



AT YOUR FINANCIAL SERVICE®



Life Solutions | Wealth Solutions

Asteron Clearing House

Important information

Suncorp Portfolio Services Limited (SPSL) (ABN 61 063 427 958, AFSL 237905, RSE Licence No L0002059) is a subsidiary of Suncorp Metway Limited (Suncorp) (ABN 66 010 831 722). The obligations of SPSL are not guaranteed by any other company within the Suncorp Group. This product is not a bank deposit or other bank liability and is subject to investment risk including possible delays in repayment and loss of the interest and principal invested.

This Product Disclosure Statement (PDS) is an important document that should be read before making a decision to participate in the Asteron Clearing House (Clearing House). It contains a summary of the terms and conditions of the Clearing House. The full terms and conditions for the Clearing House are included in the application form attached at the back of this PDS.

Please note that the Clearing House service is part of WealthSolutions, an employer solution to facilitate contributions to Asteron and non Asteron superannuation funds. To obtain access to the Clearing House service, you need to complete the WealthSolutions application form. When you complete the application form and we accept it, we will provide you with log-on details for WealthSolutions and you will automatically have access to the Clearing House service. You will however also need to complete the appropriate contribution form on-line, so we can facilitate the contribution payments.

The information contained in this PDS is general information only and does not constitute personal financial advice and must not be relied on as such. In preparing this material we have not taken into account your objectives, financial circumstances or needs. Before making a decision based on this information, you should consider the appropriateness of the information having regard to your objectives, financial circumstances or needs. Before deciding to use the Clearing House you need to consider the PDS and we recommend that you speak to an adviser who will be able to help you make a decision.

Applications can only be accepted from persons receiving this PDS (including electronically) within Australia. If you print an electronic copy, please ensure you print all pages of this PDS. SPSL reserves the right to refuse or reject an application.

Neither SPSL nor its service providers guarantee the performance of the Clearing House.

Throughout this PDS, unless otherwise specified, references to:

- » 'we', 'us', 'our' and 'SPSL' means Suncorp Portfolio Services Limited
- » 'adviser' means a qualified adviser
- » 'Asteron' means Asteron Limited and is the group of companies including SPSL and related companies
- » 'bank account' means an Australian bank, building society or credit union account
- » 'business day' means a day that is not a Saturday, Sunday, bank holiday or public holiday in Australia or New South Wales
- » 'you' means an employer.

Thank you for choosing Asteron

Asteron is part of the Suncorp Group, whose portfolio includes well-known brands such as Suncorp, GIO, AAMI, Vero, Tyndall and the Australian Pensioners Insurance Agency (Apia).

Suncorp is a leader in Australia and New Zealand in banking, investment, insurance and superannuation, with assets of \$91.8 billion and more than seven million customers.

As a member of this family Asteron enjoys substantial financial stability and security, and can draw on over 170 years' experience in financial services.

Asteron provides life insurance, superannuation, retirement incomes, financial planning and trustee services in Australia and New Zealand. Our goal is to help people secure their financial future so that they can make the most of every stage of their life.

Asteron. At your financial service.

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Changes to this PDS

The information in this PDS may change. Where the change is not materially adverse we may update the information on our website at www.asteron.com.au

We will give you a paper copy of the updated information without charge on request.

Super is easy to manage with Asteron

We understand that managing your superannuation obligations can be time consuming, particularly with the Choice of Fund (Choice) regime. However, this doesn't have to mean an increase in the administration tasks that cost you time and money.

The Asteron Clearing House makes it easy for you to get on with running your business.

The Clearing House can be accessed through our WealthSolutions' online contribution system. By using the Clearing House, you can send contributions to any other super funds your employees may have nominated under Choice.

Whether you have one employee or one thousand, the Clearing House takes the hassle out of managing your Choice obligations.

Features

Manually filling out forms and writing multiple cheques is a thing of the past!

Asteron's Clearing House allows you to:

- » make contributions to non-Asteron super funds
- » select from up to three methods to make contribution payments
- » set the latest contribution information as default information
- » view the history of contributions made through the Clearing House for all employees who have exercised Choice.

