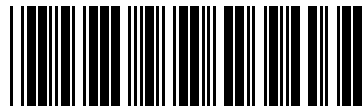


# Essential Super

## Non-lapsing Death Benefit Nomination Form

[Save form](#)[Print form](#)

Provided by

**Colonial  
First State**

Please refer to the 'Frequently asked questions' for guidance on how to complete this form. Alterations to your form must be initialised by you and both witnesses or it will be invalid.

Please complete this form using BLACK INK and print well within the boxes in CAPITAL LETTERS. Mark appropriate answer boxes with a cross like the following ☒. Start at the left of each answer space and leave a gap between words.

### 1 Personal details

Account number (if known)

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other 

Given name(s)

Surname

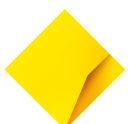
Date of birth

### 2 Nomination details

To make a new nomination or update an existing nomination, please complete the table below and ensure that all necessary fields are completed, then proceed to Section 4.

Nominee (full name)	Date of birth	Relationship to Member	% of death benefit
<input type="text"/> <input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Interdependant <input type="checkbox"/> Financial dependant	<input type="text"/> %
<input type="text"/> <input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Interdependant <input type="checkbox"/> Financial dependant	<input type="text"/> %
<input type="text"/> <input type="text"/>	<input type="text" value="DD/MM/YYYY"/>	<input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Interdependant <input type="checkbox"/> Financial dependant	<input type="text"/> %
Legal Personal Representative (Your Estate) If you nominate 100% of the Benefit Allocation to your Legal Personal Representative, continue to section 4.	N/A	N/A	<input type="text"/> %
Total must equal 100%. This includes any additional nominations you attach to this form. Please refer to the frequently asked questions attached – 'How do I nominate more beneficiaries?'		TOTAL	<input type="text" value="100.00"/> %

### 3 Revoke (remove) existing beneficiary

☐ Revoke (remove) existing nomination (Please continue to section 4 – Member declaration.)

#### 4 Member declaration

The *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (Cth) requires us to verify your identity before we can process your instructions. This means your personal information will be provided to an authorised third party to use the Australian Government Document Verification Service that matches government-issued identification documents (e.g., passport, driver's licence, birth certificate, Medicare, social security) with the issuing government agency. This information and the search results are retained by us to comply with our identification and record-keeping requirements. By signing this form, you give your consent for your identity information to be verified electronically through the Australian Government Document Verification Service. Your personal information will be handled in accordance with our privacy policy, which includes our Privacy Collection Notice. Please click 'Privacy' at the bottom of any webpage on the CFS public website. If you have any further questions, please contact us by calling our Service Centre on 13 4074. You can find more information about the Document Verification Service at [www.dvs.gov.au](http://www.dvs.gov.au)

I understand/declare that:

- if this nomination is consented to by the trustee, any existing death benefit nomination will be revoked and replaced
- any beneficiary nominated by me, other than my legal personal representative, must be a dependant within the meaning of the Superannuation Industry (Supervision) Act 1993 (SIS Act). A dependant includes my spouse, child, a person who is financially dependent on me or with whom I have an interdependency relationship
- at the time of making this nomination, the beneficiary or beneficiaries nominated by me are dependants within the meaning of the SIS Act
- if my nomination is invalid in whole or in part, or cannot be followed for any reason or because a beneficiary/beneficiaries is no longer a dependant at the date of my death, then that proportion of my benefit will be paid to my legal personal representative
- my beneficiary/beneficiaries and I will be bound by the provisions of the trust deed relating to non-lapsing death benefit nominations
- I may at any time revoke or replace a non-lapsing death benefit nomination in accordance with the fund's procedures and with the consent of the trustee
- this declaration must be signed and dated by me in the presence of two witnesses (who are not nominated by me as a beneficiary of my death benefit), both of whom are over the age of 18
- this nomination applies to the account number(s) identified on this form
- I have read the PDS and agree to be bound by the provisions of the trust deed governing the fund (as amended)
- I am over the age of 18.

