redefining / superannuation

Super Directions

New plan checklist

Before submitting your new Super Directions for Business plan, please review the following checklist to ensure all information required has been completed.

MANDATORY

Adviser	Employer	Member
☐ **New plan submission form*** (Nominates commission details payable on plan)	☐ **Employer application†** (Adopts the Terms and Conditions of the Deed, sets up central point of contact and other general requirements on the fund) ☐ **EASY start member enrolment spreadsheet‡** (Enrols new members with defaults onto the plan. Only the authorised officer needs to sign this form) Defaults: ▪ EASY Insurance (one unit of cover) or defined insurance group cover as set out on the plan ▪ Multi-manager Balanced portfolio ▪ Smoking status ☐ **Member(s) tax file number (TFN)** (Ensure members' TFNs are quoted)	☐ **Unsupported/Group Life Only member application‡** (Signs up unsupported and Group Life Only members) ☐ **Tax file number**

OPTIONAL

Adviser	Employer	Member
☐ **Award compliance confirmation form*** (Ensures employer complies with any Award agreements and understands implications) ☐ **Adviser service fee*** (Enables you to adjust commission to reflect level of service/advice) ☐ **Plan rebate request form*** (Enables you to adjust commission)	☐ **Direct debit request form‡** (Arranges for deductions to be made from a nominated bank account for Super Online, automatic direct debit and direct debit on request) ☐ **Password notification form‡** (Allows an authorised officer to individually nominate a password to enable them to enrol/cease members over the phone) ☐ **Employer group details form‡** (Sets up individual group details according to location or business structure) ☐ **Payment details form‡** (Sets up individual payment group details according to payroll or business structure) ☐ **Insurance group details form‡** (Sets up additional insurance groups) ☐ **Notice to Trustee** (Advises of policy committee appointments. Required for plans with 50 or more members or with 5 to 49 members where at least 5 members of the plan request a policy committee be established)	☐ **Personal statement§** (When automatic acceptance does not apply to member's insurance cover) ☐ **Change to member preferences§** (Updates and adds information to membership subsequent to joining) ☐ **External rollover/transfer request form§** (Rolls funds into Super Directions from an external manager) ☐ **Internal rollover/transfer request form§** (Rolls funds into Super Directions from an internal AXA policy)

Location of forms

* Attached and stand-alone form
† Within Employer brochure and stand-alone form
‡ Stand-alone form
§ Within PDS and stand-alone form

03769-02-11E