



**Member's
Superannuation
Benefit Booklet**

AMP SuperLeader

Welcome...

The Beddison Group, comprising HOBAN Recruitment and Clicks I.T. Recruitment, welcomes you, the member, to our Corporate Superannuation Plan. This Superannuation Plan is specially designed to provide you with quality savings and insurance benefits. It includes many options that significantly add to your overall package of employee benefits.

- Insurance covers, such as Life Insurance, are provided for you within the Fund. You are able to adjust these covers to suit your needs.
- We can help you save tax on extra contributions if you wish.
- The tailored benefits you choose are portable.
- The cost is substantially below that normally available in the marketplace.
- You are able to select from a very wide choice of investments.
- And, most importantly, we have appointed professional advisors so that you have access to assistance, information, and advice.

I encourage you to make the most of this opportunity, read this booklet, and take advantage of the assistance provided – it will be well worth it.



Tony Beddison
Chairman



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Important Note

This booklet is provided by The Beddison Group to assist members of HOBAN Recruitment and Clicks I.T. Recruitment in the understanding of the Beddison Group Superannuation Fund. It is not a legal document and does not provide any legal basis for your entitlement to benefits under the Fund. It is however, a useful guide. A full description of the terms and conditions of entitlement to benefits under the Fund are available in the Trust Deed of the Fund and in the AMP SuperLeader Product Disclosure Statement available to all members.

This booklet is a 'Living Document' and has been based on current legislation which can change. Any changes in legislation will be updated if and when required.

Welcome

The Beddison Group welcomes you to our Corporate Superannuation Plan. We are pleased to provide you with some information regarding the Superannuation benefits that are provided to you.

The Beddison Group, in conjunction with the Superannuation Policy Committee, has spent considerable time and effort to provide you with this valuable staff benefit.

Members should especially consider the pages of this booklet, which describe the plan's insurance benefits. You will find of interest the information on some investment principles and options available to you.

You may have questions! Please do not hesitate to call our advisors, Littley Financial Services, on the service numbers listed on the last page of this booklet.

The Beddison Group Corporate Superannuation Fund

The Beddison Group has arranged Superannuation Benefits for you under the AMP SuperLeader Fund. The Fund provides valuable benefits in terms of retirement savings. It also provides insurance benefits for you and your dependants in the event you are unable to work due to total and permanent disablement, or in the case of your untimely death.

Service and Structure

- **Who is responsible for setting the fund's benefit design?**

A Policy Committee has been established within The Beddison Group to assist the members, as well as the Company, in ensuring that the benefits provided by the Fund are appropriate to the members needs. The Policy Committee is made up of equal employer and employee representation from The Beddison Group. Employee representatives, who must be members of the Fund, are appointed based on nominations. Elections are held when the number of nominations exceeds the number of places available on the Policy Committee.

- **Who is responsible for administering the fund?**

AMP is one of Australia's largest Financial Services Groups with an enviable track record in meeting the Superannuation, Investment and the Insurance needs of millions of clients. AMP has over 1 million clients in Australia and manages in excess of \$16 billion of Superannuation assets as at 30th June 2006.

AMP offers the strength, stability, and consistency that has been required to manage money for Australians in changing environments for over 150 years.

- **Who provides the service to the Members?**

The Beddison Group has engaged the services of Littley Financial Services, a specialist Superannuation consulting firm, to assist in the provision of Superannuation advice to Management, our Policy Committee and staff. They also act as the main point of contact between The Beddison Group and AMP SuperLeader. Further information about Littley Financial Services, and the services they provide, is provided at the end of this booklet.

- **Who is the Trustee, and what is its role?**

The Fund is a Superannuation Trust and the Trustee service is provided independently of The Beddison Group, but within the AMP SuperLeader Fund. The Trustee is ultimately responsible for ensuring that the Fund operates within its Trust Deed rules and relevant laws. It also has the power to appoint other parties with expertise in specific roles.

- **What is the role of the Policy Committee?**

The Policy Committee acts as a link between members and the Fund Manager or Trustee, and raise matters of concern or interest on behalf of members.

