

# ClearView **LifeSolutions**

## Super Rollover

Additional Information

1 October 2018

The information in this document forms part of the ClearView LifeSolutions Super Rollover Product Disclosure Statement (PDS)  
1 October 2018

Issued by: ClearView Life Nominees Pty Ltd

ABN 37 003 682 175 AFSL 227683 RSE Licence No L0000802 as Trustee for the ClearView Retirement Plan ABN 45 828 721 007  
RSE Registration No R1001624, USI NRM0043AU (ClearView Plan).

# Important information

The purpose of this Additional Information brochure is to give you more information and/or specific terms and conditions referred to in the ClearView LifeSolutions Super Rollover PDS dated 1 October 2018. We recommend you read this information together with the PDS before making an investment decision. The Additional Information brochure is deemed to be included in the PDS.

This Additional Information brochure is publicly available on our website at [www.clearview.com.au/tools/pds-and-brochures](http://www.clearview.com.au/tools/pds-and-brochures) or a printed copy of this document can be obtained free of charge by contacting us on 132 979.

Information in the PDS and this Additional Information brochure may change from time to time. If the change is not materially adverse, the updated information will be made available on our website at [www.clearview.com.au/tools/pds-and-brochures](http://www.clearview.com.au/tools/pds-and-brochures).

You can request a paper or electronic copy of any updates free of charge, by contacting us on 132 979.

The information in the PDS and this Additional Information brochure has been prepared without taking account your objectives, financial situation or needs. Because of that, before acting on that information, you should consider its appropriateness, having regard to your objectives, financial situation and needs. You should also consider the PDS and the Additional Information brochure before making a decision about whether to acquire an interest in ClearView LifeSolutions Super Rollover.

ClearView Life Nominees Pty Ltd (CLN) ABN 37 003 682 175 is ultimately a subsidiary of ClearView Wealth Limited ABN 83 106 248 248.

In this document 'we/us/our' means CLN .

## Related parties

ClearView Life has given its consent and has not withdrawn its consent to the inclusion in this document of statements by it in the form and context in which they appear.

ClearView Life means 'ClearView Life Assurance Limited' ABN 12 000 021 581, AFS License No. 227682 who has been appointed by us to carry out the day-to-day management and administration of this product within the ClearView Plan.

In this document 'policy/ies' means policy/ies issued by ClearView Life to us.

## Contact details

ClearView  
GPO Box 4232  
Sydney NSW 2001  
Telephone 132 979  
Email [life@clearview.com.au](mailto:life@clearview.com.au)

# Contents

1. What contributions can be made?	3
Contribution caps	3
2. When can benefits be accessed?	4
Conditions of release	4
Departing Australia superannuation payment	4
Preservation age	4
3. How will the benefit be paid upon death?	5
To whom and how are death benefits paid?	5
Who is a 'dependant'?	5
Who is a Legal Personal Representative?	5
Payment of death benefits	5
4. Additional explanation of fees and costs	6
Indirect costs	6
What do the indirect costs cover?	6
Transactional and operational costs	6
Other fees and costs	6
Defined fees	6
Increases or alterations to the fees and costs	7
5. How superannuation is taxed	8
Tax incentives in superannuation	8
Tax File Number (TFN)	8
Tax on withdrawals	8
Age tax treatment	9
Tax on Death	9
6. What else do I need to know?	10
Anti Money Laundering/Counter	
Terrorism Financing Act	10
How transactions are processed	10
Standard Risk Measure	10
Moving your investment	10
Labour standards and environmental,	
social and ethical considerations	11
Eligible rollover fund (ERF)	11
Changes to the ClearView Plan	11
Important documents	12
Family law and superannuation	12
Privacy and your personal information	12
Marketing	13

# 1. What contributions can be made?

The ClearView LifeSolutions Super Rollover only accepts tax paid rollovers from other complying superannuation funds.

If you are making contributions to other superannuation accounts, you should be aware of the contribution caps.

## Contribution caps

The concessional contribution cap for the 2018/19 financial year is \$25,000.

The concessional contribution cap is indexed to Average Weekly Ordinary Time Earnings (AWOTE) but will only increase in \$2,500 increments.

Concessional contributions are generally made by you or for you in a financial year and are included as assessable income for the superannuation fund, including:

- employer contributions (such as Superannuation Guarantee, award, and salary sacrifice contributions) and
- personal contributions for which a tax deduction has been claimed.

**Note:** Concessional contributions which are split with a spouse are assessed against your cap and not your spouse's cap.

