

# Employer Application form



## ONLY COMPLETE THIS FORM IF YOU DO NOT HAVE AN EMPLOYER ACCOUNT WITH REI SUPER.

Follow the Steps 1 to 4 below to complete this Employer Application Form, and send it to: REI Super, GPO Box 4303, Melbourne VIC 3001.

Before you sign this application form, the Trustee is obliged to give you a full copy of the Product Disclosure Statement (PDS) and the Financial Services Guide for the Fund (FSG). The PDS is a summary of the important information relating to the Fund. The PDS will help you to understand the product and decide if it is appropriate for your needs. The latest version of the PDS has a publication date of 1 July 2024. If this application form is not accompanying a copy of the PDS, go to [reisuper.com.au](https://reisuper.com.au) or call us on 1300 13 44 33 to obtain a copy. If you need help or would like to discuss your superannuation arrangements, please contact us on 1300 13 44 33.

### ▶ STEP 1: PURPOSES OF THIS FORM

This *Employer Application Form* can be used to (please tick the relevant box below):

Apply to become a new Participating Employer in REI Super  
This application is only to be completed if you are joining REI Super as a Participating Employer for the first time.  
Do NOT use it to add new Members joining the Fund.

OR FOR

Existing Participating Employers  
To advise REI Super of a change of employer details (e.g. change of business name, address, contact person).

Employer code:

### ▶ STEP 2: EMPLOYER DETAILS

Employer name

Trading name

ABN

Postal address

Suburb

State

Postcode

Business website

Contact person

Contact telephone number

Facsimile

( )

( )

Email address

If you provide your email address, we may use this to provide you with Fund communications where appropriate.

Current number of employees joining REI Super:

Please send all relevant REI Super Member Applications or Transfer Forms with your Employer Application.



# Employer Application Form cont...

## ▶ STEP 3: EMPLOYER AGREEMENT

To the Trustee, REI Superannuation Pty Ltd (ABN 68 056 044 770):

The Employer hereby makes application to join REI Super to become a Participating Employer of the Fund as established by the Trust Deed.


If accepted as a Participating Employer, the Participating Employer:

- a) agrees that it has received a copy of both the Fund's latest PDS and FSG, and
- b) acknowledges that it has read and understood REI Super's Privacy Policy available at [reisuper.com.au](https://reisuper.com.au), and
- c) agrees to be bound by the terms and conditions of the Trust Deed#, and
- d) agrees to make contributions to the Fund on a regular basis in accordance with the Trust Deed#, and
- e) acknowledges that the Trustee Directors, with the exception of any Independent Directors, are elected by the Members of the Fund.

# Note that the REI Super Trust Deed only requires that employers make contributions consistent with the Superannuation Guarantee (SG) legislation.

I understand and consent to my information being collected, disclosed and used in the manner set out in this form.

Signature of Employer representative



Date

/  /

Position of Employer representative

## ▶ STEP 4: PAYING CONTRIBUTIONS TO REI SUPER

### Electronic data and contributions

Employers must now remit contributions electronically. How do you intend to make contribution payments to REI Super?

- Employer Portal** – the Clearing House accessible online at [reisuper.com.au](https://reisuper.com.au).  
Please send me the relevant information.
- Your own payroll software or another clearing house.
- Small Business Superannuation Clearing House**  
Please go to [sbsch.gov.au](https://sbsch.gov.au) for details.

Please ensure you have completed an email address in Step 2, as this is needed for your login information.

## ▶ READY TO SEND US YOUR FORM?

Once you have completed and signed this form, please either:

**Post: GPO Box 4303 Melbourne VIC 3001**

**Email: [admin@reisuper.com.au](mailto:admin@reisuper.com.au)**

## ▶ WE'RE HERE TO HELP

If you need any assistance with filling out this form, or have any questions about super, please feel free to call us on **1300 13 44 33**.