They function only in an advisory capacity and cannot direct the Trustee to take action. They are not liable for any of the Trustee's decisions or actions.

Super Choice for Employees

▪ **What exactly is Choice?**

On 1 July 2005 the Federal Government's new Choice of Superannuation Fund legislation (Choice) came into effect. The new Choice legislation enables you, the employee, to determine which superannuation fund your employer (a member of the Beddison Group) will contribute to. However there are several important facts you need to know about Choice, before you proceed.

▪ **Do I have to choose a new super fund?**

Importantly the new Choice legislation only applies to the Superannuation Guarantee (SG) contributions paid by your employer which is currently 9% per annum.

You do not have to make a choice. The Beddison Group's eligible default fund is AMP SuperLeader. If you do not make a choice of another fund, your employer will make your SG contributions to AMP SuperLeader on your behalf. The AMP SuperLeader fund has the following benefits for members:

- ✓ No Contribution Fees
- ✓ No Rollover Fees
- ✓ No Entry Fees
- ✓ Online Access
- ✓ Automatic Insurance Cover (See Page 14-16)

Performance

The interim investment performance on the AMP SuperLeader Growth Fund as at 1/06/2006 was 6.2%. However below is the crediting rate for the past 4 years.

2004	2005	2006
13.6%	13.3%	14.9%

Please note that past performance is not necessarily an indicator of future returns.

▪ **What should I be aware of before choosing another super fund?**

Before making a decision to choose a fund other than the Beddison Group's eligible default fund, AMP SuperLeader, you should have all of the necessary information including:

- Is the fund complying?
- Does the fund offer a wide range of investment options?
- Is there a suite of associated products and services?
- Fees and charges in other funds may be higher if you are not part of a group super fund arrangement with your work colleagues;
- Access to insurance, with other funds, may require individual health assessments;
- Insurance premiums may be higher if you are not part of a group insurance offer and the fund works on individual insurance contracts;
- Are there entry and/or exit fees applicable when you move funds?
- Information on the above matters may have a long term impact on the overall return of your fund.

▪ **Choice of Fund**

The Beddison Group is not obliged to register to a Fund's Charter to become a contributing employer. Due to the number of funds that we work with, and the number of people we employ, all Beddison Group Superannuation Guarantee payments, are made through a clearing house facility. Therefore before nominating your choice of fund, please check that this fund can accept payments via a clearing house, from a non-registered employer.

▪ **How do I make a choice?**

If you commence employment with the Beddison Group of companies after 1 July 2005 you must receive your "Choice of Superannuation Fund Standard Choice" form within 28 days of your employment commencement date.

To make things as easy as possible for our employees we have enclosed this form within this booklet. The Standard Choice form includes:

- step by step instructions on how to make a choice;
- details of the default fund the Beddison Group has nominated;
- a section for you to provide details of the fund, into which you wish your SG contributions to be paid; and
- instructions on the additional information you must provide should you nominate a new fund.

The Beddison Group has 2 months to process your Superchoice form to ensure it

is in line with the criteria above.

If you do not make a choice, your SG contributions will be paid to the Beddison Group's default fund, AMP SuperLeader.

▪ **Additional Information**

In the event you choose to nominate a new fund you must provide the Beddison Group of companies' written advice about the fund you have chosen. This advice needs to include:

- a completed Standard Choice form;
- a letter from the Trustee of your chosen fund (or the ATO if a self-managed super fund) that confirms it's a complying fund and that it will accept contributions from your employer; and
- a statement detailing how your employer can pay contributions into your chosen fund including:
 - Super fund name
 - Current membership number
 - Account Name
 - Fund ABN
 - Superannuation Fund Number (SFN)
 - EFT / Bank Account Remittance Details

▪ **Who do I send my completed Standard Choice form to?**

Please send the completed form, including all additional information, as stated above, to:

Finance Manager – Super Choice
Beddison Group
Level 15, 303 Collins Street
MELBOURNE VIC 3000

Becoming a Fund Member

- **How do I join?**

On commencement of employment with a Beddison Group company, you will automatically be entitled to become a member of the Fund.