From 1 July 2018, you can carry forward any unused portion of your concessional contributions cap to add contributions above the cap in subsequent years, on a rolling basis for a period of up to 5 years. The first financial year in which you can increase your concessional contributions cap by the amount of unused cap is 2019–20. To be eligible for the carry forward, you must have a total superannuation balance\* of less than \$500,000 at the end of 30 June in the previous year.

The non-concessional contribution cap for the 2018/19 financial year is \$100,000 (being four times the concessional contributions cap)

- annual cap: \$100,000
- maximum with a three year 'bring forward' option: \$300,000.

From 1 July 2017, your non-concessional contribution cap will be nil for a financial year if you have a total superannuation balance\* greater than or equal to the general transfer balance cap (\$1.6 million in 2017-18 and 2018-19) at the end of 30 June of the previous financial year. In this case if you make non-concessional contributions in that year, they will be excess non-concessional contributions.

Non-concessional contributions are generally made by you or for you in a financial year and are not included as assessable income for the superannuation fund, including:

- personal contributions for which no tax deduction has been claimed
- spouse contributions
- non-assessable portions of a foreign superannuation fund amount, and
- contributions in excess of your concessional contributions cap.

**Note:** If you are less than age 65 at 1 July of the financial year in which the contribution was made, you may be eligible for the 'bring forward' option. This effectively allows you to contribute up to three times the annual non-concessional contributions cap in a single year.

The non-concessional contributions cap amount that you can bring forward, and whether you have a two or three year bring forward period, depends on your total superannuation balance.\*

If you have triggered the bring forward option in the 2015–16 or 2016–17 financial year, but did not fully use your remaining bring-forward balance before 1 July 2017, transitional arrangements will apply. This means that the maximum amount of bring forward available will reflect the reduced annual contribution caps.

The rules regarding the bring-forward option for non-concessional contributions are complex. Please speak to your financial adviser or a qualified tax professional for further information.

There are exemptions to the non-concessional contribution cap, which include:

- government co-contributions
- eligible proceeds that relate to capital gains tax (CGT) small business concessions up to a lifetime limit of \$1,480,000 (2018/19 financial year)
- payments that relate to structured settlements or orders for personal injuries (no limits apply).

\* Your total superannuation balance consists of the total amount of your superannuation interest(s) (including any pensions you hold through superannuation) less any personal injury or structured settlement contributions that have been paid into your superannuation. Please speak to your financial adviser or a qualified tax professional for further information regarding how your total superannuation balance is calculated.

## 2. When can benefits be accessed?

Your superannuation benefit is the total of all amounts rolled over, plus investment earnings, insurance proceeds (if any), less fees, taxes, insurance premiums (if any) and other charges.

Your superannuation benefit may contain the following preservation components:

- **Preserved benefits** – These benefits can only be accessed if you meet a condition of release as specified in superannuation law. Since 1 July 1999, all new contributions to your superannuation and investment earnings accruing from that date are preserved benefits.
- **Restricted non-preserved benefits** – This is the portion of your superannuation typically comprising personal after tax contributions and certain voluntary employer contributions, which cannot be withdrawn until you meet a condition of release, or leave the employment of the employer who made the contributions to your fund. All such contributions must have been made before 1 July 1999.
- **Unrestricted non-preserved benefits** – These are benefits that you are already entitled to withdraw, but have voluntarily decided to keep in the superannuation system.

### Conditions of release

Preserved benefits are only accessible if you meet a condition of release, which include:

- you have permanently retired from the workforce and reached your preservation age (see Preservation age table in next column)
- you terminate a gainful employment arrangement after turning 60 years of age
- you turn age 65, whether you have retired or not
- you have reached your preservation age and have effected a transition to retirement pension or non-commutable income stream
- you suffer permanent or temporary incapacity<sup>^</sup>
- your death
- you qualify on compassionate grounds<sup>^</sup>
- you suffer severe financial hardship<sup>^</sup>
- you held an eligible temporary resident visa and have departed Australia permanently<sup>^</sup>
- you have a terminal medical condition<sup>^</sup>
- you have an account balance of less than \$200<sup>^</sup>, or
- you or the Commissioner of Taxation provide the fund with a Release Authority<sup>^</sup>.

<sup>^</sup> Under superannuation law there are strict qualifying criteria that must be met in each of these circumstances.

### Departing Australia superannuation payment

If you are a temporary resident (excluding subclass 405 and 410 visaholders and New Zealand citizens) and you permanently depart Australia or no longer hold a visa, we are obliged to transfer your unclaimed super to the ATO after six months of your departure or cessation of your visa (as notified by us to the ATO). On transfer of your super benefit to the ATO, you will cease to be a member of the ClearView Plan and you will need to claim your super benefit directly from the ATO.

