

How to set up a policy committee

For existing members of the Guaranteed Super Account – a guide for employers, financial planners, new and existing policy committees.

Issue date: July 2023

This document is issued by Equity Trustees Superannuation Limited (ETSL) ABN 50 055 641 757, AFSL No. 229757 as trustee of the National Mutual Retirement Fund (NMRF) ABN 76 746 741 299 and was prepared by Resolution Life Australasia Limited ABN 84 079 300 379 (Resolution Life) as administrator, which is part of the Resolution Life group.

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Introduction

This guide contains important information for you to establish a policy committee, run elections and hold policy committee meetings. This guide also outlines what a policy committee is, why you need to establish one and the functions a policy committee can undertake.

The appendices set out any documentation you need to distribute to members, Resolution Life or retain for your records.

General Overview of Policy Committees

What is a policy committee?

A policy committee has member and employer representatives from a plan whose role is to provide an avenue for members of the plan to inquire about the investment strategy, performance and operation of the super account and for the trustee to obtain the views of members on these issues as well as their information needs. The policy committee may also assist the trustee in dealing with any inquiries or complaints about the operation or management of the super account.

Why have a committee?

The Superannuation Industry (Supervision) (SIS) Regulations is one of the main legislative provisions governing the operation of your plan and it requires the trustee¹ to take all reasonable steps to establish a policy committee for each employer-sponsored plan² with 50 or more standard employer-sponsored members.³

For plans with fewer than 50 members but more than six, a written request to establish a policy committee must be made to the trustee on behalf of at least five members of the plan before a policy committee will be established.

Who is the trustee?

The Guarantee Super Account is part of the National Mutual Retirement Fund (the Fund). Equity Trustees Superannuation Limited (ETSL) is the trustee of the Fund.

The trustee is responsible for all aspects of the operation of the Guaranteed Super Account. For more information about the trustee and the legal arrangements of the Guaranteed Super Account, please refer to the Guaranteed Super Account Product Disclosure Statement (PDS) on resolutionlife.com.au/gsa.

Election of the policy committee

Equal Representation

A policy committee must be comprised of an equal number of employer and member representatives. We recommend the committee is comprised of 3 Member and 3 Employer Representatives, although a minimum of 2 Member and 2 Employer Representatives will be accepted.

The employer selects the Employer Representatives and the employees/members of the plan elect the Member Representatives.

The election process is detailed in the Policy Committee Rules for the Election of Member Representatives and Meetings (Appendix 3).

Returning Officer

The employer (or someone appointed by the employer) will act as the returning officer. The returning officer is responsible for conducting the election, including:

- Issuing a call for nominations
- Notifying members of nominations
- Issuing ballot papers
- Giving results and retaining the election files, and
- Notifying the trustee.

Frequency of Elections

There are no limits on the number of times an employer can change the committee's representatives. As a minimum, elections must be conducted every three years.

¹ The trustee of your employer-sponsored plan is the product issuer, ETSL.

² An employer-sponsored plan is simply the term used to describe the superannuation plan, which the employer has established with the trustee to enable the employer to make superannuation contributions for their employees.

³ This term is defined in Superannuation legislation. Broadly speaking, a standard employer-sponsored member is a member who is employed and who has had contributions made on their behalf by their employer under an arrangement between the trustee and their employer. The trustee will notify each employer with whom it has an arrangement, when that employer-sponsored plan has reached this size.

The functions of a policy committee

The functions of a policy committee include:

- a. Providing an avenue for members of the super account to inquire about and present their views on:
 - the investment strategy and investment performance of the super account,
 - the super account's operation and performance, and
 - members' information requirements.
- b. Assisting the trustee in dealing with any complaints or enquiries about the operation and management of the super account.

However, a policy committee cannot limit the functions or responsibilities of a trustee, nor can it give directions to the trustee.

Failing to establish a policy committee means members of the employer-sponsored plan do not have a forum to express their views about the operation of the super account as a whole.

