



Employer Kit

(includes Application form)

Preparation date: 9 July 2020

Setting up your super plan

If you're a larger employer you may have special requirements, including defined benefit options, insurance tailoring and employer contribution matching arrangements. We can provide these services and will prepare a schedule to complement the enclosed *Employer: Application agreement* form. If you have special requirements, please ensure that you tick the *non-standard employer plan* box under *Employer details* when completing the form.

› Joining as a participating employer

Before completing the *Employer: Application agreement form*, you should read the latest *smartMonday PRIME Product Disclosure Statement (PDS)* available on our website at [smartMonday.com.au](https://www.smartMonday.com.au). Your Aon smartPartner can also provide you with a copy.

The form will need to be completed by an authorised officer of your company.

Print or scan/email your completed form to smartPartner@smartMonday.com

› Updating your agreement with smartMonday PRIME

If you've already established a plan with smartMonday and you need to change any of your plan details (for example, changing your plan name, adding a new reporting centre, or adding a new benefit class), or update your employment agreement, your authorised officer will need to complete another *Employer: Application agreement form*. The *Employer details* section must be completed, along with each section of the form you are updating from your previous application agreement. Speak to your smartPartner if you need help.

Very important!

- › Your employer-plan in smartMonday PRIME will commence when your first employee is enrolled as a member in plan.
- › As an employer you should let us know promptly when you want new employees joined to the plan, and also when employees have terminated employment. This is important for your employees' insurance arrangements in the plan.
- › When joining new employees, try to provide as much information as possible, particularly accurate information about their occupation type and salary, as this can assist in providing the right insurance for your employees.
- › It's also important to provide us with email addresses for each of your employees who join the plan. This is the quickest and most efficient way for us to communicate with them. (Personal emails are preferred but work emails are acceptable).

Employer: Application agreement

Issue date: 9 July 2020

Use this form to apply to join smartMonday PRIME as a participating employer.

Employer details

If you have any questions, contact smartPartner@smartMonday.com.au

For more information go to our website smartMonday.com.au

Please select the appropriate option below

New employer joining

Preferred name of your new superannuation plan

Existing employer updating a previous application agreement

Current or preferred name of your superannuation plan

Employer name

ABN

Address

Suburb

State

Postcode

If your postal address is different from your registered address, please provide details below.

Address

Suburb

State

Postcode

Title

Contact name

Position

Email

Phone

Mobile

Disclaimer

smartMonday is a registered trading name of Aon Solutions Australia Limited ABN 48 002 288 646 AFSL 236667 (Aon), the sponsor of the Aon Master Trust ABN 68 964 712 340 (the fund). The Trustee of the fund is Equity Trustees Superannuation Limited ABN 50 055 641 757 AFSL 229757 RSE Licence L0001458. smartMonday PRIME, smartMonday DIRECT and smartMonday PENSION products are part of the fund.

Anticipated plan commencement date (New employers only)

Please select one option below.

Standard employer plan *(you must ensure you complete the appropriate benefits on pages 2–4)*

Non-standard employer plan *(please attach a customised schedule of required benefits)*

Membership categories

You can specify up to five different membership categories to cater for your employees' benefits in the plan. Set up a different category if the contributions and/or insurance arrangements are going to be different for that group of employees – eg senior managers, part-time staff, casuals etc. Speak to your smartPartner if you require more than five categories.

Category A

Description/contributions

When are employees eligible to join this category?

Category B (optional)

Description/contributions

When are employees eligible to join this category?

Category C (optional)

Description/contributions

When are employees eligible to join this category?

Category D (optional)

Description/contributions

When are employees eligible to join this category?

Category E (optional)

Description/contributions

When are employees eligible to join this category?

Death and Total & Permanent Disablement (TPD) insurance

It's important to get the right insurance arrangements in your plan. Your smartPartner can help with setting things up.

For employer plans with less than 5 members, Automatic cover will be limited to New Events for 24 months and until the member is At Work for 30 consecutive days at the end of the 24 months period.

Insurance cover for death and TPD is automatically provided to members upon when they become eligible. Generally, this is when they have reached the age of 25 and their account balance has reached \$6,000. See the PDS and Insurance Guide for more information, or speak to your smartPartner.

Standard cover is provided, which provides minimum levels of insurance cover which adjusts automatically depending on the age of the member. Alternatively, you may want to tailor the cover in your plan by nominating a particular level of cover or salary-based formula for different categories of employees. Just complete the applicable categories below indicating the basis of insured benefits (Options 1,2 or 3). If an option is not selected, the standard automatic cover will apply (when the member becomes eligible).

