone the Speech to Speech relay Service on **1300 555 727**.

Things you should know

The quarterly* due dates for super guarantee contributions are:

- 28 October
- 28 January
- 28 April
- 28 July

New employees from 1 November 2021

If you haven't received a completed form from a new employee and a super contribution is due, to avoid penalties you must request the employee's stapled super fund from the ATO and make the payment to that fund by the due date.

- If the ATO advises the employee does not have a stapled super fund, you can make the payment to your nominated default super fund or another fund that meets the choice of fund rules.
- In the two months after you receive a new employee's completed form, super contributions should be made to the employee's chosen fund or their stapled super fund. You can only make contributions to your nominated fund if the ATO advises there is no stapled super fund.

Existing employees

- For existing employees, that started before 1 November 2021, in the two months after you receive their completed form you can pay their super contributions to either their current fund or the new fund they have nominated.
- After the two month period you must make super guarantee contribution payments to the new fund your employee nominated.
- You do not have to action an employee's fund nomination if they have nominated a fund in the previous 12 months; however, you may choose to action their request.

Find out more

- Phone **13 10 20** between 8am and 6pm, Monday to Friday, to speak to a tax officer
- Phone our publications ordering service on **1300 720 092** for copies of our publications
- Write to us at:
Australian Tax Office
PO Box 3578
Albury NSW 2640

* You can pay contributions more regularly than quarterly, for example, some employers pay fortnightly or monthly based on employee workplace agreements or arrangements with super funds.

Our commitment to you

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations. If you feel that this publication does not fully cover your circumstances, or you are unsure how it applies to you, you can seek further assistance from us.

We regularly revise our publications to take account of any changes to the law, so make sure that you have the latest information. If you are unsure, you can check for more recent information on our website at ato.gov.au or contact us.

This publication was current at **October 2021**.

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Superannuation Standard choice form

For use by employers when offering employees a choice of fund and by employees to advise their employer of their chosen fund.

Section A: Employee to complete

! Where your super should be paid is your choice. From 1 November 2021, if you start a new job and you do not advise your employer of your choice of super fund by completing this form, most employers will need to check with the ATO if you have an existing super account to pay your super into.

1 Choice of superannuation (super) fund

I request that all my future super contributions be paid to: (place an **X** in one of the boxes below)

The APRA fund or retirement savings account (RSA) I nominate Complete items 2, 3 and 5

The self-managed super fund (SMSF) I nominate Complete items 2, 4 and 5

The super fund nominated by my employer (in section B) Complete items 2 and 5

2 Your details

Name

Employee identification number (if applicable)

Tax file number (TFN)

! You do not have to quote your TFN but if you do not provide it, your contributions may be taxed at a higher rate. Your TFN also helps you keep track of your super and allows you to make personal contributions to your fund.

3 Nominating your APRA fund or RSA

You will need current details from your APRA regulated fund or RSA to complete this item. To do this you can contact your fund or RSA directly, or you can view your fund or RSA account details by logging into ATO online services via the ATO app or through myGov and selecting Super.

Fund ABN

Fund name

Fund address

Suburb/town State/territory Postcode

Fund phone

Unique superannuation identifier (USI)

Your account name (if applicable)

Your member number (if applicable)

Correct information about your super fund is needed for your employer to pay super contributions. Your employer **may choose not to accept** this form if you do not provide:

- all the information requested on this form
- a letter from your fund stating they are a complying fund and can accept contributions from your employer (some funds may have a copy of this compliance letter on their website. For other funds you will need to contact them for this information).

4 Nominating your self-managed super fund (SMSF)

You will need current details from your SMSF trustee to complete this item.

Fund ABN

Fund name

Fund address

Suburb/town

State/territory

Postcode

Fund phone

Fund electronic service address (ESA)

Fund bank account

Bank account name

BSB code (please include all six numbers)

Account number

Required documentation

You need to attach a document confirming the SMSF is an ATO regulated super fund. You can locate and print a copy of the compliance status for your SMSF by searching in the Super Fund Lookup service at <http://superfundlookup.gov.au/>

If you are the trustee, or a director of the corporate trustee you can confirm that your SMSF will accept contributions from your employer by making the following declaration (place an X in the box below):

I am the trustee, or a director of the corporate trustee of the SMSF and I declare that the SMSF will accept contributions from my employer.

If you are not the trustee, or a director of the corporate trustee of the SMSF, then you must attach a letter from the trustee confirming the fund will accept contributions from your employer.

5 Signature and date

If you have nominated your own fund in Item 3 or 4, check you have attached the required documentation and then place an X in the box below.

I have attached the relevant documentation.

Signature

Date

Day

Month

Year

Return the completed form to your employer as soon as possible.

Section B: Employer to complete

You must complete this section before giving the form to an employee who is eligible to choose the super fund into which you pay their super contributions.

! Sign and date the form when you give it to your employee.

6 Your details

Business name

ABN

Signature

Date

Day Month Year
 / /

7 Your nominated super fund

If an employee does not choose their own super fund, and the ATO has advised the employee does not have a stapled super fund (for new employees from 1 November 2021), you can meet your SG obligations by paying super guarantee contributions on their behalf to the fund you have nominated below or another fund that meets the choice requirements:

Super fund name

Unique superannuation identifier (USI)

Phone (for the product disclosure statement for this fund)

Super fund website address

Section C: Employer to complete

! Complete this section when your employee returns the form to you with section A completed.

8 Record of choice acceptance

In the two months after you receive the form from an existing employee you can continue to make super contributions to their current fund or you can contribute to the new fund the employee nominated. After the two-month period you must make payments to the new fund chosen by the employee.

For new employees commencing employment from 1 November 2021, within the two month period, super contributions should be made to the employee's chosen fund or the stapled super fund if the employee has not made a choice. You can only make contributions to your nominated fund if the ATO advises you the employee does not have a stapled super fund.

! If you don't meet your obligations, including paying your employee superannuation guarantee contributions to the correct fund, you may face penalties.

Date employee's choice is received Day Month Year
 / /

Date you act on your employee's choice Day Month Year
 / /

! Employers must keep the completed form for their own record for five years. **Do not send it to the Australian Taxation Office, the employer's nominated fund or the employee's nominated fund.**

PRIVACY STATEMENT

The ATO does not collect this information; we provide this form as a means for employees to identify and provide necessary information to their employer. An employer is authorised to collect an employee's TFN under the *Superannuation Industry (Supervision) Act 1993*. It is not an offence for an employee not to quote their TFN. However, quoting a TFN reduces the risk of administrative errors and if the employee does not quote their TFN their contributions may be taxed at a higher rate.

An employee can get more details regarding their privacy rights by contacting their superannuation fund.



18 March 2022

Transfer to Goldman Sachs & JBWere Superannuation Fund
ABN: 55 697 537 183 SFN: 137 776 948
SPIN: BES0001AU

As Administrator of the Goldman Sachs & JBWere Superannuation Fund, we declare the following:

1. The full name of the Fund into which the benefit is to be transferred is the Goldman Sachs & JBWere Superannuation Fund.
2. The Fund is a regulated superannuation fund and complies with the Superannuation Industry (Supervision) legislation and the guidelines set out by the Australian Prudential Regulation Authority.
3. There are no minimum amounts that can be accepted by the Fund.
4. Rollovers can be accepted into the Fund via Superstream.

If you have any queries, please do not hesitate to contact us on 1800 025 026.

Yours sincerely

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Customer Service Team

For and on behalf of the Trustee, Goldman Sachs & JBWere Superannuation Fund
Helpline: 1800 025 026
Website: www.gsjbwsuper.com.au