

BUSSQ

Super

Handbook

1 June 2026

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Important information

The information in this *Handbook* describes the main features, benefits, conditions and risks of BUSSQ's superannuation product. It forms part of the Product Disclosure Statement (PDS) dated 1 June 2026 for BUSSQ Super account and it will help you to:

- Decide whether these products will meet your needs, and
- Compare the BUSSQ products with others you may be considering.

BUSSQ products are only available within Australia. Applications from outside of Australia will not be considered.

These documents are available at bussq.com.au/pds or call us and we will send you a copy free of charge.

Getting advice

This *Handbook* contains general information only and does not take into account your objectives, personal financial situation or needs. You should consider whether the information is appropriate for your personal financial situation and needs, and obtain financial advice tailored to your personal circumstances. This document should be read in conjunction with the PDS and *Insurance Handbook*. You should consider the information in all of these documents available at bussq.com.au/pds before making a decision about the product. Further information about the advice service provided is available in our Financial Services Guide (FSG). For more information go to bussq.com.au

Other information

A Target Market Determination (TMD) outlines the target market a product has been designed for. The TMDs are available at bussq.com.au/pds

Explanation of super terms used

Throughout this *Handbook* we have tried to use simple English to explain your super benefits. However, there were occasions where some terms could not be simplified. If you would like an explanation of a term that has been used in this document, please call us on **1800 692 877**.

This document has been prepared and issued by BUSS (Queensland) Pty Ltd ABN 15 065 081 281 AFSL 237860, Trustee for Building Unions Superannuation Scheme (Queensland) (BUSSQ) ABN 85 571 332 201.

Past performance is not a reliable indicator of future performance. For more information about BUSSQ's awards and ratings refer to bussq.com.au

Why choose BUSSQ?



Industry fund

BUSSQ is an industry fund that has been providing superannuation services to the building, construction and civil industries for over 40 years. As a profit for members industry fund, our members always come first. Anyone can join BUSSQ, so no matter what industry you work in or where you live, BUSSQ is here to help you get your super sorted.



Long-term returns and value for money

BUSSQ's investment approach is focused on delivering strong, long-term returns for its members. In 2026, BUSSQ received a Gold Performance Rating from SuperRatings for MySuper and a Platinum Performance Rating for Choice Super for the 15th consecutive year, reflecting value for money.#



Investment choice

BUSSQ offers a range of investment options including our diversified option (Balanced Growth) and single-sector options (such as Australian Shares, International Shares, Cash and Bonds). Each option has a distinctly different investment objective and strategy. Members can tailor their investment approach to suit their individual needs by 'mixing and matching' the options.



Flexible insurance

BUSSQ offers eligible members a basic level of default Death and Total and Permanent Disablement cover. You can change your cover to suit your needs, including applying for Income Protection cover.



Financial advice

BUSSQ members have access to personal financial advice at no additional cost. The advice is limited to BUSSQ products and is advice on insurance, investment choice, contributions and retirement.*



Personalised service

BUSSQ takes the time to provide personalised service to our members, when and how they need it, to assist them to achieve the retirement they want. We offer a range of expert assistance, either on site, over the phone, or in our office.



Online access 24/7

You also have the flexibility of managing your account online. Member online is a secure way to access your account anytime. You can view up to date account information, manage your investment options and beneficiaries, as well as update your personal details. You can register and obtain your login details for member online upon joining. Go to bussq.com.au for more information.



The rating is issued by SuperRatings Pty Ltd ABN 95 100 192 283 (SuperRatings) a Corporate Authorised Representative (CAR No.1309956) of Lonsec Research Pty Ltd ABN 11 151 658 561, AFSL No. 421445. Ratings are general advice only and have been prepared without taking account of your objectives, financial situation or needs. Consider your personal circumstances, read the product disclosure statement and seek independent financial advice before investing. The rating is not a recommendation to purchase, sell or hold any product. Past performance information is not indicative of future performance. Ratings are subject to change without notice and SuperRatings assumes no obligation to update. SuperRatings use proprietary criteria to determine awards and ratings and may receive a fee for the use of its ratings and awards. Visit superratings.com.au for ratings information. © 2026 SuperRatings. All rights reserved.

* Personal advice is limited to BUSSQ products. The cost of this advice is included in the administration fees and costs. This will be detailed in the Statement of Advice your advisor gives you. Personal advice is provided by our financial planners who are Authorised Representatives of Industry Fund Services Limited (IFS) (ABN 54 007 016 195 AFSL 232514). IFS is responsible for any advice given by its representatives. Further information about the advice service provided is available in our Financial Services Guide at bussq.com.au

Getting started

Joining BUSSQ

Two easy ways to open an account

Join online

Open an account in a few minutes at bussq.com.au

Send us the form

Complete the *Open a BUSSQ Super account* form at the back of the PDS.

Before joining you should read the information in the *BUSSQ Super PDS*, the *Insurance Handbook*, this *Handbook* and the TMD, available at bussq.com.au/pds

If you start a new job

Most people have the right to choose which super fund their employer pays their Superannuation Guarantee (SG) contributions into – often referred to as 'choice of fund'.

Tell your employer you're with BUSSQ

To choose BUSSQ, you can give your employer the *Superannuation standard choice* form available at bussq.com.au

To complete the form, you'll need your BUSSQ membership number (from your welcome notification or annual statement) and our USI (BUS0002AU) and ABN (85 571 332 201).

If you don't make a choice

If you don't tell your employer where to pay your super, they're required to check with the Australian Taxation Office (ATO) to see if you have an existing super account and will pay your contributions to that fund.

If you've had other jobs, you probably have other super accounts but they might not offer the same benefits as BUSSQ, like insurance cover for workers with dangerous jobs.

If you work for yourself or aren't working

If you're self-employed or not working at the moment, you can still open a BUSSQ Super account, combine other super accounts and make contributions (as long as you're eligible).

For more information about combining your super go to bussq.com.au/find-and-combine

To find out more about contributions go to page 6.

Cooling off period

If you join BUSSQ directly (online or by completing the form) and decide you don't want your account, a 14 day cooling off period applies.

The 14 day cooling off period starts from the earlier of:

- The date we confirm your account has been opened; or
- Five days after your BUSSQ account was opened.

Let us know in writing if you want to cancel your membership in this period and send to:

Post GPO Box 2775, Brisbane QLD 4001

Email super@bussq.com.au

If you joined through your employer directly, there is no cooling off period.

If you close your account during the cooling off period:

- Any contributions you have made will be refunded, minus any negative investment returns.
- Any funds transferred from another super fund that were subject to preservation requirements, must be transferred to another super fund of your choice.
- You won't be entitled to any insurance benefits.
- You will be liable to pay any government taxes and charges paid by BUSSQ on your behalf.

Manage your account online

Log in at member.bussq.com.au

First time logging into your account?

Register in a few minutes with your member number at member.bussq.com.au/registration

Access and manage your account 24/7

Log into your account to:

- Make a contribution or check your balance
- Find and combine super at other funds
- Check your investments or make a switch
- Review or change your insurance.

Contributing to super

Types of contributions

Contributions to super are classified as either 'concessional' or 'non-concessional', depending on the tax that has been paid on the money being contributed.

Generally, if you have already paid or will pay tax on the money (e.g. income tax), the contribution will be classified as non-concessional.

All before tax contributions including employer contributions, salary sacrifice contributions and tax deductible contributions are classified as concessional.

Four easy ways to contribute

BUSSQ makes it easy for you to build your super by giving you the flexibility to contribute in any of the following ways.

For more information on any of these options, go to bussq.com.au or call 1800 692 877.

Salary sacrifice

Salary sacrifice is an arrangement between you and your employer, where you both agree that rather than receive part of your income as salary or wages, your employer will make an equivalent super contribution on your behalf.

The amount sacrificed is paid directly into your BUSSQ account before any income tax is deducted, which means your gross salary or wage is reduced for taxation purposes.

Speak to your employer to find out how to setup salary sacrifice.

BPAY

You can transfer specific amounts direct from your bank, building society or credit union account to your BUSSQ account.

Payroll deduction

If provided by your employer, you will need to ask them to arrange deductions of contributions from your pay.

Direct Debit

You can choose an amount to be regularly taken out of your bank, building society or credit union account and paid into your BUSSQ account.

Simply complete and return a *Direct Debit Request* form to BUSSQ.

Who can contribute?

Age group	SG employer contributions	Salary sacrifice contributions	Non-concessional contributions	Tax deductible contributions
UNDER 67	YES	YES	YES	You can claim a tax deduction for any personal contributions you make to your super. The personal contributions you claim as a tax deduction will count towards your concessional contributions cap.
67 - 74	YES	YES	YES	You can claim a tax deduction for any personal contributions you make to your super if you have met the work test* or the work test exemption [^] . The personal contributions you claim as a tax deduction will count towards your concessional contributions cap.
75 +	YES	NO	NO	NO [#]

Contribution legislation may change but the information in this table is correct at date of issue of this *handbook*, check current legislation before making any financial decisions.

* To meet the **work test** you must be gainfully employed for at least 40 hours over 30 consecutive days during the financial year.

[^] The **work test exemption** applies if you were gainfully employed for at least 40 hours over 30 consecutive days in the previous financial year and had a total superannuation balance of less than \$300,000 on 30 June that year. You cannot claim the work test exemption if you have claimed it in a previous financial year.

[#] If you are turning 75 personal contributions can be accepted no later than 28 days after the end of the month of your 75th birthday.

Contribution caps

The government has set limits on how much you can contribute to your super without paying additional tax. Any excess concessional contributions will be taxed at your marginal tax rate. Please see the table below to understand the caps that apply and page 38 for more information about the tax payable on any contributions over the cap.

Type of contribution	From 1 July 2024
Concessional (e.g. salary sacrifice contributions, employer contributions, tax deductible contributions)	\$30,000*
Non-concessional (e.g. contributions from money you have already paid tax on)	\$120,000 p.a. or \$360,000 using the bring forward rule [#]

Exclusions from non-concessional contribution caps

Conditions and time limits, which are set by the ATO, apply to some contributions and are not included in the contribution caps:

- Government co-contributions
- An indexed lifetime limit under the small business capital gains tax concessions
- Downsizer contributions
- Personal injury payments (also known as structured settlement contributions)
- Re-contribution of COVID-19 early release superannuation amounts.

Time limits are set by the ATO and apply to claiming exemptions from the caps. BUSSQ will require all completed documents to support the claim for the exemption before, or at the time the contribution is made. If you do not do this, the contribution will be treated as a personal contribution and count towards your contributions caps. You do not have to take any action for Government co-contributions to be excluded.

For more information about concessional and non-concessional contributions go to ato.gov.au

* You are able to carry forward your unused concessional contributions cap amounts for up to five consecutive years if your total superannuation balance is less than \$500,000 at 30 June of the previous financial year. See page 11 for details or call us on 1800 692 877 for more information.

[^] If you are under 75 years of age at any time in a financial year you may be able to make non-concessional contributions of up to three times the annual non-concessional contributions cap in a single year by bringing forward your non-concessional contributions cap for a two or three-year period. This is known as the 'bring-forward' option. Eligibility conditions apply. Call us for more information.

[#] If you have a total super balance equal to or more than the general transfer balance cap at the end of the previous financial year, your non-concessional contributions cap will be nil for the current financial year. The general transfer balance cap was \$1.9 million on 30 June 2024 and \$2 million from 1 July 2025 to 30 June 2026. For more information go to ato.gov.au or call us on 1800 692 877.

