



## Maritime Super and Hostplus are merging on 1 September 2023

### Employer Merger Guide

This Employer Merger Guide provides important information regarding our upcoming merger with Hostplus.

July 2023

## About this Guide

This Employer Merger Guide provides important information regarding our upcoming merger with Hostplus.

This Guide outlines the various changes that may impact you as an employer before and after the merger. It also explains how to make your future contributions to Hostplus, whether you currently use the Maritime Super QuickSuper clearing house or another clearing house or payroll solution.

This Guide has been prepared to help you and your payroll and administrative staff understand the impacts of our upcoming merger with Hostplus. It does not replace or override the obligations, rights or responsibilities of sponsoring employers as defined in the Trust Deed of Maritime Super, or the information in the PDSs for the Maritime Super membership categories.

The information in this Guide is general information only and does not take into account you or your employees' individual objectives, financial situation or needs. Consequently, you should consider whether the information in this Guide is appropriate for you in light of your (and their) objectives, financial situation and needs. To obtain advice or more information about the products offered speak with an Australian financial services licensee or an authorised representative.

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## Where to find more information



### Website

We've prepared a dedicated section on our website to provide you with the latest details and answers to frequently asked questions about our merger with Hostplus.

Visit [www.maritimesuper.com.au/employer-information](http://www.maritimesuper.com.au/employer-information)



### Member Services

We're here to help with any questions you may have about the merger or your benefits.

You can call our Member Services team at any time, before and after the merger on 1800 757 607.

# 1. Overview

## About the merger

### Getting ready to merge with Hostplus

Maritime Super and Hostplus will be merging on 1 September 2023.

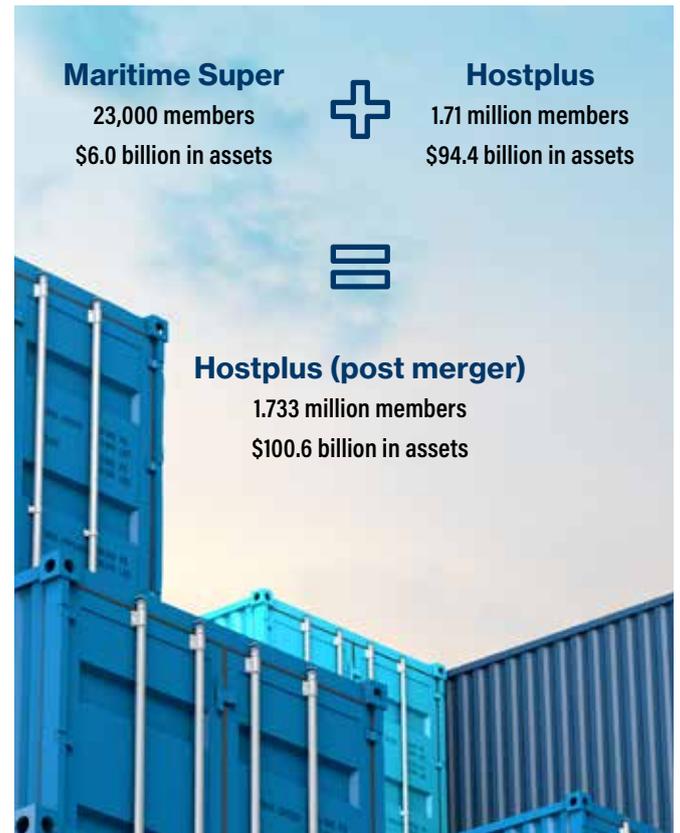
When we merge, we'll be part of one of Australia's largest super funds with over \$100.6 billion<sup>1</sup> in assets under management on behalf of more than 1.73 million members.

With our shared industry fund values and commitment to exceptional member service, we're excited to be merging with Hostplus.

Like us, Hostplus is a profit-to-member fund focused on delivering outcomes to its members and employers.

Hostplus' roots are in supporting the hospitality, tourism, recreation and sports industries; however, today it is widely recognised as a fund for all Australians. Anyone can join Hostplus, no matter which industry they work in. In fact, more than 50% of Hostplus members are currently employed outside of Hostplus' heritage sectors.

<sup>1</sup> Hostplus manages a total of \$100.6 billion funds under management, when including other investments managed in the Hostplus Pooled Superannuation Trust (in which the Maritime Super assets are invested).



