

# Product Disclosure Statement

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GUILDSUPER



## About this Product Disclosure Statement

This Product Disclosure Statement (PDS) is a summary of the significant information about investing in the GuildSuper superannuation product (USI: 22599554834401). The product is part of the Guild Retirement Fund ABN 22 599 554 834 (the Fund). There are references in this PDS to 'Guides' containing additional information about investments, fees, insurance, and super and taxation rules. This information forms part of the PDS and you should read and consider it before making a decision about this product.

The Promoter of the Fund is Guild Super Services Pty Ltd ABN 79 672 642 394 AFS Representative Number 001306706 (the Promoter), which is a Corporate Authorised Representative of smartMonday Solutions Limited ABN 48 002 288 646 AFSL 236667. SUPERSUPER™ is made available to you by EonX Services Pty Ltd ABN 39 615 958 873. This third-party provider is responsible for this program including its ongoing management and operation. The Trustee has no involvement

in the ongoing management and operation of this provider or their program.

This document is issued by Equity Trustees Superannuation Limited ABN 50 055 641 757 AFSL 229757 RSE Licence L0001458 as Trustee of the Guild Retirement Fund ABN 22 599 554 834 (the Fund). References to 'we', 'us', and 'our' in this PDS are references to the Trustee.

The information in this PDS is general in nature and does not take account of your personal financial objectives, situation or needs. Before making a decision based on any information in this PDS, you should read it and consider whether it is appropriate for you. You should speak with a financial adviser to obtain advice tailored to your personal circumstances. Past performance is not a reliable indicator of future performance. The Promoter and the Trustee take no responsibility for you acting on the information provided. Any decision that you make is at your own risk.

The relevant Target Market Determinations for GuildSuper is available at [guildsuper.com.au/tools-and-resources/forms-and-documents](https://guildsuper.com.au/tools-and-resources/forms-and-documents).

More information about the Trustee, including board and executive remuneration, and other governance disclosures are available at [eqt.com.au/superannuation/etsl-registrable-superannuation-entity-disclosures](https://eqt.com.au/superannuation/etsl-registrable-superannuation-entity-disclosures)

The information in this PDS is up-to-date at the date of preparation, however it is subject to change from time to time. If a change is made to information that is not materially adverse, the PDS may not be updated. Updated information will be published at [guildsuper.com.au](https://guildsuper.com.au). You may request a free paper copy or electronic copy of the updated information by contacting us.

An investment in GuildSuper is not guaranteed by the Trustee, Promoter or any of their related parties. It is not a deposit or liability of the Promoter or its related parties.

Any statements in this PDS that have been made by, or are attributable to, a third party appear in the PDS with the consent of that third party.

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## Contact us for more information...

If you would like help with any information in this PDS, please contact GuildSuper.

 1300 361 477 |  GPO Box 1088, Melbourne VIC 3001 |  [guildsuper.com.au](https://guildsuper.com.au)

# 1. About GuildSuper

GuildSuper's mission is to help you get the most from your super, keeping things simple and helping you achieve the best possible lifestyle once you retire. GuildSuper has a particular focus on the financial wellbeing of members and their families.

GuildSuper is part of the Guild Retirement Fund ('Fund'), from which the Trustee is authorised to offer a MySuper product (MySuper Lifecycle Investment Strategy)

that can accept Superannuation Guarantee (SG) contributions from employers. Importantly, GuildSuper can accept contributions on your behalf, regardless of who you work for, so you can stay with us for your working life and into retirement.

The investment options in the MySuper product are determined by a member's age. GuildSuper also offers the MyMix Solution, which is a choice of three investment options.

The latest MySuper Dashboard for the Fund's MySuper product and Target Market Determination (TMD) for the MyMix Solution are available at [guildsuper.com.au](https://guildsuper.com.au). Other important information about the Fund and the Trustee, including Trustee and Executive Officer remuneration and other documents that must be disclosed by law, is accessible from [eqt.com.au/superannuation/etsl-registrable-superannuation-entity-disclosures](https://guildsuper.com.au/superannuation/etsl-registrable-superannuation-entity-disclosures).

## 2. How super works

Super is a long-term savings vehicle that is, in part, compulsory. It helps you save money while you are working, so you have enough to support your lifestyle when you retire. There are different types of contributions that can be made to your super so that it can be invested and then used to replace your salary in retirement.

This diagram summarises how a super account works:

Money in	+ Any positive investment earnings	- Deductions	= Your account balance
<ul style="list-style-type: none"><li>• Employer contributions</li><li>• Additional contributions</li><li>• Rollovers from other funds</li><li>• Government payments</li></ul>	<ul style="list-style-type: none"><li>• Any positive net earnings from the investments in your super account (see section 5)</li></ul>	<ul style="list-style-type: none"><li>• Fees and costs including insurance fees (see sections 6 and 8)</li><li>• Taxes (see section 7)</li><li>• Any negative net earnings</li></ul>	

**Employer contributions:** These include SG contributions, which are compulsory under Government legislation and classified as concessional contributions. Generally, if you are working your employer must contribute a percentage (11% for the 2023/24 financial year) of your ordinary time earnings into a super fund for you. You can usually choose the super fund where you would like SG contributions to be made.

