TWS
TOTAL WEALTH SUPER

DIY Master Plan
ABN 46 074 281 314

The information in this Guide forms part of the Product Disclosure Statement (PDS) for the TW Super Division

GuideMember

Guide

30 September 2017

This Member Guide is issued by Diversa Trustees Limited (ABN 49 006 421 038. AFSL 235153) (RSE L0000635) as Trustee of the DIY Master Plan (**Plan**) ABN 46 074 281 314 RSE Registration No R1070743. This Member Guide relates only to the TW Super Division (**Division**).

Our contact details are:

Trustee:

Diversa Trustees Limited
(ABN 49 006 421 638) (AFSL 235153)
(RSE Licence No L0000635)
GPO Box 3001
Melbourne Vic 3001
Telephone: (03) 9616 8600
Facsimile: (03) 9614 4543

Administrator/Promoter:

DIY Master Pty Ltd
(ABN 41 123 035 245)
(AFSL 312431)
PO Box 7540
GCMC Qld 9726
Telephone: 1800 455 666
Facsimile: (07) 5574 1311
Email: tws@diymaster.com.au
Website: www.twsuper.com.au

The information in this Guide forms part of the PDS dated 30 September 2017. You should read this Guide and the PDS before making a decision to invest in this product. The PDS can be obtained from the Plan Websites or by contacting the Member Administrator on 1800 455 666.

The information contained in this document is general information only, and should not be taken as advice or a recommendation to invest in the Plan. It does not take into account your particular objectives, your financial situation or needs. You should consider obtaining professional advice tailored to your personal circumstances before making an investment decision.

All parties named in the PDS and this Guide have consented to being named in the form and context in which they have been named and have not withdrawn their consent. Any statements in the PDS or this Guide that are attributable to or based on statements made by another person have been included with the consent of that person, whose consent has not been withdrawn.
Should you require any information about the services or issues covered in the PDS or this Guide, or require any clarification, you should contact the Administrator on 1800 455 666.

CONTENTS

Should you require any information about the services or issues covered in the PDS or this Guide, or require any clarification, you should contact the Administrator (refer to contact details on the cover page).

Section 1:

How super works

CONTRIBUTIONS

This section contains a summary of the contribution rules applicable to accumulation accounts in superannuation funds. When contributing to a superannuation fund, you should also consider any taxation implications. For more information about taxation, see Section 7 of this Guide for details.

The Division is not a MySuper registered product. As such it cannot be named as an employer default fund nor accept members nominated by an employer. The Division does not have any default investment options and members must make an investment choice (for more information about investment choice, see Section 4 of this Guide for details) as a condition of being accepted as a member of the Division.

WHO CAN CONTRIBUTE?

If you are accepted as a member of the Division, contributions can be made to an accumulation account by you or your employer either regularly or by occasional lump sums. Amounts can also be transferred from other regulated superannuation or rollover funds. Contributions may be made in specie at the discretion of the Trustee, that is, by way of a transfer of an asset or investment to your Account. In specie contributions are subject to the contribution rules and tax rates applicable to contributions.

In addition, contributions may be made by you on behalf of your spouse to qualify for the spouse rebate. If you wish to make contributions for your spouse, your spouse must complete a separate membership application to open an accumulation account in the Division. Your spouse may include your husband or wife or a person recognised as a spouse under relevant government legislation. It may include a de-facto spouse of the same or opposite sex.

You cannot make further contributions to a pension account once the pension has been commenced.

CONTRIBUTION RULES

Superannuation legislation prescribes the contributions that can be accepted by the Trustee, depending on your age and (in some circumstances) your work status.

We can accept a wide range of contributions, including the following:

Member contributions
If you are under age 65, we may accept member contributions from you. If you are aged 65 to 74, we may accept all member contributions provided that you have worked at least 40 hours in not more than 30 consecutive days in the financial year in which the contributions are made.

Note: We cannot accept member contributions if we do not hold your Tax File Number (TFN) or if a single contribution exceeds your 'non-concessional contributions' limit (described in Section 7 of this Guide).

Employer contributions
Employer contributions are generally paid as required by your employer's industrial arrangement or Superannuation Guarantee (SG) legislation. You may agree with your employer that they contribute sums in excess of these obligations including via a salary sacrifice arrangement (if your employer allows) which involves contributions being made from your before-tax salary. You should note that salary sacrifice contributions may be treated as income for various Government programs (for example, the Government co-contribution, spouse contributions rebate and personal contribution deductions).

If you are aged under age 65, we may accept any employer contributions made for you. If you are aged 65 or more, we may accept all mandated employer contributions (that is, a contribution that is compulsory because it is required by law or an employment award or other prescribed arrangement). If you are aged 65 to 74, we may accept voluntary employer contributions provided that you have worked at least 40 hours in not more than 30 consecutive days in the financial year in which the contributions are made.

Note: Limits apply to the amount of taxable contributions (including employer contributions) you can make without incurring additional tax (see Section 7 of this Guide for details).

Contributions can generally be accepted by the Trustee in the following circumstances:

Age Group	Employer Contributions			Member Contributions
	Superannuation Guarantee	Award	Voluntary	
Under age 65	Yes	Yes	Yes	Yes
Age 65 – 69	Yes	Yes	Only if you have worked at least 40 hours in not more than 30 consecutive days in the financial year.	Only if you have worked at least 40 hours in not more than 30 consecutive days in the financial year.
Age 70 – 74	Yes	Yes	Only if you have worked at least 40 hours in not more than 30 consecutive days in the financial year.	Only if you have worked at least 40 hours in not more than 30 consecutive days in the financial year and the contributions are made for you personally.
Age 75 and over	Yes	Yes	No	No

If contributions are received by the Trustee in contravention of the contribution rules in superannuation legislation, they must generally be returned in the timeframe and manner stipulated by law (adjustments for investment fluctuations and reasonable costs can be made).

Rollovers, transfers or other payments into the Division

You can also pay superannuation benefits from another superannuation fund into the Division. Other payments may also be made, for example, disability settlement amounts, foreign sourced superannuation and the proceeds from the sale of a small business. We recommend you seek advice from your Financial Adviser regarding these contributions.

Rollovers or transfers may be paid into the Division in specie at the discretion of the Trustee, that is, by way of a transfer of an asset or investment from another superannuation fund to the relevant Member's account in the Division.

Government Co-contributions

The Government Co-contribution is a contribution made by the Federal Government to the superannuation account of eligible low and middle-income earners. To qualify for the Government Co contribution in respect of contributions you make, you must satisfy certain requirements. Among other things, you must have an 'assessable income', 'reportable fringe benefits' and 'reportable employer superannuation contributions' (eligible income) below a certain amount each year and make personal contributions out of your taxable income (this does not include contributions which are made by way of salary sacrifice, SG (compulsory) or spouse contributions). The Government Co-contribution is also available to self-employed persons provided certain eligibility criterion is met.

The Government Co-contribution payable is subject to a maximum amount each year and reduces as your eligible income increases. For more detailed information about the eligibility criteria, income thresholds and maximum Government Co-contribution, refer to www.ato.gov.au.

You should be aware that the Trustee may be required to pay back monies which have been attributed to persons who are or who become disentitled to those amounts.

Low Income Superannuation Tax Offset (LISTO)

The LISTO provides a super contribution tax payment of up to $500 (not indexed) annually for low income earners. The payment amount will be equivalent to 15% of concessional contributions (including employer contributions) made by or for individuals with an adjusted taxable income that does not exceed $37,000.

For further information including information about the eligibility criteria for the LISTO, refer to www.ato.gov.au.

RESTRICTIONS ON WHEN YOU CAN ACCESS YOUR BENEFITS

Superannuation is a long-term investment. The Government has placed restrictions on when you can access your superannuation as a lump sum or via an income stream. In general, Members cannot access their benefits until they have reached age 65, or have reached their Preservation Age and have permanently retired from the work force.

Married couples separating or divorcing can divide their superannuation benefits by agreement or by court order. This extends to de-facto couples (including same-sex couples) eligible under family law legislation. You should consult a legal adviser about the splitting of superannuation benefits on marriage breakdown or breakdown of other relationships.

