MASON STEVENS

Mason Stevens Super Fund Additional Information Guide

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Mason Stevens Super
Product Disclosure Statement
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Important information

This Guide is issued by Diversa Trustees Limited ABN 49 006 421 638 AFSL 235153 RSE Licence No.L0000635 (Trustee, we) in its capacity as Trustee of Mason Stevens Super (Fund) an APRA-regulated fund ABN 34 422 545 198. The Trustee is required to disclose certain Trustee and Fund information and documentation on a website. This includes, but is not limited to the trust deed, the Mason Stevens Super Product Disclosure Statement (**PDS**), the most recent Annual Report and the names of each material outsourced service provider to the Fund. Please see the Fund's website masonstevens.com.au/super. Further Trustee documentation can be obtained from diversa.com.au/governance

Mason Stevens Pty Limited ABN 91 141 447 207 AFSL 351578 (**Mason Stevens**) is the Promoter of the Fund. An investment in the Fund is neither a deposit nor liability of Mason Stevens Group of companies, or the Trustee or any of their associated entities.

Mason Stevens Asset Management Pty Ltd ABN 92 141 447 654 (**MSAM**) is the Investment Manager of the Fund. MSAM may sub-contract the activities of all or some of its investment functions to other investment managers, including your adviser or their related companies, for specific financial products or strategies within Mason Stevens Super.

Mason Stevens is the custodian of all Fund assets and has appointed Citibank N.A. New York and Citigroup Pty Limited as its primary sub-custodian.

FNZ (Australia) Pty Limited ABN 67 138 819 119 (**Administrator**) is the administrator of the Fund.

This Guide contains important information about the Fund. The information contained in this Guide is incorporated by reference into the PDS. It should be read in conjunction with the PDS, the Target Market Determination and the disclosure documents of any insurance policies or underlying investments or portfolios. These documents are available from your adviser or masonstevens.com.au/super.

As at the date of issue the information contained in this Guide is correct under superannuation laws and regulations. These laws may change and in the event of a material change to any information in this Guide the Trustee will notify existing members either via the Fund's website or in writing within the timeframes required by law.

The information in this Guide is general information only and has been prepared without taking into consideration of your investment objectives, circumstances, or your personal financial situation or needs. This Guide, and other documents, are not intended to be, and should not be construed in any way as investment, legal, taxation or financial advice. Before acting on the information in this Guide you should consider seeking financial advice tailored to your own objectives, circumstances, financial situation and needs.

As permitted by the trust deed, the terms and conditions of the Fund may change from time to time. The Trustee may also add, change or close any investment choices or insurance option and this may include making changes to asset allocations, benchmarks and investment strategies without prior notice to you.

All investment involves risk, potentially resulting in (but not limited to) delays in payment of withdrawal proceeds and the loss of income and capital invested. Past performance is not necessarily indicative of future performance.

This offer is only available to people receiving this Guide (electronically or otherwise) within Australia.

About Mason Stevens Super 1

About Mason Stevens

Mason Stevens Pty Limited is part of the Mason Stevens group of companies (Mason Stevens Group). The Mason Stevens Group is a financial services firm based in Sydney, founded in 2010. Mason Stevens Group specialises in offering a managed accounts service, supported by a comprehensive wealth management platform, as well as investment solutions to both retail and wholesale clients.

For further information about Mason Stevens visit our website masonstevens.com.au.

Benefits of investing with us

By investing through Mason Stevens Super you get access to:

- a wide range of investment choices
- consolidated custody, administration and reporting of your super, TTR or pension account
- a competitive fee structure
- personal insurance options covering death, Total and Permanent Disablement (TPD) and income protection from a selection of leading insurance providers.

Depending on your life stage, you may choose from three types of accounts when investing with Mason Stevens Super.

- **Super (accumulation)**

The Super account allows you to save and build your wealth for retirement. Mason Stevens Super accepts all types of contributions and rollovers from other super funds. If you require insurance, you can choose from a number of different insurance providers.

- **Transition to retirement (TTR)**

If you have reached preservation age but have not made the decision to retire, a transition to retirement account allows you to continue to accumulate your super while receiving an income stream, provided that you meet certain criteria such as continuing to work to be eligible to make contributions. See *How super works - Preservation age* for details about your preservation age.

- **Pension (income stream)**

The account-based pension allows you to draw a regular income once you reach retirement. Pensions can only be funded from the super benefit you have accumulated. The regular income you receive may be subject to nominal tax or be tax-free.

A wide range of investment choice

A wide range of investment choices including Australian and international listed securities, managed funds, Managed Portfolios, term deposits and cash are offered through Mason Stevens Super.

With recommendation from your adviser you can build a diverse portfolio of investments tailored to suit your circumstances and retirement goals.

Next generation technology

Mason Stevens provides you with the latest technology, allowing you to access detailed market information, view details of your investments, portfolio performance and a selection of reports.

Competitive fees

Mason Stevens Super offers a competitive fee structure that encompasses the administration, reporting and online access for your account. Your adviser can help you link multiple Mason Stevens Super accounts (conditions apply), including your own and those of immediate family members, which may go towards reducing the administration fees payable. Please refer to the *Additional explanation of fees and costs* section of this Guide for further information.

Insurance choice

If you need insurance such as death, TPD and income protection cover, a selection of leading insurance providers is offered for you to choose from. This allows you and your adviser to consider an insurance solution that will meet your needs and complement your investment objectives. Please refer to the *Insurance in Super* section for more detail.

Key Features

Account types	» Super (accumulation) » Transition to retirement » Pension (income stream)
Investment choice	You can choose to invest in the following, subject to investment limits set by the Trustee as outlined in this Guide: » Australian listed securities » International listed securities » Managed funds » Managed Portfolios » Term deposits » Cash
Minimum initial investment	Super: $20,000 Pension: $50,000
Minimum ongoing balance	You must maintain a minimum balance of $10,000 in any of your accounts at all times.
Minimum cash balance in your SDP	The higher of $2,000 and 2% of your account balance
Fees and costs	Refer to the *Additional explanation of fees and costs* section.
How to contribute	**Employer contributions** Your employer can make your SG, employer additional and salary sacrifice contributions via SuperStream into the Fund. **Personal contributions** You can make personal contributions using Electronic Funds Transfer (EFT) or BPAY® Pension accounts can only accept rollovers from another fund or from your Mason Stevens Super account at the time of commencing the pension.
Methods of withdrawal	You can make a lump sum withdrawal on meeting a condition of release, or you may rollover to another complying super fund. Pension payments are made electronically to your nominated bank account.
Interest rate on your cash balances	Interest is paid on Australian dollar cash balances (calculated daily and paid monthly in arrears).
Insurance options	A range of insurers are offered that provide death, TPD and income protection cover. See the *Insurance in Super* section of this Guide.
Death benefit nominations	» Binding nomination (lapsing and non-lapsing) » Non-binding nomination » Reversionary nomination (for Pension accounts only)
Account operation	When you set up your account you will need to authorise your adviser to provide investment instructions as your nominated representative.
Online access	Members and their advisers may access market information, provide investment instructions and see details of your investment holdings, portfolio performance and produce a range of reports through the Mason Stevens online portal.
Self-Directed Portfolio	When your application is accepted, a Self-Directed Portfolio (SDP) will be established to accept your rollovers and regular contributions (only for Super). The cash held in your SDP represents the cash you have available to invest directly or allocate to any Managed Portfolios that you have selected. If an investment instruction is not received from you or your adviser, it will remain in cash in your SDP. Through your SDP you can access a variety of investment choices and strategies directly. Alternatively, you can invest by selecting a Managed Portfolio. Through a Managed Portfolio you can access the same investment choices through a professionally managed portfolio designed that aims to meet a certain investment objective or risk profile.

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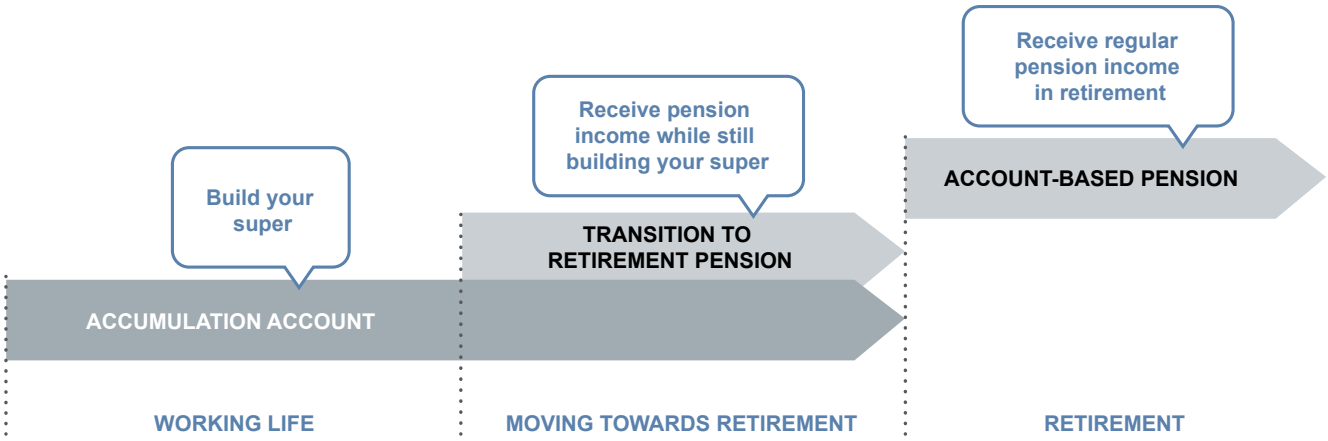
How super works 2

Super is generally regarded as a key investment vehicle to support your financial needs and independence when you retire from the workforce and is one of the most important investments you will make.



Super is compulsory for most working Australians and some tax concessions are provided by the Government, which is why it is important for you to understand the basic principles of how super works. The following section provides you with information about the options available to you regarding contributing to super, transitioning to retirement and estate planning.

Account conversion within Mason Stevens Super

You can convert between Super, TTR and Pension accounts subject to meeting the eligibility requirements of the account type. Transactions and trading will be suspended while an account conversion is in progress.

We may not be able to process your instructions to convert your account if there are any outstanding corporate actions or transactions pending on your account such as trades, fees and pension payments.

Who can contribute?

Contributions are usually dependent on your age and whether you are currently in the workforce (a work test will apply for people over the age of 75). There are also other types of contributions that can be made by your spouse or your employer.

The following table outlines who is eligible to make contributions to the Fund.

Age	You (personal)	Your spouse	Your employer
0-66	No test applies	No test applies	No test applies
67-74	No test applies	No test applies	Super Guarantee: no test applies Non-SG: no test applies
75+	Not eligible[1]	Not eligible	Super Guarantee: no test applies Non-SG: not eligible

1 The work test is applicable once you turn 75 years old. You must have worked at least 40 hours within 30 consecutive days in a financial year before we can accept any non-concessional contributions for you. This includes personal contributions, spouse contributions and government co-contributions. No work test is required in the financial year following the year you retire, provided your total balance in super is less than $300,000 as at 30 June of the previous financial year and you were gainfully employed for at least 40 hours in 30 consecutive days in the year of retirement.

There are different types of contributions that you can make into your super account subject to limits set by the Government as outlined below. Also refer to the *How Super is taxed* section of this Guide for further information on the tax treatment of your contributions.

Contribution type	Description
Concessional	Concessional contributions are made from pre-tax money, which include: » Super Guarantee (SG) contributions by an employer – mandatory contributions paid by your employer » salary sacrifice contributions - additional employer contributions paid by your employer from your pre-tax salary, and » personal contributions for which you claim a tax deduction. There are limits (caps) that apply to concessional contributions. Please refer to the ATO website ato.gov.au/super for the current contribution caps in place.
Non-concessional	Non-concessional contributions are made from after-tax money, which include: » personal contributions (after tax money) for which you are not claiming a tax deduction » spouse contributions (from after tax money) into your account, and » contributions made with proceeds from the sale of small business assets that are in excess of the CGT cap. The Fund generally does not pay tax on your behalf for contributions made from after-tax money including personal and spouse contributions. There are limits (caps) that apply to non-concessional contributions. Please refer to the ATO website ato.gov.au/super for the current contribution caps in place.
Capital Gains Tax (CGT) exempt contributions	A contribution made from certain amounts arising from the disposal of qualifying small business assets may count against the CGT cap, provided that it is a personal contribution for which no tax deduction is claimed and an ATO election form is provided at the time the contribution is made. Eligible contributions will only be counted against the CGT contribution limit if you send a CGT election notice before or with the contribution, and you haven't already used up the limit (your CGT contribution limit is reduced by the amounts you elect to exclude from the non-concessional contributions cap). There is a lifetime cap on the amounts of CGT exempt contributions you can contribute to super. This limit may change from time to time. Please refer to the ATO website ato.gov.au/super for the current contribution caps in place.
Contributions from personal injury payments	There are certain amounts you can receive from a structured settlement payment, a court order for a personal injury payment or a workers' compensation payment (taken as a lump sum). These will be excluded from your non-concessional contributions cap if you provide a valid election notice before or with the contribution. You must have also made the contribution within 90 days of the day: » you receive the personal injury payment, or » an agreement for settlement or a court order for the personal injury payment was made, whichever is later. You must also receive certification from two medical practitioners. This exclusion only applies to that part of the payment that is compensation or damages for a personal injury.

