



# Application for membership of the SA Metropolitan Fire Service Superannuation Scheme - Retained Firefighters

## About this form

We need you to fill out this form to let us know:

- your details
- who you'd prefer to receive your super if you die while you're a member of the Scheme
- your tax file number

To find the information you need to complete this form just look in the Member Benefit Guide.

**Once you've finished the form, don't forget to sign it and return it to The Manager, SA Metropolitan Fire Service Superannuation Scheme at the Adelaide Station, 99 Wakefield St, Adelaide, SA 5000.**

## Step 1 – Complete your personal details

Please print in black or blue pen, in uppercase, one character per box.



Title Mr  Mrs  Ms  Miss  Other    Date of birth   /   /

Given names

Surname

Home address

Suburb                      State   Postcode

Daytime Telephone   -               Fax   -

E-mail - see note below

**Providing your email address**  
In the future the Trustee anticipates providing information such as annual reports, member statements, exit statements and notices of any material changes or occurrence of significant events electronically, rather than in written form as we do at the moment. If this format becomes available and you'd like to receive this information electronically please advise your email address.





## Step 4 – Provide your tax file number (continued)

### Don't pay more tax than you have to – let us know your tax file number.

Your tax file number is confidential and you don't have to give it to the SA Metropolitan Fire Service Superannuation Scheme. It is not an offence to not provide your tax file number. However, you may pay more tax than you have to if you don't supply it.

**My tax file number is:**  –  –

#### Special note:

In line with the Superannuation Industry (Supervision) Act 1993, the Trustee of the SA Metropolitan Fire Service Superannuation Scheme is authorised to ask for your tax file number. The Trustee will only use your tax file number for lawful purposes. These purposes may change in the future if there are changes to legislation.

The Trustee may pass your tax file number to any other super fund or account to which your super is transferred in the future unless you request in writing that this not be done.

By providing your tax file number:

- the Trustee will be able to accept all types of contributions made by or for you (some limits may apply)
- you can avoid paying tax at a higher rate than would otherwise apply on your contributions
- you can avoid paying tax at a higher rate than would otherwise apply on your benefit, and
- it will be easier for you to find your super in the future and ensure that you receive all of your super benefits when you retire.

Choosing not to provide your tax file number is not an offence. However, if you don't provide your tax file number now or in the future:

- the Trustee will only be able to accept contributions made for you by your employer. No other contributions, for example, after-tax contributions, can be accepted
- you may pay more tax on contributions made for you by your employer. In some circumstances you may be able to claim back this additional tax, however time limits, fees and other rules may apply
- you may pay more tax on your super benefit than you would otherwise (although you can claim this back when you lodge your tax return).

Date of birth  /  /

Your name

Your employer's name

## Your Privacy

The Scheme is administered by us along with our service provider, Mercer Outsourcing (Australia) Pty Ltd. 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 the Manager on (08) 8204 3826.

Our Privacy Policies are available to view at [www.superfacts.com/samfs](http://www.superfacts.com/samfs) or you can obtain a copy by contacting the Manager on (08) 8204 3826.

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, 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 Mercer's processing centre in India. Our Privacy Policies list all other relevant offshore locations.

Our Privacy Policies set 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 the Manager on (08) 8204 3826 or write to our Privacy Officer, SA Metropolitan Fire Service Superannuation Scheme, GPO Box 98, Adelaide, SA 5001.



# Step 5 – Sign the form

Don't forget to return this form to The Manager at the Adelaide Station.  
You may like to make a copy for your records.

## By signing this form I:

- acknowledge that I have received all information I require in order to understand my obligations as a member of the Scheme.
- accept that I will be bound by the provisions of the trust deed and rules which govern the operation of the SA Metropolitan Fire Service Superannuation Scheme.
- acknowledge that if I've provided my email address details in this application form, the Trustee may, at its discretion, use that email address to send information, including any annual reports, member and exit statements and notices of any material changes or the occurrence of significant events, by electronic means.
- authorise my employer to deduct from my pay, any contributions required under the trust deed.
- acknowledge that I have read and understood the attached Member Benefit Guide and agree to be bound by it.
- understand and consent to my information being collected, disclosed and used in the manner set out in this form.

Signature

Date

 /  / 

## Employer use only section

Employer name

Category of membership

Date member joined employer

 /  / 

Date member joined the Scheme

 /  / 

Annual Superannuation Salary on joining

\$  ,  ,

Payroll number

Employment status  Perm. full time  Perm. part time (15 or more hrs. a week)  Perm. part time (less than 15 hrs. a week)  Casual (please tick one option)

I certify that the above named member was  at work OR  not at work performing their normal duties on the date they joined the Scheme  
(If not at work please provide details)

Authorised signatory

Date

 /  / 