### Merger timeline and milestones

On 1 September 2023, your Maritime Super employer account will be transferred to Hostplus and you will be a Hostplus contributing employer from 2 September 2023.

However, while Hostplus are setting up accounts, we do ask that you hold off making contributions for your Maritime Super members until after the limited service period - please see page 4 for more information.

Below is a summary of key milestones in our merger process.



## About Employer Services

### Our commitment to employers

At Maritime Super, we pride ourselves on delivering exceptional service to employers, and the service excellence you have come to expect from us at Maritime Super will continue when we merge.

Hostplus is known for delivering outstanding service to their contributing employers across the country.

Hostplus employers enjoy a hands-on approach to servicing, delivered through a truly national team with offices in every state and territory.

Hostplus' dedicated employer services team are always ready to help - they aim to ensure your super arrangements address the needs of your team and with minimal administrative impact.

### Business Relationship Managers available for you

Business Relationship Managers will be available to you throughout the merger. Our team will work alongside the existing Hostplus team to ensure transfer of knowledge and continuation of personalised service to you and your team.

### Employer Services on the same number

You'll be pleased to know our phone number 1800 757 607 is not changing.

The Fund's administration will transition to Link Group, who manage the Hostplus Service Excellence Centre (HSEC), a dedicated quality facility for member services and fund administration.

## Merger details and questions

We've created a dedicated employer page on our website where you can find all the latest merger information, including answers to frequently asked employer questions - visit the webpage at [maritimesuper.com.au/employer-information](https://maritimesuper.com.au/employer-information)

We will continue to update our merger website page with information for employers - check back regularly for the latest news and merger updates.

### Website, email and social media channels

From 5pm (AEST) on 31 August 2023, Maritime Super's website, email and social media will be shut down.

Maritime Super's website will be redirected to a new dedicated page on the Hostplus website, along with more information and contact details.

The [info@maritimesuper.com.au](mailto:info@maritimesuper.com.au) email address will cease to exist. To contact Hostplus visit [hostplus.com.au/contact](https://hostplus.com.au/contact)

Maritime Super's social media channels, such as Facebook, Instagram and LinkedIn, will not continue. We know many of our members look forward to the Facebook content and we'll be sad to see it go - thank you for following us. Hostplus provides regular updates through their social media channels, which you may wish to follow.

### We're here to help

You can contact the Member Services team on



1800 757 607



[info@maritimesuper.com.au](mailto:info@maritimesuper.com.au)

## 2. The limited service period

Between 25 August and 12 September 2023, there will be a 'Limited Service Period' which means that the processing of some transactions will be limited while member and employer accounts transition to Hostplus.



**The USI for Maritime Super cannot be used from 25 August 2023.**

Any payments made to this USI after this date may be rejected and returned to employers. Refer to page 6 for more information.

### What it means for employers

Regular processing will be cut off at a point in time as we prepare to transition all fund operations across to Hostplus. Refer to the table below for key operational processes and cutoff dates as we move into a limited service period and recommence operations at Hostplus.

Employers may need to consider the timing of contribution file submissions and payments during the limited service period to facilitate the September 2023 quarter SG contribution payments, which are due 28 October 2023. Refer to Contributions and payments on page 4 for more information.

Limited service period implications	Key dates
Maritime Super Clearing House will stop accepting contributions	25 August 2023
Final date for contributions and payments to be received by Maritime Super	25 August 2023
Employer forms and applications must be received by Maritime Super, preferably via email	25 August 2023
Maritime Super Unique Superannuation Identifier (USI) can no longer be used	25 August 2023
Maritime Super Clearing House will be switched to read only	25 August 2023
Maritime Super websites and email will be decommissioned	5pm (AEST) on 31 August 2023
Employers and members will be transitioned to Hostplus	1 September 2023
<b>MERGER</b>	<b>2 September 2023</b>
You will become a Hostplus contributing employer	2 September 2023
Limited service period ends and all services commence with Hostplus	12 September 2023
Employers can start making contributions to the Hostplus USI	From 12 September 2023
Employers will receive Hostplus welcome documentation and login information for the Hostplus QuickSuper portal	From 12 September 2023

Refer to Section 6 on page 7 for more information on any actions you may need to take before or after the merger, and relevant form submissions and deadlines.

### What it means for members

Any member forms or applications will need to be received by Maritime Super by no later than 25 August. We have issued Significant Event Notices to members and recommended that they email their completed forms, as postal delivery times vary and may not be received by this date.

