

# BT Lifetime Super – Employer Plan

Product Disclosure Statement

**BT Super makes the journey easier**

Dated 7 May 2008



**This Product Disclosure Statement (PDS) contains information:**

**For Employers**

- A guide to setting up your plan

**For Members**

- Tailor your BT Super account
- Set up your contributions
- Choose how to invest
- Important insurance information
- Fees and other costs
- Other important information to get you started

It is also deemed to contain information from the Customer Information Brochures (CIBs) below as referred to in this PDS, available at [www.bt.com.au](http://www.bt.com.au) or call 132 135.

- BT Lifetime Super – Employer Plan Part 1 – Employer CIB
- BT Lifetime Super – Employer Plan Part 2 – Member CIB

Please refer to the following contents page for further details of the information provided in this PDS and other accessible information, including information which is deemed to be incorporated into this PDS.



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## About this Product Disclosure Statement

BT Funds Management Limited ABN 63 002 916 458, AFSL No. 233 724 ('Trustee', 'we', 'our' or 'us') is the Trustee of the BT Life Superannuation Trust ('Fund') and has prepared this Product Disclosure Statement (PDS). The Trustee's Registrable Superannuation Entity (RSE) Licence Number is L0001090. Within this PDS, 'BT Super' or 'Plan' means BT Lifetime Super – Employer Plan. The Plan is part of the Employer Division of the Fund, and is a resident regulated superannuation fund within the meaning of the Superannuation Industry (Supervision) Act 1993 ('SIS'). The Plan is not subject to a direction from the regulator not to accept employer contributions under section 63 of SIS. The RSE Registration Number for the Plan is R1003901 and its ABN is 65 890 046 105.

All assets of the Plan are invested in a policy issued by BT Life Limited ABN 29 003 773 680, AFSL No. 233 719 ('BT Life') from its No. 3 statutory fund. BT Life is also responsible for the administration of the Plan.

The information contained in this PDS has been prepared without taking account of your objectives, financial situation or needs. Because of this you should, before acting on this information, consider its appropriateness having regard to your objectives, financial situation and needs.

You should read this PDS in full before deciding to invest, and speak to a Financial Adviser for advice.

This PDS can only be used by persons receiving it (electronically or otherwise) in Australia and applications from outside Australia will not be accepted. If you have received this PDS electronically, we will provide a free paper copy on request.

This PDS is also designed to provide spouses of existing members of BT Super, sole traders and individuals in business partnerships (business partners) with important details which are only relevant for non-employee members of BT Super. To obtain a copy of the BT Lifetime Super – Employer Plan Spouse, Sole Trader and Business Partner Application Booklet, please go to our website or call BT Customer Relations on 132 135.

## The Customer Information Brochure[s] (CIB) and underlying product disclosure statements

This PDS provides you with information relevant to participation in BT Super. It is deemed to contain information contained in the BT Lifetime Super – Employer Plan Part 1 – Employer CIB, and Part 2 – Member CIB, which are available on our website [www.bt.com.au](http://www.bt.com.au), which is identified specifically in this PDS.

Information in the BT Lifetime Super – Employer Plan CIBs identified in this way is deemed to be incorporated into this PDS by reference as permitted by relevant government legislation. A paper copy of the BT Lifetime Super – Employer Plan Part 1 – Employer CIB and Part 2 – Member CIB, can be obtained free of charge by contacting BT Customer Relations on 132 135.

The BT Lifetime Super – Employer Plan Part 1 – Employer CIB also contains more information relevant to an employer participating in BT Super including how to set up an employer plan.

A PDS for each of the underlying Investment Options is accessible on our website [www.bt.com.au](http://www.bt.com.au). By participating in BT Super you agree to receive this information and other information which must or can be disclosed under the Corporations Act or the Superannuation legislation electronically (see also 'Updated information' below). You can also obtain a paper copy of a PDS free of charge by contacting BT Customer Relations on 132 135. You should only make an investment decision in relation to an Investment Option (including an initial investment, additional investment or switch) after accessing the relevant PDS.

## Updated information

Information in this PDS and in the underlying PDSs for the Investment Options is subject to change from time to time. Information relating to this PDS, if it is not materially adverse information, may be updated and available on our website, [www.bt.com.au](http://www.bt.com.au). Updated information relating to the underlying Investment Options is also available on our website. Updated information (such as change of investment managers and performance information for the Investment Option(s)) can be obtained by contacting your Financial Adviser, or if you are an employer by calling BT Employer Relations on 1300 553 010. You may request a paper copy of any updated information at any time free of charge. Refer to 'Electronic notifications and updated information' in the 'Keeping informed and up to date' section in the BT Lifetime Super – Employer Plan Part 2 – Member CIB for further details of how the Trustee may provide information electronically.

By making contributions and otherwise participating in the Plan, you acknowledge and agree that you will receive on our website (or other electronic medium we may determine and that you will actually access the information) all information relating to the Plan, including information relating to the underlying Investment Options generally, product disclosure statements and supplementary statements for the Plan and those Investment Options, their investment strategies and objectives, any material adverse change or significant event notice affecting those Investment Options, details relating to insurance, privacy and illiquid Investment Options, and any other information we have agreed to provide or you request, or we must, or are able to, provide you under disclosure law.

BT Funds Management Limited is a member of the Westpac Group. Any investment in BT Super or any Investment Option offered in this PDS is not a deposit with or any other liability of Westpac Banking Corporation ABN 33 007 457 141 (Westpac) or any other company in the Westpac Group of companies. Investments are subject to investment risk, including possible delays in repayment or loss of income and principal invested. None of Westpac or any of its related entities stands behind or otherwise guarantees the capital value or investment performance of this product or any of its Investment Options or any related assets.

# Welcome to BT Lifetime Super – Employer Plan

Welcome to BT Lifetime Super – Employer Plan. Saving for the future doesn't have to be complex or difficult. We want to make the process of planning and structuring your BT Super as easy as possible.

## Introducing BT Financial Group — the track record you deserve

We are part of the BT Financial Group (BT). BT is a leading provider of superannuation solutions and was established in 1969. BT manages or administers over \$33 billion<sup>1</sup> in superannuation and retirement products for over 600,000 customers. In total, BT manages or administers investment assets worth over \$70 billion<sup>1</sup>. In addition to superannuation, BT offers retirement income streams, investments, broking and margin lending solutions. Your employer has selected BT Super as its default fund under choice of superannuation rules.

## Why your BT Super is important

For many people, super is the second largest asset other than your family home and can be one of the most tax-effective investments you can have. However, because retirement is often a long time away and it is seen as complicated, super often does not get the attention it deserves. BT Super allows employees to invest in a superannuation product which enjoys tax benefits but is also simple to use.

It is important to consider your own situation, including, for instance, how fees and other costs may impact your investment. This PDS will help you identify some key information to help you get started with BT Super.

## Setting up your Employer plan

Employers should refer to page 2 in this PDS for information on how to set up your Employer Plan. More detailed information can be found in the BT Lifetime Super – Employer Plan Part 1 – Employer CIB in the 'Setting up your Employer Plan' section.

## Information for sole traders, spouses and individuals in business partnerships

This PDS is also designed to provide spouses of existing members of BT Super, sole traders and individuals in business partnerships (business partners) with important details which are only relevant for non-employee members of BT Super. To obtain a copy of the BT Lifetime Super – Employer Plan Spouse, Sole Trader and Business Partner Application Booklet, please go to our website [www.bt.com.au](http://www.bt.com.au) or call BT Customer Relations on 132 135.

## How to use this PDS

Within this PDS, 'BT Super' means BT Lifetime Super – Employer Plan.

This PDS provides information which is relevant to employers wishing to provide superannuation benefits for their employees. It also provides information that is relevant to:

- employees
- spouses of existing members
- sole traders and
- business partners.

This PDS consists of this document as well as information deemed to be incorporated in this PDS (and specifically referred to in this PDS), contained in the BT Lifetime Super – Employer Plan Part 1 – Employer CIB and the BT Lifetime Super – Employer Plan Part 2 – Member CIB.

<sup>1</sup>As at 31 January 2008.

# For employers: A guide to setting up your plan

## For employers:

This section provides a step by step guide to setting up BT Super for your business. Now that you have chosen BT Super for your employer plan, we want to ensure that setting it up is easy.

## Complete the application form

In conjunction with your BT Specialist or Financial Adviser, you will need to complete the application form included in the back of this PDS. To complete this form you will need to:

### 1 Select Insurance Cover for your employees

BT offers your business a flexible insurance arrangement that allows you to ensure that your employees have the appropriate cover. You can choose to offer

- Death Only cover or
- Death and Total and Permanent Disablement (TPD) cover or
- Death and TPD and Salary Continuance Insurance (SCI) cover.

#### More Information

For more Information on the insurance options available, refer to the 'Your Insurance Choices' section in the BT Lifetime Super – Employer Plan Part 1 – Employer CIB and BT Lifetime Super – Employer Plan Part 2 – Member CIB.

### 2 Select a Member Investment Category default Investment Option<sup>1</sup>

Although your employees have full investment choice, you will need to select a Member Investment Category with a default Investment Option for those who do not make an investment nomination. Simply choose one option from the list set out on page 8 of this PDS.

It is important that you speak to a Financial Adviser and consider all relevant factors when choosing a default Investment Option. Such factors include the make-up of your workforce and the appropriate balance of risk and return for your employees.

In certain circumstances the Trustee may approve a Member Investment Category (with a corresponding default Investment Option) that is not shown in the list set out on page 8 of this PDS.

If you do not select a default Investment Option, you will be deemed to have selected Member Investment Category A with

the BT Multi-manager Balanced Investment Option as the default Investment Option for your plan.

If your employee's initial investment is less than \$1,500 or if your employee's balance falls below \$1,200, it will be invested in the BT Investor Protected Investment Option. This means that your employees may not automatically commence in the default Investment Option selected. See 'Small Balances – BT Investor Protected Investment Option' in the BT Lifetime Super – Employer Plan Part 2 – Member CIB.

#### More information

For more information on the default Investment Options available, refer to the 'Select a Member Investment Category with a default Investment Option' in the 'Setting up your Employer Plan' section in the BT Lifetime Super – Employer Plan Part 1 – Employer CIB.

#### Next steps

Make your Member Investment Category with a default Investment Option selection in the BT Lifetime Super – Employer Plan Application form contained in this PDS.

### 3 Register for BT Online Employer (BTOE)

Your BTOE Login details will be provided to you for access to [www.bt.com.au/employers](http://www.bt.com.au/employers).

Contributing online is easy with BTOE:

- make contributions through your preferred method: online form, payroll or file upload
- make payments to other super funds using BT's Employer Clearing House Online (ECHO)
- set up and amend your Direct Debit facility.

Alternatively, you can contribute through BPAY<sup>®</sup> (a separate BPAY transaction is required for each employee).

<sup>1</sup>\_A default Investment Option corresponds with a particular Member Investment Category as set out on page 8 of this PDS.

<sup>2</sup>\_Registered to BPAY<sup>®</sup> Pty Ltd ABN 69 079 137 518.

Speak to a BT Specialist who can help you establish BTOE.

Send completed forms, or provide to a BT Specialist:

BT Financial Group  
BT Lifetime Super – Employer Plan  
GPO Box 2919  
Adelaide SA 5001

### **Provide employee details**

As part of the plan set up you will need to provide us with your employees' details (including their Tax File Numbers). Your BT Specialist will provide you with an employees' details template to complete and email to [BTSEPNewFunds@BTFinancialGroup.com](mailto:BTSEPNewFunds@BTFinancialGroup.com).

The first time you provide us with your employee details, we will upload these into our system. From then on, you will be able to add and edit employee details simply and efficiently online at [www.bt.com.au/employers](http://www.bt.com.au/employers) (BTOE).

### **Transfer your existing plan to BT**

Work with your Financial Adviser or a BT Specialist to agree an implementation plan that will facilitate the transfer of your employees' existing super and insurance to BT Super.

### **What other benefits are on offer?**

BT Super gives you access to:

- BT's Employer Clearing House Online (ECHO), which enables you to make super choice contributions to multiple funds. Available at [www.bt.com.au/employers](http://www.bt.com.au/employers).
- Dedicated phone support and a Corporate Account Manager for larger plans.

#### **More information**

More information for employers and Financial Advisers about the BT Lifetime Super – Employer Plan and how to set it up can be found in the BT Lifetime Super – Employer Plan Part 1 – Employer CIB, available online at [www.bt.com.au/employers](http://www.bt.com.au/employers) or call BT Employer Relations on 1300 533 010 and request a printed copy.

- Policy Committee reference guides to help familiarise participants with the function of a Policy Committee and assist you to communicate with employees.

### **Fees and other costs**

Take the time to review our competitive fee structure detailed in the 'Fees and other costs' section of this PDS.

### **Manage your account online**

Make enquiries, transact and access your BT Super plan details 24/7 at [www.bt.com.au/employers](http://www.bt.com.au/employers) (BTOE).

### **How will BT keep me informed and up-to-date?**

You will receive regular communications from us including:

- Employer Welcome kit
- Bi-monthly Employer Super Update
- Password for access to BTOE (BT Online Employer).

### **Important information for sole traders, business partners or spouses of existing members**

If you are a Spouse, Sole Trader or Business Partner, you will need to complete the Spouse, Sole Trader and Business Partner Application Booklet. If you are a Sole Trader or Business Partner you will also need to complete as the standard BT Lifetime Super – Employer application form. To obtain a copy of the BT Lifetime Super – Employer Plan Spouse, Sole Trader and Business Partner Application Booklet, please go to our website [www.bt.com.au](http://www.bt.com.au) or call BT Employer Relations on 1300 553 010.

#### **Contact BT or your Financial Adviser**

Call us at BT Employer Relations, Monday to Friday 8.00am to 6.30pm (Sydney time) on 1300 553 010.

# For members: Tailor your BT Super account

## For members:

Welcome to BT Lifetime Super – Employer Plan. As a member of BT Super, we'd like to help you consolidate your super and tailor your plan to ensure you get the most out of it. We want to ensure you feel secure with appropriate insurance cover throughout your journey with us.