Policy committee meetings

The rules for the conduct and procedure affecting policy committee meetings is set out in the Policy Committee Rules for the election of Member Representatives and Meetings (Appendix 3). The rules include:

- when a policy committee must meet
- the documents (including agenda and minutes) that must be retained, and
- the minutes of all meetings must be recorded and signed by the Chairperson before sending to Resolution Life, who will hold these for the trustee.

How often must a policy committee meet?

Policy committee meetings must be held at least annually.

What should representatives of the policy committee do?

Policy committee members are required to attend policy committee meetings, provide input into agenda items, ensure the committee operates within the applicable rules, assist in developing recommendations about the relevant employer-sponsored super account for consideration by the trustee, and evaluate new developments in relation to the employer-sponsored super account and superannuation in general.

All policy committee members have an obligation to perform their duties with an appropriate degree of care, skill and diligence. This includes putting forward the concerns or complaints of members or their beneficiaries about the operation or management of the super account. If a member has a concern or complaint about any other matter, the member should follow the enquiries and complaints process set out in the Guaranteed Super Account Product Disclosure Statement.

More information

To assist you in establishing a policy committee, all the necessary documentation has been included in the attached appendices and may be adapted for use by your super account.

If you require further assistance or need any more information, please call your financial planner or call Resolution Life on 133 731 from 8:30am to 6.00pm (Sydney time), Monday to Friday.

Appendices

Call for nominations

Complete where indicated and distribute the following documents to all members:

- **Appendix 1** – Policy Committee Election – Call for Nominations.
- **Appendix 2** – Election Timetable.
- **Appendix 3** – Policy Committee Rules for the Election of Member Representatives and Meetings.
- **Appendix 4** – Nomination Form.

Hold election

Complete where indicated and distribute the following document to all members:

- **Appendix 5** – Policy Committee Election – Ballot Paper.
- **Appendix 6** – Policy Committee Election – Candidate's Statements.

Employer to retain records

Complete where indicated and retain the following form for ten (10) years:

- **Appendix 7** – Policy Committee Election – Notice of Results.

Notify trustee

Complete the following form where indicated and forward to Resolution Life:

- Notification of Policy Committee Details (form is enclosed).

Appendix 1 – Policy Committee Election – Call for Nominations

Distribute to: Members

Name of company

Policy Committee Election – Call for Nominations

Dear Member,

Are you interested in representing your fellow members on the company’s Superannuation Plan Policy Committee?

If so, nominations for Member Representative positions are now being called for all members of your super account as of

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

What is the purpose and function of the Policy Committee?

The purpose of the policy committee is to assist the trustee, Equity Trustees Superannuation Limited (ETSL), with the management of the super account and to act as an avenue for members to inquire about and provide their views to the trustee on investment strategy, performance and operation of the super account, as well as their information needs.

It is important to note however that the trustee, ETSL, is fully responsible for the management of the super account and carries all liability. Notwithstanding, being a Policy Committee representative is a responsible undertaking and nominees should therefore be prepared to make the necessary commitment to the position.

A brief explanation of the Policy Committee functions is overleaf for your information.

Policy Committee Election – Call for Nominations (continued)

Who else is on the Policy Committee and how long are the terms of office?

The Policy Committee will consist in total of

representatives:

- Employer Representatives appointed by your employer, and
- Member Representatives elected by plan members. The Employer Representatives are:

Representative 1

Job Role 1

Representative 2

Job Role 2

Representative 3

Job Role 3

The terms of appointment for the Member Representatives will be for periods of three years, with this first term ending on

| | | | | | | | |
|---|---|---|---|---|---|---|---|
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|---|---|---|---|---|---|---|---|

The Policy Committee is required to meet at least annually.

Policy Committee Election – Call for Nominations (continued)

How do I nominate myself or someone else?

If you wish to nominate yourself or someone else for the position of Member Representative, please complete and return the enclosed Nomination Form to the Returning Officer. Before doing so, you should read the enclosed Policy Committee Rules for the election of Member Representatives and Meetings (Appendix 3).