Members will continue to have access to Member Online until 5pm (AEST) on 31 August for all online transactions, including investment switches and account updates.

## 3. Contribution and payment dates

### Contribution arrangements

Maritime Super will be working closely with employers to ensure a smooth transition to Hostplus.

Fund rules for contribution payments (e.g. compulsory contributions) will continue with no change.

Any contribution arrangements already in place will continue with Hostplus - these include:

- mandatory employer contributions, including Super Guarantee (SG) contributions
- salary sacrifice arrangements; and
- member voluntary contributions made via employer.



**To ensure employer contributions can be processed before the merger, any contributions or payments must be received by 5pm (AEST) on 25 August 2023 with all information required to process. Please note any contributions with incomplete information will be refunded by 31 August 2023..**

Remember to consider your clearing house processing times, you may need to submit payments in advance of the cutoff timing with all information required to process.

### SG payment due dates

The timing of contribution file submissions and payments during the limited service period may need to be reviewed by employers to facilitate the September 2023 quarter SG contribution payments, which are due 28 October 2023.

Quarter	Period	Payment due date	Payment made to
Q4 22/23	1 Apr – 30 Jun	28 July 2023	Maritime Super
Q1 23/24	1 Jul – 30 Sep	28 October 2023	Hostplus



Employer contributions received by Maritime Super by 5pm (AEST) on 25 August 2023 will be processed and allocated to members' accounts prior to the merger.

Any contribution received after 25 August 2023 will be allocated where possible; however, any contributions with incomplete information will be refunded by 31 August 2023.

### Defined benefit contributions

For employers with defined benefit (DB) arrangements, these will continue in Hostplus. Following the limited service period, employers can make contributions to Hostplus on the same terms as they are making contributions to Maritime Super. There is no change to the required employer contribution rates or any member benefit arrangements.

Due to the nature of the validation process for your DB employee contributions, please ensure your final Maritime Super fortnightly or monthly files are correct to limit any final pre-merger contribution queries and processing delays.

### Fund Benchmark Salary for seafaring employers

The Fund Benchmark Salary for seafaring employees who are Contributory Accumulation members will continue under the same arrangements.

The Benchmark Salary will be reviewed annually and adjusted in line with CPI.

### Member numbers

For most members, Hostplus will carry over their membership number from Maritime Super.

For a minority of members that have duplicate member numbers, Hostplus will provide a new membership number. Where relevant, we will communicate any change to you.

## 4. Employer-paid fees and insurance

### Insurance premiums, deducted monthly from member accounts

Premiums for insurance cover are deducted from member accounts annually in advance at 1 July of each financial year or start of cover. At 1 July 2023, insurance premiums deducted from member accounts will be for the period from 1 July to 1 September 2023.

From 2 September, insurance premiums will be deducted from member accounts **monthly** in arrears.



Please remember to continue to advise the Fund of any changes in occupation for your employees, as this may impact their insurance cover.

### Employer-paid premiums, change in billing process (excluding insurance levy payments)

Where, as an employer, you pay for the cost of insurance cover for your employees that are members of Maritime Super (including Group Income Protection arrangements) the billing process will change after the merger.

You currently pay premiums annually, the Hostplus process for paying insurance premiums is administered monthly in arrears as noted above.

From 2 September, the billing process will work as follows:

- member accounts will be debited with the monthly premium on the last Friday of the month
- Hostplus will send you an invoice for the total member premiums on the 5th of the following month (or next business day);
- upon payment of your invoice, the premium amount will be reimbursed to the members' account on the date received.

This change in premium payment arrangements will occur from the merger date. Under the new arrangement, members will see a lag time between premiums deducted from their account and reimbursement of premiums to their account. We trust you will review operational adjustments required for your business and ensure a seamless reimbursement process for your employees.

If you haven't already done so, we ask that you confirm the contact details for the receipt of invoices from Hostplus.

### Employer-paid insurance levy

The insurance levy payment applicable to stevedoring employers with members in the Accumulation Plus and Accumulation Basic membership categories, will be processed in the same way through Hostplus – there is no change.

For a small group of employers who currently pay the levy through manual processing, we will contact you to discuss your options and establish alternative arrangements.

## 5. Clearing House arrangements

### Unique Superannuation Identifier (USI) and ABN change



The USI for Maritime Super cannot be used from 25 August 2023. Any payments made to this USI after this date may be rejected and returned to employers. You will need to update all instances of the Maritime Super USI to the Hostplus USI: HOS0100AU.

