

Super for you and your people

Employer's Guide to
Mercer Business Super

August 2023



Table of contents

01	Shaping the future of super	3
02	Super made simple (QuickSuper)	7
03	Investments to help your people	8
04	Investment options menu	10
05	Insurance to protect what's important	11
06	Superannuation Guarantee	12
07	About Mercer Super	14
08	Frequently asked questions	15



**More savings,
lower fees**



**More investment
expertise**



**More ways to support
you and your employees**

Shaping the future of super

Delivering better retirement outcomes for Australians

As one of Australia's largest super funds with some of the lowest fees, we're helping our members keep more of their money where it belongs - in their super accounts. And the best part, we don't compromise on performance, so you can trust that your employees' super is in good hands.

Super you can count on

As a leading super fund, Mercer Super is trusted by some of the top ASX listed firms as the fund of choice for their employees.

Mercer Super is also part of the Mercer family, one of the world's leading investment managers overseeing US\$393 billion¹ in total assets under management globally.

Together, we're putting our local know-how and global expertise to work for you and your employees, with around 2,000 investment experts seeking out opportunities in Australia and around the world.



We're grounded in our purpose to make a difference in people's lives through the right balance of empathy and economics to help members prepare for retirement with confidence.

Tim Barber,
CEO Mercer Super



We're a multi-award winning fund²



Keeping it smart and simple

Mercer Business Super - created just for you!

We know different employers have different needs, so we've designed a simple and smart product to better manage your super obligations.

Our priority is to ensure the process of setting up your Employer Plan (your plan) in Mercer Business Super as your default fund is as simple as possible, leaving you time to focus on your business.



1. Manage contributions

Submit and pay super contributions, whether it's QuickSuper, SuperStream or any other method.

[Managing contributions](#)



2. Low fees

Our fees are some of the most competitive in Australia.³

Your new employees will not pay a monthly dollar-based administration fee nor be charged buy-sell spreads. Additionally, some asset-based administration fees will differ. Details will be included in your Welcome Letter.

Your employees can read more about the fees and costs in the Mercer Business Super Product Disclosure Statement. These can be found at mercersuper.com.au/pds



3. Insurance

Insurance arrangements will be offered under a policy with AIA Australia Limited.

[View insurance benefits](#)



4. Investment options

Your new employees will have access to our award-winning² investment option Mercer SmartPath®, plus many additional options with a focus on sustainability and managing risk.

[View investment options](#)

This Employer Guide, the Product Disclosure Statement and associated booklets provide detailed information about Mercer Business Super to help you and your employees get started.





Mercer Super Trust



**Corporate
Superannuation
Division**

Your employees'
super is managed
within



**Mercer
Business
Super**

Super that works for you

- Compliant with government regulations to meet your default super fund needs.
- Access to the super system QuickSuper to remit your contributions electronically, sign up new employees and advise us of employees no longer employed by you. You can learn more about adding Mercer Super as your default fund on QuickSuper [here](#).
- Regular communications to keep you informed about important superannuation updates, our investment performance and solutions.

Helping your employees build their super

When your employees become members of Mercer Business Super they benefit from:



Low fees

Our fees are some of the most competitive in Australia.³ In fact, our Mercer Super MySuper SmartPath® standard fees are around 16% below the MySuper market average.⁴



Strong past performance

Mercer Super's default investment option, Mercer SmartPath® has delivered 8.0% p.a. over seven years for one of our largest cohort of members,⁵ outperforming the comparative industry median of 7.0%.



75 years' experience

We're backed by Mercer, a global leader in retirement and investment solutions with investment experts managing US\$393 billion¹ in assets globally.

Other benefits:

- **Investment options with greater flexibility** – With Mercer Super, members can choose the level of control they want. Leave it in the hands of our global team of investment experts or make their own choices from a wide range of investment options.
- **Australian-based Helpline team** – Our highly trained Helpline consultants make it their business to know how to support members.
- **Financial advice** – Access a range of limited financial advice and support tools all at no additional cost.
- **Care & Living with Mercer** – Access for members and their families to a support service that helps families with the full spectrum of ageing care requirements, from home care to retirement living and residential aged care.
- **24/7 online access** – Members can manage their super, beneficiaries and investments 24/7 via our secure Member Online portal or the Mercer Super mobile app.