### 1 Set up your additional contributions<sup>1</sup>

Make your super work for you. There are many ways to contribute to your super and maximise your investment.

- Make pre-tax contributions from your salary
- Make regular after-tax contributions
- Make one-off contributions
- Set up a spouse account.

See page 6 →

### 2 Roll over your super

If you had a super fund with your previous employer, or have one with another provider, we encourage you to consider rolling over all your super into BT Super to potentially **reduce your fees** and maximise your investment.

See page 7 →

### 3 Choose how to invest

When you start with us, you are automatically enrolled in the default Investment Option (corresponding with a Member Investment Category) selected by the employer for your plan, or if none is selected, the Trustee's selected default Investment Option being the BT Multi-manager Balanced Investment Option (Member Investment Category A). We encourage you to select your Investment Options to match your life stage and risk tolerance.

**Alternative 1**  
Employer Default Investment Option (eg Member Investment Category A to G)

**Alternative 2**  
Choose your Investment Options<sup>2</sup>

See page 8 →

### 4 Nominate your beneficiaries

You can nominate up to five beneficiaries to receive your superannuation benefit on your death and you can choose to make a binding or non-binding beneficiary nomination. For more information about making beneficiary nominations refer to the 'Death benefits' section in 'Accessing your benefits' in the BT Lifetime Super – Employer Plan Part 2 – Member CIB.

Refer to the 'Nomination of Beneficiaries' form included in this PDS →

### 5 Evaluate your insurance

The insurance cover included in your BT Super is selected by your employer (for employee members), and may include:

- Death Only cover; or
- Death and Total & Permanent Disablement (TPD) cover; or
- Death and TPD and Salary Continuance Insurance (SCI) cover.

We encourage you to determine whether your cover is sufficient or whether you wish to increase your current insurance cover.

See page 12 →

### 6 Manage your super online

As a member, you will receive your password for online access in the mail. Once you have this, go to [www.bt.com.au](http://www.bt.com.au) and you'll be able to:

- check your account balance and verify recent transactions
- view and/or switch your Investment Options
- view your insurance details.

You can also invest using BPAY<sup>®3</sup>.

Go to [www.bt.com.au](http://www.bt.com.au) →

1\_Where permitted under superannuation law (refer to the BT Lifetime Super – Employer Plan CIBs for more details).

2\_Managed by BT, BT Multi-managers and other fund managers.

## What other features are provided?

As a member of BT Super, you have:

- access to assistance finding a Financial Adviser in your area — just call BT Customer Relations on 132 135
- no withdrawal fee
- no switching fee for switches made between Investment Options
- the ability to make new contributions, rollovers or transfers split between up to six Investment Options.

You also have the ability to set up a spouse account into which you and your spouse can make contributions.

## Fees and other costs

Take the time to review our competitive fee structure detailed in the 'Fees and Other Costs' section of this PDS.

## How will BT keep me informed and up to date?

You will receive regular communications from us including:

- Welcome Kit
- Annual Statement, showing your transaction details, account balance, fees, beneficiary and insurance information
- Annual Report, showing details of the management and financial condition of the Plan and the performance of your Investment Options
- PIN — for access to BT Link
- Log on and password for access to BT Online to allow you to view your account activity.

## Where can I get more information?

### Customer Information Brochure

More information about the BT Lifetime Super – Employer Plan can be found in the BT Lifetime Super – Employer Plan Part 2 — Member CIB, available online at [www.bt.com.au](http://www.bt.com.au) or call BT Customer Relations on 132 135 and request a printed copy.

### BT Online

Visit [www.bt.com.au](http://www.bt.com.au) for enquiries, access to your account and lots of useful information.

### By phone

BT Link is an automated phone service available 24 hours a day, 7 days a week and provides you with useful account information and the ability to switch Investment Options.

BT Customer Relations Consultants are available Monday to Friday 8.00am to 6.30pm (Sydney time) on 132 135.

# Setting up your contributions

## 1 Make contributions from your pre-tax salary

### Super Guarantee and other compulsory super contributions

If you are an employee member, the law requires that your employer contribute 9% of your pre-tax salary to your super. This is your Super Guarantee (SG) contribution and is required to be paid by your employer for you. Your employer may also be required to pay contributions under an award or other industrial agreement.

### Salary sacrifice contributions

You can request your employer to make salary sacrifice contributions to your BT Super by completing the Payroll Deduction Authority form available on our website [www.bt.com.au](http://www.bt.com.au) and giving it to your employer.

For more information refer to the 'Contributing to BT Super' section in the BT Lifetime Super – Employer Plan Part 2 – Member CIB.

## 2 Make regular or one-off after-tax contributions

Making regular or one-off personal after-tax contributions allows you to top up your BT Super.

- By making regular or one-off personal after-tax contributions, you may be eligible for Government co-contributions.

Other types of one-off after-tax contributions that we accept include:

- Contributions relating to CGT small business concessions
- Directed Termination Payments (until 30 June 2012)
- Contributions from certain personal injury settlements or orders.

For more information refer to 'Contributing to BT Super' section in the BT Lifetime Super – Employer Plan CIB Part 2 – Member CIB.

### How to make regular or one-off contributions

#### Option 1: Pay with BPAY®

Make a BPAY® contribution through your bank. Use BPAY® Code 17020. Your Customer Reference Number for the BPAY® transaction is the same as your Member Number.

#### Option 2: Pay by cheque

Make a cheque payable to BTFM — BTLSEP — <your name>. Include your details (ie name, member number, type of contribution) and your signature with your cheque. Send it to:

**BT Financial Group**  
**BT Lifetime Super – Employer Plan**  
**GPO Box 2919**  
**Adelaide SA 5001**

#### Tip

If you are eligible, each year the Government will contribute up to \$1.50 for each \$1.00 of personal after-tax contributions you make. Refer to the 'Government co-contributions' in the 'Contributing to BT Super' section of the BT Lifetime Super – Employer Plan Part 2 – Member CIB.

## 3

### Roll over and consolidate your super

If you had a super fund with your previous employer, or have one with another provider, we encourage you to consider rolling over all your super into BT Super to potentially **reduce your fees** and maximise your investment.

#### How to rollover:

##### Option 1: Do it online at [www.bt.com.au](http://www.bt.com.au)

On our website, you will find our Easy Rollover Tool designed to make rolling over your super account(s) as easy as possible.

##### Option 2: Complete the Request to Transfer form

You'll find the form at the back of this PDS. Complete it and send it to your current super fund.

## 4

### Set up a spouse account

#### Set up a spouse account

Let your spouse enjoy all the benefits that you enjoy in respect of your BT Super account, including all the benefits of the insurance and Investment Options.

#### Eligibility

There is no minimum investment for establishing a spouse account. An eligible spouse includes spouses and de-facto couples (not same sex) living together. Contributions must come from the contributing spouse or a joint account where the contributing spouse is an account holder.

#### How to set up a spouse account

Complete the BT Lifetime Super – Employer Plan Spouse Application form. This can be found in the BT Lifetime Super – Employer Plan Spouse, Sole Trader and Business Partner Application Booklet available as a separate booklet to this PDS on our website [www.bt.com.au](http://www.bt.com.au) or call BT Customer Relations on 132 135.

#### How to make spouse contributions

If you are investing into a spouse account, you will be required to complete the Personal, Spouse and Third Party Employer Contributions form each time you make a contribution. You can find the form online at [www.bt.com.au](http://www.bt.com.au) or call BT Customer Relations on 132 135.

#### Tip: Provide your Tax File Number

Please note that due to government legislation, your Tax File Number will be required to make any personal contributions to your BT Super. You will also be charged an additional 31.5% tax on your employer contributions if we do not hold your TFN at 30 June. Confirm with your employer that they have passed on your TFN to BT Super. Alternatively, complete the Tax File Number form in this PDS.

#### More information on contributions

More detailed information on contributions can be found in the 'Contributing to BT Super' section in the BT Lifetime Super – Employer Plan Part 2 – Member CIB available online at [www.bt.com.au](http://www.bt.com.au).

# Choose how to invest

BT Super provides you with a wide range of Investment Options tailored to your individual needs. Simply choose from the default Investment Option applicable to your employer plan, or, choose to invest all or a percentage of your money across all the major asset classes managed by both BT and a variety of other investment managers.

## Seek advice from a Financial Adviser

Choosing your Investment Options is best done with the support of a Financial Adviser. They will take a holistic view of your financial objectives and your risk profile, and offer you the appropriate recommendations on which investments will be the best for you. If you want to be put in touch with a Financial Adviser, BT Customer Relations can help you find one in your area. Call 132 135.

## Alternative 1

### Default Investment Option

If you do choose the default Investment Option, your initial contribution and any other contributions will be invested in the default Investment Option corresponding to the Member Investment Category selected by your employer (where applicable). If your employer has not selected one, your contributions will be invested in the Trustee's default Investment Option, which is currently the BT Multi-manager Balanced Investment Option (Member Investment Category A).

The Member Investment Categories and corresponding default Investment Options are listed below:

Member investment category	Risk category	Default Investment Option
A	Green	BT Multi-manager Balanced
B	Orange	BT Multi-manager Growth
C	Blue	BT Multi-manager Conservative
D	Orange	BT Future Goals
E	Green	BT Balanced Returns
F	Green	Westpac Balanced
G	Blue	BT Conservative Outlook

In certain circumstances the Trustee may approve a Member Investment Category (with a corresponding default Investment Option) that is not shown in the above table. You will be provided with details of the default Investment Option applicable to you (and your plan) on joining BT Super.

## Important: Changes to your default Investment Option

If, during your membership in BT super, the employer for your plan decides to change the Member Investment Category (and corresponding default Investment Option) for your future contributions and/or existing balance, you will be notified. Please refer to 'Change in Member Investment Category and default Investment Option' in the 'Your Investment Choices' section of the BT Lifetime Super – Employer Plan Part 2 – Member CIB.

## Alternative 2

### Choose your own combination of Investment Options

BT Super allows you to choose from a wide range of Investment Options across all the major asset classes. These Investment Options are managed by BT Investment Management, BT and external investment managers. Our aim is to bring you the very best opportunities, to help you achieve your specific investment objectives.

The table overpage lists the Investment Options available with your BT Super. You can choose from one up to six Investment Options, and can change your Investment Options at any time. For additional information about these options including investment strategies, objectives and other information which will assist you to work out whether you need to access any other information from us, please refer to the 'Your Investment Choices' section of the BT Lifetime Super – Employer Plan Part 2 – Member CIB.

## Why should I consider selecting my own Investment Options?

Instead of relying on the default Investment Option selected by your employer, we encourage you to consider choosing a combination of Investment Options to suit your lifestage, specific needs and tolerance for risk.

### Do I need to choose my Investment Options?

No. If you do not choose your Investment Options, your initial contribution and any other contributions will be automatically invested in the employer selected Member Investment Category (and corresponding default Investment Option). Or if your employer hasn't selected one, your contributions will be invested in the Trustee's default Investment Option, currently the BT Multi-manager Balanced Investment Option.

You can find information about investment risk and return in the 'Other things you should know' section of this PDS.

### Which risk category is right for you?

We have allocated the Investment Options into five categories, according to their risk characteristics.

The table contains a brief description of the investor risk profile for each category.

Low risk and potential return			High risk and potential return	
STABLE	CONSERVATIVE	MODERATE	DYNAMIC	AGGRESSIVE
For investors who do not like risk and need to access their funds in the near future.	For investors who are looking for some growth but are mostly concerned about protecting their capital.	For investors who are looking for good long-term returns without large ups-and-downs in the short term.	For investors who are prepared to take more risk in exchange for potentially higher earnings on their investments over the longer term. Dynamic investors are comfortable with volatility and the possibility of negative returns.	For investors who are willing to take more risk in search of greater returns. Aggressive investors are comfortable with volatility and with the possibility of negative returns and aim to invest over a long period.

### Setting and changing your Investment Options

Do it online at [www.bt.com.au](http://www.bt.com.au)

- log in to your BT Super account online and make your selections or

Complete the Investment Choice/Switch Request form

- complete the form contained at the back of this PDS or
- go to [www.bt.com.au](http://www.bt.com.au) and download the form.

Send the form to us at:

**BT Financial Group**  
**BT Lifetime Super – Employer Plan**  
**GPO Box 2919**  
**Adelaide SA 5001**

### More information

More detailed information on every aspect of your Investment Options can be found in the 'Your Investment Choices' section of the BT Lifetime Super – Employer Plan – Part 2 Member CIB, available online at [www.bt.com.au](http://www.bt.com.au) or call us on 132 135 and request a printed copy.