Payments to the Hostplus USI and ABN for your affected employees can commence from 12 September 2023.

**The way you currently make super payments will impact the key actions you need to take in the leadup to the merger date and from 2 September 2023 to Hostplus.**

#### Information for employers using the Maritime Super QuickSuper clearing house

The Maritime Super clearing house will be transferring into the Hostplus clearing house. We are working with Westpac to determine the steps and timings of what will occur - more information will be provided to you as we confirm the approach.

The good news is, Hostplus also use QuickSuper - this will make the transition for employers who use the Maritime Super clearing house much simpler. When the Maritime Super clearing house becomes read only from 25 August, we will work with Westpac and Hostplus to transfer your information within our clearing house to the Hostplus QuickSuper clearing house. All your employer and employee details will automatically transfer to the Hostplus QuickSuper portal. Please note your transaction and audit history will not be transferred across. You will be able to download your transaction history for your records. The Maritime Super file format will also be transferred across, meaning you should not have to change your file format.

The Maritime Super Quick Super portal will become read only from 25 August, and as per the limited service period, contributions will need to be paid to us by 25 August 2023 to ensure they can be processed prior to the merger. Please ensure you download any required records or reports you may need prior to this time.

#### All payments made via this clearing house must be received by Maritime Super by 5pm on 25 August 2023.

By 12 September 2023, we expect you will receive a 'Welcome' email from the Hostplus QuickSuper portal once your information has been transferred and the portal is available for use.

You will notice a message appear when you log in from late July 2023 advising you of the steps and timings in more detail; we will, however, keep you posted proactively as we get closer to the merger.



You will receive login details for your new Hostplus QuickSuper account and instructions on any steps you may need to take within Hostplus QuickSuper from 12 September 2023.

After the merger, you will be required to make your Maritime Super contributions to Hostplus, using the Hostplus USI and ABN details:

**Hostplus USI: HOS0100AU**

**Hostplus ABN: 68 6574 958 90**

Hostplus offers QuickSuper for the day-to-day management of superannuation, including contributions and reporting. QuickSuper is a clearing house facility which allows you to make super payments for all your staff, regardless of their chosen super fund, in one simple transaction. QuickSuper is fully compliant with the ATO's Data and Payment standard for electronic contributions.

#### Information for employers using all other platforms (including Hostplus QuickSuper)

Superannuation fund information for all employees currently making contributions to Maritime Super will need to be updated across your payroll and contribution systems to reflect their new status as Hostplus members. This includes employers currently using the Hostplus QuickSuper clearing house.



After the merger, you will be required to make your Maritime Super contributions to Hostplus, using the Hostplus USI and ABN details:

**Hostplus USI: HOS0100AU**

**Hostplus ABN: 68 6574 958 90**

For data stored in Excel CSV files, it may be helpful to use the 'Find and Replace' function to update all instances of the Maritime Super USI with the Hostplus USI: HOS0100AU.

Maritime Super members will have the same membership numbers; for a small group of members where a new Hostplus membership number may need to be issued, we will communicate this to you.

You may wish to register for QuickSuper, Hostplus' clearing house solution which allows you to make super payments for all your staff, regardless of their chosen super fund, in one simple transaction. QuickSuper is fully compliant with the ATO's Data and Payment standard for electronic contributions.

Please liaise directly with the Hostplus Employer Services team on 1800 757 607 should you have any queries or would like any further details in relation to Hostplus QuickSuper.

## 6. Actions you may need to take before or after the merger

There may be some actions you need to take ahead of the merger or shortly thereafter, following the limited service period. We recommend you read the following carefully.



**All SuperStream and contribution files must be received by 5pm (AEST) on 25 August 2023.**

The USI for Maritime Super cannot be used from 25 August 2023. Any payments made to this USI after this date may be rejected and refunded to employers. You will need to resubmit any contribution files or payments after the limited service period from 12 September.

