

# Membership form checklist.

## You can also join Hostplus Pension online at [hostplus.com.au](https://hostplus.com.au)

Before you return your completed Membership application form, use the checklist below to ensure your application is processed promptly and we can get your super working for you without a hitch.

- Are you aware that under the transfer balance cap rules you can only commence a pension account with a maximum balance of \$1.7 million which includes any other retirement phase accounts you may have?
- Have you provided all your contact details? (Step 1, membership form)
- Have you supplied certified documents where requested?
- If you're under age 60, have you completed a TFN Declaration?
- Have you completed a transfer authority for each listed rolling over fund? (Step 2, membership form)
- Have you completed payment details? (Step 5, membership form)
- Have you provided a bank statement and completed your bank account details? (Step 6, membership form)
- Have you consulted a financial adviser before choosing the reversionary beneficiary option? (Step 7, membership form)
- Have you read, understood and signed the Declaration in Step 10, membership form?
- Have you read and understood the Pension Product Disclosure Statement (PDS) prior to completing and submitting the application form?



There is a cooling off period for 14 days from the date of issue of your welcome letter.

---





Office use only

# Hostplus Pension membership form.

18 March 2022

You can also join Hostplus Pension online at [hostplus.com.au](http://hostplus.com.au)

Complete this application if you are joining Hostplus Pension. **This form must be completed in full. Please use BLOCK letters and dark ink. Please attach certified proof of identity documents. Please refer to page 78 of the PDS for details and the fact sheet on "The simple way to certify proof of identity" document in the pack.**

(This application is related to the **Pension Guide Product Disclosure Statement** dated 18 March 2022.)

## 1 Provide your personal details. \*Mandatory fields

Title\*  Mr  Mrs  Ms  Miss  Dr  Other Gender\*  Male  Female

Given names\*

Surname\*

Date of birth\*

Residential address\*

Suburb  State  P/C

Postal address (if different from your residential address)\*

Suburb  State  P/C

Home phone

Business phone

Mobile phone\*

Preferred method of contact  Mail  Email  Phone

Email address\*

Tax File Number  For members under 60 years, please complete the enclosed TFN Declaration form.

As a member of Hostplus Pension, you may receive information on new products, special offers and promotions from Hostplus, Hostplus industry partners and associations from time to time. Please tick the box if you do not consent to receive such information.

**Are you applying as a Transition to Retirement (TTR) member?**  Yes  No  
 Only mark the yes box if you are choosing TTR. Please ensure you have read and understood the information provided in this PDS before selecting this option. This option is only available to members who are under 65 years and working.

**Are you intending to claim a tax deduction for the current financial year for any super contributions?**  Yes  No  
 If yes, you must lodge your section 290-170 notice of intent to claim form with your respective funds prior to commencing your Hostplus Pension account. Not submitting a valid notice (in the approved form) may impact on the deductibility of contributions and the amount of contributions that count toward your contribution limits. This can have significant tax consequences. We recommend you speak with a licensed tax (financial) adviser in relation to your eligibility to claim.

**A. Hostplus Super to Hostplus Pension**

Are you rolling over from Hostplus Super to the Hostplus Pension?

- No – please proceed to section B
- Yes – please complete the section below

Your Hostplus Super Membership Number

Would you like Hostplus to link your active Super and Pension accounts online so you can view them on Member online at the same time?

- Yes
- No

**I authorise the transfer of:**

- the total fund value of my benefit **or**
- the partial amount of \$          of my benefit to Hostplus Pension ( must retain minimum \$6,000 in my Hostplus super account) **or**
- the total fund value of my benefit, but retain \$6,000 in my Hostplus super account.

**Are you a Choiceplus Member?**

- No - please proceed to section B
- Yes - please complete the section below
- By ticking this checkbox I authorise the full transfer of my Choiceplus Cash Transaction Account, shares, ETFs and LICs into my Pension account. I have read and understood the information provided in this PDS and Choiceplus guide before selecting this option.

**B. Other Super fund to Hostplus Pension**

Please write the name of the institution and the approximate amount expected.

<b>1</b>	Fund name <input type="text"/>	Membership number <input type="text"/>	Unique Superannuation Identifier (USI) <input type="text"/>
	Full or partial rollover <input type="checkbox"/> Full rollover <input type="checkbox"/> Partial rollover - please provide amount		Amount \$ <input type="text"/>
<b>2</b>	Fund name <input type="text"/>	Membership number <input type="text"/>	Unique Superannuation Identifier (USI) <input type="text"/>
	Full or partial rollover <input type="checkbox"/> Full rollover <input type="checkbox"/> Partial rollover - please provide amount		Amount \$ <input type="text"/>
<b>3</b>	Fund name <input type="text"/>	Membership number <input type="text"/>	Unique Superannuation Identifier (USI) <input type="text"/>
	Full or partial rollover <input type="checkbox"/> Full rollover <input type="checkbox"/> Partial rollover - please provide amount		Amount \$ <input type="text"/>
<b>4</b>	Fund name <input type="text"/>	Membership number <input type="text"/>	Unique Superannuation Identifier (USI) <input type="text"/>
	Full or partial rollover <input type="checkbox"/> Full rollover <input type="checkbox"/> Partial rollover - please provide amount		Amount \$ <input type="text"/>

### 3 Investment options.

Your money will be invested in the default Cash option unless specified by you. If you wish to select how you would like your funds invested, please provide us the instruction by completing the table below. You must have at least 1% in any selected option. If you do not make an investment choice or your choice is invalid (eg. does not add up to 100%) your money will be invested in the default Cash option.