Super made simple

You have the option to set up Mercer Business Super in your new or existing employer portal.

Adding a default fund on QuickSuper:

Single employer log in:

1. Log in to QuickSuper.
2. In the menu on the left hand side expand 'Administration' and click 'Fund Relationships'.
3. Select the 'Fund Relationships' tab then select 'Create New Relationship'.
4. In 'Fund Name' select the option 'Mercer Business Super' with USI – 19905422981708 in the drop down menu that appears.
5. Enter your employer name followed by your employer number in the 'Fund Employer ID' field.
6. You **MUST** tick 'Default fund'.

7. You may see a field for 'Member ID'. If this is the case, please enter 'Unknown'.

* Member ID:

* Please complete this field

Member Type:

8. Select 'Next', then check your details and select 'Confirm'.

Multi-employer log in:

1. Log in to QuickSuper.
2. In the menu on the left hand side expand 'Employers' and click 'View Employers' you will then see a list of your entities. Select an employer and click 'View Details'.
3. Select the 'Fund relationships' tab then select 'Create New Relationship'.
4. In 'Fund Name' enter the USI 19905422981708 select the option 'Mercer Business Super' with USI – 19905422981708 in the drop down menu that appears.
5. Enter your employer name followed by your employer number in the 'Fund Employer ID' field.
6. You **MUST** tick 'Default fund'.
7. You may see a field for 'Member ID'. If this is the case, please enter 'Unknown'.
8. Select 'Next', then check your details and select 'Confirm'.

You will then need to repeat this process for ALL entities under your log-in.

If you use an alternative clearing house

If you have an alternative clearing house solution you need to add an additional default fund and enter the following details:

1. **Fund name:** Mercer Super Trust – Mercer Business Super
2. **ABN:** 199 054 22 981
3. **USI:** 19905422981708



Investments to help your people thrive in retirement

Mercer Super is an award-winning² fund with expertise and a track record of delivering some of the best possible retirement outcomes for Australians.

Mercer's global Investments business currently includes approximately 2,000 professionals working to improve investment outcomes for members both here in Australia and around the world. These skilled professionals look after your employees' super with a continuous focus on managing risks, while proactively looking for opportunities within the changing landscape, to help deliver strong investment returns – ensuring that their money is given the best opportunity to grow.

Flexible investment choice

At Mercer we understand that everyone is different, and that with investment options, one size doesn't fit all. We are proud to offer a broad range of investment options for those members invested in our super product who are building their balance in preparation for retirement.

- Mercer SmartPath – MySuper default option
- Ready-made investment options
- Select-Your-Own investment options
- Mercer Direct (if available in your plan)

We also offer a number of investment options for those members who are ready to retire and draw an income using our Allocated Pension Division product.

Mercer SmartPath – your MySuper option

Mercer SmartPath is our default investment option. Designed for those who'd prefer to 'set and forget' their investment strategy.

When your employee joins Mercer Business Super, they will be automatically placed into our default investment option, Mercer SmartPath.

Mercer SmartPath is an award-winning investment option that has been designed to automatically adjust the level of risk as your employee gets closer to the retirement age.

For example, younger members invested in Mercer SmartPath will have a higher allocation of growth assets, compared to an older member whose allocation will gradually lean towards a more defensive asset allocation.

² Mercer Super Trust's analysis of Mercer SmartPath (born 1974-1978), one of the largest cohorts, after investment fees and tax, compared to the median of all default funds reported in SuperRatings Fund Crediting Rate Survey – Default Options as at 30 June 2023. While Mercer Super did not feature in the official June 2023 survey, Mercer Super is captured in the revised data file. Based on Mercer SmartPath membership data as at 31 March 2023 and for members invested for the full 2022/23 financial year.

Mercer Super's default investment option Mercer SmartPath[®] has delivered 8.0% p.a. over seven years for one of our largest cohort of members, outperforming the comparative industry median of 7.0%.[^]





'Ready-Made' investment options

For members who'd like to take more of a hands-on approach to their super, but still leave the complex decisions to the experts, we offer our 'ready-made' investment options.

Like SmartPath, these options combine a mix of asset classes and management styles to deliver on a clear objective.