Contact details for the Returning Officer

Name of Returning Officer

Company name

Contact details

Mail

Suburb

State

Postcode

Phone number

Fax number

Email

When must I return my nomination form by?

Nomination Forms must reach the Returning Officer by no later than 5.00pm on

Nominations received after 5.00pm on this date will not be accepted.

If only nominations are received by 5.00pm on

, those candidates nominated will be declared the three Member Representatives.

What happens if more than the maximum number of nominations are received?

In the event of more than the maximum nominations being received by the closing date, a secret ballot will need to be carried out. This ballot will be decided on a first-past-the-post basis. We will write to you again if this occurs.

Policy Committee Election – Call for Nominations (continued)

Where can I get more information?

If you want more information or have any questions regarding this Policy Committee election, please contact the Returning Officer.

Signed on behalf of the Employer

X

Date

Name

Title

Company

Functions of the Policy Committee

The function of the Policy Committee is to assist the trustee, ETSL, with the management of the super account by:

- providing an avenue for plan members to inquire (and give their views) about the investment strategy and performance of the super account
- providing an avenue for members to inquire (and give their views) about the super account's operation and/or performance
- providing an avenue for the trustee to obtain the members' views on their information needs and/or raising issues on behalf of members with the trustee or the Employer, and
- assisting the trustee in dealing with complaints or enquiries about the operation or management of the super account.

Appendix 2 – Election Timetable

Distribute to: Members

Name of company

Election of Member Representatives to the
Policy Committee.

Election Timetable for the year .

- Election rules, timetable and call for nomination materials to be approved by employer.
(7 weeks before closing date)
- Call for nominations package to be issued.
(6 weeks before closing date)
- Nominations close.
(4 weeks before closing date)
- Ballot material to be approved by Employer.
(3 weeks before closing date)
- Ballot papers issued.
(2 weeks before closing date)
- Ballot closes.
(Closing date)
- Results declared.
(1 week after closing date)

Issue date: July 2023

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Appendix 3 – Policy Committee Rules for the Election of Member Representatives and Meetings

Distribute to: Members

Name of company

Policy Committee Rules for the Election of Member Representatives and Meetings

Introduction

Equity Trustees Superannuation Limited as the trustee of the National Mutual Retirement Fund (the Fund), must make reasonable endeavours to arrange for the establishment of a Policy Committee for the Guaranteed Super Account, in order to satisfy the equal representation requirements under the *Superannuation Industry (Supervision) Act 1993* (Cth) (SIS Act).

1. Definitions

1.1 In these Rules, unless the contrary intention appears: “Name of Company Plan” means the Company noted above established as a plan in the superannuation Category of the NMRF, “employer representative” has the meaning in the *SIS Act*, “member representative” has the meaning in the *SIS Act*, and “Principal Employer” means the name of company noted above.

2. Composition of the Policy Committee

- 2.1 The Policy Committee must consist of equal numbers of Employer Representatives and Member Representatives.
- 2.2 The plan’s Policy Committee shall consist of representatives or such greater number as may be agreed with the Principal Employer from time to time.
- 2.3 The Principal Employer shall appoint employer representatives.
- 2.4 The Principal Employer shall ensure that the number of Employer Representatives equals the number of Member Representatives by either reducing the number of Employer Representatives in accordance with Rule 8.9 or appointing a new Employer Representative to fill a vacant Employer Representative position on the Policy Committee. The Principal Employer will ensure that any such reduction or appointment occurs within ninety (90) days of any vacancy occurring.
- 2.5 Member Representatives shall be appointed and removed in accordance with these Rules.

Policy Committee Rules for the Election of Member Representatives and Meetings (continued)

3. Eligibility to become a Member Representative

- 3.1 Each Member Representative must be a member of the plan and must not be ineligible to be a Member Representative on the plan’s Policy Committee under any relevant law.

4. Frequency of elections

- 4.1 A general election of Member Representatives will be held every 3 years, as soon as reasonably practical before 1 July in each relevant year. The next general election will be held in (insert year – max 3 years from now).