Either

**Percentage:** Specify in the table below the percentage to be invested in each option.

Or

**Amount:** Specify in the table below the amount to be invested in each option.

Investment options	Percentage of total %	Amount
<b>Pre-mixed options</b>		
Capital Stable	<input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"><input type="text"/><input type="text"/><input type="text"/>, <input type="text"><input type="text"/><input type="text"/><input type="text"/></input></input>
Conservative Balanced	<input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"><input type="text"/><input type="text"/><input type="text"/>, <input type="text"><input type="text"/><input type="text"/><input type="text"/></input></input>
Socially Responsible Investment (SRI) – Balanced	<input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"><input type="text"/><input type="text"/><input type="text"/>, <input type="text"><input type="text"/><input type="text"/><input type="text"/></input></input>
Indexed Balanced	<input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"><input type="text"/><input type="text"/><input type="text"/>, <input type="text"><input type="text"/><input type="text"/><input type="text"/></input></input>
Balanced	<input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"><input type="text"/><input type="text"/><input type="text"/>, <input type="text"><input type="text"/><input type="text"/><input type="text"/></input></input>
Shares Plus	<input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"><input type="text"/><input type="text"/><input type="text"/>, <input type="text"><input type="text"/><input type="text"/><input type="text"/></input></input>
<b>Sector specific options</b>		
Cash (default)	<input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"><input type="text"/><input type="text"/><input type="text"/>, <input type="text"><input type="text"/><input type="text"/><input type="text"/></input></input>
Diversified Fixed Interest	<input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"><input type="text"/><input type="text"/><input type="text"/>, <input type="text"><input type="text"/><input type="text"/><input type="text"/></input></input>
Diversified Fixed Interest – Indexed	<input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"><input type="text"/><input type="text"/><input type="text"/>, <input type="text"><input type="text"/><input type="text"/><input type="text"/></input></input>
Property	<input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"><input type="text"/><input type="text"/><input type="text"/>, <input type="text"><input type="text"/><input type="text"/><input type="text"/></input></input>
Infrastructure	<input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"><input type="text"/><input type="text"/><input type="text"/>, <input type="text"><input type="text"/><input type="text"/><input type="text"/></input></input>
Australian Shares	<input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"><input type="text"/><input type="text"/><input type="text"/>, <input type="text"><input type="text"/><input type="text"/><input type="text"/></input></input>
Australian Shares – Indexed	<input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"><input type="text"/><input type="text"/><input type="text"/>, <input type="text"><input type="text"/><input type="text"/><input type="text"/></input></input>
International Shares	<input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"><input type="text"/><input type="text"/><input type="text"/>, <input type="text"><input type="text"/><input type="text"/><input type="text"/></input></input>
International Shares – Indexed	<input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"><input type="text"/><input type="text"/><input type="text"/>, <input type="text"><input type="text"/><input type="text"/><input type="text"/></input></input>
International Shares (Hedged) – Indexed	<input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"><input type="text"/><input type="text"/><input type="text"/>, <input type="text"><input type="text"/><input type="text"/><input type="text"/></input></input>
International Shares – Emerging Markets	<input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"><input type="text"/><input type="text"/><input type="text"/>, <input type="text"><input type="text"/><input type="text"/><input type="text"/></input></input>
<b>CPIplus</b> (not available to TTR members)	<input type="text"/> <input type="text"/> <input type="text"/> %	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"><input type="text"/><input type="text"/><input type="text"/>, <input type="text"><input type="text"/><input type="text"/><input type="text"/></input></input>
<b>Total</b>	<input type="text"/> <b>1</b> <input type="text"/> <b>0</b> <input type="text"/> <b>0</b> %	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"><input type="text"/><input type="text"/><input type="text"/>, <input type="text"><input type="text"/><input type="text"/><input type="text"/></input></input>

#### Future investment switches

After this initial investment choice, please make your switches through your online account at [hostplus.com.au/retirement](http://hostplus.com.au/retirement) or by calling us on 1300 348 546, 8am - 8pm (AEST) Monday to Friday.

You can only invest in Choiceplus once your pension account has been established. For more information about Choiceplus visit [hostplus.com.au/choiceplus](http://hostplus.com.au/choiceplus) and download the Choiceplus guide. **Please note: The Choiceplus investment option is not available to TTR members.**

**Amount**

Please tick either options A, B or C indicating the amount you would like to receive:

**A.**  
 The standard minimum amount allowed under government legislation.

**B.**  
 Maximum amounts (this option is only for members who are between preservation age and 64, working and choosing the Transition to Retirement facility).