Preservation

Preservation is a legislative term that means that you must keep your superannuation benefits in a superannuation or rollover fund until your permanent retirement from the workforce after attaining your Preservation Age or you satisfy some other condition of release (see below).

Preserved benefits cannot be paid to a Member but benefits can be transferred to another fund (refer to the Portability of Benefits section below).

The Preservation Age is being gradually extended to age 60 as set out in the following table:

Date of Birth	Preservation Age
Before 01/07/1960	55
01/07/1960 – 30/06/1961	56
01/07/1961 – 30/06/1962	57
01/07/1962 – 30/06/1963	58
01/07/1963 – 30/06/1964	59
From 01/07/1964	60

Under current legislation, if you are an Australian citizen, New Zealand citizen or permanent resident of Australia, preserved benefits can be released if one of the following conditions is met:

- you cease employment with an employer sponsor and your account balance is less than $200;
- you leave employment after age 60;
- you turn age 65;
- you reach your Preservation Age and take your benefit as a non-commutable income stream (often referred to as a 'transition to retirement' pension);
- you permanently retire from the workforce after attaining your Preservation Age;
- you die;
- you become permanently incapacitated;
- you experience severe financial hardship; or
- on compassionate grounds acceptable to the Department of Human Services.

Temporary residents can only access preserved benefits in more limited circumstances (for example, death or permanent incapacity). Temporary residents may also have the option of taking their superannuation benefits with them when their visa has expired and they have permanently departed Australia. In some circumstances, the superannuation of temporary residents may be treated as unclaimed money and must be transferred by the Trustee to the Australian Taxation Office (ATO).

Preserved benefits can also be released upon presentation of an ATO Release Authority to the Trustee in respect of excess contribution tax (see Section 6 of this Guide for more details).

RELEASE OF SUPERANNUATION DUE TO TERMINAL ILLNESS

You can access your super early if you are diagnosed with a terminal medical condition. You must provide two medical practitioner certificates (including a specialist in the particular field) that you are likely to die within 24 months from the date of the certification to gain unrestricted tax-free access to your superannuation balance.

Portability of benefits
You can transfer your benefits to another regulated fund at any time (sometimes referred to as 'portability').

Requests to rollover benefits to another superannuation fund must be in writing and proof of identity requirements may apply. However, additional information may be required in the case of a request to transfer benefits to a Self-Managed Superannuation Fund.

If you request to rollover your superannuation account to another fund, the Trustee must be satisfied that you have received or know that you can request all the information you reasonably need to understand the impact of your request on your benefits. For example, insurance benefits will cease. If you require any further information prior to making a rollover request, contact the Administrator.

Section 2:

Benefits of investing with the TW Super Division

TYPE OF BENEFITS

Subject to Government payment restrictions, the following benefits are payable from the Division:

- **retirement benefits** - on retiring permanently from the workforce on or after your Preservation Age while a member of the Division (see Section 1 of this Guide for details on Preservation Age). The retirement benefit is the balance of your account at the time you retire;
- **death benefits** - on death while a member of the Division. The death benefit is your account balance plus any insurance benefit payable and will be distributed among your dependants or estate as determined by the Trustee having regard to any nomination you have made (see below for information about nominating beneficiaries);
- **permanent incapacity benefits** - if you become permanently incapacitated as defined in superannuation legislation while a member of the Division. The permanent incapacity benefit is your account balance plus any insurance benefit payable.

Benefits may also be released, in cash, in other circumstances as permitted by superannuation legislation (example, financial hardship).

A Member's benefit is calculated as the accumulated value of the Member's account, plus any amount paid to the Trustee by the Insurer in respect of insurance benefits. The payment of all benefits is subject to the Trust Deed and, where relevant, the terms and conditions of the insurance policy. Benefits can only be paid to a Member where permitted under superannuation legislation. Acceptance of a claim by the Insurer does not automatically mean that the amount can be paid to the Member by the Trustee. Insurance benefits cease in certain circumstances including if there are insufficient monies in a Member's account to meet insurance premiums. See Section 7 of this Guide for more information about when insurance benefits are payable.

The value (or amount) of a Member's account balance (or benefit) is based on:

- contributions received;
- transfers/rollovers received;
- investment returns;
- insurance benefit premiums paid;
- government charges or taxes paid or payable; and
- fees or costs paid or payable.

The Trustee may adjust the benefits of a Member to the extent permitted by the relevant law and Trust Deed (for example, adjustments arising from the application of the taxation laws).

PAYMENT OF BENEFITS

Benefits will be paid as a lump sum. Any payment must be made on a proportionate basis from your taxable and exempt (tax-free) components. For more information about the taxable and exempt components, see Section 6 of this Guide.

The Trustee is required to carry out proof of identity procedures before paying a benefit to a Member in cash. The requirements arise under the Government's Anti-Money Laundering and Counter-Terrorism Financing legislation. If any further information is required from you to enable a benefit to be made, you will be notified.

Lump sum benefits may be paid in specie at the discretion of the Trustee, that is, by way of a transfer of underlying assets to the relevant Member.

Lump sum death benefits may be paid to a Member's dependant(s) and/or the estate as determined by the Trustee:

- having regard to the Member's wishes (if the Member has made a non-binding nomination of beneficiaries), or
- in accordance with the Member's wishes (if the Member has made a valid binding nomination).

DEATH BENEFIT NOMINATIONS

You can choose how the Trustee pays the death benefit in the event of your death while a Member. You may nominate a dependant, a legal representative or a combination of both. You can either make a binding nomination or a non-binding nomination.

If you do not make any nomination (binding or non-binding) the death benefit will be paid to your estate. An invalid binding nomination will not be treated as a non-binding nomination.

Binding Nomination
If you make a binding nomination, you instruct the Trustee as to whom you want your benefit to be paid in the event of your death. Provided your nomination is valid, it cannot be overridden by the Trustee. The nomination is valid for three years from the date on which it is signed. You must renew or confirm your nomination within this three-year period for it to remain valid. If any beneficiary nominated is no longer your dependant (see below) or legal personal representative at the date of death, they will not be entitled to receive a share of your benefit and their share may be paid to the remaining nominees based on their proportional entitlement to your benefit.

If the binding nomination is or becomes invalid, it will have no effect (it will not be treated as a non-binding nomination).

Non-binding nomination
If you make a non-binding nomination, the Trustee has the discretion to determine who should receive the death benefit. The Trustee may consider your nomination but is not bound to follow it. The Trustee has the discretion to pay to any of your dependants or to your legal personal representative(s) or a combination of both.

It is important to note that:

- a non-binding nomination will **not** override a current, valid binding nomination, and
- if you have a current binding nomination, you must revoke it before a non-binding nomination can be considered.

To nominate a beneficiary on a binding or non-binding basis, please complete the Nomination of Beneficiaries Form available from www.twsuper.com.au or the Administrator at the contact details on the front cover of this Guide.

Meaning of 'dependant'
For the purpose of nominating a beneficiary, a dependant includes a spouse, child (of any age) including child of a spouse, any person financially dependent on you at the time of your death and any person with whom you had an interdependency relationship as permitted by the Trust Deed and superannuation legislation.

Two people have an interdependency relationship if:

(a) they have a close personal relationship
(b) they live together
(c) one or each of them provides the other with financial support, and

(d) one or each of them provides the other with:

(i) domestic support and personal care, but not if one of them provides domestic support and personal care to the other under an employment contract or a contract for services or on behalf of another person or organisation such as a government agency, a body corporate or a benevolent or charitable organisation, or
(ii) support or care of a type and quality normally provided in a close personal relationship, rather than a mere friend or flatmate.

In addition, if a close personal relationship exists but the other requirements above are not satisfied because of a physical, intellectual or psychiatric disability or they are temporarily living apart, then an interdependency relationship may still exist.

In determining whether two people have an interdependency relationship, the Trustee must consider factors stipulated in the superannuation legislation.

Your nomination may have tax implications for the taxation of death benefits (see the Section 6 of this Guide for details).

PAYMENT OF UNCLAIMED MONIES TO THE ATO

Under Federal Government (Unclaimed Money) legislation, there are a number of circumstances in which superannuation must be paid to the Australian Taxation Office as unclaimed money including inactive benefits of an uncontactable member who has reached age 65 and certain benefits of 'lost members'.

