Member Booklet for Division CF

Preparation date: 7 November 2013

Commonwealth Bank Officers Superannuation Corporation Pty Limited (ABN 76 074 519 798, AFSL 246418)
as trustee for Commonwealth Bank Group Super (ABN 24 248 426 878)

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About this booklet

This booklet gives you information about the fund and Division CF, including the main features and benefits of your membership.

Please read the booklet carefully and keep it handy in case you need to refer to it in the future.

The benefits and rules associated with your Division CF super can sometimes be complicated. Some key terms associated with super are explained on page 31.

In addition, information and fact sheets are available on our website oursuperfund.com.au to provide you with more information on some topics.

About Commonwealth Bank Group Super

The fund is an employer-sponsored superannuation fund, managed by a corporate trustee, Commonwealth Bank Officers Superannuation Corporation Pty Limited.

The trustee has a board of directors, made up of four employer-appointed directors (plus one alternate) and four member-representative directors (plus one alternate).

The trust deed sets out the rules under which the fund operates and your rights and entitlements as a member of the fund. The trust deed can be amended. Amendments cannot generally reduce benefits that have already accrued or are payable. If you are affected by an amendment, you will be advised as required by law.

The trustee is responsible for managing the fund and making sure it operates in a fair manner and in accordance with the trust deed and relevant superannuation legislation. The trustee is also responsible for investing the fund's assets and communicating with members. The trustee gets assistance from actuaries, investment managers, investment consultants, solicitors, auditors, the fund's administrator and other service providers to help carry out its duties.

Introduction

Important notices

1. This Member Booklet is issued by Commonwealth Bank Officers Superannuation Corporation Pty Limited (Ground Floor, Tower 1, 201 Sussex Street, Sydney NSW 2000) as trustee for Commonwealth Bank Group Super.
2. The information in this booklet is a guide only. We have taken reasonable care in producing it to summarise the main benefits and entitlements for Division CF members. However, it should not be relied on as providing comprehensive information on all rules and conditions under the trust deed. Your rights and benefits are always determined by the fund's trust deed and rules and legislation. If there are any differences between this booklet and the trust deed, the trust deed will apply.
3. The information in this booklet is provided to members for general information only. To the extent that it may be regarded as containing general advice, the advice has been prepared without taking account of your individual objectives, financial situation or needs. Before acting on the information in this booklet, you should therefore consider the appropriateness of the information, having regard to your own objectives, financial situation and needs. In the case of information relating to a particular financial product (e.g. Division CF Deferred Retirement Pension, Accumulate Plus, Retirement Access or SuperTrace ERF), you should obtain a Product Disclosure Statement (PDS) relating to the product and consider it before making any decisions in relation to the product. You should seek professional advice tailored to your personal circumstances from a licensed financial adviser.
4. Information in this booklet about matters of legislation, e.g. tax, preservation and the Commonwealth Guarantee, are general statements only and are based on the laws applying at the time the booklet was prepared.
5. The trustee is a wholly-owned subsidiary of Commonwealth Bank of Australia (ABN 48 123 123 124, AFSL 234945). Investments in the fund are not investments, deposits or other liabilities of Commonwealth Bank of Australia or its subsidiaries.
6. Commonwealth Bank of Australia is the 'Principal Employer' in terms of the trust deed.
7. For the purposes of this booklet:
   - 'Employer', 'Bank' or 'Group' refers to Commonwealth Bank of Australia or Associated Employers.
   - 'we', 'our' or 'us' refers to Commonwealth Bank Officers Superannuation Corporation Pty Limited, as trustee for the fund.
   - 'fund' refers to Commonwealth Bank Group Super.
   - 'CGSSS' refers to Colonial Group Staff Superannuation Scheme, which merged with Commonwealth Bank Group Super (known as the Officers' Superannuation Fund at that time) in October 2003.

Commonwealth Guarantee

When the Commonwealth Government fully privatised the Group on 19 July 1996, it guaranteed the superannuation of people who were members of the fund immediately before that time. This guarantee is not a guarantee of investment returns.

Note: If you choose an external eligible choice fund under choice of super fund, the Commonwealth Guarantee does not apply.

Division CF (in-service)

Division CF generally provides defined benefit super, where super benefits are based on the number of retirement pension units you purchase. The following sections outline when a benefit may be payable to you from Division CF when you leave employment with the Group or exercise super choice.

You will be a member of Division CF if you were a member of CGSSS Division F and you were previously employed by State Bank of New South Wales and were a member of the State Superannuation Fund. You may also be a member of Division CD if you were a member of CGSSS Division D and you were an eligible member who joined CGSSS before 1 July 1997. In this case, you should also read the Division CD section on page 17.

In Division CF, your benefit is generally paid in the form of a lifetime pension, indexed in line with the Consumer Price Index (CPI). Division CF also provides some accumulation-style benefits, which are your own contributions (plus positive or negative returns at the fund's declared rate), as well as a small Bank-financed interim benefit.

Your retirement pension entitlement may grow depending on whether you make additional contributions to your super. Investment fluctuations do not affect your indexed pension but do affect your accumulation benefits.

Retirement (including early retirement) benefits

If you retire at or after age 60

As a Division CF member, when you leave employment with the Group for any reason at or after age 60 (i.e. retirement, resignation or retrenchment), or if you exercise super choice at or after age 60, you will receive a **normal retirement benefit**.

Your default normal retirement benefit is…	**Option 1: An indexed pension,** paid for life = a fortnightly amount of $5.50 per Normal Unit and Additional Unit you are contributing for at your retirement date (which is indexed annually according to movement in the CPI) **PLUS** $3.30 per Reduced Value Unit you have **PLUS** **An additional lump sum** = any Division CD Basic Benefit (refer to page 17) plus any accumulation-style account balances (less any adjustment for contributions tax and any surcharge account balance) The indexed pension entitlement is based on all units being fully paid for. Any Abandoned Units or Special Instalment Units (i.e. units that you have not yet fully paid for at your retirement date) will need to be purchased within one month of your retirement date in order to count towards your pension entitlement. If you choose not to purchase these units, your pension will be reduced (refer to page 22 for more information) and any contributions to date will be refunded to you.
Instead of the default benefit, you can choose…	**Option 2: A part indexed pension and part lump sum (partial commutation),** where you choose to commute part of your pension entitlement (calculated as shown in Option 1 above) to a lump sum OR **Option 3**: **A lump sum (full commutation)**, where you choose to commute your entire pension entitlement (calculated as shown in Option 1 above) to a lump sum Refer to *Commuting a pension to a lump sum* on page 24 for more information on commutation. In addition to Option 2 or 3 above, the **additional lump sum** of any Division CD Basic Benefit plus any accumulation-style account balances (less any surcharge account balance) is payable.
If you don't make a choice..	If you do not make a choice between Option 1, 2 and 3 within 3 months of the date you retire or exercise super choice, we will deem the full indexed pension in Option 1 to apply.
Rules around your benefit options…	• Once you choose an option, you generally cannot change your mind at a later date. However, if you choose a pension in Option 1 or 2 (or if Option 1 applies because you did not make a choice), you have a limited window of 6 months from your retirement date in which you can choose to commute all or part of that pension entitlement and receive a lump sum instead. Once this 6-month period expires, you no longer have the option to commute your pension. • If you choose to commute all or part of your pension, you cannot change your mind and reinstate the commuted amount as a pension in Division CF.

Division CF (in-service)

	• You cannot keep any lump sum benefit in Division CF – refer to *Lump sum payment options* on page 27 for more information. If you do not provide valid lump sum payment instructions within 3 months from the date you retire or exercise super choice, your lump sum will be transferred to the fund's selected eligible rollover fund (refer to page 27 for more information). • Your benefit is subject to minimum superannuation guarantee requirements. • Payment of any benefit in cash is subject to preservation rules (refer to *Preservation* on page 25 for more information). • A contingent reversionary benefit may be payable to your 'spouse' in the event of your death, regardless of whether you choose Option 1, 2 or 3 (refer to page 15 for more information on this reversionary benefit). Under Division CF rules, the terms 'spouse' and 'child' have specific definitions in order to determine who may be eligible to receive a reversionary benefit. In particular, you should note that 'spouse' generally does not include a person who becomes your spouse after you become entitled to a pension (refer to *Key terms* on page 31 for more information on these terms).

If you retire early between ages 55 and 60

As a Division CF member, when you leave employment with the Group for any reason between ages 55 and 60 (i.e. retirement, resignation or retrenchment), or if you exercise super choice between ages 55 and 60, you will receive an **early retirement benefit**.