**C.**  
 specify an amount (before tax) of \$ , ,  from the commencement date of my pension plan to 30 June,  
**OR** \$  per payment

**If you have selected a specific dollar amount:**

Would you like to index this amount in line with CPI each year?  Yes  No

**or**  
 Would you like to increase this amount by a nominated percentage each year (subject to minimum and maximum amounts)?  Yes  No

If yes, please indicate % amount. If no instruction is received, the default will be 'No' (whole numbers up to 5% pa).  %

**Frequency of income payments**

Fortnightly  Monthly  Quarterly  Half-yearly  Yearly

For monthly payments, please choose the starting date

15th of each month **OR**  End of month

For quarterly, half-yearly or yearly payments, please fill in the starting month you wish to receive payment

Your payment cannot be made until all funds are allocated to your account. Your payment nominations will remain in place, until you advise us in writing to change them. If you do not nominate the frequency of your pension payments, your pension will be paid annually in June, unless you advise us in writing to the contrary. **Please note:** If you invest between 1 June and 30 June, you may choose not to receive a payment until the next financial year.

## 5 Payment details.

Please indicate how you would like to draw down your pension payments. If you do not make any nomination below, payments will be drawn down Pro-rata ie. in proportion to your current investment allocation.

**Either**

Proportional: Specify below the proportion to be withdrawn from each investment option.

**Or**

Priority order: Elect to have the pension payments withdrawn from each investment option in the order you specify below.

**Or**

Pro-rata

Investment options	Proportional eg. 25%	Priority order eg. 1, 2, 3
Capital Stable	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/>
Conservative Balanced	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/>
Socially Responsible Investment (SRI) – Balanced	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/>
Indexed Balanced	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/>
Balanced	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/>
Shares Plus	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/>
Cash (default)	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/>
Diversified Fixed Interest	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/>
Diversified Fixed Interest – Indexed	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/>
Property	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/>
Infrastructure	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/>
Australian Shares	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/>
Australian Shares – Indexed	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/>
International Shares	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/>
International Shares – Indexed	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/>
International Shares (Hedged) – Indexed	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/>
International Shares – Emerging Markets	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/>
CPIplus (not available to TTR members)	<input type="text"/> <input type="text"/> <input type="text"/> %	<input type="text"/> <input type="text"/>
<b>Total</b>	<b>1 0 0</b> %	

### Future payment choices:

After this initial selection, please make your payment choices through your online account at [hostplus.com.au/retirement](https://hostplus.com.au/retirement) or by calling us on **1300 348 546**, 8am - 8pm (AEST) Monday to Friday. Payments cannot be made directly from the Choiceplus investment option. **Please note: The Choiceplus investment option is not available to TTR members.**

## 6 Bank account details.

\*Mandatory fields

Name of bank, building society or credit union\*

Branch address\*

Suburb

State

P/C

Country

Name account is held in\*

BSB number\*

Account number\*

Please supply copy of bank statement verifying that the above listed bank account is in your name or if held jointly, you must be one of the account holders.

## 7 Beneficiary options.

In the event of your death there are several ways you can nominate to whom your remaining benefit is paid. Note: You can only select one type of beneficiary nomination. These are listed below.



If you do not nominate a beneficiary, the balance of your account will be paid to your estate, your dependants, or a combination, as determined by the trustee. For more information please see pages 14-15.

Select **one** of the following options:

### Non-binding beneficiary

This is the person to whom you request your account to be paid upon your death. The trustee holds the ultimate responsibility as to who receives any benefit upon your death, however they will take your nominated beneficiary into account when making any decision. Please note a lump sum payment or the option to continue the pension is available under this option.

Please nominate who you would prefer your benefits to be paid to in the case of your death. You can nominate more than four beneficiaries by attaching extra names to this form.

It is your responsibility to inform your beneficiaries that you have provided Hostplus with their personal information. You should refer them to the Hostplus Privacy Policy available at [hostplus.com.au/privacy](http://hostplus.com.au/privacy)

Given names	Middle initial/s	Surname	Nature of dependency eg. spouse, child, etc.	Share %
				100%

### Binding death nominations

If your binding nomination is valid, the trustee is required to pay your benefit to the dependent/s you nominate.

Please note a lump sum payment or the option to continue the pension is available under this option.

To make a binding nomination, complete the binding nomination form in this PDS and send it to: Hostplus Pension, Locked Bag 5046, Parramatta NSW 2124. Binding Nominations expire after three years of the date the Binding Nomination Form was signed, at which time you are required to complete a new Binding Nomination form. If a new Binding Nomination form is not received the distribution of your benefit will revert to a non binding nomination as detailed above. You can change your Binding Nomination at any time by completing a new Binding Nomination form.

### Reversionary pension beneficiary

This is the person to whom you request your pension will continue to be paid in the event of your death. You can only nominate one reversionary beneficiary. This nomination is permanent and cannot be changed. We recommend you seek financial advice if you wish to make a reversionary nomination.

Given names

Surname

Relationship to you eg. spouse, child, etc.

Their date of birth

Their gender

 Female  Male

**8 How did you hear about Hostplus Pension?**

\*Mandatory section

Please tick appropriate box.

Financial adviser

Industry super fund employee

Fund communication  
(eg. newsletter)

Advertising (trade journals, newspaper)

IFFP retirement planning seminar

Friends/family/  
work mates

Other (please specify)

**9 Financial adviser authority (if applicable).**

\*Mandatory section

The purpose of this authority is to enable your financial adviser to obtain relevant information and/or monitor all your Hostplus account(s) on your behalf.

This authority continues until revoked in writing by you.