The following accounts of 'lost' members must be paid to the Australian Taxation Office as unclaimed money:

- account balances of less than $6,000 (or such other threshold determined by the Government from time to time); or
- accounts which have been inactive for a period of 12 months and there are insufficient records to ever identify the owner of the account.

A former temporary resident's superannuation benefit must also be paid to the Australian Taxation Office as unclaimed money where it has been at least six months since they have departed Australia and their visa has lapsed AND the Australian Taxation Office issues a notice to the Fund requesting the benefit be paid to the Australian Taxation Office. If this happens, you have a right, under the Government's legislation, to claim your super money directly from the Australian Taxation Office (subject to the applicable tax rates).

Further information about unclaimed money can be obtained from the Australian Taxation Office website (www.ato.gov.au)

MANAGING YOUR ACCOUNT

Any instructions for your account must usually be in writing.

Electronic Instructions – Facsimile/email
For your convenience, you may use facsimile transmission (fax) or email to provide instructions for your account.

There are a number of forms to enable you to provide us with various instructions relating to your investments and membership in the Division. In some cases, these instructions must be provided using a designated form or in some other written form. Some instructions may also be accepted over the telephone. The following terms and conditions apply to the receipt of instructions.

Use of telephone, fax or other electronic communication
The Trustee and relevant service providers have procedures in place to reduce the risk of fraud, but cannot guarantee that someone trying to impersonate you will not contact us about your accounts in the Plan and change your personal details or make a withdrawal. The Trustee may dispute liability for any losses which happen because it has acted on phone, fax or other written instructions (including email instructions) that you have not authorised but which appear to have been authorised by you. In sending any electronic instruction, you release the Trustee and the Plan's service providers from, and indemnify them against, all losses and liabilities arising as a result of processing an instruction that includes your Member account number and a signature that is apparently your signature.

Information received by phone, fax or other electronic means
If the details that the Trustee or its service providers receives in a fax, over the phone or by other electronic means (including via email) do not match the details that it has previously received, then it may not proceed with the request.

The Trustee or service provider will not process a request if the instructions it receives are incomplete or appear to contain errors. This is to ensure that the transaction it performs is exactly what you were requesting.

If a dispute arises over what information the Trustee or service provider have received by fax, it will not accept a transmission report from your machine as evidence that it has received the fax. This is because, although your fax machine may have confirmed the fax was sent, the Trustee or service provider may not have received the complete fax at our end.

Apart from these terms and conditions, the Trustee and service providers may have other requirements for receiving information from you from time to time. You will be notified if this affects you or your request.

PRIVACY

In this section, 'we' means Diversa Trustees Limited ABN 49 006 421 638 ('the Trustee') and DIY Master Pty Ltd ABN 41 123 035 245 ('the Administrator').

Why do we collect your personal information?
We collect your personal information for the following reasons, to:

- Administer products and services and manage our relationship with you, including to establish and maintain member records, and provide regular statements, reports and communications;
- Provide products and services to you;
- Process transactions, applications, claims, requests and queries in relation to our products and services;
- Identify you in accordance with the Anti-Money Laundering & Counter Terrorism Financing Act and to protect against fraud;
- Let you know about other products or services that we may offer or that the Plan's promoter may offer; and
- comply with applicable laws and regulations.

If we do not collect your personal information, we may not be able to process your applications, provide you with services relating to the Plan or administer your interest in the Plan.

Who do we disclose your personal information to?
We may disclose your personal information to third parties including:

- Outsourced service providers including an administrator or promoter of the Plan;
- Mail houses and printing companies;
- Specialist service providers, such as actuaries, auditors and lawyers;
- Custodians and brokers;

- Insurance providers;
- Your financial adviser, your attorney appointed under a power of attorney, or your appointed representative;
- Other consultants; and
- Government authorities as required or desirable in administering and conducting the business of the Plan, including in complying with relevant regulatory or legal requirements. It is possible that this may also include a Government authority that is overseas.

Personal information will only be disclosed to third parties other than those listed above if you have consented, if you would reasonably expect us to disclose information of that kind to those third parties, if we are authorised or required to do so by law or it is necessary to assist with law enforcement.

Are we likely to disclose your personal information to a recipient who is overseas?
In some circumstances, your personal information may be disclosed to our service providers or other third parties in jurisdictions overseas including United Kingdom.

Privacy Policies
The Privacy Policies of the Trustee and the Administrator set out how you can access and correct information we hold about you, how you can complain about a breach of your privacy rights and how your complaint will be handled. The Trustee's privacy policy can be found at www.diversa.com.au/trustees. The Administrator's privacy policy can be found at www.diymaster.com.au.

If you have any queries or complaints about your privacy please contact:

- Privacy Officer, Diversa Trustees Limited, GPO Box 3001, Melbourne VIC 3001. Email trustees@diversa.com.au Privacy Officer, DIY Master Pty Ltd, P O Box 7540 GCMC QLD 9726 Email privacy@diymaster.com.au

Section 3:

Risks of super

TOTAL WEALTH SUPER

Note: refer to Section 4 for definitions which may be relevant to the description of risks below.

INVESTMENT RISKS

All investing involves some degree of risk. There are many factors that can impact the performance of an investment. The major risks that you should be aware of when investing through the Division include, but are not limited to:

Economic risk
A downturn in the general economic conditions in Australia or globally may adversely affect the performance of the Portfolios.

Market risk
Market risk is the risk associated with being exposed to a particular investment market, such as the Australian share market or income securities market. Current and anticipated economic conditions, political events, general movements in the Australian and international stock markets, investor sentiment, interest rates and exchange rates are all factors that may influence (positively or negatively) the value of securities and their investment returns.

Interest rate risk
Changes in interest rates will affect the value of interest bearing securities and shares in some companies. Rises in interest rates may lead to loss in capital value and falls in interest rates may lead to rises in value.

Currency risk
Part of your investments may be exposed to movements in the Australian dollar exchange rate. This may have positive or negative results for the value of your investment. Currency risk may be managed through use of hedging techniques.

Industry risk
Industry risk is the risk that a particular industry may perform poorly. This can mean that the assets held by the Division's investment options in those industries may fall in value.

Emerging market risk
Emerging markets are financial markets in countries with developing economies. The financial markets in these countries are immature compared to those of the world's major financial centres. These markets may provide potentially high returns but are subject to high risk including market, regulatory, liquidity and credit risk.

Credit risk
Credit risk is the risk that the issuer of a debt security is unable to satisfy its obligation under the terms attaching to the security. These obligations include payment of interest or a dividend or payment or the repayment on maturity. A decline in credit quality of the issuer of a security could result in a capital loss being incurred on those securities.

Liquidity risk
Liquidity risk arises when investments are made in securities which are traded on an infrequent basis. If an investment is exposed to less liquid securities, it may be difficult to dispose of the security at a fair price, at particular times. If an underlying investment becomes illiquid or subject to restrictions for any reason, the Trustee reserves the right to take whatever steps it considers necessary in relation to that investment including delaying the payment of benefits.

Regulatory risk
This is the risk that a government or regulator may introduce regulatory or tax changes that affect the value of securities in which the Division invests. The Division may be affected by changes in legislation or government policy in Australia or in other countries.

Derivative risk
Investments may include managed funds. The underlying portfolio of a managed fund may include futures, options, swaps and other derivatives, which could accentuate or moderate the effect of market movements.

The Cash option is exposed to the market, credit, regulatory and interest rate risks while the other investment options are exposed to all of the above risks.

OTHER RISKS

Third Party risk
The Plan uses information and services provided by third party service providers. Procedures are in place to address risks associated with outsourcing, such as having comprehensive service agreements with the service providers. If a service provider advises of an error, it is corrected and if material, it will generally be communicated to you.

Systems and Technology risk
The Plan relies on the integrity and reliability of the portfolio trading and administration systems used to manage your account. To minimise potential risks, established systems operated by experienced system providers are used. The system providers must have back-up arrangements and Business Continuity Plans.

In the event that the systems fail, there may be delays in processing transactions or in accessing your investment capital and investment returns may differ from those that would have been achieved.

WHAT IS YOUR INVESTMENT RISK PROFILE?

The key to managing risk is to be comfortable with the highs and lows your investments may experience over a defined period of time.