Contribution type	Description
Government Co Contributions	You may receive a matching contribution from the Government when you make an after-tax super contribution, subject to you satisfying eligibility criteria set out by the Government relating to your employment and income. For the 2026/27 financial year, if you earn less than $49,293 the maximum co-contribution is $500 based on 50c from the Government for every $1 you contribute. The amount of the co-contribution reduces as your earnings increase and stops once your income reaches $64,293 (before tax). To receive the co-contribution you will need to lodge a tax return for the year. The Government will then work out how much you are entitled to. If you are eligible, the Government will pay the co-contribution directly to your fund. For up-to-date information and eligibility rules please refer to the ATO website, ato.gov.au/super.
Spouse	Your spouse may make contributions to your super, if the contribution is paid from an account in the name of your spouse or a joint account where your spouse is an account holder. The contributing spouse may be able to get a tax rebate of up to $540 if the spouse's assessable income plus reportable fringe benefit and reportable employer super contributions are under $37,000, and the contributions were not deductible to you. An eligible spouse can be: » a legal spouse » a de facto or same sex spouse, or » another person with whom the member is in a relationship where they are living together on a genuine domestic basis as a couple. The following conditions apply when making a spouse contribution and you confirm that: » your receiving spouse is not an employee of yours, and » the contribution is made by an Australian resident taxpayer earning assessable income, and » the contribution is being made for the receiving spouse who is an Australian resident under the age of 75.
Low income superannuation tax offset	To qualify for the low income superannuation tax offset: » you or your employer must make concessional contributions to the Fund » your adjusted taxable income for the financial year must be $37,000 or less » you must earn 10% or more of your total income from eligible activities, including being an employee, running a business or both, and » you must not hold a temporary resident visa at any stage during the year (unless you are a New Zealand resident or the holder of a prescribed visa). If you qualify, the low income superannuation tax offset is 15% of the total of your concessional tax offset for the financial year up to a maximum of $500. However, if you are eligible for a low income superannuation tax offset that is less than $10 for the financial year, the low income superannuation tax offset will be rounded up to $10 for that financial year. The low income superannuation tax offset effectively refunds the tax paid on concessional contributions by eligible individuals. For further information, please refer to the ATO website ato.gov.au/super.

Contribution type	Description
Downsizer contributions	If you are 55 years old or above and meet the eligibility requirements, you may be able to choose to make a downsizer contribution into your superannuation of up to $300,000 from the proceeds of selling your home. This limit may change from time to time. To access up to date information (including the eligibility requirements) please refer to ato.gov.au. To make a downsizer contribution, you will need to complete the downsizer contribution form available from the ATO's website ato.gov.au and provide this to the Administrator when making - or prior to making - your contribution.
Rollovers	You can generally transfer other super money from most other funds to your account in the Fund at any time. You should consider the impact your rollover may have on any insurance cover you hold in your other fund as well as other significant benefits before deciding to rollover your super benefits.

Contribution splits

You can choose to split your contributions with your spouse and transfer the money into an account in the name of your spouse or partner (de facto or same sex partner) if they are below their preservation age or if they are between their preservation age and age 65 and not yet retired.

The maximum amount that can be split and paid to your spouse is the lesser of:

- 85% of your total concessional contributions to your account in the last financial year before the split application is made, or in the current financial year if the entire benefit is to be transferred or rolled out, and
- the concessional contributions cap for that financial year.

Allocating contributions and bank interest

If for any reason we cannot allocate a contribution to your account, including if we don't have the information we need, we will return it. Only the actual contribution amount we received will be returned to the source. Any bank interest earned on the contribution before it was returned or before it was allocated to your account will be held in the Fund's Expense Reserve and may be used to cover administration-related expenses.

Accessing your super

The Government sets restrictions when you can withdraw your super benefit. Generally, your super benefit is preserved until you reach your preservation age. If you have not reached your preservation age you must satisfy a specific condition of release. Under super legislation all or part of your super benefit can be withdrawn under the following circumstances:

- upon your death
- you have reached age 65
- you have ceased employment on or after age 60
- you have retired on or after age 60
- you become permanently disabled
- you have been diagnosed with a terminal illness
- you have been given a release authority to pay excess contributions tax
- you have been granted approval under compassionate grounds by the ATO
- you have obtained early release due to severe financial hardship
- you have permanently departed Australia and you're an eligible temporary resident
- you are purchasing your first home under the First Home Super Saver Scheme, or
- you have reached age 60 and your super benefit is rolled over to a non-commutable income stream such as a TTR account or an account-based pension account.

Your super benefit may have components that may include unrestricted non-preserved benefits or restricted non-preserved benefits. In certain cases, members may be able to access their unrestricted non-preserved or restricted non-preserved balances, however conditions may apply. For more information about restrictions on accessing your super benefit, referred to as the preservation rules, contact your adviser.

Temporary residents

If you are or have been a temporary resident, you can generally only withdraw your benefits as a single lump sum after your visa has expired and you have left Australia permanently. There are exceptions, such as if you become permanently disabled or suffer a terminal medical condition as set out in law. If you do not claim your super benefit within six months of your departure from Australia or your visa expires, whichever is later, we may have to transfer your benefit to the ATO as unclaimed money.

If this happens you will no longer be a member of the Fund and you may lose any insurance cover. You will then need to apply to the ATO to claim your benefit. If you are a former temporary resident whose super benefit is transferred to the ATO as unclaimed money, you may not be notified of this or receive an exit statement after the transfer occurs.

The Trustee will rely on relief provided by the Australian Securities and Investments Commission (ASIC) Class Order (CO 09/437) which provides that the trustee of a super fund is not obliged to meet certain disclosure requirements in relation to non-residents that have ceased to hold an investment in the Fund because of the payment of unclaimed super to the Commissioner of Taxation. For further information please refer to the ATO website.

First Home Super Saver (FHSS) Scheme

Under the FHSS scheme, you can apply to release your voluntary contributions, along with associated earnings, to help you purchase your first home. You may apply for the release of voluntary contributions up to a maximum of $15,000 from any one financial year and $50,000 in total across all years. There are eligibility requirements to be met for the release of these amounts. These amounts are taxed at the concessional contribution rate of 15%.

You will need to apply to the Commissioner of Taxation for a FHSS determination and a release. You can apply online via the ATO's website ato.gov.au

Preservation age

The preservation age is the minimum age at which you can access your superannuation benefits if you are retired or meet certain conditions of release. The current preservation age is 60.

Transition to retirement (TTR)

If you have reached preservation age but have not made the decision to retire, the transition to retirement account allows you to continue accumulating your super up to the $2.1 million cap and receive an income stream at the same time.

The TTR account is designed to enable members who have reached their preservation age to make a gradual move into retirement by allowing you access to your preserved super benefits to supplement your income without having to retire from the workforce. You can access your super by commencing a TTR before meeting a full condition of release. You can elect to receive an income of up to 10% of your account balance each financial year.

The minimum level of income that must be taken from your TTR each year is calculated as described in the *Minimum pension payment factors* table.

Once you reach age 65, and if you have not transferred into a pension account your TTR will be automatically converted to a pension account.

Pension (income stream)

The Pension account allows you to draw a regular income once you reach retirement from the super benefit you have accumulated.

To open a Pension account, at least one of the following must apply:

- you are at least 65 years old
- you are at least 60 years old and have left an employment arrangement since turning 60 (you may currently be employed by another employer or planning to do so in the future)
- you have reached your preservation age, being less than 60, and you do not intend to work more than 10 hours a week in the future, or
- the money transferred into the pension account is unrestricted non-preserved.

Under super legislation, we are required to pay you a minimum pension amount each year based on your age. Your minimum pension payment is calculated by applying the relevant age-based pension payment factor to your account balance and recalculated each year using your account balance at the start of the financial year. If you commence your income stream part way through a financial year, the minimum payment for that year will be calculated on a pro-rata basis. Minimum pension payment factors are adjusted from time to time. Please refer to ato.gov.au for the latest figures.

Minimum pension payment factors

Age at commencement date then each 1 July	Minimum pension payment factors for 2026/27
Under 65	4.0%
65 – 74	5.0%
75 – 79	6.0%
80 – 84	7.0%
85 – 89	9.0%
90 – 94	11.0%
95 or more	14.0%

There is no maximum pension that applies to the pension account. Full or partial withdrawals can be made at any time by completing the required form available online. Please speak with your adviser before making any withdrawals.

The regular pension payment you receive will be subject to a nominal or a tax-free status. Regular pension payments can continue until the balance of your pension account is reduced to zero.

Transfer Balance Cap

The transfer balance cap is a limit on the total amount that can be transferred from superannuation savings in the accumulation phase into the pension phase, where earnings are tax-free. Amounts in excess of the cap must remain in accumulation phase, where investment earnings are subject to tax at 15%. The cap applies to the combined value of all retirement phase income streams held by a member and is monitored by the Australian Taxation Office (ATO). For additional information regarding TBC please refer to ato.gov.au.

Estate planning

Part of your estate planning involves deciding who will receive your super benefit upon your death. Unlike other assets your benefit will not automatically be paid to your estate upon death and therefore it is important to provide direction as to who will receive your benefit. Under super legislation the Trustee is required to assess to whom the super benefit will be paid in the event of a death of a member.

In the event of your death:

- adviser fees on your account will cease
- administration fees will continue to be deducted until the payment of your superannuation benefit is authorised by the Trustee and your account is closed
- your existing investments will continue to be invested until we receive instructions from a properly authorised person for your account.

Nominating a beneficiary

You can nominate one or more of your dependants or your legal personal representative (either the executor under your will or administrator for your estate) to be the recipient of your super benefit.

A dependant under super legislation includes:

- your spouse (including a de facto or same sex partner)
- your children (including an adopted child, a step-child or ex-nuptial child)
- any person who is financially dependent on you, or
- any person with whom you have an interdependency relationship with.

Please note there are specific conditions for electing a child beneficiary for a pension account.

Types of nominations

You can add or change your nominations by submitting a completed *Nomination of beneficiary form* to us. The following table outlines the types of nominations you can elect.

No nomination	The Trustee will, at its absolute discretion, pay the super benefit to one or more of either your dependant/s or your legal representative. If you have no dependant or legal representative, the Trustee may pay the benefit to any other person that the Trustee determines appropriate subject to Government legislation.
Non-binding nomination	A non-binding death benefit nomination is a written instruction to the Trustee which sets out the dependants and/or legal personal representative you nominate to receive your super benefit in the event of your death. The Trustee will consider the nominated beneficiaries provided by you but is not legally bound to follow the nomination in the event of your death. The Trustee will consider your nominated beneficiaries along with any other dependants as permitted by law, and whether or not your personal circumstances had changed since providing your nomination.
Binding nomination (non-lapsing)	If a valid nomination is made, it is binding on the Trustee to ensure that your super benefit is paid to the beneficiary nominated in accordance with your instruction. A non-lapsing binding nomination will remain in effect unless you amend, revoke or make a new binding nomination.
Binding nomination (lapsing)	If a valid nomination is made, it is binding on the Trustee to ensure that your super benefit is paid to the beneficiary nominated in accordance with your instruction. A lapsing binding nomination will remain in effect for three years unless you advise us accordingly. At the end of three years, the nomination becomes a non-binding nomination and you can choose to renew, amend or make a new beneficiary nomination.
Reversionary nomination (Pension accounts only)	Your pension payments will be paid to your nominated reversionary beneficiary. You can nominate your spouse including a de facto or same sex partner, or your child as a reversionary beneficiary. A reversionary pension nomination can only be made when a pension commences. If you have a reversionary nomination in place for your pension account and subsequently make a binding nomination it will replace the existing reversionary nomination. Please note you are not able to hold both a reversionary nomination and any other type of nomination at the same time. Please speak to your adviser before deciding to add, change or remove a reversionary nomination.

Other information

Family law

Under family law legislation, couples separating or divorcing, can divide their super benefits by agreement or by court order. This extends to de facto couples (including same sex couples) under changes to family law legislation (depending on the State or Territory).

We recommend you seek legal advice with regards to the splitting of super benefits in this context.

Transferring your benefit

You can transfer your super balance at any time to another complying super fund. There may be delays in the transfer due to restrictions applying to the redemption of, or delays in receiving declared income for, some of the underlying investments.

Unclaimed monies

In certain circumstances prescribed under the *Superannuation (Unclaimed Money and Lost Members) Act 1999 (Cth)* the Trustee is required to pay your benefit as unclaimed money to the ATO in the following circumstances:

- We have lost contact with you, or
- You are a former temporary resident whose visa has expired, have departed Australia without claiming your superannuation benefits within 6 months and the ATO issues a notice to the Fund requesting payment.

The Trustee may also be required to transfer other amounts to the ATO, including the following:

- Lost or inactive accounts with balance of less than $6,000
- Lost accounts that have been inactive for 12 months and, with the information reasonably available to us, we are satisfied that we will never be able to pay your account balance to you.