Regardless of the formula selected below to calculate automatic cover, if the formula results in a sum insured which is less than the standard minimum levels of cover, then the minimum levels will apply.

Members are able to cancel their insurance cover at any time. Cover may be cancelled by the trustee for other reasons, such as inactivity on a member's account (eg. no contributions have been made to the account for 16 months) or the account balance is insufficient to support the deduction of insurance costs.

Employer-funded arrangements: As an employer, you may choose to make additional contributions to cover the insurance costs and/or administration fees. See page 5 for more information or speak to your smartPartner.

Basis of insured benefits in your employer-plan

Select one option per category.

The insured benefit in addition to total account balance, is calculated as:

Option 1 = Standard cover (note: leave 'Variable' blank)

Option 2 = (Variable expressed as %) x annual salary x future service to age 65 (years and complete months)

Option 3 = (Variable expressed as a multiple) x annual salary

Option 4 = a fixed dollar amount (eg \$100,000)

Category A

Choose basis of insured benefits (Option 1,2, 3 or 4)

Variable

Category B

Choose basis of insured benefits (Option 1,2, 3 or 4)

Variable

Category C

Choose basis of insured benefits (Option 1,2, 3 or 4)

Variable

Category D

Choose basis of insured benefits (Option 1,2, 3 or 4)

Variable

Category E

Choose basis of insured benefits (Option 1,2, 3 or 4)

Income protection insurance

It's important to get the right insurance arrangements in your plan. Your smartPartner can help with setting things up.

Plans with less than 5 members: are not eligible for automatic income protection insurance cover within the fund.

Variable

Income protection insurance is automatically provided within the fund to members when they become eligible. Generally, this is when they have reached the age of 25 and their account balance has reached \$6,000. See the PDS and Insurance Guide for more information, or speak to your smartPartner. Cover provides for 75% of salary, a waiting period of 90 days, and maximum benefit period of 2 years. See the PDS for eligibility conditions and definitions of income and salary.

As a participating employer, you may wish to tailor the cover by specifying a different waiting period and/or benefit period for your employees. Different settings will affect the cost of insurance.

Alternatively, you (the participating employer) can opt-out of the automatic cover if you hold income protection cover for your employees via an externally-held insurance policy. Just tick the box below and attach evidence (ie. policy number, policy type, insurer, membership covered) of your policy when you complete and return this form. Speak to your smartPartner for more information about setting up your insurance arrangements.

I wish to opt-out of automatic income protection cover for all employees joined to the plan and I attach evidence of an externally-held policy.

Or

Tick to opt-out of automatic income protection cover for a category of members or circle your preferred Waiting Period and Benefit Period for automatic cover (Note: Default settings for automatic cover is WP=90 days, BP=2 years)

Category A	<input type="checkbox"/>	WP: 30 / 60 / 90 days	BP: 2y / 5y / age 65
Category B	<input type="checkbox"/>	WP: 30 / 60 / 90 days	BP: 2y / 5y / age 65
Category C	<input type="checkbox"/>	WP: 30 / 60 / 90 days	BP: 2y / 5y / age 65
Category D	<input type="checkbox"/>	WP: 30 / 60 / 90 days	BP: 2y / 5y / age 65
Category E	<input type="checkbox"/>	WP: 30 / 60 / 90 days	BP: 2y / 5y / age 65

Automatic acceptance limits (AALs)

AALs are available depending on the number of eligible employees you anticipate will be enrolled in the plan. Tick the box that applies to your plan. We review the number of lives insured in your plan on an annual basis and adjust the AALs accordingly.

Death and TPD		Income protection	
Number of employees	AAL	Number of employees	AAL (per month)
1-4	Minimum level of cover	5-9	\$5,000
5-9	\$350,000 (or minimum level of cover, whichever applies)	10-19	\$6,000
10-19	\$400,000 (or the minimum level of cover)	20-49	\$8,000
20-49	\$550,000	50-99	\$10,000
50-99	\$750,000	100-199	\$11,000
100-299	\$1,000,000	200-299	\$12,000
300-499	\$1,050,000	300-499	\$13,000
500-999	\$1,250,000	500-999	\$15,000
1000+	Negotiable	750+	Negotiable

Administration fees

(This section to be completed by your smartPartner)

Administration fees applying to your plan are to be specified below. See the PDS for the full range of fees applying to smartMonday PRIME.

Member fee* \$94.56 pa PLUS

Asset administration fee^

- > Aon MySuper (up to 0.53% pa) % pa
- > Other investment options (up to 0.50% pa) % pa

* Member fee is non-negotiable. The fee shown here is current as at 1 July 2020. Indexed to AWOTE on 1 July each year

^ You may be eligible for a reduction in the asset administration fee depending on the size of your plan. Speak to your smartPartner.