Tax Deductible Contributions

You can claim a tax deduction for any personal contributions you make to your super if you are:

- Aged under 67
- Aged between 67 and 74 and meet the work test or work test exemption (refer to page 6 for more information).

The personal contributions you claim as a tax deduction will count towards your annual concessional contribution limit. If you exceed the concessional or non-concessional contribution limits you will have to pay more tax.

If you intend to claim a personal tax deduction, BUSSQ will ask you to complete a *Notice of Intent to Claim a Tax Deduction* form indicating the amount you intend to claim. BUSSQ will acknowledge receipt of this notice in writing so that you can claim your deduction. It is your responsibility to ensure you are eligible to claim the personal tax deduction.

PLEASE NOTE

It is important that you **advise BUSSQ of your intention to claim a tax deduction and receive a written confirmation from BUSSQ before you submit your tax return**, and that you submit your tax return in the year following the year contributions were made. You should also advise BUSSQ before rolling your super to another fund, taking a lump sum withdrawal or transferring to an Income account.

Government Co-contribution

If you earn less than \$47,488 in 2025-26, meet the eligibility criteria below and make an after tax personal contribution of \$1,000 to your super, you could be entitled to the maximum co-contribution of \$500.

This amount will reduce for every dollar you earn over \$47,488 in 2025-26 up to the maximum income limit of \$62,488 in 2025-26.

To be eligible for the co-contribution you must:

- Make a personal after tax contribution into your super during the financial year, but not contribute more than your non-concessional contributions cap
- Have a total income (includes assessable income, reportable fringe benefits and reportable employer superannuation contributions) for the financial year of less than \$62,488 in 2025-26
- Have 10% or more of your total income from either a combination of employment-related activities or carrying on a business
- Be under 71 years of age at the end of the financial year
- Lodge an Australian tax return for the financial year
- Have not held a temporary resident visa at any time during the financial year
- Have a total superannuation balance of less than the general transfer balance cap as at 30 June of the previous financial year.

The Australian Taxation Office (ATO) will assess your eligibility and automatically calculate and pay your co-contribution to your super account.

For more information about the Government Co-contribution you can go to ato.gov.au

Low Income Superannuation Tax Offset

Under the Low Income Superannuation Tax Offset (LISTO) scheme, if you earn less than \$37,000 per annum you will receive a refund from the government of up to \$500 of the 15% contributions tax you paid on concessional (before-tax) contributions paid into your super account.

You don't need to apply to be eligible for the LISTO. At the end of each financial year the ATO will receive your tax return and a statement from BUSSQ listing all of the contributions that have been made to your super account. The ATO will determine if you are eligible to receive the tax offset and the amount of the offset (based on your income and contribution history) and will make a payment directly into your super account.

Want some advice?

BUSSQ members have access to personal financial advice on contributions at no extra cost*. Call us on **1800 692 877**.

Spouse contributions

Another advantage of being a BUSSQ member is that your spouse can make contributions for you too.

A spouse, for the purpose of making spouse contributions, is your husband, wife or de facto partner who lives permanently with you on a genuine domestic basis at the time when the contributions are made. Both you and your spouse must be Australian residents at the time the contributions are made.

You can also make contributions on behalf of your spouse, into an account in their name.

Contributions made on behalf of a low income or non-working spouse may qualify for a tax offset. You can claim an 18% tax offset on contributions of up to \$3,000.

The maximum offset for a year is \$540. The amount you can claim is reduced proportionally by the amount that your spouse's assessable income and reportable fringe benefits exceeds \$37,000 p.a. and reduces to zero when your spouse's assessable income and reportable fringe benefits reach \$40,000 p.a.

Spouse contributions can only be accepted into your BUSSQ account if, at the time the contributions are made, you are under age 75.

If you or your spouse would like to find out more about spouse contributions please call us on **1800 692 877**.

* Personal advice is limited to BUSSQ products and is advice on insurance, investment choice, contributions, and retirement. The cost of this advice is included in the administration fees and costs. Personal advice is provided by our financial planners who are Authorised Representatives of Industry Fund Services Limited (IFS) (ABN 54 007 016 195 AFSL 232514). IFS is responsible for any advice given by its representatives.

Contribution splitting

Concessional contributions such as Super Guarantee contributions, salary sacrifice contributions and personal deductible contributions can be split with your eligible spouse (including a de facto spouse). It is not possible to split non-concessional contributions. Not all superannuation funds offer contributions splitting, but we do.

Only 85% of concessional contributions may be split, because 15% of these contributions are ordinarily deducted for tax when received. We may make whatever adjustments we consider appropriate to the split amount for any tax liabilities. Split concessional contributions are also subject to the maximum concessional contributions limit.

There are certain amounts that may be held in a superannuation account that may not be split, such as benefits subject to a family law payment split or payment flag, rollovers from other funds and contributions that have already been split.

Generally, only contributions made in the financial year prior to the financial year when the contributions splitting application is lodged can be split. You can also apply to split contributions made in the financial year in which you transfer or rollover to another fund (provided the application is made before the transfer or rollover occurs).

We keep records of the amount of contributions you are eligible to split with your spouse for a given financial year. Should you wish to make a contribution split, we will provide the relevant details to you.

In order for an application to split contributions to be applied:

- You must be married or in an eligible de facto relationship
- Your spouse must have agreed to the split
- The receiving spouse must be either under age 60 (preservation age) or aged between 60 and 65 and not permanently retired
- The eligible contributions must have been made during the previous financial year, and
- The transferring spouse must not have already made an application to split contributions in respect of the same financial year.

If an application to split contributions is accepted by us, the contributions will be split and paid to the super account of the receiving spouse within 90 days of us receiving your application. Split contributions are preserved until the receiving spouse reaches age 60 and permanently retires or turns 65.

Split contributions are treated like rollovers and do not count towards the non-concessional (after tax) contributions cap of the person receiving the split contributions.

If you would like to find out more about contribution splitting and to find out if you are eligible, please call us on **1800 692 877**.

First Home Super Saver Scheme

The First Home Super Saver Scheme (FHSSS) allows you to invest more in your super to save for your first home and potentially boost your savings, compared to a traditional savings account.

To start your home deposit savings with BUSSQ, you need to make extra personal contributions to your BUSSQ account, either through:

- Salary sacrifice
- One off personal contributions, for example if you receive an annual bonus, or
- Personal contributions as a direct deposit from your bank, credit union or building society account.

Currently, you can apply to have \$15,000 of your voluntary contributions from a financial year included in your eligible contributions to be released under the FHSSS, up to a maximum of \$50,000 contributions over all years.

When you are ready to withdraw your first home savings from your super account, we can guide you through submitting your application to the ATO. Eligible personal contributions you've made into super since 1 July 2017, along with deemed earnings, are what you can withdraw to put towards buying your first home.

For more information about the FHSSS go to bussq.com.au or ato.gov.au

Downsizing

If you are aged 55 or older, you may be able to choose to make a downsizer contribution into your super of up to \$300,000 (\$600,000 for a couple) from the proceeds of selling your home.

The downsizer contribution is a non-concessional contribution and will not count towards your contributions cap. The downsizer contribution counts towards your transfer balance cap and applies when you move your super savings into the retirement phase. You are only eligible to make a downsizer contribution once, and time limits apply.

For more information on eligibility and conditions including the time limit for making a downsizer contribution into your super, call us on **1800 692 877**.

Personal injury payments

If the super contribution you are making comes from a personal injury payment (also known as a structured settlement), you may be able to exclude all or part of it from your non-concessional contributions cap. This means you may not pay extra tax on the contribution.

Eligibility and conditions including time limits apply. For more information, call us on **1800 692 877**.

Catch up Concessional Contributions Cap

A concessional superannuation contribution is a before tax payment. This means money paid into your superannuation fund without having personal income tax deducted. Examples of concessional contributions include Super Guarantee contributions from your employer, salary sacrifice contributions and personal contributions where you have claimed a tax deduction.

Generally the maximum amount of concessional contributions you can put into your super account each financial year is \$30,000. If your total super balance is less than \$500,000 on 30 June of the previous financial year, you can carry forward any unused concessional contributions over a rolling five year period. You can carry forward unused cap amounts starting from the 2019-20 financial year onwards. Unused amounts are available for a maximum of five years and after this period will expire. Different concessional contribution limits apply to financial years before 1 July 2024.

If your superannuation balance is less than \$500,000 you may like to speak with a financial adviser to discuss your future contribution options. As a BUSSQ member you have access to personal financial advice on contributions at no extra cost*. Call us on **1800 692 877**.

Your employer's contributions

Generally, your employer must contribute 12% of your annual salary into your chosen super account.

If you work under a pre-January 2021 industrial agreement – such as an Enterprise Bargaining Agreement (EBA) or Australian Workplace Agreement (AWA), the amount of super your employer needs to pay is outlined in the agreement. If the amount in the agreement is lower than the SG amount, the higher SG amount must be paid.

Choice of fund

Most employees are able to choose which fund their super is paid into. Let your employer know you would like to choose BUSSQ. All the information they need to contribute is available at **bussq.com.au**

ABN workers

Many workers in the building and construction industry are employed as ABN contractors, however for SG purposes they may be treated as employees. If you are not sure what employer contributions you are entitled to, please call us on **1800 692 877**. Contractors who are not treated as employees may be eligible to claim a tax deduction on super contributions.

* Personal advice is limited to BUSSQ products and is advice on insurance, investment choice, contributions, and retirement. The cost of this advice is included in the administration fees and costs. Personal advice is provided by our financial planners who are Authorised Representatives of Industry Fund Services Limited (IFS) (ABN 54 007 016 195 AFSL 232514). IFS is responsible for any advice given by its representatives.

Risks to consider

There are various types of risk associated with investing in a super fund and the most significant investment risks are discussed here. All investments are subject to varying risks and generally all investments change in value over time. Different strategies may carry different levels of risk, depending on the assets that make up the strategy. Assets with the highest long-term returns may also carry the highest level of short-term risk.

Manage risk with diversification

It is possible to manage risk and help reduce its impacts on your investments. This includes spreading your investments across different types of investments and asset classes. This is called diversification.

The risk profile and investment objectives of BUSSQ's investment options are outlined from page 20.

Types of risk to consider



Inflation – The risk that inflation may exceed the return on your investment. This means that the purchasing power of your investment will be reduced over time.



Market – The risk that the performance of the market as a whole will affect the investment option's returns. The market can be affected by economic, technological, political or legislative conditions, world events and even market sentiment.



Individual investment – The risk that individual assets fall in value as a result of changes in the internal procedures or management of a fund or entity in which BUSSQ invests.



Interest rate – The risk that changes in interest rates can impact directly or indirectly on investment returns.



Currency – The risk that changes in the value of currencies can affect the return on overseas investments. A rise in the Australian dollar relative to the currency in which the asset is invested may result in a fall in the capital value of your overseas asset.



Derivatives – BUSSQ's investment managers may use derivatives to manage risk or gain exposure to other types of investments. The risks associated with derivatives include the value of the derivative not moving in line with the underlying asset, reduced liquidity, the risk that payment obligations cannot be met when due, and counterparty risk if the other party cannot meet its obligations.



Regulatory – The risk of changes in government policy or legislation which may affect your ability to access your benefits. For example, amendments to the treatment of superannuation interests of members in family law matters means that your super benefit may be split with your spouse in the event of your divorce or permanent separation.



