NGS TRANSITION TO RETIREMENT GUIDE

Continue working and ease into retirement gradually
ABOUT THIS TRANSITION TO RETIREMENT GUIDE

Important information
You should consider all the information contained in the Product Disclosure Statement dated 9 November 2022 and incorporated fact sheets before making a decision about investing in NGS Super. You can also view our Target Market Determinations at ngssuper.com.au/TMD

The information provided in this Guide is general information only and does not take into account your objectives, financial situation or needs. Before making a financial decision, please assess the appropriateness of the information to your individual circumstances and consider seeking professional advice.

NGS Financial Planning Pty Ltd, ABN 89 134 620 518, is a corporate authorised representative #394909 of Guideway Financial Services Pty Ltd, ABN 46 156 498 538, AFSL #420367 and offers financial planning services on behalf of NGS Super ABN 73 549 180 515.

You should refer to the Product Disclosure Statement (PDS), guides and fact sheets at ngssuper.com.au/PDS or request a copy from us on 1300 133 177.

How to contact NGS Super
Telephone: 1300 133 177
Facsimile: (03) 9245 5827
For callers outside Australia: +61 3 8687 1818
Postal address: GPO Box 4303, MELBOURNE VIC 3001
Website: ngssuper.com.au/contact-us
PART ONE
THE NGS
TRANSITION
TO
RETIREMENT
ACCOUNT

If you are thinking about easing into retirement and want to work part-time, you may be able to start to use your super to supplement your income.

At NGS Super we offer two types of regular income products:

- **NGS Transition to retirement (TTR) account** – for people between their preservation age (see page 9) and age 64 who are still working
- **NGS Income account** – for retirees and people aged 65 and over.

This guide explains the NGS Transition to retirement (TTR) account. An NGS TTR account is for people between their preservation age (see page 9) and age 64 who are still working (either part-time or full-time).

An NGS TTR account is particularly favourable for some people who want to start part-time work and use their super to support the difference in income. As you continue to work, you can still make super contributions to your NGS Accumulation account as a means of increasing your retirement income.

What does the NGS Transition to retirement account offer me?

If you have reached your preservation age and are still working, you can apply for an **NGS TTR account**.

The NGS TTR account provides you with the following benefits:

- competitive fees
- a history of delivering strong long-term investment performance
- a choice of pre-mixed investment options and sector-specific options
- the ability to choose which investment option you would like your regular income payments to be made from
- flexible payment options
- optional automatic annual payment increases
- no withdrawal fee
- flexibility to view and update your account via Member Online.

Visit ngssuper.com.au/retirement to start exploring today.

You can also view our Target Market Determinations at ngssuper.com.au/TMD

You should consider seeing a financial planner before you apply for an **NGS TTR account** as it may be a complex decision that requires a review of your personal and financial circumstances.

We offer low-cost tailored advice through NGS Financial Planning. To make an appointment, phone us on 1300 133 177 or complete the Financial planning enquiry form at ngssuper.com.au/advice

Starting an NGS Transition to retirement account

1. **Read the Product Disclosure Statement**
   
   You can access this at ngssuper.com.au/PDS or phone us on 1300 133 177 to request a copy.

2. **Read this guide**
   
   When you start an **NGS TTR account**, you need to make these decisions:

   - How much do you want to invest in your **NGS TTR account**?
   - Do you have other super you’d like to put into your **NGS TTR account**?
   - How will you invest your **NGS TTR account**?
   - How much money do you want to draw from your **NGS TTR account**?
   - How often do you want to receive payments and for how long?
   - who do you want to receive your account balance if you die?

3. **Complete the account application form**.
   
   This is available in the forms section of this guide. Return your completed forms to us and we’ll get your account under way.
Key features at a glance

The NGS Transition to retirement (TTR) account works like our regular NGS Income account with many of the same rules and features.

The differences are:

- you generally can’t take lump sum payments
- the most you can withdraw in a year is 10% of your TTR account balance
- the NGS TTR account does not offer some investment options that are available in the NGS Income account, including the NGS Self-Managed Direct Investment Option (DIO)
- investment earnings are taxed (at the same rate as earnings in the NGS Accumulation account).

Following are the key features of our NGS TTR account. For more information please go to ngssuper.com.au/PDS and read the Product Disclosure Statement, guides and fact sheets.

Minimum opening balance

$20,000

Income payment amount

The amount you select must fall between the levels set by law.
You are required to receive a minimum of 4% of your account balance and a maximum of 10% of your account balance in any financial year.

Flexible payment and withdrawal options

Payment options

Fortnightly, monthly, quarterly, six-monthly or annually by direct credit to your bank account.
Please note, bank fees may be charged for telegraphic transfers to international bank accounts and will be deducted from your payments.

Lump sum withdrawals

Permitted only under certain circumstances including to pay a super contributions surcharge on death.

Investment options

You have the flexibility of choosing to invest in one of our investment options or you can spread your savings across a combination of investment options, giving you flexibility to tailor your own investment strategy.

Pre-mixed options

- Diversified (MySuper) — default option
- High Growth
- Balanced
- Defensive
- Indexed Growth
- Indexed Growth Diversified Bonds
- Cash and Term Deposits

Sector-specific options

- Australian Shares
- International Shares
- Infrastructure
- Property
- Diversified Bonds
- Cash and Term Deposits

Investment switches

Available at any time. There is no switching fee applied.

In the event of death

In the event of death, you can elect for your account balance to be paid as a:
- pension to your spouse or other dependant as a reversionary pensioner
- lump sum to your spouse, dependants or estate.

Competitive fees

We are committed to providing a value-for-money product.
As an Industry SuperFund we are run only to benefit members.
See our fact sheet Fees, costs and tax for more information.

Cooling-off period

You have 14 days to check whether your NGS TTR account meets your needs. The 14 day cooling-off period commences on the earlier of the date on which you receive your TTR account welcome letter, or the end of the fifth business day after your TTR account is opened. During this period you can generally cancel your TTR account and your account balance including investment earnings (which may be either positive or negative) can be transferred as permitted by superannuation law without incurring any management or transaction charges. Any government taxes and charges paid by NGS Super on your behalf will be deducted.

If you have an NGS TTR account and have since:

- retired after reaching your preservation age (see page 9 for details on preservation age) or
- ceased a gainful employment arrangement after age 60 (even if you did not permanently retire)
you should notify us so you can transfer from an NGS TTR account (where investment earnings are taxed) to an NGS Income account (where investment earnings are tax-free).

You can do this by completing the Change details advice form at ngssuper.com.au/forms. Unless you advise otherwise, your investment option(s) will be transferred to the equivalent tax free investment option(s).

1 Gainfully employed means employed or self-employed for gain or reward in any business, trade, profession, vocation, calling, occupation or employment.

2 The total amount of super that is permitted to be transferred into the retirement phase (e.g. NGS Income account) is known as the transfer balance cap and is managed by the Australian Taxation Office (ATO). All individuals have their own personal transfer balance cap. Each individual has a personal transfer balance cap that depends on when they commenced a retirement income stream and with how much. You can view your personal transfer balance cap through your ATO linked account by logging into my.gov.au.

NGS TRANSITION TO RETIREMENT GUIDE
Starting an NGS Transition to retirement account

The minimum balance required to start an NGS TTR account is $20,000. When you apply for a NGS TTR account, you can choose to roll over any other super you may have with another fund.

Once your account is established, you cannot add contributions directly to your NGS TTR account, but you and your employer can continue to make contributions to your NGS Accumulation account.

You then have the choice of:

• setting up a second NGS TTR account
• stopping your current NGS TTR account and starting a new one with the additional funds or
• transferring your NGS Accumulation account and the balance of your NGS TTR account to an NGS Income account once you have retired, ceased a gainful employment arrangement after age 60 or turned age 65.

Your NGS TTR account is a flexible and tax-effective means of converting your super savings into regular payments.