The circumstances outlined above may change in the future. The Trustee is required to follow any changes to super unclaimed money as determined by the ATO. For further information, go to ato.gov.au/super.

The ATO retains an unclaimed monies register. For further information, please contact the ATO on 13 10 20 or go to ato.gov.au/super.

Your adviser 3

The role of your adviser

An adviser is there to assist you to identify and meet your financial goals. An adviser will do this by assessing your retirement needs and implement an appropriate investment strategy.

As a member of Mason Stevens Super, you must have an adviser who is registered with us in order to open and maintain an account. Your adviser is your main point of contact for queries relating to your account. When you open your account you are authorising us to receive instructions from your adviser on your behalf.

Your adviser may also authorise their support staff to assist with the day-to-day administration of your account. Your adviser or their licensee may also be involved in managing the investment assets within some of the investment choices available for you. This may include management of Managed Portfolios if the Investment Manager has sub-contracted your adviser or their licensee to do so.

Authorising your adviser

When your adviser completes the online application form you will be authorising your adviser to provide investment instructions to Mason Stevens.

Once authorised your adviser will be able to do the following on your behalf without requiring your authority:

- Provide investment instructions,
- For pension members, to instruct a payment on your behalf to the nominated bank account on file, and
- Change certain details on your account.

Your financial adviser will not be authorised to do the following:

- Change your bank account details if you have provided your bank account details (note these are not required for your application). Any requests to change bank details will be verified with you
- Instruct us to close your account
- Change fees and costs, and
- Change insurance premiums.

There may be certain circumstances where the Trustee may not act in accordance with your adviser's instructions, or may act without instructions from you or your adviser. For example, if we need to sell securities to maintain the minimum cash balance, see the section *Operating your account - Cash management*.

Once your application has been completed and authorised you will receive an email with a link that will provide you with your secure login details. Once you have logged in you will be asked to change your password, and:

- confirm that you agree to the terms and conditions of the Service, and
- confirm you have read the PDS and any additional guides.

Changing your adviser

You are able to change advisers at any time, however your new adviser must be registered with Mason Stevens if they are to maintain your account, otherwise, we will treat your account as a non-advised account.

If you would like to appoint a new adviser, you may contact Mason Stevens to obtain a general list of Mason Stevens registered advisers who may be able to assist you. Mason Stevens does not recommend or endorse one adviser over another.

Non-advised accounts

Mason Stevens does not provide personal advice. Mason Stevens Super is designed for members who have an adviser to provide them with personal advice regarding their investments.

If you remove your adviser after your account has been established, you will only be able to place transactions within your account by providing us with clear written instructions, but you will not be able to add to the holdings in your account. If you wish to sell out of your holdings you must instruct us in writing.

Without an adviser on your account, you will not be eligible to make elections for any corporate actions, and any mandatory corporate actions will be processed without notice to you. You will also not be permitted to hold any managed funds in your SDP.

If you do not appoint a new adviser on your account within a reasonable timeframe, we have discretion to transfer any holdings in your Managed Portfolios to the Self-Directed Portfolio and liquidate your assets at market value and roll out the proceeds and balance to the ATO.

Remunerating your adviser

Instructions to remunerate your adviser will be made during the application process and will be outlined to you in the Statement of Advice provided to you by your adviser.

Any amounts agreed between you and your adviser will be deducted in accordance with your instructions. The Administrator will collect the agreed fee and pay it to Mason Stevens for onward payment to your adviser's licensee who in turn will remunerate your adviser. You and your adviser can agree to an ongoing adviser fee arrangement or a fixed term adviser fee arrangement.

Legislation requires a member to consent to the deduction of ongoing adviser fees from their superannuation account. This consent must be renewed on an annual basis, and by law a superannuation fund cannot deduct this fee without first receiving written consent. Your adviser will organise for the consent as part of your application process.

Ongoing advice fees you instruct us to pay will be deducted from the Self-Directed Portfolio of your account, for the next 12 months from the reference date and will cease 150 days after the next reference date unless you renew your instructions. You can withdraw your consent to pay ongoing advice fees at any time by providing us with written instructions. For fixed term adviser fee arrangements, you and your adviser nominate a start date and an end date (up to 12 months) for the fee to apply. The fee will automatically cease on the end date.

As part of its on-going monitoring obligations to ensure the adviser fee payable complies with the sole purpose test, where any adviser fee payable is only in relation to the superannuation interests of the member, the Trustee reserves the right to obtain from your nominated adviser a copy of the Statement of Advice and any other documentation issued to you in relation to your account.

Adviser fees relating to you

Fees paid to your adviser's dealer group can be structured in the following ways:

- Flat percentage, specifying a percentage to apply to the total value of your account, or
- Flat dollar, specifying a flat (fixed) dollar amount. The flat dollar amount must not exceed the percentage cap applicable, or
- A combination of the flat percentage and fixed dollar amount, or
- Tiered percentage, where different fee rates may apply depending on your account balance.

We will not accept instructions to pay your adviser fees for the provision of general advice. The Trustee may request a copy of your Statement of Advice from your adviser to verify that the adviser fees paid by you are for the sole purpose of providing you with advice relating to your superannuation benefits.

We can only accept your instructions to deduct adviser fees from your account if your instructions are provided to us using a completed Advice fee consent form signed by you within 60 days of our receipt of the form and your account balance is greater than $10,000.

Fee arrangements commence from the date we receive a valid Advice fee consent form. The fees that you will be charged are inclusive of GST.

Type of adviser fees	Amount	How and when paid
Initial adviser fee	Subject to your consent, you may agree with your adviser to pay a fixed dollar amount initial adviser fee. The amount payable is agreed between you and your adviser. The initial advice fee must not exceed the lesser of 2.20% of the account balance or $10,000 (GST inclusive).	This is deducted from your Self-Directed Portfolio after receipt of your first rollover or first contribution.
Ongoing adviser fee	Subject to your consent, you may agree with your adviser to pay an ongoing adviser fee for ongoing advice you receive about your investment in Mason Stevens Super. The fee may be an ongoing percentage fee on your total Self-Directed Portfolio and/or Managed Portfolio balance, or an ongoing fixed dollar amount. The amount payable is agreed between you and your adviser. This fee is capped to a maximum of 2.5% p.a of your account balance held.	Ongoing percentage fees are calculated daily on your total account balance (when the balance is greater than zero) and deducted from your Self-Directed Portfolio at the end of each month in arrears. Flat dollar fees are calculated from the time of your account activation and is deducted from your Self-Directed Portfolio.
Fixed term Adviser fee	Subject to your consent, you may agree with your adviser to pay an adviser fee for a fixed period of time (up to 12 months) for advice you receive about your investment in Mason Stevens Super. You and your adviser agree to a start date and end date for the fixed term fee. The fee automatically ceases to apply on the end date.	Fixed term percentage fees are calculated daily on your total account balance (when the balance is greater than zero) and deducted from your Self-Directed Portfolio at the end of each month in arrears. Flat dollar fees are calculated from the time of your account activation and is deducted from your Self-Directed Portfolio.
One-off advice fee	Subject to your consent, you may agree to pay a one-off advice fee to your adviser for specific services in relation to your account. This fee must not exceed $5,500 p.a. (inclusive of GST) and can be charged multiple times throughout the year.	This is deducted from your Self-Directed Portfolio.

Operating your account 4

Opening your account

Your adviser will assist you with opening a Mason Stevens Super account.

As part of the application process we will ask you to provide your TFN. You are not required to supply your TFN by law but we will not be able to complete the application process without it. Once your account is activated you must maintain an ongoing minimum balance of $10,000 in your account once activated.

You will need to authorise your adviser to perform a range of tasks on your behalf including providing investment instructions, by accepting the terms and conditions applicable to the Fund.

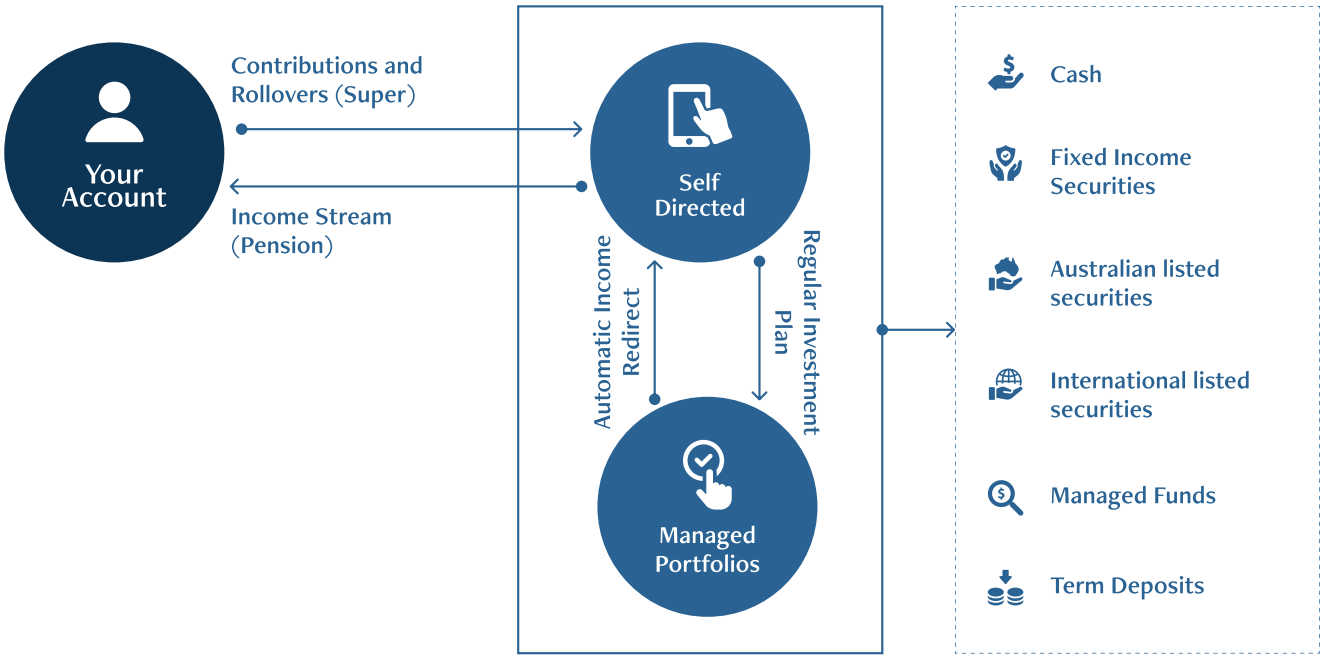
After your application has been accepted you will receive an email that will enable you to log into your account online, accept the terms and conditions to activate your account.

The diagram below shows an example of the structure of a member's Super account that consists of a Self-Directed Portfolio and a Managed Portfolio.

Accessing your account online

Once you have agreed to the terms and conditions of using Mason Stevens Super and your account has been established, you will be provided with access to view your account through the Mason Stevens online portal via your desktop or smart device. You will separately receive a user name and a password to access the portal where you can view reports and information relating to your account, including:

- cash transactions such as contributions and income
- investment transactions such as purchases or sales of assets
- portfolio valuation
- performance reporting, and
- realised and unrealised capital gains.



Self-Directed Portfolio

When your application is accepted, a Self-Directed Portfolio (SDP) is established to accept contributions (Super only) and rollovers. If contributions tax is required to be deducted it will automatically be deducted from your account and paid to the ATO. Unless you advise otherwise, all contributions will be treated as non-concessional contributions.

You can consolidate your superannuation benefits by rolling over your benefits with another super fund into your Mason Stevens Super account. Rollovers are generally exempt from contributions tax. You can search and initiate a full or partial rollover from your existing super fund through your myGov account, or by contacting your current super fund. You should consider any insurance or other significant benefits with the external superannuation fund before rolling over into the Super Fund.

The cash in your SDP is what you have available to invest or allocate to any investments or Managed Portfolios that your adviser has selected, subject to any investment limits set by the Trustee and the minimum cash balance required to be held in the SDP. If an investment instruction is not received from you or your adviser, your cash will remain in your SDP.

Managed Portfolios

Managed Portfolios are professionally managed investments that have a defined objective and may hold Australian and international equities, fixed income securities and managed funds or a selection of all of these in the one portfolio. Before investing in a Managed Portfolio you should read and understand the relevant Managed Portfolio Disclosure Document.

Mason Stevens Asset Management (MSAM) is the Investment Manager of the Super Fund. MSAM may sub-contract the activities of some of its investment functions to other investment managers, including your adviser or their related companies, for specific Managed Portfolios within the Super Fund. These investment managers are appointed by MSAM. A due diligence selection process is followed where the investment managers are approved by the Trustee.

The investment manager is responsible for making investment decisions in line with its chosen investment strategy and will issue instructions to buy and sell assets as well as rebalance the portfolio in line with its objective.

The Managed Portfolios available in Mason Stevens Super are shown online at masonstevens.com.au/super.

Your adviser may recommend you invest in Managed Portfolios that are not shown online and are only available to your adviser's license.