# Choose how to invest

	Risk category	Asset class	Investment Options manager	Investment Option name	Recommended investment timeframe	Inception date	Fund size (\$m) <sup>1</sup>	More info
Lower relative risk ↑	STABLE	C	B	BT Cash	up to 1 year	Jan 1991	90.38	Page 30 of Member CIB
	CONSERVATIVE	D	M	BT Multi-manager Conservative	3 years +	Dec 2001	25.15	Pages 31–34 of Member CIB
		D	B	BT Conservative Outlook	3 years +	Feb 1991	68.95	
		D	E	Macquarie Conservative	3 years +	May 1999	5.83	
		F	B	BT Australasian Bond	3 years +	Feb 1995	4.44	
		F	B	BT Global Bond	3 years +	Aug 1995	1.64	
		F	E	Macquarie Diversified Fixed Interest	3 years +	July 2005	4.65	
		F	M	BT Multi-manager Fixed Interest	3 years +	May 2008	n/a <sup>2</sup>	
	F	E	BlackRock Monthly Income Fund	3 years +	May 2008	n/a <sup>2</sup>		
	MODERATE	D	M	BT Multi-manager Balanced	5 years +	Oct 2001	739.85	Pages 35–39 of Member CIB
D		B	BT Balanced Returns	5 years +	Feb 1991	576.18		
D		B	Westpac Balanced	5 years +	May 2003	7.93		
D		E	Barclays Global Investors Growth	5 years +	Aug 1999	7.24		
D		E	Schroder Balanced	5 years +	Aug 2004	2.00		
P		B	BT Property Securities	5 years +	Feb 1995	37.35		
P		B	BT Global Property	5 years +	July 2005	4.60		
P		E	AMP Capital Investors Listed Property	5 years +	Aug 1999	14.18		
P		E	APN Property Income Fund No 2	5 years +	May 2008	n/a <sup>2</sup>		
DYNAMIC	D	M	BT Multi-manager Growth	5 years +	Nov 2001	264.46	Pages 40–45 of Member CIB	
	D	B	BT Future Goals	5 years +	Sep 1998	151.33		
	D	E	MLC Growth	5 years +	Sep 1999	49.26		
	AS	B	BT Australian Share	5 years +	Feb 1995	110.37		
	AS	E	Colonial First State Australian Shares	5 years +	Sep 1998	59.77		
	AS	P	BT Partner Australian Shares Core 1	5 years +	Apr 2003	9.16		
	AS	P	BT Partner Australian Shares Growth 1	5 years +	Apr 2003	7.77		
	AS	P	BT Partner Australian Shares Value 1	5 years +	Apr 2003	9.90		
	AS	B	BT Ethical Share	5 years +	Aug 2005	9.69		
	AS	E	Credit Suisse Australian Small Companies	5 years +	July 2005	4.34		
	AS	E	ING Blue Chip Imputation	5 years +	Aug 1999	33.85		
	AS	E	Investors Mutual Australian Share	5 years +	Aug 2004	5.04		
	AS	E	Fidelity Australian Equities Fund	5 years +	May 2008	n/a <sup>2</sup>		
	AS	E	Challenger Wholesale Select Australian Share Fund	5 years +	May 2008	n/a <sup>2</sup>		
	AS	E	SSgA Australian Equities Index Trust	5 years +	May 2008	n/a <sup>2</sup>		
Higher relative risk ↓	AGGRESSIVE	D	M	BT Multi-manager High Growth	5 years +	Nov 2000	64.53	Pages 46–49 of Member CIB
		IS	P	BT Partner International Shares Growth 1	5 years +	May 2003	2.09	
		IS	P	BT Partner International Shares Value 1	5 years +	May 2003	8.81	
		IS	P	BT Partner International Shares Core 1	5 years +	July 2005	1.23	
		IS	B	BT International Share	5 years +	Feb 1995	33.63	
		IS	E	Credit Suisse International Shares	5 years +	Oct 1998	26.78	
		IS	E	Intech International Shares High Opportunities (Unhedged) Trust	5 years +	July 2005	1.73	
		IS	E	Templeton Global Equity	5 years +	May 2008	n/a <sup>2</sup>	
		IS	E	SSgA International Equities Index Trust	5 years +	May 2008	n/a <sup>2</sup>	
		IS	M	BT Multi-manager International Share	5 years +	May 2008	n/a <sup>2</sup>	

## Key to Asset Class

**D** Diversified  
**IS** International Shares  
**AS** Australian Shares  
**P** Property  
**F** Fixed Interest  
**C** Cash

## Key to how the Investment Options are managed

**B** BT Investment Options  
**M** BT Multi-manager Investment Options  
**P** BT Partner Investment Options  
**E** External Manager Investment Options

<sup>1</sup> As at 31 January 2008.

<sup>2</sup> This Investment Option commenced at 7 May 2008. As such no Investment Option size is available as at the date of this PDS.

## Understanding the Investment Options

Each of the Investment Options, as seen in the table on the previous page will be managed in one of three different ways:

- BT Investment Management (BTIM)
- BT Multi-manager (a range of managers selected by BT)
- Other investment managers.

A number of these Investment Options invest into separate financial products which are each issued by an external fund manager and have their own PDS. These PDSs will include important details covering:

- the investment objective of the option
- the investment strategy of the option
- the investment manager of the option
- asset benchmark
- asset allocations
- the investment manager's currency strategy for non-Australian Investment Options returns.

The PDS for each Investment Option is available online at [www.bt.com.au](http://www.bt.com.au). See the section 'Investing through BT Super and investing directly' on page 21 of this PDS for information on the differences in the rights you have when investing through BT Super compared to investing directly in the underlying separate products.

## Changes to investment managers and Investment Options

To ensure BT continues to offer a quality range of Investment Options, from time to time we may change investment managers, investment consultants or Investment Options (including investment strategy and asset allocation). We may do these things at any time and investors will be notified as required or permitted by relevant law. These changes and up-to-date information for particular Investment Options will generally be posted on our website [www.bt.com.au](http://www.bt.com.au). Please refer to the 'Changes to Investment Option details' section in 'Your Investment Choices' in the BT Lifetime Super – Employer Plan Part 2 – Member CIB.

This provides BT with flexibility to ensure members are protected from market changes.

## Labour standards, and environmental, social and ethical considerations

Please refer to the 'Labour, environmental, social or ethical considerations' section of 'Your Investment Choices' in the BT Lifetime Super – Employer Plan Part 2 – Member CIB for information about the extent to which labour standards and environmental, social and ethical considerations are taken into account in the selection, retention and realisation of investments in BT Super.

### More information

More detailed information on every aspect of your Investment Options (including their investment strategy and objectives) can be found in the 'Your Investment Choices' section of the BT Lifetime Super – Employer Plan Part 2 – Member CIB, available online at [www.bt.com.au](http://www.bt.com.au) or call us on 132 135 and request a printed copy.

### Contact us

We are happy to answer any questions you have about your Investment Options. Call BT Customer Relations on 132 135 Monday to Friday 8.00am to 6.30pm (Sydney time).

# For members:

## Important insurance information

Take the time to review and understand your current insurance cover to determine whether it is sufficient. BT Super offers you the choice to add Voluntary Cover if you wish to increase your insurance cover.

### What insurance is included in my BT Super?

BT Super is committed to providing you and your family with peace of mind by offering different types of insurance cover to suit your needs.

As part of your BT Super, you may be eligible to receive Employer Plan Cover which is provided without medical information, up to specified limits. This may include Death Only, Death and TPD, or Death and TPD and SCI cover.

#### → Death Only cover

If you die, a lump sum will be paid to your beneficiaries or estate (depending on the death benefit options applicable to you). For more information refer to the BT Lifetime Super – Employer Plan Part 2 – Member CIB, available on our website [www.bt.com.au](http://www.bt.com.au). A copy of the insurance policy is available by calling BT Customer Relations 132 135.

#### → Death and Total and Permanent Disablement (TPD) cover

In addition to Death cover, TPD cover provides for a lump sum to be paid to you if you suffer TPD in such a way that you satisfy one of the TPD definitions relevant to you (eg you can never work again).

#### → Salary Continuance Insurance (SCI) cover

SCI cover provides for up to 75% of your Income to be replaced if you are disabled temporarily,<sup>1</sup>

If you are unable to work due to Total Disability or Partial Disability, an income benefit will be paid to you (Salary Continuance Insurance). Benefits commence after a specified waiting period and may continue while you are disabled up until the end of the specified benefit period. See page 66 of the BT Lifetime Super – Employer Plan Part 2 – Member CIB.

### How do I know what level of cover I have?

Details of your insurance will be shown on your New Member Statement and each year on your Annual Statement. You can

also log on with your membership number and password to [www.bt.com.au](http://www.bt.com.au) to view your insurance details.

More information about the Insurer and the different types of insurance cover can be found in the 'Your insurance Choices' section of the BT Lifetime Super – Employer Plan Part 2 – Member CIB, available on our website [www.bt.com.au](http://www.bt.com.au).

### Can I get extra insurance cover?

BT Super offers you the choice to apply for Voluntary Cover, in addition to your employer's choices. This gives you additional flexibility to customise your Death, TPD and SCI cover to help meet your and your family's needs and financial obligations in the event of your death, injury or illness.

For more information and details on how to increase your cover, refer to the 'Your Insurance Choices' section of the BT Lifetime Super – Employer Plan Part 2 – Member CIB, available on our website [www.bt.com.au](http://www.bt.com.au).

### Important information about our insurance options

Cover and levels of cover may also be dependent on acceptance by the Insurer, medical assessment and disclosure by you to us of relevant circumstances (such as whether you have left active employment). It is important that you access and review this information to understand the terms, conditions and exclusions applicable to you.

In this PDS, a term or expression in relation to insurance with a capital letter, which is defined in the Policy, has the meaning given to it by the Policy. In the event of any inconsistency, the terms of the Policy will prevail over the terms of this PDS.

Full information relating to insurance cover terms, conditions, definitions and exclusions are outlined in the BT Lifetime Super – Employer Plan Part 2 – Member CIB and insurance Policy. The BT Lifetime Super – Employer Plan Part 2 – Member CIB is:

- on our website [www.bt.com.au](http://www.bt.com.au), or
- call BT Customer Relations on 132 135 to request a printed copy.

<sup>1</sup>You need to satisfy the definition of Total Disability or Partial Disability to be eligible for a SCI benefit.

## **Other things you should know**

### **Costs of insurance cover**

The current premium rates are set out in the 'Premium rate table' section of 'Your Insurance Choices' of the BT Lifetime Super – Employer Plan Part 2 – Member CIB. Premium rates may change under conditions specified in the Policy.

### **Commencement of cover**

You may be eligible for cover from the later of the date you commenced employment with your employer or your employer joined BT Super.

However, you should not assume you are covered automatically and should refer to the sections on eligibility for cover including interim cover in the 'Insurance cover features' section of 'Your Insurance Choices' of the BT Lifetime Super – Employer Plan Part 2 – Member CIB.

### **Insurance terms**

Insurance cover is subject to your duty of disclosure, to the acceptance by and underwriting by the Insurer, the Insurer's other terms, conditions and exclusions, and acceptance and payment of a claim by the Insurer.

### **Exclusions**

Various exclusions apply to your cover including war and military service, self-inflicted injury, attempted suicide and uncomplicated pregnancy, childbirth or miscarriage. Refer to the 'Insurance cover exclusions' section of 'Your Insurance Choices' of the BT Lifetime Super – Employer Plan Part 2 – Member CIB.

### **Maintenance of cover**

Continued cover depends on ongoing payment of premiums and cover can cease after a minimum period of five calendar months from the day insurance cover was due to commence. Once cover ceases, new underwriting requirements as well as new terms of cover may apply. Refer to the 'Your Insurance Choices' section of the BT Lifetime Super – Employer Plan Part 2 – Member CIB.

### **Termination of cover**

Cover may cease in certain circumstances including, but not limited, to when you or your employer leaves BT Super, you attain a specified age, or if you are away from work in certain circumstances. Refer to the 'When does Death Only and Death and TPD cover cease?', 'When does SCI cover cease?' and 'What happens when you leave your employer?' sections of 'Your Insurance Choices' of the BT Lifetime Super – Employer Plan Part 2 – Member CIB.

### **Continuation option**

You may be able to continue your insurance cover when you leave your employer. Refer to the 'Taking out an individual policy' section of 'Your Insurance Choices' of the BT Lifetime Super – Employer Plan Part 2 – Member CIB.

### **Duty of disclosure**

The Trustee has a duty of disclosure when entering into the group policy with the Insurer. As a condition of participation in BT Super, you have a similar disclosure obligation to the Trustee and Insurer to disclose every matter that you know or could reasonably be expected to know, that is relevant to the Insurer's decision to grant insurance and on what terms. Failure to comply with the duty can negatively affect your cover. It is important that you refer to the 'Your duty of disclosure' section of 'Your Insurance Choices' of the BT Lifetime Super – Employer Plan Part 2 – Member CIB, to read the full details of your duty of disclosure and when cover can be affected.

### **Where can I get more information?**

Download the BT Lifetime Super – Employer Plan Part 2 – Member CIB available online at [www.bt.com.au](http://www.bt.com.au) and refer to the 'Your Insurance Choices' section or call BT Customer Relations on 132 135 to request a printed copy.

# Fees and other costs

## DID YOU KNOW?

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

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

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

You may be able to negotiate to pay lower contribution fees and management costs where applicable.

Ask the Fund or your Financial Adviser.

## TO FIND OUT MORE

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

This section shows fees and other costs that you may be charged when investing in BT Super. These fees and costs may be deducted from your money, from the returns on your investment or from BT Super assets as a whole. Taxes and insurance costs are set out in the 'Taxation' and 'Your Insurance Choices' section of the BT Lifetime Super – Employer Plan Part 2 – Member CIB available on our website [www.bt.com.au](http://www.bt.com.au). You should read all of the information about fees and other costs, because it is important to understand their impact on your investment in BT Super.

Fees and other costs for particular Investment Options are set out on page 17 of this PDS.

Fees and other costs are inclusive of any Goods and Services Tax (GST).

Type of fee or cost	Amount	How and when paid
Fees when your money moves in or out of the Fund		
<b>Establishment fee</b> The fee to open your investment	Nil	n/a
<b>Contribution fee<sup>1</sup></b> The fee on each amount contributed to your investment — either by you or your employer	0–5% for each contribution 0–1% for each transfer.	Deducted from each amount contributed or transferred on the date the contribution or transfer amount is received. The entry price of your Investment Option(s) will take into account any such fee. The amount of this fee may be negotiated by your employer with the adviser for your employer's plan (see 'Ability to negotiate commissions with your adviser' under the heading 'Additional Explanation of Fees and Costs' in the BT Lifetime Super – Employer Plan Part 2 – Member CIB for details about how this fee may be negotiated).
<b>Withdrawal fee</b> The fee on each amount you take out of your investment	Nil	n/a
<b>Termination fee</b> The fee to close your investment	Nil	n/a

<sup>1</sup> This fee includes an amount payable to an adviser (see 'Adviser remuneration' under the heading 'Additional Explanation of Fees and Costs' in the 'Fees and other costs' section of the BT Lifetime Super – Employer Plan Part 2 – Member CIB).