Timing – The risk that you may try to time the market and buy low and sell high. This will increase the volatility of your investment and increase the risk. Most people cannot successfully time the market.



Liquidity – Some investment options may have exposure to less liquid assets such as property, infrastructure and agriculture. These assets may take longer to sell if needed. BUSSQ manages this risk by monitoring liquidity through regular reporting from its investment consultants and by holding enough cash to meet most short-term requirements.



Longevity risk - The risk that you live longer than your savings can provide for you financially in retirement.

Understand investment risk

Because your super is invested in financial markets, it is exposed to investment risk.

Investment risk is the degree to which returns go up and down in value over time. You cannot consider return without risk and, generally, the higher the potential return, the higher the risk. In order to achieve higher returns you must be willing to take on more risk. While shares, property and fixed interest securities might offer higher long term returns than cash, they also expose you to higher levels of risk, particularly in the short term.

In financial terms, there is also a risk of not having enough assets or money to provide you with the lifestyle you desire in retirement.

If you try to avoid risk altogether you may in fact not save enough to provide you with the lifestyle you want in retirement.

Think about your investment time frame

Your investment time frame is the period between the day you begin to invest and the day you will need to use your super to live on in retirement. This period becomes very important when choosing your investment option or mix of options.

Remember, your investment time frame may not necessarily end at retirement. After retirement, at say age 60, the average person can expect to live at least another 20 years[#]. So even if you only have a short time until you retire you should consider the investment option or mix of options that will best meet your particular needs well into retirement.

If you don't intend to access your money for a long time, you may be willing to accept the ups and downs in values that are associated with a higher risk option or mix of options. This could maximise your expected return over the long term. The longer your investment time frame, the more time you have to ride out the ups and downs. If you have a short time frame then stability in the value of your investment may be more important to you.

Understand your tolerance to risk

Your tolerance to risk is an important factor to consider before making your investment choice. Everyone has a different tolerance to risk and you need to be comfortable with the level of risk that is associated with the investment option or mix of options you choose.

You don't have to make investment decisions on your own. As a BUSSQ member you have access to personal financial advice on investment choice at no extra cost*. Call us on **1800 692 877**.

Source: abs.gov.au/ausstats

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Diversification helps reduce risk

Because you can't know how each asset class will perform in the future, spreading investments across a range of different asset classes can help smooth the ups and downs in returns. This is known as diversification.

The risk and return profile of each investment option depends on how the assets are allocated and specifically, the balance between growth and defensive assets. Investment options that have a higher amount invested in growth assets, have a higher risk profile, but also the potential for higher returns over the longer term.

Measuring risk

A Standard Risk Measure (SRM) for investment options has been developed for super funds to make it easier to compare investments options (both within and across super funds). The SRM is designed to allow you to compare investment options that are expected to deliver a similar number of negative returns over any 20 year period. There are seven risk bands:

Risk band	Risk level	Estimated number of negative annual returns over any 20 year period
1	Very low	Less than 0.5
2	Low	0.5 to less than 1
3	Low to medium	1 to less than 2
4	Medium	2 to less than 3
5	Medium to high	3 to less than 4
6	High	4 to less than 6
7	Very high	6 or greater

The SRM is not a complete assessment of all forms of investment risk, for instance it does not detail what the size of a negative return could be or the potential for a positive return to be less than you may require to meet your objectives. Further, it does not take into account the impact of administration fees and tax on the likelihood of a negative return.

You should still ensure you are comfortable with the risks and potential losses associated with your chosen investment option(s).

The use of the SRM is endorsed and strongly recommended by the Australian Prudential Regulatory Authority (APRA), Australian Securities and Investments Commission (ASIC), Association of Superannuation Funds of Australia (ASFA) and the Financial Services Council (FSC) for all Australian super funds.

Investment basics

It is important that you take the time to understand the basics, as it will help you to determine your risk appetite and tolerance as well as your investment return expectations. It will put you in a better position to select the investment option or mix of investment options that you want to invest your super in and that are best suited to you.

BUSSQ invests your superannuation through suitably qualified fund managers across eight main types of investments or asset classes:

- **Cash:** Includes money invested in term deposits and bank bills where interest is earned on the cash invested, similar to having money in a bank account. Over the long term, cash is likely to produce the lowest return of all the main asset classes.
- **Shares (Australian and International):** Generally purchased through a stock exchange. When you buy a share you become part owner in the company that has issued the share. Companies issue shares to raise capital. As part owner, you are entitled to any company profits, distributed as dividends. As the value of the company rises or falls, due to performance, industry conditions and other factors, the value of your share also rises or falls.
- **Fixed Interest or Bonds:** Is money lent to governments, semi-government bodies and corporations where interest is paid at an agreed rate for an agreed term. These investments can be held until they mature, with returns coming from the interest payments that are made. They are also commonly traded, with the price received for the investment reflecting the difference between the current interest rates and the interest rate and duration on the fixed interest investment. Fixed interest investments are generally fairly stable, however their value is affected by interest rate and currency movements.
- **Property (Australian):** Includes investments in land and buildings that can be bought, sold or leased, such as shopping centres or office blocks. Returns on property investments are influenced by many factors including supply, demand and market conditions.
- **Agriculture:** Encompasses farming and farming related commercial activities such as livestock and timber and involves all the steps required to send an agricultural good to market i.e. production, processing, and distribution.
- **Infrastructure:** These investments comprise of assets such as airports, seaports, roads, bridges, tunnels, utilities, power stations, wind farms and natural resources such as mines.
- **Opportunistic Growth:** Is a direct investment in a company which is not listed on a stock exchange. These type of investments are often made to expand or restructure a company, or for new product development.
- **Opportunistic Debt:** Works in a similar way to fixed interest investments, however the investments are generally in private corporate loans and not government or corporate bonds.

Investments in Shares and Fixed Interest can be made in Australia or overseas. In fact, the Australian share market accounts for less than 2% of the world share markets. When investing overseas, returns can also be affected by changes in the value of the Australian dollar. These changes can enhance overseas returns (when the Australian dollar is falling) or detract from overseas returns (when the Australian dollar is rising).

Understanding Growth and Defensive assets

Growth assets are investments that offer the potential for higher returns over the long term. However, they also can have greater volatility, meaning their value can fluctuate significantly in the short term. Common examples of growth assets include shares and private equity (also known as opportunistic growth).

Defensive assets generally provide lower returns over the long term but are less likely to experience negative returns. These assets are characterised by lower volatility, offering more stability for investors. Examples of defensive assets include fixed interest and cash.

Some asset classes exhibit both growth and defensive characteristics. These investments have the potential to deliver capital growth and higher income, while also offering a degree of capital preservation. Infrastructure, property, agriculture, and credit (also known as opportunistic debt) are examples of blended asset classes.

The magic of compound interest

Compound interest is, put simply, earning interest on interest.

Example

If you invest **\$1,000** and the annual return is 6%, the investment earnings in the first year would be **\$60 (6% x \$1,000)**. You now have an account balance of **\$1,060**. If in the second year you did not contribute at all and the annual return was again 6%, the investment earnings would be **\$63.60 (6% of \$1,060)** and so on.

Consider the impact compounding may have on a larger amount over a long period of time and particularly if you contribute on a regular basis.

BUSSQ's skilled investment managers

We are constantly monitoring markets and their impact on BUSSQ's investment portfolio. Our portfolios are managed by a range of experienced and skilled investment managers who use a disciplined investment process to identify good quality investments. We are committed to managing a well diversified portfolio that is designed to provide good returns over the long term.

The asset allocation is sometimes adjusted in line with changes in the market and to meet the stated investment strategy of the option.

Investing your money

An Investment Committee, appointed by the BUSSQ Board, makes recommendations to the Board about where BUSSQ members' money should be invested. The Investment Committee and the Board obtain professional investment advice from its investment consultant, Frontier Advisors.

Assets are allocated within ranges set by the BUSSQ Board after advice from its investment consultant. The asset allocation ranges are the minimum and maximum amounts we can invest in each asset class. The Board reviews these ranges on a regular basis and sets a strategic asset allocation. The actual asset allocation can vary from the strategic asset allocation at any time based on our outlook for the economy or investment markets.

Specialist investment managers are interviewed and selected for each of the asset classes. They are selected on a management and performance basis and are required to report regularly to the Board. The investment managers are constantly monitored by BUSSQ.

Details of where funds are invested can be found in the Portfolio Holding Disclosure section at bussq.com.au/disclosure

Derivatives

BUSSQ and its investment managers have the discretion to invest in derivative financial instruments from time to time. This is generally done to either hedge away a particular risk or to immediately rebalance the investment portfolio in a quick and efficient manner.

Keeping you updated

Our website is updated each business day with investment unit prices. Investment returns are updated monthly.

Before making an investment decision we recommend you get financial advice and check out bussq.com.au for the most up to date information.

BUSSQ members have access to personal financial advice at no additional cost. The advice is limited to BUSSQ products and is advice on insurance, investment choice, contributions and retirement. The cost of this advice is included in the administration fees and costs. This will be detailed in the Statement of Advice your advisor gives you. Personal advice is provided by our financial planners who are Authorised Representatives of Industry Fund Services Limited (IFS) (ABN 54 007 016 195 AFSL 232514). IFS is responsible for any advice given to you by its representatives. Further information about the advice service provided is available in our Financial Services Guide at bussq.com.au

For details of returns over the last five years and details of BUSSQ's investment managers, refer to the BUSSQ *Annual Report* at bussq.com.au. Remember that investment returns cannot be guaranteed from year to year. Past performance of a particular investment or sector does not provide an accurate indicator of future performance.

Labour standards and environmental, social and ethical considerations

BUSSQ's Responsible Investment Framework includes the assessment of Environmental, Social and Governance (ESG) considerations when selecting, retaining or redeeming the investments of BUSSQ.

The broad investment objective of BUSSQ is to maximise investment returns, after considering the risks associated with various types of investments. ESG considerations are one of several factors that form part of the risk assessment when appointing external investment managers or investment strategies. BUSSQ considers the overall cost, risk and opportunity of a decision, against the benefits of the expected outcome.

ESG considerations include (but are not limited to) the consideration of climate change, human capital management and labour standards (including modern slavery in our supply chain) and governance practices (including transparent reporting) as part of this framework.

Some of BUSSQ's assets are invested in pooled funds and therefore, the responsible investment decision making is determined by the investment managers of those funds, with BUSSQ advising our views and preferences where it considers this to be appropriate. BUSSQ will otherwise rely on the managers to take ESG risks into account as they consider appropriate.

Appointing and monitoring investment managers

When appointing investment managers, BUSSQ and our investment advisor assess the extent to which the manager integrates ESG issues into its decision-making processes. This forms one part of the overall suitability assessment of the investment manager.

Ongoing monitoring of our investment managers includes consideration of (but not limited to) investment performance, adherence to style/process, ESG integration and risk management. Any issues that arise, including significant changes or inaction on a manager's behalf may impact our overall assessment of that manager. This is formally assessed as part of our investment advisor's overall annual review of investment managers with ESG considerations tabled for regular discussions with our investment managers.

Net zero and climate change

BUSSQ considers that climate change may have a negative impact on the portfolio due to its impact on the environment and society. We believe it is appropriate to investigate and manage this risk in the portfolio.