NGS TTR account features

• Investment returns — both positive and negative — are allocated to your account.
• Income payments are drawn from your account.
• Fees are charged to your account and taxes deducted where applicable.
• You can vary the level of payments you receive at any time, subject to the required limits as detailed on page 9.
• As you receive payments over time, your account balance will generally tend to reduce at a rate dependent on your investment earnings and withdrawal amounts. If your account balance reduces to $2,000 or less, we may choose to close your account and transfer your balance to you in accordance with superannuation law.

We have a range of fact sheets to help you understand your options. These are available at ngssuper.com.au/PDS. We encourage you to read:

• Transition to retirement and
• Fees, costs and tax for information about the tax treatment of your account.

Moving from an NGS Transition to retirement account to an NGS Income account

An NGS Income account is for retirees and people aged 65 and over. These are often referred to as account-based pensions. The NGS Income account allows you to control how much and how often you are paid and allows you to make lump sum withdrawals whenever you need to. You can read more about the NGS Income account in our Income account guide and fact sheet Understanding the NGS Income account available at ngssuper.com.au/PDS.

If you have an NGS TTR account and have:

• retired after reaching your preservation age (see page 9 for details on preservation age) or
• ceased a gainful employment arrangement after age 60 (even if not retired)

you will need to notify us if you would like to transfer your NGS TTR account to an NGS Income account where investment earnings are tax-free and there is no limit on the maximum value of your withdrawals. You can do this by completing the Change details advice form at ngssuper.com.au/forms. Unless you advise otherwise, your investment option(s) will be transferred to the equivalent tax free investment option(s).

We will contact you before you turn 65 to advise that we will transfer your NGS TTR account to the NGS Income account.

The transfer balance cap

A transfer balance cap is applied on the amount of super you can transfer into the retirement phase. The transfer balance cap limits the amount that you can transfer into an income account within the retirement phase of super. Amounts in excess of the cap can be maintained in your NGS Accumulation account where earnings will be taxed at 15%.

The transfer balance cap applies to all super you have within Income accounts and is assessed at the time of transfer into an Income account.

An excess transfer balance occurs if your transfer balance account (managed by the ATO) exceeds your transfer balance cap at the end of a particular day. The ATO will issue you with an excess transfer balance determination which sets an amount that you must remove from your retirement phase account (NGS Income account).

If you exceed the cap, you’ll pay tax on the excess amount and the associated earnings known as excess transfer balance tax. This tax will continue to accrue until you remove your excess transfer balance amount.

To remove an excess amount, you need to commute part of the value of your income stream into a lump sum (and either transfer it into an accumulation account or withdraw it from super). You can either commute excess amounts voluntarily or we will transfer the amount as required by the ATO.

Further details can be found at ato.gov.au
Tax and your NGS Transition to retirement account

Providing your tax file number

We ask all members under age 60 to provide their tax file number (TFN) to us when opening an NGS TTR account, regardless of whether you have provided your TFN for your NGS Accumulation account. You don’t have to provide your TFN, but if you don’t, you may pay a higher rate of tax on your regular payments. You may be able to claim back any overpayment when you lodge your annual tax return.

If you don’t have a TFN and require one, please contact the ATO on 13 10 20 or visit their website ato.gov.au

How tax applies to your NGS Transition to retirement account

There are a number of different ways that tax applies to your NGS TTR account.

• Tax on transfers into NGS Super — generally, there’s no tax on transfers into NGS Super but tax is payable on ‘untaxed’ components (if any) you transfer from another super fund. You can check with your other fund to find out if you have any ‘untaxed’ components.

• Tax on your investment earnings — earnings are concessionally taxed at 15%. When you retire or you cease gainful employment after age 60, you can transfer an amount up to your transfer balance cap to an NGS Income account where no tax applies to investment earnings.

• Tax on your income payments — if you have reached your preservation age (see page 9) and are less than age 60, part of your payments may be tax-free and you will generally receive a 15% tax offset on the taxable portion of your payments. Once you turn 60, your payments are tax-free.

Tax on your death benefit

Lump sum benefits are tax-free if paid to your dependants for tax purposes, who include:

• your spouse (including de facto) whether the same or different sex
• your children who are under the age of 18
• a person who is partially or wholly financially dependent on you
• a person with whom you are in an interdependency relationship at the date of your death.

More information

For more detailed information about how tax applies to your NGS TTR account visit ngssuper.com.au/PDS and see our fact sheet Fees, costs and tax
Who will receive your death benefit?

In the event of your death, you can elect for your account balance to be paid as a:
• pension to your spouse or other dependant as a reversionary pensioner or
• lump sum to your spouse, dependants or estate.

There are rules around who can receive a superannuation death benefit. You can read our fact sheet Nominate your beneficiaries available at ngssuper.com.au/PDS for details on who you can nominate.

Reversionary beneficiary

You can set up a reversionary beneficiary, which instructs us to continue to make pension payments to your spouse or another dependant if you die.

A reversionary beneficiary can only be requested when your first apply for your NGS TTR account. You will need to complete Step 8 of the Application form.

Binding nominations — lapsing or non-lapsing

A valid binding nomination means that you choose who will receive your benefit in the event of your death. You may prefer this option if:
• your family or relationship arrangements are complex
• you have structured your will to achieve certain outcomes.

As long as your nomination is valid, a binding nomination ensures that the trustee can pay your super benefits only in accordance with your wishes. Like your will, your binding nomination should be kept up-to-date so that it reflects your current situation.

A binding nomination can be either lapsing or non-lapsing.

Lapsing — a lapsing binding beneficiary nomination is valid for up to 3 years. You must confirm the nomination in writing before the 3-year period expires. We’ll send you a renewal notice shortly before the 3-year expiry date so you can reconfirm or amend your nomination.

Non-Lapsing — a non-lapsing binding beneficiary nomination will not expire.

You must meet certain conditions to ensure your nomination is valid. For this reason, it is important that you review your nomination regularly to ensure it is still in accordance with your wishes.

Non-binding nominations

Making a non-binding beneficiary nomination means that NGS Super must (by law) decide who will receive your death benefit.

In the event of your death, we will consider your non-binding nomination and will look at all your personal circumstances, including your will, before deciding whether to pay to any of your dependants, your estate or a combination of both.

No nomination

If you do not nominate a beneficiary, the balance of your account will be paid to your estate and/or your dependants as determined by the trustee.

Nominating your beneficiaries can be complex. You can nominate a reversionary beneficiary, or make a binding, or a non-binding nomination, so it’s important to tell use who you would like to receive your death benefit by completing either the:
• NGS TTR account application form at Step 8 for nomination of a reversionary beneficiary or
• Death benefit nomination form for binding or non-binding nominations.

PART TWO
HOW TO OPEN YOUR NGS TRANSITION TO RETIREMENT ACCOUNT

Making your application

To apply for an NGS Transition to retirement (TTR) account, please complete the Application form in this guide.

You need to provide us with the following completed documentation before we can start your NGS TTR account:

• NGS Transition to retirement application form
• ATO tax file number declaration form — if you are under age 60, as we will be paying you an income from your account (while this is not compulsory, if you don’t provide a TFN, you may pay more tax than necessary)
• ATO withholding declaration form — if you are under age 60 and you want us to adjust the tax withheld from payments made to you
• confirmation of your bank details (a copy of a recent bank statement showing your bank or financial institution, account name, BSB and account number)
• certified proof of your identity that verifies your full name, date of birth and residential address
• Transfer authority form — if you want to start your NGS TTR account with money held in any other super fund.

How long will your NGS Transition to retirement account last?

Your NGS TTR account will continue to be paid until your account is closed, your account balance is reduced to zero, or until you start an NGS Income account. As your account balance is not guaranteed, it is not possible to predict exactly how long your account balance will last.

The length of time your NGS TTR account income will last depends on:

• the amount you invest to start your account
• your net investment earnings
• fees and charges
• the regular income you withdraw (including any applicable tax while you are under age 60)

If your account balance reduces to $2,000 or less, we may choose to close your NGS TTR account and transfer your account balance to you in accordance with superannuation law.
Starting and managing your NGS Transition to retirement account

There are a number of things you need to do and decisions you need to make when setting up and managing your NGS TTR account.

