







## Insurance options

When you join the plan you will not be provided with insurance cover automatically. You can apply for Death only or Death and Total and Permanent Disability (TPD) Cover. Any cover you apply for is subject to acceptance by the Insurer and you must have an account balance that will meet the cost of insurance premiums. For more information, read the PDS (and its incorporated documents) for Mercer Business Super at [mercersuper.com.au/pds](http://mercersuper.com.au/pds).

Once your account is created, if you would like to apply for cover you can do so by completing the relevant form available in the documents section of the member online portal. Alternatively, you can call our Helpline on **1800 682 525**, 8am-7pm, Monday-Friday (AEST/AEDT) for a copy of the form.

## Make your contributions

You can contribute to your new Mercer Business Super - Family Category account in one or more of the following options:

### Employer contributions

If you wish your employer to contribute to your new account, you need to complete a **Super Choice Form** and give to your employer. Your new account details will be included in the welcome letter which will be sent to you once we successfully process your application.

### Personal contributions

The details on how you can make personal contributions to your new account will be included in the welcome letter which will be sent to you once we successfully process your application.

### Spouse contributions

The details on how your spouse can make a spouse contribution to your new account will be included in the welcome letter which will be sent to you once we successfully process your application.

### Rollover from your other super account(s)

Once you have activated your online account (see your welcome letter for instructions), head to the 'Find my super' page to search for any other super accounts you may have and consolidate if this is right for you. Alternatively, you can call Helpline on **1800 682 525**.

### Other options

Depending on your personal circumstances, you might consider other options to make contributions. Refer to the Mercer Business Super - Family Category PDS for more information.





## Your privacy

We collect, use and disclose personal information about you in order to manage your superannuation benefits and give you information about your super. We may also use it to supply you with information about the other products and services offered by us and our related companies. If you do not wish to receive marketing material, please contact us on **1800 682 525**.

Our Privacy Policy is available to view at [mercersuper.com.au/privacy](https://mercersuper.com.au/privacy) or you can obtain a copy by contacting us on **1800 682 525**.

If you do not provide the personal information requested, we may not be able to manage your superannuation.

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

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

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

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

If you have any other queries in relation to privacy issues, you may contact us on **1800 682 525** or write to our Privacy Officer, **GPO Box 4303, Melbourne VIC 3001**.

### Your Plan's Insurer

The Privacy Policy of AIA Australia can be obtained by visiting [www.aia.com.au/privacy](https://www.aia.com.au/privacy). By completion of this form, you consent to any personal information, including information that may be of a sensitive nature we may, in the manner set out in these Privacy Statements, collect about you in the normal course of our business, being used as outlined in the AIA Australia Privacy Policy.



## Signature and declaration

Don't forget to sign and return this form to Mercer Super Trust.  
You should also keep a copy for your records.

### Don't forget to sign and return this form to the Mercer Super Trust. You should also keep a copy for your records.

Before submitting this application, you should read and understand the PDS (and its incorporated documents) for Mercer Business Super - Family Category. You can obtain a copy of the PDS (and its incorporated documents) at [mercersuper.com.au/pds](http://mercersuper.com.au/pds) or by calling the Helpline on **1800 682 525**.

If the trustee accepts your application for membership, your rights as a member in the Mercer Super Trust will be determined by the provisions of the trust deed of the Mercer Super Trust and designated rules of the Corporate Superannuation Division which govern the operation of Mercer Business Super. You can obtain a copy of these governing rules at [mercersuper.com.au/governance](http://mercersuper.com.au/governance), or by calling the Helpline on **1800 682 525**.

You should consider obtaining professional advice if you are unsure about your application to become a member of Mercer Business Super - Family Category.

You should contact us by calling the Helpline on **1800 682 525** if you need any further information.

By signing below I declare that:

- I am eligible to become a member of Mercer Business Super - Family Category.
- Declare that the person who completed and signed the 'Existing Mercer Business Super Member related to the applicant' section of this Application Form is my Family member and already a member of Mercer Business Super.
- Understand and consent to my information being collected, used and disclosed in the manner set out in the Privacy Policy.
- Acknowledge that if I provided my email address and/or mobile phone number in this application form, the trustee may, at its discretion, use that email address or mobile phone number (as amended and notified to the trustee from time to time):
  - to send me information concerning my super, including any annual reports, member and exit statements, notices of material changes or occurrence of significant events and other member communications or publications; and
  - for marketing and research purposes, including sending me information about other financial products or services offered by the trustee or any of its related parties (unless I have requested you not to do so by contacting the Helpline).
- Acknowledge that the trustee may provide any member communications (including annual reports, member and exit statements, notices of material changes or occurrence of significant events and other member publications) and/or marketing and research material that are permitted by law to me by:
  - sending it to me by email (which may include a link to a website from where it can be downloaded) where I have provided my email address including any email address provided by any other person on my behalf including my employer; and /or
  - SMS (where we have a mobile phone number provided by you); and/or
  - making it available to me on a website from where it can be downloaded.
- Acknowledge that where the trustee is unable to accept certain contributions made by me, or on my behalf, then those contributions will be returned by the trustee to me or the person or organisation (including my employer) who made the contribution on my behalf and any such contribution will not be added to my super account balance.

Signature

X

Date

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**Make sure you sign and date your completed form and send it to:**

**Mercer Super Trust  
GPO Box 4303  
Melbourne VIC 3001**





### Email Us\*

Send back your form via email. It's quicker if you use your email address you use to log in and send to

**MST@Mercer.com**

Please see below note for submitting forms via email.



### Post it back

Otherwise, you can always send it back to us using the below postal address

**Mercer Super Trust,  
GPO Box 4303,  
Melbourne, VIC 3001**

#### \*Email note:

This is a 'no-reply' mailbox and should only be used to submit a form.

- Only one form per email can be accepted to ensure each form and its supporting documentation is processed correctly.
- A total of 6 attachments per form/email with a maximum size limit of 14MB.
- The file formats accepted are PDF, JPEG, PNG and JPG.
- Digital signatures not accepted.

If you have an inquiry, please submit this via the contact us page or call the Helpline on **1800 682 525**.