**Financial adviser's details\***

Adviser's name

Adviser's company name\*

Fax\*

Email address

Address\*

Suburb

State

P/C

Country

Business phone\*

Mobile phone\*

Australian Financial Services Number (AFSL)\*

Australian Business Number (ABN)\*

Additional contact person



Before you sign this application form the trustee or licensed financial adviser is obliged to provide you with a Product Disclosure Statement (PDS) which is a summary of important information relating to the plan. The PDS will help you to understand the product and decide whether it is appropriate to your needs.

#### Your Privacy

Hostplus is authorised under the Superannuation Industry (Supervision) Act 1993 and the Anti-Money Laundering and Counter Terrorism Financing Act 2006 to collect personal information from you so we may set up a pension account for you as well as administer your pension account on an ongoing basis. The personal information we are seeking to collect from you is your name, address, date of birth, Tax File Number (TFN), contact details, bank account details, and your nominated beneficiaries.

We need to collect the requested personal information from you for the following purposes:

- to establish and manage your pension account
- to implement your investment choices
- to transfer monies or pay benefits to you
- to report the investment performance of your account to you
- to keep you up to date about other products and services available to you as a member of Hostplus (which may include direct marketing communications).

The Hostplus privacy policy is available on the Hostplus website at [hostplus.com.au/privacy](http://hostplus.com.au/privacy) and includes information about overseas disclosure of personal information, how you may access and seek correction of your personal information as well as how you can make a complaint about a breach of your privacy.

Hostplus usually discloses your personal information to our administrator Australian Administration Services Pty Limited (AAS) ABN 62 003 429 114, mail houses and the ATO. AAS (a company within the LINK Group of companies) may also disclose your personal information to overseas recipients. Please see the LINK Group's Privacy Policy at [www.linkgroup.com/privacy.html](http://www.linkgroup.com/privacy.html) for further information. As a member of Hostplus Pension, you may receive information on new products, special offers and promotions from Hostplus, Hostplus industry partners and associations from time to time.

I, whose signature appears below, declare that:

#### General – relating to your Hostplus account

- All details in this application are true and correct.
- I have received, read and understood the PDS dated 18 March 2022 to which this application applies and agree to be bound by the provisions of the trust deed (as amended from time to time) governing the plan.
- The details of my investment in Hostplus Pension can be provided to the financial planning group or adviser authorised in Step 9.
- The whole of my investment is made up of one or more rollover benefits.

- If this application is signed under Power of Attorney, the Attorney declares that no notice of revocation of that Power of Attorney has been received. (A certified copy of the Power of Attorney should be submitted with this application unless we have already sighted it.)
- I have read and understood the Privacy Statement on page 74.
- I undertake to provide the trustee with any further information it may request relating to my Hostplus membership and I will update the trustee if any of the information provided changes.

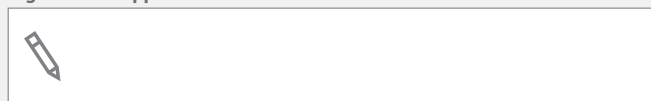
#### Where I have requested the transfer of my Choiceplus shares, ETFs and LICs to my Pension, I confirm that:

- I have read, understood and agree to the terms and conditions relating to the transfer as set out in the PDS and the Choiceplus guide provided by the trustee via the Hostplus website, and agree to be bound by the terms and conditions for investing in the Choiceplus investment option (as amended from time to time)
- I have sought financial and taxation advice (as appropriate) to understand any implications of the transfer; and
- release and indemnify the trustee at all times against any and all costs, charges, expenses and losses incurred directly or indirectly in connection with any requests made for an asset transfer that results in:
  - (i) the cancellation of pending buy or sell orders for any Choiceplus Investments I hold;
  - (ii) a delay caused as a result of a pending term deposit, or other asset specific event (such as pending cash transfers, trades, or non-income corporate actions); and/or
  - (iii) closure of my Choiceplus account.

#### I declare that, with regard to my eligibility to become a member of Hostplus Pension, one of the following is true (tick as appropriate):

- I have reached my preservation age but have not ceased gainful employment and I agree to be bound by the conditions relating to the payment of Transition to Retirement accounts, described in this PDS.
- I have reached my preservation age and am no longer gainfully employed. I am not intending to rejoin the workforce either full-time or part-time at any time in the future.
- I am 60 years or older and I have ceased gainful employment since turning 60.
- I have been declared permanently and totally disabled/incapacitated and have provided the trustee with two medical certificates to that effect.
- I am 65 or over.
- I am eligible as a dependant to receive a death benefit income stream. For information about eligibility please refer to page 15.

#### Signature of applicant\*



Date\*

--	--	--	--	--	--	--	--



Faxed or scanned forms cannot be processed. However photocopied forms can be processed if signed with an original signature.



It is important that you answer all questions on this form. In confidence when completed.

On completion, please send your original application to:  
Hostplus Pension, Locked Bag 5046, Parramatta NSW 2124.



# Tax file number declaration

This declaration is NOT an application for a tax file number.

- Use a black or blue pen and print clearly in BLOCK LETTERS.
- Print X in the appropriate boxes.
- Read all the instructions including the privacy statement before you complete this declaration.

ato.gov.au

## Section A: To be completed by the PAYEE

**1 What is your tax file number (TFN)?**

For more information, see question 1 on page 2 of the instructions.

