

If you're an employer and your employee has elected Active Super as their fund of choice, please complete and send back this form.

You can complete this form by typing directly onto it, or by using a black pen and capital letters. Use a (✓) to mark boxes.

## 1. EMPLOYER DETAILS

Registered name

Trading name

Australian Business Number (ABN)

**Registered address**

No./Street

Suburb/Town

State/Territory  Postcode

## 2. CONTACT DETAILS

Title  Given name(s)

Family name

Email address

Phone (work)  Phone (mobile)

No./Street

Suburb/Town

State/Territory  Postcode

Position within business

### NOTE

If we can't accept your contribution, it will be returned to your nominated bank account. The Fund will keep any interest earned.

## 3. BANKING INFORMATION

Account name

Bank

Branch

BSB  -  Account no.

## 4. CONTRIBUTION COMMENCEMENT DATE

This is the date from which you nominate to pay contributions

Date contributions to start (DD MM YY)         Pay frequency

If your employee does not have an Active Super account, we cannot accept contribution payments.

## 5. EMPLOYEE DETAILS

Member no.           Date of birth (DD MM YYYY)

Title  Given name(s)

Family name

## 6. PREPARED BY

Full name

Phone no.

Signed  Date (DD MM YY)

## SEND YOUR COMPLETED FORM BACK TO US AT:

**Mail** Active Super, PO Box N835, Grosvenor Place NSW 1220  
**Email** employerservices@activesuper.com.au

**Paying contributions**  
To be compliant and avoid potential ATO penalties, all employers should make their employee super contributions and payments in the approved SuperStream electronic format.  
You can make your employee super contributions via a clearing house facility (which allows you to pay multiple funds in one single transaction).

**Non-compliant payment methods**  
Please note that the following payment methods are not compliant for employers with 20 or more employees:

- cheques
- electronic funds transfers which do not include a corresponding unique payment reference number.

**Additional data requirements**  
You're also required to include the following information in your payroll file to facilitate electronic processing under SuperStream, including:

- the unique superannuation identifier (USI) for APRA regulated funds (Our USI is: LGS0101AU)
- the super fund's bank account details
- electronic service address
- Australian Business Number (ABN).

**Bank account details for EFT**  
Account name: Active Super  
BSB: 062 000  
Account number: 1046 6118

If you have any questions please contact the Employer Services Helpline on 1800 636 441 between 8.30am and 6.00pm, Monday to Friday, email us at employerservices@activesuper.com.au or visit activesuper.com.au

To Whom It May Concern:

## ACTIVE SUPER

I confirm that:

1. LGSS Pty Limited (ABN 68 078 003 497) (AFSL 383558) is the Trustee of Local Government Super ('Active Super').
2. Active Super is a resident regulated superannuation scheme within the meaning of the Superannuation Industry (Supervision) Act 1993.
3. Active Super is not, nor has ever been, subject to direction under Section 63 of the Act not to accept any contributions from an employer sponsor.
4. It is the intention of the Trustee that Active Super will be administered so that it will continue to be treated as a complying superannuation scheme.
5. Active Super allows benefits to be rolled over into the Fund from another superannuation or rollover fund.
6. Active Super is able to accept contributions from employers on behalf of their members.
7. Active Super's life insurance arrangements meet the minimum statutory death insurance requirements for choice of funds. Active Super is therefore eligible to be nominated as a default fund.
8. The accumulation divisions of Active Super have the following identification numbers:
  - Australian Business Number (ABN) 28 901 371 321
  - Superannuation Fund Number (SFN) 4464 889 70
  - Unique Superannuation Identifier (USI) LGS0101AU.
9. Active Super accepts contributions via an electronic funds transfer (ETF) payment method. Details of contribution methods can be found at [activesuper.com.au](https://activesuper.com.au)

Yours sincerely



Donna Heffernan  
**Acting Chief Executive Officer**  
**Active Super**

### Privacy Collection Statement

The information provided on this form is collected by LGSS Pty Limited (ABN 68 078 003 497) as Trustee for Local Government Super (ABN 28 901 371 321) ('Active Super') for the purposes of administering member accounts and providing services to members associated with fund membership. If you do not provide the requested information, Active Super may not be able to perform these services. Member personal information may be shared with our administrator, other superannuation trustees and other service providers, in order to be able to provide our services to members. We may provide information to government, regulatory or other bodies if required by law. For further information about how we manage and protect personal member information, please refer to our [privacy policy](https://activesuper.com.au/privacy-policy) available at [activesuper.com.au/privacy-policy](https://activesuper.com.au/privacy-policy) or by calling us on 1300 547 873. It sets out how we use the information we hold about members, how they can access and correct the information, how they may complain about a breach of privacy and our process for resolving privacy related enquiries and complaints.

Issued by LGSS Pty Limited (ABN 68 078 003 497) (AFSL 383558), as Trustee for Local Government Super (ABN 28 901 371 321) ('Active Super')