

NOTE FOR NEW EMPLOYERS: Simply complete the registration form opposite and return to AGEST along with any contributions you need to make now

Additional Information

About AGEST

The Australian Government Employees Superannuation Trust (known as AGEST) is a superannuation fund with membership predominantly from the public sector. AGEST has around 170,000 members and \$3 billion in members' assets.

Over 10,000 employers regularly contribute to AGEST. These include government departments and agencies, and non-government employers.

AGEST is a regulated superannuation fund under the *Superannuation Industry (Supervision) Act 1993* and is a complying fund for the purposes of the *Income Tax Assessment Act 1936*.

AGEST has a corporate trustee, AGEST Super Pty Ltd ABN 44 007 390 392, which controls and manages the fund. AGEST Super Pty Ltd holds an Australian Financial Services Licence (No 233707).

Employers do not pay any fees to register or make contributions to AGEST. While this alone is a great advantage, employers can also benefit from:

- ✦ convenient methods to make and report superannuation contributions
- ✦ an experienced administration and support team
- ✦ assistance in transferring other super arrangements or funds into AGEST.

AGEST does not pay commissions. We only act in the best interests of our members.

AGEST Privacy Policy

Our members' and employers' rights to privacy have always been important to us. We comply with the National Privacy Principles as well as our existing obligations of confidentiality and security of our members' and employers' personal information.

If you wish to view our Privacy Policy, please visit our website at www.agemt.com.au. The policy explains to members and employers how we ensure that your privacy and the confidentiality of your information are protected.

Under mutual privacy obligations, we ask that you notify your employees that you will disclose to AGEST personal information that is necessary to administer their AGEST membership account. The personal information includes their contact details, date of birth and Tax File Number (if they have provided it to you).

AGEST Refund Policy

From time to time, employers may need to request a refund of contributions paid incorrectly to AGEST. Our refund policy is available on our website, www.agemt.com.au, along with a form to make a refund request.

The importance of Tax File Numbers

There were several changes to superannuation from 1 July 2007 that affected the treatment of contributions you make on behalf of your employees.

New employees

Since 1 July 2007, when a new or existing employee fills out a *Tax file number declaration* form (NAT 3092), you are required by law to pass the employee's Tax File Number (TFN) to their super fund.

If you do not pass on an employee's TFN:

- ✦ you are guilty of an offence and liable to pay a penalty
- ✦ a higher rate of tax may apply to any employer or salary sacrifice super contributions paid
- ✦ the fund will not be able to accept any personal after-tax contributions for your employee, and this may cause the employee to miss out on a potential Government super co-contribution payment.

If you make employer super contributions for an employee, you need to give their fund the TFN within 14 days of receiving the employee's *Tax file number declaration* form.

However, if you do not make a contribution for the employee within that 14-day period, you may pass the TFN on to the fund when you do make a contribution.

The Australian Taxation Office will be monitoring employers in this regard.

Non-concessional super contributions (for example, personal after-tax contributions)

Since 1 July 2007, super funds are unable to accept any non-concessional contributions received from you in respect of a member for whom the fund has no TFN record. Please note that any such contributions will be returned directly to you.

Concessional super contributions (for example, employer Super Guarantee (SG) and salary sacrifice contributions)

If a member's TFN is not held by their super fund, an additional tax of 31.5% (46.5% tax in total) may also be deducted from the member's concessional contributions until their TFN is provided.

We encourage you to contact any of your existing employees who have not provided their TFN, and request that they consider doing so.

Your employees can provide their TFN to AGEST by:

- ✦ logging into their account at www.agemt.com.au
- ✦ calling us on **1300 724 378**, or
- ✦ downloading and completing the *Change of Details* form on our website.

Employer Registration Form

New employers must complete this form and send it to AGEST. Alternatively, employers can register online at www.agest.com.au. AGEST will issue a Welcome Kit confirming your employer account details.

You do not have to complete this form if you are already registered to contribute to AGEST.

1. Your details

Business name

Trading name (if different from above)

Australian Business Number (ABN)

Mailing address

Suburb/Town

State/Territory

Postcode

Street address

Suburb/Town

State/Territory

Postcode

Contact person's name (for superannuation queries)

Contact person's position title

Work phone

Fax number

Email Address

How often will you contribute to AGEST?

 Fortnightly Monthly Quarterly

Your first contribution to AGEST will be for the period:

From to

2. Contributing to AGEST

How do you want to make contributions to AGEST?

- EFT** – We will provide you with our bank details (they are also on our website)
- BPAY** – We will provide you with a unique reference number for your contributions
- Cheque** – Please make cheques payable to 'Australian Government Employees Superannuation Trust (AGEST)'
- Direct Debit** – We will provide you with further details about your options and the relevant forms to complete.

How do you want to report contribution details to AGEST?

- I want to use the AGEST internet service to report contributions
- I want AGEST to send me a report to complete and return
- I use a third-party provider to report my contribution (eg. a clearing house or payroll disbursement provider)

Who is your third-party provider?

Making a contribution NOW (at the time of joining)

See the form on the back of this page for more information.

3. Other Information

Employer Type: Government Non-Government

What is the name of the payroll system that you use (if applicable)?

Total employees in your workplace (approximate)?

Your main industry

- Aboriginal Community/Council
- Agriculture
- Education
- Financial Services
- Government (eg. Local, State, Federal)
- Health and Community Services
- Hospitality and Tourism
- IT and Communications
- Manufacturing/Mining
- Professional Services (eg. Legal, Accounting etc)
- Real Estate/Construction
- Retail
- Sporting Clubs/Associations
- Transport
- Other

You should keep a copy of this form for your records.

After completing this form, please send it to:

AGEST Administration
Locked Bag 20
Wollongong NSW 2500

or, if you have no contributions to make now
fax it to us on 1300 664 378 (or +61 2 4253 6108 from overseas)

This form is part of the Product Disclosure Statement issued 1 January 2009
by the Australian Government Employees Superannuation Trust (AGEST).