5. Term of Office

- 5.1 A Member Representative elected at a general election or a Member Representative who fills a casual vacancy shall hold office until the next general election, subject to earlier vacation of office under the terms of these Rules.
- 5.2 A retiring Member Representative will be eligible for re-nomination and may be re-elected.

6. Returning Officer/Scrutineers

- 6.1 The Principal Employer will appoint a Returning Officer for each election.
- 6.2 Among other things, the Returning Officer must:
 - a. prepare an Electoral Roll, including all Members of the plan, as at a date determined by the Returning Officer,
 - b. prepare and issue a Call for Nominations to the Members on the Electoral Roll and determine the validity of nominations,
 - c. prepare and issue the ballot paper in accordance with these Rules, and accompanying biographical and background information on the candidates to the Members on the Electoral Roll,
 - d. supervise the election process, decide which votes are formal, count the votes and ensure that only members entitled to vote do so,
 - e. manage and respond to complaints and enquiries relating to the electoral process, and
 - f. announce the results of the election.

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Policy Committee Rules for the Election of Member Representatives and Meetings (continued)

- 6.3 The Returning Officer may determine such procedures relating to nominations and elections as the Returning Officer thinks fit, so long as they meet the requirements of these rules and superannuation law.
- 6.4 A scrutineer may be appointed at the request of a candidate, the Principal Employer, the Policy Committee, the Returning Officer or the trustee.

7. Call for Nominations

- 7.1 At least two weeks before nominations are due, the Returning Officer shall circulate a notice to all members on the Electoral Roll inviting nominations of candidates for election as Member Representatives.
- 7.2 The notice calling for nominations must be in a form approved by the trustee and shall include:
- a nomination form, including a request for a personal statement from the candidate in accordance with Rule 8.1(d),
 - the date and time that nominations close,
 - the name and address of the Returning Officer,
 - the effective date of the Electoral Roll,
 - the number of vacant Member Representative positions and the term of their appointment,
 - these Election Rules, and
 - a description of the functions of a Policy Committee.
- 7.3 The failure to advise or notify a member of a Call for Nominations or a Ballot does not render a nomination or vote invalid.

8. Nominations

- 8.1 Nominations must:
- be in writing,
 - signed by two or more members of the plan (other than the candidate) who support the nomination,
 - include a signed consent by the candidate to candidature for office,
 - contain a personal statement of 200 words or less giving biographical and other relevant information, and
 - be lodged with the Returning Officer by the date and time outlined in the Call for Nominations.
- 8.2 Upon receipt of the nomination, the Returning Officer will confirm the eligibility of the member to nominate for the election.
- 8.3 Where a purported nomination is invalid for any reason the nominee shall be notified of the non-acceptance of the nomination as soon as practicable after the invalidity is discovered.
- 8.4 The Returning Officer may amend the candidate's personal statement to ensure the maximum word limit is complied with and to ensure the consistency and appropriateness of the wording used.
- 8.5 Candidates will be advised of the acceptance of their nomination promptly.
- 8.6 If the number of candidates nominated is equal to the number of vacancies, nominated candidates are appointed as Member Representatives without a ballot being held.

Policy Committee Rules for the Election of Member Representatives and Meetings (continued)

- 8.7 If the number of candidates exceeds the number of vacancies a Ballot shall be held in accordance with Rule 9.
- 8.8 If the number of candidates nominated is less than the number of vacancies:
- nominees will be appointed as Member Representatives without a Ballot being held, and
 - nominations for the remaining vacancies will be called again.
- 8.9 If following the procedure outlined in Rule 8.8, the number of nominations remain less than the number of vacancies, the Returning Officer will request the Principal Employer to reduce the number of Employer Representatives to equal the number of Member Representatives.
- 8.10 If insufficient nominations are received to form a Policy Committee, the Returning Officer must advise the trustee of what procedures were undertaken in an effort to establish a Policy Committee.