BUSSQ incorporates climate change issues where measurable into investment processes and decision making. This includes seeking to understand the impact of relevant climate change risks and opportunities which contributes toward the overall evaluation of new investments, and in understanding any climate change issues within each of the major asset classes.

Whilst BUSSQ has not yet developed a target and policy on net zero, we encourage our underlying investment managers to develop their own policies and action plans to move to net zero.

Investment exclusions

BUSSQ prefers its investment managers to have a broad investment opportunity and only exclude in limited circumstances. Please see our Portfolio Holdings Disclosure for more information on all investments* at bussq.com.au/disclosure

We currently exclude investments in companies classified as being in the tobacco industry according to the Global Industry Classification Standard (GICs) – GICs code 302030 are not permitted. This does not exclude packaging, sales or distribution[#].

You can find more information on our approach to Environmental, Social and Governance (ESG) on our Responsible investing webpage at bussq.com.au

* Oil, gas and coal are not generally excluded from our investments.

Our pooled investments have either an explicit tobacco exclusion or an exclusion on investments that manufacture tobacco products or derive more than 20% of their latest revenue from retail sales or distribution of tobacco products, or supplying products essential to the tobacco industry (revenue is based on analysis of the financial statements of each company which the investment manager sources from msci.com/our-solutions/esg-investing/principles-of-sustainable-investing).

Investment choice

Why make a choice?

Taking an active interest in how your super is invested can make a real difference to how much money you have when you retire. The investment choices you make today, and how you adjust them over time, can significantly affect your balance. That's why it's worth taking the time to understand your options now.

If you're a member who wants more control and flexibility with how your super's invested, BUSSQ's Foundation + Flex investment approach may suit you.

What is the Foundation + Flex investment approach?

Foundation + Flex is BUSSQ's version of the widely used 'Core and Satellite' approach to investing. The idea is simple. You start with a solid base, then decide how you'd like to build on it. The strategy has two parts:

Part 1: Your foundation investment, which provides broad diversification across different types of assets. It can do the job entirely on its own.

Part 2: Your flex options, which are single asset class options you can add alongside your foundation if you want to shift the balance of your investments. For example, you might want more bonds, cash or shares in your super. Flex options let you do that.

Why Foundation + Flex makes sense for BUSSQ members?

Not every member is in the same financial position or has the same investment timeframe, and people think about risk differently. Foundation + Flex is an approach built around these realities. It gives you a way to take more of an interest in how your super's invested, without making things more complicated than they need to be.

There are two considerations to have in mind before you make any decisions:

Your comfort with risk

Investments that carry more risk generally have the potential for higher growth and returns over time. But they can also be more volatile, meaning the value of your super can move up

and down more along the way. The goal is to land on a level of risk you can sit with comfortably, through the good periods and during downturns.

Your income in retirement and investment timeframe

While you are working, your super is typically invested with a stronger focus on growth to build your balance over time, and may have different investment timeframes, which can involve higher levels of investment risk. Once you retire, you are generally drawing a regular income from your super rather than adding to it. This means your balance needs to support your income throughout retirement, which may change how much investment risk you are comfortable taking. There's no single answer that fits everyone. It really does come down to your own situation.

Foundation + Flex lets you take into account both of these considerations and put together a mix that reflects where you are right now. And if things change down the track, you can always revisit it.



Before making your choice we recommend you seek financial advice from a licensed financial adviser. As a BUSSQ member you have access to personal financial advice on investment choice at no extra cost*. Call us on **1800 692 877**.

* Personal advice is limited to BUSSQ products and is advice on insurance, investment choice, contributions, and retirement. The cost of this advice is included in the administration fees and costs. Personal advice is provided by our financial planners who are Authorised Representatives of Industry Fund Services Limited (IFS) (ABN 54 007 016 195 AFSL 232514). IFS is responsible for any advice given by its representatives.

How the Foundation + Flex approach may work for you

To give you a sense of how Foundation + Flex might look in practice, here are three examples based on different risk preferences.

LOWER RISK PROFILE

This example may suit someone with a short to medium term investment timeframe of at least three years. They prefer smaller changes in the value of their investments.

Investment mix: Balanced Growth is used as the foundation to provide diversification. Cash and Bonds are added as flex options to create a more stable investment mix.



MEDIUM TO HIGH RISK PROFILE

This example may suit someone with a medium to long term investment timeframe of at least five years. They are looking for a balance between growth and stability.

Investment mix: Balanced Growth is used as the stand alone diversified foundation.



HIGHER RISK PROFILE

This example may suit someone with a longer investment timeframe of at least ten years. They are comfortable with short term changes in the value of their investments.

Investment mix: Balanced Growth is used as the foundation to provide diversification. Australian Shares and International Shares are added as flex options to place more emphasis on return seeking investments over time.



These examples are provided as illustrations only and are intended to demonstrate different ways investment options can be structured. The right approach will depend on your own investment timeframe, risk comfort and circumstances.

Applying BUSSQ's Foundation + Flex approach

Step 1: Choose your foundation investment option

Balanced Growth is the foundation investment option, as it provides broad diversification across different types of assets. For some members, it's how all of their super is already invested. If you're happy with your foundation investment on its own, you don't need to do anything else.

Step 2: Decide whether to add flex options

Adding flex options is entirely optional. If you want to personalise your investment mix, flex options give you a way to invest more or less in a particular asset class. Flex also lets you adjust the level of risk in your overall investment mix to have a more defensive or growth focus depending on your comfort with risk. The right choice will depend on your own circumstances and what you're looking to achieve.

Step 3: Make changes down the track

No decision you make today is set in concrete. Circumstances change, and your investment mix can change with the market. You should review and update your choices regularly, so your risk comfort remains appropriate for you.

Need help with your investment choices?

You don't have to figure this out on your own. BUSSQ has a few ways to help.

Personal financial advice

As a BUSSQ member, you can access personal financial advice related to your investment choices at no extra cost*. One of our in-house financial planners can work through the options with you and help you find an approach that suits your situation.

General information

Got a question but not sure you need advice? Just call us. Our team can help you get a better understanding of your options before you make any decisions.

Online tools and resources

If you'd prefer to explore things in your own time, we have a range of calculators and tools available online, including an investment risk calculator that can help you understand your risk profile before you commit to anything. Visit our website to take a closer look.

* Personal advice is limited to BUSSQ products and is advice on insurance, investment choice, contributions, and retirement. The cost of this advice is included in the administration fees and costs. Personal advice is provided by our financial planners who are Authorised Representatives of Industry Fund Services Limited (IFS) (ABN 54 007 016 195 AFSL 232514). IFS is responsible for any advice given by its representatives.

Investment options

Diversified investment option (Foundation option)

Balanced Growth is BUSSQ's diversified option and is the foundation option. This is our default option if you don't make an investment choice when you join. It spreads investments across a mix of growth and defensive assets including shares, property, infrastructure, private equity and fixed interest, providing broad diversification in a single option. The benchmark in the table is the allocation percentage we target for each asset class.

Balanced Growth

Designed for medium to long term investors. Balanced Growth is a diversified option that has a mix of growth and defensive assets such as shares, property and fixed interest securities.

Investment objective[^]

To beat the Consumer Price Index by 3.25% per annum over a 10 year period, after investment fees and costs, and investment taxes.

Asset allocation

Asset class	Benchmark	Range
Australian Shares	22.7%	15 - 35%
International Shares	27.5%	15 - 35%
Opportunistic Growth	0.0%	0 - 10%
Property	6.8%	5 - 20%
Infrastructure	11.7%	5 - 20%
Agriculture	4.0%	0 - 10%
Opportunistic Debt	0.0%	0 - 10%
Fixed Interest	17.5%	5 - 20%
Cash	9.8%	0 - 10%

Target growth/defensive allocation 75% Growth/ 25% Defensive

Suggested minimum investment timeframe At least five years.

Likelihood of negative annual return* The frequency of negative annual returns is expected to be 3 to less than 4 years over any 20 year period*

Risk level*  A risk level scale from 1 to 7. 1 is labeled 'Very Low' and 7 is labeled 'Very High'. A bracket above the scale highlights levels 4, 5, and 6, with the text 'Medium to high' above it.

[^] Refer to BUSSQ's most recent Annual Report for actual returns. * The likelihood of a negative annual return and the risk level are based on the Standard Risk Measure set out on page 13.

Single asset class options (Flex options)

Cash

This investment option is for investors who are risk averse and looking for a 100% cash investment. This option may suit members who are willing to sacrifice overall return in favour of less risk and a steady rate of return.

Investment objective[^]

To beat the Bloomberg AusBond Bank Bill Index over a 12 month period, after investment fees and costs and investment taxes[#].

Asset allocation

Asset class	Benchmark
Cash	100%
Target growth/defensive allocation	100% Defensive/ 0% Growth
Suggested minimum investment timeframe	Less than 12 months.
Likelihood of negative annual return*	The Cash pool aims to avoid negative annual returns in any year*.

Risk level*



Bonds

This investment option is for investors looking for a stand alone investment in a diversified portfolio of Australian and international government and corporate bonds. The option is passively managed, meaning it aims to closely follow the performance of the market it invests in, rather than try to outperform it.

Investment objective[^]

To closely match the returns of a weighted index: 50% to the Bloomberg AusBond Composite 0+ Yr Index and 50% to the Bloomberg Barclays Global Aggregate Index (AUD hedged), before fees, costs and tax.

Asset allocation

Asset class	Benchmark	Range
Australian Fixed Interest	50%	35 - 65%
International Fixed Interest	50%	35 - 65%
Cash	0%	0 - 5%

Target growth/defensive allocation 100% Defensive/ 0% Growth

Suggested minimum investment timeframe At least five years.

Likelihood of negative annual return* The frequency of negative annual returns is expected to be 1 to less than 2 years over any 20 year period*.

Risk level*



[^] Refer to BUSSQ's most recent Annual Report for actual returns. * The likelihood of a negative annual return and the risk level are based on the Standard Risk Measure set out on page 13.

[#] Index returns adjusted for implied superannuation tax (where applicable).

Australian Shares

This investment option is for investors looking for a stand alone Australian Shares investment. This option is a sector specific option and invests 100% in Australian Shares.

Investment objective[^]

To beat the S&P/ASX 300 Index (adjusted for franking credits) over a 10 year period, after investment fees and costs and investment taxes[#].

Asset allocation

Asset class	Benchmark
Australian Shares	100%

Target growth/defensive allocation 100% Growth/ 0% Defensive

Suggested minimum investment timeframe At least 10 years.

Likelihood of negative annual return* The frequency of negative annual returns is expected to be 6 years or more over any 20 year period*.

Risk level*



Australian (Small Companies) Shares

This investment option is for investors looking for a stand alone investment, focused on shares in smaller Australian companies. This option is a sector specific option and invests 100% in Australian Shares and, in particular, smaller listed companies.

Investment objective[^]

To beat the S&P/ASX Small Ordinaries Index (adjusted for franking credits) return over a 10 year period, after investment fees and costs and investment taxes[#].

Asset allocation

Asset class	Benchmark
Australian (Small Companies) Shares	100%

Target growth/defensive allocation 100% Growth/ 0% Defensive

Suggested minimum investment timeframe At least 10 years.

Likelihood of negative annual return* The frequency of negative annual returns is expected to be 6 years or more over any 20 year period*.