**Determine whether you’re eligible for an NGS TTR account**

To commence an NGS TTR account, you need to be working and have reached your preservation age. Your preservation age depends on your date of birth. If you were born before 1 July 1963 then you have already reached your preservation age.

<table>
<thead>
<tr>
<th>Your date of birth</th>
<th>Preservation age</th>
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</thead>
<tbody>
<tr>
<td>Between 1 July 1963 and 30 June 1964</td>
<td>59</td>
</tr>
<tr>
<td>After 30 June 1964</td>
<td>60</td>
</tr>
</tbody>
</table>

**Opening your new NGS TTR account**

You will need to complete the Application form in the forms section of this guide. You’ll need an initial balance of at least $20,000 to start an NGS TTR account. In most cases, you’ll transfer the opening balance from your NGS Accumulation account. If you want to keep your NGS Accumulation account open, you must retain at least $10,000 there after a transfer. If you have other super you’d like to put into your NGS TTR account, you will need to arrange to have this transferred into your NGS Accumulation account before you transfer the opening TTR account balance. We can assist you with this.

**Decide where you will transfer or roll over your super money from**

You may combine any super you have with other super funds to form the opening balance of your NGS TTR account. Before you commence your NGS TTR account, make sure you’ve identified all of the super you want to go into (or be transferred to) your account. Once your account has been opened, you can’t add any contributions or further transfers to it without stopping/restarting or opening a new NGS TTR account. To arrange a transfer from another fund, you can either contact the other fund and request a rollover of your account balance to NGS Super or have us arrange the transfer for you. If you want us to arrange the transfer, simply complete the Transfer authority form in this guide and send it to us with your NGS TTR account application form.

**Determine the amount of your payment**

You can choose how much you’d like to receive each year to suit your lifestyle needs. The amount you choose must be at least the required minimum and not more than the maximum amount of 10% of your account balance. We will calculate the minimum payment you are required to receive at the time your NGS TTR account starts and we will pro-rate it for the period between your start date and the end of the financial year. At the beginning of each financial year thereafter, we’ll provide details of the minimum amount you are required to receive based on your account balance as at 1 July.

<table>
<thead>
<tr>
<th>Minimum annual payment (% of account balance)</th>
<th>Maximum annual payment (% of account balance)</th>
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</thead>
<tbody>
<tr>
<td>4%</td>
<td>10%</td>
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</table>

You can check your minimum amount via Member Online at ngssuper.com.au/MOL. Once logged in, go to the Withdrawals tab.

**Moving from an NGS Transition to retirement account to an Income account**

Your NGS TTR account will automatically transfer to an NGS Income account when you turn 65. If you cease an employment arrangement after turning age 60, or retire permanently, you will need to notify us if you wish to transfer your NGS TTR account to an NGS Income account. There is no tax on your earnings with an NGS Income account.

Read our Income account guide for more information.
Changing your payment amounts

On 1 July each year, your online account details will be updated to record your new minimum payment amount for the new financial year. You can check these details by logging into your Member Online account at ngssuper.com.au/MOL.

Once logged in, go to the Withdrawals tab.

You can change your payment amount at any time, as long as you remain within the minimum and maximum for the year. You can request a change through your Member Online account or by completing a Request to vary your pension payment form at ngssuper.com.au/forms.

You have the option for your nominated annual payment to automatically increase at 1 July each year. The increase can be either a percentage nominated by you or the annual change in line with the March quarter consumer price index (CPI).

Choose the timing of your payments

You may choose to have your payments made fortnightly, monthly, quarterly, six-monthly or annually. Other than for fortnightly payments, we must receive your completed TTR application form (including any transfers from other funds required as part of your request) by the 25th day of the month prior to when you want your payments to commence, otherwise your payments will commence on the first available pay date after your account has been established.

You can change the frequency of your payments at any time by completing and returning a Request to vary your pension payment form at ngssuper.com.au/forms.

Choose where you want to have your payments made

We’ll make your payments electronically to your nominated bank account, which must be a personal account held solely or jointly in your name. Payments are made in Australian dollars. You can only nominate one bank account.

Provide your account details in Step 7 of your TTR application form. Changes to your nominated bank account can be made through our Request to vary your pension payment form at ngssuper.com.au/forms.

Decide whether you want to make any lump sum withdrawals

Lump sum withdrawals from an NGS TTR account are generally not permitted, except to:

- pay for a family law split
- pay any excess contribution tax assessment
- access the unrestricted non-preserved component of your benefit (if any).

You can also transfer the balance of your account back into your NGS Accumulation account.

Choose your investment options

You can invest your NGS TTR account in any combination across our suite of investment options. You can either choose to invest in just one of our investment options or across multiple investment options.

These include:

- pre-mixed options
- sector-specific options

If you don’t make an investment choice, your account will automatically be invested in our default investment option, Diversified (MySuper).

You can make your choice using the NGS TTR application form that comes with this guide.

If you choose to invest your account in more than one investment option, you have the flexibility to nominate a drawdown strategy where your income payments will be paid from:

- proportional to each investment option — payments will be drawn in the same proportion as you have nominated for your initial investment. If you don’t select a drawdown strategy, your income payments will be made proportionally.
- nominated percentage drawdown — choose to have your payments made from one or more of the pre-mixed or sector-specific investment options you have for your account balance.
- priority drawdown — select the investment options from which payments are drawn by electing a drawdown order. Payments will only be drawn from one investment option at a time. Payments will be drawn from your first nominated investment option until it is depleted, then drawn from your next nominated option and so on.

In each of the above cases, if you subsequently change the investment options in which your account balance is invested, you may need to review and change your payment nomination. You should consider getting professional advice before making decisions about your investments.

You can request to change your investment options for your account balance and drawdown strategy:

- through Member Online at ngssuper.com.au/MOL
- by completing the Investment switching form at ngssuper.com.au/forms
- by calling us on 1300 133 177.

For more information on our investment options, please read our Investment guide at ngssuper.com.au/PDS or phone us on 1300 133 177 to request a copy.
Australian Financial Complaints Authority (AFCA) — a dispute resolution service that is able to hear complaints that have not been resolved by a super fund’s internal complaints mechanism.

Australian Prudential Regulation Authority (APRA) — Commonwealth agency responsible for the prudential regulation of banks, life insurance companies and superannuation funds.

Australian Securities and Investments Commission (ASIC) — government body responsible for consumer protection for financial products, including super, life insurance and general insurance.

Beneficiary — a person you nominate to receive the balance of your account in the event of your death.

Child — includes:
• an adopted child, a step-child or an ex-nuptial child
• a child of your spouse
• a child within the meaning of the Family Law Act 1975.

Complying fund — a resident regulated super fund which complies with the Superannuation Industry (Supervision) Act (SIS) and its regulations. A super fund must be complying to receive favourable tax treatment.

Condition of release — is the term used when you can access your super.

The most common conditions of release for paying benefits are when you have:
• reached your preservation age and retired
• reached your preservation age and you begin an NGS Transition to retirement account
• ceased employment on or after reaching age 60
• turned 65 years of age (even if you haven’t retired)
• died.

In special circumstances, at least part of your super may be paid before you have met an above-mentioned condition of release. These are:
• terminating gainful employment
• permanent incapacity
• temporary incapacity
• severe financial hardship
• compassionate grounds
• terminal medical condition.

More details can be found in our fact sheet Gaining access to your super.

Dependant — a spouse, child, or any person financially dependent on you at the time of your death. A dependant may also be any person who you have an interdependency relationship with.

Income accounts — these are also referred to as account-based pensions and the terms are interchangeable. Income accounts provide regular payments drawn down from the account holder’s balance. Annual payments must be at least the government-legislated minimum. The account will continue until death or until the balance is exhausted. Upon death, the account balance will be paid to the beneficiary(ies) as a lump sum. The advantage of an income account is the flexibility to receive regular payments as and when you require them.