Your default early retirement benefit is…	**Option 1: An indexed pension,** paid for life = a reduced pension entitlement calculated as the greater of the following : i) the number of units you were entitled to 2½ years before your retirement date times 60% of the normal retirement value of each unit (or a higher percentage[1] if your retirement date is after your 55th birthday) (contributions towards units acquired in the 2½ years before retirement will be refunded to you), or ii) the pension entitlement you would have received had you continued employment with the Group until age 60, adjusted to reflect your earlier retirement date. **PLUS** **An additional lump sum** = any Division CD Basic Benefit (refer to page 17) plus any accumulation-style account balances (less an adjustment for contributions tax and any surcharge account balance) The indexed pension entitlement is based on all units being fully paid for. Any Abandoned Units or Special Instalment Units (i.e. units that you have not yet fully paid for at your retirement date) will need to be purchased within one month of your retirement date in order to count towards your pension entitlement. If you choose not to purchase these units, your pension will be reduced (refer to page 22 for more information) and any contributions to date will be refunded to you.
Instead of the default benefit, you can choose…	**Option 2: A part indexed pension and part lump sum (partial commutation),** where you choose to commute part of your pension entitlement (calculated as shown in Option 1 above) to a lump sum OR **Option 3**: **A lump sum (full commutation)**, where you choose to commute your entire pension entitlement (calculated as shown in Option 1 above) to a lump sum Refer to *Commuting a pension to a lump sum* on page 24 for more information on commutation. In addition to Option 2 or 3 above, the **additional lump sum** of any Division CD Basic Benefit plus any accumulation-style account balances (less any surcharge account balance) is payable.
If you don't make a choice…	If you do not make a choice between Option 1, 2 and 3 within 3 months of the date you retire or exercise super choice, we will deem the full indexed pension Option 1 to apply.

1 This 60% rate applies if you retire exactly on your 55th birthday. If you retire after your 55th birthday, each additional day of service increases the unit value.

Rules around your benefit options…	• Once you choose an option, you generally cannot change your mind at a later date. However, if you choose a pension in Option 1 or 2 (or if Option 1 applies because you did not make a choice), you have a limited window of 6 months from your early retirement date in which you can choose to commute all or part of that pension entitlement and receive a lump sum instead. If you do not choose to commute your pension within this period, you will have a further chance to commute within the period starting 6 months before your 60th birthday until 6 months after your 60th birthday. Once the second of these periods expire, you no longer have the option to commute your pension. • If you choose to commute all or part of your pension, you cannot change your mind and reinstate the commuted amount as a pension in Division CF. • You cannot keep any lump sum benefit in Division CF. Refer to *Lump sum payment options* on page 27 for more information. If you do not provide valid lump sum payment instructions within 3 months from the date you retire or exercise super choice, your lump sum will be transferred to the fund's selected eligible rollover fund (refer to page 27 for more information). • Your benefit is subject to minimum superannuation guarantee requirements. • Payment of any benefit in cash is subject to preservation rules. Although a pension may become payable at age 55 under Division CF rules, you may not be eligible to receive any pension payments if you have not satisfied a condition of release under super law (refer to *Preservation* on page 25 for more information). • A reversionary benefit may be payable to your spouse in the event of your death, regardless of whether you choose Option 1, 2 or 3 (refer to page 15 for more information on this reversionary benefit). Under Division CF rules, the terms 'spouse' and 'child' have specific definitions in order to determine who may be eligible to receive a reversionary benefit. In particular, you should note that 'spouse' generally does not include a person who becomes your spouse after you become entitled to a pension (refer to *Key terms* on page 31 for more information on these terms).

When you turn 65 (even if you have not retired)

Under the rules of Division CF, if you are still employed by the Group when you reach age 65, you will receive the **retirement benefit** at that time, even if you continue to work. Refer to page 5 for more information on this benefit.

After you turn 65, your super will no longer accrue as a defined benefit in the fund. Instead, the Group will contribute a percentage of your accumulation super salary at the superannuation guarantee rate to an Accumulate Plus account in the fund, or to another super fund that you choose.

These employer contributions, together with any member contributions, transfers or government co-contribution payments, will generally be invested and your account balance will be adjusted for investment returns (which may be positive or negative).

You should consider the PDS for Accumulate Plus (or other super fund that you choose) to decide if this product is right for you. A PDS outlines the features of a fund or product, including your rights and entitlements, investment information, fees and costs, and associated risks. You can obtain a PDS for Accumulate Plus from our website oursuperfund.com.au or by calling us.

Note: The super salary that is used to calculate the Group's employer contributions (i.e. your accumulation super salary) may be different to the super salary that is used for your defined benefit calculations. In addition, age limits may apply to employer contributions. To find out more, visit the Group's superannuation intranet site: HR Intranet > Pay & Leave > Pay > Superannuation or contact HR Direct on 1800 989 696.

Division CF (in-service)

Resignation and super choice benefits

If you resign or exercise super choice before age 55

If you resign from the Group before age 55, you will receive a **resignation benefit.** If you exercise super choice before age 55, you will be entitled to the same benefits as if you had resigned from the Group. Your Division CF benefits will be crystallised at the time your super choice election is accepted by the Group.

Your default benefit is…	**Option 1: Leaving your benefit in Division CF in order to receive a deferred pension at age 60 (or a reduced pension between ages 55 and 59)** (refer to page 13 for more information on the deferred pension) **PLUS** **An additional lump sum** = any Division CD Basic Benefit (refer to page 17) plus any accumulation-style account balances (less any surcharge account balance)
Instead of the default benefit, you can choose…	**Option 2: A 'take-out' lump sum** = 1/40th of your total contributions times your years of membership as at the date of resignation or choice **plus** your total contributions (adjusted for returns[2]) **plus** any Division CD Basic Benefit (refer to page 17) **plus** any accumulation-style account balances (less any surcharge account balance and an adjustment for contributions tax). OR **Option 3: A fully preserved lump sum** = an alternative higher lump sum amount that you can request (subject to approval by Commonwealth Bank), equal to the amount that you would have received had you been retrenched from the Group. This amount may be higher than the take-out amount in Option 2 but the **full** amount of this benefit must be preserved. Note: These lump sum options may be less than the pension benefit you would be entitled to at age 60 if you leave your benefit in Division CF.
If you don't make a choice…	If you don't make a choice between Option 1, 2 or 3 within **3 months** from the date you resign or exercise super choice, Option 1 will apply and your benefit will remain in Division CF as a deferred benefit.
Rules around your benefit options…	• Although you may defer your benefits and elect to begin an early retirement pension from age 55 under Division CF rules, payment of any benefits in cash (including pension payments) is subject to preservation rules (see page 25 for more information). • Even if you choose to leave your benefit in Division CF (or Option 1 applies because you did not make a choice), you can choose to withdraw it at any time before turning 55. At the time of withdrawal, you will receive the lump sum as chosen in Option 2 or 3 (shown above) adjusted for returns[2] from the date you resigned or exercised super choice until the date of withdrawal. Once you withdraw your benefit, you are no longer entitled to a retirement pension. • You cannot keep any lump sum benefit (including the additional lump sum if you choose Option 1) in Division CF – refer to *Lump sum payment options* on page 27 for more information. If you do not provide valid lump sum payment instructions within 3 months from the date you resign or exercise super choice, the lump sum will be transferred to the fund's selected eligible rollover fund (refer to page 27 for more information). • Your benefit is subject to minimum superannuation guarantee requirements. • Payment of any benefit in cash is subject to preservation rules (refer to page 25).

If you resign or exercise super choice at or after age 55

If you resign from the Group or exercise super choice at or after age 55, you will receive a **retirement benefit or early retirement benefit** (depending on your age). Refer to page 5 or 6 for more information on these benefits.

2 Returns at the fund's crediting rate, which may be positive or negative.

Retrenchment benefits

If you are retrenched before age 55

If you are retrenched from the Group before age 55, you will receive a **retrenchment benefit**.

Your default retrenchment benefit is…	**Option 1: Leaving your benefit in Division CF in order to receive a deferred pension at age 60 (or a reduced pension between ages 55 and 59)** (refer to page 5 for more information on the deferred pension) **PLUS** **An additional lump sum** = any Division CD Basic Benefit (refer to page 17) plus any accumulation-style account balances (less any surcharge account balance)
Instead of the default benefit, you can choose…	**Option 2: A 'take-out' lump sum,** generally equal to the greater of (i) the lump sum value of your early retirement benefit discounted according to your age at date of retrenchment or (ii) 2.5 times your contributions for normal units to the fund plus a lump sum equal to 1.5 times contributions that would have paid for each reduced value unit, **plus** any Division CD Basic Benefit (refer to page 17) **plus** any accumulation-style account balances (less any surcharge account balance and an adjustment for contributions tax). Note: This lump sum option may be less than the pension benefit you would be entitled to at age 60 if you leave your benefit in Division CF.
If you don't make a choice…	If you don't make a choice between Option 1 or 2 within **3 months** from the date you resign or exercise super choice, Option 1 will apply and your benefit will remain in Division CF as a deferred benefit.
Rules around your benefit options…	• Although you may defer your benefits and elect to begin an early retirement pension from age 55 under Division CF rules, payment of any benefits in cash (including pension payments) is subject to preservation rules (see page 25 for more information). • Even if you choose to leave your benefit in Division CF (or Option 1 applies because you did not make a choice), you can choose to withdraw it at any time before turning 55. At the time of withdrawal, you will receive the lump sum in Option 2 (shown above) adjusted for returns[3] from the date you were retrenched until the date of withdrawal. Once you withdraw your benefit, you are no longer entitled to a retirement pension. • You cannot keep any lump sum benefit (including the additional lump sum if you choose Option 1) in Division CF – refer to *Lump sum payment options* on page 27 for more information. If you do not provide valid lump sum payment instructions within 3 months from the date you resign or exercise super choice, the lump sum will be transferred to the fund's selected eligible rollover fund (refer to page 27 for more information). • Your benefit is subject to minimum superannuation guarantee requirements. • Payment of any benefit in cash is subject to preservation rules (refer to page 25).