- OR I have made a separate application/enquiry to the ATO for a new or existing TFN.
- OR I am claiming an exemption because I am under 18 years of age and do not earn enough to pay tax.
- OR I am claiming an exemption because I am in receipt of a pension, benefit or allowance.

**2 What is your name?** Title: Mr  Mrs  Miss  Ms

Surname or family name

First given name

Other given names

**3 What is your home address in Australia?**

Suburb/town/locality

State/territory

Postcode

**4 If you have changed your name since you last dealt with the ATO, provide your previous family name.**

Once section A is completed and signed, give it to your payer to complete section B.

## Section B: To be completed by the PAYER (if you are not lodging online)

**1 What is your Australian business number (ABN) or withholding payer number?**

Branch number (if applicable)

**2 If you don't have an ABN or withholding payer number, have you applied for one?** Yes  No

**3 What is your legal name or registered business name (or your individual name if not in business)?**

H O S T P L U S

S U P E R A N N U A T I O N

**4 What is your business address?**

L O C K E D B A G 5 0 4 6

Suburb/town/locality

State/territory

Postcode

**5 What is your date of birth?** Day   / Month   / Year

**6 On what basis are you paid?** (select only one)

Full-time employment  Part-time employment  Labour hire  Superannuation or annuity income stream  Casual employment

**7 Are you:** (select only one)

An Australian resident for tax purposes  A foreign resident for tax purposes  OR A working holiday maker

**8 Do you want to claim the tax-free threshold from this payer?**

Only claim the tax-free threshold from one payer at a time, unless your total income from all sources for the financial year will be less than the tax-free threshold.

Yes  No  Answer no here if you are a foreign resident or working holiday maker, except if you are a foreign resident in receipt of an Australian Government pension or allowance.

**9 (a) Do you have a Higher Education Loan Program (HELP), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt?**

Yes  Your payer will withhold additional amounts to cover any compulsory repayment that may be raised on your notice of assessment. No

**(b) Do you have a Financial Supplement debt?**

Yes  Your payer will withhold additional amounts to cover any compulsory repayment that may be raised on your notice of assessment. No

**DECLARATION by payee:** I declare that the information I have given is true and correct.

Signature  Date Day   / Month   / Year

You MUST SIGN here

There are penalties for deliberately making a false or misleading statement.

**5 What is your primary e-mail address?**

**6 Who is your contact person?**

Business phone number

**7 If you no longer make payments to this payee, print X in this box.**

**DECLARATION by payer:** I declare that the information I have given is true and correct.

Signature of payer  Date Day   / Month   / Year

There are penalties for deliberately making a false or misleading statement.

Return the completed original ATO copy to:  
Australian Taxation Office  
PO Box 9004  
PENRITH NSW 2740

**IMPORTANT**  
See next page for:  
■ payer obligations  
■ lodging online.



sensitive (when completed)



30920917

## Payer information

The following information will help you comply with your pay as you go (PAYG) withholding obligations.

### — Is your employee entitled to work in Australia?

It is a criminal offence to knowingly or recklessly allow someone to work, or to refer someone for work, where that person is from overseas and is either in Australia illegally or is working in breach of their visa conditions.

People or companies convicted of these offences may face fines and/or imprisonment. To avoid penalties, ensure your prospective employee has a valid visa to work in Australia before you employ them. For more information and to check a visa holder's status online, visit the Department of Immigration and Border Protection website at [border.gov.au](http://border.gov.au)

### Is your payee working under a working holiday visa (subclass 417) or a work and holiday visa (subclass 462)?

Employers of workers under these two types of visa need to register with the ATO, see [ato.gov.au/whmreg](http://ato.gov.au/whmreg)

For the tax table "working holiday maker" visit our website at [ato.gov.au/taxtables](http://ato.gov.au/taxtables)

## Payer obligations

If you withhold amounts from payments, or are likely to withhold amounts, the payee may give you this form with section A completed. A TFN declaration applies to payments made after the declaration is provided to you. The information provided on this form is used to determine the amount of tax to be withheld from payments based on the PAYG withholding tax tables we publish. If the payee gives you another declaration, it overrides any previous declarations.

### Has your payee advised you that they have applied for a TFN, or enquired about their existing TFN?

Where the payee indicates at question 1 on this form that they have applied for an individual TFN, or enquired about their existing TFN, they have 28 days to give you their TFN. **You must withhold tax for 28 days at the standard rate according to the PAYG withholding tax tables.** After 28 days, if the payee has not given you their TFN, you must then withhold the top rate of tax from future payments, unless we tell you not to.

### If your payee has not given you a completed form you must:

- notify us within 14 days of the start of the withholding obligation by completing as much of the payee section of the form as you can. Print 'PAYER' in the payee declaration and lodge the form – see 'Lodging the form'.
- withhold the top rate of tax from any payment to that payee.

➤ For a full list of tax tables, visit our website at [ato.gov.au/taxtables](http://ato.gov.au/taxtables)

## Lodging the form

You need to lodge TFN declarations with us within 14 days after the form is either signed by the payee or completed by you (if not provided by the payee). **You need to retain a copy of the form for your records.** For information about storage and disposal, see below.

You may lodge the information:

- **online** – lodge your TFN declaration reports using software that complies with our specifications. There is no need to complete section B of each form as the payer information is supplied by your software.
- **by paper** – complete section B and send the original to us within 14 days.