Cash management

It is your adviser's responsibility to monitor and maintain the amount of cash held in your SDP. You can make contributions into your Super account as outlined below, and your adviser can help you manage the amount of cash held in your account by using automatic cash management facilities available online.

Maintaining a minimum cash balance

A minimum balance must be maintained in the cash held in your SDP to meet adviser fees, administration fees, transaction fees, any insurance premiums (only in Super) and pension payments (only in Pension). The product's required minimum cash balance is the higher of $2,000 or 2% for Super and Pension accounts.

You have access to a range of functionalities to help manage the amount of cash held in your account. Your adviser can set up the following automatic facilities on your behalf at the time of opening your account or once your account has been activated:

- Cash Target and Auto Sell Trigger for the cash held in your SDP.
- Automatic cash or income transfer between your SDP and Managed Portfolios.
- Automatic investment plan to allocate excess cash across your Managed Portfolios.

Setting a Cash Target and Auto Sell Trigger

Your adviser can set up a "Cash Target" for your account as a specific dollar amount or as a percentage of your total account balance. The Cash Target must be higher than $2,000 and 2% for both Super and Pension.

Your adviser can also nominate an "Auto Sell Trigger" amount on your account so that if your SDP cash balance falls below this amount, holdings in your account are automatically sold down, after taking into account any income received, to replenish your cash holding back to the Cash Target. The Auto Sell Trigger amount must be at least $1,500 below the Cash Target.

Your adviser can set up your automatic cash management facility during the application process and can also adjust the levels after your account is opened. Sell down of holdings will not be triggered within the first 90 days of your account being activated. If your adviser does not set up a specific minimum cash target on your account, the abovementioned product minimum cash balance will apply.

Automatic sell down of your holdings

If a sell down is triggered to replenish your SDP cash balance, holdings in your account will be automatically redeemed in order of the priority listed below on or around the fifth Business Day of the month:

1. AUD cash from any Tailored Portfolio
2. Foreign currency cash from the SDP
3. Foreign currencies from any Tailored Portfolio
4. AUD cash from Managed Portfolios
5. Foreign currency cash from Managed Portfolios
6. Proportional sell down across all Managed Portfolios
7. Australian listed securities from the SDP
8. International listed securities from the SDP
9. Managed funds in the SDP
10. Fixed income securities in the SDP

Automatic cash or income transfer

Your adviser can set up a “cash sweep” facility to automatically transfer any available cash that exceeds the minimum cash balance or Cash Target (if a Cash Target is set up) by $500 from your SDP into your Managed Portfolios. The automatic cash transfer takes place on or around the 22nd day of each month and the total amount is invested proportionally across your Managed Portfolios.

Your adviser can also elect to have any income received in your Managed Portfolio automatically transferred to the cash balance in your SDP by setting up the “income sweep” functionality. If this facility is not set up on your account, any income derived from assets held in your Managed Portfolio is credited to the cash holding of that portfolio. At the discretion of the Investment Manager, income received in the portfolio may be used to reinvest into existing holdings in the Managed Portfolio, invested into new assets, or continue to be held in cash.

Automatic investment plan

If you have a Super account, your adviser can set up an automatic investment plan on your account so that when funds are deposited into your SDP the amount is automatically invested across your selected Managed Portfolios according to the proportions determined by you and your adviser.

The automatic investment plan runs each business day new funds are deposited into your account, provided that the required minimum investment amounts of the Managed Portfolios are met.

Making a contribution

Contributions made into your account will be received into your SDP. You or your adviser will be required to provide instructions on how cash in your SDP is to be invested. If no instructions are received by us, your contribution will be held in cash in the SDP until we receive instructions.

Who	Payment	Frequency	How
Employer (including salary sacrifice and other voluntary contributions)	Superstream	One off or regular	Your employer can pay your Super Guarantee (SG) contributions to the Fund. Complete the Super Choice Fund Nomination form. This will tell your employer to direct your SG contributions to your account in the Fund. Your employer must use SuperStream and a clearing house to make contributions for you.
Personal, spouse	EFT	One off or regular	BSB: 083 088 Account: 87 714 5636 Ref number: Mason Stevens Super – Reference Number[1]
	BPAY®	One off or regular	Biller code: 211 193 Ref number: Mason Stevens Super – Reference Number[1]

1 Your reference number can be found online. Mason Stevens are not responsible for any delays applying contributions to your account due to providing incomplete or incorrect reference numbers.

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Making a recontribution

You can make a recontribution by instructing us to make a withdrawal and recontribute the funds into your Super account as a non-concessional contribution, either independently or as part of a pension refresh. Recontributions are processed in cash and are subject to contribution caps and may be recommended by your adviser to support estate planning objectives.

How to transact on your account

Your adviser can provide us with investment instructions for any purchase or sale of assets or Managed Portfolios in your account.

Transacting in listed securities and managed funds

Your adviser can instruct us on your behalf to transact on Australian and international listed securities, managed funds, term deposits, and cash. Once a transaction is placed, it cannot be cancelled or amended.

Transacting in Managed Portfolios

Once you have agreed with your adviser the Managed Portfolio you want to invest in, we will act on the investment manager’s instructions to purchase or sell assets in accordance with the parameters of the Managed Portfolio.

Minimum investment amounts

There are minimum investment amounts when transacting on your account. Please note that there are also investment holding and security limits set by the Trustee with respect to the maximum limit your account can hold in any one security or financial product.

Asset type	Minimum investment amount [1]
Australian equities	$1,000
International equities	$1,500
Managed funds	Refer to the minimum initial investment amount in the underlying disclosure document.
Managed Portfolios	Refer to the minimum initial investment amount in the relevant Managed Portfolio Disclosure Document.
Term deposits	Refer to the minimum initial investment amount displayed in the Service.

1 In the event that your adviser transacts an investment amount below the minimum investment amount as stated in the above table you will be subject to the minimum transaction fee, see the *Additional explanation of fees and costs* section. The minimum investment amounts above apply to your SDP only.

We may decline to act on your instructions, or delay acting on your instructions if we believe they are incomplete, ambiguous or unclear. Your instructions may also be declined if we believe they might contravene laws, rules or market practices. For further information please refer to masonstevens.com.au/tradingterms.

How we communicate with you

The table below shows the types of communication that will be made available to you.

Communication	Description
Login details	Once your application form has been processed, you will receive separate emails containing your user name and a temporary password to access your account online. Once you have logged in and changed your temporary password, you need to activate your account by confirming that you have read and accepted the terms and conditions of investing in Mason Stevens Super. Communications can be accessed via the Document Library online.
Welcome letter	A digital copy of the welcome letter can be found in the Document Library. It confirms that your membership with the Fund is active and provides details such as your member number and account number.
Transaction confirmations	All transaction and trade confirmations are accessible online.
Annual member statement	Annual summary of your account including investments, transactions, account valuation, pension payment details (Pension accounts only) for the financial year will be issued and made available online.
Annual fund report	Provides you with information on the management and financial position of the Fund as at the end of the financial year. This will be made available on the Fund's website.
Audited financial statements	Annual audited financial statements for the Fund will be made available on the Fund's website.
Exit statement	Summary of your investments, transactions and Super benefit for the reporting period if you leave the Fund. This will be available via the Mason Stevens online portal.

Accepting instructions from you

The Administrator may accept non-transactional instructions from you or from the adviser recorded against your account via email and scanned documents sent by email.

The Administrator will not act upon instructions that are ambiguous or where there is reason to believe they are not genuine. The Administrator may contact you or your adviser to validate the instructions. The Fund, the Administrator and Mason Stevens are not responsible for any losses incurred as a result of an instruction requiring validation or clarification.

Investing your Super 5

Investment choices for you and your adviser

You and your adviser can choose from a broad selection of investment options through Mason Stevens Super:

- Cash
- Australian listed securities
- International listed securities
- Term deposits
- Managed funds
- Managed Portfolios

Your adviser can invest in the above assets on your behalf by providing instructions to us. You can make investments through your SDP at any time with your available cash. You may also allocate future contributions to Managed Portfolios, subject to any investment limits prescribed by the Trustee. The Trustee has set maximum investment limits on how much you can hold for certain investments in your SDP. Please refer to the *Investments available through your SDP* section for further information.

The strategies available through managed funds and Manager Portfolios can typically include:

Conservative: Conservative or capital stable strategies have a higher exposure to defensive assets. They may have a smaller weighting to growth assets. The return generated is likely to be income focused with some capital change.

Balanced: Balanced strategies have a higher weighting to growth assets than conservative strategies. The return they generate will be a mix of capital change and income. Generally, a balanced strategy will have higher risk than a conservative strategy.

Growth: Growth strategies have a higher weighting to growth assets and some exposure to defensive assets. Most of their return will generally come from capital change potentially with some income. Generally, a growth strategy will have higher risk than a balanced strategy.

High growth: High growth or aggressive strategies generally will have exposure to growth assets. Their investment return is likely to be from capital change. High growth strategies have a higher risk than growth strategies.

For further information on the investment choices available to you and your adviser please also refer to the investment menu online at masonstevens.com.au/supermenu

Cash

Cash provides members with security and liquidity. Cash is the least volatile asset and is therefore a defensive asset.

When you invest in Mason Stevens Super, your cash funds are pooled with that of other members. Mason Stevens may deposit these cash funds with an ADI, Australia and New Zealand Banking Group ABN 11 005 357 522 (ANZ) or our primary sub-custodian Citibank N.A. New York and Citigroup Pty Limited.

The rate calculated on your funds will be determined by the interest earned by Mason Stevens on all members' cash funds on deposit with the respective ADIs after consideration of any fees payable to Mason Stevens for any management and administration of such cash balances and associated payments and services. The current interest rate applicable to your account for cash funds invested through the Service by deposits with ADIs is notified to you via the Mason Stevens Super website.

Mason Stevens will not withdraw any part of your cash holdings except at your direction (which may include a standing instruction).

Fees attributable to your Cash Holdings

Cash held within your account including the Minimum Cash Requirement in your Self-Directed Portfolio (SDP) is subject to a Cash Administration Fee.

To maximize efficiency and liquidity, the Administrator pools member cash into an omnibus account with an Australian ADI (bank), which earns a gross interest rate.

The Cash Administration Fee is charged by the Promoter, Mason Stevens, to cover the operational tasks of managing these holdings, including establishing integrated cash accounts, and processing all deposit and withdrawal instructions. This fee is an indirect cost, meaning it is taken from the interest earned before the net return is paid to your account.

Australian listed securities

Most domestic listed securities are considered liquid as they may be sold at any time (subject to market conditions). The returns Australian equities generate are made up from any dividends and movements in market price. The returns are considered volatile but over the long term are expected to produce growth. They can be selected for growth and income characteristics.

You can choose to invest in a selection of securities including individual securities, Exchange Traded Products (ETP), Exchange Traded Funds (ETF) and Listed Investment Companies (LIC). An exchange-traded product (ETP) is a type of financial security that trades on a stock exchange like a regular company stock and tracks an underlying index, commodity, or asset.

An exchange-traded fund (ETF) is a pooled investment fund that holds a basket of assets such as stocks, bonds, or commodities and trades on a stock exchange just like an individual company's share.

A listed investment company (LIC) is a closed-end corporate entity listed on a stock exchange that pools investor money to professionally manage a diversified portfolio of assets.

International listed securities

International listed securities are investments in companies listed on overseas exchanges. The return from international listed securities is made up from dividends and movements in market price, the returns are considered volatile but over the long term are expected to produce growth. International listed securities also provide exposure to foreign currencies and changes in the exchange rates may also affect the value of the securities. They can be selected for growth and income characteristics.

Your Australian dollars will be converted and used to purchase the international listed securities unless you hold the currency of the relevant exchange. Your adviser can make the election to use that currency at the time of placing your order.

On the sale of any international listed securities, you may elect to hold that security's native currency in your SDP. This means that the proceeds of that sale will not be converted into Australian dollars. You can continue to hold the foreign currencies to purchase other international listed securities for up to 90 days. If you continue to hold foreign currencies for more than 90 days, we may direct your adviser to convert these currencies back into Australian dollars.

Interest is not paid on foreign currency holdings.

Investing in international listed securities will expose you to foreign currency risk. For further information on risks see the *Risks in super* section.

Fixed income securities

Fixed income securities refer to bonds issued by businesses or governments. Fixed income securities are only available within Managed Portfolios and are not available to select as individual investment options. They are generally less liquid and riskier than cash (please see the *Risk in Super* section) and the returns are typically higher than cash. Returns consist of the interest paid and any movements in the value of the security. Fixed income securities are usually included in a portfolio for their defensive characteristics, however, different types of fixed income securities have different returns and volatility. Market values of both listed and unlisted fixed income securities may change due to factors such as a change in interest rates or concerns about defaults on loans.

Generally, fixed income securities are liquid but there may be instances where the value of a fixed income security that you are attempting to sell may be below the minimum market size. In this instance the fixed income security may be considered illiquid.

You may invest in a selection of Australian fixed income securities. These fixed income securities may include corporate fixed income securities, residential mortgage-backed securities, hybrids (such as preference shares and convertible notes) and asset backed securities which traditionally are typically reserved for institutions and professional investors.