If you are retrenched at or after age 55

If you are retrenched from the Group at or after age 55, you will receive a **retirement benefit or early retirement benefit** (depending on your age). Refer to page 5 or 6 for more information on these benefits.

3 Returns at the fund's crediting rate, which may be positive or negative.

Division CF (in-service)

Invalidity benefits

If you are disabled before age 60

If you are disabled as an in-service Division CF member before your normal retirement of age 60, you will receive an **invalidity retirement benefit**, subject to acceptance of your claim by the trustee.

You will be eligible for an invalidity retirement benefit if the trustee determines, after receiving medical advice, that you are unable physically or mentally to perform your employment duties.

Your invalidity retirement benefit is…	**An annual indexed pension** = the indexed pension you would have been entitled to if you had retired from the Group at age 60, less an adjustment for any surcharge account balance (Note: If you have any Reduced Value Units, then only the Normal Unit and Additional Unit portion of the benefit is payable. You will be refunded your own contributions for any Reduced Value Units) **PLUS** **An additional lump sum** = any Division CD Basic Benefit (refer to page 17) **plus** any accumulation-style account balances (less any adjustment for contributions tax and any surcharge account balance)
Rules around your benefit options…	• Your invalidity pension will start the day after any unused leave entitlements (other than long service leave) expire. • We may review the payment of your invalidity pension during the period between when you left work and when you would have normally retired. It may be that your health improves and that you are able to return to work, in which case the invalidity pension may stop. • An invalidity benefit is generally payable as a pension. However, you have a limited period starting 6 months before your 60th birthday until 6 months after your 60th birthday in which you can choose to commute part or all of your pension entitlement and receive a lump sum at or after age 60 instead (refer to *Commuting a pension to a lump sum* on page 24 for more information). Once this period expires, you no longer have the option to commute your pension. • If you choose to commute all or part of your pension, you cannot change your mind and reinstate the commuted amount as a pension in Division CF. • You cannot keep any lump sum benefit in Division CF – refer to *Lump sum payment options* on page 27 for more information. If you do not provide valid lump sum payment instructions within 3 months from the date you are declared disabled, your lump sum will be transferred to the fund's selected eligible rollover fund (see page 27 for more information). • Your benefit is subject to minimum superannuation guarantee requirements. • For your benefits to be payable to you in cash, you must meet the government's definition of permanent incapacity. Generally, if you have satisfied the trustee's definition of incapacity, you will meet the government's definition and qualify for early release of your preserved super benefits (see page 25 for more information on preservation). • A reversionary benefit may be payable to your 'spouse' in the event of your death, even if you choose to commute your pension (refer to page 15 for more information on this reversionary benefit). Under Division CF rules, the terms 'spouse' and 'child' have specific definitions in order to determine who may be eligible to receive a reversionary benefit. In particular, you should note that 'spouse' generally does not include a person who becomes your spouse after you begin receiving a pension unless they become your spouse before you turn 60 and have been your spouse for at least 3 years before your death (refer to *Key terms* on page 31 for more information on these terms).

If you are disabled at or after age 60

If you are disabled as an in-service Division CF member at or after age 60, you will receive a **retirement benefit**. Refer to page 5 for more information on this benefit.

Death benefits

If you die while you are an in-service Division CF member before your normal retirement age of 60, your spouse will receive a **death benefit**.

The default death benefit is…	**Option 1: An annual indexed pension,** paid for life = two-thirds of the value of your normal retirement pension entitlement at the date of your death **PLUS** **An additional lump sum** = any Division CD Basic Benefit (refer to page 17) **plus** any accumulation-style account balances (less any adjustment for contributions tax and any surcharge account balance) **PLUS a children's pension benefit** may be payable in respect of any children
Instead of the default benefit, your spouse can choose…	**Option 2: A part indexed pension and part lump sum (partial commutation),** where your spouse chooses to commute part of the pension entitlement (calculated as shown in Option 1 above) to a lump sum OR **Option 3**: **A lump sum (full commutation)**, where your spouse chooses to commute the entire pension entitlement (calculated as shown in Option 1 above) to a lump sum Refer to *Commuting a pension to a lump sum* on page 24 for more information on commutation. In addition to Option 2 or 3 above, the **additional lump sum** of any Division CD Basic Benefit plus any accumulation-style account balances (less any surcharge account balance) and any eligible **children's pension benefit** is payable.
If your spouse doesn't make a choice…	If your spouse does not make a choice between Option 1, 2 and 3 within 3 months of the date of your death, we will deem the full indexed pension in Option 1 to apply.
Rules around the benefit options…	• Once your spouse chooses an option, they generally cannot change their mind at a later date. However, if they choose a pension in Option 1 or 2 (or if Option 1 applies because they did not make a choice), they have a limited window of 6 months from the date of your death in which they can choose to commute all or part of that pension entitlement and receive a lump sum instead. Once this 6-month period expires, they no longer have the option to commute. • Under Division CF rules, the terms 'spouse' and 'child' have specific definitions in order to determine who may be eligible to receive a benefit. Refer to the *Key terms* on page 31 for more information on these terms. • If you do not have a spouse, your eligible children may receive a lump sum equal to (i) 4 times your super salary (but no children's pension), (ii) your resignation benefit (but no children's benefit, or (iii) a refund of your contributions to purchase units plus a children's pension (as determined by the trustee). • If you do not have a spouse or eligible children, a lump sum equal to 4 times your super salary is payable to your estate. • If payable, a children's pension benefit is paid to a surviving parent or guardian. This children's pension cannot be commuted to a lump sum. • If your spouse chooses to commute all or part of their pension, they cannot change their mind and reinstate the commuted amount as a pension in Division CF. • Your spouse cannot keep any lump sum benefit in Division CF – refer to *Lump sum payment options* on page 27 for more information. If they do not provide valid lump sum payment instructions within 3 months from the date of your death, the lump sum will be transferred to the fund's selected eligible rollover fund (refer to page 27 for more information). • This benefit is subject to minimum superannuation guarantee requirements. • At the time a benefit is payable, we may require information to establish the identity of your beneficiaries. In certain circumstances, we may delay or be unable to make a payment to the beneficiary. See *Anti-Money Laundering and Counter-Terrorism Financing laws* on page 26 for more information.

Division CF (deferred)

If you resign, are retrenched or exercise super choice before age 55 and retain a benefit in Division CF, you will be entitled to the deferred benefits outlined below.

Indexation of deferred benefits

Your deferred retirement pension (calculated at the date you left employment or exercised choice of super fund) consists of two parts. Each part is based on the pension that would otherwise be paid at age 60:

Part A: The employee-contributed component (up to $2.20 fortnightly pension for each unit) reflects the age 60 pension (adjusted, if pension commences before age 60, in accordance with the lesser amount contributed towards that pension at the time you left employment with the Group or exercised super choice)

Part B: The employer-financed component (up to $3.30 fortnightly pension for each unit) reflects the age 60 pension, (adjusted, if pension commences before age 60, in accordance with the extent to which your period of continuous membership as an employee of the Group is less than it would have been at age 60)

While your benefit is preserved in Division CF (i.e. before you begin a pension), the employer-financed component (Part B) is indexed on 1 October each year. No indexation applies to the employee-contributed component (Part A).

Pro rata indexation applies for the first year your benefits are deferred (i.e. when you retire, leave employment or exercise super choice). Pro rata indexation also applies for the last year your benefits are deferred (i.e. when your pension begins) but pro rata indexation of the pension will also apply in this case. See table below for examples.

If your benefits are deferred during this period…	The following indexation applies on the employer component (Part B) at 1 October…	Example for indexation applied at 1 October 2013
Prior to 1 July of the preceding financial year (i.e. deferred for full financial year)	Full indexation	Benefits deferred before 1 July 2012 would receive: • At 1 October 2013 if still deferred[4]: full indexation of employer component
1 July to 30 September (i.e. deferred for ¾ of financial year)	¾ indexation	Benefits deferred 1 July 2012 to 30 September 2012 would receive: • At 1 October 2013: ¾ indexation of employer component • At 1 October 2014 if still deferred[4]: indexation of employer component
1 October to 31 December (i.e. deferred for ½ of financial year)	½ indexation	Benefits deferred 1 October 2012 to 31 December 2012 would receive: • At 1 October 2013: ½ indexation on employer component • At 1 October 2014 if still deferred[4]: full indexation of employer component
1 January to 31 March (i.e. deferred for ¼ of financial year)	¼ indexation	Benefits deferred 1 January 2013 to 31 March 2013 would receive: • At 1 October 2013: ¼ indexation on employer component • At 1 October 2014 if still deferred[4]: full indexation on employer component
1 April to 30 June (i.e. deferred for less than ¼ of financial year)	No indexation	Benefits deferred 1 April 2012 to 30 June 2012 would receive: • At 1 October 2013: no indexation on employer component • At 1 October 2014 if still deferred[4]: full indexation on employer component

4 If benefits are no longer deferred at this date and a pension has begun, pro rata indexation will apply to the full pension amount for the remaining portion of the year.