Risk level*



[^] Refer to BUSSQ's most recent Annual Report for actual returns. * The likelihood of a negative annual return and the risk level are based on the Standard Risk Measure set out on page 13.

[#] Index returns adjusted for implied superannuation tax (where applicable).

International Shares

This investment option is for investors looking for a stand alone International Shares investment. This option has variable currency hedging depending on market conditions and the assessed relative value of the Australian dollar.

Investment objective[^]

To beat the MSCI All Country World Index (excluding Australia) over a 10 year period, after investment fees and costs and investment taxes[#].

Asset allocation

Asset class	Benchmark
International Shares	100%

Target growth/defensive allocation 100% Growth/ 0% Defensive

Suggested minimum investment timeframe At least 10 years.

Likelihood of negative annual return* The frequency of negative annual returns is expected to be 6 years or more over any 20 year period*.

Risk level* 

International (Emerging Markets) Shares

This investment option is for investors looking for a stand alone investment in International Shares in emerging market countries (e.g. Brazil, India, China). This option is unhedged, which means that it will be subject to fluctuations in performance because of currency movements.

Investment objective[^]

To beat the MSCI Emerging Markets Index over a 10 year period, after investment fees and costs and investment taxes[#].

Asset allocation

Asset class	Benchmark
International (Emerging Markets) Shares	100%

Target growth/defensive allocation 100% Growth/ 0% Defensive

Suggested minimum investment timeframe At least 10 years.

Likelihood of negative annual return* The frequency of negative annual returns is expected to be 6 years or more over any 20 year period*.

Risk level* 

[^] Refer to BUSSQ's most recent Annual Report for actual returns. * The likelihood of a negative annual return and the risk level are based on the Standard Risk Measure set out on page 13.

[#] Index returns adjusted for implied superannuation tax (where applicable).

Managing your money

Your own account

When you join BUSSQ, an account will be opened in your name. The value of your account balance will change as a result of contributions, withdrawals, investment earnings and fees as follows:

What goes in:

- Your own contributions
- Any amounts you transfer in from other funds
- Your employer's contributions (if any)
- Positive investment earnings from your super investments
- Government Co-contribution amounts (if applicable)
- Contributions made by your spouse (if any).

What comes out:

- Fees, costs and taxes
- Any withdrawals you make such as through early access to your super or when you turn 60 (preservation age)
- Insurance premiums (if applicable)
- Negative investment returns from your super investments.

How earnings are applied to your account

When you invest with BUSSQ, a number of units are bought in the chosen investment option(s). The number of units you receive depends on the value of the units (the unit price) at the date they are bought.

The value of your investment from then on depends on the number of units that you have and the value of those units, much like owning shares.

PLEASE NOTE

Investment earnings will vary and may be negative at times. If investment earnings are negative, then your account balance will decrease.

The value of your investment depends on the number of units you have and the value of those units.

Example

If you have **\$150,000** to invest in the Balanced Growth option on 1 July when units in that option are valued at **\$1**, you will start your account with:

Initial investment	\$150,000
Value of units at 1 July	\$1
Number of units bought	150,000
If on 1 August the unit price increases to \$1.01 then you will have:	
Number of units	150,000
Values of units	\$1.01
Value of your investment	\$151,500

Example

If you then make a withdrawal of \$5,000 on 1 August:

Value of units owned	\$151,500
Withdrawal	\$5,000
Number of units withdrawn	4950.5 at 1.01 per unit
Number of units remaining	145,049.5
Value of your remaining units	145,049.5 x 1.01 = \$146,500

Allocating money

Amounts received to your account will be invested in accordance with your future investment transaction allocation. This includes contributions from your employer, your own personal contributions, and transfers from another fund. These transactions will be invested on the date received by BUSSQ and will be allocated with the effective unit price for this day.

If we are unable to accept or allocate any money to a BUSSQ member account, the money will be returned to the payer without interest as the bank account we allocate from does not incur interest. There are also no fees or charges applied to this bank account.

The value of units

The nature of investment markets means that the value of the units can rise or fall. The unit price reflects the performance of the investments in the chosen option(s). This is why it is important to choose an investment option that you are comfortable with, as different options have different levels of volatility. As a BUSSQ member you have access to personal financial advice on investment choice at no extra cost*. Call us on **1800 692 877**.

Determining the unit value

The unit value is determined by taking into account the change in value of investments within the relevant investment option and deducting any relevant fees, costs and taxes. The unit price is calculated daily on business days.

A business day is a day that is not a Saturday, Sunday, national public holiday or public holiday specific to Sydney, NSW.

In times of high volatility, BUSSQ reserves the right to suspend the calculation of unit prices.

Changing your investments

BUSSQ gives you the flexibility to switch your investment option or mix of options at any time.

There is no charge to change your investment options.

Switch requests received before 3.00pm AEST/AEDT (Sydney time) on a business day are processed on the day your request is received. Switch requests received on or after 3.00pm AEST/AEDT on a business day will be processed as if received on the next business day. However, the calculation of unit prices takes two business days, and therefore these unit prices will only be available to you two business days after receipt of your requested investment switch.

AEST/AEDT refer to Australian Eastern Standard Time and Australian Eastern Daylight Time as observed in Sydney, NSW. During daylight saving, the AEDT cut off applies to all transactions.

A business day is a day that is not a Saturday, Sunday, national public holiday or public holiday specific to Sydney, NSW.

You can easily make a change to your investments:

- **Over the phone** – call us on **1800 692 877**
- **Online** – log into your online account at **member.bussq.com.au**
- **Send us a form** – complete the *Investment Choice* form available at **bussq.com.au/forms-and-factsheets**

You will receive a confirmation after we process your request.

Rebalancing your investment options

Rebalancing may involve selling investments that have increased in value and buying investments that have performed less strongly or fallen in value. For example, if your shares increase in value and your bonds fall in value, a larger share of your account will be invested in shares. Because shares are generally higher risk than bonds, this may increase the overall risk of your portfolio if you do not rebalance.

Rebalancing helps keep your investments aligned with your chosen investment strategy and level of risk. As part of this process, rebalancing may involve reducing exposure to assets that have increased in value and reallocating into assets with lower relative values, which can create opportunities to sell at higher prices and reinvest at lower prices over time. However, it may also reduce your exposure to investments that continue to perform well and increase your exposure to investments that continue to perform poorly. Rebalancing does not guarantee higher returns or protect against investment losses.

If you invest in our diversified Balanced Growth option, we regularly monitor the asset allocation and take care of rebalancing for you. If you're invested in more than one investment option, the level of risk may change over time because of market movements or transactions on your account. As a result, you may want to make an investment switch to bring your allocation back in line with your preferred investment strategy and risk level.

You should consider whether your investment mix remains appropriate for your objectives, financial situation and needs. You may wish to seek financial advice to help you manage your investment strategy and make sure you have the right asset mix for you.

PLEASE NOTE

If you're considering changing your investments, it's important to think about your investment timeframe, comfort with risk and longer-term goals for your super.

You may also wish to seek advice from a licensed financial adviser. As a BUSSQ member you can access personal advice on investment choice at no extra cost*. Call us on 1800 692 877 or email super@bussq.com.au.

How your account's invested if you die

If you die, when we are notified of your death your BUSSQ account balance will be moved into the Cash investment option. This includes any approved BUSSQ Death insurance payment and contributions received after your death.

Your money will remain invested in the Cash option until it is paid to your eligible beneficiary or beneficiaries.

* Personal advice is limited to BUSSQ products and is advice on insurance, investment choice, contributions, and retirement. The cost of this advice is included in the administration fees and costs. Personal advice is provided by our financial planners who are Authorised Representatives of Industry Fund Services Limited (IFS) (ABN 54 007 016 195 AFSL 232514). IFS is responsible for any advice given by its representatives.

Online accounts and statements

- **Online accounts** - you can access your account details at any time to update your personal details or investment options, apply for or increase insurance and more online via Member Online. You can register for Member Online at bussq.com.au
- **Statements** – you will receive member statements showing your account details as at 30 June each year. Member statements will be provided electronically via Member Online unless you advise us that you would prefer paper statements.

You can also get information about your account by phoning BUSSQ on **1800 692 877** or emailing super@bussq.com.au

Keep your contact details up to date

If you have changed your contact details, or if you are about to, don't forget to let us know. This way, you will continue to receive important information about your super. You can update your details in member online or by calling us on **1800 692 877**.

Income account products

As we are committed to helping you achieve a comfortable lifestyle in retirement, we offer you a range of Income accounts to assist you as you near retirement. The fees for our Income account products are set to meet the operating costs of the product only. The minimum amount needed to open a BUSSQ Income account is \$25,000. If you have money in other super funds that you want to use, as well as the money you have in BUSSQ, it is important you transfer those accounts directly to BUSSQ, before your super is transferred to an Income account. You can choose how regularly you receive payments from your Income account and payments are deposited directly into your bank, building society or credit union account. If you are nearing retirement and would like more information about BUSSQ's Income account products you can download the *Income account PDS* at bussq.com.au or give us a call on **1800 692 877**.

Transition to Retirement Income account

BUSSQ's Transition to Retirement Income account (TTR) allows you to ease into retirement by working hours that suit you without sacrificing your standard of living. You can use your super savings to open a TTR account and receive an income stream that will supplement your income from your employment.

With a Transition to Retirement Income account you:

- Can supplement your income subject to a minimum and maximum amount
- May receive tax benefits.

Retirement Income account

BUSSQ's Retirement Income account is a tax effective way to arrange a flexible, regular income during your retirement.

With a Retirement Income account you:

- Can adjust the income you receive to suit your circumstances, subject to a minimum amount
- May use it to supplement income from the Government Age Pension
- May receive tax benefits
- Can make lump sum withdrawals from time to time
- May be eligible for the BUSSQ Retirement Reward.

You can open an account if you are:

- | | |
|--|---|
| <ul style="list-style-type: none"> ■ Between age 60* and 65, and ■ Still in the workforce or are looking for work. | <ul style="list-style-type: none"> ■ Age 60* or older and permanently retired ■ Age 60* or older and ceased an employment arrangement ■ Age 65 or older (even if still working) ■ An eligible recipient of a superannuation death benefit, or ■ Assessed by the Trustee as being permanently incapacitated, or terminally ill. |
|--|---|

* Your super is preserved until age 60 and can't be withdrawn except under special conditions. See page 28 for more information on preservation age.

This information about BUSSQ's Income account products is general information only and does not take into account your objectives, personal financial situation or needs. You should consider whether the information is appropriate for your personal financial situation and needs, and obtain financial advice tailored to your personal circumstances. Further information about the advice service provided is available in our Financial Services Guide at bussq.com.au

You should read the Product Disclosure Statement (PDS) relating to the product before making a decision. The Target Market Determination (TMD) document which shows the target market of consumers that a product is designed for and PDS are available at bussq.com.au/pds or call us on **1800 692 877** and we will send you a copy.

Accessing your super

Claiming your super

Your superannuation is meant to help provide for your retirement. That's why the government has placed restrictions on when you, or your beneficiaries, can access it.

Subject to the governing rules of BUSSQ and applicable legislation, you will become eligible to withdraw your super when you satisfy a condition of release, which includes:

- Reaching age 65
- Reaching age 60 and ceasing an employment arrangement or permanently retiring
- You are no longer able to work due to a disability
- You become terminally ill
- Severe financial hardship (subject to specified conditions and approval)
- Compassionate grounds (on application and approval by the Australian Taxation Office (ATO))
- Permanent departure from Australia, if you are an eligible temporary resident
- You die (benefits are paid to your beneficiaries or your legal personal representative).