The ready-made investment options are:

- Mercer SmartPath (the default investment option)
- Mercer Diversified Shares
- Mercer High Growth
- Mercer Select Growth
- Mercer Growth
- Mercer Moderate Growth
- Mercer Conservative Growth

'Select-Your-Own' investment options

Mercer Sustainable Plus

The Sustainable Plus options use a multi-manager investment approach, with different investment managers selected to implement investment strategies in each asset class that support the options' objectives. For more information refer to the Sustainable Investments Booklet, available at: <https://www.mercersuper.com.au/documents/product-disclosure-statement/>

Mercer Sector

These options offer exposure mainly to one major asset class. They are designed for investors who want to invest in a particular asset class, or multiple asset classes, to tailor their own portfolio.

Mercer Passive and Enhanced Passive

These lower cost options aim to perform in line with the markets in which they invest. The enhanced passive options may also have some exposure to active management.

Mercer Direct (direct investments)

The Mercer Direct investment option allows members to take control of their investments.^{^^} Members can choose from a range of 300 shares and a selection of exchange traded funds (ETFs) listed on the Australian Stock Exchange, as well as a range of term deposits.

It offers extra investment choice and control combined with the convenience of maintaining a single super account within Mercer Super, with easy online access and one consolidated statement.

^{^^} Other fees and costs may apply if you're invested in the Mercer Direct investment option (for more details refer to the Mercer Direct Member Guide).

Investment options menu

The following table summarises the investment options available to your employees.

Ready-Made Options	Select-Your-Own Options			
	Mercer Sustainable Plus options	Mercer Sector options	Mercer Passive and Enhanced Passive options	Mercer Direct
These options provide access to a combination of asset classes to target a specific investment objective	Within these options, some asset classes incorporate additional sustainability criteria [#]	These options offer exposure to mainly one major asset class	These options aim to perform broadly in line with their benchmark, some may have exposure to active management	This provides access to a range of shares, Exchange Traded Funds (ETFs) and term deposits
Mercer SmartPath [*]	Mercer Sustainable Plus Australian Shares	Mercer Australian Shares	Mercer Passive Australian Shares	
Mercer Diversified Shares	Mercer Sustainable Plus Global Shares	Mercer International Shares	Mercer Passive International Shares	
Mercer High Growth	Mercer Sustainable Plus High Growth	Mercer International Shares - Hedged	Mercer Passive Australian Listed Property	
Mercer Select Growth	Mercer Sustainable Plus Growth	Mercer Property	Mercer Enhanced Passive Growth	
Mercer Growth	Mercer Sustainable Plus Moderate Growth	Mercer Fixed Interest	Mercer Enhanced Passive Conservative Growth	
Mercer Moderate Growth	Mercer Sustainable Plus Conservative Growth	Mercer Cash		
Mercer Conservative Growth				

^{*} The default investment option.

[#] We recommend members read the *Sustainable Investments Booklet* before making an investment decision.

More information

The latest information about investment performance and how investment performance is calculated is available at mercersuper.com.au/mercerc-super-trusts-performance-on-the-money.

Past performance is not a reliable indicator of future performance and future performance is not guaranteed.

Information on different types of investments, and about each investment option (including asset allocation and risk levels) is available in the Mercer Business Super Investment booklet.

More details on Mercer Business Super can be found at mercersuper.com.au/pds.

Insurance to protect what's important

Insurance in super is a safety net many Australians rely on in case something unexpected happens.

Mercer Business Super will provide your insurance arrangements under a policy with AIA Australia Limited.

Providing insurance in your plan

Under superannuation law, all MySuper members who are eligible must be provided with Death and Total and Permanent Disablement (TPD) insurance, on an opt-out basis.

The types of insurance offered in Mercer Business Super are:

Death	A lump sum benefit paid to a member's estate or beneficiaries on their death – or to the member if they become terminally ill.
Total and Permanent Disablement (TPD)	This is a lump sum benefit that is paid to a member if they become Totally and Permanently Disabled.
Salary Continuance Insurance (SCI)	A monthly benefit paid to a member if they become Totally Disabled or Partially Disabled.

You can choose the insurance you'd like offered and whether you want to pay the cost of this. Cover will start when members are eligible.

Your Welcome Letter will include details of your plan's insurance benefit design.

Insurance premiums will be deducted monthly in arrears from your employees' super accounts.