Generally, you trade off higher returns for investment security. The higher the potential return, the greater the risk of loss over the short term. Historically, growth assets, such as shares and property, have generated higher returns than investments in cash or bonds over the longer term. However, these assets are also more volatile, and as a result, carry more risk.

Risk means different things to different people. Even the simplest investment has inherent risk. Finding the balance between the amount of risk you are prepared to take with the return you want (your 'risk profile') is the challenge all investors face.

Each of the Investment Options available in the Division carry different investment risks depending on the nature of the underlying investments (including asset classes invested in and underlying fund managers or investments used).

A 'risk profile' or 'risk level' (including the Risk Band, Risk label and the likelihood of a negative return over a specified period) is shown for the Division's investment options in section 4 of this Guide based on the Standard Risk Measure. The higher the Risk Band number, the higher the risk. The Risk label summarises the level of risk (eg. Low, medium or high).

The Standard Risk Measure is based on industry guidance to allow members to compare investment options that are expected to deliver a similar number of negative annual returns over any 20 year period.

The Standard Risk Measure is not a complete assessment of all forms of investment risk, for instance it does not detail what the size of a negative return could be or the potential for a positive return to be less than a member may require to meet their objectives. Further, it does not take into account the impact of administration fees and tax on the likelihood of a negative return.

Members should still ensure they are comfortable with the risks and potential losses associated with their chosen investment option/s.

The Standard Risk Measure is grouped into the following bands:

Risk Band	Risk Label	Estimated number of negative annual returns over any 20 year period
1	Very Low	Less than 0.5
2	Low	0.5 to less than 1
3	Low to medium	1 to less than 2
4	Medium	2 to less than 3
5	Medium to high	3 to less than 4
6	High	4 to less than 6
7	Very high	6 or Greater

When making any decision about investing in the Division, including changing your Investment Option, you should consult an appropriately qualified financial adviser for advice about how these risks may affect you having regard to your personal circumstances.

Your investment is not guaranteed and the value of your investment can rise or fall. The PDS sets out other general risks when investing.

Section 4:

How we invest your super

DEFINITIONS

To help you understand some key descriptions and characteristics of the investment strategy options available to you, it is important to understand what the various terms mean.

Control range	is the upper and lower limit of exposure to a particular asset class permitted within an investment option. From time to time, exposure to an asset class may be outside the control range due to various factors including market fluctuations. The control range is subject to change.
CPI	means a Consumer Price Index that measures changes in the price level of consumer goods and services purchased by households over time. The annual change in CPI is used as a measure of inflation.
Debt securities	means any debt instrument that can be bought or sold between two parties and has basic terms defined such as the notional amount borrowed, interest rate and maturity date. Debt securities include government bonds, corporate bonds and certificate of deposits.
Diversified fund	means an investment fund that contains a wide array of securities to reduce the amount of risk in the fund. Actively maintaining diversification prevents events that affect one sector from affecting an entire portfolio making large losses less likely.
Emerging markets	are financial markets in countries with developing economies. The financial markets in these countries are immature compared to those of the world's major financial centres.
Hedged	means an investment position intended to offset potential losses that may be incurred by a companion investment. It may be constructed from many types of financial instruments (e.g. insurance, futures contracts).
Index fund	is a type of fund with a portfolio constructed to match or track the components of a market index such as the S&P ASX 300. An index fund is said to provide broad market exposure, low operating expenses and low portfolio turnover.
Portfolio	means the investments selected by the investment manager of the underlying investment fund.
Strategic asset allocation	is the benchmark or target allocation to a particular asset determined for each investment option, however actual exposure to the asset may vary from time to time.
Unhedged	means that the investment is exposed to the full investment risk of the country where the investment is held.

INVESTMENT OPTIONS

Your account balance and any contributions and other transfers are credited to an accumulation account (after taking into account any deductions for relevant tax, fees and costs) and can be invested in one or more of four investment options.

The Division offers you the following Investment Options:

- Growth Option
- Balanced Option
- Conservative Option
- Cash Option.

You must choose an investment option to be a member of the Division. If we receive contributions on your behalf and you have not made an investment choice, those contributions will be deposited to the Division's bank account and refunded in full within 30 days to the payee of the contribution. You will not be entitled to any interest nor charged any fees on such contributions.

Any investment in your chosen investment option is subject to relevant forms being processed and cleared funds becoming available. All member funds for each Investment Option are pooled together and invested in the underlying investment funds, products or managers selected by the Trustee for each option. The Trustee will select the underlying investment funds, products or managers for each option on the advice of an Investment Consultant, who generally assists the Trustee with the determination and management of the Division's investment policy and investment strategies for member investment choices.

Note: Some of the underlying investment funds have minimum investment amounts. In the event that the assets of any investment option are below the minimum investment amount such assets will be held in cash until the minimum investment amount is received. Such assets will receive the interest rate of the cash account.

Based on the recommendation of the Investment Consultant, the Division will invest through pooled indexed funds with the aim of achieving market return equivalents with lower risk, and lower cost for members.

The Trustee may appoint and remove underlying investments or managers as it considers necessary from time to time. The Trustee may also close an investment option or offer new investment options at its discretion.

Further information about each of the Investment Options is detailed in tables below.

	Growth Option
Portfolio Description	This option has a higher growth profile in which the focus at all times is to invest approximately 80% of the portfolio in growth assets such as shares and property, and 20% in income assets such as fixed interest and cash.
Performance Objective	To deliver investment returns after fees in excess of 4% above CPI over 7 to 10 year periods.
Suggested Minimum Investment Timeframe	5 - 7 years
Investor Suitability	Investors who: 1. seek a relatively high level of growth on investment capital 2. seek a modest level of income 3. are willing to accept a high level of short-medium term capital volatility (loss) as a trade- off for long-term capital growth 4. are prepared to invest for the minimum suggested investment timeframe 5. accept the risk of price fluctuations, particularly over periods less than the minimum suggested investment timeframe, and understand that capital preservation is not guaranteed.

<table>
<tr><td></td><th colspan="3">Growth Option</th></tr>
<tr><td rowspan="3">Range and indicative allocation of Growth/ Defensive assets</td><td>Asset Class</td><td>Asset Class Range</td><td>Indicative Allocation</td></tr>
<tr><td>Defensive</td><td>5 to 45%</td><td>20%</td></tr>
<tr><td>Growth</td><td>45 to 95%</td><td>80%</td></tr>
<tr><td rowspan="6">Range of indicative allocation of each asset class</td><td>Investment</td><td>Range</td><td>Indicative Allocation</td></tr>
<tr><td>Australian Equities</td><td>20 to 50%</td><td>36%</td></tr>
<tr><td>Property & Infrastructure</td><td>5 to 22%</td><td>10%</td></tr>
<tr><td>International Equities</td><td>20 to 50%</td><td>34%</td></tr>
<tr><td>Fixed Interest</td><td>5 to 25%</td><td>15%</td></tr>
<tr><td>Cash</td><td>0 to 25%</td><td>5%</td></tr>
<tr><td>Maximum exposure to a single investment</td><td colspan="3">25% or 1 diversified fund</td></tr>
<tr><td>Risk Profile</td><td colspan="3">Very High (Risk Band 7)</td></tr>
<tr><td>Estimated number of negative annual returns over any 20 year period</td><td colspan="3">6 or greater</td></tr>
</table>