In these circumstances, as we rely on ASIC relief, we are not required to notify you of the transfer or provide you with an Exit Statement or any other exit disclosure. If you are or become an Australian citizen or permanent resident or a New Zealand citizen, the obligation to transfer your super benefit to the ATO does not apply and you can continue to be a member of the ClearView Plan.

### Preservation age

The table below shows the preservation ages, which depend on your date of birth:

When you were born	Preservation age
Before 1 July 1960	55
Between 1 July 1960 and 30 June 1961	56
Between 1 July 1961 and 30 June 1962	57
Between 1 July 1962 and 30 June 1963	58
Between 1 July 1963 and 30 June 1964	59
After 1 July 1964	60

## 3. How will the benefit be paid upon death?

### To whom and how are death benefits paid?

Under superannuation law, death benefits must be paid to 'dependants' and/or your Legal Personal Representative. If you have no 'dependants' or Legal Personal Representative, benefits can then be paid to someone who is not a dependant and this will be determined by us at our discretion.

### Who is a 'dependant'?

A 'dependant' as defined under superannuation law includes:

- your spouse, which includes:
  - a person to whom you are married
  - a person who, although not legally married to you, lives with you on a genuine domestic basis in a relationship as a couple regardless of whether you are of the same sex or opposite sex, and
  - a person with whom you are in a relationship that is registered under the *Relationships Act 2008* (Vic), *Relationships Act 2003* (Tas), *Civil Partnerships Act 2008* (ACT), *Relationships Register Act 2010* (NSW) or the *Civil Partnerships Act 2011* (Qld),
- your child, which includes:
  - an adopted child, step child or an ex-nuptial child
  - a child of your spouse
  - a child born to a woman as a result of an artificial conception procedure while that woman was married to you or was your de facto partner
  - a child who is your child because of State or Territory legislation giving effect to a surrogacy arrangement,
- any other person who, in our opinion, was wholly or partially financially dependent on you at the time of your death, and

- a person with whom you had an interdependency relationship at the time of your death. Generally an 'interdependency relationship' is one where two persons, whether or not related:
  - have a close personal relationship
  - live together
  - one or each of them provides the other with financial support, and
  - one or each of them provides the other with domestic support and personal care.

If two persons have a close relationship, but do not satisfy the other requirements because either one or both of them suffer from a disability or they are temporarily living apart, they may still be considered to have an interdependency relationship.

### Who is a Legal Personal Representative?

A 'Legal Personal Representative' is the executor of your estate (generally as indicated in your will) or the administrator of your estate (for example, the person appointed by the court to administer your estate where you die without a will).

### Payment of death benefits

In the event of your death, your account balance will be payable as a lump sum to your Legal Personal Representative. If the Trustee is required to pay or has decided to pay all or part of the death benefit to your Legal Personal Representative, and a Legal Personal Representative is not appointed within 90 days of your death (or such longer period determined by the Trustee), the Trustee will use its discretion to determine the way the death benefit is paid, in what proportions, and to whom. In doing this, the Trustee will pay your benefit to one or more of your dependants in the first instance or if none, in accordance with superannuation law.

## 4. Additional explanation of fees and costs

### Indirect costs

Currently, the only costs associated with ClearView LifeSolutions Super Rollover is an indirect cost of 1.76% p.a. for funds invested in the ClearView Life Super Cash Fund option which is charged and retained by ClearView Life.

However, the amount charged by ClearView Life is reduced to 1.50% p.a. as the benefit of tax deductions available to the ClearView Plan are passed onto members. It is an indirect cost to members as it is reflected in the unit price of the investment option.

Indirect costs are reflected in the 'indirect cost ratio' of the investment option (which is defined under the heading 'Defined fees' below).

### What do the indirect costs cover?

The 1.76% p.a. goes to pay for:

- all GST inclusive expenses relating to the investment option, other than the costs of the investments themselves and other associated transaction costs such as stamp duty and brokerage;
- costs relating to ongoing selection and monitoring of investment managers;
- management fees charged by the underlying investment managers;
- the cost of the administration of the ClearView Plan including compulsory Government reporting;
- reporting to ClearView Plan members on performance through statements, publication of the ClearView Plan Annual Report and our regular publications; and
- transactional and operational costs to the investment option.

### Transactional and operational costs

Transactional and operational costs represent the costs of investing through the investment option. These costs include brokerage, settlement costs, clearing costs, stamp duty and the transactional and operating costs of the underlying fund that this product invests in. These costs are an additional cost to you and form part of the indirect cost ratio disclosed in the fees and costs table within the PDS.

They are calculated daily and factored into the unit price of the investment option. It is not deducted directly from your account. The transactional costs that were incurred for the investment option for the year ended 30 June 2018 were estimated to be 0%.

