

<Date>

Mr Adam Smith
123 Sample Street
SAMPLETOWN NSW 1234

<Employer Plan>
Account number <Account Number>

No DOB <Please provide your date of birth.
Find out more under 'What you need to do'>
No TFN <Please provide your Tax file number.
Find out more under 'What you need to do'>

Dear <title> <surname>,

We're moving your super account

Our role as the Trustee of your super fund is to look after members' interests, and after careful consideration we've decided to close The Employee Retirement Plan and move your account to MLC MasterKey Business Super (Business Super). This move is planned to happen automatically on 24 May 2013, but there are some options you may want to consider before the move which are outlined in this letter.

Why are we making this change?

We're making this change because Business Super is a larger product with better member services and we believe moving your account is the best way to start implementing the significant changes to superannuation made by the Government.

What are the benefits of the move?

As a result of the move, you'll have:

- an improved insurance offer
- more investment choice
- a simple and transparent fee structure
- an easy to use website, and
- access to MLC Member Rewards, with offers on a variety of lifestyle and NAB banking products.

Business Super has been independently judged as the top rated corporate super product for 2013.



We've included a Reference guide which gives you more information about the move to Business Super. You can also go to mlc.com.au/TERP to find out more about the move and the changes to superannuation made by the Government.

What does this mean for you?

Your investments won't change

Your money will remain invested in the same investment option, only the name will change, as shown in the table below. In addition, you have a choice of more investment options in Business Super.

Current name	New name
Investment Facility	MLC Horizon 4 Balanced Portfolio
Benefit Protection System	MLC Cash Fund

Your final account balance in The Employee Retirement Plan will be transferred to Business Super.

Your future contributions

After the move, your contributions will be invested in the MLC Horizon 4 Balanced Portfolio, but you'll have the opportunity to change this in the future if you want to.

For more information about the investment options available in Business Super go to mlc.com.au/TERP

Your new fees

The fee structure in Business Super is different. You'll be able to see clearly what you pay as an Administration fee, your Investment fees and what is paid to your Plan adviser.

Your new fees after 24 May 2013 will be:

Administration fee \$1.50 per week if your balance is less than \$50,000
plus 0.71% pa of your account balance

Investment fee MLC Horizon 4 Balanced Portfolio 0.70% pa
MLC Cash Fund 0.25% pa

Plan service fee <x%> pa of your account balance

If you want to amend your Plan service fee please contact your Plan adviser or call us after the move.

Based on your account as at 2 March 2013 this new structure means [display if total fees increase or decrease](#) <your fees are expected to <increase/decrease>> by approximately <\$x pa> [Display if total fee same](#) <your overall fees are not expected to change>. [Display if Account balance is below \\$50000](#) <The \$1.50 per week portion of the Administration fee won't apply if your account balance reaches \$50,000. You can increase your balance by consolidating your other super accounts or making additional contributions.>

For members with insurance **<Your insurance>**

[Members with DOB and at least \\$2000, or below \\$2000 and active](#)

<New Lifestage insurance

With Business Super you'll have insurance that has been designed to cater to your needs through different life stages. You'll have more insurance when you're younger, when you're most likely to have a high mortgage or you have children at home, and lower insurance when you're older and more financially secure. Your premiums will change as you get older and when your insurance changes.

Based on your age at the time of the move, your insurance will increase as follows:

	Before the move	After the move
Death insurance	<\$x.xx>	<\$x.xx>
Total and Permanent Disablement insurance	<\$x.xx>	<\$x.xx>
Your premium	<\$x.xx> pa	<\$x.xx> pa

More information about this insurance is in the Reference guide.

\$2 per week insurance

[Members with one unit of insurance](#) <If you prefer, you can keep your \$2 per week insurance by letting us know by 17 May 2013. After the move this insurance will be increased by 2.5% to <\$x> and your premium will continue to be \$2 per week. Your cover will reduce as you get older and your premium won't change. To do this please go to mlc.com.au/TERP or call us.>

[Members with more than one unit of insurance](#) <If you prefer, you can keep your <x> units of \$2 per week insurance by letting us know by 17 May 2013. After the move this insurance will be increased by 2.5% to <\$x> in total and your premium will continue to be <\$x> in total per week. Your cover will reduce as you get older and your premium won't change. To do this please go to mlc.com.au/TERP or call us.>

In addition, after the move you can apply to vary your insurance or cancel it at any time. If you're in a clerical or professional occupation you may be able to reduce your premium. To do this please call us after the move.>