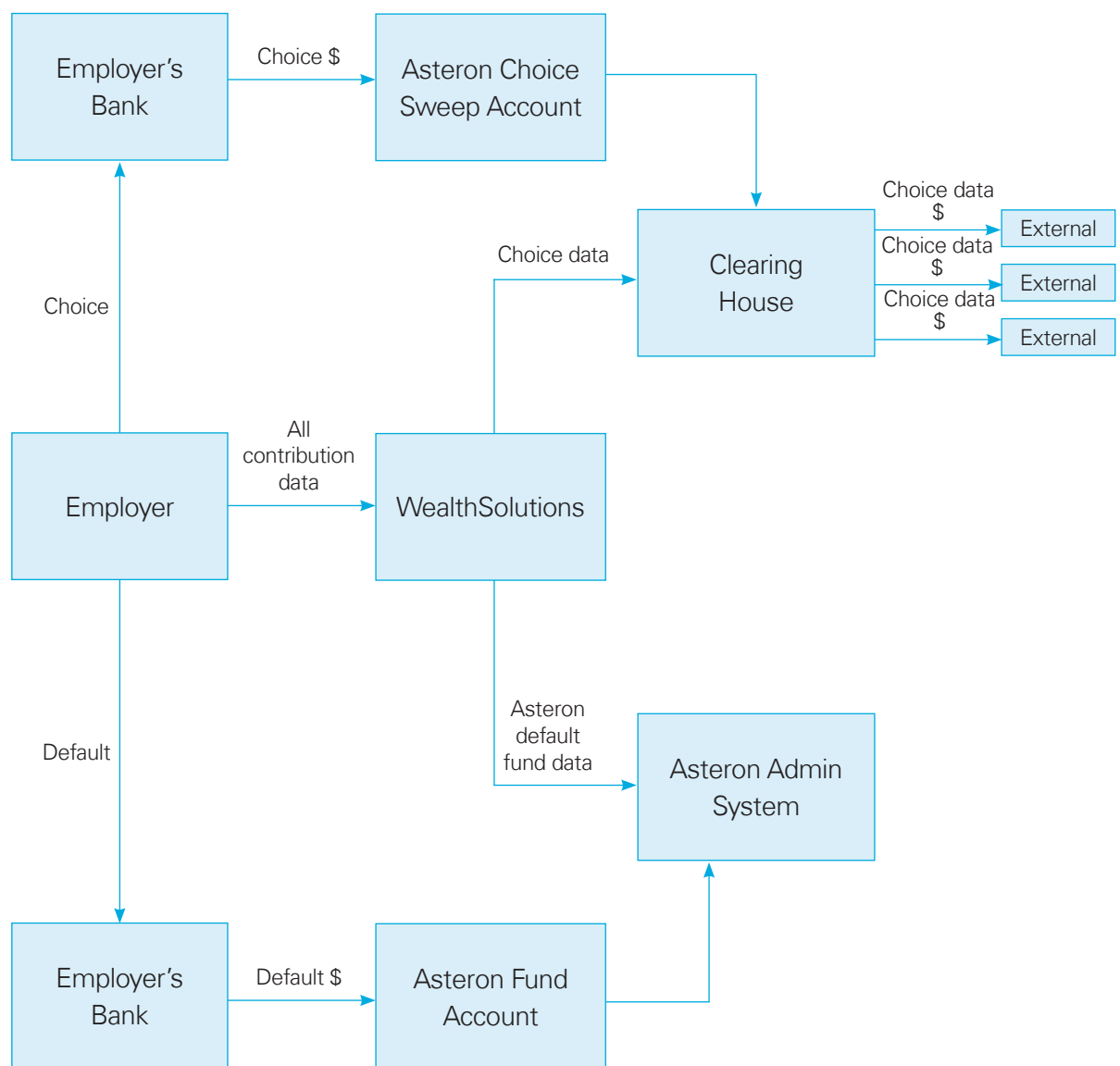
Benefits

- » **Save time** – by using the Clearing House to submit your superannuation contributions for employees who have exercised Choice, you can be more efficient in managing your superannuation obligations, saving you time and money
- » **Simplicity** – the Clearing House simplifies the process of payment and record keeping
- » **Availability** – you can access our secure website 24 hours a day, seven days a week
- » **Security** – the Clearing House uses highly secure encryption technology, so personal information can only be accessed by nominated persons.

How does the Clearing House work?

The Clearing House can only be accessed via WealthSolutions at www.asteron.com.au

Please refer to the flowchart below for more information on how contributions are submitted to the Clearing House.



It's as easy as 1, 2, 3...

How to contribute through the Clearing House

It's as easy as 1, 2, 3...

1. Set up your employees

Prior to submitting Choice contributions for the first time, you will need to set up any employees who have exercised Choice. You will also need to set up their nominated super fund. To do this, select 'Super funds' from the 'Main functions' menu and select from the list provided or add the fund details provided by your employee. If any existing employees have exercised Choice since your previous contribution, you will need to change their fund details. (These details will be retained in the system for the next time you make Choice contributions.)

2. Upload your payroll

You can choose to upload your payroll file or complete the online contribution schedule. Either way, your information is stored on the system and you can generally view this at any time on the contribution history screen.

3. Make the payment

Once you have submitted your contribution information, simply select how you want to pay Choice contributions.

You can elect to pay your Choice contributions by Direct Debit, Electronic Funds Transfer (EFT) or BPAY® (if your Asteron default fund has a BPAY® option).

Using Direct Debit can simplify this process even more, as Asteron will separately debit your nominated account for the contribution amounts for your Asteron default fund and the external funds.

If paying by EFT or BPAY® you will need to make the actual payments via your bank's website, please read on for further information.

Payment methods

There is a choice of three convenient options for Clearing House payments.

You can either:

- » arrange a Direct Debit by completing a Direct Debit Request form and returning it to us at least 10 working days before providing contribution information or
- » use EFT or BPAY® to transfer a contribution payment for each contribution period to the Asteron Choice Sweep Account (Sweep Account).

Neither Asteron nor any Payment Agent (see 'Glossary' on page 15) has an obligation to ensure acceptance by external funds of Choice contributions paid using the Clearing House.

Direct Debit

If you use Direct Debit to make contribution payments, in accordance with the Direct Debit Request (DDR) Service Agreement:

- » contribution payments to external funds for the relevant contribution period will be withdrawn from your nominated account
- » contribution payments will be paid into the Sweep Account and
- » contribution payments will then be withdrawn from the Sweep Account and paid via direct credit to the trustees' nominated account(s) or via cheque.

If we receive your contribution information before 12pm (Sydney time) on a business day, the contribution payments will be deducted from your nominated account that night. Where we receive your contribution information after that time, contribution payments will normally be deducted at the end of the following business day.

Electronic Funds Transfer (EFT) and BPAY®

If you are using EFT or BPAY®, you will need to logon to your bank's website to make the payment. You will need to check that your bank offers these facilities.

Please note that if you are making Choice contribution payments to an external super fund, the BPAY® Biller Code will differ from that of the Asteron Biller Code.

When using EFT or BPAY®, you must make at least two separate payments for each contribution period to:

1. Asteron's nominated bank account(s) for the payment of contributions to the Asteron default fund(s) and
2. the Sweep Account for Choice contributions to external funds.

Payment method	What you need*
EFT	1. Asteron Choice Sweep Account details 2. Payment reference number
BPAY®	1. Biller Code 2. Customer Reference Number

* This information is provided to you on WealthSolutions at the time you submit the contribution information.

Provided monies are paid to Asteron before 12pm (Sydney time) on a business day, the monies will normally be received by the Sweep Account that night. Where contributions are paid on or after that time, the monies will normally be received by the Sweep Account at the end of the following business day.