<table>
<tr><td></td><th colspan="3">Balanced Option</th></tr>
<tr><td>Portfolio Description</td><td colspan="3">This option has a moderate growth risk profile with approximately 60% of the portfolio invested in growth assets such as shares and property, and 40% in income assets such as fixed interest and cash.</td></tr>
<tr><td>Performance Objective</td><td colspan="3">To deliver investment returns after fees in excess of 3% above CPI over 7 to 10 years.</td></tr>
<tr><td>Suggested Minimum Investment Timeframe</td><td colspan="3">4 years</td></tr>
<tr><td>Investor Suitability</td><td colspan="3">Investors who:
1. require a balanced portfolio, diversified across all major asset classes
2. seek capital growth over the medium to long term with a moderate level of income
3. accept a moderate degree of volatility (loss) associated with a relatively higher exposure to growth assets
4. are prepared to invest for the minimum suggested investment timeframe
5. accept the risk of price fluctuations, particularly over periods less than the minimum suggested investment timeframe, and understand that capital preservation is not guaranteed.</td></tr>
<tr><td rowspan="3">Range and indicative allocation of Growth/ Defensive assets</td><td>Asset Class</td><td>Asset Class Range</td><td>Indicative Allocation</td></tr>
<tr><td>Defensive</td><td>15 to 70%</td><td>40%</td></tr>
<tr><td>Growth</td><td>30 to 85%</td><td>60%</td></tr>
<tr><td rowspan="6">Range of indicative allocation of each asset class</td><td>Investment</td><td>Range</td><td>Indicative Allocation</td></tr>
<tr><td>Australian Equities</td><td>15 to 40%</td><td>27%</td></tr>
<tr><td>Property & Infrastructure</td><td>0 to 20%</td><td>9%</td></tr>
<tr><td>International Equities</td><td>15 to 40%</td><td>24%</td></tr>
<tr><td>Fixed Interest</td><td>10 to 50%</td><td>30%</td></tr>
<tr><td>Cash</td><td>0 to 30%</td><td>10%</td></tr>
<tr><td>Maximum exposure to a single investment</td><td colspan="3">25% or 1 diversified fund</td></tr>
<tr><td>Risk Profile</td><td colspan="3">Medium to High (Risk Band 5)</td></tr>
<tr><td>Estimated number of negative annual returns over any 20 year period</td><td colspan="3">3 to 4</td></tr>
</table>

	Conservative Option		
Portfolio Description	This option has approximately 40% invested in growth assets such as Australian shares and property and 60% in income assets such as fixed interest and cash.		
Performance Objective	To deliver investment returns after tax in excess of 2% above CPI over 7 to 10 year periods.		
Suggested Minimum Investment Timeframe	3 to 4 years		
Investor Suitability	Investors who: 1. seek relatively stable, regular income from low volatility assets, but with some exposure to the share market 2. are focussed on capital protection and are prepared to forego the potential of higher returns for short-term stability and the preservation of capital 3. accept the risk of price fluctuations particularly over periods less than the minimum suggested investment timeframe and understand that capital preservation is not guaranteed.		
Range and indicative allocation of Growth/ Defensive assets	**Asset Class**	**Asset Class Range**	**Indicative Allocation**
	Defensive	25 to 90%	60%
	Growth	10 to 75%	40%
Range of indicative allocation of each asset class	**Investment**	**Range**	**Indicative Allocation**
	Australian Equities	5 to 30%	17%
	Property & Infrastructure	0 to 20%	7%
	International Equities	5 to 30%	16%
	Fixed Interest	2 to 65%	45%
	Cash	5 to 40%	15%
Maximum exposure to a single investment	25% or 1 diversified fund		
Risk Profile	Medium (Risk Band 4)		
Estimated number of negative annual returns over any 20 year period	2 to less than 3		

	Cash Option		
Description	This option invests in cash, term deposits, bills or other cash instruments where an Australian Regulated Bank is liable or could be liable for the repayment.		
Suitability	This option is intended to be suitable for investors who: • are seeking an interest earning cash investment option and/or a short-term option to place their cash, prior to investing in other Investment Options.		
Objectives	To provide a return (before fees, costs and taxes) that exceeds the UBS Bank Bill Index.		
Minimum suggested investment time frame	1 day		
Asset classes and strategic benchmark allocations	**Asset Class**	**Strategic Asset Allocation**	**Control Range**
	Cash and cash equivalents	100%	100%
Maximum exposure to a single investment	N/A		
Risk profile	Very Low (Risk Band 1)		
Estimated number of negative annual returns over any 20 year period	0.5		

UNIT PRICES AND CALCULATING INVESTMENT RETURNS

Each investment option has its own unit price. The value of units may rise or fall. The change in the value of unit prices represents the investment return (or loss) applicable to an investment option.

The value of each investment option will be calculated each week after allowing for its share of liabilities and operating expenses. In exceptional circumstances, such calculations may be delayed or suspended.

The investment option unit prices are determined by dividing the redemption value of each investment option by the total number of units on issue for that investment option. All transactions are based on the unit prices applicable to the transaction.

Units will normally be allocated at the next unit price after the date the Administrator receives your contributions (or other amounts) and complete documentation. For investment switches or withdrawals, units will normally be redeemed at the next unit price after the date the Administrator receives the complete documentation. Accordingly, annual investment returns will vary from member to member, having regard to the performance of underlying investments from time to time and individual cash flows. The unit prices may be obtained from the Administrator. Annual investment returns will be published in an annual report available from www.twsuper.com.au or on request from the Administrator.

Switching

You can switch between investment options at any time by completing a Change of Member Details Form and providing it to the Administrator. Investment instructions received after 11am will be taken to be received the following day. Buy/sell spreads may apply (refer to Section 6 of this Guide).

LABOUR STANDARDS OR ENVIRONMENTAL, SOCIAL OR ETHICAL CONSIDERATIONS

The Trustee does not take into account labour standards or environmental, social or ethical considerations when investing in, retaining or realising investments.

When making investment decisions, the managers of the underlying investment choices may take into account labour standards or environmental, social or ethical considerations. When selecting the managers, neither the Trustee nor the administrator considers whether the managers have such a policy. The product disclosure statements or documents (as applicable) of the underlying investment options will outline the philosophy adopted by the investment manager.

USE OF FINANCIAL DERIVATIVES

Derivatives are financial contracts such as futures, swaps and options. The Trustee does not enter into any derivative contracts on its own account. The Trustee, however, holds units in managed investment schemes which use derivative instruments and hedging procedures to protect the investment from adverse movements in the investment markets, but not for "gearing" the investment option ("gearing" is a measure of borrowing against assets, or borrowing to fund investments).

INVESTMENT DISCLAIMER

Neither the Trustee, its service providers and/or any underlying investment managers or product issuers or any other company associated with the management or promotion of the Division guarantees the capital or performance of any investments accessible from the Division or your Portfolio.

Also, please note that:

- An account in the Division is subject to investment and other risks. This could involve delays in repayment, loss of income or capital invested, and
- the Trustee may amend the terms and conditions of the Division subject to its ability to do so under the governing rules and superannuation law.

Section 5:
Fees and costs

This Guide shows fees and other costs that you may be charged in relation to an account in the Plan. These fees and costs may be deducted from your account balance, from the returns on your investment or from the assets as a whole. The fees deducted from an accumulation account may be less because of the impact of any tax deductions that are passed on to relevant members.

For more information about Taxation, see Section 7 of this Guide and for insurance costs see Section 8 of this Guide.

You should read all the information about fees and costs because it is important to understand their impact on your investment.

Fees and costs for investments are explained below in this Guide.

Type of Fee	Amount	How and when paid
Investment fee	Nil	N/A
Administration fees	$1.89 per week per member PLUS Plan Management Fee 0.53% of the total assets in each investment option. PLUS Expense recovery estimated at 0.07%.	Calculated and deducted from the Member's assets monthly in arrears. Calculated and deducted from the investment options monthly in arrears and taken into account before the unit prices are declared for each investment option. When an expense recovery amount arises it is deducted from your account at the time of the recovery.
Buy-sell spread	0.11%/0.11%	Taken into account in the unit price at the time of the buy/sell.
Switching fee	Nil	N/A
Exit fee	$56.63	Deducted from member assets at time of exiting the Plan.
Advice fees relating to all members investing in a particular option	Nil There are no advice fees applicable to all members in an investment option.	N/A
Other fees and costs*		
Indirect cost ratio	0.22% to 0.43% of the balance of the option selected	Taken into account in the managed fund's unit price (when unit prices are calculated).

[2] Other service fees, such as Family Law and Superannuation Splitting charges may apply. (See 'Additional Explanation of Fees and Costs' below for further details.) Buy/sell spreads may also apply on switching investment options.

Investment Option Indirect Cost Ratios

Investment Option	ICR
Growth	0.45%
Balanced	0.43%
Conservative	0.41%
Cash	0.22%

DEFINED FEES

Activity fees

A fee is an **activity fee** if:

(a) the fee relates to costs incurred by the trustee of the superannuation entity that are directly related to an activity of the trustee:
  (i) that is engaged in at the request, or with the consent, of a member; or
  (ii) that relates to a member and is required by law; and

(b) those costs are not otherwise charged as an administration fee, an investment fee, a buy-sell spread, a switching fee, an exit fee, an advice fee or an insurance fee.