Calculating the indexation amount

Deferred benefits are indexed on 1 October each year, based on the change in CPI factors. The CPI index used to calculate indexation for Division CF is the *All Groups Sydney Index* for June of each year.

If CPI movement is less than 1%, no indexation is applied for that year. However, indexation in the following year will be based on the change in CPI from the year in which indexation was last applied.

Note: If an indexation factor is less than the previous year, a different indexation calculation may apply.

The following example shows how indexation is applied over several years (assuming benefits are deferred for the full financial year). Please note that the figures are for illustration purposes only; they are not actual figures.

At 1 October 2010	At 1 October 2011	At 1 October 2012	At 1 October 2013
Indexation rate for June 2010 = 140	Indexation rate for June 2011 = 147 Indexation is based on the change in CPI factors from June 2010 to June 2011: = (147 – 140) ÷ 140 = 0.05 (or 5%)	Indexation rate for June 2012 = 148 Indexation is based on the change in CPI factors from June 2011 to June 2012: = (148 – 147) ÷ 147 = 0.007 (or 0.7%)	Indexation rate for June 2013 = 150 As the 2012 indexation rate was less than 1%, the 2013 indexation is based on the change in CPI factors from the last adjustment period (i.e. June 2011) and June 2013: = (150 – 147) ÷ 147 = 0.02 (or 2.0%)
Employer component of pension: = $350 per payment	Employer component from 1 October 2011: = $350 + (5% x $350) = $367.50	Employer component from 1 October 2012: = $367.50 (Note: No indexation applies as 2012 indexation rate is less than 1%.)	Employer component from 1 October 2013: = $367.50 + (2% x $367.50) = $374.85

Beginning your deferred retirement pension

You can choose to begin your deferred retirement pension from age 60, or begin an early retirement pension (at a reduced rate) from age 55.

Your default deferred retirement benefit is…	**Option 1: An indexed pension,** paid for life To find out more about the deferred retirement pension you should refer to the *Product Disclosure Statement (PDS) for Division CF Deferred Retirement Pension* available from our website oursuperfund.com.au or by calling us. The PDS outlines how the Division CF deferred pension works, including payments, taxation and risks.
Instead of the default benefit, you can choose…	**Option 2: A part indexed pension and part lump sum (partial commutation),** where you choose to commute part of your pension entitlement (calculated as shown in Option 1 above) to a lump sum (refer to *Commuting a pension to a lump sum* on page 24 for more information on commutation) OR **Option 3**: **A lump sum (full commutation)**, where you choose to commute your entire pension entitlement (calculated as shown in Option 1 above) to a lump sum (refer to *Commuting a pension to a lump sum* on page 24 for more information on commutation) OR **Option 4: Your 'take-out' lump sum (or withdrawal lump sum)** = the take-out lump sum benefit that would have been payable to you at the date you left you employment or exercised super choice had you not left your benefits in Division CF (refer to page 8), adjusted for returns[5] until the date of withdrawal

5 Returns at the fund's crediting rate, which may be positive or negative.

Division CF (deferred)

If you don't make a choice…	The deferred retirement pension amount is calculated based on a commencement date of age 60. However, your pension will **not** automatically commence when you turn 60; it will only commence once we receive instructions from you.
Rules around your benefit options…	• If you choose to begin your deferred pension before age 60, the pension will be paid at a reduced rate to allow for the earlier commencement date. • Once you choose a benefit option, you generally cannot change your mind at a later date. However, if you choose a pension in Option 1 or 2, you have a limited window of 6 months from the date you elect to begin your deferred pension in which you can choose to commute all or part of that pension entitlement and receive a lump sum instead. • If you elect to begin your deferred pension before age 60 and do not elect to commute within 6 months of your election date, you will have a further chance to commute within the period starting 6 months before your 60th birthday until 6 months after your 60th birthday. Once the second of these windows expires, you will no longer be able to commute your pension to a lump sum. • If you choose to commute all or part of your pension, you cannot change your mind and reinstate the commuted amount as a pension in Division CF. • If you choose Option 1, 2 or 3, a reversionary benefit may be payable to your 'spouse' in the event of your death (refer to page 15 for more information on this reversionary benefit). Under Division CF rules, the terms 'spouse' and 'child' have specific definitions in order to determine who may be eligible to receive a reversionary benefit. In particular, you should note that 'spouse' generally does not include a person who becomes your spouse after you elect to begin your pension (refer to *Key terms* on page 31 for more information on these terms). (Note: No further benefit is payable upon your death if you choose Option 4.) • You cannot keep any lump sum benefit that you elect to receive in Division CF – refer to *Lump sum payment options* on page 27 for more information. If you do not provide valid lump sum payment instructions within 3 months from the date you retire or exercise super choice, your lump sum will be transferred to the fund's selected eligible rollover fund (refer to page 27 for more information). • Your benefit is subject to minimum superannuation guarantee requirements. • Payment of any benefit in cash is subject to preservation rules (refer to *Preservation* on page 25 for more information).

Withdrawing your deferred-in-fund benefit before age 55

You can choose to withdraw your benefits from Division CF at any time before turning 55 and forgo your entitlement to a retirement pension.

Your default withdrawal benefit is…	**A 'take-out' lump sum** = the take-out lump sum benefit that would have been payable to you at the date you left you employment or exercised super choice (refer to page 8), adjusted for returns[5] from that date until the date of withdrawal.
Instead of the default withdrawal benefit, you may choose…	*This Option 2 is only available if you originally resigned or exercised super choice:* **Option 2: A fully preserved lump sum** = the fully preserved lump sum benefit that would have been payable to you at the date you left employment or exercised super choice (refer to page 8), adjusted for returns from that date until the date of withdrawal. This amount may be higher than the take-out amount in Option 1 above, but the **full** amount of this benefit must be preserved. Note: Availability of this alternative benefit is subject to approval by the Commonwealth Bank. If the Bank does not approve the request, the take-out lump sum in Option 1 above will apply.
Rules around your benefit options…	• If we do not receive a withdrawal request, your benefits will deferred in Division CF. • If you choose to withdraw your benefits from Division CF before turning 55, you will no longer be entitled to a lifetime indexed pension at age 60 (or a reduced pension from age 55). • To find out more about the pension before finalising your withdrawal decision, you should refer to the *PDS for Division CF Deferred Retirement Pension* available from our website oursuperfund.com.au or by calling us. The PDS outlines how the Division CF deferred pension

works, including payments, taxation and risks.

- Your benefit is subject to minimum superannuation guarantee requirements.
- Payment of any benefit in cash is subject to preservation rules (refer to page 25).

Invalidity benefits

If you are disabled while you are a deferred Division CF member before your normal retirement of age 60, you will receive a pension equal to your **deferred retirement pension** as at the date of your invalidity (refer to page 13).

You will be eligible for an invalidity retirement benefit if the trustee determines, after receiving medical advice, that you are unable physically or mentally to perform your employment duties.

Death benefits

If you die while you are a deferred Division CF member, your spouse will receive a reduced pension (known as a *reversionary pension*), payable for life. This pension is equal to two-thirds of your deferred pension entitlement at the date of death. Your spouse may also receive an additional payment in respect of your children (if any).

If you do not have a spouse or children at the time of your death, a lump sum benefit is payable to your estate, equal to your deferred-in-fund withdrawal benefit (as shown above), calculated at your date of death.

Under Division CF rules, terms such as ‘spouse’ and ‘child’ have specific definitions in order to determine who may be eligible for a benefit if you die. Refer to *Key terms* on page 31 for more information on these terms.

Division CF (pensioners)

Death benefits while receiving a pension

If you die while receiving a Division CF retirement pension benefit (including early retirement, invalidity retirement or deferred retirement), your spouse will generally receive a reduced pension (known as a reversionary pension) payable for life. Your spouse may also receive an additional payment in respect of your children (if any).

Under Division CF rules, terms such as ‘spouse’ and ‘child’ have specific definitions in order to determine who may be eligible for a benefit if you die after a pension commences. In particular, you should note that ‘spouse’ generally does not include a person who becomes your spouse after your pension begins. Refer to *Key terms* on page 31 for more information on these terms.

For more information, refer to the fact sheet *What happens if I die while receiving a Division CF pension?* available from our website oursuperfund.com.au.

Additional Division CD benefits

In addition to your Division CF membership, you may also be a member of Division CD of the fund if you were a member of CGSSS Division D who was formerly employed by State Bank of New South Wales and joined CGSSS before 1 July 1997.

Division CD generally provides basic benefits that, for most members, are paid in addition to the benefits from other divisions. These basic benefits are calculated using a formula linked to your super salary and your length of membership.

You cannot contribute to your Division CD super. Any basic benefits in this division are financed by your employer. Any periods of leave without pay do not count towards your years of membership in the fund when calculating Division CD Basic Benefits.

Note: If you have moved to an individual salary package, your benefits in Division CD will be based on your membership from the date you joined CGSSS (or 1 April 1988 if later than this date) until the date you moved to a salary package basis (or 21 November 1993 if later).