### Other fees and costs

Certain fees and costs may be charged in relation to superannuation products, including the fees and costs defined below. As described above, the only fee or cost that

currently applies to ClearView LifeSolutions Super Rollover is the indirect cost ratio. However, additional fees and charges may be introduced (see under the heading 'Increases or alterations to the fees and costs' over the page).

There are no insurance fees associated with ClearView LifeSolutions Super Rollover. However, your money in ClearView LifeSolutions Super Rollover can be used to pay insurance fees for cover held through ClearView LifeSolutions Super. Please refer to the ClearView LifeSolutions Super combined Product Disclosure Statement and Policy Document, which is available free of charge online at [www.clearview.com.au](http://www.clearview.com.au) or by contacting us on **132 979**, for information on the cost of insurance cover.

ClearView Life Solutions Super is issued by CLN as the Trustee for the ClearView Plan. You should consider the ClearView LifeSolutions Super combined Product Disclosure Statement and Policy Document in deciding whether to acquire or continue to hold the product.

For information about taxes applicable to this product, please refer to section 7 of the ClearView LifeSolutions Super Rollover PDS.

### Defined fees

#### Activity fees

A fee is an activity fee if:

- (a) the fee relates to costs incurred by the trustee of the superannuation entity that are directly related to an activity of the trustee:
  - (i) that is engaged in at the request, or with the consent, of a member; or
  - (ii) that relates to a member and is required by law; and
- (b) those costs are not otherwise charged as an administration fee, an investment fee, a buy-sell spread, a switching fee, an exit fee, an advice fee or an insurance fee.

#### Administration fees

An administration fee is a fee that relates to the administration or operation of the superannuation entity and includes costs that relate to that administration or operation other than:

- (a) borrowing costs; and
- (b) indirect costs that are not paid out of the superannuation entity that the trustee has elected in writing will be treated as indirect costs and not fees, incurred by the trustee of the entity or in an interposed vehicle or derivative financial product; and
- (c) costs that are otherwise charged as an investment fee, a buy-sell spread, a switching fee, an exit fee, an activity fee, an advice fee or an insurance fee.

## Advice fees

A fee is an advice fee if:

- (a) the fee relates directly to costs incurred by the trustee of the superannuation entity because of the provision of financial product advice to a member by:
  - (i) a trustee of the entity; or
  - (ii) another person acting as an employee of, or under an arrangement with, the trustee of the entity; and
- (b) those costs are not otherwise charged as an administration fee, an investment fee, a switching fee, an exit fee, an activity fee or an insurance fee.

## Buy-sell spreads

A buy-sell spread is a fee to recover transaction costs incurred by the trustee of the superannuation entity in relation to the sale and purchase of assets of the entity.

## Exit fees

An exit fee is a fee to recover the costs of disposing of all or part of members' interests in the superannuation entity.

## Indirect cost ratio

The indirect cost ratio (ICR), for a MySuper product or an investment option offered by a superannuation entity, is the ratio of the total of the indirect costs for the MySuper product or investment option, to the total average net assets of the superannuation entity attributed to the MySuper product or investment option.

Note: A fee deducted from a member's account or paid out of the superannuation entity is not an indirect cost.

## Insurance fees

A fee is an insurance fee if:

- (a) the fee relates directly to either or both of the following:
  - (i) insurance premiums paid by the trustee of a superannuation entity in relation to a member or members of the entity;
  - (ii) the costs incurred by the trustee of a superannuation entity in relation to the provision of insurance for a member or members of the entity; and
- (b) the fee does not relate to any part of a premium paid or cost incurred in relation to a life policy or a contract of insurance that relates to a benefit to the member that is based on the performance of an investment rather than the realisation of a risk; and
- (c) the premiums and costs to which the fee relates are not otherwise charged as an administrative fee, an investment fee, a switching fee, an exit fee, an activity fee or an advice fee.

## Investment fees

An investment fee is a fee that relates to the investment of the assets of a superannuation entity and includes:

- (a) fees in payment for the exercise of care and expertise in the investment of those assets (including performance fees); and
- (b) costs that relate to the investment of assets of the entity, other than:
  - (i) borrowing costs;
  - (ii) indirect costs that are not paid out of the superannuation entity that the trustee has elected in writing will be treated as indirect costs and not fees, incurred by the trustee of the entity or in an interposed vehicle or derivative financial product; and
  - (iii) costs that are not otherwise charged as an administration fee, a buy-sell spread, a switching fee, an exit fee, an activity fee, an advice fee or an insurance fee.

## Switching fees

A switching fee for a superannuation product other than a MySuper product, is a fee to recover the costs of switching all or part of a member's interest in the superannuation entity from one investment option to another.

