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**EMPLOYERS - BE SURE YOU HAVE MET YOUR SG OBLIGATIONS FOR THE 1 JANUARY TO 31 MARCH 2008 QUARTER BY:**

- \* Sending your contributions by cheque in an express post envelope by 22 April or
- \* Sending payment via EFT by 22 April ensuring confirmation of payment is sent to rei.conts@mercer.com
- \* Or, if registered through Mercer Spectrum remitting contributions by 22 April

Please ensure any new members not already advised have a completed Membership Application Form included, or if they are existing members of the Fund joining you from a different employer, a Transfer Between Employers form, accompanying your payment.

If completed member details do not accompany your payment, or if your cheque is not signed or the cheque amount does not equal your contribution return amount, we cannot guarantee processing by 28 April.

All forms are available on the website [www.reisuper.com.au](http://www.reisuper.com.au) or by phoning 1300 134 433. Forms can also be faxed to 08 8110 3495.

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**TAX FILE NUMBERS**

As from 1 July 2007, all new employees need to complete a Tax File Number (TFN) Declaration Form. You are required to pass on your employee's tax file number to Rei Super within 14 days of receiving the form or when you make your first payment, whichever occurs last. Therefore if you submitting contributions without a TFN, you may receive a penalty from the ATO.

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**EMPLOYER ADMINISTRATION MANUAL**

We have recently updated the Employer Administration Manual which is given to new employers to Rei Super. If you would like a copy please email [mso@reisuper.com.au](mailto:mso@reisuper.com.au)

**Disclaimer**

The information contained in this newsletter does not constitute financial product advice. However, to the extent that the information may be considered to be general financial product advice, Rei Super warns that we have not considered any individual person's objectives, financial situation or particular needs. Individuals need to consider whether the advice is appropriate in light of their goals, objectives and current situation. Members and employers should obtain a copy of the appropriate Product Disclosure Statement and read the terms and conditions before making any decisions.

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