Basic benefit

If you leave employment with the Group for any reason or exercise super choice at any age, you will receive a **basic benefit** from Division CD in addition to your Division CF benefits.

Your basic benefit is…	**A lump sum** = 3% of your Final Salary multiplied by your years of membership[6] since 1 April 1988 (less an adjustment for Contributions Tax and any surcharge account balance)
Rules around your benefit…	• You must take your basic benefit out of Division CD. Refer to *Lump sum payment options* on page 27 for more information. If you do not provide valid payment instructions within 90 days from the date you left employment or exercised super choice, your basic benefit will be transferred to the fund's selected eligible rollover fund (see page 27). • Because you are also a member of Division CF, you are not entitled to an additional insured benefit component in Division CD. • If the Division CD benefit is payable as a death benefit, the trustee has the discretion to pay the benefit to any one or more of your spouse, dependants and/or legal personal representative. You can nominate a preferred beneficiary to help the trustee decide who should receive your death benefit. However, the trustee does not have to follow your wishes when allocating this death benefit. You can make or change a nomination at any time by completing a *Preferred beneficiary nomination* form, available from our website oursuperfund.com.au. • Payment of any benefit in cash is subject to preservation rules (see page 25 for more information).

6 Your combined periods of membership of the former Colonial Group Staff Superannuation Scheme and Commonwealth Bank Group Super (formerly the Officers' Superannuation Fund), excluding any periods of leave without pay.

How your benefits are taxed

Important! There are major tax implications associated with superannuation. The taxation system is complex and members will have different personal circumstances. The following information is an overview of some tax implications as at the date this booklet was prepared, but changes may occur in the future. You should consider seeking professional taxation advice before acting on any taxation information provided in this section.

Contribution tax

The trustee is required to pay tax on employer contributions for benefits accrued since 1 July 1988. Your benefits are therefore reduced to allow for a 15% tax payable on the employer's contribution component. The amounts provided to you are after the benefit has been reduced for these tax purposes.

Tax on pension payments

Depending on your age, tax may be payable on any pension payments you receive.

If you are…	Tax applying to pension benefits
Age 60 or over	• All super benefits, including pension payments, are tax-free
Under age 60	• Pay As You Go (PAYG) Withholding tax is payable on the taxable component of your pension payments – we will withhold an amount of tax (depending on the amount of your pension payment and whether you have provided your TFN) and send it to the ATO. • If you are aged between 55 and 59, or if a pension qualifies as a disability or death benefit pension, you are entitled to a tax offset of 15% of your assessable pension income, where your assessable pension income is your annual pension payment amount less your tax-free pension amount.

What are the taxable and tax-fee components of your super?

Super benefits are taxed based on two components.

Benefit component	Includes these former benefit components
Taxable component	• The taxable component is the value of your benefit minus the value of the tax-free component.
Tax-free component	• All contributions to your super made from 1 July 2007 for which no tax deduction is claimed. • Post 30 June 1994 Invalidity component (the tax-free part of a Total and Permanent Invalidity benefit) • CGT exempt component (proceeds from the sale of active assets of a small business deemed to be used for retirement (maximum lifetime CGT exemption is $500,000)) • Concessional component (redundancy, invalidity and approved early retirement scheme payments made prior to 1 July 1994) • Pre-1 July 1983 component (relates to service or membership of a super fund before 1 July 1983) • Undeducted contributions (relates to personal member contributions for which no tax deduction has been claimed)

Tax on lump sum benefits

Tax may also be payable on any lump sum benefit that you receive in cash.

If you are…	Tax applying to lump sum benefits
Age 60 or over	• All super benefits are tax-free
Preservation age[7] to age 59	• No tax is payable on the taxable component up to the low rate threshold[8], which is $180,000 for 2013-14. • The amount of the taxable component over the low rate threshold is taxed at 15% (plus Medicare levy).
Under preservation age	• The taxable component is taxed at 20% (plus Medicare levy).

Note: The Medicare levy is currently 1.5% but will increase to 2% from 1 July 2014.

We will generally deduct any tax payable on the taxable component of your lump sum and forward it to the ATO.

Tax on death benefits

Death benefits paid as a pension

If a death benefit is paid as a pension to your spouse, the pension payments will generally be tax-free.

However, if you are under age 60 at the time of your death **AND** your spouse is under age 60 when receiving the pension payment, the taxable component of the pension payment is taxed at your spouse's marginal tax rate.

Children's pensions

Generally, any additional children's pension paid to your spouse (or the child's parent if the parent is not your spouse) is taxed in the same way as your spouse's reversionary pension.

Therefore, PAYG Withholding tax rates will apply to the taxable component of the children's pension. The taxable component of the children's pension is based on the taxable component of your spouse's reversionary pension. The amount of PAYG Withholding tax deducted will depend on factors such as your age at death, your spouse's age and whether your spouse has provided their tax file number.

Death benefits paid as a lump sum

The way that a death benefit is taxed depends on whether it is paid to a dependant or non-dependant as defined by tax laws. The definition of dependant under tax laws and super laws may be different. When considering the tax implications of a death benefit, you should consider the definition that applies under tax laws.

If paid to…	The following tax applies…
Tax dependant	• The whole benefit is tax-free
Non-dependant	• Taxable component (taxed element) is taxed at 15% (plus Medicare levy) • Any taxable component (untaxed element) is taxed at 30% (plus Medicare levy)

Note: The Medicare levy is current 1.5% but will increase to 2% from 1 July 2014.

Tax laws define a 'dependant' as:

- The deceased's current or former spouse or de facto spouse (whether of the same or opposite sex)
- The deceased's child under age 18
- Any person who was financially dependent the deceased at the time of death
- Any person with whom the deceased had an interdependency relationship at the time of death.

7 Your preservation age will be between age 55 and 60 depending on your date of birth. Refer to page 26 for more information.
8 The low rate threshold amount is a lifetime threshold that applies to all of your superannuation lump sum payments. The amount is indexed to Average Weekly Ordinary Time Earnings (AWOTE) in $5,000 increments (rounded down).

How your benefits are taxed

The importance of providing your tax file number (TFN)

Under the *Superannuation Industry (Supervision) Act 1993*, the trustee is authorised to collect your TFN. It is not an offence to choose not to provide it.

Implications of not providing your TFN

- More tax may become payable on your benefits than would otherwise be payable.
- It may become more difficult to locate or consolidate your super benefits in the future to ensure you receive all benefits you are entitled to.

Use of your TFN in the fund

If we hold your TFN, we will use it only for legal purposes. This includes calculating tax on any benefit you may be entitled to or providing information to the Commissioner of Taxation (including disclosing your TFN). We may provide your TFN to another super fund trustee or Retirement Savings Account provider if your benefits are to be transferred, unless you request us not to do so in writing. In all other respects we will treat your TFN as confidential.

Superannuation surcharge

Superannuation surcharge was a tax on surchargeable contributions that were accrued by higher income earners after 20 August 1996. The superannuation surcharge was abolished from the 2005-06 financial year. However, the Australian Taxation Office can make surcharge assessments after 1 July 2005 for surchargeable contributions made in previous years.

Surcharge offset contribution facility

If you have a surcharge account balance, you can make additional personal contributions (up to a maximum of your surcharge balance) to a Surcharge Offset Contribution Facility in the fund at any time. This may help you manage the extent to which your final benefit may be affected by surcharge tax. These contributions will be shown as ‘surcharge offset contributions’ on your Annual Benefit Statement. To access this facility, please contact us on 1800 135 970.

Other important information

Contributions

As your employer, the Group's contributions are recommended by an actuarial assessment. Because your division provides defined benefits, every three years the fund's actuary assesses the financial soundness of the fund and recommends future contributions.

Division CF generally provides a pension benefit when you retire. Each year you are employed by the Group, you make compulsory contributions to pre-pay for the pension you will be eligible to receive when you retire.

Generally, you cannot contribute to your Division CF after leaving employment with the Group or exercising super choice.

Compulsory contributions and unit entitlements

Division CF works like an instalment plan, where the instalments for the pension are called **units**.

To receive the maximum retirement pension, you will need to buy your full unit entitlement each year, which is determined by your super salary. The higher your super salary, the more units you can buy, and the higher your pension will be when you retire.

Your full unit entitlement is calculated as:

- Your super salary divided by 260, plus
- A specified number of additional units (this entitlement is adjusted each year for inflation – as at the date this booklet was prepared the additional unit entitlement is 29.3242.

Once you work out your number of units you are entitled to purchase, you can calculate your compulsory contributions using the cost per unit table on page 30.

Each time your super salary changes, your unit entitlement, and therefore your contribution rate, will also change.

Contributions are deducted from your salary to pay a four-weekly instalment plan (as shown below) from 1 July each year. The contributions are added to your Normal Unit Account. (Note: These dates may not coincide with your fortnightly pay period.)

Contribution period	From	To
1	**1 July**	**28 July**
2	29 July	25 August
3	26 August	22 September
4	23 September	20 October
5	21 October	17 November
6	18 November	15 December
7	16 December	12 January
8	13 January	9 February
9	10 February	9 March
10	10 March	6 April
11	7 April	7 May
12	5 May	1 June
13	2 June	30 June

Your super salary at 1 April each year determines your new unit entitlement – this is called your Annual Review Day (ARD).

