

Date

Mr Adam Smith  
123 Sample Street  
SAMPLETOWN NSW 1234

<Product name>  
<Account Number>

Dear <title> <surname>,

## We're moving your super account

Our role as the Trustee of your super fund is to look after members' interests. This means we're always considering the outlook for <Employer Super> and ways to improve the benefits provided to you.

In June 2011, we moved <Employer Super> to The Universal Super Scheme. We've now decided, after careful consideration, to close <Employer Super> and move your account to MLC MasterKey <Business> Super ('<Business> Super'). This move is expected to occur on 8 December 2012.

### Why are we making this change?

We believe this decision is the appropriate action for us to take for reasons including:

- <Business> Super is a larger product with better member services,
- the fees for members were set to rise in <Employer Super> because of increasing costs, and
- a number of the investment options in <Employer Super> are becoming small in size, which could start affecting your returns.

Only display for MKBS  
MLC MasterKey  
Business Super has  
been independently  
judged as the top rated  
corporate super  
product for 2012/2013.

We also believe this is the best way to implement the significant changes to superannuation the Federal Government is planning.

### What are the benefits of the move?

As a result of the move, you'll:

- be in a larger product with most members paying less in fees
- see clearly online and on your statements what you pay to us as an administration fee, your Investment fees and what is paid to your adviser
- have an Investment Menu that reflects our experience and resources in finding some of the best investment managers from around the world
- maintain your existing insurance arrangement and have access to improved features
- be supported by our award-winning service team and a significantly enhanced website, and
- have access to MLC Member Rewards, which provides you with wide-ranging offers on a variety of lifestyle and banking products.

### What does this mean for you?

We've included a reference guide with this letter that provides you with further information. Specific changes to your account are outlined below:

#### Your investments

Business Super offers a comprehensive range of investment options with over 45 investment options to choose from. However, many of the investment options available in <Employer Super> are not available in <Business> Super so the move involves a change in your investments.

We have selected the investment option in <Business> Super that best matches each current <Employer Super> investment option. Advice was obtained to ensure each <Employer Super> investment option was matched to the <Business> Super investment option with the most similar asset allocation, investment implementation style and investment objective. Investment fees were then also considered with fees in Business Super generally being lower.

Your investments will automatically be moved as shown on page 5 in the reference guide. To see what investment you're currently in, please refer to your Annual statement. We encourage you to check that the investments we plan to move you to are suitable for your needs. To help you do this we suggest you refer to the Investment Menu on [mlc.com.au/pds/mkbs](http://mlc.com.au/pds/mkbs) or speak with your adviser. We also encourage you to look at other options in the Investment Menu that will be available to you.

Some of the investment options allow for a performance fee to be charged if the investment performance exceeds a specified level. This applies to the Antares Elite Opportunities Fund, Fairview Equity Partners Emerging Companies Fund and Antares High Growth Shares Fund. If your investments are moving to these options we'll give you more detail on this before the move.

### Your new fees

Based on your account as at 1 July 2012, your new fees from 8 December 2012 will be:

Administration fee	<xx%> pa and <\$x.xx> per week
<a href="#">display only if exists</a> <Plan service fee>	<<xx%> pa <and> <or> <\$x.xx> per month>
<a href="#">display only if exists</a> <Adviser contribution fee>	<xx%> <on contributions>
Investment fee	<xx%> pa <a href="#">display if multiple</a> <between xx% pa to xx% pa>

[Display if account balance positive and new % fee is <2.5% <<What the changes mean for you will largely depend on your account balance, the investments you hold ES only <, and your employer Plan>. As an estimate, based on your account as at 1 July 2012, \[display if total fee different\]\(#\) <your fees are expected to <reduce/increase> from <X.XX %> pa to <Y.YY%> pa of your account balance> \[display if total fee same\]\(#\) <your overall fees won't change>>.](#)

[Display if account balance positive and new % fee is greater or equal 2.5% <What the changes mean for you will largely depend on your account balance, the investments you hold ES only <, and your employer Plan.> As an estimate, based on your account as at 1 July 2012, \[display if difference is positive\]\(#\) <your fees will be \\$\[Fee difference\] more over an entire year.> \[display if difference is negative\]\(#\) <your fees will be \\$\[Fee difference\] less over an entire year>>.](#)

In <Employer Super>, your fees are charged after allowing for any tax benefits we've received. However, fees in <Business> Super are charged before the tax benefit, which will be credited back to your account and effectively reduces your fees by up to 15%. This means after the move you'll notice these tax credits in your account.