9. Secret Postal Ballot

- 9.1 Each member of the Plan as at a date determined by the Returning Officer is entitled to vote and entitled to one vote per vacant Member Representative position.
- 9.2 Ballots shall be taken as early as practicable in the following manner:
- the Returning Officer must post a ballot paper to every member entitled to vote. The ballot paper must indicate any retiring Representative and each candidate's work location,
 - the Returning Officer will determine by lot the order in which the names appear on the ballot paper,
 - the ballot paper will be accompanied by each candidate's personal statement,
 - the ballot paper must give the return address and a date and time before which the Returning Officer must receive it,
 - ballot papers received by the Returning Officer after the ballot closing date and time will be invalid,
 - the decision of the Returning Officer as to the formality or informality of any ballot paper or ballot papers shall be final,
 - the Returning Officer will count the votes;
 - the Member Representatives will be elected on a "first past the post" basis, and
 - if there is a tied vote for the last vacancy, the Returning Officer shall decide the successful candidate by lot.

10. Result of Election

- 10.1 The Returning Officer will give:
- to all candidates – notice of the successful candidates but not the number of votes received by each candidate,
 - to all members – notice of the successful candidates but not the number of votes received by each candidate, and
 - to the plan's Policy Committee – notice of the successful candidates and the number of votes received by each candidate.

Policy Committee Rules for the Election of Member Representatives and Meetings (continued)

- 10.2 The super account's Policy Committee will record the election results in the minutes of the next Policy Committee meeting.

11. Retention of Papers

- 11.1 The Policy Committee will retain the Returning Officer's report declaring the results of any ballot and the scrutineer's report, if any, for ten (10) years following an election.
- 11.2 The Returning Officer will destroy all ballot papers for any particular election by the later of:
- two (2) calendar months following the election, and
 - the completion of the scrutiny, if any, of the election process referred to in Rule 6.4 above.

12. Vacation of Office

- 12.1 A Member Representative shall cease to hold office on:
- resignation from the plan's Policy Committee, or
 - expiry of term of office, or
 - bankruptcy, mental or physical incapacity or death, or
 - ceasing to be a member of the plan, or
 - ceasing to satisfy a condition that the Member Representative was required to satisfy to be eligible for appointment, or
 - becoming ineligible under any relevant law from continuing as a Member Representative, or
 - the suspension or removal of the trustee under Part 17 of SIS.
- 12.2 An Employer Representative shall cease to hold office on:
- resignation from the plan's Policy Committee, or
 - removal from office by the Principal Employer, or
 - bankruptcy, mental or physical incapacity or death, or
 - becoming ineligible under any relevant law from continuing as an Employer Representative, or
 - the suspension or removal of the trustee under Part 17 of SIS.

13. Filling of casual vacancies

- 13.1 In the event of a casual vacancy of a Member Representative position on the Policy Committee, the Policy Committee shall within ninety (90) days of such a vacancy occurring, appoint a person to fill the vacancy or otherwise ensure that equal representation requirements are met.
- 13.2 The person appointed to fill the vacancy shall be subject to retirement at the same time as the Member Representative in whose place they have been appointed.
- 13.3 The person invited to fill the vacancy shall be the unsuccessful candidate at the last election who received the highest number of votes. In the event of a tied vote between such candidates, the Returning Officer shall decide the successful candidate by lot.
- 13.4 If there is no such person or if that person is no longer a member of the plan or declines to be appointed, the unsuccessful candidate who received the next highest number of votes will be invited to fill the vacancy. In the event of a tied vote between such candidates, the Returning Officer shall decide the successful candidate by lot.

Policy Committee Rules for the Election of Member Representatives and Meetings (continued)

- 13.5 If there is no such person or if that person is no longer a member of the plan or declines to be appointed, then the Policy Committee will call for nominations and hold a by-election if necessary, subject to Rule 13.6.
- 13.6 If a casual vacancy occurs that is unable to be filled without holding a by-election, and the vacancy has occurred within ninety (90) days of Member Representatives being appointed as a result of a general election, then no by-election shall be held and the casual vacancy shall remain unfilled until the completion of the next general election.