Accessing your super

Generally, you can't access your super until you turn 60 (preservation age), except under special conditions.

You can access your super when you're:

- 60 to 64 and permanently retired or stopped working for an employer, or
- 65 or older (even if you're still working).

Preservation classification

Your balance in BUSSQ is classified as:

- Preserved
- Restricted non-preserved, and/or
- Unrestricted non-preserved.

The following is a summary of which classification applies to which amounts.

Preserved

Since 1 July 1999, all contributions paid into a super fund are classified as preserved, including the investment earnings on those contributions credited to your account. You can access preserved amounts, subject to specific cashing restrictions, in certain circumstances as outlined below.

All preserved amounts transferred between BUSSQ and other super funds will continue to be preserved. Eligible spouse contributions are also preserved.

Restricted non-preserved

Access to these funds is restricted in the same way as preserved amounts. However, if you or your employer made a contribution on your behalf prior to 1 July 1999 and you cease working for that employer, those funds may become unrestricted non-preserved and be able to be accessed.

Unrestricted non-preserved

These funds may be accessed at any time. Once you have reached your preservation age you may:

- Leave your super in your BUSSQ account
- Take partial withdrawals from your account when you need them
- Transfer to an Income account
- Take your super as a lump sum.

Temporary residents departing Australia

If you entered Australia on an eligible temporary resident visa and have subsequently permanently departed Australia, you can apply to have this super paid to you as a departing Australia superannuation payment (DASP). You are unable to apply for payment until after you have permanently departed Australia. Tax will be deducted before payment is made.

If you do not claim your super within six months of leaving Australia, and your visa has expired or been cancelled, we are obligated to transfer your super to the ATO where they will hold this as unclaimed superannuation. You have a right to make a claim to the ATO and we will provide reasonable assistance, information, and documents to you to help you with your application. We are not obligated to notify you or send you an exit statement or PAYG Summary if your account is paid to the ATO as unclaimed money.

You can apply for release of your superannuation or find more information about claims for departing temporary residents at ato.gov.au

If you have permanently emigrated to New Zealand, and have an active KiwiSaver account, you may be able to transfer your Australian super to your KiwiSaver account. Eligibility criteria apply. For more information call us on **1800 692 877** or go to ato.gov.au

Severe financial hardship

If you have been receiving eligible Australian Government income support payments (e.g. JobSeeker) for a period of at least 26 continuous weeks and you are unable to meet reasonable and immediate living expenses, you may be able to access some of your superannuation to assist with meeting day to day living expenses. For more information, refer to the *Application for Early Release of benefit – Financial Hardship or Compassionate Grounds form* at

bussq.com.au/forms-and-factsheets or call us for more information or to start the claim process.

Claiming super on compassionate grounds

You may be able to withdraw some of your super on compassionate grounds for unpaid expenses. Compassionate grounds include needing money for:

- Medical treatment and medical transport for you or your dependant
- Making a payment on a home loan or council rates so you don't lose your home
- Modifying your home or vehicle to accommodate you or your dependant's severe disability
- Palliative care for you or your dependant
- Expenses associated with the death, funeral or burial of your dependant.

Compassionate grounds claims must be approved by the ATO before you make a claim through BUSSQ.

For more information, refer to the *Application for Early Release of benefit – Financial Hardship or Compassionate Grounds form* on bussq.com.au or call us or contact the ATO on **1800 692 877**. You can apply to claim on compassionate grounds online via your myGov account and ATO online services.

Nominating your beneficiaries

You've worked hard to build up your super, so it's important to nominate who you wish to receive this benefit in the event of your death.

Nominate your beneficiaries

Before you open your account, it's important to consider who you would like to receive any money left in your account when you die.

If you die and have an account with BUSSQ, any remaining balance will be paid to your dependants and/or your legal personal representative on behalf of your estate.

The balance of your account is made up of any money remaining in your account, less outstanding fees and taxes.

Who gets the balance of your account when you pass away?

You may nominate:

- A binding beneficiary; and/or
- A non-binding beneficiary,

to receive any money left in your BUSSQ account when you die.

You also have the option to nominate a Binding Death Benefit Nomination to Child Income account. Before acting, you should review the *Protect Your Child's Financial Future Fact Sheet* to ensure you have all the information about the BUSSQ Child Income account and how it works and consider the appropriateness of the information to your needs, or obtain financial advice tailored for your personal circumstances. This can be downloaded at bussq.com.au/disclosure or call us for a copy on **1800 692 877**.

The most appropriate nomination will depend on your personal circumstances. If you do not make a nomination the Trustee will in its absolute discretion pay your benefit to your dependants or legal personal representative. Refer to the 'How can you nominate' section on the following page to find out more. You can also contact us on **1800 692 877** to discuss.

Death benefit rollovers

If you are a recipient of Death benefits from multiple superannuation sources you can transfer the amounts into a BUSSQ account to simplify the administration of your benefits.

The BUSSQ team is here to answer your questions and assist with the process – just call us on **1800 692 877**.

Definition

Dependant

For superannuation purposes, your 'dependants' are:

- Your spouse (legal or de facto)
- Your children (including a step child, adopted child, ex-nuptial child or child of your spouse, or child within the meaning of the *Family Law Act 1975*)
- Someone who is financially dependent on you
- Any person who is in an interdependent relationship with you at the time of your death, meaning:

Generally, two people are in an interdependent relationship if:

- They have a close personal relationship
- They live together, and
- One or each provides the other with financial and domestic support, and personal care.

An interdependent relationship also exists if two people have a close personal relationship, but the other requirements are not satisfied because either or both of them suffer from a physical, intellectual or psychiatric disability.

How can you nominate?

Option 1: Nominate a binding beneficiary

You may nominate one or more of your dependants or your legal personal representative as the recipient of your BUSSQ account in the event of your death.

If you make a valid binding nomination, the Trustee of the Fund is obliged to follow your nominations made on your *Binding Death Benefit Nomination* form when it comes time to pay your Death benefit.

If you make a binding nomination to someone who is not a dependant or legal personal representative, the Trustee may not be able to abide by your wishes at the time of your death.

Your binding nomination remains valid for three years. If you do not renew your binding nomination the Trustee will no longer be obligated to follow your nominations.

Your legal personal representative is the executor of your will or the administrator of your estate.

There are certain conditions that must be met to make sure your binding nomination is valid, call **1800 692 877** to find out more information.

Option 2: Nominate your preferred non-binding beneficiary

If you choose to make a non-binding nomination, BUSSQ will use it as a guide, along with other current and relevant information, to make a decision in the event of your death.

It is at the Trustee's discretion where your Death benefits will go.

Option 3: Nominate a Binding Death Benefit Nomination to Child Income account

You may nominate one or more of your dependant children as the recipient of your BUSSQ account as a Child Income account in the event of your death.

If you make a valid binding nomination, the Trustee of the Fund is obliged to follow your nominations made on your *Binding Death Benefit Nomination to Child Income account* form when it comes time to pay your Death benefit.

If you make a binding nomination to someone who is not a dependant child, the Trustee may not be able to abide by your wishes at the time of your death.

Your binding nomination remains valid for three years. If you do not renew your binding nomination the Trustee will no longer be obligated to follow your nominations.

There are certain conditions that must be met to make sure your binding nomination is valid, call **1800 692 877** to find out more information.

Fees and costs

Consumer advisory warning

Did you know?

Small differences in both investment performance and fees and costs can have a substantial impact on your long term results. For example, total annual fees and costs of 2% of your account balance rather than 1% could reduce your final return by up to 20% over a 30 year period (for example, reduce it from \$100,000 to \$80,000). You should consider whether features such as superior investment performance or the provision of better member services justify higher fees and costs. You or your employer, as applicable, may be able to negotiate to pay lower fees. Ask the Fund or your financial adviser.

To find out more

If you would like to find out more, or see the impact of fees based on your own circumstances, the **Australian Securities and Investments Commission** (ASIC) website (moneysmart.gov.au) has a superannuation calculator to help you check out different fee options.

The wording above is required by law. Please note that BUSSQ fees and costs are not negotiable.

Fees and cost summary

This section shows fees and other costs that you may be charged. These fees and other costs may be deducted from your money, from the returns on your investment or from the assets of the superannuation entity as a whole. Other fees, such as activity fees, advice fees for personal advice and insurance fees, may also be charged, but these will depend on the nature of the activity, advice or insurance chosen by you. Entry and exit fees cannot be charged. Taxes are set out on the previous pages, and insurance fees and other costs relating to insurance are set out in another document that forms part of the PDS.

You should read all the information about fees and costs because it is important to understand their impact on your investment.

Fees and costs summary

Type of fee or cost	Amount	How and when paid
Ongoing annual fees and costs¹		
<i>Administration fees and costs</i>	0.18% p.a. of your account balance	The percentage-based administration fee of 0.18% p.a. is deducted daily from the investment option before BUSSQ declares a unit price, capped at \$1,000 p.a.
	0.00% p.a. ²	Administration costs paid from reserves that are not otherwise charged as administration fees. These costs are not directly charged to your account but have reduced the General Reserve balance held by the Fund to cover future administration costs.
<i>Investment fees and costs²</i>		
Balanced Growth	0.60% p.a.	Deducted daily from the investment option before BUSSQ declares a unit price.
Cash	0.10% p.a.	
Bonds	0.05% p.a.	
Australian Shares	0.38% p.a.	
Australian (Small Companies) Shares	0.64% p.a.	
International Shares	0.51% p.a.	
International (Emerging Markets) Shares	0.76% p.a.	
<i>Transaction costs²</i>		
Balanced Growth	0.15% p.a.	Deducted daily from the investment option before BUSSQ declares a unit price.
Cash	0.04% p.a.	
Bonds	0.06% p.a.	
Australian Shares	0.11% p.a.	
Australian (Small Companies) Shares	0.14% p.a.	
International Shares	0.07% p.a.	
International (Emerging Markets) Shares	0.08% p.a.	
Member activity related fees and costs		
<i>Buy-sell spread</i>	Nil	Not applicable
<i>Switching fee</i>	Nil	Not applicable
<i>Other fees and costs³</i>	Refer to the 'Additional explanation of fees and costs' section.	

1 If your account balance for a product offered by BUSSQ is less than \$6,000 at the end of the financial year (30 June), certain fees and costs charged to you in relation to administration and investment are capped at 3% of your account balance. Any amount charged in excess of that cap must be refunded.

2 These percentages are an estimate based on the costs incurred for the 12 months ending 30 June 2025. The investment fees and costs include an amount of up to 0.31% for performance fees and the calculation basis for this amount is set out under the 'Additional explanation of fees and costs' section.

3 Refer to the 'Additional explanation of fees and costs' section.

Example of annual fees and costs for our Balanced Growth option

This table gives an example of how the ongoing annual fees and costs for the Balanced Growth option can affect your superannuation investment over a one year period. You should use this table to compare this superannuation product with other superannuation products.

EXAMPLE – Balanced Growth option		Balance of \$50,000
Administration fees and costs	0.18% p.a. of your account balance.	For every \$50,000 you have in the superannuation product, you will be charged or have deducted from your investment \$90 in administration fees and costs up to a maximum of \$1,000.
PLUS Investment fees and costs	0.60% p.a. of your account balance.	And , you will be charged or have deducted from your investment \$300 in investment fees and costs.
PLUS Transaction costs	0.15% p.a. of your account balance.	And , you will be charged or have deducted from your investment \$75 in transaction costs.
EQUALS Cost of product		If your balance was \$50,000, at the beginning of the year, then for that year you will be charged fees and costs of \$465 for the superannuation product.