➤ For more information about lodging your TFN declaration report online, visit our website at [ato.gov.au/lodgetfndeclaration](http://ato.gov.au/lodgetfndeclaration)

## Provision of payee's TFN to the payee's super fund

If you make a super contribution for your payee, you need to give your payee's TFN to their super fund on the day of contribution, or if the payee has not yet quoted their TFN, within 14 days of receiving this form from your payee.

## Storing and disposing of TFN declarations

The TFN Rule issued under the *Privacy Act 1988* requires a TFN recipient to use secure methods when storing and disposing of TFN information. You may store a paper copy of the signed form or electronic files of scanned forms. Scanned forms must be clear and not altered in any way.

If a payee:

- submits a new *TFN declaration* (NAT 3092), you must retain a copy of the earlier form for the current and following financial year.
- has not received payments from you for 12 months, you must retain a copy of the last completed form for the current and following financial year.

### — Penalties

You may incur a penalty if you do not:

- lodge TFN declarations with us
- keep a copy of completed TFN declarations for your records
- provide the payee's TFN to their super fund where the payee quoted their TFN to you.

# Identification requirements.

March 2021

Follow the below guide to supply appropriate documentation for identity verification.

## Step 1. Select suitable identity documentation and make a copy.

Select either **one** primary document or **two** secondary documents which must include a minimum of one document from List 1.

### Primary document One document required

- Current drivers licence or learners permit issued by a State or Territory of Australia with your photograph (a copy of both sides is required)
- Passport issued by the Commonwealth of Australia that has not expired within the past two years (Information and photo page)
- Current Foreign passport containing a photograph and the signature of the person. Documentation not written in English must be accompanied by an English translation prepared by an accredited translator (National Accreditation Authority for Translators and Interpreters)
- Card issued under a State or Territory of Australia containing a photograph of the person AND date of birth of the person, e.g. proof of age card or key pass, boat licence

### Secondary documents Two documents required including one document from list 1

#### List 1

- Birth certificate or birth extract issued by a State or Territory of Australia
- Citizenship certificate issued by the Commonwealth
- Medicare Card
- One of the following Centrelink Pension Cards:
  - Health Care Card
  - Commonwealth Seniors Health Card
  - Pensioner Concession Card
- Indigenous community card with your photograph issued by Australian government or local indigenous community organisation.

#### List 2

- A recent letter from Centrelink regarding your government assistance payment (less than 3 months old) containing your full name and residential address
- Utility bill (less than 3 months old) containing your full name and residential address
- Rates notice from local council (less than 12 months old) containing your full name and residential address
- Notice of assessment from the Australian Taxation Office (less than 12 months old) containing your full name and residential address.
- For person under the age of 18, a written notice that was issued by a school principal within three months, containing your full name, residential address, and period of time you attended the school.

### **i** Important Information for Indigenous Australians

If you are a member with Indigenous Australians and/or Torres Strait Islander heritage and are unable to meet the supporting document requirements mentioned in option 1 and 2, please refer to [hostplus.com.au/super/about-us/rap](https://hostplus.com.au/super/about-us/rap) for guidance on proving your identity through a community referral.

## Have you changed your name or are you signing on behalf of another person?

In addition to providing the certified IDs as above, you will need to provide a certified linking document if you have changed your name or signing on behalf of another person.

If you've changed your name, you will need provide one of the following certified linking documents from the Registry of Births, Deaths, and Marriages that proves a relationship exists between two (or more) names:

- Marriage certificate
- Divorce certificate
- Deed poll or Change of name certificate

If you are signing on behalf of the applicant, you will need to provide a certified copy of Guardianship papers and/or Power of Attorney.

## Step 2. Certify your document(s).

Take your original document(s) and a coloured and legible photocopy of both sides of the original document to a person who is authorised to certify proof of identity documents.

## Who can certify my document?

Only certain people are authorised to certify identification documents. For a complete list of people permitted to certify documents go to [hostplus.com.au/id](http://hostplus.com.au/id). A few common examples are:

- Police officer
- Agent of the Australian Postal Corporation who is either in charge of an office supplying postal services to the public or is a permanent employee with two or more continuous service
- Pharmacist
- Legal practitioner
- Medical practitioner
- Justice of the Peace

The person certifying your documents **must** be over the age of 18 years. The certifier also cannot be an immediate relative, a person residing at the same address as you, a benefactor of your account, nor be connected to any organisation you are using to assist you in obtaining access to your super, even if they are authorised to certify documents.

## Are you a member residing overseas?

For members residing overseas, the **only** persons who are authorised to certify identification documents are:

- An Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955).
- An employee of the Commonwealth or the Australian Trade Commission who is authorised and exercises his or her function in that place.
- A person authorised as a notary public in a foreign country.

## What does the certifier need to do?

The certifier will need to sight and compare the original document with your copy (front and back) to ensure both documents are identical.