All securities offered will initially have an investment grade and will have been on issue for at least one year.

Term deposits

Term deposits are less liquid than cash, they are considered a defensive asset as they provide capital security. Their return is generated from a set rate of interest for a defined period and there is no change in capital value. At the time of placing your order, your adviser can elect for the principal and net interest to be deposited into your SDP on maturity, or to be re-invested into a new term deposit.

Term deposits invested through Mason Stevens Super cannot be broken earlier than the maturity date. If you are closing your account and hold a term deposit in your account, you can request that we transfer all available benefits at the time of your instruction, and transfer the remainder when your term deposit has matured and the proceeds have settled in the SDP.

Managed funds

When you invest in a managed fund, your money is pooled together with other investors.

A professional manager buys and sells assets which can be a combination of all the asset types discussed above, on your behalf. You do not own the underlying investments but own units in the managed fund. Any distributions you may be entitled to from holding an interest in the managed fund will be credited to your SDP. Any distributions you may be entitled to from holding an interest in the managed fund will be credited to your SDP.

Before investing in a managed fund, you should read and understand the relevant Product Disclosure Statement (PDS) and Target Market Determination (TMD) for the fund. Details of all fees and costs associated with a managed fund are found in the relevant PDS. You must have an adviser registered on your account to be able to invest and hold units in a managed fund.

Any distributions you may be entitled to from holding an interest in the managed fund will be credited to your SDP.

Managed Portfolios

Managed Portfolios are portfolios or strategies managed by professional managers. The portfolios may be constructed from a combination of all of the above assets or may comprise a single asset type. Some portfolios may comprise two or more Managed Portfolios to form a multi-asset investment option. All portfolios have a defined objective that may include an income or growth outcome.

Investing in a Managed Portfolio should be considered as a long-term investment, and should be considered in line with your investment needs.

The investment manager is responsible for making investment decisions in line with its chosen investment strategy, and will buy and sell investments as well as rebalance the portfolio in line with its objective on your behalf.

Generally, any cash contributed into a Managed Portfolio is invested within 10 business days. The investment manager may advise on implementing the strategy on a best endeavours basis but this will take no longer than 30 days. In implementing the strategy, the investment manager considers factors such as market conditions, availability and liquidity of investments, upcoming new issues and economic parcel sizes.

All redemptions are subject to maintaining the required minimum balance for the Managed Portfolio. Mason Stevens will process the redemption within one business day after the day we receive a valid instruction from your authorised representative, subject to exchange procedures and trading conditions.

A list of available Managed Portfolios is outlined in the Investment Menu and on the Super Fund's website. Before investing in a Managed Portfolio you should read the relevant Managed Portfolio Disclosure Document for full details on the particular Managed Portfolio.

Foreign currency conversion

Investing in international listed securities will expose you to foreign currency risk. Your Australian dollars will be converted and used to purchase the selected international listed securities unless you hold the currency of the relevant foreign exchange. Your adviser can elect the currency to use at the time of placing the order on your behalf.

Transactions are converted into relevant foreign currencies using the foreign exchange rates advised by the sub-custodian or other wholesale providers we may engage with from time to time. We actively manage such transactions to facilitate the most optimal outcomes for its clients.

The rates provided are subject to market conditions and available liquidity in the marketplace for the respective currency pair and include costs incurred by the sub-custodian and Mason Stevens in providing the most efficient and effective service, which may be up to 0.30%.

On the sale of international listed securities, you may elect to hold the security's native currency in your SDP. This means the proceeds of the sale will not be converted into Australian dollars after settlement. You can continue to hold and use the foreign currency to purchase other international listed securities for up to 90 days. If you continue to hold foreign currencies for more than 90 days, we may direct your adviser to convert the currencies into Australian dollars. Interest is not paid on foreign currency holdings.

Trading on foreign exchanges and foreign currency conversions may incur additional fees and expenses which include but are not limited to local exchange fees, taxes, bank fees, and government charges. These costs may be passed on to you and may be deducted from your cash balance or from the total transaction amount on settlement of the trade.

Investment limits

The Trustee has set maximum investment limits on how much you can hold for certain investments held in your SDP. If you breach this limit, we will contact your adviser to have it corrected. If your adviser does not take action, we reserve the right to sell down the holding to bring it back within the investment limit. The Trustee and Mason Stevens may impose lower limits than those shown below.

There are investment holding limits set by the Trustee when selecting investments in your SDP. Please refer to the tables below and the investment menu for these holding limits.

If your investment is outside the applicable holding limit the Trustee, at its discretion, may enforce a sell down to cash to bring your investment back in-line with the stated holding limit. If the Trustee intends to sell down any of your investments, your adviser will be provided with at least 30 days advanced written notice before the sell down occurs, so they can choose how to bring your investment back within the applicable holding limits. However, if an investment remains outside the holding limit following notification, the Trustee may sell down the investment to bring it within the holding limits without further notice.

Please note that factors such as market movements may result in holdings moving outside of the imposed limits temporarily. Accordingly, the Trustee may also decide not to take action if your investment moves outside the stated holding limits. You and your adviser are responsible for ensuring your investment selections are appropriate and this includes ensuring that you are invested in accordance with the applicable holding limits.

Total investment limits

In addition to individual security limits, the Trustee also sets total investment limits which restrict how much of your total account balance can be invested in some specific asset categories. Total investment limits work the same way as individual security limits except that if the Trustee decides to enforce a sell down to cash to bring your investment back in-line with the stated total investment limit, equal amounts of all investments held in the relevant asset class will be sold to cash to bring your account balance back in-line with the relevant total investment limit. Please refer to the Investment menu for the currently applicable total investment limits by asset category.

New Pension Accounts

When setting up a new pension account via an in-specie transfer (for account conversions), any transferred investments that exceed the maximum holding limit will be automatically reduced to meet that limit upon establishment.

Investment limits by security class

The below limits are a guide only. The Trustee may set investment holding limits that differ from the limits set out in the tables below. Refer to the Superannuation investment menu for the currently applicable investment holding limits.

Australian listed securities

Please consult your adviser for a list of current ASX All Ordinaries securities and outside ASX All Ordinaries securities.

Security class	Investment limit	
	Individual security limit	**Total investment limit**
Securities listed in ASX All Ordinaries Index	20%	100%
Securities listed outside ASX All Ordinaries Index	10%	40%
Exchange Traded Funds (excluding any Alternative ETFs)	See single security limits	100%
Alternative ETFs (excluding commodity or currency based investments)	See single security limits	40%
Alternative ETFs (commodity or currency based investments)	See single security limits	40%
Listed Investment Companies	See single security limits	100%
Managed Funds	See single security limits	100%

International listed securities

Please consult your adviser for a list of current MSCI World Index (ex Australia) securities and outside MSCI World Index (ex Australia) securities.

Security class	Investment limit	
	Individual security limit	**Total investment limit**
International securities listed in the MSCI World Index (ex Australia)	20%	100%
International securities listed in markets outside of the MSCI World Index (ex Australia)	5%	30%
Subject to market capitalisation exceeding AUD$200M.		

Further information

Changes to the Investment Menu

From time to time, subject to Trustee approval, the investment choices may change. Investments both via a Managed Portfolio or SDP may be added or removed from the Investment Menu. At any time, the Trustee may:

- close or restrict access to an investment held in a Managed Portfolio or SDP. This means that your money currently invested remains unchanged however, subsequent monies will be credited to your SDP until alternate instructions are received from you or your adviser.
- terminate an investment held in a Managed Portfolio or SDP. If the Trustee terminates an investment, members currently holding the investment must sell down to cash. If this occurs your adviser will be notified with at least 30 days advanced written notice before the sell down occurs (or if no adviser is nominated on your account, notice will be sent to you), so they can decide what action to take. However, if the investment is not sold down to cash following notification, the Trustee may sell down the investment without further notice.

If an investment is removed from a Managed Portfolio, the Portfolio Manager will be responsible for selecting a replacement investment from the Trustee approved investment menu.

Corporate actions

Corporate actions are events initiated by a company which bring material changes to the shares and/or other securities in the company. These include stock splits, dividends, mergers, takeovers, demergers and rights issues. You or your adviser may be contacted in relation to certain corporate actions to provide instructions to us. It is possible that we are given less than 24 hours notice by the product issuer of the closure of the corporate action. In all instances, we will process instructions received from you or your adviser on a best endeavours basis.

For Managed Portfolios, the investment manager will determine whether or not the portfolio in which you are invested will participate in corporate actions and you will not have the option to provide instructions regarding your preferences. The investment manager does not consider your individual objectives, financial situation, needs or circumstances when exercising these rights.

Transaction restrictions

From time to time the following restrictions may apply to certain investments:

- A security may be suspended or be placed on a trading halt on the relevant exchange
- The size of your transaction may “move the market” for that security and may need to be executed in increments
- The size of your investment does not meet the minimum parcel size
- There is insufficient money in your SDP
- If you are about to, or are in the process of transferring your benefit to another account, or
- If you close your account by being paid a lump sum benefit or rolling your benefit to another superannuation entity.

We reserve the right to cancel any transactions without prior consent from you or your adviser. This is to ensure that we comply with the operating rules and procedures of the relevant exchange or clearing house a well as our own internal policies and procedures.

Rebalancing your Managed Portfolio

The appointed investment manager for each Managed Portfolio periodically reviews the portfolio to ensure asset weightings remain consistent with the investment strategy outlined in the relevant Managed Portfolio Disclosure Document. If holdings deviate from these parameters, the manager may rebalance the portfolio to bring it back into alignment. However, rebalancing is not automatic and is undertaken at the discretion of the investment manager.

Following a rebalance, your portfolio holdings may differ from the target allocations. In certain cases, such as when a trade would fall below the minimum market parcel size or constitute an odd lot in some international markets, the trade may not be executed.

Each Managed Portfolio also has a minimum investment amount, set with regard to the nature and number of assets in the portfolio. If your investment is close to the minimum amount, it may not be sufficient to acquire every asset in the portfolio, particularly where small trades fall below minimum execution thresholds. This may lead to differences between the performance of your portfolio and that of the model portfolio.

Transaction aggregation and netting

If your adviser submits an instruction to buy or sell a particular security on your behalf, this instruction may be combined (aggregated) with instructions received for other members investing in the same security. In some cases, we may receive instructions from different members to both buy and sell the same asset. These instructions may be netted or offset against each other, meaning a single net transaction may be executed in the market. If netting occurs and is accepted for processing, the relevant acquisition or disposal will be recorded against your account as if the full trade had occurred on your behalf.

Any benefit arising from aggregation or netting, including any reduction in transaction costs such as the buy-sell spread, may be retained by the Super Fund.

Illiquid investments

An investment is considered to be illiquid if it cannot be converted to cash in less than 30 days or if converting an investment to cash within 30 days would have a significant adverse impact on the value of the investment.

Generally, we will rollover your benefit within 30 days of receiving all prescribed relevant information including information necessary to process your request. However, if you hold investments with terms or redemption periods greater than 30 days that are or have become illiquid or suspended, it may take longer than 30 days to transfer your full benefit. Please see the *Risks in Super* section for more information. Members will be required to complete an *Illiquidity Acknowledgment Form* prior to investment, where the redemption period is 30 days or greater.

Labour standards and environmental, social and ethical considerations

The Trustee does not mandate labour standards and environmental, social and ethical considerations when making the investments available on the Investment Menu. This includes the selection of investment managers for Managed Portfolios and/or managed funds.

When making investment decisions, the investment managers of the underlying investment choices may take into account labour standards and environmental, social and ethical considerations. If so, this information will be available in the underlying disclosure document of the financial product.

Additional explanation of fees and costs 6

Defined fees

The following table outlines the regulatory definitions of the fees and costs for super products. The definitions have been taken from the *Super Industry (Supervision) Act 1993 (Cth)* and the *Corporations Act 2001 (Cth)*:

Fee	Description
Activity fee	A fee is an **activity fee** if: (a) the fee relates to costs incurred by the trustee, or the trustees, of a superannuation entity that are directly related to an activity of the trustee, or the trustees: (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 administration fees and costs, investment fees and costs, transaction costs, a buy-sell spread, a switching fee, an advice fee or an insurance fee. Activity fees also include brokerage fees, insurance administration fees, family law enquiry, family law split, transaction fees and a request to obtain a copy of the Fund's Trust Deed.
Administration fees and costs	**Administration fees and costs** are fees and costs that relate to the administration or operation of the superannuation entity and includes costs incurred by the Trustee of the entity that; (a) relate to the administration or operation of the entity; (b) are not otherwise charged as investment fees and costs, a buy/sell spread, a switching fee, an activity fee, an advice fee or an insurance fee
Advice fee	An **advice fee** is a fee that relates directly to costs (other than intra-fund advice costs) incurred by the trustee, or the trustees, of a superannuation entity because of the provision of financial product advice to a member by: (a) a trustee of the entity, or (b) another person acting as an employee of, or under an arrangement with, a trustee or trustees of the entity where those costs are not otherwise charged as administration fees and costs, investment fees and costs, transaction costs, a switching fee, an activity fee or an insurance fee.
Buy-sell spread	A **buy-sell spread** is a fee to recover costs incurred by the trustee, or the trustees, of a superannuation entity in relation to the sale and purchase of assets of the entity.
Switching fee	A **switching fee** means 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.
Investment fees and costs	**Investment fees and costs** relate to the assets of a superannuation entity and include; (a) fees for the care and expertise in the investment of those assets (including performance fees) and; (b) costs incurred by the Trustee of the entity that; (i) relate to the investment assets of the entity, and; (ii) are not charged as administration fees and costs, a buy-sell spread, switching fees, activity fees, advice fees or insurance fees.

