

NESS Super Employer Guide

Effective 21 February 2022



We're here to help



1800 022 067 or +61 2 9199 7191 (outside Australia) 8.30am – 6.00pm (AEST/AEDT) Monday to Friday



Email us at contact@nesssuper.com.au



Write to us and post to – Locked Bag 20, Parramatta NSW 2124



Live chat is available on our website 8.30am – 5.30pm (AEST/AEDT) Monday to Friday



If you'd like financial advice, call 1800 022 067 to make an appointment with our financial adviser.



If you are deaf and/or find it hard hearing or speaking with people who use a phone, we use the National Relay Service (NRS) to make it easier for you.

SMS Relay: Text 0423 677 767 **Voice Relay:** Call 1300 555 727



If you do not speak English, we provide an interpreting service through TIS National Call: 131 450



nesssuper.com.au

About this Employer Guide

The information in this guide should be read together with the PDS, the Investment Guide, the Insurance Guide and the Fees and Costs Guide. You should consider that information before deciding about NESS Super.

A Target Market Determination (TMD) which set outs the types of members NESS Super is best suited for should also be considered.

This information is current at the date of publication but may change. You should check the website for current information.

Information in this guide that is not materially adverse is subject to change and may be updated from time to time. You can find the updated information on our website nesssuper.com.au or request a hard copy of any changes free of charge at any time. To obtain a hard copy of this Guide or any of the other important information referred to in this Guide or the PDS, visit our website nesssuper.com.au, call us on **1800 022 067** (free call) or email us at contact@nesssuper.com.au.

1. About NESS Super

NESS Super is an industry superannuation fund established in 1987 to service the electrotechnology industry. From March 2014, NESS Super became a Public Offer Fund, so membership is no longer limited to the electrotechnology industry.

We are 'MySuper' authorised, so we can accept Superannuation Guarantee (SG) Contributions from employers.

We have over 12,000 members with super and pension investments totalling over \$1 billion as at 31 December 2021.

Our philosophy

We are large enough to matter, yet small enough to care. Our focus is on providing members with a good value, simple, yet comprehensive, super. We do this by offering competitive investment returns, efficient online solutions, while keeping fees low.





What sets us apart from other funds is our commitment to providing members with a personalised service and a simple, easy to understand, low-cost structure. As an industry super fund, we exist only to benefit our members, and not shareholders. We also do not pay agents' commissions.

We understand that super is a small part of your day-to-day operations, so we are here to make super as easy as possible for your business and your employees. We are here for you when you need us.

When you become a NESS Super employer, you get a team who understands the work you do, is part of your industry and is here for you.

2. Our Employer Services

Whether you're looking for information on your super obligations, looking to save time on your super administration, seeking education tools and support for your staff or the latest super news impacting your business or employees, we are here for you, no matter the size of your business.

 <p>Clearing House</p> <p>We offer our employers free access to use a clearing house to assist with super contribution obligations.</p>	 <p>Employer Service Manager</p> <p>A dedicated Relationship Manager to support your business no matter your size.</p>
 <p>Toolbox talks</p> <p>Toolbox talks and workplace seminars to support you and your employees. We fit into what works for you, not the other way round.</p>	 <p>Resources and Guides</p> <p>We provide resources and guides to support your business, including new employee on-boarding forms and handbooks, and a paperless membership process.</p>







3. Choose NESS Super as your default fund

Make the most of having a default fund that cares about your business and understands your industry and your workers.

- Register with NESS Super at nesssuper.com.au.
- You can register to use Super Clearing House Online at sch-online.com.au, we've made it free for you to use. It is SuperStream compliant.
- Give your new employees a pre – filled Choice form, available at nesssuper.com.au.