Type of fee or cost	Amount	How and when paid
<b>Management costs</b>		
The fees and costs for managing your investment. The amount that is paid for specific Investment Options is shown in the BT Lifetime Super – Employer Plan Part 2 – Member CIB.		
<b>Administration fee<sup>1,5</sup></b> Is based on the total of your employer's plan size as set out in the next column:	Up to (% pa) First \$250,000 1.35 Next \$750,000 1.00 Next \$4 million 0.60 Next \$5 million 0.45 Balance over \$10 million 0.30  In some cases, a lower scale or a fixed Administration fee of up to 1.35% pa may apply.  The Administration fee includes an amount payable to an adviser (see 'Adviser remuneration' under the heading 'Additional Explanation of Fees and Costs' in the BT Lifetime Super – Employer Plan Part 2 – Member CIB).	The Administration fee of 1.35% pa is deducted from each of your Investment Option(s) and is reflected in the unit price on a daily basis. If you are entitled to a reduced Administration fee, you will receive the difference between the 1.35% pa deducted and the reduced Administration fee as a rebate in a form of additional units at the end of the following month. However, if the Premium Service Fee is payable to your employer plan's adviser, depending on the size of that fee, the amount of any Administration fee rebate will be reduced. Please see 'Administration fee rebate' under the heading 'Additional Explanation of Fees and Costs' in the BT Lifetime Super – Employer Plan Part 2 – Member CIB for details about how the rebate works. The amount of this fee may be negotiated by your employer. Please refer to your Annual Statement for the exact Administration fee that will be charged to you.
<b>Issuer fee<sup>3</sup></b> Is made up of an investment manager charge and expense recoveries by the underlying investment managers as set out in the next column.	Investment manager charge of 0.35%–1.21% pa (Estimates based on the figures for 2006/2007 financial year).  Expense recoveries by underlying investment managers of 0%–0.24% pa (Estimates based on the latest figures available at the date of this PDS).	Deducted from your Investment Option(s) and reflected in the unit price on a daily basis. The amount of this fee may have been negotiated by your employer in relation to certain Investment Options. Please see 'Investment manager charge and expense recoveries' under the heading 'Additional Explanation of Fees and Costs' in the BT Lifetime Super – Employer Plan Part 2 – Member CIB for details about how investment manager charge and expense recoveries apply to different Investment Options.
<b>Performance fee<sup>6</sup></b>	15% of the amount (if any) by which the Investment Options investment performance (before fees) exceeds the performance hurdle.	Calculated daily and paid quarterly in arrears (if applicable).
<b>Member fee<sup>2</sup></b>	\$5.75 <sup>3</sup> per month	Deducted from your Investment Option(s) on a pro-rata basis at the end of each month, or when you leave your employer's plan, by way of deduction of units. This monthly fee is charged for each full month of membership or part thereof. The amount of this fee may have been negotiated by your employer.
<b>Service fees<sup>4</sup></b>		
<b>Investment switching fee</b> The fee for changing Investment Options.	Nil	n/a

**Employer Plans for amounts greater than \$1 million, price on application.**

1\_ This fee includes an amount payable to an adviser (see 'Adviser remuneration' on page 18 of this PDS and 'Additional Explanation of Fees and Costs' in the 'Fees and other costs' section of the BT Lifetime Super – Employer Plan Part 2 – Member CIB).  
 2\_ This is a member account-keeping fee charged by the Plan.  
 3\_ These may increase each 1 July in line with the Consumer Price Index (CPI). The amounts shown are for (2007/2008) financial year.

4\_ There are other service fees such as adviser fees (see 'Adviser service fees' section of the BT Lifetime Super – Employer Plan Part 2 – Member CIB). This is the fee for managing the assets of the Investment Option(s) and/or overseeing the operations of the Investment Option(s).  
 5\_ This is the fee to cover the general administration of the Plan.  
 6\_ Please note, this only applies to some Investment Options. Refer to 'Fees and other costs' section of the BT Lifetime Super – Employer Plan Part 2 – Member CIB for details on which Investment Options this applies to, and how this fee is calculated and paid.

# Fees and other costs

## Example of annual fees and costs for a balanced Investment Option

This table gives an example of how the fees and costs in a balanced Investment Option for this product can affect your superannuation investment over a one year period. You should use this table to compare this product with other superannuation products. The balanced Investment Option used in this table is the BT Multi-manager Balanced Investment Option.

Example – BT Multi-manager Balanced Investment Option		BALANCE OF \$50,000 WITH CONTRIBUTION OF \$5,000 DURING THE YEAR
Contribution Fees	0–5%	For every \$5,000 contributed, you will be charged between \$0 and \$250.
<b>PLUS</b> Management Costs	0.492% <sup>1</sup> Administration fee + 0.85% issuer fee = 1.342% + \$69.00 <sup>2</sup>	<b>And</b> , for every \$50,000 you have in the Plan, you will be charged approximately \$671 each year plus \$69.00 <sup>2</sup> in member fees regardless of your balance.
<b>Equals</b> Cost of Plan		If you put in \$5,000 during a year and your balance was \$50,000, then for that year you will be charged fees from:  <b>\$740.00 to \$990.00<sup>3</sup></b>  <b>What it costs you will depend on the Investment Option you choose and the fees your employer negotiated with your Plan or financial adviser.<sup>4</sup></b>

1\_ Assuming your employer's plan size is \$1.5 million, and your employer's plan does not use the services of an adviser, which would mean the administration fee (calculated based on your employer's plan size) will be reduced accordingly as follows:

Administration Fee	$\$50,000 \times 1.350\% = \$675.00$
Less Administration Fee Rebate	$\$50,000 \times 0.425\% = \$(212.50)$
Less Standard Adviser Commission Rebate	$\$50,000 \times 0.433\% = \$(216.50)$
Total Administration Fee	= 0.492% or = \$246.00
Issuer Fee	$\$50,000 \times 0.85\% = \$425.00$
Total	= \$671.00

Member Fee<sup>2</sup>                      \$5.75 per month × 12 months      = \$69.00

2\_ These may increase each 1 July in line with the Consumer Price Index (CPI). The amounts shown are for (2007/2008) financial year.

3\_ Additional fees may apply. **Unit price rounding** is incurred whenever you invest into or withdraw from the Investment Options. For example, if you make a \$5,000 contribution into an Investment Option with a \$1.00 base unit price, or withdraw \$5,000 from an Investment Option with a \$1.00 base unit price, the unit price rounding would be: 0.0025 unit price rounding × \$5,000 = \$12.50.

4\_ If you are an employee, as a member of a standard employer sponsored fund, generally you will not be able to negotiate management costs. Instead, your employer may have already negotiated certain fee arrangements that apply to you.

## Management costs and unit price rounding

	Issuer fee <sup>5</sup>		Total management costs <sup>1</sup> (excluding member fee <sup>2</sup> )		
	Investment manager charge (% pa)	Underlying expense recoveries (% pa)	Average admin fee <sup>3</sup> (%)	Maximum admin fee <sup>4</sup> (%)	Unit-price rounding <sup>5</sup>
AMP Capital Investors Listed Property	0.45%	0.01%	1.20%	1.81%	0.28%–0.48%
Barclays Global Investors Growth	0.79%	0.00%	1.36%	2.14%	0.19%–0.39%
BT Australasian Bond	0.60%	0.01%	1.04%	1.96%	0.18%–0.38%
BT Australian Shares	0.60%	0.00%	1.15%	1.95%	0.03%–0.23%
BT Balanced Returns <sup>6</sup>	0.60%	0.04%	1.43%	2.00%	0.05%–0.25%
BT Cash	0.35%	0.00%	0.83%	1.70%	0.00%–0.00%
BT Conservative Outlook <sup>8</sup>	0.60%	0.04%	1.52%	1.99%	0.08%–0.28%
BT Ethical Share	0.60%	0.00%	1.14%	1.95%	0.25%–0.45%
BT Future Goals <sup>8</sup>	0.60%	0.05%	1.45%	2.00%	0.17%–0.37%
BT Global Bond	0.60%	0.16%	2.11%	2.11%	0.32%–0.52%
BT Global Property	0.60%	0.02%	1.20%	1.97%	0.24%–0.44%
BT International Share	0.60%	0.07%	1.04%	2.02%	0.16%–0.36%
BT Property Securities	0.60%	0.00%	1.26%	1.95%	0.03%–0.23%
BT Multi-manager Balanced	0.85%	0.00%	1.48%	2.20%	0.24%–0.44%
BT Multi-manager Conservative	0.80%	0.00%	1.41%	2.15%	0.28%–0.48%
BT Multi-manager Fixed Interest	0.65%	0.02%	n/a <sup>8</sup>	1.95% <sup>8</sup>	0.00%–1.00% <sup>8</sup>
BT Multi-manager High Growth	0.95%	0.00%	1.57%	2.30%	0.26%–0.46%
BT Multi-manager Growth	0.90%	0.00%	1.40%	2.25%	0.23%–0.43%
BT Multi-manager Australian Share	0.65%	0.02%	n/a <sup>8</sup>	2.35% <sup>8</sup>	0.00%–1.00% <sup>8</sup>
BT Multi-manager International Share	1.20%	0.03%	n/a <sup>8</sup>	2.55% <sup>8</sup>	0.00%–1.00% <sup>8</sup>
BT Partner Australian Shares Core 1	0.80%	0.00%	1.38%	2.15%	0.15%–0.35%
BT Partner Australian Shares Growth 1	0.80%	0.00%	1.44%	2.15%	0.14%–0.34%
BT Partner Australian Shares Value 1	0.80%	0.00%	1.43%	2.15%	0.13%–0.33%
BT Partner International Shares Core 1	0.90%	0.00%	1.40%	2.25%	0.35%–0.55%
BT Partner International Shares Growth 1	0.90%	0.00%	1.40%	2.25%	0.31%–0.51%
BT Partner International Shares Value 1	0.90%	0.00%	1.41%	2.25%	0.22%–0.42%
Colonial First State Australian Shares	0.96%	0.00%	1.76%	2.31%	0.31%–0.51%
Colonial First State Property Securities	0.91%	0.00%	n/a <sup>8</sup>	2.26% <sup>8</sup>	0.00%–1.00% <sup>8</sup>
Fidelity Australian Equities Fund	0.95%	0.00%	n/a <sup>8</sup>	2.30% <sup>8</sup>	0.00%–1.00% <sup>8</sup>
Challenger Wholesale Select Australian Share Fund <sup>7</sup>	1.53%	0.00%	n/a <sup>8</sup>	2.88% <sup>8</sup>	0.00%–1.00% <sup>8</sup>
SSgA Australian Equities Index Trust	0.26%	0.00%	n/a <sup>8</sup>	1.61% <sup>8</sup>	0.00%–1.00% <sup>8</sup>
Credit Suisse Australian Small Companies	1.21%	0.04%	1.77%	2.60%	0.60%–0.80%
Credit Suisse International Shares	1.15%	0.00%	1.78%	2.50%	0.71%–1.00%
ING Bluechip Imputation	0.90%	0.00%	1.67%	2.25%	0.00%–0.00%
Intech High Opportunities Trust	1.00%	0.00%	1.57%	2.35%	0.33%–0.53%
Investors Mutual Australian Share	0.97%	0.00%	1.61%	2.32%	0.55%–0.75%
Macquarie Conservative	0.82%	0.00%	1.28%	2.17%	0.25%–0.45%
APN Property income Fund No 2	1.19%	0.00%	n/a <sup>8</sup>	2.54% <sup>8</sup>	0.00%–1.00% <sup>8</sup>
Black Rock Monthly Income Plan	0.61%	0.00%	n/a <sup>8</sup>	1.96% <sup>8</sup>	0.00%–1.00% <sup>8</sup>
Macquarie Diversified Fixed Interest	0.62%	0.03%	1.31%	2.00%	0.38%–0.58%
MLC Growth	0.99%	0.00%	1.50%	2.34%	0.50%–0.70%
Templeton Global Equity	1.02%	0.00%	n/a <sup>8</sup>	2.37% <sup>8</sup>	0.00%–1.00% <sup>8</sup>
SSgA International Equities Index Trust	0.36%	0.00%	n/a <sup>8</sup>	1.71% <sup>8</sup>	0.00%–1.00% <sup>8</sup>
Schroder Balanced	0.80%	0.10%	1.70%	2.25%	0.62%–0.82%
Westpac Balanced	0.60%	0.02%	1.53%	1.97%	0.23%–0.43%

1\_ Total management costs (excluding member fee) includes the Issuer fee, Expense recoveries and Administration fee.

2\_ For the 2007/2008 financial year, this fee was \$5.75 per month.

3\_ Assuming that an Average Administration Fee applies (ie total rebates received by all Investment Options divided by the value of all the Investment Options average net assets for 2006/2007 financial year).

4\_ Assuming that a Maximum Administration fee applies (ie 1.35%) and no administration rebate applies.

5\_ Estimate is based on the figures for 2006/2007 financial year.

6\_ The issuer fee for these Investment Options includes an estimate of certain underlying hedge fund manager fees required to be

disclosed when investing in alternative investments. The estimate is based on the latest available figures as at this CIB. Such fees may increase or decrease overtime as the allocation to, or level of fees charged by those investments change.

7\_ The performance fee (if any) is included in the Investment Manager charge. Please refer to the underlying PDS for more information [www.challenger.com.au](http://www.challenger.com.au).

8\_ As these Investment Options have been established 7 May 2008, there is no 2006/2007 financial year estimate available.

# Fees and other costs

## Additional explanation of fees and costs

### Adviser remuneration

#### 1\_Adviser Commission

If your employer's super plan is using the services of an adviser, the adviser may receive commissions for implementing your employer's plan, and for their ongoing super consulting services to your employer, as well as for any individual advice they provide for you. **The Standard Adviser Commission and Additional Standard Adviser Commission, which are described below are paid by us from our fees and are not additional costs to you.**

Employer total plan size	Standard Adviser Commission (% pa)
First \$1 million	Up to 0.45%
Next \$4 million	Up to 0.40%
Next \$5 million	Up to 0.30%
Balance over \$10 million	Up to 0.15%

#### Standard Adviser Commission<sup>1</sup>

The Financial Adviser for your employer's plan is entitled to a Standard Adviser Commission calculated at month end, as a percentage of your employer's total plan size at the end of the previous month, as follows:

The Standard Adviser Commission is included in the Administration Fee listed on page 15 of this PDS.