## Increases or alterations to the fees and costs

We may increase existing fees and costs at our discretion or impose additional fees (without your consent) with at least 30 days' advance notice.

In addition, ClearView Life may vary the fees and also introduce new fees or costs for the services that it provides to us by varying the fees under the policies it issues by notification to us (and without your consent). We will consider the actions available to us in respect of any proposed fee variation. If ClearView Life increases or varies the fees or costs under the policies held by us and we determine to pass the fee increase or variation on to the ClearView Plan members or if we otherwise decide to introduce any additional fees or increase existing fees and charges then we will give you at least 30 days' advance notice.

We may at our discretion reduce or waive any of the fees and costs disclosed in the PDS or this Additional Information brochure.

## 5. How superannuation is taxed

The laws relating to superannuation, including tax laws can be complex. This section has been prepared as a general guide only and is not personal advice.

### Tax incentives in superannuation

You may be entitled to additional taxation incentives, if you meet the applicable eligibility criteria, to:

- claim a tax deduction for your personal concessional contributions
- receive the spouse contributions offset for spouse contributions you make
- receive the government co-contribution for your personal contributions
- receive the government Low Income Super Tax Offset for your employer or personal concessional (before tax) contributions
- claim capital gains tax (CGT) relief on the disposal of small business assets by making a CGT contribution, and
- contribute a personal injury payment.

**Note: Given the nature of this rollover only product, these tax incentives will not be available in respect of rollovers made to this product.**

### Tax File Number (TFN)

**Important:** You will need to provide us with your TFN as part of your application for this product.

We can collect, use and disclose your TFN under the *Superannuation Industry (Supervision) Act 1993 (SIS Act)*. Declining to provide your TFN is not an offence. However we will not accept your application without a valid TFN.

Giving your TFN to us will have the following advantages:

- we will be able to accept all permitted types of contributions to your account;
- other than the tax that may ordinarily apply, you will not pay more tax than you need to - this affects both contributions to your super and benefit payments when you start drawing down your super benefits; and
- it will make it much easier to find different super accounts in your name so that you receive all your super benefits when you retire.

Please note: If your TFN is found to be invalid:

- more tax may become payable on your benefits than would otherwise be payable; and/or
- if you are eligible, you may not receive your government co-contribution; and/or
- it may become more difficult to locate or amalgamate

your superannuation benefits in the future to pay you any benefits you are entitled to.

As a consequence, while you are not required to provide your TFN under super law, if you do not quote your TFN at the time of joining, it is considered an incomplete application.

If you provide your TFN to us, we will use it only for legal purposes, which include:

- calculating tax on any benefit you may be entitled to
- providing information to the Commissioner of Taxation (including disclosing your TFN)
- identifying other accounts you may have within the Fund for consolidation purposes.

When you provide your TFN to us, you consent to us using it to:

- seek information about your superannuation accounts from the ATO using the ATO's SuperMatch program or other facility provided by the ATO; and
- where, as a result, we locate information about superannuation accounts which you hold with other superannuation providers, contacting those providers to confirm the accuracy of the information.

After we have confirmed that you hold superannuation monies with other superannuation providers, we will notify you and you can authorise us to consolidate those accounts on your behalf if you choose to do so.

Please note, the purposes for which we may use your TFN may change in the future following legislative change. The consequences of not providing the TFN may also change in the future.

If you provide your TFN to us, we may provide it to another superannuation fund trustee or retirement savings account provider to whom your benefits are to be transferred, unless you request us not to do so in writing. In all other respects your TFN will be treated as confidential.

### Tax on withdrawals

Lump sum withdrawals from superannuation are known as superannuation lump sum payments. The amount of tax payable depends on the individual components making up the benefit and your age at the date of withdrawal (see the 'Age tax treatment' table on the next page for a summary of the tax payable). Any applicable tax will be deducted from your withdrawal benefit.



## Age tax treatment

Age	Tax treatment
Under preservation age <sup>#</sup>	Taxable component (taxed element) - taxed at up to 20% plus the Medicare Levy of 2.0%. Tax free component - tax free.
Preservation age to age 59 <sup>#</sup>	Taxable component (taxed element) - Tax free up to the low rate threshold of \$205,000*. Amounts over the low rate threshold will be taxed at up to 15% plus the Medicare Levy of 2.0%. Tax free component - tax free.
Age 60 and above	All payments and/or withdrawals will be tax free.

Note: Figures current for 2018/19 year. The table above does not set out the tax treatment for the taxable component (untaxed element) as this product only accepts tax paid rollovers from complying superannuation funds and, therefore, no benefit in this account should have a taxable component (untaxed element). For information on how the different tax components are calculated, go to [www.ato.gov.au](http://www.ato.gov.au) or consult your financial adviser and/or tax professional.

