

Your Privacy

The Fund is administered by us along with our service provider, Mercer Outsourcing (Australia) Pty Ltd. We collect, use and disclose personal information about you in order to manage your superannuation benefits and give you information about your super. We may also use it to supply you with information and marketing material about the other products and services offered by us and our related bodies corporate. If you do not wish to receive marketing material, please contact us on **1300 MYLIFE (1300 695 433)**.

Our Privacy Policy is available to view at csf.com.au/privacy or you can obtain a copy by contacting us on **1300 MYLIFE (1300 695 433)**.

When you become a member, we assume that you consent to this handling of your personal information. If you do not provide the personal information requested, we may not be able to manage your superannuation.

We may sometimes collect information about you from third parties such as your employer, a previous super fund, your financial adviser, our related entities and publicly available sources.

We may disclose your information to various organisations in order to manage your super, including your employer, our professional advisors, insurers, our related companies which provide services or products relevant to the provision of your super, any relevant government authority that requires your personal information to be disclosed, and our other service providers used to assist with managing your super.

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

Our Privacy Policy sets out in more detail how we deal with your personal information and who you can talk to if you wish to access and seek correction of the information we hold about you. It also provides detail about how you may lodge a complaint about the way we have dealt with your information and how that complaint will be handled.

If you have any other queries in relation to privacy issues, you may contact us on **1300 MYLIFE (1300 695 433)** or write to our Privacy Officer, MyLife MySuper, GPO BOX 4303, Melbourne, VIC 3001.

Step 4 – Sign the form

I request that you transfer the total value held in respect of me for the above super fund or policy to MyLife MySuper:

- I understand that on payment by my previous super fund, I discharge that super fund from any further liability in respect of the amount transferred
- I approve the deduction of any appropriate exit fees from the amount transferred subject to legislative restrictions
- I request that any further contributions received by my previous super fund after my payment, be redirected to my membership with MyLife MySuper.
- I understand that I will receive confirmation once my money has been received in MyLife MySuper.
- I understand that I have the right to ask my previous super fund for information that I reasonably require for the purpose of understanding any super entitlements I may have in that fund, including information about any fees and charges that may apply to the transfer and information about the effect of the transfer on any entitlements I have in my previous super fund. I confirm that I do not require such information from my previous fund.
- I understand and consent to my information being collected, disclosed and used in the manner set out in this form.

Signature

Date

/ /



Notes

Please ensure that all details on the front of this form are completed.

Your old fund may charge an exit fee and/or set a buy/sell margin which would mean a reduction in the amount transferred. Please check with the administrator of your old fund for details of any fees. No entry fee will be charged by MyLife MySuper on receipt of this benefit. Also, some super funds have a waiting period. They are commonly 30, 60 or 90 days, and in certain circumstances, up to 6 or 9 months. If there is a delay in processing your transfer, it may be that a waiting period applies at your old fund.

Do not complete this form if you:

- Are still working for your old employer on a casual basis and expect that employer to pay further contributions on your behalf into your old fund; or
- Have advised the Australian Taxation Office to pay an amount from the Superannuation Holding Accounts Reserve (SHAR) to your old fund; or
- Have taken an option under your old fund to continue your insurance cover for a specific period, which has not yet expired; or
- Are not comfortable with, or sure of the exit charges that apply from your old fund.

Transfers are simple... here's what you do

Step 1

Find out where your old super is. You'll need the name of your old fund and your membership number. Start by gathering the most recent statements of all your super funds. If you can't find them, call your old employer(s). They'll be able to tell you which fund your super was paid to and provide a contact number for you **OR** you can contact the Lost Members Register at the **Australian Tax Office** on telephone **131 020** which has a register of lost superannuation money.

Step 2

Fill in the form overleaf. You'll need one for each fund, so you can make copies of this form or call the MyLife MySuper Service Centre on **1300 MYLIFE (1300 695 433)** for more forms. Your transfer will be processed faster if you attach a copy of your last statement from your old fund(s).

Step 3

Attach proof of identity (certified where required)

Step 4

Send your completed form(s) and proof of identity to **MyLife MySuper**. Once we have received it we will contact your old fund and arrange for your money to be deposited into your MyLife MySuper account.

Step 5

Once your transfer-in has been deposited to your account, we will send you confirmation that your money has been deposited. Your old fund should also send you confirmation that they have closed your account and transferred your money to your MyLife MySuper account. While MyLife MySuper endeavours to complete your transfer quickly, delays may be experienced due to administration processing times of your old fund.

Requirements for the old fund administrator

Being Super stream Compliant, payments are done via EFT.

Please return your completed form to MyLife MySuper, GPO Box 4303, Melbourne, VIC 3001.