Fee	Description
Insurance fees	A fee is an insurance fee for a superannuation product if: (a) the fee relates directly to either or both of the following: (i) insurance premiums paid by the trustee, or the trustees, of a superannuation entity in relation to a member or members of the entity (ii) costs incurred by the trustee, or the trustees, of a superannuation entity in relation to the provision of insurance for a member or members of the entity, and (b) the fee does not relate to any part of a premium paid or cost incurred in relation to a life policy or a contract of insurance that relates to a benefit to the member that is based on the performance of an investment rather than the realisation of a risk, and (c) the premiums and costs to which the fee relates are not otherwise charged as administration fees and costs, investment fees and costs, transaction costs, a switching fee, an activity fee or an advice fee.
Transaction costs	Transaction costs are associated with the sale and purchase of assets of the superannuation entity other than those recovered by the superannuation entity charging buy-sell spreads. They include costs relating to the underlying investment managers' buying and selling investments and may include brokerage, buy-sell spreads, settlement costs, stamp duty and clearing costs. Refer to the disclosure document for the managed fund or ETF for details of applicable transactions costs.
Exit fee	An exit fee is a fee other than a buy-sell spread, that relates to the disposal of all or part of members' interests in the superannuation entity.

Summary of fees and costs

The table below shows fees and other costs you may be charged through Mason Stevens Super. These fees and costs may be deducted from your cash, or from the assets of the Fund as a whole. Other fees, such as activity fees, advice fees for personal advice and insurance fees may also be charged, but these will depend on the nature of the activity, advice or insurance chosen by you. All fees are inclusive of GST net the effect of any reduced input tax credits (RITC) except for advice fees which are inclusive of GST and the RITC are retained by the Fund.

Type of fee	Amount	How and when paid
Investment fees and costs	0% to 3.0% p.a. of your account balance invested in the Managed Portfolio. If you do not use a Managed Portfolio service and choose your own investments, this specific fee does not apply. Plus, associated investment fees and costs for underlying investments: (Managed funds, Exchange Traded Funds (ETFs), and Listed Investment Companies (LICs)) may be applicable. Please refer to the relevant accessible financial disclosure documents for full information on investment fees and costs. Plus, Performance Fees may be applicable to the Managed Portfolio and other accessible investments if a particular return is achieved. The relevant product disclosure statement of the investment will provide details on how the performance fee (if applicable) is calculated. Also refer to the Performance fees section for further information.	Calculated daily and deducted monthly from your Managed Portfolio. This is not a direct cost to your account. These indirect costs will be calculated and deducted from your investment before the unit price is calculated.

Other Fees and Charges		
Insurance administration fee	$2.65 per cover type, per month	If you choose to have insurance you will be charged $31.90 for each cover type, per year, that will be deducted at the end of each month.
Family law information fee	$110 per case	Deducted from your account following provision of the information.
Family law split fee	$110 per case	Deducted from your account following processing of the split.

Activity fees for Self-Directed Portfolio

Activity type	Fee amount	How and when paid
Transacting in Australian listed securities	0.22% of transacting value Subject to a minimum of $11.00	Deducted at the time of settlement as part of the total cost (buy trades) or net proceeds (sell trades).
Transacting in international listed securities	0.33% of transacting value Subject to a minimum of $33.00 (AUD equivalent)	Deducted at the time of settlement as part of the total cost (buy trades) or net proceeds (sell trades).
Transacting in managed funds	$22.00 per trade	Deducted at the time of settlement as part of the total cost.
Transacting in foreign exchange	0.55% spread	The spread is incurred at the time of the transaction.

Activity fees for Managed Portfolios

Activity type	Fee amount	How and when paid
Transacting in Australian listed securities	0.22% of transacting value	Deducted at the time of settlement as part of the total cost (buy trades) or net proceeds (sell trades).
Transacting in international listed securities	0.33% of transacting value	Deducted at time of settlement as part of the total cost (buy trades) or net proceeds (sell trades).
Transacting in fixed income securities	0.55% of transacting value	Deducted at the time of settlement as part of the total cost (buy trades) or net proceeds (sell trades).
Transacting in managed funds	$5.50 per managed fund	Deducted at the time of settlement in addition to any other transaction costs.
Transacting in foreign exchange	0.55% spread	The spread is incurred at the time of the transaction.

Information on tax credits

All fees and costs, excluding Adviser Fees, described in the PDS and this Guide are inclusive of any Goods and Services Tax (GST) and net of Reduced Input Tax Credits (RITC) if applicable.

The Fund may receive tax deductions for fees and costs paid. The benefit of any tax deduction received by the Fund in relation to those fees and costs is credited to your account at the time of charging the expense to your account.

Fee changes and differential fees

Should there be a decision to increase fees or introduce a new fee, members will be given at least 30 days' prior notice.

Mason Stevens may negotiate different fees with your employer or groups of clients based on the amount they invest in the Super Fund.

In some instances your adviser's dealer may negotiate reduced administration fees than what is shown in the *Fees and other costs* table. If so, your adviser will set this out in your Statement of Advice. If you choose to change your adviser and/or dealer on your account, it may lead to an increase or decrease in the administration fees you pay, depending on the fee arrangement applicable to you under each adviser and/or dealer, which should be set out in your Statement of Advice from your new adviser and/or dealer.

If you remove the adviser and/or dealer on your account, this may mean the reduced administration fees are no longer applicable to your account, which could lead to an increase in the net administration fees up to the amount disclosed in the *Fees and other costs* table. You may wish to consider the impact this may have on your account when making any adviser and/or dealer changes.

Administration fees and costs

An administration fee includes a percentage-based fee and a flat dollar account keeping fee that are paid to Mason Stevens that is then used to pay for the administration services of the Fund.

Family group linking

Family group linking allows your adviser to link your accounts with those of your immediate family members who also have accounts in the Super Fund. You (on your first account only) and your family members' accounts will also receive a 10% discount on each tier of the administration fee subject to the below criteria:

- Immediate family includes the member's: husband, wife, domestic partner, children, grandparents and siblings
- Immediate family excludes: all others not mentioned above
- The discounted accounts must be advised by the same adviser
- Each account may only belong to one family group
- Family groups are limited to a maximum of 6 accounts,
- The discount applies on your first account only and not on subsequent accounts to which you are the account holder, and
- The minimum family group holding value is $300,000 for the 10% discount on the administration fee to apply. This value is assessed daily.

Expense Recovery Fee

An additional amount will be deducted from your account to cover Fund related expenses. These expenses are an estimate only and include a fee paid to the Trustee for its services, a fee to paid to the Custodian, the Operational Risk Reserve and certain out-of-pocket expenses such as postage and phone costs.

Operational Risk Financial Requirement (ORFR)

The Trustee is required by the Australian Prudential Regulatory Authority (APRA) to maintain adequate reserves to cover potential operational losses. An operational risk is the risk that a super fund may suffer loss due to inadequate or failed internal process, people and systems, or from external events. The ORFR may be drawn upon to assist in compensating members of the fund in the event that an operational risk materialises.

The Trustee has reviewed the potential operational risk losses of the Fund and has determined it prudent to reserve up to 0.25% of the net assets of the Fund within the ORFR. This requirement can be met by a reserve within the Fund and/or Trustee capital. The reserve is also funded through the ORFR levy of 0.03% p.a charged on all account balances up to $1 million. The reserve may also be funded from the Expense Recovery charge, amounts that have been forfeited by members leaving the Fund and any deferment of any fees payable to Mason Stevens.

Investment fees and costs

An investment fee is a percentage-based fee that applies to Managed Portfolios that are available for your investment. These fees are paid to the investment manager for the management of your investments. The investment manager may use these fees to pay other underlying sub investment managers.

If the investment manager is your adviser or the holder of an Australian Financial Services License that your adviser operates under, or a related party, you must agree to the amount of the fee and its deduction from your account to be able to invest in the Managed Portfolio (the amount of the fee cannot be negotiated). If you do not provide consent, you will not be able to invest in the Managed Portfolio.

The investment fees and costs may also be charged by the underlying investments that you access through your superfund (including investments held as part of a Managed Portfolio) such as managed funds, Exchanged Traded Funds (ETFs) and Listed Investment Companies (LICs). Refer to the relevant disclosure documents for details of the investment fees and costs.

Performance fees

The Trustee does not charge Performance Fees but some Investment Managers may charge a fee for any out-performance above the benchmark index applicable to the investment.

Refer to the relevant accessible financial product's disclosure document for full information on investment fees. You may be charged a performance fee when the performance of a Managed Portfolio exceeds a defined level of outperformance for the Managed Portfolio. This fee is a direct charge to your Managed Portfolio.

The methodology for calculating the performance fee may vary depending on the Investment Manager. This section outlines the methodology that generally applies to a Managed Portfolio. If a Managed Portfolio uses a different methodology, this will be disclosed in the relevant Managed Portfolio Disclosure Document and where there are inconsistencies with this Additional Information Guide, the Managed Portfolio Disclosure Document will prevail.

The performance fee stated in the Managed Portfolio Disclosure Document is calculated based on an average of the previous five financial years where the Managed Portfolio has been active for a five-year period. The fee is calculated on an individual portfolio basis and charged to your Managed Portfolio.

The outperformance is the portfolio value at the end of the performance period (after all fees but before performance fees) less the notional value had the investor funds accumulated at the benchmark.

The outperformance must be positive for a performance fee to be paid. Any underperformance of the benchmark is carried forward to future performance periods and must be made up before a performance fee is payable again. Where underperformance of the benchmark is carried forward to a future performance period, the amount of underperformance carried forward will be added on to the benchmark return of that future performance period, and this will form the highwater mark for the portfolio.

Performance periods are half-yearly ending on 31 December and 30 June. Returns exclude any franking credits. The following examples assume a performance fee of 10%.

Performance fee example 1: $500,000 investment

This example uses a portfolio invested for six months assuming:

- the portfolio balance is $500,000 at the beginning of the performance period
- the portfolio balance is $550,000 at the end of the performance period (after all fees but before the performance fee for that period)
- the benchmark returned 6% during the 6-month performance period
- no other capital was contributed into or withdrawn from the portfolio

The outperformance is calculated as:
$550,000 – ($500,000 x 1.06) = $20,000

The performance fee is calculated as:
$20,000 x 10% = $2,000

Performance fee example 2: $100,000 investment

This example uses a portfolio invested for 6 months assuming:

- the portfolio balance is $100,000 at the beginning of the performance period
- the portfolio balance is $95,000 at the end of the performance period (after all fees but before the performance fee for that period)
- the benchmark returned negative 15% during the performance period
- no other capital was contributed into or withdrawn from the portfolio.

The outperformance is calculated as:
$95,000 – ($100,000 x 0.85) = $10,000

The performance fee is calculated as:
$10,000 x 10% = $1,000

Performance fee example 3: $1,000,000 investment

This example uses a portfolio invested for 12 months, across two performance periods, assuming:

- the portfolio balance is $1,000,000 at the beginning of the 12-month period, at the start of the first performance period
- the portfolio balance is $1,040,000 at the end of the first 6-month performance period (after all fees but before the performance fee for that period)
- the benchmark returned 6% during the first performance period
- the portfolio balance is $1,300,000 at the end of the second performance period (after all fees but before the performance fee for that period)
- the benchmark returned 5% during the second performance period
- no other capital was contributed into or withdrawn from the portfolio.

The portfolio's underperformance to the benchmark for the first performance period is calculated as:
$1,040,000 – ($1,000,000 x 1.06) = - $20,000

No performance fee is payable for the first performance period.

The portfolio's outperformance for the second performance period is calculated as:
$1,300,000 – (($1,040,000 + $20,000) x 1.05) = $187,000

The performance fee payable for the second performance period is calculated as: $187,000 x 10% = $18,700

For the avoidance of doubt, where the outperformance in respect of an account is negative at the end of a

performance period (which has ended due to the account being closed), the negative outperformance in respect for that account is extinguished.

It is possible that at the time of the mandate, the Managed Portfolios are new with no performance history, therefore an estimate performance fee cannot be provided. In future periods if the portfolios outperform the benchmark, a performance fee will be incurred according to the above calculation methodology.

Buy-sell spread

When members make investments in or withdrawals from a unitised fund, the fund may need to buy or sell assets. The buy-sell spread is the cost associated with the purchase (or sale) of these assets in connection with your purchase or withdrawal of units in the fund. It is not a direct cost when investing in the Super Fund. However, underlying investments held in Managed Portfolios or Self-Directed Portfolios may incur buy-sell spreads and you should read the relevant PDS to understand those costs.

