

# Employer Contact Form



Please complete the sections below and return to:  
**PO BOX 666, CARLTON SOUTH, VIC 3053**  
Alternatively, complete the online form at [firstsuper.com.au/join](https://firstsuper.com.au/join)

Please complete this form with **CAPITAL LETTERS** and a blue or black pen.

## Section 1 | Employer details

Business name

ABN or ACN

Trading address

Town/Suburb/City

State

Postcode

Postal address (if different from above)

Town/Suburb/City

State

Postcode

Website (if applicable)

Number of employees working for the business:

Full time

Part time

Casual

**Will First Super be your Employer Default Fund under Super Choice?**

Yes

No

Who is your most senior person (CEO, General Manager, etc)?

Full name

Position

## Section 2 | Employer contact details

### Contact Person 1.

Given name(s)

Surname

Position

Telephone

Email

Mobile

### Contact Person 2.

Given name(s)

Surname

Position

Telephone

Email

Mobile

### Communication preference

Please indicate your preferred method of contact and provide details if different from above.

<input type="checkbox"/> Email	
<input type="checkbox"/> Telephone	
<input type="checkbox"/> Mail	
<input type="checkbox"/> Face to face	

When is the most suitable time to contact you?

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> AM	<input type="checkbox"/> PM
---------------------------------	----------------------------------	------------------------------------	-----------------------------------	---------------------------------	-----------------------------	-----------------------------

### Section 3 | Contribution payments

Contribution payment frequency:

<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly
---------------------------------	--------------------------------------	----------------------------------	------------------------------------

#### First Super Clearing House

First Super Clearing House\* allows you to make contribution payments to multiple funds in one transaction.

Would you like to register for the First Super Clearing House?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, we will send you a copy of the Clearing House Product Disclosure Statement to complete.
-----------------------------	------------------------------	---

What other main super funds do you contribute to on behalf of your employees?

Example: CBUS

1. <input type="text"/>	4. <input type="text"/>
2. <input type="text"/>	5. <input type="text"/>
3. <input type="text"/>	6. <input type="text"/>

### Section 4 | More support for your business

<input type="checkbox"/> I would like my local First Super Coordinator to contact me and arrange a workplace visit (free of charge).	<input type="checkbox"/> Please send me copies of the First Super Product Disclosure Statement.
<input type="checkbox"/> I am interested in running an information session on superannuation and retirement planning for my employees (free of charge).	<input type="checkbox"/> Please send me copies of the First Super Allocated Pensions Product Disclosure Statement.

### Section 5 | Sign the form

<input type="checkbox"/> I have read and understand the Privacy Policy which can be viewed at <a href="https://firstsuper.com.au/privacy-policy">firstsuper.com.au/privacy-policy</a> and consent to my personal information being collected, disclosed and used as described in that Policy.
---

Please sign here

<input type="text"/>	Date (DD/MM/YYYY) <input type="text"/>
----------------------	---

\*First Super's Clearing House is managed by Super Benefits Administration Pty. Ltd (SBA) (ACN 098 637 659). SBA is a provider of administration and consulting services for the superannuation and trust industry. SBA is providing a clearing house service on behalf of its clients which includes First Super Pty Ltd. SuperChoice Services Pty Limited ("SuperChoice") (ABN 78 109 509 739) has been contracted by SBA to provide SBA's Clearing House as the authorised representative (number 336522) of SuperChoice's related corporation PayClear Services Pty Limited ("PayClear") (ABN 93 124 852 320) which is the holder of Australian Financial Services License Number 314357.

First Super Pty Ltd (ABN 42 053 498 472, AFSL 223988), Trustee of First Super Superannuation Fund (ABN 56 286 625 181). First Super does not recommend, endorse or accept responsibility for this service. Terms and conditions apply and can be viewed in the Product Disclosure Statement available from SBA upon request. First Super does not accept liability for any loss or damage caused by use of the SuperChoice Clearing House service. First Super does not receive any commissions from SuperChoice as a result of employers using this service. This brochure is of a general nature and does not take into account your personal objectives, situation, or needs. Before making a decision about First Super, consider your financial requirements and read our Product Disclosure Statement and Target Market Determination, available at [www.firstsuper.com.au/pds](https://www.firstsuper.com.au/pds) or by calling 1300 360 988.

Please return this completed form by:

 First Super, PO Box 666, Carlton South, VIC 3053

 [mail@firstsuper.com.au](mailto:mail@firstsuper.com.au)

Want to know more? We're here to help.

 1300 943 171

 [employers@firstsuper.com.au](mailto:employers@firstsuper.com.au)

 [firstsuper.com.au](https://www.firstsuper.com.au)