

Employer guide

Issued on 1 July 2018. This document is to be read in conjunction with the smartMonday PRIME Product Disclosure Statement (PDS) dated 1 July 2018

Why choose to partner with smartMonday PRIME?

At smartMonday PRIME, we've taken a different approach to super. We've combined our award-winning super fund with a focus on empowering your members with smart, easy actions to help grow their super. Because even small steps done today can add up to a big tomorrow.

Employer services

With the support of Aon, you'll be able to spend less time and effort worrying about managing super, and more on taking care of business. We can help you to provide a better super experience for your employees:

- > transition smoothly to smartMonday PRIME
- > design your plan to match your business strategy and your employees' needs
- > take advantage of QuickSuper, our SuperStream-ready online contribution payment solution

A smooth transition

When you join the fund as a participating employer, your Aon relationship manager can assign a specialist transition team to coordinate the transfer of your data from a previous super plan. They can also work with you to develop and deliver transition communications for your employees.

QuickSuper

Your Aon relationship manager will introduce you to QuickSuper which enables you to:

- > pay super contributions to the fund or other super funds
- > register new employees as members in the fund
- > notify us of terminating employees
- > comply with your SuperStream obligations.

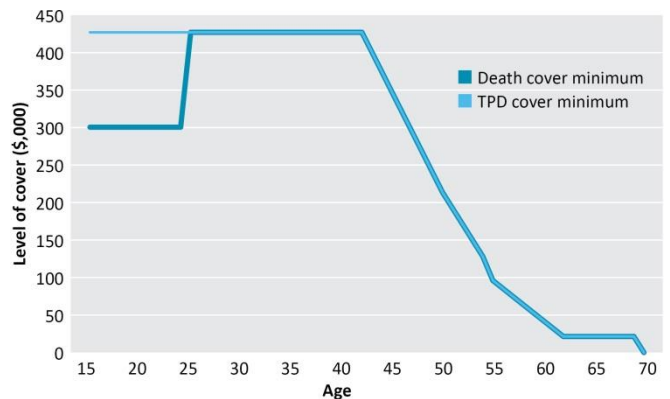
Designing your super plan

Most businesses can slot straight into our standard plan design. But if you need to tailor the design of your employer plan, there are a variety of options to help you. For instance, you may want to set up different membership categories (eg for your executives, managers, part-time staff, casuals) to cater for different types of contributions and insurance benefits.

Insurance benefits

Your employees get **automatic insurance cover** when they join the fund for:

- > death and total & permanent disablement (TPD). Our standard minimum level cover design adjusts the levels of cover depending on the age of the member.



- > income protection (75% of pre-disability income, with a 90-day waiting period and 2-year benefit payment period).

OR you can tailor the insurance design to cater for any particular needs certain employees may have.

Cover is subject to eligibility so see the PDS on our website at smartMonday.com.au/resources.aspx.

Death and TPD: If our standard cover design is not ideal for your business needs, you've still got the flexibility to mix and match depending on the different types of employees you have.

You can choose from different formulas for the level of cover:

- > *Option 1:* (Variable) x annual salary x future service (years and complete months) to age 65, where (variable) is expressed as a %
- > *Option 2:* (Variable) x annual salary, where (variable) is expressed as a multiple
- > *Option 3:* a fixed dollar amount.

Cover will generally be the higher of the levels you select and the minimum level of cover design described above. Members can change or cancel their cover at any time.

Income protection: Different waiting periods (30, 60, or 90 days) and benefit periods (2 years, 5 years, or to age 65) are available.

Need insurance arrangements outside super?

We'll support you if you want to opt-out of automatic cover within the fund and arrange your employees' income protection via an external insurance policy outside of super. Aon are global specialists in insurance consulting and brokering so we're here to help.

Covering member expenses

Some employers choose to cover part or all of the administration and insurance costs by making additional contributions to members' accounts. These work as concessional contributions for the member. Your Aon relationship manager can explain how this works.

Setting up your super plan

Once you've considered the design of your plan, the next step is to complete the *Employer: Application agreement* form inside the smartMonday PRIME *Employer kit*. This agreement will reflect the details of your plan design, including:

- Contribution arrangements and insurance benefits for the different categories of employees
- the fees applying to your plan—your employees may be eligible for a reduction in the asset administration fees.
- any additional employer contributions you intend to make towards administration and insurance costs
- setting up a policy committee if your plan consists of 50 or more members.

A better super experience

Aon MySuper

Our default investment option in smartMonday is Aon MySuper. It's a simple, low cost way for members to invest if they want to take a less active role in managing their super. The mix of investments gradually shifts from a growth strategy at younger ages, to a more defensive asset mix as the member gets older.

For more information about Aon MySuper see the PDS or our interactive dashboard at smartMonday.com.au/investments.aspx.

E. enquiries@smartMonday.com.au

P. 1300 880 588

F. 1300 267 582

W. smartMonday.com.au

Investment choice

If members want to take more control over their super, there's a range of pre-mixed and sector investment options, as well as our direct investment option (DIO) which gives access to ASX-listed Australian shares, exchange-traded funds (ETFs) and term deposits.

Continuous support and access to expertise

Your Aon relationship manager can provide the following services and support, at no additional cost:

- reporting on plan membership and performance
- workplace seminars on member education and services
- policy committee services – we'll help with arranging meetings and presenting information updates

Your relationship manager can help you tap into Aon's global expertise in employee benefit design, talent and rewards, super and investments, risk management, and insurance. Any research or data you need can be arranged on an agreed fee basis.

Advice services

Members have access to our intra-fund advice team which provides phone-based advice focused on helping members achieve their retirement goals. This service is available at no additional cost. The intra-fund advice team can help answer four important questions:

- What's the best way for me to contribute to super?
- What's the right investment mix for my super?
- How much insurance cover do I need?
- What can I do now to boost my retirement income?

Speak to your Aon relationship manager or call the fund on **1300 880 588**.