Administration fees

An **administration fee** is a fee that relates to the administration or operation of the superannuation entity and includes costs that relate to that administration or operation, other than:

(a) borrowing costs; and

(b) indirect costs that are not paid out of the superannuation entity that the trustee has elected in writing will be treated as indirect costs and not fees, incurred by the trustee of the entity or in an interposed vehicle or derivative financial product; and

(c) costs that are otherwise charged as an investment fee, a buy-sell spread, a switching fee, an exit fee, an activity fee, an advice fee or an insurance fee.

Advice fees

A fee is an **advice fee** if:

(a) the fee relates directly to costs incurred by the trustee of the superannuation entity because of the provision of financial product advice to a member by:
  (i) a trustee of the entity; or
  (ii) another person acting as an employee of, or under an arrangement with, the trustee of the entity; and

(b) those costs are not otherwise charged as an administration fee, an investment fee, a switching fee, an exit fee, an activity fee or an insurance fee.

Buy-sell spreads

A **buy-sell spread** is a fee to recover transaction costs incurred by the trustee of the superannuation entity in relation to the sale and purchase of assets of the entity.

Exit fees

An **exit fee** is a fee to recover the costs of disposing of all or part of members' interests in the superannuation entity.

Indirect cost ratio

The **indirect cost ratio (ICR)**, for a MySuper product or an investment option offered by a superannuation entity, is the ratio of the total of the indirect costs for the MySuper product or investment option, to the total average net assets of the superannuation entity attributed to the MySuper product or investment option.

Note: A fee deducted from a member's account or paid out of the superannuation entity is not an indirect cost.

Investment fees

An **investment fee** is a fee that relates to the investment of the assets of a superannuation entity and includes:

(a) fees in payment for the exercise of care and expertise in the investment of those assets (including performance fees); and

(b) costs that relate to the investment of assets of the entity, other than:

  (i) borrowing costs; and

  (ii) indirect costs that are not paid out of the superannuation entity that the trustee has elected in writing will be treated as indirect costs and not fees, incurred by the trustee of the entity or in an interposed vehicle or derivative financial product; and

  (iii) costs that are otherwise charged as an administration fee, a buy-sell spread, a switching fee, an exit fee, an activity fee, an advice fee or an insurance fee.

Switching fee

A **switching fee** for a superannuation products other than a MySuper product, is a fee to recover the costs of switching all or part of a member's interest in the superannuation entity from one investment option or product in the entity to another.

ADDITIONAL EXPLANATION OF FEES AND COSTS

Administration fees

The member fee portion of the administration fee (in total) will appear on your cash transaction report as an Administration Fee.

The Administration Fees also include an estimated amount of 0.07% in respect of cost recovery for certain expenses. Government Charges and Statutory Levies, including the APRA annual levy, raised by any government or authority on the assets of the Division, will be included in the expense recovery. Any expense recovery will not appear on your cash transaction report as it is taken into account in determining the unit prices.

Buy-Sell Spreads

A buy-sell spread may apply and taken into account in the unit price of the underlying managed fund at the time of the buy or sell.

Performance Fees

Certain managed funds (including hedge funds) will charge performance based fees when investment returns generated by the fund exceed a specific benchmark or certain specified criteria. The amount of the performance fees that may apply in future is not known as this depends on the actual performance achieved by the investments and the methodology used to calculate performance fees.

Adviser Fees
There are no adviser fees payable in this Division.

Activity type	Transaction method	Fee amount	How and when paid
Dishonour fee	N/A	A fee of $55.00 may be charged for any dishonoured payment.	Any fee relating to dishonoured payments will be deducted from your cash holding of your investment portfolio at or around the time the dishonour occurs.
Family law fees	Form 6 request	$110.00 per request	Payable by the person requesting the Form 6 at the time of the request.
	Payment flag	$55.00 per flag	Deducted from your cash holding of your investment portfolio at the time of the request.
	Account splitting	$55.00 per split	Deducted from your cash holding of your investment portfolio at the time of the split.
	Procedural Fairness	Assessed each request and based on complexity of the matter.	Deducted from your cash holding of your investment portfolio at the time of the request.

Each of the fee definitions set out in this section may be found at www.diymaster.com.au.

CHANGES TO FEES OR COSTS

The Trustee may increase any dollar based fees (family law related fees and transaction costs) each year on 1 July by the annual increase (if any, and measured as at the end of the month of February in the previous financial year) in average weekly ordinary time earnings for full-time adult persons (AWOTE) Private Sector as published by the Australian Statistician. If the movement in AWOTE is negative, the charge from the previous year shall remain unchanged.

Notification of any increases in fees or costs shown in this Guide (other than government charges) will generally be provided to you at least 30 days in advance (where required under the law).

Any estimated fees may vary from time to time (depending on actual expenses incurred).

Please note that the Trustee reserves the right to change the amount of fees without member consent.

TAX

The above fees and costs are inclusive of GST.

Any tax deductions available to the Division in respect of fees and costs deducted directly from accounts are credited to accumulation accounts, where relevant. Pension accounts do not receive the benefit of any tax deduction, because they are not subject to tax. The benefit of any tax deductions relating to indirect fees and costs are credited to the provision held for expense recoveries and are used to offset expenses. The above fees and costs do not include the impact of tax deductions on accumulation accounts.

For more information about other taxes applicable to superannuation, see Section 7 of this Guide.

OPERATIONAL RISK RESERVE (ORR)

As part of the Stronger Super reforms, all superannuation funds are now required to establish and maintain an Operational Risk Reserve (ORR) to specifically cover potential losses arising from operational risks that may affect the Funds' business operations. An operational risk is the risk of a loss resulting from inadequate or failed internal processes, people and systems, or from external events. The ORR may be drawn upon to assist in compensating members or the Fund in the event of an operational risk occurring.

The ORR will be will be maintained in line with the Plan's ORR Plan, however if there are insufficient funds to maintain the ORR, additional funds may be allocated from the expense reserve or from additional one-off fee deductions from member's accounts or via trustee capital.

Section 6:
How super is taxed

The taxation summary does not take into account your personal circumstances. We recommend you seek appropriately qualified advice about how these rules impact you. Further information is available from www.ato.gov.au. A number of Government proposals, which are not yet law, may impact the tax application to superannuation. Information about Government changes can be found at www.ato.gov.au and www.moresuper.gov.au.

TAX UPON ROLLOVERS/TRANSFERS INTO THE DIVISION

Generally, amounts transferred from within the superannuation system are not subject to tax unless the amount contains an untaxed element. For example, amounts transferred from certain public-sector schemes may contain an untaxed element. The income tax liability on any untaxed element will be recognised on joining the Division and deducted from your account when payable to the Australian Taxation Office.

For the tax treatment of other amounts transferred into the Division (e.g. proceeds from the sale of a small business, permanent disability settlement amounts), we recommend you consult your Financial Adviser.

TAX ON INVESTMENT INCOME

The investment income of complying superannuation funds is taxed at a maximum rate of 15% p.a., which is lower than the marginal tax rate of most individuals. This rate can be reduced by a fund through available tax deductions, capital gains tax related offsets and other tax offsets such as franked dividends. The investment income on the assets supporting a pension are tax-free.

From 1 July 2017 income in Transition to Retirement pension will be taxable at a maximum rate of 15%.

TAX ON CONTRIBUTIONS

There are two types of contributions that can be made to the Division:

- Non-concessional contributions. This includes personal after-tax contributions for which a deduction is not available; and
- Concessional contributions. This includes employer contributions, including salary sacrifice contributions, and tax-deductible contributions made by members.

There are limits that apply to non-concessional and concessional contributions. Concessional contributions are generally taxed at a maximum rate of 15%. A higher rate of tax may apply if contributions in excess of the contribution limits are made, the Trustee does not hold your TFN or the concessional contributions are made in respect of an individual whose 'income' for this purpose exceeds $250,000. Income for this purpose includes taxable income and concessional superannuation contributions up to the concessional contributions limit. If your income is above $250,000, the additional tax (15%, in addition to the rate of 15% that ordinarily applies to a fund) will be levied on you personally by the ATO but can be sourced from a superannuation fund (i.e. similarly to tax on excess concessional contributions).