See our Income account guide and our fact sheet Understanding the NGS Income account at ngssuper.com.au/PDS for more information.

Industry fund — a multi-employer super fund covering a particular industry, generally set up by the unions and employer organisations covering the relevant industry.
Interdependency relationship — a close personal relationship between two people who live together, where one provides the other with financial support, and one or each provides the other with domestic support and personal care. This includes certain relationships where some interdependency criteria are not satisfied because one or both persons suffer from a disability or because the persons are temporarily living apart.

Investment manager — an organisation that invests in and manages a particular portfolio of assets on behalf of a superannuation fund.

Legal personal representative — executor or administrator of a deceased estate.

Nominated beneficiary — a person you nominate to receive the balance of your account in the event of your death.

Preservation age — the age from which you can access your NGS Accumulation account subject to you meeting a Condition of release. More details on Preservation age can be found on page 9.

Preserved amount — the portion of your NGS Accumulation account that you generally cannot access until you meet a Condition of release.

Priority drawdown — enables you to choose the order in which your investments are depleted when your pension is paid to you. Payments will be drawn from your first nominated investment option until the investment in that option is depleted. Payments will then be drawn from your next nominated option and so on.

Reversionary beneficiary — the person to whom your income payments will continue to be paid in the event of your death (if you have made a reversionary nomination within your original NGS TTR account application).

Rollover — the transfer of money from one super fund to another fund or super pension.

Spouse — includes:

- another person — whether of the same sex or a different sex — with whom the person is in a relationship that is registered under a law of a State or Territory (prescribed for the purposes of section 22B of the Acts Interpretation Act 1901 as a kind of relationship prescribed for the purposes of that section)
- another person who, although not legally married to the person, lives with the person on a genuine domestic basis in a relationship as a couple.

Transition to retirement (TTR) accounts — these are similar to an Income account with many of the same rules and features (see definition). The differences are:

- you generally can’t withdraw lump sums
- your regular pension payments are limited to a maximum of 10% of your account balance each year
- investment earnings are not tax-free — they are concessionally taxed at up to 15%.

These accounts are available to members who have reached their Preservation age and who are not yet eligible for an Income account.
These forms follow:

1. **NGS TRANSITION TO RETIREMENT ACCOUNT APPLICATION FORM**
   Complete to open your NGS Transition to retirement account.

2. **TRANSFER AUTHORITY FORM**
   Complete this form to transfer other super into NGS Super and save paying multiple fees.

3. **DEATH BENEFIT NOMINATION FORM**
   You can use this form if you want to make a binding nomination (i.e. where there is a valid nomination, the trustee has no discretion to decide who is to receive your benefit).

4. **TAX FILE NUMBER DECLARATION FORM**
   Complete this form if you are under age 60 (not compulsory, but you may pay more tax than necessary if this form is not provided).
NGS Transition to retirement account

APPLICATION FORM

Use this form to open an NGS Transition to retirement (TTR) account.

If you need help

If you’re unsure of your decisions, consider obtaining professional advice. We offer:
• advice at no extra cost through our Financial Advice Helpline
• low-cost advice through NGS Financial Planning.

To make an appointment, contact us on 1300 133 177 or complete the Financial planning enquiry form at ngssuper.com.au/advice

Before applying to open an NGS Transition to retirement account, make sure you read our Product Disclosure Statement. You can also view our Target Market Determinations at ngssuper.com.au/TMD

Please send your completed form and supporting documents to:
NGS Super
GPO Box 4303
MELBOURNE VIC 3001

Step 1. Complete your personal details

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<tr>
<th>Title</th>
<th>Date of birth</th>
<th>Given names</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
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<td></td>
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</table>

Residential address (must be provided)

<table>
<thead>
<tr>
<th>Suburb</th>
<th>State</th>
<th>Postcode</th>
</tr>
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<tbody>
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<td></td>
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</tbody>
</table>

Postal address (if different to above)

<table>
<thead>
<tr>
<th>Suburb</th>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
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</table>

Phone number

<table>
<thead>
<tr>
<th>Phone number</th>
<th>Mobile</th>
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</table>

Personal email — see note below

<table>
<thead>
<tr>
<th>Personal email</th>
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</table>

Please advise if you would like us to send you a Centrelink Schedule. □ Yes □ No

Alternatively, you can request this at any time by calling us on 1300 133 177.

Providing your email address

By providing us with your email and/or mobile number, the trustee will provide information such as annual reports, member statements, exit statements and notices of any material changes or occurrence of significant events electronically, rather than in paper form. If you would prefer to receive notifications by post, you can change your preferences in Member Online or by contacting us.

Are you intending to claim a tax deduction for personal contributions you have made to your super account with NGS or with another fund?

You should complete the relevant form to notify your intent to claim a tax deduction before requesting a withdrawal.

You will not be able to claim a tax deduction if the transfer occurs first.

Find out more at ngssuper.com.au/deduction

Issued by NGS Super Pty Limited ABN 46 003 491 487 AFSL No 233154 the trustee of NGS Super ABN 73 549 180 515
Step 2. Make your initial investment

I wish to invest the following amount(s):

- **Transfer from my NGS Accumulation account number** [___] (minimum remaining balance for this account to stay open: $10,000): (select one option only)
  - Total account balance
  - Partial transfer of $[___]
  - Retain $[___] in my NGS Accumulation account and transfer the balance to my new NGS Transition to retirement (TTR) account.

**NGS Self-Managed Direct Investment Option (DIO) — For members invested in this option only**

We do not offer the DIO option in the NGS TTR account. If you wish to maintain investments in your DIO option in your NGS Accumulation account, you will still need to meet the investment limit (maximum 80% of your NGS Accumulation account invested in the DIO option) after transferring your initial investment to your NGS TTR account.

If you wish to transfer some or all of the value in your existing investment in the DIO option to your NGS TTR account, you must first transfer these investments back into your pre-mixed or sector-specific investments using Member Online at [ngssuper.com.au/mol](http://ngssuper.com.au/mol). Please note, transferring money from DIO may take some time to complete. Refer to the NGS Self-Managed Guide for details.

- **Rollover from other funds:**

<table>
<thead>
<tr>
<th>Name of other fund</th>
<th>Amount to be invested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rollover from</td>
<td>$[___]</td>
</tr>
<tr>
<td>Rollover from</td>
<td>$[___]</td>
</tr>
<tr>
<td>Rollover from</td>
<td>$[___]</td>
</tr>
</tbody>
</table>

**Total initial investment (minimum $20,000)** $[___]

Note: Your new NGS TTR account will not commence until all of your rollovers listed have been received. You will need to organise any rollovers by either completing a Transfer authority form available at [ngssuper.com.au/forms](http://ngssuper.com.au/forms) or contacting your other super fund.
**Step 3. Choose your investment options for your account balance**

You can choose to invest your new NGS TTR account:

- in the same proportions your existing NGS Accumulation account is currently invested in unitised options (pre-mixed and sector-specific) or
- in one or more investment options in any percentage ensuring the total adds up to 100%.

If you don’t make a selection or your selection is invalid, we will invest your account balance in the default option — the Diversified (MySuper) option.

For more detailed information about each investment option, go to ngssuper.com.au/performance

- **Option 1**: I wish to have my initial investment allocated in the same proportions as my NGS Accumulation account is currently invested in unitised (pre-mixed and sector-specific) options — i.e. excluding any investment in the NGS Self-Managed DIO option.

- **Option 2**: I wish to have my initial investment allocated between the following investment options.