For example, based on a \$1.5 million plan the Standard Adviser Commission the adviser would receive is \$6,500 pa:

$\$1,000,000 \times 0.45\%$	= \$4,500
$\$500,000 \times 0.40\%$	= \$2,000
	<b>= \$6,500 pa GST inclusive</b>

### Tip: Take advantage of your employer's Financial Adviser

If your employer has engaged a Financial Adviser, often as a member of the BT Super plan you can use the services of the Financial Adviser to guide your super choices. Just ask your employer for the details of the Financial Adviser linked to your plan.

### Additional Standard Adviser Commissions

The adviser may also be entitled to the following Additional Standard Adviser Commissions in relation to your employer's plan:

Additional Standard Adviser Commissions <sup>2</sup>	Example
<b>Up to 23.76% of Death and Total &amp; Permanent Disablement Insurance and Salary Continuance Insurance premiums from us or BT Life (if any)</b>	A monthly \$20 Death and Total & Permanent Disablement insurance premium provides an Additional Standard Adviser Commission of up to \$4.75 per month <b>(\$20 insurance premium × 23.76%)</b>
<b>Up to 88% of the contribution fee paid for contributions (if any)</b>	On a \$100 contribution the adviser would receive up to \$1.76, based on a 2% contribution fee <b>\$100 × (2% × 88%)</b>
<b>Up to 55% of the contribution fee paid for transfers (if any)</b>	On a \$100 transfer the adviser would receive up to \$0.55, based on a 1% contribution fee <b>\$100 × (1% × 55%)</b>

We may increase the Standard Adviser Commission in relation to your employer's plan at any time to up to 100% of the contribution fee, administration fee and insurance premium.

#### Additional commission to advisers<sup>2</sup> (including dealer groups)

We may pay commissions to advisers for the promotion and marketing of BT Super. Such commissions will be calculated based on the size of all the plans of BT Super, where that adviser (or a dealer group) is appointed to the plans. At the time of this PDS, such commissions can be up to 0.50% of the adviser's (or a dealer group's) employer plans size. If these commissions or benefits are provided, they are payable out of the fees and costs we are entitled to receive and are not an additional cost to you.

1\_These may increase each 1 July in line with the Consumer Price Index (CPI). The amounts shown is for (2007/2008) financial year.  
2\_GST inclusive.

### Ability to negotiate commissions with your adviser

We may charge a contribution fee on contributions and transfers. If your employer is using an adviser, the Financial Adviser may agree with your employer to receive a reduced or nil amount in respect of the contribution fee commission (paid by us).

### Administration fee rebate

If the total value of your employer's plan size is over \$250,000, you will be entitled to a reduced Administration Fee which you may otherwise not have been eligible to enjoy if you invested directly in the selected Investment Option. In this case, the difference between the fee of 1.35% pa charged and the reduced Administration Fee will be credited back to your Investment Option(s) in accordance with your future investment selection, in the form of a rebate of additional units, at the end of the following month. This rebate is calculated at the end of each month and is based on your employer's total plan size at the end of the previous month. You must be in BT Super for the entire month to be entitled to the rebate.

Please note that if a Premium Service Fee is paid to your employer plan's adviser (refer to 'Premium Service Fee' in the 'Fees and other costs' section in the BT Lifetime Super – Employer Plan Part 2 – Member CIB for more information about fees and costs that may apply), depending on the size of that fee, the amount of any administration fee rebate to which you would otherwise be entitled, will be reduced or not apply.

## 2\_Fund manager payments

We, BT Life or another related entity may receive fees as a payment back from the investment manager of underlying unit trusts. Any such payments are based on the total amount invested in the underlying unit trust. At the time of this PDS, we, BT Life or another related entity may receive a Fund Manager Payment of up to 0.45% pa of the total amount invested from the underlying investment managers of the Investment Options. The amount of these payments may increase during the life of this PDS.

These payments are not additional to the fees payable by you. These payments are retained by us, BT Life or another related entity.

## Other fees and costs

Please refer to the 'Additional explanation of fees and costs' 'insurance commission' section under the heading 'Fees and other costs' in the BT Lifetime Super – Employer Plan Part 2 – Member CIB for more information about fees and costs that may apply.

# Other things you should know

## Understanding Investment Risk

### Risks of investing

There are various risks associated with investing in superannuation. The first type of risk is investment risk itself. No matter how skilled the investment managers or however strong the performance of the Investment Options has been in the past, there is always a chance you could receive less than you invested. Investment returns are volatile and can go up and down. Other investment risks include delays in repayment or loss of income and principal. You may lose money no matter what investment option you invest in.

Further information about Investment Risk can be found in the 'Risks of investing' section of the BT Lifetime Super – Employer Plan Part 2 – Member CIB.

### Other risks

Other risk factors which can impact on an investment include:

- changes in interest rate levels
- changes in currency values
- changes in credit risk which refers to changes in the value of the Australian dollar and other relevant currency
- other changes in the market including political and economic drivers
- liquidity risk which refers to the risk that investments may not be capable of being redeemed or redemption delays may be experienced
- operational risk which refers to risks associated with the performance or non-performance of service providers to the fund including administrative systems and providers and investment managers
- risks associated with using derivatives which refers to the value of a derivative falling or the amounts due under a derivative contract rising
- regulatory risk which refers to risks associated with changes to legislation and other regulatory changes which impact on the value of an investment, including taxation changes.

Please note:

- you should read the material on our website [www.bt.com.au](http://www.bt.com.au) referred to in this PDS and underlying PDSs for Investment Options you choose and
- there is a risk associated with you not reading any material incorporated from our website [www.bt.com.au](http://www.bt.com.au), which is that your participation in BT Super and in an underlying Investment Option may be subject to material conditions you will not be aware of.

### Taxation

A description of how your super is taxed can be found in the 'Taxation' section of the BT Lifetime Super – Employer Plan:

- Part 1 – Employer CIB; and
- Part 2 – Member CIB.

## Investing through BT Super and investing directly

There are differences in the rights you have when investing through BT Super, and the rights you have if you were to invest directly in shares or other vehicles (that is, not through a super fund). The table below illustrates the differences.

<b>Investing through BT Super</b>	<b>Investing directly (not through a super fund)</b>
<b>Access to wholesale managed funds</b>	<b>Limited access to wholesale managed funds</b>
BT Super may give you access to a range of wholesale managed funds (depending on the Investment Option you select).	You would normally not have access to the range of wholesale managed funds that BT Super may give you access to (depending on the Investment Option you select) unless you have large sums of money to invest.
<b>Consolidated reporting</b>	<b>Reporting is not consolidated</b>
You will receive consolidated reporting on your BT Super account.	Your reporting would be on a fund-by-fund basis.
<b>Beneficial ownership of your managed funds</b>	<b>Direct ownership of your managed fund investment</b>
The Trustee is the legal owner of your units in the underlying managed funds.	You would be the legal and beneficial owner of your units in the managed funds, and acquire all rights attaching to unit ownership.
<b>No communications from fund managers</b>	<b>Reporting is not consolidated</b>
Because the Trustee holds the underlying wholesale managed fund units on your behalf, you will not normally receive communications in respect of the underlying managed funds, such as annual or other reports, notices of meetings, or notification of changes in investment policies and fees, from the fund managers. You can obtain this information by providing the Trustee with instructions specifying the information you require. <sup>1</sup>	You would receive regular communications from fund managers in respect of the managed funds including annual reports, notices of meetings and notification of changes to fees and investment policies.
<b>Cooling-off right exercisable against the Trustee</b>	<b>Cooling-off right exercisable directly against fund managers</b>
Employers, spouse members, business partners and sole traders are entitled to a 14 day cooling-off period with respect to BT Super. Refer to 'Cooling-off period' in the 'Other things you should know' section of this PDS for information about cooling-off. Cooling-off rights are exercisable against the Trustee. There is no direct cooling-off right against the underlying fund managers.	If you are a retail client you may be entitled to a 14 day cooling-off period with respect to your retail managed funds. Your cooling-off right may be exercised directly against the relevant fund managers.
<b>Access to BT Super complaints resolution arrangements</b>	<b>Access to fund managers' complaints resolution arrangements</b>
If you have an inquiry or complaint about your investment in BT Super you may utilise the BT Super complaints resolution arrangements. Refer to 'Complaints resolution' in the 'Other things you should know' section of this PDS for information about BT Super's complaints resolution arrangements.	You may utilise the complaints resolution arrangements made available by the relevant fund managers.

<sup>1</sup>If you do instruct the Trustee to provide this information, the Trustee reserves the right to charge a minimum of \$10 for each item requested. This charge would be deducted from your account.

# Other things you should know

## Complaints resolution

Complaints resolution is a priority for us. If you have any concerns or complaints with the financial products or services we provide, please contact us and we will do our best to resolve it quickly and fairly.

As a first step, please contact us by calling:

- Employers — 1300 553 010
- Members — 132 135.

Alternatively, you can contact us in writing to the Complaints Officer at:

**Complaints Officer**  
**BT Financial Group**  
**GPO Box 2675**  
**Sydney, NSW 2001**

We will let you know that we have received your complaint and a Complaints Officer will try to resolve your complaint within 90 days.

If you remain dissatisfied with our response, or have not received a response within 90 days, you may contact the Superannuation Complaints Tribunal (Tribunal) by calling 1300 780 808 or writing to locked bag 3060, GPO Melbourne VIC 3001. The Tribunal is an independent body established by the Government to help members of superannuation funds resolve complaints.

The Tribunal will attempt to resolve the complaint through conciliation, helping a member and the Trustee to reach an agreement. If the dispute cannot be resolved through conciliation, the Tribunal may ask for submissions and make a binding determination.

## Cooling-off period (for employers and non-employee members only)

As an employer or non-employee member (such as a sole trader), you are entitled to a 14 day cooling-off period in respect of your first application for participation in BT Super and, your membership or membership of your employees.

This 14 day cooling-off period commences on the earlier of:

- receipt of confirmation of your application for participation in BT Super, and
- the end of the fifth day after interests in BT Super are issued to you (if you are a non-employee member), or your employees.

If you exercise your cooling-off rights during this period, we will refund any gross contributions received for you (if you are a non-employee member), or your employees, and any contribution fees charged to a nominated superannuation fund, retirement savings account (RSA) or approved deposit fund (ADF). Withdrawal fees (if any) will not be applicable.

However, we will make adjustments to reflect any unit price movements (either up or down) in your or your employees' investments.

We may also deduct any tax and duty, as well as reasonable administrative and transaction costs. As a result, the amount transferred to another superannuation fund, RSA or ADF may be less than the amount invested.

You must nominate (by writing to us) another superannuation fund, RSA or ADF to which you wish your contributions (if a non-employee member) or your employer contributions (for your employee members) to be transferred. You must do this within one month of informing us that you wish to exercise your cooling-off rights.

Where your employee's superannuation account in BT Super consists of contributions made by the member (preserved or restricted non-preserved amounts rolled over from another fund), we will transfer these amounts for your employee to a superannuation fund, RSA or ADF nominated by your employee.

You may exercise your cooling-off rights by sending a letter or an email to us at [coolingoff@btfinancialgroup.com](mailto:coolingoff@btfinancialgroup.com). Your letter or email should include your details (eg full name, address, your employer number and date of your initial application).

Please note that the cooling-off period does not apply if your participation in BT Super is as a result of a successor fund transfer, or if you are an employee member enrolled in the plan by your employer.

## Privacy

By participating in the BT Super, you consent to us and any other person who is at any time a member of the Westpac Group, which includes BT Financial Group ('Westpac Company'), collecting, using, disclosing and handling your personal information in the manner set out in our Privacy Policy. Please refer to 'Protecting your privacy' of the 'Other important information' section of the BT Lifetime Super – Employer Plan:

- Part 1 — Employer CIB and
- Part 2 — Member CIB.

# Forms and more information

## Forms

The following forms are included in this PDS on the following pages.

For employers:

- BT Lifetime Super – Employer Application form.

For members:

- Request to Transfer form (to rollover from another fund)
- Investment Choice/Switch Request form (for selecting your Investment Options)
- Tax File Number form
- Nomination of Beneficiaries form.

If you require another copy of these forms, or any other form, you can download them at [www.bt.com.au](http://www.bt.com.au).

Alternatively you can call us to request a printed copy on:

### Employers:

BT Employer Relations — 1300 553 010.

### Members:

BT Customer Relations — 132 135.

Additional information about your participation in BT Super can be found in the CIBs.

Refer to the section 'Accessing your benefits' in the BT Lifetime Super – Employer Plan Part 2 – Member CIB about:

- your ability to access your benefits, rollovers and transfers.

Refer to the 'Other important information' section in the BT Lifetime Super – Employer Plan Part 2 – Member CIB about:

- options available when you leave your employer
- the Trust Deed for the Plan and ability to inspect or request a copy of the Trust Deed
- obligations under anti-money laundering laws
- the Plan's eligible rollover fund
- treatment of superannuation under family law
- other important terms and conditions, and consents from third parties
- information regarding unit pricing and switching.

## More information

For more detailed information about the BT Lifetime Super – Employer Plan, please contact Customer Relations on:

Employers — 1300 553 010

Members — 132 135

or visit our website [www.bt.com.au](http://www.bt.com.au) to download the relevant Customer Information Brochures:

BT Lifetime Super – Employer Plan Part 1 – Employer CIB

BT Lifetime Super – Employer Plan Part 2 – Member CIB.

### Tip: Take advantage of your employer's Financial Adviser

Ask your employer for contact details of your employer plan's Financial Adviser.

### More information

More detailed information on every aspect of BT Super can be found in the BT Lifetime Super – Employer Plan Part 1 – Employer CIB and BT Lifetime Super – Employer Plan Part 2 – Member CIB available online at [www.bt.com.au](http://www.bt.com.au) or call us on 132 135 and request a printed copy.

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### 3. INSURANCE ARRANGEMENTS

#### 3A Employer Plan Cover – (this is mandatory)

To be eligible for automatic acceptance, only a certain number of employees can opt out of Standard cover on establishment of your super plan and at each annual review date. Please refer to the 'Automatic acceptance of cover' section of the BT Lifetime Super – Employer Plan Part 1 – Employer CIB for these details and other conditions of automatic acceptance. You may wish to have different insurance arrangements for different categories of employees. If all employees are to have the same cover, only complete 'Employee Category 1'. If you have more than 3 categories please photocopy this form.