CONTRIBUTION LIMITS

Concessional contributions

- Subject to any rebate of contributions tax for low income earners and higher contributions tax for high income earners, the concessional tax rate of 15% ordinarily applies to concessional contributions (for example, employer contributions, deductible Member contributions) up to the concessional contributions limit applicable to a person for a financial year.
- The concessional contributions limit for 2017/2018 is $25,000 subject to indexation in line with Average Weekly Ordinary Time Earnings.
- On 15 September 2016, the Government announced that this measure will commence from 1 July 2018. Individuals with superannuation balances of less than $500,000 will be able to access their unused concessional contribution cap space to make additional concessional (before-tax) contributions. Individuals will be able to access their unused concessional contribution cap space on a rolling basis for a period of 5 years. Amounts carried forward that have not been used after 5 years will expire. Only unused amounts accrued from 1 July 2018 can be carried forward. Individuals will be able to use their accrued unused concessional contribution cap space to make catch-up concessional contributions from 1 July 2019.
- Contributions in excess of the applicable limit will ordinarily incur additional tax at the member's marginal tax rate (less a 15% tax offset) plus a charge payable personally by the individual Member. The Member may choose to release up to 85% of their excess concessional contributions which would be paid by us to the ATO after receiving a release authority. The contributions (if retained in the fund) will also count towards the amount of a Member's non-concessional contributions. Refer to the ATO's website or speak to your Adviser or your taxation adviser if you have excess concessional contributions, to determine what options are available to you.

The concessional contribution limits apply across all superannuation funds to which concessional contributions are made for an individual.

Non-concessional contributions

- From 1 July 2017the annual non-concessional (post-tax) contributions cap is $100,000 and individuals with a balance of more than $1.6 million are no longer eligible to make non-concessional contributions. Individuals under age 65 will be eligible to bring forward 3 years of non-concessional contributions.
- This cap will be indexed so it is always six times the cap on concessional contributions.
- Contributions in excess of these limits will incur tax at the rate of 47% payable directly by the individual (this amount must be released from a superannuation fund upon presentation of a release authority issued by the ATO).
- Government Co-contributions, personal contributions made from certain proceeds from the disposal of qualifying small business assets (subject to a lifetime limit which varies from year to year) and personal contributions from proceeds from certain payments for personal injury resulting in permanent disablement (made within 90 days of receiving the payment) are not counted towards the non-concessional contributions limit. Spouse contributions count towards the receiving spouse's non-concessional contributions limit.

Note: Special rules apply to other amounts that may be paid into a superannuation fund. For example, a lifetime limit of $1.445 million (for the 2017/2018 year but subject to indexation in future years) is applicable to the proceeds from the disposal of qualifying small business assets. For the tax treatment of other amounts transferred into the Division, we recommend you consult your Financial Adviser.

CONTRIBUTIONS – TAX DEDUCTIONS AND OFFSETS

In certain circumstances, you or your employer may be able to claim a tax deduction or offset on contributions that are made. The following is an outline of these circumstances:

- From 1 July 2017, any person under 65 years old who makes a personal member contribution can claim a tax deduction for their personal contributions. If you are under 75, or aged 65 to 74 you will need to meet the work test to be able to make a personal contribution.
  To claim a tax deduction on your personal contributions, a Notice of intent to claim or vary a deduction for personal super contributions form (Section 290-170 Notice), pursuant to Section 290 170 of the Income Tax Assessment Act 1997, must be given to the Trustee (which you should do via the Member Services Team).
  The Trustee requires the Section 290 170 Notice to be provided to the Fund Contact by 30 June of the next financial year (in respect of contributions for the prior financial year).
  If you withdraw from the Fund, the relevant Section 290-170 Notice must be lodged earlier (at the time you withdraw) as a Section 290-170 Notice will only be valid if the Fund still holds the contribution to which the notice relates. (For more information about claiming a deduction, contact the Administrator or go to www.ato.gov.au)
- Employer contributions (including salary sacrifice contributions) for a Member are generally tax deductible provided criteria in tax legislation is met, however the limit on concessional contributions will affect the amount of tax payable on such contributions. For more information, go to www.ato.gov.au.
- if you make non-deductible contributions on behalf of a low income or non-working spouse, you may be able to claim an 18% tax rebate for contributions up to $3,000. The $3,000 contribution limit reduces by $1 for each $1 that your spouse's assessable annual income (plus reportable fringe benefits and reportable employer superannuation contributions) exceeds $37,000. There is no offset available where your spouse's assessable income (plus reportable fringe benefits and reportable employer superannuation contributions) exceeds $40,000. For more information, go to www.ato.gov.au

TAX ON LUMP SUM PAYMENTS TO A MEMBER

Lump sum benefits paid from superannuation funds to a member (referred to as ordinary lump sum superannuation benefit) are taxed at concessional rates (different tax treatment applies to lump sum death benefits). How the tax is calculated depends on the components of the benefit and your age. It should be noted that taxation of benefit payments may be deferred by rolling the benefit into a complying superannuation fund, approved deposit fund or annuity.

There will be no tax payable on most superannuation benefits if paid from a taxed source to a Member aged 60 or more (whether paid as a lump sum or pension). Different rules apply to untaxed sources (for example, certain insured benefits, where the premium has been claimed as a tax deduction, would not be paid from a taxed source and may incur a higher rate of tax).

Tax is payable on superannuation benefits paid to Members aged under 60, based on the following components:

- ***Tax-free component***
  This is made up of non-concessional contributions made from 1 July 2007 and other amounts transferred into the Division which contain a tax-free component. No tax is payable on the tax-free component.

- ***Taxable component***
  This is made up of the total superannuation benefit, less any tax-free component. The taxable component will be taxed at 20% (plus applicable levies) if paid to a person under their Preservation Age or 15% (plus applicable levies) on any amount over a specified threshold which varies from year to year ($200,000 in the 2017/2018 financial year) if paid to a person from Preservation Age to age 59 (amounts under the threshold will be tax free). The threshold applicable from year to year can be found at www.ato.gov.au. Higher tax may apply if a Member's TFN is not held.

Special arrangements apply to benefits paid in the event of a terminal illness condition. These benefits are tax free provided criteria in tax legislation are met. Special arrangements also apply to lump sum death benefits (see below).

TAX ON DEATH BENEFITS

Death benefits are generally paid to the deceased Member's dependents. For taxation purposes, a dependent is defined to include a person who:

- Is the spouse of the deceased (including a qualifying defacto spouse of the same or opposite sex),
- Is a child under the age of 18 years of the deceased or their spouse,
- Has an 'interdependency relationship' with the deceased, or
- Is any other person who is financially dependent on the deceased at the date of death.

A lump sum benefit paid in the event of death to a dependent is tax-free. Lump sum payments to non-dependents will generally be taxed at up to 15% (plus applicable levies). However, payments made to non-dependents of Defence Force personnel, Australian Protective Service officers and federal or state or territory police killed in the line of duty will also be tax free.

Where a death benefit is received by the legal personal representative of a deceased estate, tax is determined according to who is intended to benefit from the estate.

If a dependent receives a death benefit as a pension, the tax paid depends upon the age of the deceased and the recipient as follows:

- where the deceased was age 60 or over at the time of death, the pension payments will be received by the dependent tax free. The pension payments do not need to be included in the recipient's tax return.
- where the deceased was under age 60 at the time of death, the pension payments will be taxed depending on the recipient's age. Once the recipient turns 60, the payments will become tax free. Under the age of 60, the pension payments will need to be included in the recipient's tax return and will be taxed at their marginal tax rate (less a 15% tax offset).

If a reversionary beneficiary decides to cease their income stream after the later of:

- 6 months of the death of a Member; or
- 3 months after the grant of probate of the deceased Member's estate;

the resulting lump sum will be taxed as an ordinary lump sum superannuation benefit (rather than as a death benefit lump sum).

Note: If a death benefit consists of an untaxed element, an additional amount of tax will apply.

From 1 July 2017, Anti Detriment payments will no longer be allowed.