# The components of your withdrawal will generally be required to be taken in the same proportion as the components in your account at the time of the withdrawal. For information regarding preservation ages please refer to the Preservation age table as set out on page 4.

\* Indexed to Average Weekly Ordinary Times Earnings (AWOTE).

## Tax on death

The tax applicable to death benefits payable to beneficiaries depends on a number of factors such as how the benefit is paid (lump sum or pension), timing, the tax dependency status of your beneficiaries and age at the date of death of yourself and your beneficiaries.

Upon your death, ClearView LifeSolutions Super Rollover will only pay a lump sum benefit and does not offer a pension option. Consult your financial adviser or tax professional to determine the applicable tax treatment.

The following table illustrates the tax implications of paying a

lump sum death benefit to dependants and non-dependants as defined for tax purposes:

Relationship to deceased	Tax free component	Taxable component	
		Taxed element	Untaxed element
Tax dependant	Tax free	Tax free	Tax free
Tax non-dependant	Tax free	Up to 15% plus Medicare Levy of 2.0%	Up to 30% plus Medicare Levy of 2.0%

A lump sum death benefit paid to a non-dependant of an Australian Defence Force or police personnel who died in the line of duty has the same tax treatment as a benefit paid to a dependant.

A dependant for tax purposes is defined differently from a dependant for superannuation purposes. For more information on who is a tax dependant, go to [www.ato.gov.au](http://www.ato.gov.au) or consult your financial adviser or tax professional.

Please note the tax information set out in this Additional Information Brochure is general information only and is provided by way of summary. You should consult your financial adviser and/or tax professional for detailed tax advice specific to your circumstances.

## 6. What else do I need to know?

### Anti Money Laundering/Counter Terrorism Financing Act

We are required to comply with the *Anti Money Laundering and Counter Terrorism Financing Act 2006* (Cth). To meet our obligations under this legislation, we and/or your financial adviser may be required to carry out a procedure to identify you, or in the event of death, your beneficiaries or anyone acting upon your behalf. We may also be required to report information about investors to relevant authorities (including the Australian Transactions Reports and Analysis Centre (AUSTRAC)).

Where legally permitted or obliged to do so, we may disclose information gathered to regulatory or law enforcement agencies, to our related bodies, or to other third parties.

If we are required by law to delay or refuse your request for a transaction and you incur a loss, we are not liable for this loss.

### How transactions are processed

#### New and additional investments

The effective date of your initial rollover and any additional rollovers is generally the date we receive your correctly completed Application Form and application money (where applicable) at our Head Office.

#### Insufficient information

If we are unable to process the rollover as a result of insufficient information we will contact you to obtain the information required. If the required information is not forthcoming within 30 days of us receiving the application and/or a rollover amount we will reject the application and return any rollover monies received.

#### Rollovers made by EFT or cheque

If your correctly completed application/ instructions and EFT or cheque (cheque rollovers can only be accepted if your superannuation fund is eligible under superannuation law to send cheques) are received in our Sydney Head Office by 3.00pm (Sydney time) on any business day, your rollover will be processed using the unit price for that business day. Applications received after 3.00pm on any business day will be processed using the unit price for the next business day. The unit price for a business day is generally calculated on the next business day in Sydney. For example, if we receive the correctly completed documentation and EFT or cheque prior to 3.00pm on a business day on Tuesday in Sydney, you will receive the unit price for that day. The unit price for Tuesday is generally calculated on the next business day, Wednesday. Units may be allocated on another basis

and we will notify you if this occurs. If your rollover EFT or cheque is not cleared, we will cancel any units issued for that dishonoured payment.

### Standard Risk Measure

The Standard Risk Measure for the investment option offered in ClearView Life Solutions Super Rollover is set out in Section 5 of the PDS.

The Standard Risk Measure is based on industry guidance to allow members to compare investment options that are expected to deliver a similar number of negative annual returns over any 20 year period.

The Standard Risk Measure is not a complete assessment of all forms of investment risk, for instance it does not detail what the size of a negative return could be or the potential for a positive return to be less than a member may require to meet their objectives. Further, it does not take into account the impact of administration fees and tax on the likelihood of a negative return.

Members should still ensure they are comfortable with the risks and potential losses associated with their chosen investment option/s.

The 'Risk Bands' and 'Risk Labels' for the Standard Risk Measure are set out below:

Risk Band	Risk Label	Estimated number of negative annual returns over any 20 year period
1	Very low	Less than 0.5
2	Low	0.5 to less than 1
3	Low to medium	1 to less than 2
4	Medium	2 to less than 3
5	Medium to high	3 to less than 4
6	High	4 to less than 6
7	Very high	6 or greater

### Moving your investment

#### Withdrawing your investment

You can withdraw your investment in full at any time\*. Your withdrawal will usually be paid within ten business days of us receiving your completed request.