You will receive an ARD Notice from us each year, showing any changes that need to be made to your instalment plan to ensure you will receive your full pension value when you retire.

Other important information

It is important for you to review your ARD Notice and return the Annual Election form to tell us what changes, if any, you want to make for the following year. If you do not advise us of any changes, the new instalment plan shown on your ARD Notice will automatically apply from the first instalment date of the new contribution period (i.e. 1 July).

Note: Although you are only required to contribute for any new units from the start of the new instalment year (i.e. 1 July), your death and invalidity benefits will apply from the date your salary changes.

The '6% of salary' rule

Once your unit entitlement is calculated, the total cost is converted to a percentage of your super salary, which is shown on your ARD Notice.

This contribution rate is then compared to the '6% of salary' rule to determine your actual contribution rate.

Your minimum contribution rate is the lesser of (i) 6% of your super salary and (ii) the actual contribution rate required to buy your full unit entitlement for the year):

- If your actual contribution rate is **less than or equal to 6%**, you only have to contribute at the actual rate
- If your actual contribution rate is **more than 6%** of your super salary, you can choose to abandon some of the new units so that your contributions do not exceed 6%. These are called abandoned units. If you choose to abandon units, you must notify us within two months of receiving your ARD Notice.

Example

You are a female turning 43 on your next birthday, with a super salary of $85,000.

Your unit entitlement is:

= [Super Salary ÷ 260] + [Additional units]

= [$85,000 ÷ 260] + [29.3242]

= 326.92 + [29.3242]

= 356.2442

= 357 (round up to nearest whole unit)

Your unit cost is:

= number of units x unit cost

= 357 x $1.70

= $606.90 per four weeks, or $7,889.70 per year

Your total unit cost is equal to 9.28% of super salary, so you can choose to contribute at the lesser rate of 6% of your super salary, which is $5,100 per year, or $392.30 per four-week contribution period. If you choose to contribute at this 6% rate, which equates to only 231 units ($392.30 ÷ $1.70), you would abandon 126 units (i.e. 357 – 231).

Abandoned units

If you do not recover abandoned units, your pension value will be reduced.

Because of the 6% rule, if your super salary increases, you may have to recover some or all of the units you have abandoned. In this case, death and disability cover will apply immediately on the recovered units.

If you voluntarily choose to recover any abandoned units, your death and disability benefits will not apply on the recovered units until you have contributed for a further two and a half years.

If you choose not to recover these abandoned units, they will stay in your instalment plan as 'Reduced Value Units' and result in a reduced pension.

You can choose to recover abandoned units when you retire so that they are fully paid for and contribute fully to your pension. You must choose this option within one month of your retirement.

Note: If you wish to receive your full pension, you should recover Reduced Value Units before you retire or as soon as possible after you retire to make sure you receive your full pension.

Special instalment units

The number of special instalment units you can purchase is linked to your super salary as at your annual review day (1 April). Units purchased after age 55 are essentially additional units. It generally takes five years to fully pay for each Division CF pension unit. It is generally not compulsory to take up units after age 55. However, if you do take up units within the five years before your retirement, these units will not yet be fully paid for at your retirement date. These are referred to as 'Special Instalment Units'.

In order to have any Special Instalment Units count towards your pension entitlement, they must be fully paid. This means you may have an outstanding contribution debt for these units when you retire. If you choose not to fully pay for these units, any contributions you have already made towards them will be refunded to you and your pension entitlement will be based on the number of units you have fully purchased up to age 55.

For more information, refer to the fact sheet *Special instalment units and Division CF pensions* available from our website oursuperfund.com.au.

Factors affecting your contributions

- If your contributions are deferred or fall into arrears, you may be charged interest. If you become eligible for a benefit while your contributions are in arrears, you will be required to pay up all contributions plus interest before your benefit is paid.
- If you are on approved leave or secondment, you are usually required to continue your contributions or pay the necessary instalments to continue your benefit cover.
- If you change to part-time employment, you will receive fully paid pension units in exchange for the units for which you have been contributing. From that date, a new contribution rate will be set, based on your equivalent full-time salary with a deduction factor applied to take into account the difference between the number of years you could have been expected to participate as a full-time and a part-time member. The usual rules will then apply in relation to minimum contributions and reduced value units. If your circumstances change again, your entitlement will be recalculated at the next ARD.
- If, when you retire, are retrenched with 10 years' service, die or become disabled, you have had recent salary increases that have not been recognised for unit entitlements, you will have to either purchase the additional units or abandon them. Upon death or disability, only one instalment has to be paid to purchase the units.
- If your super salary decreases and you choose to reduce your contributions, units in excess of the number appropriate to your salary will not generally attract a benefit when you leave. In this case, any instalments you paid on those excess units will be refunded when you receive your benefit.

Voluntary additional contributions

In Division CF you can also choose to make extra contributions to your super, in addition to the compulsory contributions required to buy pension units. Any voluntary contributions are separate from your pension unit contributions and are allocated to your Voluntary Account.

Contribution limits

There are rules about superannuation contribution limits that apply to:

- concessional contributions (which generally include an employer's super contributions and any salary sacrifice contributions you make to your super)
- non-concessional contributions (contributions you make to your super from your post-tax salary).

A cap applies to each of these types of contributions. Contributions that exceed the cap may be subject to additional tax. The caps apply per person, regardless of how many employers you have or how many super funds (or accounts within a super fund) you contribute to.

For more information about the caps, including the formula to calculate the Group's super contributions in respect of your defined benefit super interests for the purposes of the caps, refer to the fact sheet *Super contributions and Division CF defined benefits*, available from our website oursuperfund.com.au.

Other important information

Commuting a pension to a lump sum

How a commutation amount is calculated

If you choose to commute all or part of your pension entitlement, the lump sum value will be calculated using the commutation factors set out in the Act and the rules for Division CF.

The maximum rate at which a pension is commuted is $285 for each $1 of fortnightly pension commuted on your 55th birthday. If commutation occurs after age 55, the factor is reduced accordingly:

Age at which commutation occurs	Factor for each $1 of fortnightly pension commuted
55th birthday	285
56th birthday	278
57th birthday	271
58th birthday	264
59th birthday	257
60th birthday or later	250

For example, if you are 57 and your fortnightly pension amount would be $800 and you choose to commute the full pension amount, your commuted lump sum amount would be $800 x 271, or $216,800. If you chose only to commute half of your pension entitlement, your commuted lump sum amount would be $400 x 271, or $108,400.

The effect of commutation on a spouse pension if you die

If you commute your pension, your spouse and/or child's entitlement to a reversionary benefit in the event of your death is **not** affected. That is, an eligible spouse is still entitled to a contingent reversionary pension whether you commute your pension or not. Your spouse's contingent reversionary pension will be two-thirds of the pension amount that you would have been receiving at the time of your death (including indexation increases) if you had not commuted any part of your pension.

Your spouse also maintains their right to commute their reversionary pension entitlement after your death. Any pension payable in respect of an eligible child cannot be commuted.

Important note about commutation versus lump sum withdrawal benefit with regards to spouse entitlement

At any time while you are a deferred member of Division CF, you can choose to forgo your deferred pension benefit (and forgo your spouse's entitlement to a contingent reversionary pension if you die) and withdraw your benefit as a lump sum from Division CF. In this case, your lump sum withdrawal benefit will be the amount that was originally payable to you when you left employment or exercised choice of super fund. The amount calculated as at your exit date is adjusted for earnings at the fund's crediting rate.

If, instead of electing the pension (or a commutation of that pension), you elect the lump sum withdrawal benefit that would have been payable to you at the time you left employment or exercised super choice, your spouse is **not** entitled to a reversionary pension if you die, as this is a different lump sum benefit and not a commutation of your pension.

Transfers into the fund

If you have super in another super fund, you can transfer it into Division CF, subject to trustee approval. Transfers-in are allocated to your Rollover Account.

To transfer-in, please complete a *Request to transfer* form available from our website oursuperfund.com.au.

You cannot transfer super into Division CF after leaving employment with the Group or exercising super choice.

Investment choice

Generally, your Division CF benefits are not affected by investment fluctuations. However, any Voluntary Account, Rollover Account, Old Fund Account or Surcharge Account balances are affected by the fund's investment returns.

For these account balances, you can choose how the super in these accounts is invested. The fund offers a range of investment options and the investment return that applies to your accounts depends on the options that you choose (or the default option if you do not make a choice). Investment returns can be positive or negative, and if they are negative, the value of your account will be reduced.

The fund invests its assets in a broad range of investments both in Australia and overseas, including shares, property, fixed interest and cash.

The trustee selects a number of professional investment managers to manage the fund's assets. Each investment manager is allocated a portion of the fund's assets to manage based on its specialist skills. The trustee regularly monitors the investment performance and activities of each investment manager.

For more information on investment choice, refer to our website oursuperfund.com.au.

Insurance

If you are an in-service Division CF member, there is an insurance component to your death and invalidity benefits until you reach age 60. Your insurance cover is self-insured by the fund, therefore you do not pay an insurance premium.