### Additional contributions:

- Subject to Government limitations, you can make extra voluntary or personal contributions into your super from your take-home pay. Voluntary or personal contributions you make, for which you do not claim a tax deduction, are classified as non-concessional contributions.

- If you make non-concessional contributions under the non-concessional contributions cap during a financial year, and earn less than a limit set by the Government, then you may be eligible for a bonus super contribution called the Super co-contribution for that year.
- You can also make voluntary contributions for which you can claim a tax deduction, which are classified as concessional contributions.

Information on how super is taxed is set out in Section 7 of this *PDS*.

You can also ask your employer to make extra contributions from your before-tax salary into your account. These employer contributions are called Salary Sacrifice contributions. Salary Sacrifice contributions are classified as concessional contributions.

**Tax incentives:** The Government wants Australians to help pay for their retirement, so they provide tax incentives to encourage you to save through super.

**Rollovers from other funds:** You can combine your super into one account by transferring your super in other Australian super funds (if you have another) into your GuildSuper account.

**Investment earnings:** Your super is invested and any net earnings (which may be positive or negative) are allocated to your account.

**Accessing your super:** There are rules that restrict when you can withdraw your super balance. Generally, you cannot access your super until you reach a minimum age (called your preservation age) and meet a condition of release.

**i** You should read the important information about 'Growing your account' and 'Accessing your super' in the *How GuildSuper Works Guide* at [guildsuper.com.au](https://guildsuper.com.au) before making a decision. The material relating to 'Growing your account' and 'Accessing your super' in the *How GuildSuper Works Guide* may change between the time you read this *PDS* and the day you acquire the product.

# 3. Benefits of investing with GuildSuper

## When you become a GuildSuper member, you get:

- the option of creating your own investment portfolio by choosing from three investment options instead of, or in addition to, the MySuper product.
- access to a waiver of the MyMix Solution dollar-based administration fee while you're on maternity/paternity leave for up to 12 months where 100% of your account balance is invested in a MyMix Solution investment option(s).
- net investment earnings reflected in the value of your default or chosen investment portfolio through unit prices (usually calculated each business day).
- 24/7 secure access to your account via GuildSuper online.
- to make additional contributions into your super (including for the First Home Super Saver (FHSS) Scheme, and Downsizer Contributions) and make and/or receive spouse contributions if you are eligible.
- once you meet the eligibility criteria, Default Death, Total and Permanent Disablement (TPD) and Income Protection (IP) insurance cover and the ability to customise cover to suit your needs.
- access to tools and information to help you grow your super savings including SUPERSUPER™, a rewards program that can put personal contributions into your GuildSuper account when you shop with participating retailers\*.
- to keep your GuildSuper membership if you change jobs.
- access to financial coaches who can provide intrafund advice\*\* about your investment mix, contributions, adequacy of retirement savings, and insurance within the Fund.

\*\* Intrafund advice is provided by smartMonday Solutions Limited, not the Trustee.

\*SUPERSUPER™ is made available to you by a third-party provider. The Trustee is not involved in, or responsible for, this program.

**i** You should read the important information about the benefits and features of GuildSuper in the *How GuildSuper Works Guide* at [guildsuper.com.au](http://guildsuper.com.au) before making a decision. The material relating to the benefits and features of GuildSuper in the *How GuildSuper Works Guide* may change between the time you read this PDS and the day you acquire the product.

You should read the important information about unit pricing in the *Investment Guide* at [guildsuper.com.au](http://guildsuper.com.au) before making a decision. The material about unit pricing in the *Investment Guide* may change between the time you read this PDS and the day you acquire the product.

# 4. Risks of super

All investments carry risk and super is no different. How much risk depends on several factors, an important one being the types of assets you are invested in. Asset types include cash, fixed interest, shares and property. Each asset type (and consequently each investment strategy, depending on assets making up the strategy) has a different level of risk and potential of receiving a negative return. Those assets with the highest expected return over the long term (like shares) also have the greatest chance (risk) of producing a negative return in the short term.

The significant risks relevant to GuildSuper include investment risks such as market risk, inflation risk, liquidity risk, currency risk and interest rate risk.

When investing your super, it is important to understand that super is a long-term investment that may be invested for more than 30 years. Over this time:

- while super funds aim to achieve their investment objectives for each investment option, returns will vary and superannuation investors may lose some of their money. Investment returns cannot be guaranteed.
- the value of investments will go up and down and over some periods your account balance may go down.
- past returns should not be used to predict future performance.

- you may not save enough through your super savings to pay for the retirement lifestyle you want, particularly if you rely solely on your employer's contributions, and
- laws affecting superannuation may change.

What's right for you (including your level of comfort with risk) will depend on your age, how long until you retire, how and where you hold other investments, and your risk tolerance including how comfortable you are with the possibility of your account balance going down temporarily in some years.