\* Note: withdrawals from ClearView LifeSolutions Super Rollover are subject to preservation requirements (see page 4 for further information). We may request proof that a 'condition of release' has been met where a withdrawal request involves preserved and/or restricted non-preserved benefits.

In addition, we may also require verification of your identity when you make a request to withdraw your benefit. Refer to section on 'Anti Money Laundering/Counter Terrorism Financing Act' on this page.

The minimum withdrawal amount is the entire account balance.

To make a withdrawal, you must provide written instructions. If you wish for your withdrawal to be paid to an account you must provide us with the account details of your nominated Australian Bank, Building Society or Credit Union account when making a withdrawal request otherwise payment will be made by cheque.

If your completed written withdrawal request is received in our Sydney Head Office by 3.00pm (Sydney time) on any business day, your withdrawal request will be processed using the unit price for that business day.

Completed written withdrawal requests received after 3.00pm in our Sydney Head Office on any business day will be processed using the unit price for the next business day. Units may be allocated on another basis and we will notify you if this occurs.

We may suspend withdrawals at any time if we deem that it is in the best interests of the members as a whole. We may also effect a withdrawal from the investment option in stages, over several business days.

## Labour standards and environmental, social and ethical considerations

We do not take into account labour standards or environmental, social or ethical considerations in the selection, retention or realisation of investments in relation to ClearView LifeSolutions Super Rollover.

## Eligible rollover fund (ERF)

Your account balance may be transferred to another superannuation fund, called an ERF if we are unable to contact you or we otherwise determine that you have become a 'lost member'.

However, this rule will not apply while you retain an in-force policy under ClearView LifeSolutions Super and you use your account balance to fund those life insurance premiums.

We will notify you of the transfer, to an ERF, at your last known address.

The ERF that we have selected is:

SuperTrace Eligible Rollover Fund

ABN 73 703 878 235

The Trustee of the SuperTrace Eligible Rollover Fund is Colonial Mutual Superannuation Pty Ltd

ABN 56 006 831 983 and the contact details are:

Locked Bag 5429

Parramatta NSW 2124

Freecall: 1300 788 750

Being transferred to the ERF will affect your superannuation benefits:

- You will cease to be a member of the ClearView Plan.
- Your investments and fees will change.
- The ERF does not accept ongoing contributions. However, it will accept further rollovers for you from other superannuation funds and also the shortfall component of a Superannuation Guarantee Charge from the Commissioner of Taxation.
- The ERF does not provide any insurance cover and therefore you will lose any insurance cover that you may have under the ClearView Plan.

You can contact the ERF to obtain a copy of its PDS to obtain further information about the fund, including the:

- governing rules
- fees structure, and
- investment strategy.

## Changes to the ClearView Plan

As the law changes it may be necessary to vary the Trust Deed of the ClearView Plan and we may be of the view that it is appropriate to amend or vary the Trust Deed in other circumstances. We may only amend the Trust Deed in accordance with the terms of the Trust Deed, in compliance with the relevant legislative requirements and consistently with our duties as a trustee.

Where the law requires, we will notify members if they are affected by any changes made to the Trust Deed for the ClearView Plan and the date they take effect, and will do so within the time required by law.

In accordance with our rights, we may amend any of the ClearView LifeSolutions Super Rollover features from time to time, subject to the provision of any applicable notice (if any). We will give you at least 30 days' advance notice of any increase in fees and charges, or the introduction of any new fees or charges. For all other material changes we will generally notify you within 90 days of the change taking effect. If the change is not materially adverse, the updated information will be available on our website at [www.clearview.com.au/tools/pds-and-brochures](http://www.clearview.com.au/tools/pds-and-brochures).

## Important documents

The Trust Deed governs the ClearView Plan. The Trust Deed (and superannuation law) sets out the rights and obligations of the members of the ClearView Plan and our powers and duties. We must administer the ClearView Plan in accordance with the Trust Deed and the law.

If there is any inconsistency between the Trust Deed and the PDS or this Additional Information brochure, the Trust Deed will prevail to the extent of the inconsistency.

The Trust Deed contains important information about how the ClearView Plan works, including:

- our right to introduce fees
- our powers in relation to how and when the benefits can be paid
- our right to be indemnified from the ClearView Plan and the extent to which our liability is limited
- our power to amend the Trust Deed, and
- when and how the ClearView Plan may be terminated.