Important information:

You will need to effect the EFT or BPAY® contribution payments immediately after providing us with contribution information. If not, we will be unable to pass these contributions onto the other funds on your behalf.

Risks of the Clearing House

All superannuation clearing houses involve some risk. The main risk is that Choice contributions may not be paid to an external fund by the due date for Superannuation Guarantee (SG) contributions, so that you incur a liability to pay the Superannuation Guarantee Charge.

This could occur where:

- » you provide your Clearing House application or contribution information late
- » there are errors or inadequate information in the contribution information provided
- » there are insufficient monies in your nominated account at the time of withdrawal to pay contributions or
- » a contribution is rejected by an external fund.

The Australian Taxation Office (ATO) has stated that it may not assess an employer for the Superannuation Guarantee Charge on late payments if the employer has provided a superannuation clearing house reasonable time (see 'Information timeframes' on page 8) to make the contributions.

Further, under the law, you will only be taken to have made a Choice contribution to an external fund when the external fund accepts the contribution.

Information timeframes

Contribution information

We will use reasonable efforts to provide the Clearing House services within 10 business days of receiving contribution information.

If contribution information is received on a non-business day, it will be taken to have been received on the following business day.

Accordingly, the contribution information and, if paying by EFT or BPAY®, contribution payments should be submitted to us by at least 12pm (Sydney time) on a Cut Off Day (14th of January, April, July or October, or the last business day preceding these dates if they fall on a non-business day), to allow sufficient time for payments to be distributed to, and processed by, each external fund.

Important information:

If you provide contribution information or, if relevant, contribution payments to us after 12pm (Sydney time) on a Cut Off Day, contributions may not be received by the external fund until after the due date for SG contributions and you may become liable to pay the Superannuation Guarantee Charge.

Changes to information

Information you have previously provided to us will change from time to time. For example, an employee may exercise Choice, change their external super fund, or the name or contact details of the external fund may change.

You must tell Asteron about any changes to previously provided information at least 2 business days before you provide the contribution information for a contribution period.

Important information:

Notifying us of a change to information less than 2 business days before you provide the contribution information could result in delays in processing contribution payments.

Errors, insufficient funds and rejections

Errors in contribution information

If the contribution information you have provided contains errors that prevent us from processing the information, you may receive an error message which will prevent the contribution information from being submitted.

This allows you to correct any errors and send accurate contribution information.

Rejection by the external fund

If a Choice contribution processed by the Clearing House is not accepted by the trustee of an external fund we will refund the contribution payments and advise you of this, to the extent that we can, based on the information we receive from the external fund.

It is your responsibility to settle the issue with the trustee of the external fund. After you have resolved the issue, you should re-send the contribution payment and supporting information directly to the external fund.

Problems with contribution payments

Where you make contribution payments to the Clearing House by EFT or BPAY® and there is a difference between the total contribution payments to external funds as set out in the contribution information and the amount you have paid to the Clearing House:

- (a) all Clearing House services will stop and
- (b) you will bear all costs in resolving the issue.

If the issue cannot be resolved, the contribution payment will be refunded to you.

If you use Direct Debit and you receive notice that a payment to an external fund has been dishonoured:

- (a) you will bear all costs in relation to the dishonour and
- (b) Asteron will advise you of the dishonour.

You may deposit amounts into your nominated account and re-send the contribution information to Asteron.

Cancelling contributions

Once we have received your contributions along with your instructions, and they have been forwarded to the Clearing House, you will not be able to cancel them. We will, unless your instructions are unclear, send the contributions to the nominated external fund.

Your obligations

It is your responsibility to provide contribution information. Neither Asteron nor any Payment Agent will ensure that you have provided contribution information before any given day or tell you that contribution information has not been provided by you.

You are responsible for the accuracy, completeness and timing of the contribution information. Neither Asteron nor any Payment Agent will verify the accuracy or validity of the information and all contribution information will be relied upon without further enquiry.

Before providing the Clearing House with information about an external fund, both you and your employees must have complied with the application requirements (if any) of the external fund.

The Clearing House services will only be provided for a contribution period once the contribution information for that period and all necessary information about your employees and external funds (including any new external funds) are received.

Fees and costs

Asteron will not charge any fees to you in relation to your participation in the Clearing House as long as you:

- (a) have nominated one or more Asteron funds as your default fund(s) and make contributions to this fund(s) for all employees who have not selected an external fund and
- (b) you contribute to the Asteron fund(s) for at least 80% of your employees.

Note:

The 80% rule will be based on the total number of your employees you make contributions for at the time you provide the contribution information.

If the above conditions are not met, we have the right to charge reasonable fees.

In any event, we can introduce new fees or change the current fees at any time. We will provide you with at least 30 days written notice of our intention to increase our current fees or other costs.

Important information about the Clearing House

Systems requirements

To make the most of the Clearing House facility, we recommend the following minimum software:

- » Either Netscape Communicator v4.0 (or higher), or Microsoft Internet Explorer Version 4 (or higher).
- » Your internet browser should have 128-bit security encryption enabled.

Training

No special training is required to use our Clearing House. However, we have developed the following tools to provide assistance if required:

- » WealthSolutions Employer User Guide
- » Online help menu
- » WealthSolutions Help – Frequently asked questions (FAQ)

Both the Guide and FAQ are available on the WealthSolutions website via www.asteron.com.au

Asteron Client Services are also on hand to provide you with assistance.

Other information

Complaints handling

We make every effort to ensure your complaints are resolved in a satisfactory and timely manner. If you have an issue you would like to raise, please contact Asteron Client Services by:

Mail Client Services Manager
Asteron
GPO Box 1576
Sydney NSW 2001

Phone 1800 819 499

Fax 02 8275 3108

Email super@asteron.com.au

If you are not satisfied with a response from us or you have not received a response to your complaint within 90 days, you may take your complaint to the Financial Industry Complaints Service (FICS).

Financial Industry Complaints Service Limited
PO Box 579
Collins Street West
Melbourne VIC 8007

Phone 1300 780 808

Fax 03 9621 2291

Our membership number is F - 1704.