- **Who contributes on my behalf?**

Contributions will be made to the Fund by The Beddison Group under terms at least in line with the amount required by the Superannuation Guarantee Charge Legislation. You do not have to contribute to the Fund.

The legislated amount has increased over the past few years in accordance with the following schedule, which shows the contribution rate that will be applied to your salary/wage:

Financial Year	Contribution Rate
2004/2005	9%
2005/2006	9%
2006/2007	9%

- **Can I also contribute?**

Yes, to build your potential retirement benefit you can personally contribute to the Fund. If you wish, the Beddison Group may arrange for such contributions to be made through Salary Sacrifice, rather than out of your after tax income. You could discuss this option with our Fund Advisors, Littley Financial Services. You might find the simple calculation on page 8 of interest!

- **What are the Fees?**

Your Policy Committee has been very mindful of keeping costs to a competitive level, and has successfully negotiated a reduction in the standard fees.

Member Fees	\$1.47 per week
Contribution Fees	NIL
Rollover/Transfer Fees	NIL
Entry Fees	Nil

Details of the standard fees are contained in your AMP SuperLeader Product Disclosure Statement.

- **Frequently asked questions**

Where are my funds invested?

Upon joining the fund you will be automatically placed in the default investment portfolio. Please refer to page 13 for further details.

Is there insurance included?

You will automatically be covered for Death & Total Permanent Disablement upon joining the fund. Please refer to pages 14 - 16 for further details.

Can I rollover my previous Super Funds?

Yes, you can rollover previous accumulated funds to your AMP SuperLeader account at no cost.

Please note you will need to contact your previous Superannuation provider to discuss any benefits you may lose under your previous Superannuation fund and whether there are any fees associated in transferring out of your previous Superannuation Fund.

Guide to calculating the contribution needed for your retirement

▪ **How much should I contribute?**

This calculation will give the approximate contribution rate required to allow you to retire at age 65 on 70% of your pre-retirement income. This is a guide only, and you should talk to Littley Financial Services for an accurate calculation.

Step 1. From Table 1, establish the percentage (%) that is closest to your age. This rate is the level of contribution to a Superannuation plan, assuming you have no accumulated Superannuation benefit.

Additional steps if you have an accumulated Superannuation Benefit:

Step 2. If you have accumulated Superannuation Funds, they will reduce the contribution rate required at step 1. From Table 2 select your “Adjustment Factor”, and multiply it by the current amount you have in your Superannuation.

Step 3. Take the amount from Step 2 and divide it by your annual salary.

Step 4. Subtract the result in Step 3 from the rate calculated in Step 1 to arrive at your adjusted contribution level.

Current Age	20	25	30	35	40	45	50
Table 1	11%	14%	18%	23%	29%	40%	55%
Table 2	4	4.5	5	5.5	6	7.5	9.5

Assumptions: retirement age 65 • net fund earning rate 7.5% pa • tax on contributions 15%
 • salary growth 5% pa • joint life annuity with 67% reversion to spouse of equal age.

Examples of how to calculate your retirement contribution rate

Example 1

34 year old, annual salary of \$55,000 with no accumulated Superannuation.

The contribution rate applicable for this member would be approximately 23%. (As per Table 1, using age 35)

Example 2

34 year old, annual salary of \$55,000 with \$27,000 in accumulated Superannuation.

Step 1 Initial Contribution Rate calculated at 23%

Step 2 The "Adjustment Factor" at age 35 is 5.5, therefore
 $5.5 \times \$27,000 = \$148,500$

Step 3 $\$148,500 / \$55,000 = 2.7$

Step 4 $23\% - 2.7 = 20.3\%$

Therefore the "Contribution Rate" required to the Fund for this members retirement would be 20.3% of their current annual salary.

Investment principles and your choice

Should you wish, you are able to make a choice from the Investment Options available under the AMP SuperLeader Fund. Your investment choice can have a substantial effect on your long-term benefits.

