

1 July 2010

Letter of compliance & how to make contributions into the **australianethical** Retail Super Fund

Dear Employer,

**australianethical** super provides an ethical super option where we seek out investments that align with the **australianethical** Charter. We believe that contributing your employees' super into **australianethical** can benefit your business by:

- developing your status as an employer of choice
- increasing staff satisfaction
- demonstrating leadership and commitment to society and the environment.

The **australianethical** Retail Super Fund is a complying super fund. The Certificate of Compliance and our registration details are attached. The **australianethical** super fund is eligible to accept employer contributions and be nominated as a default fund.

### Making contributions

Employers can make contributions to the fund by setting up an online employer login by contacting us on 1300134 337. You can use our secure online access to: make contributions for employees; export files from your payroll system; search, view and edit employee details; view recent contributions and view and update your employer details.

Contributions can also be made by completing the *Ongoing employer contribution form* each time you make super contributions on behalf of your employees.

You can also make ongoing contributions using the Australian Government Small Business Superannuation Clearing House (the Clearing House) a free service open to small businesses with less than 20 employees. Registration for the clearing house service has now commenced and the full Clearing House service will be available from 1 July 2010. Small businesses can now register for the service online. Details on how to register can be found at [www.medicareaustralia.gov.au/super](http://www.medicareaustralia.gov.au/super) or by calling Medicare Australia on 1300 660 048.

### Nominating **australianethical** as your super fund

You can also select **australianethical** as your employer nominated super fund by completing the *Application form - Employers* located in the product guide (PDS). This means that your employees' super will go into our fund unless they elect otherwise. You will need to provide each of your employees with a copy of our PDS (we can send you as many as required) for them to complete the *Application form - Individuals*.

You can then make ongoing contributions using the online employer login, by calling us on 1300 134 337, by completing the *Ongoing employer contribution form*, or if eligible the Clearing House.

Send forms to:  
Australian Ethical Retail Superannuation Fund  
PO Box 1916  
Wollongong NSW 2500

We look forward to working with you.



Philip George  
Head of Client Services and Product

## AUSTRALIAN ETHICAL RETAIL SUPERANNUATION FUND

ABN 49 633 667 743  
SFN 4794/449/82  
SPIN AET0100AU  
RSE License Number L0001441  
Registration Number R1 004731

### CERTIFICATE OF COMPLIANCE

Pursuant to Section 25 of the Superannuation Guarantee (Administration) Act 1992

This Certificate is to confirm that the above fund:

- is a regulated fund within the meaning of Section 19 of the Superannuation Industry (Supervision) Act 1993;
- will be conducted as a complying superannuation fund, within the meaning of Section 42(1) of the Superannuation Industry (Supervision) Act 1993, and the Trustee intends that the Fund continues to be maintained as a complying superannuation fund;
- is not subject to a direction by the Australian Prudential Regulation Authority not to accept contributions under Section 63 of the Superannuation Industry (Supervision) Act 1993.

This certificate has been issued by Australian Ethical Superannuation Pty Ltd in its capacity as Trustee of the Australian Ethical Retail Superannuation Fund.

Dated the 25th day of May 2006.

Signed on behalf of

AUSTRALIAN ETHICAL SUPERANNUATION PTY LTD



Director