



April 2023

Employer reimbursement application

Use this form if you're a participating employer requesting to make additional contributions on behalf of your employees to reimburse fees and/or insurance costs.

Step 1. Employer details

Employer name(s)

Employer contact name(s)

Position(s)/title(s)

Employer contact phone

Employer contact email

Step 2. Employees

Which employees are included as part of your reimbursement agreement?

You can select both options below (eg if you're reimbursing fees for all employees, but only reimbursing insurance premiums for specific employee groups, etc).

All employees (go to Step 3.1)

And/or

Specific employee groups (go to Step 3.4)

Step 3.1. All employee reimbursement arrangements

Select the types of fees and/or insurance costs you are requesting to reimburse on behalf of your employees.

Fees and insurance (complete 3.2 and 3.3)

Fees only (complete 3.2 only)

Insurance only (complete 3.3 only)

Step 3.2 Fee reimbursement arrangements for all employees

Account Keeping fees (fixed \$ per month per account)

And/or

Administration fees (% of member account balances)

And/or

Additional arrangements (eg ongoing or one-off reimbursement of Investment fees or buy-sell spreads, etc)

Step 3.3 Insurance reimbursement arrangements for all employees

Death and Total and Permanent Disablement (TPD)

Or

Death Only

And (optional)

Include members above Auto Acceptance Limits (AAL), ie due to a formula driven by salary.¹

Include medically-assessed members, ie if a member applies or requests to transfer additional insurance above the cover provided under your default insurance arrangements.

¹ AAL refers to receiving insurance cover up to a certain amount without the need to provide the Insurer with health evidence.

Income protection

And (optional)

Include members above Auto Acceptance Limits (AAL), ie due to a formula driven by salary.¹

Include medically-assessed members, ie if a member applies or requests to transfer additional insurance above the cover provided under your default insurance arrangements.

¹ AAL refers to receiving insurance cover up to a certain amount without the need to provide the Insurer with health evidence.

Step 3.4 Specific employee groups

Complete this section if you want to make additional contributions to reimburse fees and/or insurance premiums for specific employee groups (eg casual, full-time, management etc).

Detail the reimbursement arrangements and relevant employee groups in the sections below.

Employee group 1

Employee group 2

Employee group 3

Employee group 4

Step 4 Insurance-only accounts

Are you requesting to establish insurance-only accounts for your employees?

Insurance-only accounts are established for employees who have chosen their own choice fund and you as an employer provide insurance cover under your employer plan as part of a condition of employment.

Yes No

Please note:

- Employers need to notify IOOF Employer Super of any members to be added and removed from this arrangement.
- Employer contributions for insurance-only accounts are payable two months in advance (ie Administration fees and costs and insurance premiums).
- Insurance cover may lapse (with member notice in advance) if contributions are not received on a monthly basis.
- Insurance-only accounts are an arrangement between employers and employees. IOOF Employer Super is unable to prevent insurance-only account balances transferring to another super fund if employees submit a rollover request out of the fund.

Step 5 Declaration and signature

- This agreement forms the terms and conditions for participating employers of IOOF Employer Super, including employer billing schedules and reimbursements.
- Insignia Financial, as related entity of IOOF Investment Management Limited as Trustee of IOOF Employer Super, is not liable for any additional costs related to administration of the agreement information provided on this form.
- Employers need to provide notice of employee terminations for the relevant month. Contributions for insurance premiums and fees are not refundable after the date employees terminate employment (contributions remain in the terminated employee's account).

Insurance (if applicable)

The employer agrees to:

- provide notice of any termination of this agreement no later than 45 days in advance, and notify employees of the termination of this agreement.
- if requesting an employer-paid exception to Putting Members' Interest First (PMIF)*:
 - return the provided Schedule each quarter and agree to continue opting in to the employer-paid PMIF exemption; and
 - ensure reimbursement contributions are up to date (paid monthly).

* PMIF is legislation which determines when members in employer-sponsored super plans receive default insurance. Under PMIF, default insurance is only provided to members who opt in, or when members' account balances reach \$6,000 and upon reaching age 25. Employers who make additional contributions on behalf of employees to reimburse insurance premiums can apply for a PMIF exemption, meaning members can receive default insurance without having to opt in or meet account balance and age conditions.

Reimbursement commencement date

Date (dd/mm/yyyy)

Authorised representative

Name

Title

Signature

Date (dd/mm/yyyy)