14. Remuneration

- 14.1 The position of Member Representative is an honorary one. Member Representatives are not entitled to remuneration for their services as a Policy Committee member.
- 14.2 The position of Employer Representative is an honorary one. Employer Representatives are not entitled to remuneration for their services as a Policy Committee member.
- 14.3 A Member or Employer Representative may, subject to prior approval by the Principal Employer, be reimbursed for reasonable out of pocket expenses incurred by them in carrying out their duties. Such reimbursement, if any, shall be payable by the Principal Employer.

15. Amendment to Election Rules

- 15.1 The trustee may from time to time amend or otherwise vary these Rules.

16. Electorates

- 16.1 There is one electorate for all members of the Plan and nominations will be called, and elections conducted accordingly.

17. Convening meetings

- 17.1 The policy committee must convene meetings annually or more frequently, if required.
- 17.2 A meeting may not proceed unless a quorum of representatives are present.
- 17.3 Employer representatives and member representatives constitute a quorum of representatives.
- 17.4 The representatives may elect one of the representatives to act as Chairperson.
- 17.5 The position of Chairperson will operate on a rotating basis.
- 17.6 The Chairperson is responsible for the preparation of Agenda items and the conduct of meetings
- 17.7 A representative may, with the approval of the representatives, appoint any person as his or her alternate.
- 17.8 The appointment of an alternate must be for a specified period of time and evidenced in writing.
- 17.9 The minutes of meetings must be recorded and signed by the Chairperson before sending to Resolution Life.
- 17.10 In the event of a dispute between representatives, the Chairperson will have the casting vote.

Appendix 4 – Nomination for the Policy Committee Member Representative

Distribute to: Members

Name of Company

Nomination for the Policy Committee Member Representative

We, (full name – nominator 1)

and (full name – nominator 2)

being members of (name of Company)

nominate the following person, also a member of

(name of Company), as a candidate for the position of member representative on the Policy Committee of

(name of Company)

Full name of the nominee

Nominee's work location and member number (if known)

Signature of Nominator 1

X

Date

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Nomination for the Policy Committee Member Representative (continued)

Signature of Nominator 2

X

Date

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Consent to nomination as a Policy Committee member representative

I consent to my nomination as a member representative on the Policy Committee of

 (name of Company).

I confirm that:

Place a cross against each of the following statements that are true:

- I am a member of (name of Company).
- The information I have provided in my Candidate Statement (provided below, which will be issued with ballot papers, in the event that a ballot paper is required) is true and correct.
- I acknowledge that the Returning Officer may amend my Candidate Statement, to achieve the maximum word limit or in such other manner to ensure consistency and appropriateness of the wording used.

Signature of Nominator 2

X

Date

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

Candidate statement for nominees

Nominees are encouraged to provide a statement about themselves (which may cover topics such as business experience, motivation for standing as a candidate, experience/interest in superannuation) using the space provided below, which must not exceed 200 words.

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After this form is completed it should be returned by mail/fax to the Returning Officer no later than 5.00pm (EDT) on

| | | | | | | | |
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| D | D | M | M | Y | Y | Y | Y |
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Name of Returning Officer

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Contact details

Address for communications

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Suburb

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State

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Postcode

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Contact phone number

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Fax number

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Appendix 5 – Policy Committee Election – Ballot Paper

Distribute to: Members

Name of Company

Policy Committee Election – Ballot Paper

An election is being held to fill (number of) vacant member representative positions on the Policy Committee of the abovementioned Superannuation Plan.

(number of) members have been nominated as candidates at this election. The candidates have each provided a statement about themselves in support of their nomination and these statements are included with this Ballot Paper.

Your votes

This is a secret ballot. You are allowed to vote for up to (number of) candidates. You can vote for less than the maximum number of candidates if you wish.

Place a cross in the box next to your preferred candidate(s). Your vote(s) will not be counted if you use numbers.

| Your vote(s) | Candidates | State location |
|--------------|------------|----------------|
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If you vote for more than the maximum number of candidates, your vote will be informal and your Ballot Paper will not be included in the counting of votes.