Terminating your participation in the Clearing House

Asteron may terminate your participation in the Clearing House by telling you at least 14 days beforehand. You may cease using the Clearing House at any time without notice to us.

Privacy

Asteron will use and share with third parties information relating to you and your employees, including contribution information, in order to operate the Clearing House.

We respect the privacy of personal information you give us about your employees.

You will need to tell your employees who exercise Choice that you will be using the Clearing House to make payments to the external funds. You will need to give each of your employee's information about privacy, as required by us.

You can obtain a copy of our Privacy Policy from our website via www.asteron.com.au or by contacting Asteron Client Services.

Use of Payment Agents

From time to time, Asteron may appoint one or more Payment Agents to provide the Clearing House services on its behalf. However, in these circumstances, Asteron will remain responsible to you for the provision of the Clearing House services.

How to apply to participate in the Clearing House

Employers wishing to take advantage of the Clearing House service will need to complete the WealthSolutions application attached to this PDS.

If you wish to have contribution payments made to the Clearing House using Direct Debit, you will also need to complete section F of the WealthSolutions application form.

Please return the completed WealthSolutions application form to:

Asteron Client Services
GPO Box 1576
Sydney NSW 2001

Glossary

Choice contributions	Superannuation Guarantee (SG) contributions where an employee has requested the contributions to be paid to a super fund other than the employer's default fund.
Contribution information	For a contribution period, is the information you give as to the contributions payable to external funds for that period.
Cut Off Day	Each 14 January, 14 April, 14 July or 14 October, or the last business day preceding these dates if they fall on a non-business day.
Default fund	The superannuation fund you make SG contributions to in respect of an employee where the employee has not chosen an external fund.
External fund	The superannuation fund you make SG contributions to in respect of an employee who has exercised Choice of Fund under the Superannuation Guarantee (Administration) Act 1992 (Cth).
Nominated account	The bank account nominated by you in the Direct Debit Request (DDR) contained in section F of the WealthSolutions application form.
Payment Agent	The person or persons appointed by us from time to time to administer the distribution of contributions to external funds through the Clearing House.
Superannuation Guarantee (SG)	The superannuation contributions that you pay for the purposes of reducing your liability to the Superannuation Guarantee Charge.
Sweep Account	An 'intermediate' bank account held by Asteron into which your contribution payments are credited, and from which payments to external funds are made.

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Issued 30 June 2008

The form should be completed in a blue or black pen, using BLOCK letters and cross (X) to mark answer boxes.

Any questions? If you have any questions in regards to completing this form, please contact your adviser or Asteron Client Services on the following numbers:

Optimum and Wealthstar – 1800 819 499

Connelly Temple, Partnership and Workforce – 1300 361 755

By completing this form you will be provided with access to the Asteron Clearing House (Clearing House). Please refer to section E of this form for the terms and conditions that apply to the Clearing House.

A. Employer details

Plan number	<input type="text"/>	Product	<input type="text"/>
Company name	<input type="text"/>		
Trading name	<input type="text"/>		
ABN/ACN	<input type="text"/>		

B. Terms & conditions

The following terms and conditions form part of your application for access to the WealthSolutions internet facility. Please read them carefully before completing the details required in the following sections of this Application form. Please retain a copy of the entire Application form for your records.

This agreement sets out the terms and conditions ('Conditions') relating to the provision by Suncorp Portfolio Services Limited ABN 68 063 427 958 of access to the WealthSolutions internet facility ('Service') to enable you to view, update and amend information relating to superannuation contributions sent to and administered by Asteron Life Limited as administration manager for your superannuation scheme ('Contributions'). For the purposes of these terms and conditions as the content may apply 'us', 'we' and 'our' means Asteron Life Limited.

Authorised Persons

1. You warrant that the information completed by you in this form is true and correct and that you have authorised the people listed in Section 3 below ('Authorised Persons') to access and utilise the Service on your behalf. On receipt of the Application Form, each of the Authorised Persons will be granted a confidential and unique User ID and PASSWORD.
2. You warrant that each of your Authorised Persons will keep the unique User ID and PASSWORD issued to them confidential and that they will comply with these Conditions.
3. You agree not to disclose to any other person, corporation, entity or organisation any User ID or PASSWORD issued to your Authorised Persons, whether in use or not, nor any other confidential information relating to the Service or us. You further agree to require your Authorised Persons to comply with these Conditions and to give a copy of the Conditions to Authorised Persons.
4. You agree to notify us in writing immediately should any Authorised Person leave your employ. You also undertake to notify us in writing of any change in Authorised Persons or changes in the details of an Authorised Person. If you want to access or correct the details of your Authorised Persons, please contact us.
5. You agree to notify us in writing immediately should any of the Authorised Persons lose or misplace their User ID or PASSWORD, or suspect that their secrecy has been compromised.

6. You agree that you are solely responsible for all transactions (including but not limited to the accuracy of the information supplied and the correct placement of that information) that may be performed utilising the Service which have been performed utilising any of the User IDs and any PASSWORDS that have been allocated to your Authorised Persons.
7. No transaction may be effected using a User ID and a PASSWORD issued to your Authorised Persons unless that User ID and PASSWORD are:
 - capable of verification by us against our records and
 - properly used to convey your non-written consent to a transaction and
 - verified against our records and
 - accurately recorded along with details of the transaction by us, electronically or otherwise, in a form capable of being readily accessed and understood at any time during the period which records are required to be kept by or under law.