4. Our Member Benefits

The benefits of investing with NESS Super include:

 <p>Investment Options</p> <p>A choice of 7 investment options or any mix of these with competitive returns to suit your needs.</p>	 <p>Financial Advice</p> <p>Access to qualified, commission-free financial advice to help you make important financial decisions. Fees may apply for complex advice.</p>
 <p>Retirement Income</p> <p>Pension options for eligible members who want to take their super as a regular income in retirement or while still working.</p>	 <p>Member Services</p> <p>A range of member service options including a secure online portal to manage and track your super when you want.</p>
 <p>Insurance Cover</p> <p>Competitive and flexible insurance cover including Death, Total and Permanent Disablement (TPD) and Income Protection (IP) to protect you and those who matter to you most. Insurance cover tailored to the electro-technology industry.</p>	 <p>Extra Benefits</p> <p>Access to low-interest home loans and discounted health insurance through our business partners. Industry member benefits such as discounts on electrical tools and equipment.</p>

5. Super obligations for employers

Employers have an obligation to pay superannuation guarantee (SG) for their employees.

Your eligible employees

Generally, if you pay an employee \$450 or more (before tax) in a calendar month, you must pay them super guarantee (SG) contributions on top of their wages. From 1 July 2022, SG contributions are payable to eligible employees who earn less than \$450 per month.

If your employee is under 18 or is a private or domestic worker, such as a nanny, they must also work more than 30 hours per week to qualify. For example, you will have to pay them super on top of their wages for each week that the employee has worked more than 30 hours.

5. Super obligations for employers (cont.)

Amount of super payable

The minimum super you must pay each quarter for each eligible employee is the general SG rate of the ordinary time earnings (OTE). The rate is scheduled to change each year as shown in the Table 1. For more information on OTE and SG rates, refer to the Australian Taxation Office (ATO), ato.gov.au/super.

Table 1 - SG Rates

Period	General SG rate (%)
1/7/2021 – 30/6/2022	10.00
1/7/2022 – 30/6/2023	10.50
1/7/2023 – 30/6/2024	11.00
1/7/2024 – 30/6/2025	11.50
1/7/2025 – 30/6/2026 and onwards	12.00

The maximum SG contribution is limited to a maximum contribution base. This base amount available on our website nessuper.com.au or the ATO website ato.gov.au/super.

When to pay super

The SG contributions must be paid to the super fund within **28 days** after the end of each quarter, see Table 2. You can generally claim a tax deduction for super contributions that you pay on time. If your SG contributions are late, you must lodge a SGC statement to the ATO. A super guarantee charge (SGC) may be payable. You can use the super guarantee charge statement and calculator tool available on the ATO website (ato.gov.au/super) to work out the SGC payable (if applicable).

Table 2 - SG Due Dates

Quarter	SG due date
1 Jan. - 31 Mar.	28 April
1 Apr. - 30 Jun.	28 July
1 Jul. - 30 Sep.	28 October
1 Oct. - 31 Dec.	28 January

If you deduct super contributions from an employee's salary or wages, such as salary sacrifice or personal after-tax contributions, the amount deducted must be paid to the super fund or paid to an approved clearing house before the end of the **28-day** period beginning immediately after the end of the month in which the deduction was made.

Tax file number and Pay slips

Employers must provide the employee's Tax File Number (TFN) to the employee's super fund within **14 days** of receiving the Tax File Number declaration or when you make the first payment to the fund receiving the TFN.

Details of any super contributions must be included in your employee's pay slip, including:

- the dollar amount of contributions made during the pay period (or the amount of contributions that need to be made)
- the name, or the name and number, of the superannuation fund the contributions were made to.

Record keeping

Employers must keep records for five years showing:

- the amount of super you've paid for each employee
- any documents you use to help calculate entitlements
- that you offered your eligible employees a choice of super fund.

This applies even if you use a clearing house facility to pay contributions.

Choice and Stapling

Employers must offer eligible employees a choice of super fund to meet their super obligations. You must identify eligible employees, provide a Standard choice form and act on the employee's choice.

If you have new employees start and they don't choose a super fund, you may have an extra step to take to comply with choice of fund rules. You may need to request their 'stapled super fund' details from the **ATO**.

For more details see our **Stapling guide** available on our website [nessuper.com.au](https://www.nessuper.com.au).



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