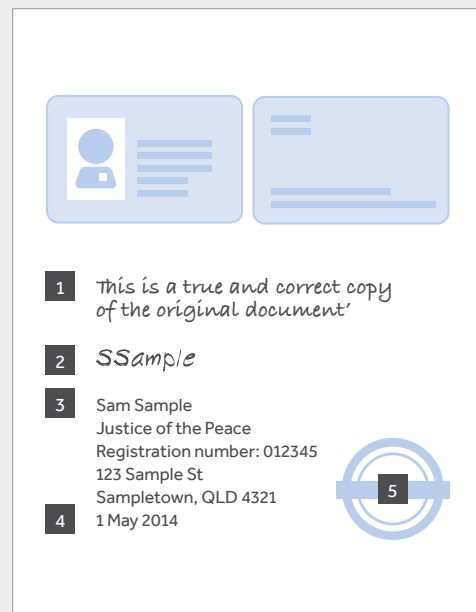
To properly certify your identification documents the copy requires the following:

1. Certifier's writing or stamp declaring 'this is a true and correct copy of the original or 'certified true copy'
2. Certifier's signature
3. Certifier's name, qualification/current position held and address
4. Date of authorisation
5. Certifier's stamp or registration number (if applicable)

See the below illustration for an example of a certified proof of identity.

## What does a certified identity document look like?

This is what a certified proof of identity document should look like:



## **i** Important note.

- All pages of your proof of identity documents must be certified.
- The certification must be on the same page as the copy of the document, not on the back of the page or a separate page attached to the document.
- If any documents are written in a language other than English, they must be accompanied by an English translation prepared by an accredited translator.
- Documents certified more than 12 months ago will not be accepted.
- If these conditions are not met, Hostplus will be unable to process your request. If you need more information about certifying a document, simply call **1300 467 875**, 8am–8pm (AEST), Monday to Friday.
- If for any reason you are unable to provide the ID documents mentioned in option 1 and 2 simply call **1300 467 875** 8am–8pm (AEST), Monday to Friday or email us at [info@hostplus.com.au](mailto:info@hostplus.com.au)

# Hostplus Pension binding death benefit nomination form.

18 March 2022

**i** Complete this form to make, update or cancel a binding death benefit nomination for your Hostplus Pension account.

Various requirements must be met for this form to be valid including:

- it must be signed by two witnesses over 18 who are not listed as beneficiaries on this form
- you and your witnesses must sign and date at the same time
- your total benefit nominations must equal 100%, and
- it must have been received by the Trustee

This form must be completed in full and signed on the reverse. Please use **BLOCK** letters and dark ink.

## 1 Provide your details.

\*Mandatory fields

Pension Plan membership number (if known)

Date of birth\*

Title\*

 Mr  Mrs  Ms  Miss  Dr   Other

Given names\*

Surname\*

Address\*

Suburb

State

P/C

Country

Home phone\*

Business phone

Mobile phone\*

Email address\*

## 2 Tell us what you want to do.

Please tick one box only

- Make a binding death benefit nomination, **go to Section 3**
- Update an existing binding death benefit nomination, **go to Section 3**
- Cancel a binding death benefit nomination

**i** A cancelled, invalid or expired form means that Hostplus will decide which of your spouse, children, dependants or estate receives your death benefit, and in what proportions.

### 3 Nominate your beneficiaries.

#### Binding death nominations

A binding death benefit nomination provides you with greater certainty about who will receive your benefit in the event of your death. In general, a binding nomination legally binds (instructs) the Hostplus trustee to pay your death benefit to the person(s) nominated as your beneficiary(ies). It is your responsibility to inform your beneficiary(ies) that you have provided Hostplus with their personal information. You should refer them to the Hostplus privacy policy at [hostplus.com.au/privacy](http://hostplus.com.au/privacy)

- Each beneficiary must be one of the following:
  - your spouse
  - child
  - dependant, or
  - legal personal representative, as stated in the definitions on page 13.
- Percentages must be in whole numbers.
- Your total percentage of benefit nominations must add up to 100%.

Please nominate who you would prefer your benefits to be paid to in the case of your death.

<b>1</b>	Given names <input type="text"/>		
	Surname <input type="text"/>	Share %*	<input type="text"/> <input type="text"/> <input type="text"/> %
	Date of birth <input type="text"/>	Relationship to you (tick one)	
		<input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Dependant <input type="checkbox"/> Personal legal representative	
<b>2</b>	Given names <input type="text"/>		
	Surname <input type="text"/>	Share %*	<input type="text"/> <input type="text"/> <input type="text"/> %
	Date of birth <input type="text"/>	Relationship to you (tick one)	
		<input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Dependant <input type="checkbox"/> Personal legal representative	
<b>3</b>	Given names <input type="text"/>		
	Surname <input type="text"/>	Share %*	<input type="text"/> <input type="text"/> <input type="text"/> %
	Date of birth <input type="text"/>	Relationship to you (tick one)	
		<input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Dependant <input type="checkbox"/> Personal legal representative	
<b>4</b>	Given names <input type="text"/>		
	Surname <input type="text"/>	Share %*	<input type="text"/> <input type="text"/> <input type="text"/> %
	Date of birth <input type="text"/>	Relationship to you (tick one)	
		<input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Dependant <input type="checkbox"/> Personal legal representative	
Total			<input type="text"/> <input type="text"/> <input type="text"/> %

If you wish to nominate more than four beneficiaries on a separate piece of paper, provide the details above for each additional beneficiary. Then, make sure it is signed, dated and witnessed in the same manner as this form.



## 4 Sign the declaration.

\*Mandatory fields

Please read this declaration before you sign and date your form.