I acknowledge that the trustee and/or its related entities ('the Group') will not be liable to me or other persons for any loss suffered (including consequential loss) where transactions are delayed, blocked, frozen or where the Group refuses to process a transaction or ceases to provide me with a product or service, including in circumstances where the Group reasonably believes that I am a Proscribed Person.

A 'Proscribed Person' means any person or entity who the Group reasonably believes to be (i) in breach of the laws of any jurisdiction prohibiting money laundering or terrorism financing, or (ii) on a list of persons with whom dealings are proscribed by Australian laws or the laws of another recognised jurisdiction. A 'Proscribed Person' includes any person or entity who the Group reasonably believes to act on behalf, or for the benefit of, a person or entity referred to in (i) and/or (ii).



A nomination is not considered valid unless it has been completed correctly and we receive it. Any alterations to your form must be initialled by yourself and both witnesses or it will be invalid. A nomination will not be effective until we have consented to it. You should regularly review your nomination to ensure that the nominated beneficiary/beneficiaries remain eligible to receive the portion of your death benefit specified in this nomination and that this nomination accurately reflects your wishes. If you wish to revoke or replace an existing death benefit nomination, you must complete and lodge with us a new Non-lapsing Death Benefit Nomination Form. Your existing death benefit nomination will be revoked and replaced on consent being granted by the trustee to the new non-lapsing death benefit nomination. If you have any questions, please contact us on 13 4074.

**Your non-lapsing death benefit nomination will be invalid unless:**

- you, and two adult witnesses (aged over 18) have signed
- neither of your witnesses are named as beneficiaries
- your witnesses have dated the form the same date as you
- all alterations on this form have been initialled by 3 parties.

**All nominations will be invalid unless:**

- all required sections on this form are completed
- total percentage of nominations equal 100%.

#### Witness declaration

I declare that I am over the age of 18 and this non-lapsing death benefit nomination was signed and dated by the member in my presence.

**Signature of member**

X

**Print name**

**Signature of witness 1**

X

**Print name**

**Signature of witness 2**

X

**Print name**

Please note: The dates below must match the date of your two witnesses.

**Date signed: Member**

DD/MM/YYYY

**Date signed: Witness 1**

DD/MM/YYYY

**Date signed: Witness 2**

DD/MM/YYYY



**Please mail the completed form to:**

**Essential Super, Reply Paid 86495, SYDNEY NSW 2001 or Upload a scanned copy on NetBank.**

#### Bank Use only

This form should not be accepted or processed at branch. Please mail to: Essential Super, Reply Paid 86495, Sydney NSW 2001 or contact 13 4074

# Frequently asked questions about non-lapsing death benefit nominations

## What is a non-lapsing death benefit nomination?

A non-lapsing death benefit nomination is a request by you to the trustee to pay your death benefit to the person or persons nominated in your non-lapsing death benefit nomination form. The trustee may consent to your nomination if your nomination satisfies the requirements described in the following paragraphs.

We are required to follow your nomination if, prior to your death, you complete and we receive your valid non-lapsing death benefit nomination, and we consent to that nomination.

The nomination remains valid until you revoke or make a new nomination. This can provide you with greater certainty on who will receive your death benefit when you die.

## Who can I nominate?

A valid non-lapsing death benefit nomination can only nominate your legal personal representative and/or your dependants. Your legal personal representative is the person appointed on your death as the executor or administrator of your estate.

Your dependants are:

- your current spouse  
This includes the person at your death to whom you are married or with whom you are in a de facto relationship (whether of the same sex or a different sex) or in a relationship that is registered under a law of a State or Territory.
- your child  
This includes any person who at your death is your natural, step, adopted, ex-nuptial or current spouse's child, including a child who was born through artificial conception procedures or under surrogacy arrangements with your current or then spouse.
- any person financially dependent on you  
This includes any person who at your death is wholly or partially financially dependent on you. Generally, this is the case if the person receives financial assistance or maintenance from you on a regular basis that the person relies on or is dependent on you to maintain their standard of living at the time of your death.