<table>
<thead>
<tr>
<th>Percentage to be invested</th>
<th>Pre-mixed options</th>
<th>Sector-specific options</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Diversified (MySuper) — default investment option</td>
<td>Australian Shares</td>
</tr>
<tr>
<td></td>
<td></td>
<td>International Shares</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Infrastructure</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Property</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Diversified Bonds</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cash &amp; Term Deposits</td>
</tr>
<tr>
<td>10%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**
Step 4. Choose your investment options for your drawdown strategy (income payments)

- **Option 1: Proportional to each investment option**
  Please make payments in proportion to each investment option. This means that as each investment moves up and down in value, the pension payment will be paid in direct correlation with the balance held in each option.
  If you wish to have your payments made from nominated investment options or a priority election, please choose either Option 2 or Option 3, but not both.
  **If you do not complete this section of the form, payments will be drawn proportional to each investment option.**

- **Option 2: Nominated percentage drawdown**
  You can choose to have your payments made from one or more of the pre-mixed or sector-specific investment options you have chosen above for your account balance. For example, if your account is invested in 80% Diversified (MySuper) default option and 20% Balanced option, you could choose to have your payments made from the Balanced option only. Alternatively, you can choose to have payments deducted proportionally from all your options. Once there’s no longer enough money in your chosen option(s), payments will automatically be deducted from the account balance invested in your other option(s). You’ll be notified at the time, and you can adjust your investment choice accordingly.

<table>
<thead>
<tr>
<th>Percentage to be invested</th>
<th>Pre-mixed options</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Diversified (MySuper) — default investment option</td>
</tr>
<tr>
<td></td>
<td>High Growth</td>
</tr>
<tr>
<td></td>
<td>Balanced</td>
</tr>
<tr>
<td></td>
<td>Defensive</td>
</tr>
<tr>
<td></td>
<td>Indexed Growth</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Sector-specific options</th>
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</thead>
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<tr>
<td></td>
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<td></td>
<td>International Shares</td>
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<tr>
<td></td>
<td>Infrastructure</td>
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<tr>
<td></td>
<td>Property</td>
</tr>
<tr>
<td></td>
<td>Diversified Bonds</td>
</tr>
<tr>
<td></td>
<td>Cash &amp; Term Deposits</td>
</tr>
</tbody>
</table>

If in the future you change your investment options, the above instruction will become invalid and cease to apply. You can provide a new priority drawdown instruction when you change your investment options or at any other time.

- **Option 3: Priority drawdown**
  You can choose the pre-mixed and sector-specific investment options from which payments are drawn by electing a drawdown order. Payments will only be drawn from one investment option at a time. After your first nominated investment option is depleted, payments will then be drawn from your next nominated option until this has been depleted and will continue down your drawdown order. For example, if your account balance is invested in 50% Diversified (MySuper) default option, 25% Balanced option and 25% High Growth option you could choose to have your payments drawn down in the order of 1. Balanced, 2. High Growth and 3. Diversified (MySuper).

**Drawdown option order (number 1,2 etc as required):**

<table>
<thead>
<tr>
<th>Pre-mixed options:</th>
<th>Sector-specific options:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diversified (MySuper) — default investment option</td>
<td>Australian Shares</td>
</tr>
<tr>
<td>High Growth</td>
<td>International Shares</td>
</tr>
<tr>
<td>Balanced</td>
<td>Infrastructure</td>
</tr>
<tr>
<td>Defensive</td>
<td>Property</td>
</tr>
<tr>
<td>Indexed Growth</td>
<td>Diversified Bonds</td>
</tr>
<tr>
<td></td>
<td>Cash &amp; Term Deposits</td>
</tr>
</tbody>
</table>

If in the future you change your investment options, the above instruction will become invalid and cease to apply. You can provide a new priority drawdown instruction when you change your investment options or at any other time.
Step 5. Decide on your payment amount

Payment frequency: (select one option only)

- ○ Fortnightly
- ○ Monthly
- ○ Quarterly
- ○ Six-monthly
- ○ Yearly

Payment start date
Please advise from when you wish to commence your payments:

Starting month and year: [ ]/[ ]

Your payment will be paid on the fifteenth of the month (excluding fortnightly payments).

Nominated payment amount
Please nominate the amount you wish to receive from your pre-mixed and/or sector-specific investment(s) as per step 4: (select one option only)

- ○ Minimum amount permitted (refer to page 9 of our Transition to retirement guide) per financial year
- ○ $[ ] per payment
- ○ Maximum amount permitted (currently 10%) per financial year
- ○ [ ]% (nominate an annual percentage between your minimum amount and 10%)

Optional annual increase to your nominated payment amount (if left blank no increase will be applied):
Your payments will increase from 1 July each year by the percentage you select, unless you change this at a future date. (select one option only)

- ○ Nil
- ○ Consumer Price Index
- ○ Nominated percentage: [ ]%

Note that any increase is subject to the minimum and maximum payment amounts permitted.

Step 6. Choose a payment amount for your first financial year

In the first financial year your account commences, we will pay you in accordance with the amount you have nominated in Step 5 above, unless you choose a higher amount.

You may be able to choose a higher amount in the first financial year your account commences. For example, if you start your account in January and there are 6 scheduled monthly payments remaining to 30 June, you could choose to receive your first 6 payments at a higher rate than your normal nominated amount, as follows:

\[
\text{(the amount nominated in Step 5 above) } \times \frac{12}{6} = \text{This amount would therefore be twice the normal rate of payment, but only for the remainder of the first financial year.}
\]

Do you wish to receive a higher amount in the first financial year, based on the annualised amount nominated in Step 5 above and paid over the number of scheduled payments remaining to the next 30 June?  
Yes [ ] No [ ]

Step 7. Complete your payment details

Please provide proof of your bank account details such as a statement that shows your BSB number, your bank account number and your account name. My bank account details are as follows:

<table>
<thead>
<tr>
<th>Financial institution</th>
<th>[ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account holder's name</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BSB</th>
<th>Account number</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Money cannot be paid into a credit card account or a third party account. We will take care to ensure your money is paid in line with the details you have provided.

We accept no responsibility for any loss which occurs as a result of incorrect bank details you provide us. If the bank rejects the payment of your money we will pay you by cheque.

Please note, bank fees may be charged for telegraphic transfers to international bank accounts and will be deducted from your payments.

^ This must be a personal account, held solely or jointly in your name.
Step 8. Nominate your beneficiaries

If you die, the balance of your NGS TTR account may be paid to your spouse, dependants or estate.

You have the option of:

(1) nominating a reversionary beneficiary OR
(2) making a non-binding nomination OR
(3) making a binding (lapsing or non-lapsing) nomination.

If you do not nominate a reversionary beneficiary or make a binding (lapsing or non-lapsing) nomination, NGS Super ("the trustee") will determine to which of your dependants and/or your estate your account balance will be paid. Your nomination will be taken into account if we hold a completed form when the trustee makes their determination. For more details, refer to our fact sheet [Nominate your beneficiaries](https://ngssuper.com.au/PDS) available at ngssuper.com.au/PDS

If you wish to nominate a reversionary beneficiary, you must do so here using the application form. You will not be able to nominate a reversionary beneficiary once this account commences.

- **Option 1: Reversionary nomination (you cannot change or remove your reversionary beneficiary once your account starts)**
  
  Given Name  
  
  Surname  
  
  Relationship to you  
  
  Date of birth

- **Option 2: Non-binding nomination**
  
  If you make a non-binding nomination, the trustee is not legally bound by your wishes but will take them into account. If you want to make a non-binding nomination, please complete the [Death benefit nomination form](#) available in this guide, then attach it to this application.

- **Option 3: Binding nomination**
  
  If you make a valid binding nomination, the trustee has no discretion to decide who is to receive your death benefit. Your death benefit must be paid to your nominated beneficiaries.
  
  If you wish to make a binding nomination, please complete the [Death benefit nomination form](#) enclosed in this guide, then attach it to this application.
Step 9. Attach proof of identity

For identification purposes, you **MUST** attach a certified copy of either your driver’s licence (front and back) or passport (or acceptable alternatives). You can have these documents certified by a number of people including either a full-time teacher or by a post office employee with more than two years’ continuous service. For a full list of people who can certify documents and acceptable alternative documents, please visit ngssuper.com.au/POI. An example of how to certify documents is shown below. Failure to provide appropriate proof of identification may result in delays in the processing of your payment(s).