DEPARTING AUSTRALIA SUPERANNUATION PAYMENTS

If you enter Australia on a temporary visa you are entitled to receive your superannuation benefit once you leave Australia permanently. This type of payment is known as a Departing Australia Superannuation Payment (DASP).

The tax rates payable are as follows:

- Tax free component - Nil
- Taxable component - 65% (if paid from a taxed source).

INCOME PROTECTION BENEFITS

Income protection insurance benefits are paid as taxable income and, like salary and wages, attract pay-as-you-go tax at your marginal tax rate. The tax is deducted and remitted to the ATO before the benefit is paid. Higher tax applies if the Division does not hold your TFN.

INDIVIDUAL TAX FILE NUMBER (TFN) NOTIFICATION

Under the Superannuation Industry (Supervision) Act 1993 (SIS), the Trustee is authorised to collect your TFN, which will only be used for lawful purposes.

These purposes may change in the future as a result of legislative change. The Trustee may disclose your TFN to another superannuation provider, when your benefits are being transferred, unless you request the Trustee in writing that your TFN not be disclosed to any other superannuation provider.

It is not an offence not to quote your TFN. However, giving your TFN to the Trustee will have the following advantages (which may not otherwise apply):

- The Trustee will be able to accept all types of contributions to an accumulation account
- The tax on contributions to your accumulation account will not increase
- Other than the tax that may ordinarily apply, no additional tax will be deducted when you start drawing down your superannuation benefits, and
- It will make it much easier to trace different superannuation accounts in your name so that you receive all your superannuation benefits when you retire.

Note: Under Government legislation the Trustee is not permitted to accept member voluntary contributions if it does not hold the Member's TFN. The Trustee can accept concessional contributions but they may be subject to a higher rate of tax. The Trustee has decided that provision of your TFN is a condition of membership of this Division. We cannot compel you to provide your TFN, however without it you cannot join the Division.

Section 7:
Insurance in your super

The Division includes the availability of insurance cover for Death, Total and Permanent Disablement (TPD) and/or Income Protection insurance benefits for members with an accumulation account. Insurance cover is only available via an individual insurance policy (owned by the Trustee, subject to Trustee approval). Insurance cover is only available on application to the relevant insurance company.

A condition of approval is that the retail insurer must enter into an agreement with the Trustee to enable it to meet its obligations. The policy definitions must meet the SIS regulated conditions of release and the Insurers must comply with the Trustee's service standards for delivery of insurance products.

Payment of any insured benefits obtained via this Division is subject to the relevant policies, the Trust Deed and superannuation legislation.

INSURANCE THROUGH RETAIL INSURERS

New individual insurance policy owned by the Trustee

To obtain insurance cover under an individual insurance policy, you must complete the Individual Insurance Policy selection form. Insurance cover under an individual insurance policy will commence only after the relevant insurer has accepted your application (which will be facilitated by your Adviser), the Trustee has accepted the policy in its name and insurance premiums are paid. A copy of the policy will be provided to you by your Adviser.

A service fee of 5.5% of the insurance premium (capped at $275.00 including any GST net of reduced input tax credits) is payable to the Administrator in relation to the process for establishing the policy; and annually for as long as the policy is maintained for a member. This fee is deducted from your Cash Account once the policy is established and annually thereafter.

Your Adviser may receive commission from the insurer in respect of the issue of the individual insurance policy, which will vary depending on the policy. Your Adviser will provide you with information about this.

The Trustee must be satisfied that you have received and/or know where to obtain the product disclosure statement for an approved insurance product. However, bear in mind that there are differences between acquiring insurance under an individual insurance policy via TW Super, and acquiring insurance under an individual insurance policy directly. These differences include:

- For insurance cover obtained via TW Super, the Trustee of TW Super is the owner of the individual insurance policy. For insurance cover under an individual insurance policy issued directly to you, you are the owner of the policy.

- Insurance cover obtained via TW Super is subject to rules in superannuation legislation that govern the type of insurance benefits that can be provided via a superannuation fund. These rules to not apply to individual insurance policies issued directly to you. The product disclosure statements for individual insurance policies available to you via TW Super may contain further information about insurance features that cannot form part of a policy issued through TW Super, otherwise speak to your Adviser for more information about this.

- Insurance cover obtained via TW Super is paid for from your accumulation account in TW Super. You cannot pay for the insurance cover directly. Hence why it is important to ensure your account in TW Super always has sufficient money to meet the cost of your insurance cover.

- Insurance premiums associated with death and TPD insurance cover obtained via TW Super may be eligible for tax deductions that are not accessible when you take out insurance cover under an individual insurance policy. TW Super, not you, can claim tax deductions for insurance premiums. To the extent that a member's insurance costs are tax deductible, the benefits of any tax deduction will be passed onto the member.

- When you apply for insurance cover under an individual insurance policy directly, a 'cooling off period' applies during which you can change your mind about acquiring the relevant policy. A 'cooling off period' does not apply when you obtain cover via TW Super under an individual insurance policy.

- If you have a complaint relating to your insurance cover under an individual insurance policy obtained via TW Super, it is dealt with through TW Super's complaint handling system (not the insurer's complaints handling mechanism).

For more information about the differences, speak to your Adviser.

PAYMENT OF BENEFITS BY THE TRUSTEE

In the event that a Death or TPD benefit becomes payable, the amount of your insured benefit is payable in addition to any other accrued entitlements you have in TW Super. The Insurer pays the insured benefit to the Trustee. The insured benefit will be paid to you by the Trustee if you satisfy a condition of release (see Section 1 of this Guide for details).

When deciding on the payment of the Death benefits, the Trustee will or may take into consideration any nomination of beneficiaries made in writing by you. For more information about nominating a beneficiary and payment of benefits on death, see Section 2 of this Guide.

In relation to a TPD benefit, if the Trustee is of the opinion that you are incapable of managing your financial affairs, the benefit may be paid to your legal personal representative.

INSURANCE PREMIUM DETAILS

The Administrator deducts insurance premiums annually in advance from your accumulation account for payment to the Insurer.

IMPORTANT NOTES ABOUT INSURANCE

If a claim for benefits is admitted by the Trustee, the benefit payment will be made in accordance with the Trust Deed and relevant superannuation laws.

The Trustee, despite being the owner of the Policy, does not guarantee the payment of an insured benefit or the performance of the Insurer.

Section 8:
Opening an account

COOLING-OFF PERIOD

If you apply to join the Division by completing an Application Form, you have 14 days (from the earlier of the date that we confirm the transaction by which you acquire a superannuation account, and 5 days after the account is issued to you) to ensure that the product meets your needs. This is known as the cooling off period. If a request is made to the Administrator within this time, you may cancel your account.

You cannot exercise your cooling off rights if you have exercised any other rights or powers you have in respect of your new interest in the Division.

If you decide to cancel your account, any preserved or restricted non-preserved amount must be transferred to another superannuation fund. The amount transferred will be adjusted to take account of any increases or decreases in the value of the investments you may have selected as well as any tax payable on any increase or any reasonable administration and taxation expenses. The transferred benefit will retain the same preservation status.

COMPLAINTS RESOLUTION

The Trustee has an established procedure for dealing with inquiries and complaints. Under these arrangements, you may enquire or complain about the operation or management of the Plan as it relates to you and have your enquiry or complaint dealt with within 90 days of receipt. Written complaints should be addressed to the Complaints Officer at PO Box 7540 GCMC QLD 9726.

If you are not satisfied with the Trustee's handling of your complaint or its decision or the complaint is not dealt with within 90 days, you may contact the Superannuation Complaints Tribunal (SCT). The SCT is an independent body set up by the Federal Government to assist members or beneficiaries to resolve certain types of complaints with trustees. The contact details for the SCT are:

Superannuation Complaints Tribunal (SCT)
Level 8, 60 Collins Street
Melbourne Vic 3000
Locked Bag 3060
Melbourne Vic 3001

Contact
Telephone: 1300 884 114
Fax: (03) 8663 5588
Email: info@sct.gov.au

The SCT may be able to assist you to resolve your complaint, but only if you are not satisfied with the response received from the Trustee. If the SCT accepts your complaint it will attempt to resolve the matter through conciliation, which involves assisting you and the Trustee to a mutual agreement. If conciliation is unsuccessful, the complaint is referred to the SCT for a determination that is binding on all parties.