The Policy Committee recognises that many members are unsure in this area. A “Default” Investment Strategy, which will be appropriate for many members, has been established for those who do not want to make specific choices. This is illustrated at the end of these investment notes.

For members who wish to find out more about Investment in general, and specifically those Investments available within our Fund, the notes on the following pages are designed to provide assistance. From this, you may make a decision, contact Littlely Financial Services for further assistance or ask questions of your own advisors.

A first step in choosing from the Investment Strategies on offer, is to gain an insight into basic Principles of Investment.

- **What is Investment Risk?**

Investment markets are influenced by many factors, such as interest rates, local and international economic factors, and investor sentiment. Fluctuations in Investment returns, including the possibility of negative returns, are what is meant by Investment Risk.

While positive returns are expected in the long term, losses may occur in the short term due to market fluctuations impacting negatively on the value of your account balance.

In general, investors can expect to be compensated for taking higher levels of risk by earning higher levels of return. In other words, the higher the risk associated with an Investment, normally the higher the potential (or loss).

- **What are the Investment classes?**

Generally speaking, Investment assets can be divided into two basic types:

Growth Assets – Shares and Property

These Investments derive a relatively large part of their overall return from capital gains and can be expected to produce high, but sometimes volatile, returns.

Income Assets – Bonds and Cash

These Investments earn a relatively large part of their overall return from income and can be expected to produce lower, but more stable returns.

Growth assets can be expected to produce higher returns than income assets over the long term, but with higher associated volatility and risk.

- **What is the impact of time on investing?**

Risk, and the potential for negative returns, can be reduced by investing money over the longer term. The table below indicates, for various Growth Investments, the typical long term “real” (above inflation) returns earned over a recent period of more than 50 years. The table includes (3) portfolio mixes with differing levels of Growth Investments such as shares and property. The table also shows the risk of negative returns for these Investments, expressed as a percentage. For example, there is a 24% chance that Australian Share will have a negative return in any one year, but only a 3% chance over three years, or 1% chance over five years.

Type of Investment or % or Growth Investments	Actual Real Return (% pa)	Risk of Negative Return in 1 Year	Risk of Negative Return over 3 years	Risk of Negative Return over 5 years
Australian Shares	9.6%	24%	3%	1%
Overseas Shares	7.9%	17%	2%	0%
75% Growth Mix	7.1%	15%	1%	0%
50% Growth Mix	3.1%	12%	0%	0%
25% Growth Mix	2.6%	9%	0%	0%

- **What is meant by diversification?**

Investment risk can be reduced through diversification.

Diversification usually means investing in more than one asset sector and investing with different Investment Managers in order to reduce any risk associated with each manager's particular style of investing.

The risk-return profile of each of the Investment options will be determined by the proportion of growth assets relative to income assets. Generally, a greater proportion of income assets such as Cash and Fixed Interest results in a more conservative risk return profile, while a more aggressive risk return profile will include a higher percentage of Growth assets such as Australian and overseas shares.

- **How do I use this information?**

Simply put, you select an Investment approach according to the time you expect to be investing and the level of risk that you are prepared to take or with which you are comfortable.

This selection is most often made by adjusting the level of Growth assets in an Investment Portfolio.

Here is a simple guide that you could use as a starting point – take twenty years from your age and subtract the answer from 100.

The resulting figure expressed as a percentage is a guide to Growth component or the level of shares and property that could be appropriate in your portfolio. Naturally, this calculation takes no account of your other Investments and therefore, if those Investments are substantial, you may well require further assistance in making your selection. **If in doubt, ask.** There is no substitute for professional advice.

The Beddison Group default Investment Strategy

If you do not make an Investment choice, your funds will automatically be placed into the Default strategy.

- **What do we mean by “Default”?**

We use the term default quite often. What does this mean when it comes to your benefits? A default is simply a standard choice that has been made on your behalf should you decide not to make a specific choice. The default Investment strategy has been chosen by the Policy Committee, taking into account the principles discussed in the preceding pages.

The default Investment arrangement is the **AMP SuperLeader Growth Portfolio**. This is detailed in the AMP SuperLeader Product Disclosure Statement.