- I have read and understood the Important information overleaf.
- I understand that various requirements must be met for this form to be valid including:
  - the beneficiary/ies listed in Section 3 are my spouse, child, dependant or legal personal representative, as stated in the definitions on page 13
  - it is signed by me in the presence of two witnesses who are 18 years of age or older and not listed as beneficiary/ies on this form
  - my two witnesses and I sign and date this form at the same time
  - my benefit nomination percentages total 100%, and
  - it must have been received by the Trustee.
- I understand that:
  - this binding death benefit nomination is effective for three years from the date on which it is signed
  - my beneficiary/ies and I will be bound by the provisions of the Hostplus trust deed
  - I can cancel or update a binding death benefit nomination at any time by completing a new binding death benefit nomination form
  - this nomination binds the Hostplus trustee to distribute my benefit as specified, unless my binding nomination is invalid or has expired; in which case I understand that Hostplus can use its discretion to identify and pay beneficiaries, and
  - Hostplus accepts no responsibility for an incorrect nomination or completion of this form.
- I understand that it is my responsibility to inform my beneficiaries that I provided Hostplus with their personal information and refer them to the Hostplus privacy policy at [hostplus.com.au/privacy](http://hostplus.com.au/privacy).
- I have read the Hostplus privacy policy at [hostplus.com.au/privacy](http://hostplus.com.au/privacy) and I understand how my personal information may be used.

Signature of applicant\*

Date\*

## 5 Witness declaration.

\*Mandatory fields

The member signed and dated this binding death benefit nomination form in my presence. I am over 18 years of age and I am not listed as a beneficiary on this form.

Witness given names\*

Surname

Signature of witness\*

Date\*

Witness given names\*

Surname

Signature of witness\*

Date\*



Faxed or scanned forms cannot be processed. However photocopied forms can be processed if signed with an original signature.



It is important that you answer all questions on this form. In confidence when completed.

On completion, please send your original application to:  
Hostplus Pension, Locked Bag 5046, Parramatta NSW 2124.



### Binding death benefit nominations

- To provide greater certainty about who receives your benefit when you die, you can make a nomination which binds the trustee to pay to whom you direct (providing you are still a member of Hostplus Pension when you die).

The person/s you nominate must be any one or more of the following:

- Your current spouse (including de facto).
- Your child (including step, adopted or ex-nuptial).
- Any person/s financially dependent or interdependent on you.
- Your legal personal representative, which means the executor or administrator of your estate.

It is important to note that all your nominated beneficiaries must be alive and fall within one of these categories after your death.

A number of options are available so binding nominations should be considered carefully. (See pages 14–15).

Please note that Hostplus Pension will not charge you a fee for making a binding nomination.

At the time of a claim a beneficiary can choose to receive the pension as a lump sum payment or opt to continue the pension (if eligible). We recommend financial advice is sought as treatment of tax and benefits will depend on personal circumstances.

### How long is the nomination valid?

If you make a binding nomination, it will be valid for three years from the date it was signed. It is important that you update your nomination regularly to ensure that your wishes are met.

You may renew, change or cancel your nomination at any time.

Your dependants have the right to complain to the Australian Financial Complaints Authority (AFCA) about the trustee's decision. AFCA will review the decision and all supporting documentation and may be able to change the decision in some circumstances (for example, if the nomination had expired at the date of death).

### Is your binding death benefit nomination form valid?

A valid and effective binding death benefit nomination is a binding direction from you to the Trustee to pay any death benefit to your estate or to one or more Dependants nominated by you and in the proportions that you have specified. If you make a binding death benefit nomination and it is still valid and in effect at the event of your death, the Trustee will usually be bound to follow it and pay your death benefit to your estate and/or the Dependants you have nominated and in the proportions specified by you.

Your binding death benefit nomination is invalid if:

- it is not made using this Binding Death Benefit Nomination Form,
- this Binding Death Benefit Nomination Form has not been properly completed (for example, the nominated proportions are not clear or do not equal 100%, or the form has not been signed and witnessed correctly),
- at the time of your death, one or more of the persons nominated by you have died or is not your Dependant or legal personal representative,
- you were legally incapable of making the nomination, or
- the Trustee is legally restrained or prohibited from paying your benefit payout to one or more of the persons nominated by you.

### How do I update my binding nomination?

If you want to make a new or cancel a binding nomination you must complete a new Binding nomination form.

Additional binding death benefit nomination forms can be obtained from Hostplus Pension by calling **1300 348 546** or from [hostplus.com.au/retirement](http://hostplus.com.au/retirement)

### Default option

The trustee of Hostplus Pension will use its discretion to determine how your benefit should be paid if, at the time of your death:

- you have not made a binding death nomination
- your nomination has been cancelled
- your nomination is invalid (for example, it is not correctly signed and witnessed, if it is more than three years old and has not been renewed, or any of the people nominated die before you or no longer fall within one of the permitted categories).

### Privacy

Hostplus only collects information on this form that is essential for the administration of your binding death nomination. Hostplus will not use the information about you, or your witnesses, for any other purpose, or pass it to any organisations without express permission, except as required by law. You should consider consulting your legal adviser before making or cancelling a binding death nomination. It is your responsibility to inform your beneficiaries that you have provided Hostplus with their personal information. You should refer them to the Hostplus privacy policy at [hostplus.com.au/privacy](http://hostplus.com.au/privacy)