If you would like to discuss the risks of super, then contact GuildSuper.

**i** You should read the important information about risks in the *Investment Guide* at [guildsuper.com.au](http://guildsuper.com.au) before making a decision. The material about risks in the *Investment Guide* may change between the time you read this PDS and the day you acquire the product.

# 5. How we invest your money

When you join GuildSuper, your super will be invested in the MySuper product, unless you make an investment choice. The MySuper product is made up of three life stage investment options – Building, Growing and Consolidating. Your super contributions will be invested in the life stage option for your age. For this purpose, your age is determined at 1 July each year based on your age next birthday.

As you get older, your investments will automatically be adjusted to reduce the level of investment risk, making your investments more stable as you approach retirement.

If you are invested in the MySuper product, any changes to your life stage option based on your age are made on 1 July, not on your birthday.

**i** However, you must consider the likely investment return, risk, and your investment timeframe when choosing to remain in the MySuper product or choosing other investment options.

# 5. How we invest your money continued

## Here's how the MySuper product works

Age	You will be invested in the following lifestage option, with a target investment mix as shown	
Under 25	<b>Building</b>	98% Total growth assets, 2% Total defensive assets
25 to 59	<b>Growing</b>	89% Total growth assets, 11% Total defensive assets
60 and over	<b>Consolidating</b>	64% Total growth assets, 36% Total defensive assets

## The MySuper product in detail

	Building		Growing		Consolidating	
<b>Investment Return Objective *</b>	CPI + 3.5% p.a. over rolling 10 year periods		CPI + 3.0% p.a. over rolling 10 year periods		CPI + 1.5% p.a. over rolling 10 year periods	
<b>Asset allocation</b>	<b>Benchmark (%)</b>	<b>Range (%)</b>	<b>Benchmark (%)</b>	<b>Range (%)</b>	<b>Benchmark (%)</b>	<b>Range (%)</b>
Australian shares	49	35 to 60	40	35 to 55	28	10 to 40
International shares	49	35 to 60	40	35 to 55	28	10 to 40
Property	-	-	4	0 to 10	3	0 to 20
Alternatives (growth)	-	-	5	0 to 10	5	0 to 30
<b>Total growth</b>	<b>98</b>	<b>90 to 100</b>	<b>89</b>	<b>80 to 100</b>	<b>64</b>	<b>50 to 80</b>
Fixed interest	-	-	2	0 to 10	16	0 to 35
Alternatives (defensive)	-	-	5	0 to 10	11	0 to 30
Cash/Money market securities	2	0 to 10	4	0 to 10	9	0 to 35
<b>Total defensive</b>	<b>2</b>	<b>0 to 10</b>	<b>11</b>	<b>0 to 20</b>	<b>36</b>	<b>20 to 50</b>
<b>Who might it suit?</b>	Investors who seek to maximise long-term returns and are comfortable with periods of short-term volatility.		Investors who seek to maximise long-term returns and are comfortable with periods of short-term volatility.		Investors who seek strong returns over the long term without being overly concerned with short-term volatility.	
<b>Risk level</b>	Very high		High		High	
<b>Expected frequency of negative returns</b>	Over 6 times every 20 years		4 to 6 times every 20 years		4 to 6 times every 20 years	
<b>Minimum suggested timeframe</b>	10 years		10 years		8 years	

## Freedom to choose your investments

At any time, you can choose how your super is invested. The MyMix Solution has three investment options available to you.

For more information on the MyMix Solution, refer to the *Investment Guide*.

If you would like to discuss the investment options, then contact GuildSuper. You should note that the Trustee may alter or close the MySuper product or other investment options at any time.

**i** You should read the important information about investments in the *Investment Guide* at [guildsuper.com.au](http://guildsuper.com.au) before making a decision. The material about investments in the *Investment Guide* may change between the time you read this *PDS* and the day you acquire the product.

\* Investment return objectives expressed net of investment fees and costs, transaction costs and investment taxes. While we aim to achieve the return objectives, future returns are not guaranteed.

CPI = Consumer Price Index

## 6. Fees and costs

### CONSUMER ADVISORY WARNING

#### Did you know?

Small differences in both investment performance and fees and costs can have a substantial impact on your long-term returns. For example, total annual fees and costs of 2% of your account balance rather than 1% could reduce your final return by up to 20% over a 30-year period (for example reduce it from \$100,000 to \$80,000).

You should consider whether features such as superior investment performance or the provision of better member services justify higher fees and costs. You or your employer, as applicable, may be able to negotiate to pay lower fees. Ask the fund or your financial adviser.<sup>1</sup>

**To find out more:** If you would like to find out more, or see the impact of the fees based on your own circumstances, the **Australian Securities and Investments Commission (ASIC)** website ([moneysmart.gov.au](http://moneysmart.gov.au)) has a superannuation calculator to help you check out different fee options.

<sup>1</sup> We are required to show this text. Our fees are not negotiable.