If you decide that the default option is suitable, you do not need to take any further action.

If you wish to select specific Investments from those listed in the AMP SuperLeader Members Booklet, you will need to complete the Investment selection page also included in that booklet.

Further Investment details are available from the AMP SuperLeader Product Disclosure Statement.

Retirement Benefits

- **What will I receive when I retire?**

Your retirement benefit is equal to the value of your Investment accounts in the Fund at the date of payment.

- **When can I receive my retirement benefits?**

If you decide to retire after age 55, or age 60 if your date of birth is after 30 June 1964, you may receive your benefits net of tax, in the form of a lump sum payment.

If you were to “retire” from the Beddison Group, but continue to remain employed elsewhere, there may be some restrictions as to whether you can receive your retirement benefit from the Beddison Group Fund as a lump sum payment at that point of time. Should you be in this position, please refer this to Littley Financial Services who will be able to inform you based on your individual circumstances.

Your “Members Statement”, produced once a year by AMP, will provide details of your Investment account balances. Any queries relating to them should be referred, in the first instance, to your payroll department.

Insurance Benefits

- **Are there benefits if I die or become disabled?**

The fund offers employees of the Beddison Group insurance to provide a sum of money if they should die or become totally and permanently disabled before normal retirement.

- **How are my benefits calculated?**

We have set a “default” insurance arrangement for our employees. The cover provided is 2 units of cover, which will be deducted from your account balance. A table showing the level of insurance cover, which is based on your age next birthday, and whether you are a permanent or casual employee is included later in this section. This amount would be paid in addition to any account balances as at the date of death or permanent disablement.

For further details please refer to the AMP SuperLeader Product Disclosure Statement.

We believe that most staff will be more than happy with this insurance option. However, it is possible that some staff may require more or less insurance, if so, this can be accommodated in our fund. If your individual insurance requirements do not fit within the default level provided, please contact our advisors at Littley Financial Services who can discuss what is needed to vary your level of insurance.

- **Should I nominate a beneficiary?**

Yes. The Trustee has the discretion to pay your benefit upon your death to the person(s) it considers appropriate, subject to legal and Trust Deed requirements.

In doing so, the Trustee will give regard to your nominated beneficiaries.

It is important that you complete a Nomination of Beneficiary form and always ensure the nomination is kept up to date, taking into account any changes in your circumstances such as marriage, divorce or other relevant events.

- **Insurance Cover Scales and Weekly Premium * * (\$)**

Age Next Birthday	2 Units
Up to 35	80,000
36 to 40	64,000
41 to 45	48,000
46 to 50	36,000
51 to 54	24,000
55 to 56	16,000
57 to 59	12,000
60 to 62	8,000
63 to 65	4,000

The weekly premium is automatically deducted from your membership account.

Type of Cover	2 Units
Death & Disablement Cover	\$2.30
Death Only Cover	\$1.40

Please note: a maximum of 10 units of Death and Disablement cover can be applied for under the AMP SuperLeader Fund.

These premiums are current at the date of publication.

Leaving Service Benefits

▪ **What happens to my entitlements on leaving the Beddison Group?**

Another important feature of the Fund is that upon ceasing employment with the Beddison Group, you may be entitled to become a “Personal” member of the AMP SuperLeader Fund.

The advantages of Personal Fund membership are:

- Your Investment account will continue to be invested in the same way as before.
- Your insurance cover will continue at the same level, unless you notify the Trustee otherwise.
- Upon re-employment, you may direct your new employer’s contributions, and any voluntary contributions, to this Fund.
- Under this process, you have the option to avoid the potential costs and hassles of transferring your benefits to another fund.

▪ **Can I subsequently transfer my benefit to another Fund?**

Yes, your benefit can be transferred to another Superannuation Fund provided the Trustee is satisfied that the receiving Fund is a complying Fund and has met the appropriate legal requirements.

Again you will need to be mindful that on transferring your Superannuation funds there are benefits you may lose and costs in transferring. You will need to contact your Superannuation provider to obtain this information.