Additional fees may apply. These are explained in the 'Additional explanation of fees and costs section'. If you have insurance, these costs are explained in section 8 of this PDS and in the *Insurance Handbook*.

Cost of product for one year

The cost of product gives a summary calculation about how ongoing annual fees and costs can affect your superannuation investment over a one year period for all superannuation products and investment options. It is calculated in the manner shown in the 'Example of annual fees and costs'. The cost of product information assumes a balance of \$50,000 at the beginning of the year. Additional fees such as a buy-sell spread may apply: refer to the 'Fees and costs summary' for the relevant superannuation product or investment option. You should use this figure to help compare superannuation products and investment options.

Investment option	Cost of product
Balanced Growth	\$465
Cash	\$160
Bonds	\$145
Australian Shares	\$335
Australian (Small Companies) Shares	\$480
International Shares	\$380
International (Emerging Markets) Shares	\$510

Additional explanation of fees and costs

Defined Fees

Types of fee or cost	How these fees and costs apply to BUSSQ Super members
<p>Administration fees and costs are fees and costs that relate to the administration or operation of the superannuation entity and includes costs incurred by the trustee of the entity that:</p> <p>(a) relate to the administration or operation of the entity; and</p> <p>(b) are not otherwise charged as investment fees and costs, a buy-sell spread, a switching fee, an activity fee, an advice fee or an insurance fee.</p>	<p>The administration fees paid by members are transferred to the General Reserve to help meet administration and operating costs of the Fund. These costs include the Trustee Service Fee paid into a Trustee Capital Reserve in BUSS (Queensland) Pty Ltd, Trustee for BUSSQ. This fee provides the Trustee Company with capital to ensure the Trustee's ongoing capital adequacy. For the year ending 30 June 2025, the administration costs paid from the General Reserve did not exceed the administration fees paid into the General Reserve. The 0.18% p.a. administration fee is subject to a fee cap of \$1,000 p.a. as explained in the High Balance Fee Cap section.</p>
<p>Investment fees and costs are fees and costs that relate to the investment of the assets of a superannuation entity and includes:</p> <p>(a) fees in payment for the exercise of care and expertise in the investment of those assets (including performance fees); and</p> <p>(b) costs incurred by the trustee of the entity that:</p> <p>(i) relate to the investment of assets of the entity; and</p> <p>(ii) are not otherwise charged as administration fees and costs, a buy-sell spread, a switching fee, an activity fee, an advice fee or an insurance fee.</p>	<p>The investment fees and costs included in the Fees and Costs Summary section are for the management of assets in each investment option. BUSSQ estimates these costs for each new financial year based on the actual costs for the prior financial year.</p> <p>The costs may include payment of a performance fee, which is explained in the Investment Performance Fees section on page 37.</p>
<p>Transaction costs are costs associated with the sale and purchase of assets of the superannuation entity other than costs that are recovered by the superannuation entity charging buy-sell spreads.</p>	<p>The types of transaction costs depend on the type of asset being bought or sold by the Fund's underlying investment managers. Examples of transaction costs include:</p> <ul style="list-style-type: none"> ■ Brokerage: is an amount payable to a broker for undertaking a transaction for the acquisition or disposal of a financial product; ■ Buy-sell spreads: see definition in the next section; ■ Settlement and clearing costs: are the costs charged by a facility like a stock exchange for trading financial products; ■ Stamp duty: is a charge governments' place on legal documents for the transfer of real estate or other assets. <p>The Fund estimates these transaction costs for each new financial year based on the actual costs for the prior financial year. The transaction costs for each investment option are included in the Fees and Costs Summary section. The costs are deducted daily from the investment option before BUSSQ declares a unit price.</p>
<p>A buy-sell spread is a fee to recover costs incurred by the trustee of the superannuation entity in relation to the sale and purchase of assets of the entity.</p>	<p>BUSSQ does not currently charge a buy-sell spread fee. Any buy-sell spread costs are included in Transaction costs.</p>
<p>Switching fees</p> <p>A switching fee for a MySuper product is a fee to recover the costs of switching all or part of a member's interest in a superannuation entity from one class of beneficial interest in the entity to another.</p> <p>A switching fee for a superannuation product other than a MySuper product, is a fee to recover the costs of switching all or part of a member's interest in the superannuation entity from one investment option or product in the entity to another.</p>	<p>BUSSQ does not currently charge an investment switching fee.</p>
<p>An exit fee is a fee, other than a buy-sell spread, that relates to the disposal of all or part of a member's interests in a superannuation entity.</p>	<p>Exit fees are not allowed. BUSSQ does not charge an exit fee.</p>

Types of fee or cost

How these fees and costs apply to BUSSQ Super members

<p>A fee is an activity fee if:</p> <p>(a) the fee relates to costs incurred by the trustee of the superannuation entity that are directly related to an activity of the trustee:</p> <p>(i) that is engaged in at the request, or with the consent, of a member; or</p> <p>(ii) that relates to a member and is required by law; and</p> <p>(b) those costs are not otherwise charged as administration fees and costs, investment fees and costs, transaction costs, a buy sell spread, a switching fee, an advice fee or an insurance fee.</p>	<p>BUSSQ does not currently charge activity fees for Family Law transactions, contribution splitting, contribution refunds, and lost member search fees. BUSSQ will notify you in advance if it introduces activity fees for transactions like this.</p>
<p>A fee is an advice fee if:</p> <p>(a) the fee relates directly to costs incurred by the trustee of the superannuation entity because of the provision of financial product advice to a member by:</p> <p>(i) a trustee of the entity; or</p> <p>(ii) another person acting as an employee of, or under an arrangement with, the trustee of the entity; and</p> <p>(b) those costs are not otherwise charged as administration fees and costs, investment fees and costs, a switching fee, an activity fee or an insurance fee.</p>	<p>BUSSQ members have access to personal financial advice at no additional cost. The advice is limited to BUSSQ products and is advice on insurance, investment choice, contributions and retirement. The cost of this advice is included in the administration fees and costs. This will be detailed in the Statement of Advice your advisor gives you.</p> <p>Personal advice is provided by our financial planners who are Authorised Representatives of Industry Fund Services Limited (IFS) (ABN 54 007 016 195 AFSL 232514). IFS is responsible for any advice given to you by its representatives.</p> <p>Further information about the advice service provided is available in our Financial Services Guide at bussq.com.au</p>
<p>A fee is an insurance fee for a superannuation product if:</p> <p>(a) the fee relates directly to either or both of the following:</p> <p>(i) insurance premiums paid by the trustee, or the trustees, of a superannuation entity in relation to a member or members of the entity;</p> <p>(ii) costs incurred by the trustee, or the trustees, of a superannuation entity in relation to the provision of insurance for a member or members of the entity; and</p> <p>(b) the fee does not relate to any part of a premium paid or cost incurred in relation to a life policy or a contract of insurance that relates to a benefit to the member that is based on the performance of an investment rather than the realisation of a risk; and</p> <p>(c) the premiums and costs to which the fee relates are not otherwise charged as administration fees and costs, investment fees and costs, transaction costs, a switching fee, an activity fee or an advice fee.</p>	<p>Please refer to the <i>Insurance Handbook</i> for detailed information about BUSSQ's insurance cover, including premiums and any applicable costs.</p>

Investment performance fees

The 'investment fees and costs' defined on the previous pages and detailed in the 'Fees and costs summary' may include an amount for investment performance fees. Some of BUSSQ's investment managers will be eligible to receive performance based fees if they outperform a target return. A target return is set as a percentage in excess of an index or other suitable benchmark, above which a performance fee is payable.

Performance fees are calculated on an average of the previous five financial years. These fees will vary in the future depending upon factors including performance targets and investment results from underlying investment managers.

The performance fees in the following table are included in 'investment fees and costs' in the 'Fees and cost summary'.

Investment option	Performance fee
Balanced Growth	0.05%
Cash	0.00%
Bonds	0.00%
Australian Shares	0.05%
Australian (Small Companies) Shares	0.31%
International Shares	0.00%
International (Emerging Markets) Shares	0.00%

Additions or alterations to fees

The Trustee can change the fees that will be applied to your account. You will be given at least 30 days' notice before any increase in fees deducted directly from your account takes effect. BUSSQ fees are not negotiable.

Low balance fee cap

If your account balance is less than \$6,000 on 30 June or the date you leave the BUSSQ Fund, then certain fees and costs charged to you are capped at 3% of the account balance. Any amount charged in excess of that cap must be refunded. The cap applies to the total of your administration fees and costs, investments fees and costs, and transaction costs.

High balance fee cap

The percentage based administration fee of 0.18% p.a. is subject to a cap of \$1,000 in a financial year. BUSSQ will assess the combined total of your eligible account balances at the end of the financial year (June 30), and any percentage based administration fees above \$1,000 will be rebated to your main account as a credit in the following financial year. To be eligible for the credit you will need to be a member of BUSSQ when the credit is applied. This amount will appear as a single transaction and will be reported on future annual statements. BUSSQ regularly reviews its fee cap rules.

Eligible accounts are any of the following accounts:

- BUSSQ Super account
- BUSSQ Transition to Retirement Income account
- BUSSQ Retirement Income account
- BUSSQ Term Allocated Pension account*
- BUSSQ Child Income account

You do not need to complete any paperwork as the rebate will be automatically applied to your account.

Tax deductible expenses

BUSSQ receives a tax deduction for certain expenses, such as insurance premiums, administration costs, investment fees and other expenses.

Any tax benefit of insurance premiums and administration costs are retained by the Fund for the benefit of all members.

Where a tax deduction is available for investment costs and expenses, the benefit is either passed onto members through lower taxation and reduced investment fees and costs or retained for the benefit of all members.

Taxation and Super

For information on tax on contributions, investment earnings, benefits rolled in and out, and lump sum withdrawals, refer to the 'Tax and Super' section on page 38.

* This product closed to new accounts on 24 February 2023.

Tax and super

Tax on contributions

All employer contributions to your account and contributions for which a tax deduction is claimed, are subject to a 15% contributions tax.

Personal contributions (not claimed as a tax deduction) and spouse contributions are not taxed.

If you roll over super that has an untaxed component into BUSSQ, 15% tax is payable on the untaxed component.

Tax on contributions is deducted from your account when contributions are deposited.

The deductions and rebates available on the different types of contributions that can be made to BUSSQ are discussed in the following pages.

Concessional contributions

Concessional (before tax) contributions, including employer and salary sacrifice contributions, are taxed at 15% when they are deposited to your super account.

There are limits to the amount of concessional contributions you can make to your super account.

From 1 July 2024, the concessional contributions limit is \$30,000 per financial year.

If you exceed the concessional contributions cap in a financial year, the excess amount will be included in your assessable income and you will pay tax on it at your marginal tax rate, less the 15% tax you have already paid on the contribution.

Additional contributions tax for high income earners

If your income and concessional (before tax) contributions total more than \$250,000 you may have to pay additional tax. An extra 15% tax applies on super contributions over the \$250,000 threshold and is called 'Division 293 tax'.

Any additional tax will be calculated by the ATO and included in your notice of assessment.