Fees and charges

You do not currently pay any direct fees for the day-to-day management and administration of the fund. You also do not currently pay a premium for insurance cover (refer to page 25). The trustee meets these costs on your behalf.

If you have a Voluntary Account, Rollover Account, Old Fund Account or Surcharge Account, a management fee applies for the investment options that apply to these account balances. Refer to our website oursuperfund.com.au for more information.

The trustee may vary fee amounts but we will give you advance notice of any changes within the time period specified by law. We reserve the right to increase fees or introduce new fees at our discretion.

If you have a surcharge account balance, this amount will be deducted from any benefits paid to you (refer to *Superannuation surcharge* on page 20).

Preservation

Superannuation benefits are subject to preservation, which means there are restrictions by law on when or how they can be paid to you in cash.

Your super may be made up of different types of benefits, each with different rules about when they can be paid to you in cash. The preservation components of your super will be shown on your benefit statement.

In order to withdraw preserved benefits in cash, you must meet a condition of release allowed under super law. For most people, this will be when you permanently retire after reaching your preservation age. Your preservation age depends on your date of birth.

If you were born:	Your preservation age is:
Before 1 July 1960	55
1 July 1960 to 30 June 1961	56
1 July 1961 to 30 June 1962	57
1 July 1962 to 30 June 1963	58
1 July 1963 to 30 June 1964	59
After 30 June 1964	60

Other conditions of release include ceasing a gainful employment arrangement since turning 60, reaching age 65, or meeting the criteria for permanent incapacity.

Other important information

Non-preserved benefits can generally be paid to you in cash at the time you withdraw your benefit. However, any restricted non-preserved benefits can only be paid in cash if you have left employment with the Group.

For more information on conditions of release for your super, refer to our website oursuperfund.com.au (under Learning about super > Accessing your super).

Impacts to pension payments if you were born after 1 July 1960

Although you may become entitled to a pension under Division CF rules from age 55, if you have not yet reached your preservation age (or satisfied another condition of release), your pension payments must be preserved in Division CF. This means that we will withhold your pension payments until they become payable to you under preservation laws.

At the date of release, you will receive:

- a lump sum equal to the withheld pension payments, adjusted for returns at the fund's declared rate from the date each payment would have been paid until the date of actual payment, and
- pension payments from that date forward, as applicable under Division CF rules.

Impact to commutation or lump sum payments if you were born after 1 July 1960

If you choose to commute all or part of your pension entitlement but have not met a condition of release at that time, your lump sum benefits cannot be paid to you in cash and must be preserved in the superannuation system.

In this case, the lump sum component can be transferred to an Accumulate Plus account in our fund (i.e. our accumulation division) or to another superannuation fund.

Information you will receive from us

You will receive a Benefit Statement by mail outlining your benefit entitlements effective 30 June each year. Copies of these statements are also available by logging into your account online or by contacting us on 1800 135 970.

The trustee also issues an Annual Report effective the end of each financial year with information on the fund's annual accounts, investment performance, membership and other information. The Annual Report may be made available via our website oursuperfund.com.au and if so, we will notify you in writing, e.g. in a newsletter or your Benefit Statement.

From time to time, you will receive newsletters or other member education or information to keep you up to date with latest news.

Although this Member Booklet is intended to be your primary source of information, you may require some more detailed information on some aspects of superannuation. You can find fact sheets and other information and tools on a number of topics on our website oursuperfund.com.au.

As a member of the fund, you can also request copies of the trust deed, audited accounts, auditor's reports or actuarial reports, or the trustee's Australian Financial Services Licence (AFSL) or Registrable Superannuation Entity Licence (RSEL). You can request these documents in writing from the Company Secretary at GPO Box 4758, Sydney NSW 2001.

Fraud or misconduct

Your benefit may be reduced to the minimum benefit (as required under super legislation) if you are dismissed from the Group due to defalcation or if during your employment with the Group you committed any defalcation, whether or not you have been found guilty in court.

Anti-money laundering and counter-terrorism financing laws

We are required to comply with these laws, including the need to establish the identity of other persons associated with your account (e.g. in the case of payment to a beneficiary).

We will need to verify the identity of any beneficiaries *before* we pay super benefits to them in cash. At the time a benefit is payable, we may ask for identification such as a certified copy of their driver's licence, passport or birth certificate, unless they have already provided this information.

Additionally, from time to time, we may require additional information to assist with this process. We may be required to report information about you to the relevant authorities. We may not be able to tell you when this occurs.

We may not be able to transact with you or other persons. This may include delaying, blocking, freezing or refusing to process a transaction or ceasing to provide you with a product or service. This may impact on your investment and could result in a loss of income and principal invested.

Lump sum payment options

If you choose to withdraw a lump sum benefit option, or if you have a Voluntary Account, Rollover Account or Old Fund Account, you generally cannot keep these benefits in Division CF. You can choose to:

- transfer the lump sum to an Accumulate Plus account in the fund, **and/or**
- transfer the lump sum to a Retirement Access pension account in the fund, **and/or**
- transfer the lump sum to another super fund, **and/or**
- receive the benefit as a cash payment (providing you have met a condition of release – see page 25).

You should consider the product disclosure statement (PDS) for a superannuation fund or product before making any decisions about transferring your benefit. A PDS outlines the features of a fund or product, including your rights and entitlements, investment information, fees and costs, and associated risks.

If you are considering transferring to an Accumulate Plus or Retirement Access account in the fund, you can obtain the relevant PDS from our website oursuperfund.com.au (under Forms & publications > Member booklets) or by contacting us.

Note: Preserved benefits must be transferred to Accumulate Plus or another super fund if you have not met a condition of release. Restricted non-preserved benefits can only be paid in cash if you have left employment with the Group. See *Preservation* on page 25 for more information.

Eligible rollover fund (ERF)

You generally have 3 months from the date your benefit is payable to provide us with payment instructions for any lump sum portion that you elect to withdraw or that cannot be retained in Division CF. If we do not receive a valid instruction within this timeframe (or if the fund that you nominate does not accept the rollover), the lump sum portion will be transferred to the fund's selected ERF, which is currently SuperTrace ERF.

If your benefit is transferred, you will automatically become a member of SuperTrace and your rights and obligations in respect of the transferred benefit will be in accordance with the terms of the SuperTrace trust deed. From this time, you should contact SuperTrace with any questions or for a copy of the SuperTrace PDS.

You can contact SuperTrace by:

Telephone:	1300 788 750 between 8.30am and 6.00pm (Sydney time), Monday to Friday
Mail:	Locked Bag 5429, Parramatta NSW 2124
Internet:	www.supertrace.com.au

You should also note that:

- SuperTrace applies a different fee structure. Management costs (also known as an 'asset charge') apply. You should refer to the SuperTrace PDS for more details.
- SuperTrace invests your benefits in the Capital Stable Fund in The Colonial Mutual Life Assurance Society Limited's No. 2L Statutory Fund. This fund has a low-risk investment approach, which may also be expected to produce lower investment returns over the medium to longer term. You will need to consider whether this is appropriate to your circumstances.
- SuperTrace does not accept contributions from members or their employers. SuperTrace does, however, accept transfers from other complying super funds.
- SuperTrace does not offer insured benefits in the event of death or disablement.

From time to time, we may decide to change our ERF. If this happens, you will be given details about the new ERF as required by law.

Other important information

Super choice

Super choice (or choice of fund) laws give employees the ability to choose their own eligible choice fund to receive super contributions from their employer.

Employer contributions include compulsory super guarantee (SG) contributions, as well as salary sacrifice contributions that you may choose to make to your super (if eligible).

If you exercise super choice, you will most likely change to an accumulation style of super rather than your current defined benefit. This means that for future employer contributions, the Group will contribute a percentage of your accumulation super salary (at the SG rate) to an account in your name, the money will be invested and your account will be adjusted for investment returns (which may be positive or negative).

Under super choice, you can choose an Accumulate Plus account in the fund or an eligible external super provider as your eligible choice fund.

If you exercise super choice, you will not be able to return to your current defined benefit arrangements, nor reverse the impact of crystallising your defined benefits.

In addition, if you choose an external super fund under super choice and later choose Commonwealth Bank Group Super as your eligible choice fund, the Group's future contributions must be paid into an Accumulate Plus account, not your original defined benefit division.

The Group has nominated Accumulate Plus as its default fund. This means that if you choose another super fund and contributions are returned to the Group (e.g. your chosen fund winds up or becomes a non-complying fund), future contributions will be made to Accumulate Plus (unless you choose a new eligible choice fund).

Note: Exercising super choice may have implications on your benefit if it is affected under Family Law. Refer to *Family Law* on page 28 for more information.

Super choice is an arrangement between you and your employer. For more information about super choice, visit the Superannuation intranet (HR Intranet > Pay & Leave > Pay > Superannuation) or contact HR Direct on 1800 989 696 or email hrdirect@cba.com.au.

For more information on your current defined benefit entitlements or your entitlements if you exercise super choice, refer to page 8 or you can log into your account online at oursuperfund.com.au or contact us on 1800 135 970.

For more information on Accumulate Plus, visit our website oursuperfund.com.au.

Family Law

Government legislation allows some superannuation accounts to be divided between parties in the event of relationship breakdown. This legislation is complex and you should seek you own independent advice if these circumstances apply. For general information about family law, refer to the fact sheet available from our website oursuperfund.com.au.