Information

8. You acknowledge that information concerning you or your Contributions may be released to your Adviser together with details of any fees payable to that Adviser, upon their request. You agree that you consent to the release of information concerning you in this manner. We will, upon request, provide you with a copy of information concerning you which is then presently available to your Adviser.
9. You acknowledge that we will be using the e-mail address you supplied in relation to the Authorised Persons to correspond with you on matters relating to the Service. Should you or any Authorised Persons not wish to receive correspondence from us in this manner, you should notify us. However, you understand that to do so may limit the nature or extent of the Service that we provide to you.
10. You understand that while the use of e-mail is convenient and usually instant, it is not guaranteed to be private. This is the nature of the technology and, in theory, any e-mail transmitted over the internet can be viewed, copied or amended with the requisite skill. Accordingly, if you are concerned about the confidentiality of any correspondence, you should consider communicating by normal post or telephone.

11. The correspondence we send you may, from time to time, include marketing information about the products and services provided by the Suncorp Group. If you, at any time, do not want to receive this information, please contact us.

Responsibilities and Obligations

12. Except as expressly stated in these Conditions, all warranties, representations or conditions relating to the Service or the fitness of the Service for any particular purpose or to the merchantability of the Service or to any other aspect of the Service (whether express or implied and whether arising in contract, at common law or under statute) are to the maximum extent permitted by law expressly excluded. You acknowledge that our liability under any statutory right or any condition or warranty implied by any state Fair Trading Act or the Trade Practices Act 1974 (Cth) which cannot be excluded is, to the extent permitted by law, in the case of any services, limited to the supply of the services again or the payment of the cost of having the services supplied again. You acknowledge that the Service is, to the extent permitted by law, provided 'as is, as available', without any warranty of any kind including, without limitation, any warranty with respect to the quality, availability, performance or functionality of the Service and with respect to the quality or accuracy of any information obtained from or available through use of the Service and that the Service will be uninterrupted or error free.

13. You acknowledge that we are, to the extent permitted by law, not liable to you for any incidental, indirect, special, consequential or economic loss or damage (including loss of profits or opportunities and exemplary and punitive damages) whether arising from negligence or otherwise in relation to these Conditions or the failure or omission by us to comply with its obligations under these Conditions. Otherwise than as stated above, we will not be liable for the cost of procurement of substitute goods, services or technology and in no event will our liability to you exceed \$100. To the extent permitted by law, you indemnify us from and against all actions, claims, suits, demands, liabilities, costs or expenses arising out of or in any way connected to the use of the Service by you, whether through one of your Authorised Persons or otherwise, or any other person using a User ID and PASSWORD issued to your Authorised Persons.

14. If you or any of your Authorised Persons breach any term or condition of these Conditions, we may suspend your access to the Service. We reserve the right to suspend your access to the Service or access to the Service generally due to technical or other problems associated with the Service. Either party may also terminate this Agreement in that party's absolute discretion immediately on written notice to the other party. We reserve the right to terminate the Service at any time in its absolute discretion.

15. We will not be liable for non-performance or delay in performance caused by any event beyond its reasonable control including, but not limited to, wars, hostilities, revolutions, riots, civil commotion, national emergency, strikes, lock-outs, unavailability of supplies, epidemics, fire, flood, earthquake, force of nature, explosion, embargo or any other Act of God, any law, proclamation, regulation, ordinance or other act or order of any court, government or government agency or delays, unavailability, errors or other failures of the internet or other data networks.

16. You acknowledge that it is your responsibility to ensure that superannuation contributions (and complete details relating to those contributions) are received by us by any date required by law.

17. You acknowledge, when you enter into a Direct Debit Agreement with us in respect of the payment of superannuation contributions, that by submitting Contributions under the Service you are authorising us to directly debit from your nominated bank account the amount of those Contributions.

Change in Conditions

18. A copy of the Conditions can be found on the WealthSolutions internet facility. We reserve the right to vary the terms of these Conditions at any time. We will post on the website where the Service is accessed, details of any modification to these conditions. If you continue to access the service after the date of notification of modifications to these conditions on the website, you will be deemed to have consented to such modifications. If, at any time after first use of the Service, you do not agree to be bound by these Conditions, you should immediately end use of the Service.

General terms

19. These Conditions will be governed by and construed according to the law of the jurisdiction of New South Wales and you submit to the exclusive jurisdiction of the courts of that State.

20. If any provision in these Conditions is held invalid, unenforceable or illegal for any reason, the Conditions shall remain otherwise in full force apart from such provision which shall be deemed deleted. The provisions in the Conditions capable of having effect after expiration of these Conditions shall remain in full force and effect following expiration. The failure of a party to enforce or to exercise in any time or period of time any provision or right arising from these Conditions shall not be construed as a waiver of such provision or right and shall not effect the party's right to subsequently enforce it.

21. These Conditions constitute the full and entire understanding and agreement between the parties with regard to the supply of the

C. WealthSolutions authorisation

I/We authorise the following person(s) to access WealthSolutions on our behalf. (If you wish to authorise access for more than four people, please photocopy this page and attach the copy(s).)

Name

Position Access Level* (please cross) A B C D

Phone (work) Fax

Mobile

Email

Office Use Only

Name

Position Access Level* (please cross) A B C D

Phone (work) Fax

Mobile

Email

Office Use Only

Name

Position Access Level* (please cross) A B C D

Phone (work) Fax

Mobile

Email

Office Use Only

Name

Position Access Level* (please cross) A B C D

Phone (work) Fax

Mobile

Email

Office Use Only

* Access Level Codes for Authorised Users

- A Employer Authorised – Full Access:** These users can create/upload payrolls, create/modify/terminate members, submit/authorise payrolls and change employer details (ie. all functions currently available).
- B Employer Authorised – Restricted Access:** These users can create/upload payrolls, submit/authorise payrolls and change employer details. They cannot create/modify/terminate members (ie. they cannot see salary information).
- C Employer operator – Full Access:** These users can create/upload payrolls, create/modify/terminate members and change employer details. They cannot submit/authorise payrolls.
- D Employer Operator – Restricted Access:** These users can create/upload payrolls and change employer details. They cannot create/modify/terminate members or submit/authorise payrolls.

How many Type A or B users must authorise the submission of contributions and the debiting of you bank account? One or Two (please cross appropriate box)

D. WealthSolutions features

How many 'Payrolls' do you require to be set up for you in WealthSolutions?