We have been issued investment and life insurance policies by ClearView Life, to support the interests offered in the ClearView Plan. The policies have important information about the power ClearView Life has to amend or terminate the policies, including the following information:

- right to open and close investment options
- right to transfer money out of closed investment options
- valuation of investment options
- expenses payable or recoverable in certain circumstances
- power to amend the policy in certain circumstances
- power to invest in derivatives, and
- power to invest the assets of the investment options in managed investments.

We will notify you if the terms of the policies are materially varied, including the fees charged under them, and will do so within the time required by law. Copies of the Trust Deed and the policies are available by calling **132 979**.

## Family law and superannuation

The division of superannuation (including superannuation pensions) in the event of marriage breakdown or separation from your spouse or de facto partner (including a same-sex partner) is highly complex. If you are affected it may have a significant effect on your account and your benefits. We recommend that you should seek professional advice including advice on what will happen to your superannuation in the event of a marriage breakdown or separation from your spouse or de facto partner.

Among other things your spouse or de facto partner may be eligible to:

- apply to us for information about your superannuation
- obtain orders from the Family Court in relation to your superannuation, and/or
- enter into an agreement with you in respect of your and their superannuation.

We may receive an agreement or Family Court order, which will direct us to flag or split your account. Where your account is split with your ex-spouse and they do not indicate where/how their funds are to be paid they will have a new ClearView LifeSolutions Super Rollover account set up for them and they will become a member of the ClearView Plan.

We are entitled to deduct from your account the costs associated with implementing agreements, orders, flags or splits. Currently we do not make any deductions from member accounts for these costs. We may decide to do so in the future.

## Privacy and your personal information

In this section 'we', 'us' and 'our' refers to the Trustee, and 'you' refers to the member of ClearView LifeSolutions Super Rollover. We are committed to ensuring the confidentiality and security of your personal information. All personal information will be handled in accordance with the *Privacy Act 1988* (Cth).

We collect, use and disclose your personal information including sensitive information in order to consider your application, administer the policy and assess any claim, establish and administer a ClearView LifeSolutions Super Rollover interest and determine whether a condition of release has been met (if applicable). We may also collect your personal information under superannuation, taxation and other relevant laws. We exchange your personal information with third party organisations in the normal operations of our business. In some circumstances, these third party organisations may be located in countries overseas.

You can choose not to provide us with some or all of your personal information including sensitive information, but this may affect our ability to provide you with and manage the financial product or service you request. You may generally

access personal information we hold about you.

Sensitive information is personal information which includes information or opinions about your health, genetic information, sexual preferences or practices, and criminal history. By completing the application form, you agree to the following:

- we can collect and use personal information for the following purposes: to assess any application; calculate or offer benefits and discounts; administer a ClearView LifeSolutions Super Rollover interest; to investigate, assess, manage and pay any claim from the ClearView Plan
- for these purposes we can collect personal information, and disclose it on a confidential basis to: our related entities; outsource providers; government departments and agencies; investigators; lawyers; advisers; medical and health service providers; reinsurers; other insurers; anyone acting on our behalf; and an agent of any of these.

We may also disclose personal information if:

- acting in good faith, we believe the law requires or permits us to do so, or
- if you consent, and
- where you provide personal information to us about another person, you are authorised to provide their information to us, and that you will inform that person who we are, how we use and disclose their information, and that they can gain access to that information (unless doing so would pose a serious threat to the life or health of any individual).

Our Information Handling Policy contains full details of how we handle personal information and the list of overseas countries where your information may be exchanged in maintaining your account. This policy advises how you can access your personal information and seek the correction of such information. Our Information Handling Policy also contains information about how you may complain about a privacy breach and how we will deal with such a complaint.

If you would like a copy of our Information Handling Policy or have any questions regarding privacy, please call us on

**132 979** or refer to our website at

**[www.clearview.com.au/information-handling-policy-\(1\)](http://www.clearview.com.au/information-handling-policy-(1))**.

## Marketing

We are committed to providing you with access to a range of leading financial products and services offered by us, affiliated providers and external providers for whom we act as agent. In order to do this we may disclose your personal information on a confidential basis to our related entities within ClearView and these providers. If you do not want your personal information to be used or disclosed for these marketing purposes, please contact us on **132 979**.

This page has been left blank intentionally.

This page has been left blank intentionally.



**ClearView**

GPO Box 4232  
Sydney NSW 2001

**132 979**

Issued by:

ClearView Life Nominees Pty Ltd ABN 37 003 682 175  
AFSL 227683 (CLN) as Trustee for the ClearView Retirement  
Plan ABN 45 828 721 007 (ClearView Plan).

[www.clearview.com.au](http://www.clearview.com.au)