Family Law and super choice

If your benefit in Division CF is affected by a family law split by Court Order or Superannuation Agreement and you exercise super choice, this may result in the split taking effect and an amount becoming payable to your ex-spouse. This may be earlier than might have been the case if you had not exercised super choice.

If there is a family law payment flag on your benefit and you exercise super choice, no payment can be made from the fund until the flag is lifted.

Enquiries and complaints

The trustee has a formal procedure for members and beneficiaries to make enquiries into or complain about the operation or management of the fund.

Firstly, you should contact us on 1800 135 970 with details of your enquiry or complaint. Alternatively, you can send your enquiry or complaint in writing to the Complaints Officer at GPO Box 4303, Melbourne VIC 3001.

Once we receive your enquiry or complaint, we will ensure that the matter is dealt with within 90 days. In most cases, we will reply within 28 days. The trustee will take every step reasonably necessary to ensure that your enquiry or complaint is dealt with.

Superannuation Complaints Tribunal

If you are not happy with the way that your complaint is handled or the decision that the trustee makes, you can contact the Superannuation Complaints Tribunal (SCT).

The SCT is an independent body set up by the Federal Government to help members and beneficiaries resolve certain super complaints. It may be able to help you resolve your complaint but only after you have used the fund's own complaints handling process first (described above).

If the SCT accepts your complaint, it will attempt to resolve the matter through conciliation, which helps you and the trustee come to a mutual agreement. If conciliation is unsuccessful, the complaint is formally referred to the SCT for a determination, which is binding.

There are some complaints that the SCT cannot consider, such as complaints relating to the management of the fund as a whole and complaints against an employer.

To find out whether the SCT can handle your complaint and the type of information you would need to provide, you can contact them by:

Telephone:	1300 780 808
Mail:	Locked Bag 3060, GPO Melbourne, VIC 3001
Email:	info@sct.gov.au
Internet:	www.sct.gov.au

Privacy

We are committed to protecting your personal information. We are bound by the National Privacy Principles (NPPs) and the Privacy Act, which govern the way we collect, use, disclose and secure information about you.

The information that we collect from you, and in some cases give to our service providers, will be used mainly for the purpose of managing the affairs of the fund. This may include providing you with information about other products and services that may help you understand and make decisions about your investment and retirement savings.

As a member, you generally have the right to request access to any personal information that we hold about you. A reasonable charge may apply to gain access to the requested information; you will be advised of any charges that apply when you make a request. If you find out that information we have is not accurate, complete or up to date, we will take reasonable steps to correct the information.

A copy of our privacy policy is available from our website oursuperfund.com.au.

If you have any concerns about privacy, please write to the Company Secretary at GPO Box 4758, Sydney NSW 2001.

Pension unit costs

Table 1: Pension unit cost

The four-weekly cost of buying units if you were a member after 1 July 1963:

Age next birthday when you start buying units	Cost per unit	
	Male	**Female**
26	$0.68	$0.62
27	$0.72	$0.64
28	$0.76	$0.68
29	$0.80	$0.72
30	$0.86	$0.76
31	$0.90	$0.80
32	$0.94	$0.84
33	$1.00	$0.90
34	$1.06	$0.94
35	$1.10	$1.00
36	$1.16	$1.06
37	$1.24	$1.14
38	$1.30	$1.20
39	$1.40	$1.28
40	$1.50	$1.38
41	$1.60	$1.46
42	$1.70	$1.58
43	$1.84	$1.70
44	$1.98	$1.84
45	$2.12	$2.00
46	$2.32	$2.18
47	$2.52	$2.38
48	$2.76	$2.62
49	$3.06	$2.90
50	$3.40	$3.22
51	$3.84	$3.64
52	$4.38	$4.16
53	$5.06	$4.82
54	$5.98	$5.70
55	$7.26	$6.92
56 57 58 59 60	Minimum unit cost is $7.58 – full cost is $493.28 spread over 5 years	Minimum unit cost is $7.22 – full cost is $468.80 spread over 5 years

Table 2: Additional unit cost

The four-weekly cost of buying additional units if you were a member before 1 July 1963.

Age next birthday when you start buying units	Cost ($)	
	Male	**Female**
46	1.84	1.84
47	2.00	2.00
48	2.20	2.20
49	2.44	2.44
50	2.72	2.72
51	3.06	3.08
52	3.48	3.50
53	4.04	4.06
54	4.76	4.80
55	5.80	5.84
56 57 58 59 60	Minimum cost is $6.10 – full cost is $396.90 spread over 5 years	Minimum cost is $395.54 – full cost is $395.54 spread over 5 years

Key terms

Abandoned Units

Units that you do not contribute for if you choose to contribute at a lower '6% of salary' rate, rather than your actual contribution rate. If you do not recover these units, your pension value will be reduced. Refer to The '6% of salary' rule and *Abandoned units* on page 22 for more information.

Accumulation super salary

If you exercise super choice, the super salary that is used to calculate the Group's future super contributions (i.e. your accumulation super salary) may be different to the super salary that is currently used for your defined benefit calculations. To find out what accumulation super salary applies to you under super choice, contact HR Direct on 1800 989 696.

Additional Unit

A specified number of units (adjusted each year for inflation) that you must contribute for in order to receive your maximum retirement pension. Refer to *Compulsory contributions and unit entitlements* on page 21 for more information.

Annual Review Day (ARD)

The day each year (1 April) when we review your super salary to determine your new unit entitlement.

Child

Under the rules for Division CF, 'child' means:

- your natural, adopted, ex-nuptial or step child, or
- the natural, adopted, ex-nuptial or step child of your 'spouse' (as defined on this page), or
- a child born to you or your 'spouse' through artificial conception or surrogacy.

However, 'child' does not include a person over age 18 (or in the case of a person who is receiving full-time education, over age 25).

Crediting rate

A rate (which may be positive or negative) based on the fund's investment returns, declared by the trustee and used to update benefits in Division CF.

Final Salary

For Division CD: The average of your **super salary** over the 3 years before the date of benefit calculation.

Normal Units

The number of units you must contribute for in order to receive your maximum retirement pension. The number of normal units is equal to your super salary divided by 260. Refer to *Compulsory contributions and unit entitlements* on page 21 for more information.

Preservation

Superannuation benefits are subject to preservation, which means there are restrictions by law on when or how they can be paid to you. Refer to *Preservation* on page 25 for more information.

Special Instalment Units

Units that you purchase within the 5 years before your retirement that are not fully paid for at your retirement date. Outstanding contributions for these units must be paid in order to count towards your pension value. Refer to *Special instalment units* on page 23 for more information.

Spouse

Under the rules for Division CF, 'Spouse' means, at the time of your death:

- a person who was legally married to you, or
- a person (whether of the same or opposite sex) with whom you are in a relationship registered under a prescribed state/territory relationships register, or
- a person (whether of the same or opposite sex) who, although not legally married to you, lives with you on a genuine domestic basis in a relationship as a couple,

AND was your spouse before you became entitled to the pension.

Note: If you are receiving an invalidity retirement pension, 'Spouse' does **not** include a person who became your spouse after you commenced receiving the pension unless they became your spouse before you reached age 60 and they had been your spouse for a minimum of 3 years before your date of death. In all other cases 'Spouse' does **not** include a person who became your spouse after you became entitled to the pension.

Super choice

Super choice laws give employees the ability to choose their own eligible choice fund (i.e. the fund's Accumulate Plus division or another super fund) to receive super contributions from their employer. Refer to *Super choice* on page 28 for more information.

Super salary

Contact HR Direct on 1800 989 696 for more information on the super salary definition that applies to Division CF and your employment arrangements. The Group may amend the definition of super salary from time to time, which could have positive or negative implications for your super salary growth and therefore your defined benefits in the fund.

Key terms

Superannuation Guarantee

The minimum benefit amount payable under superannuation guarantee (SG) legislation, based on a percentage (equal to the Superannuation Guarantee rate) of your 'ordinary time earnings' under that legislation. In some cases, the Group may need to top up your benefits in order to meet these requirements.

Trust Deed and Rules

The formal legal document dated 11 July 1996, as amended from time to time, that governs the fund and sets out members' rights and entitlements pursuant to Section 140 of the Commonwealth Banks Acts 1959.

Trustee

The person or company who is appointed under the terms of the trust deed to hold the trust assets for the benefits of the beneficiaries. The trustee of Commonwealth Bank Group Super is Commonwealth Bank Officers Superannuation Corporation Pty Limited.

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Telephone	1800 135 970 between 8am and 7pm (Melbourne time), Monday to Friday
Email	via online member login at oursuperfund.com.au
Fax	(03) 9245 5827
Mail	GPO Box 4303, Melbourne VIC 3001
Internet	oursuperfund.com.au
Intranet	CommNet or HR Intranet > Employee Benefits > Commonwealth Bank Group Super (under ‘Useful links’)

This booklet was prepared and issued by Commonwealth Bank Officers Superannuation Corporation Pty Limited (ABN 76 074 519 798, AFSL 246418), as trustee for Commonwealth Bank Group Super (ABN 24 248 426 878)

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