# 6. Fees and costs continued

## Fees and other costs

This section provides summary information about the main fees and other costs for the MySuper product. You can use this information to compare GuildSuper's fees and costs with the fees and costs of MySuper products or investment options of other super funds.

### GuildSuper MySuper product fees and costs summary

Type of fee or cost	Amount	How and when paid
<b>Ongoing annual fees and costs<sup>1</sup></b>		
Administration fees and costs	\$104 p.a. (\$2 per week) + 0.15% p.a. (in aggregate, subject to a maximum of \$800 p.a.)	The dollar-based fee is deducted from your account balance at the end of each month or when you close your account, in arrears. The percentage-based fee of 0.15% p.a. is calculated as a percentage of applicable Fund assets. It is deducted from gross investment returns and reflected in the calculation of unit prices (usually) each business day.
	+ 0.02% p.a. (estimated)	An additional percentage-based fee may be deducted from the Fund's Contingency Reserve to cover additional costs incurred by the Fund. This is not deducted directly from your account or reflected in the calculation of unit prices.
Investment fees and costs (estimated) <sup>2</sup>	Building 0.39% p.a. Growing 0.52% p.a. Consolidating 0.53% p.a.	These fees and costs are calculated as a percentage of applicable Fund assets. They are deducted from gross investment returns and reflected in the calculation of unit prices (usually) each business day.
Transaction Costs (estimated)	Building 0.09% p.a. Growing 0.02% p.a. Consolidating 0.02% p.a.	These costs are incurred when assets are bought or sold and reflected in the calculation of unit prices (usually) each business day.
<b>Member activity related fees and costs</b>		
Buy-sell spread	<b>BUY SELL</b>	Not applicable
	Building Nil Nil	
	Growing Nil Nil	
	Consolidating Nil Nil	
Switching fee	Nil	Not applicable
Other fees and costs <sup>3</sup>	Amounts vary depending on your personal circumstances	Insurance fees are deducted from your account at the end of each month or when you close your account, in arrears.

## How fees and other costs are charged to you

Fees and other costs are either paid directly from your account or deducted from investment returns before or after the returns from investments have been determined.

## Further information about fees and other costs

The Trustee may change the level of fees without your consent. We will notify you at least 30 days before any increase that is a material change to fees, where required by law. This doesn't include changes to fees and costs arising from increased costs, which may vary from year to year. These increases may be notified after they occur and may be published on the GuildSuper website.

The investment fees and costs and transaction costs for other available investment options are different to those shown in the adjacent table. Refer to the important information about fees and other costs in the *Investment Guide* and *How GuildSuper Works Guide* available on the GuildSuper website.

**i** You should read the important information about fees and other costs including definitions of fees, in the *How GuildSuper Works Guide* at [guildsuper.com.au](http://guildsuper.com.au) before making a decision. The material about fees and other costs in the *How GuildSuper Works Guide* may change between the time you read this PDS and the day you acquire the product.

<sup>1</sup> If your account balance for a product is less than \$6,000 at the end of the financial year (or when you close your account), certain fees and costs charged to you in relation to administration and investment are capped at 3% of the account balance for the year (or the period until your account is closed). Any amount charged in excess of that cap must be refunded.

<sup>2</sup> Investment fees and costs include an amount of up to 0.03% for performance fees, depending on the MySuper product life stage. The calculation basis for performance fees is set out under the 'Additional Explanation of Fees and Costs' in the *How GuildSuper Super Works Guide* available on the GuildSuper website.

<sup>3</sup> Insurance fees may also apply. Refer to the 'Additional Explanation of Fees and Costs' in the *How GuildSuper Works Guide* available on the GuildSuper website.

## Example of annual fees and costs for a superannuation product

This table gives an example of how the ongoing annual fees and other costs for Consolidating life stage in GuildSuper's MySuper product for the GuildSuper superannuation product can affect your superannuation investment over a one-year period. You should use this table when you want to compare this superannuation product with other superannuation products.

Example – GuildSuper MySuper product (Consolidating)	Balance of \$50,000
Administration fees and costs	\$104 p.a. (\$2 per week) + 0.17% p.a. For every \$50,000 you have in the superannuation product, you will be charged or have deducted from your investment <b>\$85</b> in administration fees and costs, plus <b>\$104</b> regardless of your balance.
<b>PLUS</b> Investment fees and costs	0.53% p.a. <b>And</b> , you will be charged or have deducted from your investment <b>\$265</b> in investment fees and costs.
<b>PLUS</b> Transaction Costs	0.02% p.a. <b>And</b> , you will be charged or have deducted from your investment <b>\$10</b> in transaction costs.
<b>EQUALS</b> Cost of product	If your balance was \$50,000 at the beginning of the year, then for that year you would be charged fees and costs of <b>\$464</b> for the superannuation product.

Note: Additional fees may apply.

\* Applicable to the Consolidating life stage of the MySuper product. Combined ongoing fees and costs for other life stages of the MySuper product are lower. The cost of product includes 0.02% p.a. (\$10) in administration costs deducted from the Contingency Reserve, based on the year ending 30 June 2023. If an amount is deducted from the Contingency Reserve, your account balance is not affected.