Transaction costs

Transaction costs are costs associated with the sale and purchase of assets of the superannuation entity other than costs that are recovered by the superannuation entity charging buy-sell spreads. Some Managed Portfolios (and managed funds) will disclose an estimated transaction costs in the Managed Portfolio Disclosure Document. The transaction costs of a portfolio may include costs incurred in the buying or selling of certain assets held in the portfolio including brokerage costs, settlement costs (including settlement related custody costs), clearing costs, registration fees, bank charges, Government taxes, stamp duty (if applicable) and the bid/ask spread on fixed income securities bought and sold at market. These costs are paid out of the assets of the Managed Portfolio and are not a direct charge to your account. These costs differ from Activity Fees which are direct charges to your account and visible through the online portal.

For the transaction costs associated with a managed fund, please refer to the relevant PDS for full information.

Cost of Product for 1 year

The cost of product gives a summary calculation about how ongoing annual fees and costs can affect your superannuation investment over a 1-year period for all superannuation products and investment options. It is calculated in the manner shown in the Example of annual fees and costs. The cost of product information assumes a balance of $50,000 at the beginning of the year. (Additional fees such as a buy-sell spread may apply: refer to the Fees and costs summary for the relevant superannuation product or investment option.)

You should use this figure to help compare superannuation products and investment options.

The cost of product information relates only to gaining access to the accessible investments made available via the Fund and does not include the ongoing fees and costs that relate to investing in the accessible investments that are not deducted from your cash account and it does not consider the Cash Administration Fee. Administration fees and costs vary depending on the investment option you select.

Superannuation Product or Investment option	Cost of Product
Mason Stevens Super	$448.00

How super is taxed 7

The taxation of super can be complex and can also change on a regular basis. Super has a range of tax concessions in order to provide incentives for members to contribute towards their retirement.

Tax can be charged on:

- any contributions you make
- any investment earnings earnt, and
- any lump-sum withdrawals you make.

This section provides a high-level summary of the key considerations as at the date of this Guide and relates to the financial year 1 July 2025 to 30 June 2026. We recommend you seek taxation advice before deciding to invest or any other decision that may have a tax consequence on your account. Please refer to the ATO website for further information, ato.gov.au/super.

Tax on contributions

Contribution type	Comments	Tax rate
Concessional (pre-tax) contributions	The general concessional contribution cap is $32,500 for all individuals. For further information, go to ato.gov.au.	Concessional contributions are generally taxed at 15%. If the contribution cap is exceeded, the rate charged is the top marginal rate plus the Medicare Levy.
Non-concessional contributions	The non-concessional contribution cap is $130,000 for all individuals, or $390,000 over a three year period. Non-concessional contributions are made from after-tax money. The contributions that make up non-concessional are: » personal after tax contributions » personal contributions for which you are not claiming a tax deduction » spouse contributions (from after tax money) into your account, and » contributions made with proceeds from the sale of small business assets that are more than the CGT cap.	The Fund generally does not pay tax on contributions made from after-tax money including personal after-tax contributions and spouse contributions. However, there are limits (caps) that apply to these contributions. If you exceed the concessional contributions cap, any excess concessional contributions will also be counted against the non-concessional contributions cap. Non-concessional contributions in excess of this limit will be taxed at the top marginal rate.

Excess Contributions Tax

It is your responsibility to ensure that any contributions made to your super account are within the relevant contribution caps set by the Government. If your contributions exceed the allowable caps within a financial year you may have to pay excess contributions tax. For further information regarding the contribution caps visit the ATO website, ato.gov.au.

High Income Earner Tax

If you earn more than $250,000 you may be subject to an additional 15% contributions tax on non-excessive concessional contributions (“High Income Earner Contributions Tax”).

If you are subject to this tax you will receive a Division 293 assessment from the ATO and the tax levied must be paid within 21 days. The ATO will issue you with a release authority. On receipt of this authority you should send this to the Administrator (Member Services) so that the funds may be released within 30 days. Alternatively, you can choose to pay the tax yourself.

Division 296 Tax

From 1 July 2026, Division 296 imposes an additional tax on superannuation earnings attributable to the portion of an individual's total superannuation balance (TSB) exceeding the large super balance threshold, set at $3 million for the 2026–27 financial year. An additional 15% applies to earnings attributable to the balance between $3 million and $10 million, and an additional 25% applies to earnings attributable to the balance above $10 million (the very large super balance threshold). Both thresholds are indexed to CPI, in $150,000 and $500,000 increments respectively. The tax is assessed by the ATO against the individual member, not the fund, and is separate from and in addition to existing superannuation taxes.

Division 296 applies to an individual's total superannuation balance across all funds, including accumulation and retirement phase interests. Earnings are calculated using normal tax principles, meaning only realised gains are captured; unrealised gains are not subject to the tax.

The first assessment relates to the 2026–27 year, measured on the member's TSB at 30 June 2027; for later years, the greater of the member's start- and end-of-year balances is used. Members may elect to pay any liability personally or from their superannuation interest. Members who may be affected should consider obtaining personal financial advice.

No TFN tax

You are not required by law to provide your Tax File Number (TFN). However, the Trustee requires your TFN to match within the ATO client register to validate your member details. The Administrator **will not be able to accept your application without a valid TFN**. If it is later found that your TFN was incorrectly provided, the Trustee will be required to refund non-concessional contributions from your account, and deduct an additional tax at the rate of up to the highest marginal tax rate plus Medicare Levy from your concessional contributions.

Tax on investment earnings

Investment earnings	Comments
Investment earnings (including realised capital gains)	The rate is 15%, however the rate may be lower due to tax credits or other tax rebates. Tax on investments earnings includes: » interest earnings » capital gains on managed investments when they are sold or redeemed » distributions, coupons and dividends from securities » gains made from the sale of fixed income securities, and » gains made from the sale of foreign exchange. Investment earnings supporting account based pension accounts are not subject to tax. However, investment earnings supporting transition to retirement pensions are subject to tax.

Each time securities are sold you may trigger a capital gains event, which may result in a taxable capital gain or a loss.

If you have a realised capital gain and have held the security for 12 months or less, tax will be withheld at a rate of 15% of the amount of any realised capital gain (nil for pension accounts). If you have held the security for greater than 12 months, the CGT discount will apply and the tax withheld will be 10% of any capital gain (nil for pension accounts). If you have carried forward capital losses in your account from previous transactions the tax withheld may be further reduced.

If the disposal of securities has resulted in a capital loss this may reduce the tax payable on any capital gains you may have in the relevant financial year. If you have assessable current year capital gains at the time of incurring the loss you will be able to offset your capital losses. This amount will be credited to your Self-Directed Portfolio after the end of the financial year. If you have no assessable capital gains in the current year, the capital loss will be carried forward in your account and may be used to offset capital gains in future years.

Any tax payments applicable to your account will be deducted from your SDP.

You are required to ensure that you have sufficient cash available to meet any deductions or expenses (see the section *How to open an account - maintaining a minimum cash balance*.

Tax adjustments are made for distributions you received during the year. Product issuers, such as fund managers, provide us with the relevant tax component information after the end of each financial year at which time we will make an adjustment (if applicable) to the tax charged to your account. The value of your account will then reflect any franking credits and tax-free amounts (such as discount on capital gains distributions) and tax-deferred distributions that are applicable to your account. Franking credits received on dividends are credited to your account when received.

If you close your account, other than by transferring to another account or product in the Fund, you may not receive the benefit of any tax adjustments that have not yet been processed. You will also forfeit any carry-forward capital losses that have resulted from transactions in your investments, as well as any outstanding dividends or distributions and their associated tax adjustments. Any tax credits or any other distributions received on your behalf below $20 will be retained by the fund and paid to the expense reserve of the Fund. Any values over $20 will be transferred to your last known fund as a second benefit. Any lump sum payments will be paid to the same nominated bank account.

Tax rebates on tax deductions

The Fund may be entitled to tax deductions for certain fees and costs incurred. Any tax benefit received by the Fund in relation to these fees and costs will be credited to your account at the time the fees are applied. This means that when fees are deducted from your account, the Fund will pass on the benefit of any applicable tax deductions by reducing the effective cost to you.

Claiming tax deductions for your contributions

You may be eligible to claim a tax deduction for personal contributions you made after your account is opened, depending on your age and level of taxable income. If you are eligible and intend to claim a deduction on some or all of your personal contributions you must give a notice of intent to claim a tax deduction to us within certain timeframes. You can do this by completing a Notice of intent to claim form, available online or from your adviser.

The notice must be submitted before you lodge your income tax return (for the year in which the contribution was made), and before the end of the financial year following that in which the contribution was made. You may vary an earlier notice in certain circumstances but only to reduce the amount you intend to claim. You can also use the Notice of intent to claim form to vary an earlier notice.

A notice of intent to claim a tax deduction or to vary an earlier claim will be invalid and will not be able to be accepted by us if:

- all or part of the contribution has been claimed through a prior valid notice
- at the time you submit the notice, you are no longer a member of the Fund
- at the time you submit the notice, we no longer hold the contributions (this can occur where you have partially or fully withdrawn or rolled over the amount from your account after making the contributions)
- at the time you submit the notice, you have partially or fully rolled over the contributions to a pension and commenced the pension, or
- you have applied to split the contributions with your spouse (and we have accepted your application).

All personal contributions made into your account are initially processed as non-concessional contributions. Upon receiving a valid deduction notice that we are able to accept under tax law, the applicable contributions tax will be deducted from your account and an acknowledgement of your notice will be sent to you. Please ensure you have sufficient available cash in your Self-Directed Portfolio to allow us to process the deduction notice. You should obtain professional tax advice if you are considering claiming a deduction for your contributions.

To find out more about claiming a deduction on your personal contributions, or for information on other types of contributions you may be eligible to make, please go to ato.gov.au/super.

Tax on withdrawals

If you make a lump sum withdrawal, part or all the withdrawal may be taxed depending on your age. The tax rate depends on whether you have reached your preservation age. If you have not reached your preservation age you must be able to meet a condition of release to make a withdrawal. Tax is withheld at the time of making taxable pension payments and lump sum withdrawals.

The information below is correct as at the date of publication. For additional information regarding the contribution caps please refer to ato.gov.au.

Withdrawal (lump sum)	Comments	Tax rate
Withdrawal (lump sum): Taxable component	Up to 60 years of age:	20% plus the Medicare Levy
	60 years of age and over:	Nil
Withdrawal (lump sum): Tax-free component	No tax is payable	Nil

Tax on Pension Payments

The taxation of pension payments is determined by the member's age. For members over the preservation age, pension payments are generally exempt from tax. For members under the age of 60, pension income may be subject to tax at the individual's marginal tax rate, in addition to the Medicare Levy. This liability may be reduced by any tax-free components to which the member is entitled. Any applicable tax is withheld from regular pension payments and remitted directly to the Australian Taxation Office (ATO).

Tax on the assessable portion of pension income, the component derived from contributions for which a tax deduction was previously claimed, will generally be reduced by a 15% tax offset. This offset applies only to the taxable component of your pension payments.

Insurance in Super 8

A range of flexible insurance arrangements is offered for you in the super phase that can be tailored with your adviser to suit your needs.

You can apply for the following types of cover through the Fund:

- Personal insurance for death
- Total and Permanent Disablement (TPD), and
- Income protection cover

Your insurance cover is offered by registered life insurance companies as determined by the Trustee from time to time.

The suitability of insurance cover available to you through the Super Fund depends on your personal circumstances and objectives. Neither the Trustee nor Mason Stevens is able to provide personal financial advice to you in relation to insurance cover. You must consult an adviser before applying for insurance cover.

The following insurance companies are offered:

AIA	**Priority Protection for Platform Investors** Contact AIA Adviser Services 1800 033 490 AIA Customer Services 1800 333 613 **aia.com.au**	
TAL	**Accelerate Protection for Investment Platform** Contact TAL Adviser Services 1300 286 937 TAL Customer Services 1300 209 088 **tal.com.au**	
Zurich	**Wealth Protection** Contact Zurich Adviser Services 1800 500 655 Zurich Customer Services 131 551 **zurich.com.au**	

Applying for personal insurance

You can apply for death, TPD and income protection cover insurance under a personal insurance policy as determined by the Trustee from time to time. Insurance is provided through an individual agreement (individual policy) between the Trustee and the relevant insurer. The Trustee will be the owner of the individual policy.

How do you obtain personal insurance cover?

When obtaining personal insurance, you:

- must be in the super or TTR phase of the Fund or in the process of completing an application to become a member of the super or TTR phase of the Fund. Please note, for policies held during TTR phase, this policy must be held via the accumulation account
- can only select an insurance policy issued by an insurer which is available via the Fund as determined by the Trustee from time to time, and
- must complete the insurer's application form.

You and your adviser should determine your insurance needs and whether the insurance cover offered under a personal insurance policy is suitable for you. You should consider the applicable product disclosure statement for information about insurance costs and other terms and conditions. You can obtain the product disclosure documents free of charge for the available personal insurance policies from the relevant insurer or your adviser.

