

Step 3. Attach proof of identity

For identification purposes, you **MUST** attach a certified copy of either your driver's licence 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' service. For a full list of people who can certify documents and acceptable alternative documents, please visit www.ngssuper.com.au/completing-proof-of-identity/.

Step 4. Sign the form

I confirm that:

- the amount to be deducted from my account is solely in relation to advice provided to me in relation to my super benefits in NGS Super

I understand and agree that:

- the fee nominated will be deducted from my account by the trustee's administrator on receipt of all required information
- information contained in this form will be used by the trustee to process my request to deduct a personal advice fee from my super or income stream account, and if necessary, to update my NGS Super member records so that we can contact you more efficiently in the future regarding your NGS Super account. For this purpose, personal information may pass between the trustee of NGS Super, and its administrator and other parties as required. I consent to the handling of my personal information in this manner. I can access my information by contacting the Privacy Officer of NGS Super
- if I provided my email address in this form, the trustee may, at its discretion, use that email address (as amended and notified to the trustee from time to time):
 - to send me information concerning my super, including any annual reports, member and exit statements, notices of material changes or occurrence of significant events and other member communications or publications; and
 - for marketing and research purposes, including sending me information about other financial products or services offered by the trustee or any of its related parties (unless I have requested you not to do so by contacting us on **1300 133 177**).
- the trustee may provide any member communications (including any annual reports, member and exit statements, notices of material changes or occurrence of significant events and other member publication) and/or marketing and research material that are permitted by law to me electronically by:
 - sending it to me by email (which may include a link to a website from where it can be downloaded) where I have provided my email address including any email address provided by any other person on my behalf including my employer; and/or
 - making it available to me on a website from where it can be downloaded
- the value of my super in NGS Super will decrease by the amount of the fee paid from my super or income stream account in accordance with my request
- the trustee may not be able to action my request where the trustee has been notified of family law proceedings in relation to my super or income stream

I agree that my request will not be processed if:

- I have not completed and signed this form; or
- the advice fee is more than \$5,000; or
- my balance in NGS Super (pre-mixed or sector specific options) will be less than \$2,000 after deducting this fee.
- the trustee may use my email address as provided by myself or any other person on my behalf including my employer to communicate with me in respect of any correspondence it deems appropriate
- I understand and agree that I am solely responsible for the selection and appointment of my financial adviser. I acknowledge that NGS Super is not responsible for the advice provided and will accept no liability for any loss or claim that may result from or in connection with the advice provided by the financial adviser
- I understand and consent to my information being collected, disclosed and used in the manner set out in this form.

Signature

Date

 / / 

Adviser details

Please attach a copy of the fee invoice

Adviser name

Company name/authorised representative of

AFS Licence number

AFS Authorised representative number

Telephone

E-mail

Adviser use only

I wish to have payment made by:

Cheque

EFT

Company Details

Company name/authorised representative of

Address

Suburb

State

Postcode

Daytime telephone

Fax

E-mail

Remittance advice via:

Email

Fax

Post

I/We hereby agree for all payments by NGS Super for goods and services supplied to be made by way of direct credit to the bank account details below.

I/We hereby guarantee that the following details are correct, and agree to indemnify NGS Super against any loss or damage suffered if the details provided are incorrect.

The information provided will be used solely for financial management and will not be used for any other purpose.

Banking details for Electronic Funds Transfer (EFT) payment

Name of Institution

Branch name

BSB

Account number

Account name

Approved by

Adviser name

Adviser's office

Adviser declaration and signature

I confirm that the personal financial advice fee to be deducted from the member's account balance is solely in relation to their super benefits in NGS Super.

Signature
of adviser

Date

Please return the completed form to NGS Super, GPO Box 4303, Melbourne, VIC, 3001.



PRIVACY COLLECTION STATEMENT

If you are a member of NGS Super, or you are applying for membership

We may collect your personal information from you or from third parties such as

- your employer
- a previous super fund
- your financial adviser
- our related entities
- publicly available sources.

We may be required or authorised by law to collect your personal information. Relevant laws include the Australian Securities and Investments Commission Act 2001, Corporations Act 2001, Family Law Act 1975 and laws relating to superannuation, taxation and anti-money laundering/counter-terrorism financing.

If we are unable to collect all the personal information we have asked for, we may not be able to administer your NGS Super account or take action on a particular request you have made.

We will use your personal information to

- manage your NGS Super account (superannuation or income stream)
- give you information about your NGS Super account
- supply you with information about other products and services offered by us or our related companies
- include your relevant account data in statistics and market research.

We will disclose your personal information to various organisations (but only as required to manage your NGS Super account or the Fund generally), including

- our administrator, Mercer Outsourcing (Australia) Pty Ltd (Mercer)
- our insurer
- our professional advisers
- your employer
- other service providers that provide services or products relevant to your NGS Super account
- any relevant government authority that requires your personal information to be disclosed.

In managing your super your personal information may be disclosed to service providers in another country, most likely to Mercer's processing centre in India. Our Privacy Policy lists any other relevant offshore locations.

Our **Privacy Policy** sets out in more detail

- how we deal with your personal information
- how to access and seek correction of the information we hold about you
- how you may lodge a complaint if we breach an Australian Privacy Principle
- how we will handle any complaint.

You can view our Privacy Policy at www.ngssuper.com.au/privacy-policy or obtain a copy by contacting us on **1300 133 177**.

If you have any other queries in relation to privacy issues, or if you do not wish to receive marketing material, you may contact us on **1300 133 177**. You may also write to the NGS Super Privacy Officer at PO Box 21236 World Square NSW 2002 or online at www.ngssuper.com.au/contact-us.

If you are not a member of NGS Super, and you are not applying for membership

We will use your personal information only to enable us to take action on the particular matter you have contacted us about. In most instances we will not need to collect any further personal information from any other source. We will disclose your personal information only to those organisations mentioned above as are necessary to take action on the matter in question or for the management of the Fund generally.