WealthSolutions has the concept of a 'Payroll'. This is a group of employees. You may require separate payrolls because:

- your employees are on separate databases
- you wish to group your employees by location/cost centre
- some employees are paid monthly and others are paid fortnightly and/or
- you wish to separate management from general staff.

Please note: you will need to submit contributions for each payroll separately. You will also need to make a separate payment for each payroll.

Please write the name of each 'payroll' you want WealthSolutions to setup for you. If you only require one payroll, you may leave this section blank.

Payroll name

Payroll 1

Frequency of Contributions

- Weekly
 Fortnightly
 Monthly
 Quarterly
 Other

Payroll 2

- Weekly
 Fortnightly
 Monthly
 Quarterly
 Other

Payroll 3

- Weekly
 Fortnightly
 Monthly
 Quarterly
 Other

If you want to use more than 3 payrolls, please photocopy this form and attach.

If you want to use more than one payroll, you will need to attach a list of members to be included in each payroll.

Do you want WealthSolutions to use your employees' payroll numbers?

cross if yes

If you will be manually keying in the contributions for your employees, this is optional. Please note, however, that for technical reasons if you do not use payroll numbers, WealthSolutions will automatically assign each employee a payroll number. This is necessary to match data for new members.

If you want to use the payroll file upload facility, you must provide your employees' payroll/employee number to allow WealthSolutions to match each contribution to the correct employee.

Please attach a list of employees and their payroll numbers.

Do you want to use the payroll file upload facility?

cross if yes

WealthSolutions has the facility to take a file generated by your payroll program and automatically enter the details into the contribution schedule. If you want to use this facility we need to get a copy of your payroll file. This is required to ensure that we are able to interpret the data in your payroll file and match it to our system's requirements.

Please provide a copy of your payroll file and include the name and version of the software you use (eg. MYOB version 2.1).

You can send a copy of your payroll file by:

- a) email to super@asteron.com.au
- b) floppy disk or
- c) CD

The payroll file must be in either a 'delimited' or 'fixed length' format. A quick way to see if it is in one of these formats is to try and open it in Notepad. If you can see all the correct details, then it is in one of the above formats. If you can't see correct information, try and save it in a different format in your payroll program (eg. CSV, Tab Delimited). If your payroll program automatically saves a file in Excel or another spreadsheet program format, try and save the file in a CSV or Tab delimited format.

If you have any questions about this procedure, please do not hesitate to call Asteron Client Services on:

- Optimum and Wealthstar – 1800 819 499
- Connelly Temple, Partnership and Workforce – 1300 361 755

E. Asteron Clearing House Terms and Conditions

- Please read these Terms and Conditions carefully, before agreeing to them, paying particular attention to Paragraph 11 - 'Liability and indemnity'.
- These Terms and Conditions do not alter or affect in any way any other terms and conditions involving Suncorp Portfolio Services Limited (ABN 61 063 427 958) (Asteron) or the Asteron funds.

1.0 The Asteron Clearing House

- 1.1 The Clearing House helps you to remit contributions for employees who have elected under the Choice of Fund (Choice) regime to have Superannuation Guarantee (SG) contributions paid to an external fund. While these Terms and Conditions refer to contributions to default funds, you should be aware that it is only the contributions to external funds that are administered by the Clearing House and that are governed by these Terms and Conditions.
- 1.2 The Clearing House is made available to you through an Asteron website. However, Asteron may appoint one or more persons (who are may be third party Payment Agent) to perform the Clearing House services. You agree that Asteron is not liable for losses sustained or incurred due to:
- (a) errors, failures and delays of any sort relating to the Clearing House which are beyond Asteron's reasonable control, or which Asteron could not reasonably prevent or
 - (b) the Clearing House being unavailable due to unforeseen or uncontrollable circumstances so long as Asteron and the Payment Agents use their best endeavours to make those facilities available.
- 1.3 If you intend to use Direct Debit to pay amounts to the Clearing House, you must complete a Direct Debit request and return it to Asteron at least 10 business days before first providing Asteron with any contribution information.
- 1.4 You will:
- (a) provide contribution information for a contribution period using an Asteron website, as advised by Asteron from time to time and
 - (b) unless using Direct Debit, immediately after providing the contribution information, effect a payment into a sweep account nominated from time to time by Asteron (Sweep Account) using Electronic Funds Transfer (EFT) or BPAY[®] of an amount equal to the total contributions payable to external funds, as set out in the contribution information provided for that period.

® Registered to BPAY Pty Ltd ABN 69 079 137 518.

2.0 Payment methods

- 2.1 Direct Debit - If using this payment method, the following separate debits will be made from your bank account:

- (a) one or more debits for the payment of contributions to a default fund(s) and
- (b) a separate debit for payment of amounts to the Sweep Account in relation to contributions for external funds.

Provided you submit contribution information before 12pm (Sydney time) on a business day, the monies will normally be deducted from your bank account that night. Where contribution information is submitted on or after that time, monies will normally be deducted the night of the following business day.

- 2.2 EFT - If using this payment method, you must quote the receipt number provided by Asteron's website when submitting the contribution information and you must make at least two separate payments as follows:

- (a) to a bank account(s) nominated by Asteron from time to time for the payment of contributions to a default fund(s) and
- (b) to the sweep account in relation to contributions to external funds.

Provided monies are paid to Asteron before 12pm (Sydney time) on a business day, the monies will normally be credited to the Sweep Account that night. Where monies are paid on or after that time, the monies will normally be credited the night of the following business day.

- 2.3 BPAY - If using this payment method, you must quote the Biller Code and Customer Reference Number provided at the time of registration and you must make two separate payments as follows:

- (a) to a bank account nominated by Asteron from time to time for the payment of contributions to a default fund(s) and
- (b) to the Sweep Account in relation to contributions to external funds.

Provided monies are paid to Asteron before 12pm (Sydney time) on a business day, the monies will normally be credited to the Sweep Account that night. Where monies are paid on or after that time, the monies will normally be processed the night of the following business day.