For more information please visit www.ato.gov.au

Despite the additional tax, from a tax perspective, super remains an attractive investment vehicle for all taxpayers due to the tax concessions provided on contributions, the 15% tax rate on investment earnings and the typically tax free status of withdrawals from super for those over age 60.

Non-concessional contributions

Non-concessional contributions are personal contributions made from after tax money, for example from the sale of an investment.

Personal contributions from your after tax income will not be taxed when you contribute. Generally, you can make after tax contributions if your total superannuation balance is less than \$2 million. From 1 July 2024, there is an annual non-concessional contribution cap (limit) of \$120,000 or \$360,000 over three years. If you're under age 75 at any time in the financial year and you meet the other eligibility criteria, you may be able to bring forward three years of contributions. The three year period starts from the first year that you add more than the after tax cap (limit) to your super. If you contribute above the limits, you may have to pay extra tax. Different non-concessional contribution limits apply to financial years before 1 July 2024.

For up to date information please visit ato.gov.au

Between 1 July 2021 and 30 June 2030, you can re-contribute amounts withdrawn under a COVID-19 early release. These amounts won't count towards your non-concessional contributions cap. However, you can only re-contribute up to the amount you withdrew under this condition and you can't claim a tax deduction for the re-contributed amounts.

Tax on investment earnings

Investment earnings in super are taxed up to 15%. This is a lower rate than most other forms of savings. This tax may be offset by deductions available to BUSSQ and tax is deducted from BUSSQ's investment returns before they are applied to your account.

Tax on benefits rolled in and out

There is no tax payable if you roll over super from one fund to another, unless the amount rolled over contains an untaxed component. An untaxed component attracts 15% contributions tax when it is rolled into BUSSQ.

Taxation of lump sum withdrawals

Lump sum payments will generally comprise:

- A tax free component
- A taxable component

The payment will include both tax free and taxable components in the same proportion, as these components make up the total value of the account. Lump sum withdrawals are generally tax-free if you're age 60 or over. If you're under 60, the tax on the taxable component of a lump sum withdrawal will be 22% (including the Medicare Levy). Tax on withdrawals will be deducted before you receive your payment (if applicable).

For more information about tax on contributions, please refer to ato.gov.au/super

Tax File Number (TFN) information

BUSSQ is authorised under the *Superannuation Industry (Supervision) Act 1993* (SIS) to collect, use and disclose your TFN. Advising BUSSQ of your TFN is voluntary and it is not an offence if you choose not to provide it, but you may pay additional tax on benefits paid. BUSSQ is required by law to take the necessary steps to properly safeguard your TFN.

BUSSQ may disclose your TFN to another superannuation fund if the benefit is transferred, unless you tell us in writing not to disclose the TFN to any other fund.

What happens if you choose not to provide your TFN to BUSSQ?

- Concessional contributions will be taxed at the top marginal tax rate
- BUSSQ will not be able to accept non-concessional contributions
- Should you have multiple super accounts, BUSSQ will not be able to help you locate and consolidate them
- Withdrawals made from your super will be subject to tax at the top marginal tax rate, plus Medicare levy.

PLEASE NOTE: This may be recovered when you lodge your tax return.

PLEASE NOTE

All information related to taxation is based on our interpretation of the present Australian tax law, which may change at any time. Contact a professional tax adviser for a full explanation and advice on individual circumstances.

Other important information

Reserving policy

As required by legislation, BUSSQ maintains an Operational Risk Financial Requirement (ORFR) Reserve of 0.25% for the Fund and 0.1% for BUSSQ's Pooled Superannuation Trust.

BUSSQ also maintains a General Reserve with its optimum level around 0.15% of assets. For more information on reserves, see the Annual Report at bussq.com.au/disclosure

BUSSQ's Privacy Policy

BUSSQ respects your privacy and protecting your personal information is important to us. We comply with the Australian Privacy Principles in the Privacy Act when we handle your personal information.

To see BUSSQ's Privacy Policy go to bussq.com.au or give us a call.

Purpose of BUSSQ

BUSSQ was established in 1985 to provide benefits for all persons working in the building, construction, civil and allied industries.

Managing BUSSQ

BUSS (Queensland) Pty Ltd, is the Trustee for the Building Unions Superannuation Scheme (Queensland) (BUSSQ) and the issuer of this Handbook. The Trustee Board is made up of an equal number of employer and member representative directors who are nominated by our sponsoring employer and member organisations:

- Queensland Master Builders Association, Industrial Organisation of Employers
- Construction, Forestry, Mining and Energy Industrial Union of Employees (CFMEU) Queensland.

The Trustee is responsible for ensuring BUSSQ is managed in the best interests of all members and their dependants. The Trustee appoints various professionals and service providers to assist with running BUSSQ.

A Trust Deed governs the operation of BUSSQ and if there are any inconsistencies between the terms of BUSSQ's Trust Deed and any disclosure documents, the terms of the Trust Deed will prevail. From time to time the Trust Deed may need to be amended. If it is, you will be notified of any changes that may adversely affect your benefits.

To see the trust deed go to bussq.com.au/disclosure

Returned mail

Where we have correspondence returned to us by Australia Post, the Trustee will endeavour to locate an up to date address for you so that you will receive your annual statement. This may involve disclosing your name and previous address to the relevant agencies for the purposes of address searches only.

Employer compliance

The Trustee takes very seriously its responsibility to ensure that your contributions are up to date. If you tell us that you should have received an employer payment the Trustee may provide some personal information to a third party to assist in the collection of any outstanding superannuation contributions. From time to time the Trustee may also provide some personal information to a union and/or employer sponsor to assist in the collection of any outstanding superannuation contributions.

Family law

Under Family Law, if you and your spouse separate, your BUSSQ super account can be split.

Family law affects super in three key areas:

- **Request for information** – you or your spouse can request certain information about your super account. BUSSQ will not tell you when this disclosure is requested
- **Superannuation agreement** – you can enter into a superannuation agreement with your spouse. This can be made before, during or after a marriage or de facto relationship. A superannuation agreement is binding on the Trustee as long as the agreement complies with the law at that time
- **Splitting super** – you and your spouse or the courts can split your superannuation account through an agreement or court order.

Unclaimed super money

In certain circumstances prescribed under superannuation legislation, superannuation benefits must be treated as unclaimed money and reported and paid to the Australian Taxation Office (ATO).

These circumstances include:

- **An account balance under \$6,000 held by an inactive member.** You are 'inactive' if you have not, in the past 16 months: (a) made, or had a contribution made on your behalf, to your account; (b) satisfied a condition of release; (c) made changes to your insurance cover; (d) switched investment options; (e) made or amended a binding Death benefit nomination; or (f) otherwise opted out of transfer.
- **An account balance under \$6,000 held by an uncontactable member.** You are 'uncontactable' if we can't contact you by mail or email at the address(es) we hold for you AND you haven't been in contact with us or we have not received any contributions from you or on your behalf in the last 12 months.
- **An account held by an inactive member who is 65 years of age or more.** This applies if we have not received any contributions or rollovers from you or on your behalf in the last two years AND it has been five years or more since you last contacted us AND we are unable to make contact with you.

Benefits for the following people may also be transferred to the ATO:

- Inactive or uncontactable members who cannot be properly identified
- Former temporary resident members who have departed Australia without claiming their superannuation benefits within six months of departure and the ATO has issued a notice to the Fund requesting payment
- Deceased members whose benefits cannot be paid following death, and
- A spouse who is entitled to a benefit split under the *Family Law Act 1975* and cannot be paid.

In respect of an account balance under \$6,000 held by an inactive member, the ATO has 28 days after receiving the money from your super fund to reunite it with your active superannuation account (meaning an account that has received a contribution or rollover from or on your behalf during the current or previous financial year), providing the active account holds a balance greater than \$6,000 following the reunification.

Unclaimed monies can be claimed directly from the ATO. In the case of former temporary residents this can occur at any time after departing Australia, subject to the payment of applicable tax. If superannuation benefits are transferred to the ATO as unclaimed monies, they will not usually attract interest nor will the unclaimed amount retain any associated insurance cover.

The ATO has an unclaimed monies register that can be checked for you. For more information you can contact the ATO on **13 10 20** or go to **ato.gov.au**

If your super becomes lost, we are required to advise the ATO Lost Member Register. You can search the Lost Member Register by going to **ato.gov.au**

Complaints

If you have a complaint about your experience with BUSSQ or our products, we want to know.

To make a complaint

Please contact our Complaints Officer:

Phone	1800 692 877
Mail	Complaints Officer, BUSSQ, GPO Box 2775, Brisbane QLD 4001
Email	super@bussq.com.au bussq.com.au/contact-us
In person	Ground Floor, 299 Coronation Drive, Milton, QLD, 4064

Our process

Our Complaints Officer will investigate your complaint and provide you with a written response to let you know the outcome of your complaint.

For superannuation trustee complaints – we'll respond within 45 calendar days after receiving your complaint.

If your complaint relates to a Death benefit distribution – we'll respond within 90 calendar days after expiry of the 28 calendar day period for objecting to a proposed Death benefit distribution.*

If your complaint relates to insurance – we'll give you an update of our progress within every 20 business days, unless you have agreed to a different timeframe.

Our formal response will include:

- The reasons for our decision;
- How you can request the information used to reach our decision; and
- If you're unhappy with our decision, the process for forwarding your complaint on to the Australian Financial Complaints Authority.

For other complaints – including complaints about privacy or financial services provided by BUSSQ (standard complaints), we'll respond no later than 30 calendar days after receiving your complaint.*

*Sometimes we will need more time to investigate and respond to your complaint. If we do need more time, we'll let you know within the response timeframe and provide you with an Internal Dispute Resolution (IDR) delay notification. This will include the reason for the delay and your right to take your complaint to the Australian Financial Complaints Authority (AFCA).

If you are not satisfied with our response or you have not received a response within the required timeframe, you may take your complaint to AFCA.

About AFCA

If you're unhappy with the outcome of your complaint with BUSSQ, you can escalate your complaint to AFCA.

AFCA provides a fair and independent financial services complaint resolution service that is free to consumers.

Contact AFCA:

Website	www.afca.org.au
Email	info@afca.org.au
Phone	1800 931 678 (free call)
Mail	Australian Financial Complaints Authority, GPO Box 3, Melbourne VIC 3001

Do you want to find out more?

Information contained within this Handbook may change from time to time. BUSSQ will advise you of material changes or significant events within timeframes prescribed by law at bussq.com.au or via direct communications. Information in this Handbook that is not materially adverse may change from time to time. Updated information will be available at bussq.com.au or by calling us. We will send you a copy of any changes at your request and free of charge.

BUSSQ

Ground Floor, 299 Coronation Drive
Milton, QLD, 4064

Postal Address

GPO Box 2775, Brisbane, QLD 4001

Other important details

USI BUS0002AU – Super account product
USI BUS0005AU – Income account products

Fund's Registration Number R1055870

Trustee's Registered Superannuation Entity
(RSE) licence number L0002158

BUSS (Queensland) Pty Ltd ABN 15 065 081 281 | AFSL 237860

Trustee for Building Unions

Superannuation Scheme (Queensland)
(BUSSQ) ABN 85 571 332 201

100%

Industry Super

Run only to benefit our members

For more information call 1800 692 877,
email super@bussq.com.au or visit bussq.com.au

BUSSQ
Queensland's building super