About our insurer

The trustee has appointed AIA Australia Limited ABN 79 004 837 861 AFSL 230043 (referred to as the Insurer or AIA Australia Limited throughout this Employer Guide) to provide insurance for Mercer Business Super.

Once we have received your Application Form to join Mercer Business Super, your insurance arrangements will be set up in your plan.

More information

For more details about the insurance offered in Mercer Business Super refer to the Insurance Booklet.

More details on Mercer Business Super can be found at mercersuper.com.au/pds

You can also contact our Helpline on **1800 682 525**, Monday to Friday 8am-7pm (AEST/ AEDT). If you're calling from overseas dial: **+61 3 8306 0900**.



Superannuation Guarantee

What you need to know

You are required to pay a minimum percentage of your employees' Ordinary Time Earnings (OTE) into super to satisfy the Government's legislation. The minimum percentage for the 2023/2024 financial year is 11%. OTE is your employees' remuneration generally including regular salary or wage, any over-award payments, shift allowances, bonuses and commissions. It generally does not include overtime payments or benefits subject to fringe benefits tax.

You can make additional contributions on behalf of your employees who join Mercer Business Super to cover the cost of certain fees and any insurance premiums which will be deducted from their super accounts on a monthly basis.

Members can also make contributions to their super via deductions from their salary (if from a pre-tax salary you must also agree to this), cheque or BPAY. Members can also transfer existing superannuation entitlements to Mercer Business Super from any complying superannuation arrangement.

When are contributions due?

Most employers pay contributions to Mercer Super monthly.

SG contributions must generally be paid by law by 28 days after the end of the calendar quarter in which they fall due if Australian Taxation Office (ATO) penalties are to be avoided.

Member contributions must by law generally be paid to Mercer Super by 28 days after the end of the month in which they are deducted from the employee's pay.

With the exception of any restrictions on when contributions under the SG legislation must be received by, contributions can generally be accepted from employers, members, their spouse or any other person at whatever level or frequency is desired.

ATO Super Guarantee payment due dates

Financial year quarters	Payment period dates	ATO legislative due date
Quarter 1	1 July to 30 Sep	28 Oct
Quarter 2	1 Oct to 31 Dec	28 Jan
Quarter 3	1 Jan to 31 Mar	28 Apr
Quarter 4	1 Apr to 30 Jun	28 Jul



Support for you

Super is complex and there are often changes, so we provide lots of support the way you want it:



Information and tools online.



Fact Sheets which provide more information about contributions and how super is taxed.



Our Helpline team available via phone.



Updates on changes that affect your plan.



Making a meaningful difference

About Mercer Super



Mercer Business Super provides plans for a range of different employers and their employees. Mercer Business Super is part of Mercer Super which is a regulated superannuation fund for the purposes of the Superannuation Industry (Supervision) Act 1993 (SIS). Mercer Superannuation (Australia) Limited (MSAL) is the trustee of the Mercer Super Trust.



Mercer Super is an award winning fund² which invests in a range of investment options primarily managed by a team of around 2,000 global investment experts.



Mercer Business Super offers an easy way for employers to help their employees save for a better retirement lifestyle.



Mercer is a business of Marsh McLennan (NYSE: MMC), the world's leading professional services firm in the areas of risk, strategy and people, with 85,000 colleagues and annual revenue of over US\$20 billion. Through its market-leading businesses including Marsh, Guy Carpenter and Oliver Wyman, Marsh McLennan helps clients navigate an increasingly dynamic and complex environment.



Visit mercersuper.com.au to learn more.



Frequently asked questions

Are employers or sole traders covered by insurance?

An employer or sole trader is eligible for insurance cover on the same terms and conditions as employees, provided they meet all the eligibility requirements (including working the required number of hours with the business participating in Mercer Business Super).

Are all my employees covered by insurance?

Not necessarily. There are certain eligibility rules such as industry, age and hours worked (for SCI Cover) that determine eligibility. We rely on you to provide us information. You must tell us when the employee is joining the plan for cover to be provided.

Will New Events Cover apply in Mercer Business Super?

Yes, because this applies in circumstances related to individual employees. Eligible employees must be At Work or on approved leave such as annual leave or long service leave on the date they join Mercer Business Super. See the Insurance Booklet for the At Work definition.