# 7. How super is taxed

## Super is taxed in a number of ways

Generally, we will deduct the tax relating to your superannuation contributions or benefits and pay it directly to the Australian Taxation Office (ATO). In some cases you may be liable to pay tax in relation to superannuation contributions directly to the ATO.

**Tax on contributions:** For a typical member, the tax rates on money going into your account will be as follows:

- Concessional contributions, such as SG, salary sacrifice or tax deductible personal contributions are usually taxed at up to 15%. A higher rate of tax applies to high income earners.
- Non-concessional contributions, such as personal or spouse contributions that are not tax deductible, are usually not taxed.

There are limits to the concessional and non-concessional contributions that can be made to your superannuation each year.

**i** If contributions exceed the applicable limits, then you may be taxed at a higher rate.

You can claim a tax deduction on any personal contributions you make into your super (subject to certain conditions). If you do then those contributions will be treated as concessional contributions, be subject to the concessional (before-tax) contributions cap and be taxed usually at up to 15%.

**Tax on investment earnings:** Investment earnings are generally subject to a tax rate of 15%, however offsets (tax credits and rebates) apply which may reduce the effective tax rate.

**Tax on withdrawals:** Withdrawals from your account may be taxed if you are under the age of 60. Once you turn 60, withdrawals are generally tax-free.

**How your Tax File Number (TFN) is used:**

**i** You should provide us with your TFN when you join GuildSuper.

If you or your employer do not supply us with your TFN, we are required under law to reject any member contributions for you (including contributions you make via SUPERSUPER™) and deduct additional tax from your concessional contributions.

Not providing your TFN may also make finding any lost superannuation you have more difficult.

This is a summary only of key taxation rules as at the date of preparation of this PDS. There is further information about taxes relating to contributions and benefits in the *How GuildSuper Works Guide* at [guildsuper.com.au](http://guildsuper.com.au). Taxation rules are complex and their impact depends on your personal circumstances. Tax rules are subject to frequent changes. You should refer to the ATO website ([ato.gov.au](http://ato.gov.au)) for up to date information or consult an appropriately qualified financial adviser.

**i** You should read the important information about taxes and TFNs in 'Growing your super', 'Accessing your super' and 'Other important information' in the *How GuildSuper Works Guide* at [guildsuper.com.au](http://guildsuper.com.au) before making a decision. The material relating to taxes and TFNs may change between the time you read this PDS and the day you acquire the product.

# 8. Insurance in your super

GuildSuper offers three types of insurance cover to eligible members:

- **Death** – provides a lump sum payment in the event of your death or if you are diagnosed with a terminal illness and have less than 24 months to live.
- **Total and Permanent Disablement (TPD)** – provides a lump-sum payment in the event you suffer a permanent disability.
- **Income Protection (IP)** – provides regular income payments if you are temporarily unable to work due to illness or injury.

**Default insurance cover:** After you join GuildSuper and your account balance reaches \$6,000, you may automatically receive default Death, TPD and IP cover if you are aged at least 25 and under the maximum insurable age, if eligible. If you meet the eligibility criteria then the cost of this cover will be deducted from your account unless you decide to cancel your cover. If you are under the age of 25 or your account balance is less than \$6,000, you may still opt-in to have insurance cover upon joining GuildSuper. Conditions apply to Default cover, including its commencement.

There are situations where you are ineligible for default cover including if:

- you have received a TPD or Terminal Illness benefit through a superannuation fund or insurance policy at any time previously
- you are currently claiming or are eligible to claim a TPD or Terminal Illness benefit
- you have previously been diagnosed with a Terminal Illness.

You should notify us if any of these situations apply to you. Refer to the table on the next page for the type and amount of default cover applicable to each age. Default cover is not tailored to your individual circumstances and

you should assess its suitability. Pre-existing illnesses or injuries are not covered in some situations. You can change or opt-out of default insurance cover by logging into your online account or by completing the relevant form, or by calling us.

Insurance cover ceases in certain circumstances and other conditions apply. You should read the Insurance Guide for further information as to the circumstances and conditions of when insurance cover may cease.

**Your occupation and insurance costs:** There are costs (insurance fees) associated with insurance cover which you are responsible for paying by way of deductions from your GuildSuper account. The insurance fees include the costs incurred by the Trustee in relation to administration of the insurance cover (see below). The cost of Default cover depends on your age and your Occupational Classification (Active, White Collar or Professional).

The cost of Default cover for the Active Occupational Classification is shown on the next page. If you or your employer do not provide us with details of your occupation, then you will be classified as Active and you may pay more than you need to for your insurance cover. You should notify us if you are not in the Active Occupational Classification. Information about the cost per unit for each type of Default cover is shown in the *Insurance Guide*.

If you apply for additional cover, then the costs will be calculated in accordance with insurance fee tables shown in the *Insurance Guide*.