Please note that if insurance is offered, your employees have the ability to increase their insurance cover without employer consent (subject to acceptance by the Insurer following satisfactory completion of medical evidence by the employee). Employer consent is required if an employee wishes to decrease or cancel their insurance cover.

If no insurance is to be offered in your plan, please mark (X) in the 'No cover' check box in 'A' and leave the rest of Section 3 blank.

#### 1. Death and Total and Permanent Disablement (TPD) insurance cover

Indicate what insurance arrangements will apply (either 'A' or 'B')

Name of Employee category		Employee Category 1	Employee Category 2	Casual	
<i>Name given by employer to insurance categories for their employees</i>					
<b>A</b> STANDARD COVER FOR ALL EMPLOYEES	<i>Specify type of Employer Plan Cover you will be providing</i>	<input type="checkbox"/> No Employer Plan Cover <b>go to Section 4</b> <input type="checkbox"/> Death Only <input type="checkbox"/> Death and TPD	<input type="checkbox"/> No Employer Plan Cover <b>go to Section 4</b> <input type="checkbox"/> Death Only <input type="checkbox"/> Death and TPD	<input type="checkbox"/> No Employer Plan Cover <b>go to Section 4</b> <input type="checkbox"/> Death Only <input type="checkbox"/> Death and TPD	
	<i>Specify amount of cover to apply (only select one for each Employee Category)</i>	1	<b>Superannuation Choice Cover</b> <input type="checkbox"/> \$0.50 fixed premium per week OR <input type="checkbox"/> aged based scale	<b>Superannuation Choice Cover</b> <input type="checkbox"/> \$0.50 fixed premium per week OR <input type="checkbox"/> aged based scale	<b>Superannuation Choice Cover</b> <input type="checkbox"/> \$0.50 fixed premium per week OR <input type="checkbox"/> aged based scale
		or 2	<b>Fixed dollar premium per week</b> <input type="checkbox"/> \$1 <input type="checkbox"/> \$2 <input type="checkbox"/> \$4 <input type="checkbox"/> other amount \$ <input type="text"/>	<b>Fixed dollar premium per week</b> <input type="checkbox"/> \$1 <input type="checkbox"/> \$2 <input type="checkbox"/> \$4 <input type="checkbox"/> other amount \$ <input type="text"/>	<b>Fixed dollar premium per week</b> <input type="checkbox"/> \$1 <input type="checkbox"/> \$2 <input type="checkbox"/> \$4 <input type="checkbox"/> other amount \$ <input type="text"/>
		or 3	<b>Multiple of Income<sup>1</sup></b> \$ <input type="text"/> x Income <sup>1</sup>	<b>Multiple of Income<sup>1</sup></b> \$ <input type="text"/> x Income <sup>1</sup>	<i>Not available to casual employees</i>
		or 4	<b>Multiple of Income<sup>1</sup></b> \$ <input type="text"/> x Income <sup>1</sup> less account balance	<b>Multiple of Income<sup>1</sup></b> \$ <input type="text"/> x Income <sup>1</sup> less account balance	<i>Not available to casual employees</i>
		or 5	<b>Fixed dollar amount of cover</b> \$ <input type="text"/>	<b>Fixed dollar amount of cover</b> \$ <input type="text"/>	<b>Fixed dollar amount of cover</b> \$ <input type="text"/>
		or 6	<b>Fixed percentage of Income<sup>1</sup></b> <input type="text"/> % x years of future service to age 65 (calculated annually)	<b>Fixed percentage of Income<sup>1</sup></b> <input type="text"/> % x years of future service to age 65 (calculated annually)	<i>Not available to casual employees</i>
<i>Specify whether you will allow your employees to cancel their formula based on insurance cover</i>		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

OR

<b>B</b> EMPLOYEE CHOICE	Will you provide employee choice <sup>2</sup> ? <i>The amount of Death only or Death and TPD cover is the dollar amount chosen by each employee subject to a minimum of \$50,000</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Default cover <i>You can elect to have default cover based on a premium of \$1 per week for Death Only cover</i>	<input type="checkbox"/> Nil default cover <input type="checkbox"/> Default cover (\$1 per week)	<input type="checkbox"/> Nil default cover <input type="checkbox"/> Default cover (\$1 per week)	<input type="checkbox"/> Nil default cover <input type="checkbox"/> Default cover (\$1 per week)

<sup>1</sup> Please refer to the 'Definitions and interpretation' section of the BT Lifetime Super – Employer Plan Part 1 – Employer CIB for the definition of 'Income'.

<sup>2</sup> If you make this choice, automatic acceptance of cover is not available and members will need to provide medical information. Please refer to the 'Automatic acceptance of cover' section in the BT Lifetime Super – Employer Plan Part 1 – Employer CIB for further information on eligibility.

**2. Salary Continuance Insurance Cover (SCI)<sup>1</sup>**

<b>A</b> STANDARD SCI COVER	Specify amount of cover	<input type="text"/> % x Income <sup>2</sup> (max. 75% or \$20,000, whichever is the lesser)	<input type="text"/> % x Income <sup>2</sup> (max. 75% or \$20,000, whichever is the lesser)	<i>Not available to casual employees</i>
	Waiting period <i>(period off work before benefits accrue)</i>	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days	
	Maximum benefit period	<input type="checkbox"/> two years <input type="checkbox"/> five years <sup>3</sup> <input type="checkbox"/> to age 65 <sup>3</sup>	<input type="checkbox"/> two years <input type="checkbox"/> five years <sup>3</sup> <input type="checkbox"/> to age 65 <sup>3</sup>	
Specify whether you will allow your employees to decline or reduce their cover		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

**OR**

<b>B</b> EMPLOYEE CHOICE	Waiting period <i>(period off work before benefits accrue)</i>	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days	<input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days	<i>Not available to casual employees</i>
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<sup>1</sup> SCI cover is only available for permanent employees (excluding casuals and contractors) working 15 hours or more a week, aged less than 65

<sup>2</sup> Please refer to the 'Definitions and interpretation' section in the BT Lifetime Super – Employer Plan Part 1 – Employer CIB for the definition of 'Income'.

<sup>3</sup> This new SCI benefit option will be made available to all members before 1 July 2008. To find out when this option will be available to you, please visit [www.bt.com.au](http://www.bt.com.au).

**3B Takeover Terms: Death and TPD and SCI (only available for group policies)**

Would you like to transfer your existing insurance cover? (This is only available if the insurance is the same as the old formula for cover and there are a minimum of 10 members transferring and the transfer is accepted by the Insurer.) No  Yes

If the eligible employees were insured under a group life insurance contract with another insurer immediately before the commencement date of cover, please complete below.

Insurer's name

Policy/plan reference

Contact name  Daytime phone number   
( )

*Continued on next page ►►*

#### 4. PLAN ADMINISTRATION

*Note: After the initial contribution, additional contributions can only be made by either direct debit or direct credit. Cheques will not be accepted.*

#### 4A Registration for BT Online Employer – (this is mandatory)

Using BT Online Employer, you have the advantage of making super contributions over the internet. This service also allows you to make amendments and update employee and plan data online, and view reports. Register for BT Online Employer by completing this section and filling in your direct debit account details in Section 4B.

The person who is nominated below will be set up as the primary Administrator for your super plan to use BT Online Employer and will have access to the personal details of your staff and can then license other nominated representatives to have degrees of access to the service. The preferred username will be confirmed to the Administrator by email and will need to be used each time they log in. Please advise us immediately if the Administrator changes at any time.

**Note: The first contribution must be made within one month of completed registration.**

Title Administrator given name(s)

Administrator surname

Position in company

Administrator email address (mandatory)

Daytime phone number Fax number  
( ) ( )

Preferred user name (case sensitive)

#### 4B Direct Debit Request

To establish a direct debit arrangement for BT Online Employer, please complete below.

The account below will be debited for superannuation contributions when we receive instructions from you via BT Online Employer.

Name of financial institution

Branch name

BSB number Account number

Account holder's name(s)

#### Direct Debit Authority

**By completing this section I/we acknowledge that the direct debit arrangement is governed by the terms of the Direct Debit Request Service Agreement in the 'Other things you should know' section of the BT Lifetime Super – Employer Plan Part 1 – Employer CIB.**

In the case of a company account, two authorised signatories must sign unless the account holder is a Sole Director and Sole Secretary or a Sole Trader.

Signature of **Account holder A**  
 Date (dd/mm/yy)

Signatory's full name (please print)

Position in company (mandatory)

*In the case of a company account, two authorised signatories must sign unless a Sole Director and Sole Secretary or Sole Trader*

Signature of **Account holder B**  
 Date (dd/mm/yy)

Signatory's full name (please print)

Position in company (mandatory)

*In the case of a company account, two authorised signatories must sign unless a Sole Director and Sole Secretary or Sole Trader*

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## 5. DECLARATION AND SIGNATURES

### BT ONLINE EMPLOYER DECLARATIONS

This agreement sets out the terms and conditions of use for the BT Online Employer service. This service will include: receiving employee information; verifying employee information with contribution details provided; arranging the transfer of money from the employer's bank account into the Fund; liaising with the employer regarding employee information; and, such other services as advised from time to time by BT Funds Management Limited (BT).

- A confidential temporary numeric password will be issued to the administrator nominated on page 4. When they receive the password they will be required to change it to a personal alpha/numeric password. This password will allow the administrator to access BT Online Employer to transact and view information about your employees. The administrator will also have the ability to issue additional passwords through BT Online Employer to nominated representatives. These passwords can have varying degrees of access to BT Online Employer including the ability to use additional passwords.
- I/We remain responsible for the confidentiality of the password issued by BT and the passwords that are issued by the administrator to the nominated representatives.
- Access to BT Online Employer will be given to any person who uses the passwords issued or complies with any other BT security procedure from time to time. Any action by that person will be taken to have been by you.
- I/We must tell BT immediately if the password issued to the administrator is lost or I/we think someone else has knowledge of it.
- I/We remain responsible for resetting and managing passwords that the administrator issues to the nominated representatives.
- BT may vary conditions of use and the services offered under BT Online Employer, including: the introduction of fees and charges; the conditions in respect of the payment of such fees and charges; and, the cancellation of existing services. BT may do this at any time but must give the administrator 30 days notice in writing (which may include notice by email or other electronic communication for BT Online Employer) of any change that has a materially adverse effect on the operation of the service.
- Notwithstanding the above, BT may suspend access or cancel the ability to transact using this service at any time without notice.
- BT may delegate or subcontract to another party any part of its obligations in respect of the use and operation of BT Online Employer. BT will remain liable under this agreement for any action or inaction of the delegate or sub-contractor in the provision of BT Online Employer.
- BT may assign its rights and obligations under this agreement or novate this agreement to a related body corporate without your consent.
- The agreement is governed by the law in force in New South Wales. The parties submit to the non-exclusive jurisdiction of the courts of New South Wales and any courts which may hear appeals from those courts in respect of any proceedings in connection with this agreement
- The timing for acceptance of contributions in BT Super will be at those times and on the terms as set out in the most current version of the PDS at the time the contribution is submitted (or as updated on [www.bt.com.au](http://www.bt.com.au)).
- I/We (the Employer) release, discharge and indemnify BT, the companies within the BT Financial Group and their related entities from and against liabilities, that are suffered by the employer, its employees or people on whose behalf I am/we are making contributions, in respect of the use of BT Online Employer or the inability to transact or use BT Online Employer (including as a result of the use of BT Online Employer by the Administrator and their nominated representatives).

### GENERAL DECLARATIONS IN SIGNING THIS FORM

In signing this form, I/we acknowledge that I/we have read and understood the BT Lifetime Super – Employer Plan PDS to which this form relates and if my/our application is accepted, agree to, consent to and acknowledge each of the declarations, conditions and acknowledgements provided throughout the PDS (as amended from time to time) and declare that all given details in this application are true, correct and complete.

These signatures will be used for future verification.

- I/We confirm that there are no other group life arrangements in place for our employees within BT Lifetime Super – Employer Plan other than those referred to on page 2.
- I/We certify that all the employees eligible to join BT Super will become investors in BT Super (except for those that have made a Super choice election otherwise).
- I/We agree to be bound by the provisions of the Trust Deed for the Fund, as amended from time to time.
- I/We are aware that among other conditions for Death, TPD and SCI, a minimum number of employees eligible for insurance in each benefit category must have cover (as specified in the 'Automatic acceptance of cover' section of the PDS Employer Booklet – Part 1) on establishment of the super plan and at each annual review date to enable new investors to be eligible for automatic acceptance.
- I/We need to notify BT, as soon as possible, of the details of a terminating employee, to allow that employee to take up:
  - a) within 30 days of ceasing employment, the option to continue SCI under an individual policy
  - b) the option to continue Death Only or Death and TPD Insurance under an individual policy, prior to the date that employee exits or transfers from BT Super

I/We acknowledge that:

- An investment in BT Lifetime Super – Employer Plan:
  - is not a deposit with or any other liability of Westpac Banking Corporation ABN 33 007 457 141 or any other company in the Westpac Group of companies; and,
  - is subject to investment risk, including possible delays in repayment or loss of income and principal invested.
- None of the Westpac Banking Corporation or its related entities stand behind or otherwise guarantee the capital value or investment performance of any Investment Option offered in the PDS or any related assets.

Where this Application form has been downloaded from an electronic file:

- You acknowledge that, prior to making this application, you personally received all parts of the electronic PDS (together with any Supplementary PDS), or a printout of them, attached to or accompanying this Application form;
- You understand that the law prohibits any person passing this application form to another person unless it is attached to, or accompanied by, the complete and unaltered electronic PDS; and,
- BT Financial Group Limited will send to you upon request, and free of charge, the paper version or the electronic PDS that accompanies this application form, during the life of the PDS.