We'll deduct any fees and premiums owing in your <Employer Super> account before the move.

### How you can [display if better off](#) <further> reduce your fees

[Display if \\$ based Admin fee charged](#) <If you consolidate your super or make additional contributions, and your account balance reaches \$50,000, we'll waive your weekly Administration fee. You also have the option to consolidate any insurance you have through other super accounts with us.>

Your Investment fees depend on the investment options chosen and these can vary between 0.25%pa and 4.32%pa of your account balance. You may want to compare your Investment fees with other options in the Investment Menu or speak with your adviser about this. .

### [display if insurance](#) Your insurance

[Display if better off or the same](#) <After the move, your estimated insurance premium will be the same or lower based on your insurance benefit at 1 July 2012. You'll also generally have improved terms and conditions, outlined in the enclosed reference guide >

**Display if TPD only** <You currently have Total and Permanent Disability (TPD) only insurance. After the move, you'll also be provided with Death insurance of the same amount as your current TPD insurance, without the need to provide medical evidence and no increase to your premium.>

**Display if premium increase** <After the move, you'll generally have improved terms and conditions, outlined in the enclosed reference guide. **Only display if exists** <Some enhancements that you will receive include:>

**Display if IP to age 60 and under age 55** <Your Income Protection insurance and benefit period will be extended until age 65 (this was previously to age 60).>

**Display if IP to age 60 and age 55 to 57** <Your Income Protection benefit period will be up to 5 years, (this was previously to age 60). Your insurance and benefits will end at age 65.>

**Display if IP to age 60 and age 58 to 59** <Your Income Protection benefit period will be up to 2 years, (this was previously to age 60). Your insurance and benefits will end at age 65.>

**Display if IP benefit escalation now applies** <In the event of a claim for Income Protection, if you receive benefits for more than 12 months, any continuing benefit you receive will now increase each year in line with the Consumer Price Index (up to 5%).>

**Display if premium increase** <Your new estimated total insurance premium in <Business> Super will be <\$xx.xx> per month. This is based on your insurance benefit at 1 July 2012. After the move, your actual premium may vary due to changes in your age or any other changes to your insurance after 1 July 2012. Please refer to your Annual statement to view your current insurance premiums.>

**Display if smoker** <**How you can reduce your premium**

You've been recorded as a smoker for the calculation of your premium. If you're a non-smoker, you can reduce your premium by completing the Non-smoker declaration form on [mlc.com.au/NonSmokerForm](http://mlc.com.au/NonSmokerForm)>

### **Important information about the move**

Any transactions received between 20 November 2012 and 10 December 2012 will be processed with an effective date of 11 December 2012.

While your investments are being moved, there'll be a period of up to seven business days where your money isn't invested. This means the value of your account won't be affected by market movements (positive or negative) during this period.

When we move your investment, a transaction cost allowance will apply. This represents the cost of buying and selling assets, including brokerage and stamp duty and is not a fee paid to MLC. As a result, the value of your investment after the move will be reduced by the transaction cost allowance applying in <Business> Super. Refer to the reference guide for more information.

### **What you need to do**

You don't need to do anything for the move to happen.

If you'd prefer not to move to <Business> Super, you'll need to move to a different super fund before 20 November 2012. If you're considering this, please speak with your adviser about your options.

We'll confirm the move has happened by sending you an Exit Statement from <Employer Super>. You'll also receive a <Business> Super Welcome Kit outlining your new account number, your account balance, new fees and premiums as well as a BPay<sup>®</sup> reference number and other useful information about your new account.

**PO Only** <Your Welcome Kit will also include a pre-populated Fund nomination form. You'll need to give this form to your employer so they can pay super to your new account.>

### **Any questions?**

To make sure the move is as smooth as possible we'll be working with your adviser. If you have any questions, please speak with your adviser <name of adviser> on <adviser phone>, or call us on **1300 428 482** between 8am and 6pm AEST Monday to Friday.

We're confident the move to MLC MasterKey <Business> Super will benefit you in managing your super.

Yours sincerely,

Geoff Webb  
Chairman, MLC Nominees Pty Ltd