**Insurance Boost:** Eligible members (who have not changed Default cover received automatically (ie without opting to receive it) can apply for additional Death, TPD and/

or IP cover without having to provide full health information. The cost of insurance will be adjusted for the higher levels of cover. To apply, complete the *Insurance Boost* form available on the GuildSuper website, answer some limited health questions and return to GuildSuper within three months of your Default cover commencing. Conditions apply.

**Life Events Top-Up:** Specific changes in your life allow you to request extra Death, TPD and/or IP cover (subject to eligibility criteria), in addition to any cover you have, without having to provide health information.

The cost of insurance will be adjusted for the higher levels of cover. To apply, complete the *Life Events Top-Up* form available on the GuildSuper website. Conditions apply.

**Other insurance options:** Eligible GuildSuper members can:

- Transfer insurance cover into GuildSuper from any other super fund or insurance provider (exclusions for certain types of insurance, maximum limits and other conditions apply). To apply, complete the *Insurance Transfer* form available on the GuildSuper website. The cost of insurance will be adjusted for higher levels of cover.
- Convert your default Death and TPD cover to fixed cover. With fixed cover, the level of cover stays the same but the cost of cover increases as you get older. Different insurance costs apply to fixed cover.

The Fund's Promoter receives an insurance administration fee of 6% of the insurance fee deducted from your account. This fee covers the costs incurred by the Trustee in relation to the administration of GuildSuper's insurance arrangements by the Promoter.

# 8. Insurance in your super continued

## Want more cover?

If you have no cover or would like additional cover, you can apply at any time for Death, TPD and/or IP cover (subject to eligibility criteria and maximum benefit limits). You can also apply to reduce the IP cover waiting period to either 30 or 60 days or for an increase to the IP maximum Benefit Period to age 65.

You can apply by logging into your online account at [guildsuper.com.au](http://guildsuper.com.au) or by completing the *Application for Insurance* available on the GuildSuper website. You will have to provide health information with your application. Additional insurance costs will apply.

This table shows the default Death, TPD and IP cover amount and insurance fees for eligible members in the Active Occupational Classification. Refer to the *Insurance Guide* for information about the insurance fees applicable to eligible members in the White Collar or Professional Occupational Classification.