- any person with whom you have an interdependency relationship  
This includes any person where at your death:
  - you have a close personal relationship with this person
  - you live together with this person
  - you or this person provides the other with financial support, and
  - you or this person provides the other with domestic support and personal care.

An interdependency relationship is not required to meet the last three conditions, if the reason these requirements cannot be met is because you or the other person is suffering from a disability.



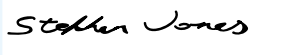
In establishing whether such an interdependency relationship exists, all of the circumstances of the relationship are taken into account, including (where relevant):

- the duration of the relationship
- whether or not a sexual relationship exists
- the ownership, use and acquisition of property
- the degree of mutual commitment to a shared life
- the care and support of children
- the reputation and public aspects of the relationship (such as whether the relationship is publicly acknowledged)
- the degree of emotional support
- the extent to which the relationship is one of mere convenience, and
- any evidence suggesting that the parties intended the relationship to be permanent.

If you are considering relying on this category of dependency to nominate a person, you should consider completing a statutory declaration addressing these points as evidence of whether such a relationship exists. You should talk to a financial adviser for more information.

## How do I make an alteration to my completed form?

Example:

Witness declaration		
I declare that I am over the age of 18 and this non-lapsing death benefit nomination was signed and dated by the member in my presence.		
Signature of member	Signature of witness 1	Signature of witness 2
		
Print name	Print name	Print name
J O H N S M I T H	S A L L Y B R O W N	S T E P H E N J O N E S
Please note: The dates below must match the date of your two witnesses.		
Date signed: Member	Date signed: Witness 1	Date signed: Witness 2
3 0 / 1 0 / 2 0 1 2	3 0 / 1 0 / 2 0 1 2	3 0 / 1 0 / 2 0 1 2 JS SB SJ

- Any alterations to the completed form must be initialled by you and both witnesses.
- Both witnesses must sign this form on the same date as the member.

## How do I nominate more beneficiaries?

If you wish to nominate more beneficiaries, you can attach their nomination details to this form. The attachment must be headed 'Attachment to Non-lapsing Death Benefit Nomination Form'.

The attachment must include your full name and account number, the full names of the beneficiaries, their date of birth, their relationship to you and the percentage of the benefit to be paid to each person. The attachment must also be signed and dated by you. The same two witnesses who sign section 4 of this form must also sign and date the attachment and include in the attachment the declaration "I declare that I am over the age of 18 and this non-lapsing nomination was signed and dated by the member in my presence".

## How do I make a valid non-lapsing death benefit nomination?

To make a valid non-lapsing death benefit nomination:

- you must be at least 18 years of age
- you must complete in writing, the non-lapsing death benefit nomination form available on our website or by calling us
- you must only nominate your legal personal representative and/or a person(s) who is your dependant
- you must provide the full name, date of birth and the relationship which exists between you and each of the nominated beneficiaries
- you must ensure that the proportion payable to each person nominated is stated and you have allocated 100% of your death benefit
- your nomination must not be ambiguous in any other way
- you must sign the non-lapsing death benefit nomination form in the presence of two witnesses who are both at least age 18 and are not nominated by you as a beneficiary on the form, and

For your validly completed non-lapsing death benefit nomination to be effective you must send and we must receive and consent to your validly completed non-lapsing death benefit nomination prior to your death.

You may seek to revoke your nomination or make a new non-lapsing death benefit nomination at any time by completing a new non-lapsing death benefit nomination form in writing, available on our website or by calling us.

## Is my nomination effective?

It is important to be aware before completing a non-lapsing death benefit nomination that **if your non-lapsing death benefit nomination is valid and the trustee consents to that nomination, the trustee must follow the nomination and it cannot be overruled by the trustee.**

However, if you nominate a person who is not your legal personal representative or a dependant when you die, then your nomination will not be valid to the extent that it relates to that person despite any consent granted by the trustee.