Returning your ballot paper

Steps to follow:

1. Put your completed Ballot Paper in the Ballot Paper envelope provided.
2. Then place your Ballot Paper envelope inside the Reply Paid envelope which was provided with the Ballot Paper and Candidates' Statement.
3. Seal the Reply Paid envelope.
4. Complete the details on the back of the Reply Paid envelope and mail it.

For your votes to be valid and included in the counting of votes, the Returning Officer must receive your Ballot Paper by no later

than 5.00pm (EDT) on

| | | | | | | | |
|---|---|---|---|---|---|---|---|
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Appendix 6 – Policy Committee Election – Candidate’s Statements

Distribute to: Members

Name of Company

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Policy Committee Election – Candidate’s Statements

Introduction

Set out below is a personal statement about each candidate standing for election as a member representative on the Policy Committee of the abovementioned company Superannuation Plan. The order of the candidates’ statements follows the order on the Ballot Paper, which was determined by lot by the Returning Officer.

Candidate 1 (Limited to 200 words)

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Candidate 2 (Limited to 200 words)

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Candidate 3 (Limited to 200 words)

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Candidate 4 (Limited to 200 words)

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Appendix 7 – Policy Committee Election – Notice of Results

Distribute to: Members

Name of Company

Policy Committee Election – Notice of Results

The general election to fill the (number of) vacant member representative positions on the Policy Committee of the _____ (name of Company) has been completed.

The electoral process was as follows:

1. The call for nominations was issued on to members of the super account.
2. nominations were received by the closing date for nominations, 5:00pm on , and all nominations were valid.
3. Ballot papers were issued on to members,
 - ballot papers were received by the Returning Officer.
 - ballot papers were received after the closing date for ballots, 5:00pm on , and were not included in the count.
 - Of the ballot papers received by the closing date for ballots, envelopes had incomplete details and were not able to be matched to the Electoral Roll and so were not included in the count.
 - Of the remaining ballot papers, were informal due to incorrect completion of the ballot paper and were not included in the count.
 - In accordance with the election rules, the valid ballot papers counted included votes for 1, 2 or 3 candidates. In total votes were cast.
4. The candidates were advised of the outcome of the election on
5. Members will be advised of the outcome of the election on

Policy Committee Election – Notice of Results (continued)

The candidates in descending order of votes received are:

| Name of candidates | No. of votes |
|--------------------|--------------|
| | |
| | |
| | |

The member representatives commence their term of office on

Their term of office expires on

The Policy Committee of the

(name of Company) super account is:

| Employer representative | Member representatives |
|-------------------------|------------------------|
| | |
| | |
| | |

Signature of Returning Officer

Date

Name of super account

Issue date: July 2023

Guaranteed Super Account Notification of Policy Committee Details

Use this form to provide Policy Committee representative details.

Please print in CAPITAL LETTERS and place a cross in any applicable boxes.

1. Plan details

Plan name

Plan number

Employer name

2. Policy committee details

Note: A Policy Committee must have equal numbers of employer and member representatives, and it must meet at least once a year to satisfy legislative requirements. If these conditions are not met, members will be advised of this unfulfilled requirement on their Member Statement.

Names to be added: Employer representatives

Title Surname

Given name(s)

Title Surname

Given name(s)

Title Surname

Given name(s)

Names to be added: Member/employee representatives

Title Surname

Given name(s)

2. Policy committee details (continued)

Title Surname

Given name(s)

Title Surname

Given name(s)

Names to be deleted:

Title Surname

Given name(s)

Title Surname

Given name(s)

3. Agreement and declaration

I/We agree and declare that to the best of my/our knowledge, the information provided in this form is true and correct.

4. Authorised signatory(ies) of employer

Signature

Date

Signature

Date

Issue date: July 2023

Where to send this form:

Mail or email this completed form to:

Resolution Life

Customer Service
GPO Box 5441
Sydney NSW 2001

askus@resolutionlife.com.au

Any questions?

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