If an employee was on restricted duties or modified hours due to sickness or injury, they can still be nominated under the plan. However, insurance cover is modified until certain conditions are satisfied. The Product Disclosure Statement and Insurance Booklet describe this in more detail for employees under the terms, New Events Cover.

Who provides the insurance?

To help you receive competitive insurance rates and terms and conditions, Mercer Business Super provides insurance through a group policy with AIA Australia.

What is interim cover

If a member is being assessed for insurance cover, they will generally be covered for 90 days for the relevant part of the insurance amount which needs to be assessed, from the date they apply for insurance cover.

The amount of accidental cover will be the same as the insurance amount for which the member is being assessed up to any applicable maximum benefit amount.

What happens when your employee leaves their employer or exercises choice of fund?

Your employees will be automatically transferred to the Retained category of Mercer Business Super if they leave your employment or exercise choice of fund. This means they can continue to enjoy the benefits of membership within Mercer Super. However, your employees Insurance cover and premiums may change. This will depend on your insurance benefit design, and whether the Insurance premiums were Employer Funded. Any member specific exclusions or insurance premium loadings will continue to apply.

See the Insurance Booklet to find out more about 'What happens to your cover when you leave your Employer'.

You can read more about the Individual Section in the How Your Super Works booklet found at mercersuper.com.au/pds.

Issued on behalf of Mercer Superannuation (Australia) Limited (MSAL or we) ABN 79 004 717 533, Australian Financial Services Licence 235906, the trustee of Mercer Super Trust ABN 19 905 422 981 (Mercer Super). We recommend you seek professional advice from a licensed, or appropriately authorised, financial adviser if you are unsure of action to take. The value of an investment in the Mercer Super Trust may rise and fall from time to time. Neither MSAL nor Mercer (Australia) Pty Ltd (Mercer) guarantees the investment performance, earnings or return of capital invested in the Mercer Super Trust. Past performance should not be relied upon as an indicator of future performance. 'MERCER' and Mercer SmartPath are Australian registered trademarks of Mercer ABN 32 005 315 917. Copyright 2023 Mercer LLC. All rights reserved.

¹ Marsh McLennan announces US\$393 billion assets under delegated management (as of June 30, 2023 / end of 2Q23) for Mercer.

² Mercer Super has been recognised with several **SuperRatings** awards, including SuperRatings' highest platinum rating for both our Allocated Pension Division (now known as Mercer SmartRetirement Income) and Corporate Superannuation Division products. These products also received SuperRatings Platinum Performance awards, based on investment returns, fees, insurance, member servicing, administration and governance for 15 years. The rating is issued by SuperRatings Pty Ltd ABN 95 100 192 283 AFSL 311880 (SuperRatings). Ratings are general advice only and have been prepared without taking account of your objectives, financial situation or needs. Consider your personal circumstances, read the product disclosure statement and seek independent financial advice before investing. The rating is not a recommendation to purchase, sell or hold any product. Past performance information is not indicative of future performance. Ratings are subject to change without notice and SuperRatings assumes no obligation to update. SuperRatings uses objective criteria and receives a fee for publishing awards. Visit superratings.com.au for ratings information and to access the full report. © 2023 SuperRatings. All rights reserved.

^{3,4} Chant West MySuper Default Fee Tables March 2023 – for \$50,000 account balance. Fees are for Mercer SmartSuper – SmartPath® (our MySuper product) at 1 April 2023 and the total includes administration, investment and transaction fees. Chant West uses our 1964-1968 investment option for purposes of comparison with other MySuper funds – as this is the highest annual fee for our SmartPath options. You may pay less than this if you are in another SmartPath option or in an employer plan. For details on fees for each of our SmartPath options, or if you've chosen your own investment option/s, go to the 'How Your Super Works' Guide online. Fees and costs can vary from year to year. Past fees and costs are not a reliable indicator of future fees and costs. Fees and comparisons may differ for other investment options and account balances.

⁵ Mercer Super Trust's analysis of Mercer SmartPath (born 1974-1978), one of the largest cohorts, after investment fees and tax, compared to the median of all default funds reported in SuperRatings Fund Crediting Rate Survey – Default Options as at 30 June 2023. While Mercer Super did not feature in the official June 2023 survey, Mercer Super is captured in the revised data file. Based on Mercer SmartPath membership data as at 31 March 2023 and for members invested for the full 2022/23 financial year.