How to certify documents

After sighting the original and the copy and making sure both documents are identical, the certifier must include on EACH page:

- written or stamped ‘certified true copy’
- signature and printed full name
- qualification (such as Justice of the Peace, Australia Post employee with more than 2 years’ continuous service, etc.)
- date (the date of certification must be within the 12 months prior to our receipt).

A clear copy of the document that identifies you (i.e. your driver’s licence (front and back) or passport).

Write or stamp ‘certified true copy’ of the original document.

The authorised person’s signature.

Full name, qualification and registration number (if applicable) of the authorised person.

Date of certification (within 12 months of receipt by NGS).

Verification

A verification of the certifying party may be performed. If a discrepancy arises, you may be requested to re-certify documentation.

Important note

The information in this document is a guide only and we may request additional documentation prior to any payment.

Step 10. Complete tax file number declaration

☐ I have completed and attached the ATO **Tax file number declaration form**.

Note: The ATO **Tax file number declaration form** (enclosed in this guide) **is only required if you are under age 60** at the time of completing this form.

Step 11. Third party authorisation

If you wish to give authorisation for a third party such as your financial adviser or your partner to receive information about your account, you will need to provide the following details of this person:

Given name/s

Family name

Business name (if authorised person is a financial adviser)

Business address

Suburb          State               Postcode

Authorised person’s telephone                  Mobile

Authorised person’s email address

Signature       Date  /  /  

[Signature]

[Date]
Step 12. Sign the form

Your application will not be accepted unless you have signed this declaration.

By signing this form I:

• declare I have read and understood the Product Disclosure Statement issued 9 November 2022
• declare all the information I have provided is true and correct
• acknowledge that I have received all information I require in order to exercise the choices I have made including where I can find the Target Market Determination
• accept that I will be bound by the provisions of the Trust Deed and rules which govern the operation of NGS Super
• acknowledge that if I’ve provided my email address details in this application form, the trustee will use that email address to send information, including any annual reports, member and exit statements and notices of any material changes or the occurrence of significant events, by electronic means. I can change this preference through Member Online or by contacting NGS Super
• confirm that I am an Australian resident.

I consent to my personal information being collected, disclosed and used as described in the Privacy Collection Statement.

Signature:  
Date:   

Please return your completed form together with your:

• proof of identity
• copy of supporting bank account details
• Tax file number declaration form (if applicable) and
• Death benefit nomination form (if applicable) to:

NGS Super
GPO Box 4303
MELBOURNE VIC 3001

You may like to make a copy for your records.

Privacy Collection Statement

NGS Super Pty Limited ABN 46 003 491 487 of Level 4, 14 Martin Place Sydney NSW 2000 collects personal information from you (or from third parties such as your employer or another super fund) to manage your NGS Super account, keep you informed, improve our products and services or take action on a matter you have contacted us about. If we don’t have your personal information, we may not be able to perform these services. We may be authorised to collect your personal information by certain laws, including laws relating to superannuation, taxation and anti-money laundering/counter-terrorism financing.

We disclose personal information as required to manage the Fund, to service providers (including our administrator, our insurer and professional advisers), employers or parties required by law. Personal information may be accessed by service providers overseas, most likely by our administrator’s processing centre in India. For any other offshore locations, details of how to access and change your personal information and the privacy complaints process, go to ngssuper.com/pcs and ngssuper.com/privacy or call us on 1300 133 177.
**TRANSFER AUTHORITY FORM**

**Transfer whole balance from another fund into NGS Super**

Just fill in this form and send it back to NGS Super. It’s that simple. We’ll contact your other super fund/s and will look after all of the transfer details. There’s no fee for this service.

If you wish to transfer balances from more than one fund to NGS Super, you will need to complete a separate form for each transfer.

Your transfer will be processed faster if you provide your tax file number and a copy of a recent Member Statement from your other super fund.

**If you need help**

For assistance call us on 1300 133 177.

**Before you transfer**

If required, ensure that you transfer or replace any insurance cover you have with your other fund before closing your account. Find out more at ngssuper.com.au/consolidate

Please send your completed form to:

**NGS Super**  
GPO Box 4303  
MELBOURNE VIC 3001

---

**Step 1. Complete your personal details**

Please print in black or blue pen, in capital letters, one character per box.

<table>
<thead>
<tr>
<th>NGS Member number</th>
<th>Gender</th>
<th>Title</th>
<th>Date of birth</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Given name/s</th>
<th>Surname</th>
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<table>
<thead>
<tr>
<th>Residential address</th>
<th>Suburb</th>
<th>State</th>
<th>Postcode</th>
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<thead>
<tr>
<th>Previous address (if you know that the address held by your previous fund is different to your current residential address)</th>
<th>Suburb</th>
<th>State</th>
<th>Postcode</th>
</tr>
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<tbody>
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<tr>
<th>Daytime telephone</th>
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</tr>
</tbody>
</table>

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Issued by NGS Super Pty Limited ABN 46 003 491 487 AFSL No 233154 the trustee of NGS Super ABN 73 549 180 515
Step 2. Provide details of your other super fund

If you have multiple accounts with your other fund, you must complete a separate form for each account you wish to transfer.

If you are intending to claim a tax deduction for any personal contributions you have made to your other super account, you should first complete the relevant form with your other fund to notify them of your intent to claim a tax deduction prior to requesting this transfer. You may not be able to claim a tax deduction after this transfer occurs. Find out more at ngssuper.com.au/deductions

FROM:

- **Other super fund**
  - Fund name
  - Fund phone number
  - Membership or account number
  - Australian Business Number (ABN)
  - Unique Superannuation Identifier (USI)

- **Self-managed super fund (SMSF)**
  - SMSF name
  - Australian Business Number (ABN)
  - Electronic Service Address

TO:

- **Fund name** — NGS Super
- **Member number**
- **Phone number** — 1300 133 177
- **Australian Business Number (ABN)** — 73 549 180 515
- **Unique Superannuation Identifier (USI)** — 73549180515701
Step 3. Proof of identity

For transfers between super funds, your previous fund will verify your identification (ID) with the Australian Taxation Office (ATO). If the information held by your previous fund cannot be matched with the details held by the ATO, your previous fund may require you to provide certified proof of ID before they can complete your transfer to NGS Super.

Your tax file number (TFN) is required for identification purposes. Under super law, you are not obliged to disclose your TFN, but there may be tax consequences if you don’t (please refer below for details).

My TFN is: [Redacted].

If you do not provide your TFN:

- your contributions may be taxed at the highest rate plus Medicare levy
- you will not be able to make personal contributions to your super fund
- we may not be able to receive contributions from you or your employer
- it may be more difficult for you to monitor your account or to locate it if you lose track of it.

NGS Super is authorised to collect your TFN under the Superannuation Industry (Supervision) Act 1993. We will treat it as confidential and only use it for lawful purposes. This includes disclosing it to another super fund when we’re arranging a transfer of funds for you. However, you may request in writing that your TFN not be disclosed to any other trustee.

If you do not wish to provide your TFN then you will need to check with your previous fund to determine if you are required to provide certified ID. If you have more than one rollover, you will need to check the requirements with each of your previous super funds.

Step 4. Sign the form

By signing this form 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 I have obtained or do not require such information
- requesting consent to the transfer of superannuation as described above and authorise the superannuation provider of each fund to give effect to this transfer
- discharging the superannuation provider of my transferring fund from all further liability in respect of the benefits paid and transferred to my receiving fund.

By signing this form I am making the following declarations:

- I declare that the information is true and correct.
- Where the transferring fund is an SMSF, I confirm that I am a member, trustee or director of corporate trustee of the SMSF.
- I have read and understand the Privacy Collection Statement and consent to my personal information being collected, disclosed and used as described in that Statement.

I request and consent to the transfer of my superannuation as described within this form and authorise the super provider of each fund to give effect to this transfer.

Signature [Signature]

Date [Date]

Please return your completed form to:
NGS Super
GPO Box 4303
MELBOURNE VIC 3001

Privacy Collection Statement

NGS Super Pty Limited ABN 46 003 491 487 of Level 4, 14 Martin Place Sydney NSW 2000 collects personal information from you (or from third parties such as your employer or another super fund) to manage your NGS Super account, keep you informed, improve our products and services or take action on a matter you have contacted us about. If we don’t have your personal information, we may not be able to perform these services. We may be authorised to collect your personal information by certain laws, including laws relating to superannuation, taxation and anti-money laundering/counter-terrorism financing.