Rolling over existing Superannuation Benefits into this Fund

▪ Can I transfer or rollover my existing Superannuation entitlements?

Yes. Almost everybody has accumulated Superannuation Benefits from previous employment.

In many cases, people will have changed employment on a number of occasions and have their Superannuation Benefits maintained in various Funds.

This can make it difficult and confusing for them to know exactly how much they may have as a total benefit. These amounts can be transferred into this Fund.

Please note you will need to contact your previous Superannuation provider to discuss any benefits you may lose under your previous Superannuation fund and whether there are any fees associated in transferring out of your previous Superannuation Fund.

▪ What are the advantages of having existing Superannuation entitlements in one Fund?

Some of the advantages of keeping your Superannuation entitlements in one fund are:

- You will have one point of contact for all your Superannuation needs.
- You have one manageable and less confusing Superannuation Fund.
- You pay only one administration fee.
- You will have less paperwork.
- You will have a consolidated certificate of worth.
- Your pre July 1983 service, if any, is preserved for application to all ETP's, thus reducing tax on your total benefits.
- Your Investment Strategy will apply to all your benefits.

▪ Are there any disadvantages in consolidating my existing Superannuation funds into one?

- You may have insurance benefits that will be lost if you roll over your Superannuation funds.
- Your previous Superannuation provider may have fees associated in rolling over your funds to a new Superannuation Fund.
- You may not have the same selection of Investment Portfolios to invest in.

- **How do I transfer or rollover my existing Superannuation entitlements?**

To transfer or rollover your benefits from other Funds is very simple. All you do is contact your “other” Funds and ask them for a transfer form, often known as a “payment request” form.

When you receive the transfer form from your other fund, call the “service team” at Littley Financial Services on 1800 006 556 and they will provide you with the information necessary to complete it.

After inserting the information provided, return the form to your “other” Fund. When Littley Financial Services receives advice from the other Fund, you will be sent a confirmation letter showing the amount transferred.

Alternatively you can utilise the services of Littley Financial Services directly who can prepare all required paperwork for your authorisation and appropriately liaise with your other Funds to ensure you are making an informed decision and Littley Financial Services will prepare a recommendation. Please contact Littley Financial Services for further details.

AMP SuperLeader Fund charges no additional transfer fee for this service.

Disclaimer: Please note this is a guide only. Your personal circumstances and needs may vary from time to time. You should refer to the AMP SuperLeader Product Disclosure Statement for further details.

Enquiries & Service – Littley Financial Services

- **Who do I contact if I require assistance or have any further queries?**

Littley Financial Services have been appointed to service and advise the Beddison Group and our Fund members. They are specialists in Financial Services and are licensed under Australian Financial Services License holder, Pinnacle Partners Pty Ltd ABN 48 004 997 186 AFSL 224645.

Their contact details are as follows:

Appointed Representative:	Alan Littley
Client Service Manager:	Racheal Skoutariotis
Address:	Level 1, 340 Albert Street, East Melbourne VIC 3002
Telephone:	1800 006 556
Facsimile:	(03) 8415 6633
Email:	r.skoutariotis@littleyfinancial.com.au

- **“Creating Growth through Change”**

How you define success is entirely up to you. Your circumstances are unique. But why do so many financial planners forget this? **Littley Financial Services** understands that it pays to be unique. They provide unique financial solutions to unique financial situations. Superannuation, Financial Planning, Risk management, all individually tailored to your specific needs. Think of them as personal trainers, fully equipped to help get your “financial fitness” on track as you move through the various stages of your life.

You're an individual. So why not invest like one?

GENERAL ADVICE DISCLAIMER

This Document has been prepared for general information purposes only and not as specific advice to any particular person. Any advice contained in this document is General Advice and does not take into account any person's investment objectives, financial situation and particular needs. Before making any investment decision based on this advice, you should consider, with or without the assistance of a securities adviser, whether it is appropriate to your particular investment needs, objectives and financial circumstances. A Product Disclosure Statement on any financial product mentioned in this document should also be obtained and read prior to proceeding with an investment decision.