### Your account

Situation	Maritime Super	Hostplus
<b>Join a new employee for membership</b>	You can advise us through your regular SuperStream file or complete the Nominating employees for membership form.  Maritime Super must receive this form by 5pm (AEST) on 25 August 2023 in order to process it ahead of the merger.	From 12 September, you can advise Hostplus through your SuperStream file.  Please hold off submitting any files until after the limited service period.
<b>Notify of an employee resignation or a change in their employment (eg from permanent to casual)</b>	You can advise us through your regular SuperStream file or complete the <i>Termination/change of employment form</i> .  Maritime Super must receive this form by 5pm (AEST) on 25 August 2023 in order to process it ahead of the merger.	From 12 September, you can advise Hostplus through your SuperStream file.  Please hold off submitting any files until after the limited service period.
<b>Request a refund for an employee contribution</b>	You can advise us through your regular SuperStream file or complete the <i>Contribution refund request form</i> .  Maritime Super must receive this form by 5pm (AEST) on 25 August 2023 in order to process it ahead of the merger.	From 12 September, you can contact Hostplus on 1800 757 607
<b>Change an employees' details or circumstances</b>	You can advise us by adjusting the appropriate field in your SuperStream file or in an email or letter (for employers with 19 or fewer employees) with your next contribution.	From 12 September, you can contact Hostplus on 1800 757 607
<b>Notify of change to authorised officers (including payroll officers)</b>	Complete the <i>Authorised Officers form</i> and return it to us by 5pm (AEST) on 25 August 2023 in order to process it ahead of the merger.	From 12 September, you can contact Hostplus on 1800 757 607
<b>Notify of change to company details</b>	Call Member Services on 1800 757 607 for assistance.	Contact Hostplus on 1800 757 607 - the phone number is not changing.
<b>An employee wishes to increase or change voluntary or compulsory contributions</b>	Your employee can complete either the <i>Voluntary contributions form</i> or <i>Compulsory Contributions form</i> and provide it to your Payroll department to process.	No change.

### We're here to help

Remember we're always here to help you.

If you have any questions about the merger or need more information, you can call us on 1800 757 607.

## 7. Other details

When we merge, employer arrangements and membership benefits will generally move across unchanged, however there are some other details or changes we've highlighted below for your reference.

	Maritime Super	Hostplus
<b>Employer number and account</b>	Maritime Super employer numbers will not carry across - you will be issued a new employer number.	Your employer information will carry across to Hostplus.  Hostplus uses employer's ABN and/or ACN to identify employers and manage contributions through their clearing house.  Where Hostplus identifies that an employer has both a Maritime Super and Hostplus account, they will make best endeavours to merge those accounts.  Where this is not possible, both accounts will remain active. If you would like assistance with managing or removing multiple accounts, please contact Hostplus following the limited service period.
<b>Member numbers</b>	Maritime Super member numbers have six digits. For the majority of members, the member number will not change.	For the majority of members, Hostplus will carry over their membership number from Maritime Super.  Members will be contacted separately should they require a new member number as a result of duplication. Where there are duplicate numbers, Hostplus will notify you of the employee's new membership number.  Hostplus will send members a welcome pack from 28 September 2023 which will confirm their membership details, including their Hostplus member number.
<b>Default fund status in your Enterprise Agreements (EA)</b>	Your EA has Maritime Super as the default fund for employees.	Where Maritime Super is the default fund for employees in the EA, you may wish to update it to 'Maritime Super or the successor fund' in the next EA update.
<b>Cooling off period</b>	You can cancel your participation by advising us in writing (including by email) within 14 days of either: <ul style="list-style-type: none"> <li>■ receiving our letter welcoming you to Maritime Super; or</li> <li>■ five business days after we accept your application to participate in the Fund.</li> </ul> <p>You must cancel your participation by 25 August 2023.</p>	You can cancel your participation by advising Hostplus in writing (including by email) within 14 days of either: <ul style="list-style-type: none"> <li>■ receiving our letter welcoming you to Hostplus Super; or</li> <li>■ five business days after we accept your application to participate in the Fund.</li> </ul>
<b>Email</b>	info@maritimesuper.com.au	Visit <a href="https://hostplus.com.au/contact">hostplus.com.au/contact</a>
<b>Unique Superannuation Identifier (USI)</b>	77455663441001	HOS0100AU
<b>ABN</b>	77 455 663 441	68 657 495 890
<b>Superannuation Product Identification Number (SPIN)</b>	MSL0001AU	HSO0100AU

### We're here to help

Remember we're always here to help you.

If you have any questions about the merger or need more information, you can call us on 1800 757 607.

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## Contact us



1800 757 607



[info@maritimesuper.com.au](mailto:info@maritimesuper.com.au)



[www.maritimesuper.com.au](http://www.maritimesuper.com.au)



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