We disclose personal information as required to manage the Fund, to service providers (including our administrator, our insurer and professional advisers), employers or parties required by law: Personal information may be accessed by service providers overseas, most likely by our administrator’s processing centre in India. For any other offshore locations, details of how to access and change your personal information and the privacy complaints process, go to ngssuper.com/pcs and ngssuper.com/privacy or call us on 1300 133 177.
Who’ll get your super if you die?

You can nominate one or more persons that you would like your death benefit to be paid to if you die while a member of the Fund. Your nomination must be:

- one or more persons who are your dependants and/or
- your legal personal representative (i.e. your estate).

You can choose either:

- a binding nomination (lapsing or non-lapsing)
- a non-binding nomination
- no nomination.

If you have more than one NGS account, you can complete this form for all accounts where the nomination will be the same. However, if your nominations will be different for any account, you will need to complete a separate form for that account.

**Binding (lapsing or non-lapsing) nominations**

If you make a binding nomination and at the time of your death it is still valid, we will generally be bound to follow your instructions. You can choose to make your binding nomination either lapsing or non-lapsing.

A **lapsing nomination** will expire and become invalid after a period of 3 years unless you reconfirm, change or revoke it earlier.

A **non-lapsing nomination** will not expire.

It is important to review your situation and update your nomination if your circumstances have changed. You can confirm, amend or revoke your nomination at any time by completing a new **Death benefit nomination form**.

**Important information regarding your binding nomination**

When we receive your nomination, we are unable to check if any nominated beneficiaries are eligible dependants. However, we will review this at time of claim.

Your binding nomination will normally become invalid as soon as one of the following occurs:

- three years have lapsed from the date you signed the Death benefit nomination form (lapsing nominations only) or
- any nominated beneficiary dies or otherwise ceases to be a dependant (as defined) before you die.

Where a binding nomination is no longer valid, we’re required by law to treat your nomination as non-binding. You should be aware that if your relationship with one nominated dependant changes, an existing binding nomination may become invalid.

To make a binding death benefit nomination with NGS Super you must:

- complete this form in full
- only nominate eligible dependants and/or your legal personal representative
- sign and date the form in the presence of 2 witnesses (who are at least 18 years of age and neither of whom are nominated in this form) who also must sign and date the form
- ensure you clearly specify the percentage of your death benefit that you wish to allocate to each beneficiary and that the total allocation equals exactly 100%.

Once properly made, your nomination replaces any previous nomination you may have provided (with the exception of a reversionary beneficiary nomination — see above).

A binding nomination (whether lapsing or non-lapsing) will cease to have effect if you are subject to a court order at the time of your death that prohibited you from making a binding death benefit nomination or required you to amend or revoke a nomination, or if (and for so long as) the trustee is prevented from paying out your death benefit in accordance with your nomination due to Family Law.

**Non-binding nominations**

If you make a non-binding nomination, we are not legally bound by your wishes but will take them into account. Upon the event of your death, we will consider your non-binding nomination and will look at all your personal circumstances, including your will, before deciding whether to pay to any of your dependants or your estate, or a combination of both.

There is no expiration on a non-binding nomination. It is important to review your situation and update your nomination if your circumstances have changed.

**No nomination**

If you don’t make a nomination, you cancel your existing nomination or if your existing binding nomination expires or is invalid, we are required to pay your death benefit to your dependants and/or your estate as determined by us.

If you wish to revoke an existing binding death benefit nomination and not make a further nomination you need only complete Steps 1, 2, 4, 5 and 6 of the Death benefit nomination form, leaving Step 3 blank.

If you need help

For assistance or to access the Privacy Statement and your personal information call us on 1300 133 177.
Who can be nominated?
You can nominate one or more dependants and/or your legal personal representative (which means your estate).

Dependant includes:
• your spouse — whether by marriage, a de facto relationship (including same-sex partners) or a registered relationship under a law of State or Territory (including same-sex partners)
• your children (of any age) including step-children, adopted children and ex-nuptial children
• any other person who is financially dependent on you at the time of death or
• a person with whom you have an interdependency relationship.

If you nominate your legal personal representative but don’t have a will, the death benefit may be paid according to the laws of the State in which you resided at the date of your death.

Interdependency relationship
In order to meet the conditions for an interdependent relationship, 2 people must fulfill all of the following:
1. they have a close personal relationship
2. they live together
3. one or each of them provides the other with financial support
4. one or each of them provides the other with domestic support and personal care.

An interdependency relationship will also exist between 2 people if they have a close personal relationship but do not meet the criteria 2, 3 & 4 because either or both of them suffer from a physical, intellectual or psychiatric disability and may live in an institution, but were still in an interdependent relationship based on other criteria.

Tax on death benefit payments
Tax may be payable on some death benefit payments. Lump sum benefits are tax free if paid to your dependants for tax purposes. Payments to non-dependants for tax purposes (e.g. a financially independent adult child) or the estate are taxed according to the circumstances of the ultimate beneficiary and the tax components of the pension or lump sum. The table below summarises the tax payable.

Dependants for tax purposes
Includes your spouse (including de facto), your former spouse, children under age 18 or a person who is partially or wholly financially dependent on you at the date of your death.

<table>
<thead>
<tr>
<th>Dependants for tax purposes</th>
<th>Death benefits tax payable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accumulation account</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Payment to a dependant</strong> (as defined for tax purposes)</td>
<td>Nil</td>
</tr>
<tr>
<td><strong>Payment to a non-dependant</strong> (as defined for tax purposes)</td>
<td>Nil on the tax-free component. For the taxable component, the lower of:  • your marginal tax rate or  • 15% (plus the Medicare levy).</td>
</tr>
<tr>
<td><strong>Payment to an estate</strong></td>
<td>Tax is payable based on the classification of the beneficiaries. The estate will be required to pay any applicable tax.</td>
</tr>
</tbody>
</table>

1. Non-dependants for tax purposes generally include children over the age of 18 unless they remain financially dependent on the member.
# DEATH BENEFIT NOMINATION FORM

## If you need help

If you’re unsure of your decisions, consider obtaining professional advice. We offer:

- Advice at no extra cost through our Financial Advice Helpline
- Low-cost advice through NGS Financial Planning.

To make an appointment, contact us on 1300 133 177 or complete the Financial planning enquiry form on our website at ngssuper.com.au/advice

Please send your original completed form (not a copy) to:

NGS Super  
GPO Box 4303  
MELBOURNE VIC 3001

---

## Step 1. Complete your personal details

<table>
<thead>
<tr>
<th>Title</th>
<th>Date of birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Given name/s</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Surname</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residential address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suburb</th>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postal address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suburb</th>
<th>State</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This death benefit nomination applies to my: (tick all relevant accounts)

- [ ] NGS Accumulation account:
- [ ] NGS Transition to retirement account:
- [ ] NGS Income account:

Member number (if known)

---

## Step 2. Nomination options

Select one option from the following:

- [ ] Binding lapsing nomination (will expire in 3 years) — complete Steps 1, 2, 3, 4, 5 and 6
- [ ] Binding non-lapsing nomination (won’t expire) — complete Steps 1, 2, 3, 4, 5 and 6
- [ ] Non-binding nomination — complete Steps 1, 2, 3, 4 and 6 Also complete Step 5 if you are replacing a binding nomination
- [ ] No nomination or revoke existing nomination — complete Steps 1, 2, 4 and 6. Also complete Step 5 if you are replacing a binding nomination

---

*Issued by NGS Super Pty Limited ABN 46 003 491 487 AFSL No 233154 the trustee of NGS Super ABN 73 549 180 515*
**Step 3. Make your nomination**