### CHECKLIST

- Have you provided all information required in Section 1?
- Have you indicated whether you are transferring from an existing Super Fund in Section 2?
- Have you indicated which insurance arrangements are to apply to your employees?
- Have you registered for BT Online Employer in section 4?
- If you are the Principal Employer, ensure you sign Section 5A
  - ensure the application is signed by 2 Directors stating their capacity
  - if you are a sole Director company, ensure you sign and indicate your capacity
  - ensure you sign where required in section 6.
- Have you completed the New Employee Details form to add your employees to the plan?

**YOUR APPLICATION CANNOT PROCEED  
IF THIS SECTION IS NOT SIGNED OVER PAGE**

**5A Principal Employer Signatures**Signature of **Principal Employer A**

Date (dd/mm/yy)

Signatory's full name (please print)

Position in company (*mandatory*)*In the case of a company, two authorised signatories must sign unless a Sole Director and Sole Secretary or Sole Trader*Signature of **Principal Employer B**

Date (dd/mm/yy)

Signatory's full name (please print)

Position in company (*mandatory*)*In the case of a company, two authorised signatories must sign unless a Sole Director and Sole Secretary or Sole Trader***5B Authorised Representative Signatures****Complete only if an Authorised Representative is to be included in the plan**

The following person(s), in addition to the signatories in Section 5A, is/are authorised by the employer to sign documents in relation to the plan.

Signature of **Authorised Representative A**

Date (dd/mm/yy)

Signatory's full name (please print)

Position in company (*mandatory*)*In the case of a company, two authorised signatories must sign unless a Sole Director and Sole Secretary or Sole Trader*Signature of **Authorised Representative B**

Date (dd/mm/yy)

Signatory's full name (please print)

Position in company (*mandatory*)*In the case of a company, two authorised signatories must sign unless a Sole Director and Sole Secretary or Sole Trader***5C Associated Employer Signatures****Complete only if an Associated Employer is to be included in the Plan.** An associated employer is an employer with an existing BT Lifetime Super – Employer Plan related to or controlled by the principal employer. Employers may be associated to gain a higher Automatic Acceptance Limit, subject to approval by the Insurer and may be used to combine Funds Under Management.

Associated Employer name

ABN (*mandatory*)

Associated Employer address

State

Postcode

In signing this form, I/we acknowledge that I/we have read and understood the BT Lifetime Super – Employer Plan PDS to which this form relates and if my/our application is accepted, agree to, consent to and acknowledge each of the declarations, conditions and acknowledgements provided throughout the PDS (as amended from time to time) and declare that all given details in this application are true, correct and complete.

I/We agree to be bound by the provisions of the Trust Deed for the Fund, as amended from time to time.

These signatures will be used for future verification.

Signature of **Associated Employer A**

Date (dd/mm/yy)

Signatory's full name (please print)

Position in company (*mandatory*)*In the case of a company, two authorised signatories must sign unless a Sole Director and Sole Secretary or Sole Trader*Signature of **Associated Employer B**

Date (dd/mm/yy)

Signatory's full name (please print)

Position in company (*mandatory*)*In the case of a company, two authorised signatories must sign unless a Sole Director and Sole Secretary or Sole Trader*

Continued on next page ►►

**6. ADVISER USE ONLY**

BT Adviser number

**A**        

Adviser name

ABN (mandatory)

Adviser's office name

Adviser's address

  
  
 State Postcode

Daytime phone number

 ( ) 

Fax number

 ( ) 

Email address

Please indicate the commission on all of the following:

<b>Transfers/Rollovers</b>	Standard <input type="checkbox"/> Other (please specify) <input type="text"/> <input type="text"/> %
<b>Contributions</b>	Standard <input type="checkbox"/> Other (please specify) <input type="text"/> <input type="text"/> %
<b>Trail</b>	Standard <input type="checkbox"/> Other (please specify) <input type="text"/> <input type="text"/> %
<b>Death and TPD Insurance Cover</b>	Standard <input type="checkbox"/> Other (please specify) <input type="text"/> <input type="text"/> %
<b>SCI Cover</b>	Standard <input type="checkbox"/> Other (please specify) <input type="text"/> <input type="text"/> %

BT Business Development Manager name

**Declaration**

If I am not a Westpac Financial Planner, by signing this form I:

- Declare that I am lawfully authorised to advise on, and deal in, the financial product(s) offered in this PDS under an AFSL and do not provide these services on behalf of any member of the Westpac Group of companies; and
- Acknowledge that any commission paid in respect of the financial product(s) offered in this PDS is governed by the Terms and Conditions of Commission Payments, a copy of which I acknowledge I have received and read.

If I am a Westpac Financial Planner, by signing this form I:

- Declare that I am a representative of Westpac Banking Corporation (AFSL No. 233714) and I am authorised to advise on the financial product(s) offered in this PDS.

A copy of the Terms and Conditions of Commission Payments is available by calling BT Adviser Relations on 1800 025 127 or from the BT Adviser Exchange website ([www.bt.com.au](http://www.bt.com.au)).

Signature of Adviser

Date (dd/mm/yy)

 /  / 

Adviser's full name (please print)

**ENSURE PRINCIPAL EMPLOYER SIGNS BELOW**Signature of **Principal Employer**

Date (dd/mm/yy)

 /  / 

Principal Employer's full name (please print)

**NB: Both must sign for form to be valid***Adviser stamp (please use black ink only)***Please return this form and supporting documents by:**

-  mail BT Lifetime Super – Employer Plan  
GPO Box 2919, Adelaide SA 5001
-  fax (02) 9274 5619



BT Funds Management Limited ABN 63 002 916 458, AFSL 233724, RSE L0001090 is the trustee of BT Lifetime Super – Employer Plan RSE R1003901

### COMPLETING THIS FORM

- Check that the fund you are transferring your benefits FROM can accept this request
- Read the important information page
- If you do not complete all of the fields, there may be a delay in processing your request
- Refer to instructions where indicated with a **!**
- This form can NOT be used to transfer part of the balance of your superannuation benefits

### AFTER COMPLETING THIS FORM

- Sign the authorisation
- Send form and certified proof of identity documents to the **FROM** or **TO** fund specified in this form

## PERSONAL DETAILS

Title

Mr  Mrs  Miss  Ms  Other

Family name

Given name(s)

Other/Previous names

Date of birth (dd/mm/yy)

 /  / 

Gender

Male  Female

Contact phone number

( )

Residential address

State                      Postcode

Previous address

**!** If you know that the address held by your **FROM** fund is different to your current residential address please give details below.

Postcode

Tax file number – Under the Superannuation Industry (Supervision) Act 1993, you are not obliged to disclose your tax file number, but there may be tax consequences

 \* See over for additional information

## FUND DETAILS

**FROM** (Where your investment currently resides)

Fund name


Fund ABN

Fund address

Postcode

Fund contact phone number

( )

Superannuation Product Identification Number (SPIN)

Member number

**!** If you have multiple account numbers with this fund, you must complete a separate form for each account you wish to transfer.

**NOTE:** If you have made a personal contribution to your account with this fund in the current or previous financial years and you have not completed a Personal Tax Deduction notice for those contributions, please contact the **FROM** fund named above for more information.

**TO** (Where you would like your investment to reside after the transfer)

Fund name

Fund ABN

Fund address


Postcode                      **5001**

Fund phone number

Member number

Superannuation Product Identification Number (SPIN)

Make cheques payable to 'BTFM – LSEP – <member name>'.

## PROOF OF IDENTITY

See 'Completing proof of identity' below

I have attached a certified copy of my driver's license or passport.

### OR

I have attached certified copies of both:

Birth/Citizenship Certificate or Centrelink Pension Card

### AND

Centrelink payment letter or Government or local council notice (<1 year old) with name and address

## AUTHORISATION

By signing this request form I am making the following statements:

- I declare I have fully read this form and the information completed is true and correct
- I am aware I may ask my superannuation provider for information about any fees or charges that may apply, or any other information about the effect this transfer may have on my benefits, and do not require any further information.
- If the **TO** fund is a self managed superannuation fund (SMSF), I confirm that I am a member, trustee or director of a corporate trustee of the SMSF.
- I discharge the superannuation provider of my **FROM** fund of all further liability in respect of the benefits paid and transferred to my **TO** fund.

I request and consent to the transfer of superannuation as described above and authorise the superannuation provider of each fund to give effect to this transfer.

Name (Print in BLOCK LETTERS)

Signature

Date

This form cannot be faxed.

## IMPORTANT INFORMATION

### COMPLETING THE REQUEST TO TRANSFER FORM

By completing this form, you will request the transfer of the **whole** balance of your superannuation benefits between funds.

This form can **not** be used to transfer part of the balance of your superannuation benefits.

This form will **not** change the fund to which your employer pays your contributions. The Standard Choice Form must be used by you to change funds.

### Before completing this form

- Read the important information below.
- Check that the fund you are transferring your benefits **TO** can accept this transfer.

### When completing this form

- Print clearly in BLOCK LETTERS.

### After completing this form

- Sign the authorisation.
- Attach the appropriately certified proof of identity documents.
- Review the checklist below.
- Send the request form to your fund.

## IMPORTANT INFORMATION

This transfer may close your account (you will need to check this with your **FROM** fund).

### This form can NOT be used to:

- transfer part of the balance of your superannuation benefits
- transfer benefits if you don't know where your superannuation is
- transfer benefits from multiple funds on this one form – a separate form must be completed for each fund you wish to transfer superannuation from
- change the fund to which your employer pays contributions on your behalf
- open a superannuation account, or
- transfer benefits under certain conditions or circumstances, for example if there is a superannuation agreement under the *Family Law Act 1975* in place.

### Checklist

- Have you read the important information?
- Have you considered where your future employer contributions will be paid?
- Have you checked your **FROM** fund can accept the request?
- Have you completed all of the mandatory fields on the form?
- Have you signed and dated the form?
- Have you attached the certified documentation including any linking documents if applicable?

### What happens to my future employer contributions?

Using this form to transfer your benefits will not change the fund to which your employer pays your contributions and may close the account you are transferring your benefits **FROM**.

If you wish to change the fund into which your contributions are being paid, you will need to speak to your employer about Choice. For the appropriate forms and information about whether you are eligible to choose the fund to which your employer contributions are made, visit [www.superchoice.gov.au](http://www.superchoice.gov.au) or call the Australian Taxation Office on 13 10 20.

### Things you need to consider when transferring your superannuation

When you transfer your superannuation, your entitlements under that fund may cease. You need to consider all relevant information before you make a decision to transfer your superannuation. If you ask for information, your superannuation provider must give it to you. Some of the points you may consider are:

#### • Fees

Your **FROM** fund must give you information about any exit or withdrawal fees. If you are not aware of the fees that may apply, you should contact your fund for further information before completing this form. The fees could include administration fees as well as exit or withdrawal fees. Your **TO** fund may also charge entry or deposit fees on transfer.

Differences in fees funds charge can have a significant effect on what you will have to retire on. For example, a 1% increase in fees may significantly reduce your final benefit.

#### • Death and disability benefits

Your **FROM** fund may insure you against death, illness or an accident which leaves you unable to return to work. If you choose to leave your current fund, you may lose any insurance entitlements you have. Other funds may not offer insurance, or may require you to pass a medical examination before they cover you. When considering a new fund, you may wish to check the costs and amount of any cover offered.

### What happens if I do not quote my Tax File Number (TFN)?

You are not obligated to provide your TFN to your superannuation fund. However, if you do not provide your TFN, your fund may be taxed at the highest marginal tax rate plus the Medicare levy on contributions made to your account in the year, compared to the concessional tax rate of 15%. Your fund may deduct this additional tax from your account.

If your superannuation fund does not have your TFN, you will not be able to make personal contributions to your superannuation account. Choosing to quote your TFN will also make it easier to keep track of your superannuation in the future.

Under the *Superannuation Industry (Supervision) Act 1993*, your superannuation fund is authorised to collect your TFN, which will only be used for lawful purposes. These purposes may change in the future as a result of legislative change. The TFN may be disclosed to another superannuation provider, when your benefits are being transferred, unless you request in writing that your TFN is not to be disclosed to any other trustee.

### Transfers to self managed superannuation funds

You may use this form to transfer your benefits to your own self managed superannuation fund (SMSF).

You should be aware that SMSFs are subject to the same rules and restrictions as other funds, when benefits are to be paid out. In particular, superannuation benefits in a SMSF are required to be 'preserved', meaning they are not generally able to be accessed until you are over age 55 and retired.

The trustee of your **FROM** fund may be able to request further information from you about your status as a member, a trustee, or a director of a corporate trustee of your SMSF, if there are multiple transfer requests to your SMSF. Penalties may apply for providing false or misleading information.

### COMPLETING PROOF OF IDENTITY

You will need to provide documentation with this transfer request to prove you are the person to whom the superannuation entitlements belong.

#### Acceptable documents

The following documents may be used.

#### EITHER

##### One of the following documents only:

- driver's licence issued under State or Territory law
- passport.

#### OR

##### One of the following documents:

- birth certificate or birth extract
- citizenship certificate issued by the Commonwealth
- pension card issued by Centrelink that entitles the person to financial benefits.

AND

##### One of the following documents:

- letter from Centrelink regarding a Government assistance payment
- notice issued by Commonwealth, State or Territory Government, or local council within the past 12 months that contains your name and residential address.  
For example:
  - Tax Office Notice of Assessment
  - Rates notice from local council.

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

If you have changed your name or are signing on behalf of the applicant, you will need to provide a certified linking document. A linking document is a document that proves a relationship exists between two (or more) names.

The following table contains information about suitable linking documents.

Purpose	Suitable linking documents
Change of name	Marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office.
Signed on behalf of the applicant	Guardianship papers or Power of Attorney.

### Certification of personal documents

All copied pages of ORIGINAL proof of identification documents (including any linking documents) need to be certified as true copies by any individual approved to do so (see below).

The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping 'certified true copy' followed by their signature, printed name, qualification (eg Justice of the Peace, Australia Post employee, etc) and date.

The following can certify copies of the originals as **true and correct** copies:

- a permanent employee of Australia Post with five or more years of continuous service
- a finance company officer with five or more years of continuous service (with one or more finance companies)
- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having five or more years continuous service with one or more licensees
- a notary public officer
- a police officer
- a registrar or deputy registrar of a court
- a Justice of the Peace
- a person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia, as a legal practitioner
- an Australian consular officer or an Australian diplomatic officer
- a judge of a court
- a magistrate, or
- a Chief Executive Officer of a Commonwealth court.