ANB <sup>1</sup>	Default Death Cover		Default TPD Cover		Death & TPD Cost Per Year	Default IP Cover <sup>2</sup>		
	Cover Amount	Cost Per Year	Cover Amount	Cost Per Year		No. Of Units	Amount Cover Per Month	Cost Per Year
16	\$30,000	\$6.39	\$97,500	\$10.82	\$17.21	2	\$1,100	\$27.12
17	\$34,800	\$7.86	\$101,100	\$12.23	\$20.09	2	\$1,100	\$27.12
18	\$40,000	\$9.56	\$104,100	\$13.53	\$23.09	2	\$1,100	\$27.12
19	\$46,200	\$11.64	\$108,000	\$15.23	\$26.87	2	\$1,100	\$27.12
20	\$53,200	\$14.20	\$112,400	\$17.08	\$31.28	2	\$1,100	\$27.12
21	\$60,500	\$17.06	\$117,000	\$19.19	\$36.25	2	\$1,100	\$27.12
22	\$73,600	\$22.01	\$125,200	\$22.16	\$44.17	2	\$1,100	\$27.12
23	\$86,900	\$27.46	\$133,200	\$26.64	\$54.10	2	\$1,100	\$27.12
24	\$100,300	\$33.50	\$140,800	\$31.96	\$65.46	2	\$1,100	\$27.12
25	\$113,500	\$40.07	\$147,800	\$37.98	\$78.05	3	\$1,650	\$40.68
26	\$126,600	\$47.22	\$154,500	\$44.81	\$92.03	3	\$1,650	\$40.68
27	\$139,200	\$54.98	\$160,500	\$52.80	\$107.78	3	\$1,650	\$43.82
28	\$150,200	\$62.78	\$165,000	\$61.38	\$124.16	3	\$1,650	\$46.96
29	\$159,500	\$70.50	\$167,900	\$70.85	\$141.35	3	\$1,650	\$50.10
30	\$167,200	\$78.08	\$169,300	\$80.76	\$158.84	3	\$1,650	\$51.59
31	\$173,400	\$85.66	\$169,400	\$91.65	\$177.31	4	\$2,200	\$71.00
32	\$178,400	\$93.30	\$168,500	\$103.12	\$196.42	4	\$2,200	\$75.18
33	\$182,500	\$100.92	\$166,900	\$115.49	\$216.41	4	\$2,200	\$77.17
34	\$185,800	\$108.69	\$164,700	\$128.96	\$237.65	4	\$2,200	\$77.17
35	\$188,200	\$116.50	\$161,800	\$143.52	\$260.02	4	\$2,200	\$83.56
36	\$190,300	\$123.70	\$159,600	\$154.01	\$277.71	4	\$2,200	\$89.74
37	\$192,200	\$131.27	\$157,400	\$164.96	\$296.23	4	\$2,200	\$98.11
38	\$192,300	\$137.88	\$155,200	\$176.93	\$314.81	4	\$2,200	\$104.29
39	\$191,100	\$143.90	\$152,900	\$189.44	\$333.34	4	\$2,200	\$112.66
40	\$188,400	\$149.02	\$150,700	\$202.84	\$351.86	4	\$2,200	\$123.03
41	\$184,300	\$153.15	\$147,400	\$215.79	\$368.94	4	\$2,200	\$137.80
42	\$178,600	\$155.74	\$142,900	\$227.35	\$383.09	4	\$2,200	\$150.15
43	\$171,500	\$157.27	\$137,200	\$237.36	\$394.63	4	\$2,200	\$166.90
44	\$162,900	\$156.71	\$130,300	\$244.96	\$401.67	4	\$2,200	\$183.66
45	\$152,500	\$154.18	\$122,000	\$249.49	\$403.67	4	\$2,200	\$204.60
46	\$140,800	\$152.63	\$112,600	\$244.00	\$396.63	4	\$2,200	\$229.52
47	\$129,000	\$150.03	\$103,200	\$236.84	\$386.87	4	\$2,200	\$254.66
48	\$117,600	\$146.65	\$94,100	\$228.85	\$375.50	4	\$2,200	\$281.77
49	\$106,600	\$142.42	\$85,300	\$219.82	\$362.24	4	\$2,200	\$315.06
50	\$96,200	\$137.76	\$77,000	\$210.21	\$347.97	4	\$2,200	\$348.58
51	\$86,300	\$132.47	\$69,000	\$199.62	\$332.09	4	\$2,200	\$386.06
52	\$76,800	\$126.41	\$61,400	\$188.13	\$314.54	4	\$2,200	\$423.54
53	\$68,000	\$119.95	\$54,400	\$176.64	\$296.59	4	\$2,200	\$467.42
54	\$59,700	\$112.89	\$47,800	\$164.48	\$277.37	4	\$2,200	\$511.29
55	\$51,900	\$105.25	\$41,500	\$151.27	\$256.52	4	\$2,200	\$559.36
56	\$44,800	\$97.53	\$35,800	\$139.19	\$236.72	4	\$2,200	\$609.41
57	\$37,800	\$88.34	\$30,200	\$125.27	\$213.61	4	\$2,200	\$663.64
58	\$31,400	\$78.81	\$25,100	\$111.04	\$189.85	4	\$2,200	\$717.88
59	\$25,800	\$69.53	\$20,600	\$97.21	\$166.74	4	\$2,200	\$776.31
60	\$21,000	\$60.75	\$16,800	\$84.57	\$145.32	4	\$2,200	\$836.72
61	\$16,800	\$52.20	\$0	\$0.00	\$52.20	4	\$2,200	\$1,047.50
62	\$13,200	\$44.04	\$0	\$0.00	\$44.04	4	\$2,200	\$947.40
63	\$10,300	\$36.88	\$0	\$0.00	\$36.88	4	\$2,200	\$803.43
64	\$8,000	\$30.76	\$0	\$0.00	\$30.76	4	\$2,200	\$596.84
65	\$6,300	\$26.01	\$0	\$0.00	\$26.01	4	\$2,200	\$281.77
66	\$5,300	\$24.07	\$0	\$0.00	\$24.07	0	\$0	\$0.00
67	\$4,800	\$23.98	\$0	\$0.00	\$23.98	0	\$0	\$0.00
68	\$4,200	\$23.08	\$0	\$0.00	\$23.08	0	\$0	\$0.00
69	\$3,700	\$22.36	\$0	\$0.00	\$22.36	0	\$0	\$0.00
70	\$3,200	\$21.27	\$0	\$0.00	\$21.27	0	\$0	\$0.00

<sup>1</sup> Age Next Birthday as at last 1 July.

<sup>2</sup> Default IP cover has a 90 day waiting period, a maximum Benefit Period of 5 years and is subject to a maximum of 85% of your salary. The insurance fees deducted from your account may be different due to rounding.

# 8. Insurance in your super continued

## Opting out or reducing your cover

You can opt out or reduce your cover at any time by logging into your online account. Generally, any change to your cover will start from the date we receive your valid request. To opt-out of your Default cover without any insurance costs being incurred, you must notify us, within 60 days of your default insurance cover commencing.

**i** Unless you cancel or opt-out of any Default cover, or cease to be eligible to receive Default cover, the cost of the cover will be deducted from your account.

**Paying insurance benefits:** If you make an insurance claim, the Trustee and the Insurer will determine whether you are entitled to be paid based on the policy terms, the Fund's rules and the law.

**i** You should read the important information about insurance in the Insurance Guide, including eligibility criteria, commencement of cover, cancellation or cessation of cover, changing your cover, the level and type of optional cover available, the cost of cover depending on your circumstances, conditions, exclusions and other significant information relating to insurance before deciding whether the insurance is appropriate or whether to apply for insurance. Refer to the *Insurance Guide* for information on matters that may affect your entitlement to insurance cover or payment of an insured benefit.