Members with a DOB and less than \$2,000 and no contributions for 12 months

<\$2 per week insurance

Members with one unit of insurance <When your account is moved to Business Super, we'll automatically increase your Death and Total and Permanent Disablement insurance by 2.5% to <\$x> and your premium will continue to be \$2 per week. Your cover will reduce as you get older and your premium won't change.>

Members with more than one unit of insurance <When your account is moved to Business Super you'll keep your <x> units of \$2 per week insurance. We'll automatically increase your Death and Total and Permanent Disablement insurance by 2.5% to <\$x> in total and your premium will continue to be <\$x> in total per week. Your cover will reduce as you get older and your premium won't change.>

New Lifestage insurance

Alternatively, you may want to take advantage of the new Lifestage insurance referred to in the Reference guide which has been designed to cater to your needs through different life stages. This insurance is available to you without the need for you to provide medical evidence, as long as you apply by 17 May 2013.

Based on your age at the time of the move, you can increase your insurance as follows:

	Your insurance after the move	The amount you can apply for
Death insurance	<\$x.xx>	<\$x.xx>
Total and Permanent Disablement insurance	<\$x.xx>	<\$x.xx>
Your premium	<\$x.xx> pa	<\$x.xx> pa

If you'd like to increase your insurance please complete the form available at mlc.com.au/TERP or call us.

In addition, after the move you can apply to vary your insurance or cancel it at any time. If you're in a clerical or professional occupation you may be able to reduce your premium. To do this please call us after the move.>

Insured members with no DOB

<You need to provide your date of birth

So we can confirm the correct amount of insurance you're receiving please complete the relevant section of the Change of account details form provided and return it to us.

If we don't receive this form before 17 May 2013 your \$2 per week premium will continue and you'll be given Death and Total and Permanent Disablement insurance of \$6,150 when your account is moved to Business Super.

You may be entitled to a higher level of insurance for your \$2 per week premium, so it's important that you provide us with your date of birth before the move. For example, if you're 40 years old and you provide us with your date of birth before the move, we'll automatically increase your insurance to \$60,170.

New Lifestage insurance

Once we have your date of birth you can take advantage of the new Lifestage insurance referred to in the Reference guide, which has been designed to cater to your needs through different life stages.

To receive this insurance automatically, let us know by 17 May 2013. To do this please go to mlc.com.au/TERP or call us.

In addition, after the move you can apply to vary your insurance or cancel it at any time. If you're in a clerical or professional occupation you may be able to reduce your premium. To do this please call us after the move.>

Further changes ahead

The Government's proposed changes to super mean there'll be further changes to Business Super. We'll let you know how these changes will affect you later in the year.

Important information about the move

You can continue to transact on your existing account until 5pm on 17 May 2013. Any transactions, including contributions and withdrawals, received after this time will be processed in Business Super after 10 June 2013 within five business days and will be effective on the date they are processed. This means any contributions received during this time won't be invested until after 10 June 2013.

We'll apply any earnings due and deduct any fees and premiums on your account before the move. After the move the new Business Super fees and premiums will apply.

We'll confirm the move has happened by sending you a Final Statement. You'll also receive a Business Super Welcome Kit including your new account number, new account details and the information you need to access your account online.

What you need to do

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

If you've left the employer associated with your account, please complete the Change of account details form available on mlc.com.au/TERP and return it to us before 17 May 2013. Your account will then be moved to Personal Super on 24 May 2013. Please refer to the Reference guide for more information about Personal Super.

If you'd prefer not to move to Business Super, you'll need to transfer to a different super fund before 17 May 2013. If you're considering this, you may want to speak with an adviser about your options.

[For members with insurance](#)<We know that everybody's needs are different, so you may want to check that the insurance offered meets your needs. And if you'd like to change your insurance please let us know by 17 May 2013.>

[No TFN](#)<Our records show that we don't have your Tax File Number (TFN). Although you're not legally obliged to provide your TFN, if we don't have your TFN you may be paying more tax than you need to. Also, we won't be able to accept contributions from your employer after 1 July 2013 unless we have your TFN. To supply your TFN, please go to mlc.com.au/TERP or call us.>

[Members with no DOB](#)<Our records show that we don't have your date of birth. Please complete the relevant section of the Change of account details form provided and return it to us before 17 May 2013, so we can confirm the correct amount of insurance you'll receive after the move.>

Any questions?

[Members with adviser](#)<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 **132 652** between 8am and 6pm AEST Monday to Friday.>

[No adviser](#)<If you have any questions, please call us on **132 652** between 8am and 6pm AEST Monday to Friday.>

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

Yours sincerely,

Nicole Smith
Chair
MLC Nominees Pty Limited