### Where do I send the form?

You can send your completed and signed form with your certified proof of identify documents to either fund

#### MORE INFORMATION

For more information about superannuation, visit the:

- Australian Securities and Investments Commission website at [www.fido.asic.gov.au](http://www.fido.asic.gov.au), or
- Australian Taxation Office website at [www.ato.gov.au/super](http://www.ato.gov.au/super).

For more information about this form, phone the Australian Taxation Office on **13 10 20**.



BT Funds Management Limited ABN 63 002 916 458  
 AFSL 233724 RSE L0001090 is the Trustee of BT Lifetime Super –  
 Employer Plan RSE R1003901 ABN 65 890 046 105

- A switch of the current balance can only be processed when your current balance exceeds \$1,500 at the end of the calendar month.
- You can check or switch your current super balance online at [www.bt.com.au](http://www.bt.com.au)
- Unless you advise BT that you would like to specify your investment strategy, your investments will be placed in the default Investment Option selected by your employer, or if none selected, the Trustee default Investment option (currently the BT Multi-manager Balanced Investment Option). This is shown on your New Member Statement (except where you are required to invest your funds in the BT Investor Protected Investment Option).
- Please complete this form if you are:
  - A member wishing to switch your current Investment Options.
  - A member providing BT with your investment selection for future contributions and rollovers.
  - A member wishing to switch your current balance and to provide an investment selection for future contributions and rollovers.

Complete this form using **black pen** – print in clear **CAPITAL LETTERS**

## 1. MEMBER DETAILS

BT Employer number (7–8 numbers)

Employer name

BT Member number (12–13 numbers)

Title

Mr  Mrs  Miss  Ms  Other

Given name(s)

Surname

Date of birth (dd/mm/yyyy)

 /  / 

Daytime phone number



 ( ) 

Mobile phone number

Email address\*

\* In the future, BT may elect to email correspondence to you

### You can submit this form by:

-  mail BT Lifetime Super – Employer Plan  
GPO Box 2919, Adelaide SA 5001
-  fax (02) 9274 5402

## 2. MEMBER DECLARATION AND SIGNATURE

- I wish to switch the existing balance in my super account and/or give instructions on future contributions and rollovers in the Investment Option(s) I have selected. I understand that switching the existing balance will only transfer my current super balance and not my future contributions or rollovers. By completing the future investment instructions I acknowledge that all future contributions and rollovers will be invested in the Investment Option I have selected.
- I acknowledge that if the Trustee continues to follow an instruction by me to invest my account in accordance with a particular Investment Option, at the time of an additional acquisition of an interest in the underlying fund, I may not have received:
  - the current PDS for the relevant fund; or
  - information about material changes and significant events that affect the relevant fund (that the underlying fund trustee is required to give a person who acquired an interest in the underlying fund directly, unless an exception applies).
- I acknowledge that under certain circumstances allowed under Superannuation Law and the Trust Deed (for example, where it would prejudice the interests of the other members of the Fund), the Trustee may delay, suspend or not process my application, switch or withdrawal requests.
- I agree to receive all information required or permitted to be given to me under SIS and the Corporations Act, including ongoing notifications, product disclosure statements and supplementary product disclosure statements (or the equivalent information) in respect of underlying investment funds ('Information'):
  - where it is or may become permissible under the Corporations Act, via my adviser in writing or notice by email or other electronic communication (including online); or
  - directly;
    - by email (including emails containing a hypertext link); or
    - by other electronic communication (including online by accessing [www.bt.com.au](http://www.bt.com.au))
- If I am:
  - a new investor, by making an application to become an investor or by participating in BT Super; or
  - an existing investor, by giving the Trustee an investment direction or switching request, or by me (or someone on my behalf) making further contributions, on or after 1 July 2007.
 I agree that Information can be provided to me in any of these ways.
- I agree that changes to fees and costs, including fees and costs under underlying investment options, may be accessed by me on the website at [www.bt.com.au](http://www.bt.com.au) and that I should only make an investment decision after accessing that information.
- If I request the Trustee to rollover or transfer the whole amount (or a partial amount) of my account, I:
  - waive my right to require the Trustee to rollover or transfer the requested amount within 30 days after receiving all information prescribed by the SIS Regulations (including all information that is necessary to process my request) in respect of the investments the Trustee considers to be illiquid;
  - agree to access the list of investments that the Trustee considers to be illiquid from time to time from [www.bt.com.au](http://www.bt.com.au) and acknowledge that these investments are illiquid for the reasons referred to on the website or in the 'Rollovers and transfers' section of the PDS;
  - acknowledge that the maximum period in which my requested transfer must be effected is as set out on the website; and
  - agree that I understand, and accept, that a period longer than the 30 days mentioned above is required (possibly in respect of the whole of the requested transfer amount) due to the illiquid nature of the investment.

Signature of Member

Date (dd/mm/yy)

 /  / 

Signatory full name (please print)



03-17-005-02

Please complete  
Investment Options  
section on next page  
of form.





►►Continued from page 2

Investment Option	Asset Class*	OFFICE USE ONLY		Switch Current Balance FROM the Investment Options* below	Switch Current Balance TO the Investment Options* below	Future Investment Instructions* <i>you can select a maximum of 6 Options below</i>
		APIR Codes	Unit Code	% Balance	% Balance	% Contribution
<b>Dynamic</b>						
BT Australian Share	AS	BTA0029AU	(007)	%	%	%
BT Ethical Share	AS	BTA0253AU	(097)	%	%	%
BT Future Goals	D	BTA0068AU	(029)	%	%	%
BT Multi-manager Australian Share	AS	BTA0299AU	(104)	%	%	%
BT Multi-manager Growth	D	BTA0226AU	(043)	%	%	%
BT Partner Australian Shares Core 1	AS	BTA0095AU	(047)	%	%	%
BT Partner Australian Shares Growth 1	AS	BTA0096AU	(046)	%	%	%
BT Partner Australian Shares Value 1	AS	BTA0097AU	(048)	%	%	%
Challenger Wholesale Select Australian Share Fund	AS	BTA0303AU	(107)	%	%	%
Colonial First State Australian Share	AS	BTA0161AU	(028)	%	%	%
Credit Suisse Australian Small Companies	AS	BTA0255AU	(096)	%	%	%
Fidelity Australian Equities Fund	AS	BTA0305AU	(109)	%	%	%
ING Australian Shares	AS	BTA0164AU	(034)	%	%	%
Investors Mutual Australian Share	AS	BTA0099AU	(084)	%	%	%
MLC Growth	D	BTA0165AU	(031)	%	%	%
SSgA Australian Equities Index Trust	AS	BTA0307AU	(111)	%	%	%
<b>Aggressive</b>						
BT International Share	IS	BTA0033AU	(008)	%	%	%
BT Multi-manager High Growth	D	BTA0182AU	(039)	%	%	%
BT Multi-manager International Share	IS	BTA0302AU	(106)	%	%	%
BT Partner International Shares Core 1	IS	BTA0258AU	(094)	%	%	%
BT Partner International Shares Growth 1	IS	BTA0093AU	(044)	%	%	%
BT Partner International Shares Value 1	IS	BTA0094AU	(045)	%	%	%
Credit Suisse International Shares	IS	BTA0162AU	(025)	%	%	%
Intech International Shares High Opportunities (Unhedged) Trust	IS	BTA0256AU	(095)	%	%	%
SSgA International Equities Index Trust	IS	BTA0308AU	(112)	%	%	%
Templeton Global Equity	IS	BTA0309AU	(113)	%	%	%
<b>Total Investment</b>				%	<b>100 %</b>	<b>100 %</b>







BT Funds Management Limited ABN 63 002 916 458 AFSL 233724 RSE L0001090 is the Trustee of BT Lifetime Super – Employer Plan RSE R1003901 ABN 65 890 046 105.

## BENEFICIARIES NOMINATION

The Trustee offers you the option of nominating a beneficiary to receive your superannuation benefit in the event of your death. By completing this form you can instruct or recommend to the Trustee who should receive your benefit if you die whilst still a member. If you fail to make a nomination and you die, your benefit will be paid to your Legal Personal Representative (ie the executor or administrator of your estate) for the benefit of the beneficiaries of your estate.

## WHO YOU CAN NOMINATE

### Who can receive your benefit in the event of your death?

Your benefit can be paid to:

- your Legal Personal Representative, or
- nominated beneficiary(ies), or
- a combination of your Legal Personal Representative and your nominated beneficiary(ies).

Any beneficiary you nominate must be either your Legal Personal Representative or your dependant at the date of your death.

### Who qualifies as a dependant?

Your dependants are:

- your spouse, including a de facto spouse but not same sex partner<sup>1</sup>
- your child
- a person with whom you have an interdependency relationship (see below for definition)
- a person who is financially dependent on you.



03-17-006-02

### What is an interdependency relationship?

An interdependency relationship is a close personal relationship between two people who live together, where one or both of them provide for the financial and domestic support and personal care of the other.

An interdependency relationship may still exist if there is a close personal relationship but the other requirements are not satisfied because of some physical, intellectual or psychiatric disability.

<sup>1</sup> Superannuation law does not treat a same sex partner as a 'spouse'. For the Trustee to pay a same sex partner your death benefit, they must be in an interdependent relationship with, or financially dependent on you at the date of your death.

## NOMINATION OPTIONS

Members can choose to make a non-binding or binding nomination.

### What is a non-binding nomination?

- This is a preferred nomination only. The Trustee will take into consideration the nomination you make, however, the Trustee has final discretion in deciding to whom, from among your dependants and Legal Personal Representative, and in what proportions, to pay your superannuation benefit when you die.
- A non-binding nomination is valid for the entire term you are a member, unless another valid nomination (non-binding or binding) is lodged with the Trustee.
- Requires no witness signatures.
- Will not override a previous valid binding nomination. To cancel a previous binding nomination, tick 'Revoke a current nomination' in section 1 of the form.

### What is a binding nomination?

- When you make a valid binding nomination, you decide who receives your benefit when you die, and how much of the benefit they receive.
- Valid for three years from the date the nomination is made. This nomination reverts to being non-binding after the three-year period if the nomination is not confirmed and no new nomination is made.
- Requires two witness signatures. Witnesses must be aged over 18, must not be one of your nominated beneficiaries and must be present when you sign the form. If the witnesses sign and date the form on a different date to your signature, the nomination will be invalid.
- An invalid binding nomination will be treated as a non-binding nomination by the Trustee and will not revoke or replace an existing, valid binding nomination.
- If your nomination is clearly invalid (completed incorrectly), the Trustee may contact you, to permit you to re-submit a valid nomination.
- If any beneficiary does not meet the appropriate criteria in the 'Who you can nominate' section, as at the date of your death, they will not be entitled to receive a share of your benefit. In this case, by signing the nomination you direct us to pay their share(s) to the remaining nominees based on their proportional entitlements to your benefit.

### What you need to do

Complete the form on page 2, including the two witness signatures (if applicable), and send or fax the form to BT. Please note: a faxed request can only be accepted for non-binding nominations.

## 1. NOMINATION DETAILS

What type of nomination would you like to make? *Select one box only*

- To **make** a new nomination ▶ Complete Sections 1, 2, 3 and 4. Also complete Section 5 if making a binding nomination.
- To **revoke** a current nomination ▶ Complete Sections 1, 2, 4 and 5.
- To **confirm** a current nomination ▶ Complete Sections 1, 2 and 4.

## 2. MEMBER DETAILS

BT Member number

Date of birth

Daytime phone number

Surname

Given name(s)

Address

State

Postcode

Employer name

## 3. NOMINATING YOUR BENEFICIARIES

Who would you like your benefit to be paid to in the event of your death? You can nominate up to five beneficiaries, including your Legal Personal Representative.

*Please use whole figures when specifying the '% of benefit'. Your total nomination must equal 100%. If a percentage figure is not specified, equal portions will apply.*

	Full name of beneficiary	Date of birth	% of benefit	Residential address
1.		/ /	%	
2.		/ /	%	
3.		/ /	%	
4.		/ /	%	
	<b>My Legal Personal Representative</b>		%	
	<b>TOTAL</b>	<b>100</b>	<b>%</b>	<i>Request will be <b>INVALID</b> if benefit allocation does not equal 100%</i>

## 4. MEMBER SIGNATURE

Signature of **Member**

**Note: Binding nomination will be INVALID if member and witnesses sign on different dates.**

Date

**Must be same date as witnesses' signatures.**

## 5. BINDING NOMINATIONS

**TWO witnesses must sign to make or revoke a binding nomination**

**Note: Your nominated beneficiaries cannot sign below**

Signature of **Witness A**

Name of **Witness A**

Date

**Must be same date as member's signature.**

Signature of **Witness B**

Name of **Witness B**



Date

**Must be same date as member's signature.**

## 6. CHECKLIST

- Ensure beneficiaries have **not** signed as witnesses
- Does the allocation of benefits total 100%?
- If making or revoking a binding nomination, has the form been signed by two witnesses?
- Have the member and witnesses signed and dated the form at the same time?

**You can submit this form by:**

-  mail BT Lifetime Super – Employer Plan  
GPO Box 2919, Adelaide SA 5001
-  fax (02) 9274 5402  
(non-binding nominations only)





#### Contact BT

- Phone  
Member contact — 132 135  
Employer contact — 1300 553 010  
Monday to Friday  
8.00am to 6.30pm (Sydney time)  
+61 2 8222 7154 (overseas enquiries)
- Fax  
(02) 9274 5402  
+61 2 9274 5402 (overseas fax)
- Email  
[customer.relations@btfinancialgroup.com](mailto:customer.relations@btfinancialgroup.com)
- Online  
[www.bt.com.au](http://www.bt.com.au)
- Postal address  
BT Financial Group  
GPO Box 2919  
Adelaide SA 5001
- Registered address  
Level 20, Westpac Place  
275 Kent Street  
Sydney NSW 2000
- Superannuation Product Identification  
Number (SPIN) BTA0136AU