Should your account become inactive (i.e. not receive any contributions or rollovers) for a continuous period of 16 months or more it is possible that your insurance benefits may be cancelled. Please refer to the *Insurance Guide* for full details.

**i** You should read the important information about insurance in the *Insurance Guide* at [guildsuper.com.au](http://guildsuper.com.au) before making a decision. The material relating to insurance may change between the time you read this *PDS* and the day you acquire the product.

# 9. How to open an account

There are two easy ways to open a GuildSuper account:

## OPTION 1: When you choose to join

1. Read this *PDS* and the important information in the *Guides* referred to in this *PDS*.
2. Complete the online join form available on our website.

Once your membership account is established, you can then start to make contributions. You can also request that your employer contributes into your account by providing a completed *Choice of Superannuation Fund* form to your employer. Your account balance will be invested in the MySuper product and you may have default insurance cover, if employer contributions are made to your account within a specified timeframe and you are eligible. If you want to make an investment choice or change insurance cover, you can do so by logging into your account via GuildSuper online.

## OPTION 2: When your employer has joined you

1. An account will be created for you if your employer is a participating Guildsuper employer and makes a super contribution for you. The contribution will be invested in the MySuper product and you will have default insurance cover, if eligible.
2. Read this *PDS* (and the important information in the *Guides* referred to in this *PDS*), and if you want to make an investment choice and/or change your insurance, you can do so by logging into your account via GuildSuper online.

If we are unable to open your account or increase your interest in the Fund for any reason, monies received for investment may be retained in a separate trust account in accordance with relevant law. Any interest on these monies is retained in the Fund's pool of assets and is not passed on to you.

**Welcome to GuildSuper:** Once your account is set up you will receive a Welcome communication with your membership details and information about SUPERSUPER™. The personal information (including account details), you or your employer provide in relation to your account, on or after you become a member, is protected. The Trustee's privacy policy can be found at [eqt.com.au/global/privacystatement](http://eqt.com.au/global/privacystatement).

**Cooling-off period:** A cooling-off period only applies if you joined the Fund under Option 1. If you advise us in writing within 14 days from the date of the communication you receive confirming your membership that you do not wish to be part of GuildSuper, we will direct your money to an eligible fund (subject to Government preservation rules) and no fees will be deducted directly from your account. However, the amount returned may be adjusted for any tax payable or unit price movements. In some circumstances, (for example, if you have exercised a right or power in relation to this product) the cooling-off period will not apply.

**i** You should read the important information about privacy in 'Other important information' in the *How GuildSuper Works Guide* at [guildsuper.com.au](http://guildsuper.com.au) before making a decision. The material about privacy in the *How GuildSuper Works Guide* may change between the time you read this *PDS* and the day you acquire the product.

## Enquiries and complaints

The Fund has an established procedure for dealing with your enquiries and complaints.

**Enquiries:** Enquiries can be made by telephone: to **1300 361 477** by writing: to **GPO Box 1088, Melbourne, Victoria, 3001** by email: [info@guildsuper.com.au](mailto:info@guildsuper.com.au)

If the enquiry has not been dealt with to your satisfaction, then you can make a complaint about this.

**Complaints:** Superannuation legislation requires us to have arrangements in place for you to make complaints.

A complaint can be made verbally or in writing and addressed to The Complaints Officer, by telephone: to **1300 361 477** by writing: to **GPO Box 1088, Melbourne, Victoria, 3001** by email: [info@guildsuper.com.au](mailto:info@guildsuper.com.au)

An acknowledgement will be issued to you at the time of receipt of your complaint, either by phone, email or post. Our team will investigate and respond on all aspects of the matters raised in your complaint.

We will provide you with a response no later than 45 calendar days after receiving your complaint, unless another timeframe is allowed or required under the relevant legislation.

If you make a complaint and we resolve it within 5 business days from receipt to your satisfaction we are not required to send you a formal complaint response, unless you request one; or your complaint relates to hardship, a declined insurance claim, the value of an insurance claim or for any decision of a trustee (or failure by the trustee to make a decision) relating to a complaint.

For death benefit objections, the Trustee must provide a complaint response no later than 90 calendar days after the expiry of the 28 calendar day period for objecting.

We will do our best to resolve your complaint as soon as possible. However, if we are unable to provide you with a response within the required timeframe, we will provide you with progress updates including reasons for the delay.

You may also lodge a complaint with the Australian Financial Complaints Authority (AFCA), although AFCA will not normally deal with a complaint until it has been through the trustee's internal complaints handling process.

AFCA provides fair and independent financial services complaint resolution that is free to consumers. Time limits may apply to complain to AFCA and so you should act promptly or otherwise consult the AFCA website to find out if or when the time limit relevant to your circumstances expires. Other limits may also apply.

AFCA's contact details are: Write: **Australian Financial Complaints Authority Limited, GPO Box 3 Melbourne VIC 3001** Telephone: **1800 931 678** Email: [info@afca.org.au](mailto:info@afca.org.au) Website: [www.afca.org.au](http://www.afca.org.au)