3.0 Remittance to External Superannuation Funds

- 3.1 Asteron will arrange for a Payment Agent to provide the following services to you based on the contribution information you provide for a contribution period:

- (a) use reasonable efforts to identify the external funds to which contributions are to be paid, the total amount payable to each external fund, the employees for whom the contributions are payable and the amount to be contributed for each employee
- (b) provide the trustee of each external fund with details of the payments and the individual contributions they represent and
- (c) effect a payment of contributions to each external fund either by EFT or by cheque, as nominated by the trustee of the external fund.

- 3.2 Asteron will use reasonable efforts to provide the Clearing House services within 10 business days of receiving your contribution information. If the contribution information is received on a day that is not a business day, it will be taken to have been received on the next business day.

- 3.3 When Asteron and/or any Payment Agent has received the contribution information they will be unable to cancel the remittance of the contributions to which that contribution information relates.

4.0 Personal Information

- 4.1 You consent to Asteron using and sharing with third parties information relating to you and your employees (including contribution information) as necessary for the Clearing House to administer contribution payments.
- 4.2 You agree to give each of your employees information about privacy, as required by Asteron from time to time.

5.0 Errors and rejections

- 5.1 If contribution information contains errors that prevent processing of the information, you may receive an error message prior to submission that will prevent the information from being sent. You may correct the errors and send the contribution information.

5.2 If any contribution processed by the Clearing House is not accepted by the trustee of the external fund, Asteron will, to the extent that it is able from the information provided by the external fund, refund the contribution to you and advise you of this.

You will need to resolve the issue with the trustee of the external fund and re-send the contribution to the trustee directly.

5.3 If paying amounts to the Clearing House by EFT / BPAY and there is a difference between the total amount payable to external funds as set out in the contribution information and the amount you have paid to the Clearing House:

- (a) the Clearing House services will be wholly suspended and
- (b) you will bear all costs in resolving the issue.

If Asteron or a Payment Agent is unable to resolve the issue with you, the contribution payment will be refunded to you.

5.4 If paying amounts to the Clearing House by Direct Debit and we receive notice that a payment has been dishonoured:

- (a) Asteron will make every reasonable effort to advise you of the dishonour and
- (b) you will bear all costs in relation to the dishonour.

You may deposit amounts into your bank account and instruct Asteron to proceed with the Direct Debit.

6.0 Superannuation Guarantee

6.1 You acknowledge that you will only have made a contribution to an external fund when the contribution payment is accepted by the external fund. This rule applies for all purposes, including in relation to SG obligations.

6.2 You acknowledge that neither Asteron nor any Payment Agent has an obligation to ensure acceptance by external funds of contributions paid using the Clearing House.

7.0 Employer obligations and acknowledgments

7.1 It is your responsibility to provide contribution information. Neither Asteron nor any Payment Agent is required to ensure that you have provided contribution information before any given day or to tell you that contribution information has not been provided by you.

7.2 You are responsible for the accuracy and completeness of the contribution information. Neither Asteron nor a Payment Agent is required to verify the accuracy or validity of the information and may rely on all contribution information you provide without further enquiry.

7.3 You will comply with the application requirements (if any) of each external fund and will ensure that the relevant employee has complied with his or her application requirements before providing the Clearing House with information about an external fund.

7.4 The Clearing House services need only be provided for a contribution period once the contribution information for that period and all information Asteron requires to process contributions through the Clearing House, including about your employees and external funds (including any new external funds), is received.

7.5 You acknowledge and understand that when Asteron and/or any Payment Agent has received the contribution information, they will not be able to cancel the remittance of any contributions in accordance with that contribution information.

8.0 Records

Records of contribution payments administered by the Clearing House are available through the Asteron website.

9.0 Fees

9.1 Asteron will not charge any fees to you in relation to your use of the Clearing House as long as you meet both of the following:

- (a) you have nominated one or more Asteron funds as your default fund(s) and make contributions to this fund(s) for all employees who have not selected an external fund and
- (b) you contribute to the Asteron fund(s) for at least 80%* of your employees.

* The 80% rule will be based on the total number of your employees you make contributions for each time you provide the Clearing House with contribution information.

9.2 Otherwise, Asteron may at any time impose reasonable fees in relation to the Clearing House services by telling you at least 30 days beforehand.

9.3 We can also change any fees imposed by telling you at least 30 days beforehand.

10.0 Goods and services tax (GST)

If a supply is made under or in connection with these Terms and Conditions on which GST is imposed, unless otherwise expressed to be GST inclusive, the consideration payable or to be provided for that supply under these Terms and Conditions but for the application of this paragraph is increased by, and the recipient must also pay to the supplier, an amount equal to the GST payable by the supplier on that supply.

11.0 Liability and indemnity

11.1 Except where Asteron intentionally, or recklessly fails to exercise care and diligence, or where it is fraudulent, you acknowledge that Asteron will not be liable for:

- (a) any amount sustained or incurred by any person as a result of your use of the Clearing House, including those arising from any failure or delays by you in providing contribution information which result in the late payment or non-payment of any superannuation contributions
- (b) any delays that may occur in processing contribution information due to:
 - (i) you paying a contribution on a day that is not a business day
 - (ii) you providing contribution information on or after 3pm (Sydney time) on the required business day
 - (iii) the contribution information containing errors or
 - (iv) the dishonour or return of a Direct Debit and
- (c) any third party act or omission (including negligent acts or omissions) relating in any way to the Clearing House beyond the reasonable control of Asteron to the extent to which Asteron has no recourse against such third party in contract law.

11.2 Asteron is not liable for any indirect, special, incidental, consequential or exemplary damage or loss of any nature howsoever caused (including loss of business profits and loss of business opportunity).