If you nominate your legal personal representative, your death benefit will be paid to your estate and distributed in accordance with your Will or the laws of intestacy. This means that the distribution may be challenged if someone disputes your Will or the distribution of your estate.

If you nominate one or more of your dependants, your death benefit will be paid directly to them.

If a person nominated in your non-lapsing death benefit nomination form is no longer a dependant at the date of your death then the proportion of your death benefit which would have been payable to that person will be paid to your legal personal representative.

Tax may be withheld from your death benefit when paid to your dependants or distributed from your estate. There are differing tax treatments of death benefits depending on whether the recipient is your dependant for tax purposes.



It is important to review your nomination regularly to ensure it is still appropriate to your personal circumstances and reflects your wishes. If, after making a non-lapsing death benefit nomination, you marry, separate or divorce, enter a de facto relationship (including same-sex), have a child, or if someone you nominate has died, or someone becomes or is no longer financially dependent upon you or in an interdependency relationship with you, then you should review your non-lapsing death benefit nomination or consider making a new nomination.

## How is my death benefit paid?

At the time of your death, we will contact the people you have nominated in your non-lapsing death benefit nomination to ensure that they are still a dependant.

We are also generally required to establish the identity of this person before paying out your death benefit.

If you have nominated one or more of your dependants and/or your legal personal representative, we will pay their proportion of the death benefit to them as a lump sum.

## What if I don't have a valid non-lapsing death benefit nomination?

Your death benefit will be paid to your legal personal representative if:

- at the time of your death, you have not completed or we have not received and consented to a valid non-lapsing death benefit nomination
- you have revoked your last non-lapsing death benefit nomination and you have not made a new non-lapsing death benefit nomination
- the person or persons you have nominated cannot be identified or are not your dependant or legal personal representative at the time of your death, or
- the trustee determines that the whole of your non-lapsing death benefit nomination is otherwise invalid.

This is general information only and does not take into account your personal circumstances. Please talk to a financial adviser for more information on non-lapsing death benefit nominations and your personal estate planning needs.

Avanteos Investments Limited ABN 20 096 259 979, AFSL 245531 (referred to as Colonial First State, CFS, 'we', 'us' or 'our') is the Trustee of Essential Super ABN 56 601 925 435 and the issuer of interests in Essential Super. Essential Super is distributed by the Commonwealth Bank of Australia ABN 48 123 123 124, AFSL 234945 (the Bank). The CFS Group consists of Superannuation and Investments HoldCo Pty Limited ABN 64 644 660 882 (HoldCo) and its subsidiaries, which includes CFS. The Bank holds an interest in the CFS Group through its significant minority interest in HoldCo.

This information is issued by CFS and may include general financial product advice but does not consider your individual objectives, financial situation, needs or tax circumstances, and so you should consider the appropriateness of the advice having regard to your circumstances before acting on it. The Target Market Determination (TMD) for Essential Super can be found at [cfs.com.au/tmd](https://cfs.com.au/tmd) and includes a description of who the financial product is appropriate for and any conditions on how the product can be distributed to customers. You should read the Product Disclosure Statement (PDS) and the Reference Guides for Essential Super carefully and consider whether the information is appropriate for you before making any decision regarding this product. Download the PDS and Reference Guides at [commbank.com.au/essentialsuper-documents](https://commbank.com.au/essentialsuper-documents) or call us on 13 4074 for a copy.

None of the Bank, HoldCo, CFS, nor any of their respective subsidiaries guarantee the performance of Essential Super or the repayment of capital by Essential Super. An investment in this product is subject to risk, loss of income and capital invested. An investment in Essential Super is via a superannuation trust and is therefore not an investment in, deposit with or other liability of the Bank or its subsidiaries.

The insurance provider is AIA Australia Limited ABN 79 004 837 861, AFSL 230043 (AIA Australia). AIA Australia is not part of the Commonwealth Bank Group or CFS. Insurance cover is provided to eligible members of Essential Super under policies issued to CFS. 30591/FS6668/1124