Employer-funded fees and insurance costs

Does the employer intend to make additional contributions* to members' accounts to cover the cost of administration fees and/or insurance costs?

(A statement of fees will be sent to you with instructions on how to make an additional contribution).

Member fee	yes	no
Asset administration fee	yes	no
Death and TPD insurance premium^	yes	no
Income protection insurance premium^	yes	no

* Additional contributions paid by employers for the payment of fees and/or premiums will count towards members' concessional contributions caps.

Clearing house

^ Employer additional contributions only apply to the automatic insurance cover in the plan. Members are responsible for the costs of any Voluntary cover.

You must have a minimum of 20 members in your employer-plan to use our *QuickSuper* clearing house facilities. (Note: If you are establishing your plan with less than 20 members, you are required to use the ATO's free *Small Business Superannuation Clearing House (SBSCH)* to make super guarantee (SG) contributions into the plan.

Do you want to use our *QuickSuper* clearing house service? yes no
(If you tick yes, we will be in touch to get you set up)

Policy committee

A policy committee must be established if your plan consists of 50 members or more.

Is a policy committee to be established? yes no

If yes, please provide representatives' names if known (equal numbers of employer and member representatives are required on the committee). Alternatively, speak with your smartPartner and we can make arrangements to establish your policy committee at a later date.

Employer representatives

Member representatives

Privacy

Aon

Aon is committed to protecting your personal information in accordance with the Australian Privacy Principles under the Privacy Act 1988 (Cth). We collect, use and disclose personal information to offer, promote, provide, manage and administer the many financial services and products we and our group of companies are involved in as set out in the Aon Privacy Notice. In order to do this, we may also share your information with other persons or entities (such as the insurer) who assist us in providing or promoting our services as set out in the *Aon Privacy Notice*.

Further information about our privacy practices can be located in the Aon Australia Group Privacy Policy Statement which can be viewed on our website at smartMonday.com.au or a copy can be sent to you on request by your Aon representative. You may also gain access to your personal information, or modify your privacy preferences, by contacting your Aon representative or our Privacy Officer through the means set out in the *Aon Privacy Notice*.

The trustee

The fund is also subject to the trustee's privacy statement, which is available at eqt.com.au/global/privacystatement

Cooling-off period

New participating employers have a cooling-off period of 14 days (plus 5 days to allow for any mailing) after commencing their participation in the fund (ie. the date the first employee is enrolled into the employer-

Declaration and agreement

plan). During this period, an employer can cancel their participation and any contributions made by them will be dealt with in accordance with government legislation.

To the trustee of smartMonday PRIME ('the fund'):

- the employer applies to participate in the fund, or is already a participating employer in the fund
- the employer acknowledges that it has received and understood this *Employer kit* and the *smartMonday PRIME Product Disclosure Statement (PDS)* current at the date of signing this Declaration. Together these documents form 'the Agreement'
- by participating in the fund the employer agrees to observe and perform each of the relevant provisions of the fund's trust deed and this Agreement
- by submitting this form, the employer acknowledges that it has read the [Aon Privacy Notice](#) and the trustee's privacy notice and agrees that the trustee can handle any personal information the employer has provided to us in the manner set out above
- the employer will notify the trustee in a timely manner any information pertaining to the provision of members' benefits, for example, when a member has joined the fund (including providing appropriate contact details for the member, eg email address), when a member has ceased employment, or any changes in a member's income/salary or occupational category. The employer acknowledges that benefits such as insurance cover may be restricted per the terms and conditions in the PDS if the employer fails to provide timely and accurate member information.
- if the employer is disclosing personal information about another person, the employer has obtained their consent to disclose their personal information to the trustee and the employer has made them aware that the trustee may disclose their information to third parties that are reasonably necessary to assist in the provision of the relevant services or products. If the employer has not obtained the consent of the other person, the employer will inform the trustee of such.

For use when the employer is a company

Director/Secretary 1 signature

Date

Director/Secretary 2 signature

For use when the employer is a sole trader/partnership

Signature

Date

Print name

Signature of witness

Date

Name of witness

Name of smartPartner who established this employer-plan

Please print and email your completed form to smartPartner@smartmonday.com

Aon/smartPartner to
complete



E. smartPartner@smartMonday.com.au

It all adds up

 **Done today**
Smart easy actions

 **Positive actions**
Grow your wealth

 **Brighter futures**
Someday starts today