- 11.3 Asteron expressly disclaims all conditions and warranties implied by statute or general law, except where such exclusion would contravene any statute or cause this clause to be void and otherwise limits its liability for breach of a condition or warranty implied by the Trade Practices Act 1974 (Cth) to the maximum extent permitted by that Act.
- 11.4 You will indemnify Asteron and any Payment Agent in relation to a liability, loss, expense or charge that Asteron and any Payment Agent sustains or incurs as a result of:
- (a) a breach of any superannuation law, tax law, industrial relations law or other legislation applicable to the Clearing House or
 - (b) Asteron and any Payment Agents reliance on information supplied or omitted to be supplied to the Clearing House by you or
 - (c) your use of the Clearing House.
- 11.5 This paragraph 11 continues beyond the termination of the Clearing House services.

12.0 Termination and cessation of Clearing House services

Asteron may terminate the Clearing House services by telling you at least 14 days beforehand. You may cease using the services at any time without notice. Termination and cessation does not affect any accrued rights or remedies of either party.

13.0 Miscellaneous

- 13.1 Asteron may vary these Terms and Conditions by telling you at least 30 days beforehand.
- 13.2 These Terms and Conditions are governed by the law applicable in New South Wales and each party submits to the non-exclusive jurisdiction of the courts of New South Wales.

14.0 Interpretation

Unless the context otherwise requires:

Asteron fund means a superannuation fund whose trustee is Asteron or a related body corporate of Asteron.

Business day is a day that is not a Saturday, Sunday, bank holiday or public holiday in Australia or New South Wales.

Contribution information, for a contribution period, is the information you give as to the contributions payable to external funds for that period.

Default fund means the superannuation fund you make SG contributions to in respect of an employee where the employee has not chosen an external fund.

External fund, is the superannuation fund you make SG contributions to in respect of an employee who has exercised Choice of Fund under the Superannuation Guarantee (Administration) Act 1992 (Cth).

Payment Agent means the person or persons appointed by us from time to time to administer the distribution of contributions to external funds through the Clearing House.

Services means the services described in paragraph 3.1.

SG contributions means the superannuation contributions that you pay for the purposes of reducing your liability to the Superannuation Guarantee Charge.

F. Direct Debit Authorisation

Details of account to be debited

Name of Australian financial institution

Branch name or address

Branch number (BSB) - Account number

Account name

Please read the Direct Debit Request (DDR) Service Agreement to understand your commitments and rights in authorising us to debit your account.

Direct Debit Request authorisation

- I/We authorise Asteron (100392), until further notice in writing, to arrange for funds to be debited from the account nominated on this form.
- I/We confirm that I/we have read the DDR Service Agreement and understand that my authorisation will remain in force in accordance with the details set out in the agreement.

All account signatories must sign below.

Signature

Date / /

Signature

Date / /

Direct Debit Request (DDR) Service Agreement

This Direct Debit Request (DDR) Service Agreement is issued by Suncorp Portfolio Services Limited. It is applicable only if you choose to authorise us to debit amounts from your nominated financial institution account. You should direct all enquiries about your direct debit to Asteron Client Services on:

Optimum and Wealthstar – 1800 819 499

Connolly Temple, Partnership and Workforce – 1300 361 755

1. Our commitment to you

- We will give at least 14 days notice in writing before changing the terms of the debiting arrangements, unless the changes are made at your request.
- We will keep information relating to your nominated account confidential, except for the purposes of conducting direct debits with your financial institution.
- Where the debiting day is not a business day, we will draw from your nominated financial institution account on the next business day.

2. Your commitment to us

It is your responsibility to:

- ensure your nominated account can accept direct debits;
- ensure there are sufficient funds available in your nominated account to meet each direct debit on the due date;
- advise us if the nominated account is transferred or closed, or the account details change; and
- ensure that all account holders on the nominated account agree to the debiting arrangement.

3. Your rights

- You can change your debiting arrangement by informing us in writing, at least 7 working days before the debiting date for any of the following:
 - altering the DDR;
 - deferring a drawing;
 - stopping an individual debit;
 - suspending the DDR; and
 - cancelling the debiting arrangement completely.
- Where you consider that a debit has been initiated incorrectly, you should contact Asteron Client Services. If we cannot resolve the matter, you can still refer it to your financial institution, which will obtain details of the disputed transaction from you, and may lodge a claim on your behalf.

4. Other information

- The details of our debiting arrangements are contained in the DDR.
- We reserve the right to ask that instructions from a client to stop, or in any way to alter the debiting arrangement, are in written, verbal or electronic form.
- We can cancel your DDR by writing to you if debits are dishonoured by your financial institution.
- Financial institution fees (including dishonour charges) may also apply to this debiting arrangement.

G. Declaration

- I/We agree that the information provided on this form is correct and is signed on behalf of the employer by its authorised representative(s).
- I/We have read and agree to be bound by the Terms of Use and Privacy policy found on the Asteron website at www.asteron.com.au
- I/We authorise the employees listed on this form to access WealthSolutions on behalf of our company.
- I/We accept that we are responsible for the conduct of that employee or employees when accessing WealthSolutions.
- I/We will promptly advise Asteron of any changes in details or circumstances where employees are authorised or removed from having access to WealthSolutions.
- I/We understand that the Clearing House is a facility offered by Asteron as part of WealthSolutions and by successfully completing this application form I will be provided access to the Clearing House.
- I/We have read the PDS for the Clearing House and agree to the terms and conditions for the Clearing House as set out in section E of this application form.

Signature

Date

Please print name

Signature

Date

Please print name

Please mail the completed application form to us.

H. Need more information?

If you require further information, please contact Asteron Client Services:

Phone Monday to Friday, 8.30am - 6.30pm (Sydney time)
Optimum, Wealthstar – 1800 819 499
Connolly Temple and Workforce – 1300 361 755

Fax 02 8275 3108

Email super@asteron.com.au

Mail GPO Box 1576
Sydney NSW 2001



AT YOUR FINANCIAL SERVICE®

Contact us

Asteron Client Services

Street Address Level 10 321 Kent Street
Sydney NSW 2000

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