The personal insurance policies available through the Super Fund have been determined as suitable for super (that is, they can provide cover only for death, TPD, income protection or other circumstances permitted under super legislation). This does not mean that the Trustee considers that the personal insurance policies available via the Fund are suitable for your personal situation or needs, or that the performance of the relevant insurer or personal insurance policy is guaranteed. Before applying for insurance cover under a personal insurance policy, you should carefully read the applicable product disclosure document which sets out:

- important information about the insured benefits provided
- the cost of cover
- the terms and conditions of those benefits, and
- exclusions and restrictions on the payment of those benefits.

The Trustee reserves the right to change or add to the conditions applicable to personal insurance cover available via the Fund from time to time. You will be notified of any new or different conditions involved in applying for personal insurance cover. If the Trustee agrees to own the policy, the Trustee will hold it on your behalf (i.e. you are not the owner or holder of the insurance policy). This means, in the case of your death that the claim will need to be submitted to the Trustee. The Trustee will then distribute any payments to your nominated beneficiaries.

Cover under that policy will commence only after the relevant insurer has accepted your application and the corresponding policy documentation has been issued to the Trustee in terms acceptable to the Trustee. Once accepted, your adviser will provide you with a copy of your insurance policy. The level and amount of cover you obtain as well as the range of costs involved, is for you to determine when choosing the relevant policy and insurer. Likewise, the terms and conditions of the cover (including eligibility, entitlement, exclusion, cancellation and other conditions) will depend on the policy you choose so we cannot provide you with any information on these matters.

What happens after the policy commences?

Once accepted, your adviser will provide you with a copy of your insurance policy. The level and amount of cover you obtain as well as the range of costs involved, is for you to determine when choosing the relevant policy and insurer. Likewise, the terms and conditions of the cover (including eligibility, entitlement, exclusion, cancellation and other conditions) will depend on the policy you choose so we cannot provide you with any information on these matters.

Once the policy commences, any insurance costs payable under the policy will be deducted directly from your SDP. Other fees and costs including insurance related costs, i.e. an insurance administration fee will apply (refer to the *Additional explanation of fees and costs* section for more information).

The Trustee's relationship with individual insurers

The Trustee has selected the personal insurance policies, considering several factors including:

- features of the products, including the range of available benefits
- arrangements involving the cost of insurance (for example, flexibility and pricing), and
- the insurer's reputation, claims history and financial strength.

Additional information you need to know about individual insurance

You will need to carefully read and fully understand all the disclosure information and terms and conditions about your chosen policy issued by the relevant insurer (including the policy document itself). Your adviser will provide you with the relevant disclosure information and you should consider this information. Please note, an insurance administration fee will apply to members who elect to take out an insurance policy with the Fund.

Risks in Super 9

All investments have a certain amount of risk. You must be prepared for the risk that you lose money on your investment or your investment does not meet your investment objectives.

A diverse range of investments and strategies across multiple asset classes is offered. As such the investment return, and level of risk, will differ for each investment or strategy chosen. Generally, investments that have the potential for higher long term returns may also carry a greater level of short term risk.

You and your adviser are responsible for selecting the investments you hold. Neither the Trustee, Mason Stevens nor any of their associated entities guarantees the performance of any investment choice and are not liable for any loss or damage you may incur as a result of you deciding to invest in, or withdraw from, a particular investment.

Before you make an investment decision, it is important that you obtain personal advice about your financial circumstances and understand the risks that can affect your investment. Some of the potential risks associated with investing are listed below. The risks identified are not meant to be exhaustive as it is not possible to identify every risk factor associated with investing. The appropriate level of risk for you will depend on various factors including your age, investment timeframe, other investments you may hold, and your level of risk tolerance. Your adviser will advise you of the relevant risks associated with your investment strategy.

Fund risk

Risk Type	Meaning
Fund risk	The Fund could be terminated, fees and charges and investment options could change or the Investment Manager of the Fund may retire.
Investment manager risk	The risk that the Investment Manager, or the outsourced investment manager may not achieve their stated investment objectives or underperform at any stage of an investment cycle. Changes in the key investment team may impact returns or the management of risk. As noted earlier, investment functions may be outsourced to a number of investment managers, including your adviser or their related companies for specific financial products or strategies. These investment managers will be approved by the Trustee on the basis of a due diligence selection process.
Performance risk	The amount of a person's future super savings (including contributions and returns) may not be enough to provide adequately for a person's retirement.
Third party risk	The risk that information and services provided by third parties such as sub-custodians and other service providers have not been provided correctly. Procedures are in place to address risks associated with outsourcing, such as having comprehensive service agreements with service providers. If a service provider advises of an error which is material, it will generally be communicated to you or your adviser (or both) even if it has been corrected.
Operational risk	Disruptions to administrative procedures or operational controls may challenge day to day operations. Adverse impacts may arise internally through human error, technology or infrastructure changes or through external events such as regulatory changes.
Legislative risk	A change in the Government, or in the Government's policy can result in tax and other legislative conditions in Australia which may adversely affect the performance of the portfolio. Specifically, changes to negative gearing, franking credits, capital gains tax, super law and regulations, trusts, and other tax deduction/ legislation changes can all significantly impact on the returns and values of investments held by the various portfolios and in turn the net returns to the investor.
Counterparty Risk	This is the risk that a counterparty to a contract fails to meet its obligations to honour that contract. This risk arises in relation to such parties as the custodian and clearing exchanges.
Insurance claim risk	When applying for insurance cover, if you don't comply with your duty of disclosure, the insurer may avoid the policy and not pay your claim. If the insurer does not avoid the policy but is entitled to, it may elect to reduce the sum for which you have been insured.

Risk Type	Meaning
Investment risk	All investments have a level of risk. The general expectation is that a high-risk investment offers a higher expected return on investment. Investment risk may result in performance less than you expect or the loss of some or even all the capital invested or reduction in or no income and possible delays in repayment. Whilst it is the intention of the investment manager to implement strategies designed to minimise potential losses, there can be no assurance that these strategies will be successful.
Advice risk	The risk that your adviser may recommend a strategy or investment that's not appropriate for you or they have provided delayed or inaccurate instructions.
Company or security risk	Risks which could affect the value of a specific security, such as a fall in the profit performance of a company, may impact adversely on its market price and may also affect the interest rate it must pay to borrow funds, which in turn, can affect the value of its securities.
Inflation risk	The risk your investments may not keep pace with inflation with the result that over time your money has less purchasing power.
Market risk	Unexpected conditions (i.e. economic, technological or political) can have a negative impact on the returns of all investments within a market. General movements in local and international stock markets, prevailing and anticipated economic conditions, investor sentiment, interest rates and exchange rates could all affect the value of listed securities and the investment returns.
Diversification risk	The failure to adequately diversify between asset classes, securities and sectors may significantly increase risk.
Counterparty risk	The risk that a counterparty to a contract will fail to perform contractual obligations (e.g. default in either whole or part) under the contract. Counterparties may include, among others, brokerage and trading firms and banks.
Time horizon risk	There is no assurance that at any time, particularly in the short term, the portfolio will achieve the investment objectives. Many of the underlying assets may be volatile particularly over the short term. Many portfolios are more suitable for medium to long term investors and are not designed for short term investment.
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 losses in value and falls in interest rates may lead to rises in value.
Derivatives risk	The use of sophisticated financial products such as derivatives has the potential to cause losses that are large in relation to the amount invested. Some managed funds use derivatives and this may imply some embedded leverage that could under some circumstances, magnify losses. The cost of using this type of financial product may also reduce returns.
Foreign currency risk	The risk that a portfolio may make a loss when the exchange rate rises or falls. This may occur if a portfolio has any exposure to foreign currency assets or liabilities. Even if hedging is used to reduce the risk, there can be no guarantee that the currency exposure of a portfolio will be hedged always and there still might be residual exposure to foreign currency risks.
Liquidity risk	The risk that certain investments in your account or portfolio may not be able to be sold when you require. In the case of unlisted fixed income investments this may be due to the risk that the size of your holding in that security may be below the minimum market parcel. Liquidity risk may prevent you from rolling over all your benefit to another super fund in a timely manner.
Credit risk	Any change in the market perception of the creditworthiness of an issuer or to any security of that issuer, or the credit rating of the issuer or any security of that issuer, may affect the security's value.
Climate change risk	There is risk that the value of your investment may fall as a result of climate changes, or changes to legislation or restrictions regarding fossil fuels. It is therefore important you consider long term climate and environmental factors when you and your adviser select investments.

Standard Risk Measure

The Standard Risk Measure (SRM) applies to managed funds, and has been developed by the Association of Super Funds of Australia (ASFA) and the Financial Services Council (FSC) at the request of the Australian Prudential Regulation Authority (APRA).

The purpose of the SRM is to disclose the level of risk for a particular managed fund by using a standard measure. It allows members to compare investments both within and between funds based on the likely number of negative annual returns over any twenty-year period.

As shown below, a risk band of 1 would suggest that the investment is the least risky investment and a risk band of 7 suggests a very risky investment.

By using the SRM you will be able to compare risk of managed funds and Managed Portfolios offered within the Fund and other funds offered by different super providers. Please refer to the PDS of the relevant managed fund or Managed Portfolio Disclosure Document (MPDD) for the SRM applicable to the managed fund or Managed Portfolio.

Risk band	Risk label	Estimated number of negative 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

Additional information 10

Privacy

By completing your application form, you are providing the Trustee, Mason Stevens and the Administrator with personal information. They may also collect your personal information to verify your identity as part of the application process. Any personal information obtained is collected, stored and disclosed to third parties in accordance with the *Privacy Act 1988* (Cth), the Australian Privacy Principles (APPs) and the Administrator's Privacy Policy accessible at masonstevens.com.au/privacy-policy.

Personal information collected include but are not limited to the following:

- Your name
- Contact details (such as your address, telephone numbers and email address)
- Date of birth
- Tax File Number
- Gender
- Bank account
- Investment details.

The *Anti-Money Laundering and Counter Terrorism Financing Act 2006* (**AML/CTF Act**) may also require the collection of additional personal information from you.

Why is your personal information collected?

Your personal information is collected in order to:

- provide you with financial products and services
- administer products and services, such as establishing and maintaining records, provide regular reporting and communication
- process transactions, applications, claims and requests in relation to our products and services
- identify your identity in accordance with the AML/CTF Act
- identify your identity in order to prevent fraud
- let you know about other financial products or services that we may offer, and
- comply with super, taxation and other applicable laws and regulations.

The information collected from you is strictly confidential. Unless you choose to opt out, the Administrator or Promoter may also send you educational or marketing material about new products or services or other opportunities. You may contact the Administrator at any time to request this material not be sent.

Who is your personal information provided to?

There are some instances where the Administrator may exchange your personal information with external entities or service providers, including:

- Government or regulatory bodies to fulfil its legal requirements (for example, disclosure to enforcement bodies such as the Australian Securities and Investments Commission (ASIC), the Australian Taxation Office (ATO) and the Australian Transaction Reports and Analysis Centre (AUSTRAC)
- Pursuant to a court order, and
- Agents and external service providers, (such as registry providers, printing companies, external consultants) to assist the Administrator in providing you with financial products and services.

Steps are taken to ensure that the Trustee, Administrator, Mason Stevens, their agents and external service providers keep your personal information confidential and that the information is only used for the purpose that is authorised. Those parties must undertake to comply with the Trustee's confidentiality requirements under privacy law. This also includes where the Administrator (an external service provider) may perform some of its duties outside of Australia.

Continuous disclosure updates and important information

From time to time we may update the information in the PDS or in this Guide and upload details of these updates online at masonstevens.com.au/super.

Accessing your personal information

You may request access to the personal information that is held. Your right of access is subject to some exceptions. If it is not possible to give you access the Administrator will endeavour to explain why.

Anti-money laundering and counter-terrorism financing

In accordance with the AML/CTF Act, the Administrator is required to collect information with respect to the identity of all applicants (including any third parties) in order to determine the beneficial owners of all accounts. As such you may be required to verify your identity and source of your application monies before providing services or before making a benefit payment to you, and to re-identify you if it is considered necessary to do so. Where you supply documentation as requested the Administrator will keep a record of this documentation for seven years. If you do not provide the requested documentation there may be a delay in processing your account opening or benefit payment, or possible suspension of an opened account.

Under the provisions of the AML/CTF Act, the Administrator also has the right to not provide a designated service to you in certain circumstances.

Complaints

If you have a concern or complaint, please tell us by contacting us on the details below so that we can investigate and try to resolve the matter.

The Complaints Officer
Mason Stevens Super
Level 26, 420 George Street,
Sydney NSW 2000

P: 1300 491 766
E: wealth@masonstevens.com.au
W: masonstevens.com.au/super

We will do everything we can to resolve your complaint as quickly as possible. If your complaint has not been resolved to your satisfaction or has not been dealt with within 45 days (or 90 days for complaints in relation to a death benefit), you can lodge a complaint with the Australian Financial Complaints Authority (AFCA). AFCA provides fair and independent financial services complaint resolution that is free to consumers. Time limits may apply to lodge a complaint with AFCA. AFCA can be contacted on the details below:

W: afca.org.au
E: info@afca.org.au
P: 1800 931 678 (free call)
A: GPO Box 3, Melbourne VIC 3001