You can only nominate a dependant and/or your legal personal representative (estate). Further information on who you can nominate can be found in our fact sheet *Nominate your beneficiaries* available at ngssuper.com.au/PDS

I direct the trustee of NGS Super to distribute my death benefit to the following people in the proportions shown below, in the event of my death:

<table>
<thead>
<tr>
<th>Given name(s)</th>
<th>Surname</th>
<th>Residential address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of birth</th>
<th>Relationship to you</th>
<th>Benefit %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Given name(s)

<table>
<thead>
<tr>
<th>Date of birth</th>
<th>Relationship to you</th>
<th>Benefit %</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Given name(s)

<table>
<thead>
<tr>
<th>Date of birth</th>
<th>Relationship to you</th>
<th>Benefit %</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Given name(s)

<table>
<thead>
<tr>
<th>Date of birth</th>
<th>Relationship to you</th>
<th>Benefit %</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Given name(s)

<table>
<thead>
<tr>
<th>Date of birth</th>
<th>Relationship to you</th>
<th>Benefit %</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Given name(s)

<table>
<thead>
<tr>
<th>Date of birth</th>
<th>Relationship to you</th>
<th>Benefit %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Legal personal representative (Estate)</td>
<td></td>
</tr>
</tbody>
</table>

**Total benefit allocation:** 100%
Step 4. Declaration and signature

By signing this form I declare that:

- I have read and understood the information in the attached **Death benefit nomination** information sheet
- this form revokes any prior binding (lapping or non-lapping) nomination or non-binding nomination I have previously made
- I understand that my nomination (if valid) will become effective once my fully completed form has been received by the trustee
- I have read and understand the **Privacy Collection Statement** and consent to my personal information being collected, disclosed and used as described in that statement.

Signature ❌
Date __/__/____

Step 5. Witness declaration

**Witness one** (insert full name)

I, ______________ confirm that I am at least 18 years of age, am not a person nominated in Step 3 of this form and that the member named above has signed this form in my presence.

Signature ❌
Date __/__/____

**Witness two** (insert full name)

I, ______________ confirm that I am at least 18 years of age, am not a person nominated in Step 3 of this form and that the member named above has signed this form in my presence.

Signature ❌
Date __/__/____

Step 6. Checklist

Applies to all:

- Do the beneficiary allocations equal 100%?

**Binding nominations only:**

- Your witnesses cannot also be beneficiaries.
- The form has been signed by 2 witnesses who:
  - have both witnessed you signing the form and
  - have signed on the same date as you.
- If applicable, any changes to the form have been initialled by the member and both witnesses.
- You have completed steps 1, 2, 3, 4, 5 and 6.

Privacy Collection Statement

NGS Super Pty Limited ABN 46 003 491 487 of **Level 4, 14 Martin Place Sydney NSW 2000** collects personal information from you (or from third parties such as your employer or another super fund) to manage your NGS Super account, keep you informed, improve our products and services or take action on a matter you have contacted us about. If we don’t have your personal information, we may not be able to perform these services. We may be authorised to collect your personal information by certain laws, including laws relating to superannuation, taxation and anti-money laundering/counter-terrorism financing.

We disclose personal information as required to manage the Fund, to service providers (including our administrator, our insurer and professional advisers), employers or parties required by law. Personal information may be accessed by service providers overseas, most likely by our administrator’s processing centre in India. For any other offshore locations, details of how to access and change your personal information and the privacy complaints process, go to ngssuper.com.au/pcs and ngssuper.com.au/privacy or call us on 1300 133 177.
This page has been left blank intentionally
Section A: To be completed by the PAYEE

1 What is your tax file number (TFN)?
   OR I have made a separate application/enquiry to the ATO for a new or existing TFN.
   OR I am claiming an exemption because I am under 15 years of age and do not earn enough to pay tax.
   OR I am claiming an exemption because I am in receipt of a pension, benefit or allowance.

2 What is your name?
   Surname or family name
   First given name
   Other given names

3 What is your home address in Australia?
   Suburb/town/ locality
   State/territory
   Postal code

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

5 What is your primary e-mail address?

6 What is your date of birth?
   Day
   Month
   Year

7 On what basis are you paid? (select only one)
   Full-time employment
   Part-time employment
   Labour hire
   Superannuation or annuity income stream
   Casual employment

8 Are you: (select only one)
   An Australian resident for tax purposes
   A foreign resident for tax purposes
   OR
   A working holiday maker

9 Do you want to claim the tax-free threshold from this payer?
   Yes
   No
   Answer no here if you are a foreign resident or working holiday maker, except if you are a foreign resident in receipt of an Australian Government pension or allowance.

10 Do you have a Higher Education Loan Program (HELP), VET Student Loan (VSL), Financial Supplement (FS), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt?
   Yes
   No
   Your payer will withhold additional amounts to cover any compulsory repayment that may be raised on your notice of assessment.

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

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

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

1 What is your Australian business number (ABN) or withholding payer number?
   Branch number (if applicable)

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

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

4 What is your business address?
   Suburb/town/locality
   State/territory
   Postal code

5 What is your primary e-mail address?

6 Who is your contact person?
   Business phone number

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

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

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

Return the completed original ATO copy to: Australian Taxation Office PO Box 9004 PENRITH NSW 2750

IMPORTANT
See next page for: payer obligations lodging online.
Please ensure you have completed the application form and provided all the required information by using the following checklist. Any missing information may cause a delay in processing your application.

If you need help, please call us on **1300 133 177**.

<table>
<thead>
<tr>
<th>Step 1 — Provided my personal details.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2 — Provided all the details for my initial investment.</td>
</tr>
<tr>
<td>Attached the completed <strong>Transfer authority form</strong> if I am transferring money from another super fund.</td>
</tr>
<tr>
<td>If applicable, I have claimed a tax deduction for personal contributions I have made to super before requesting this transfer, and understand I cannot claim a tax deduction if this transfer occurs first. More information is at ngssuper.com.au/deduction</td>
</tr>
<tr>
<td>Step 3 — Selected investment options for my account balance or have left this blank, knowing my money will be invested in the default investment option Diversified (MySuper).</td>
</tr>
<tr>
<td>Step 4 — Chosen my drawdown strategy or have left this blank, knowing the default drawdown (proportional) option will apply.</td>
</tr>
<tr>
<td>Step 5 — Selected my payment amount and frequency.</td>
</tr>
<tr>
<td>Step 6 — Advised if I wish for a higher payment amount for the first year.</td>
</tr>
<tr>
<td>Step 7 — Completed my banking details and attached proof of these details (such as a bank statement).</td>
</tr>
<tr>
<td>Step 8 — Completed my reversionary beneficiary nomination if applicable. <strong>This can't be set up later.</strong> Alternatively, I have attached the <strong>Death benefit nomination form</strong> with my beneficiary nomination or I will complete this at a later time.</td>
</tr>
<tr>
<td>Step 9 — Attached proof of my identity.</td>
</tr>
<tr>
<td>Step 10 — If I am under age 60, I have completed and attached the ATO <strong>Tax file number declaration form</strong> (not compulsory, but you may pay more tax than necessary if this form is not provided).</td>
</tr>
<tr>
<td>Step 11 — Completed third party authorisation if applicable.</td>
</tr>
<tr>
<td>Step 12 — Signed and dated the application form.</td>
</tr>
</tbody>
</table>

NGS Super Specialists can help you complete forms or answer questions you may have. Book a time that suits you to meet virtually or over the phone at ngssuper.com.au/chat

Please return all completed forms to:
NGS Super
GPO Box 4303
MELBOURNE VIC 3001
How to contact us

Telephone: 1300 133 177
Monday to Friday, 8am–8pm (AEST/AEDT)
Facsimile: (03) 9245 5827
For callers outside Australia: +61 3 8687 1818
Postal address: GPO Box 4303, MELBOURNE VIC 3001
Online at ngssuper.com.au/contact-us

ngssuper.com.au
1300 133 177

Issued by NGS Super Pty Limited ABN 46 003 491 487 AFSL No 233 154 the trustee of NGS Super ABN 73 549 180 515.