



# Employer information

## How to join the Fund

### Employer

To join the Fund, you are required to complete and execute a “Deed of Adherence”. When completing the Deed of Adherence, please ensure that you complete the relevant sections, i.e. for a company (including your Company “ABN” and ensure that you affix your company seal-if required) or the section for a sole proprietor or partnership, whichever is applicable.

If you do not have a company seal, then you are required to provide a copy of a document as supplied by the Australian Securities and Investments Commission (ASIC) which confirms that the person(s) who have signed the Deed of Adherence, are in fact officers of the company.

Select the appropriate options in clauses 1,2 and 3.

#### **Clause one being:**

- i) effective date, being the date from which contributions are payable.
- ii) a or b, being the employees for whom contributions are to be made.

#### **Clause two being:**

The state and/or territories to which the Fund applies.

#### **Clause three being:**

The greater of: (a) the minimum weekly contribution of \$25 or (b) the contribution rate specified in an Industrial Instrument.

Please ensure that you select the correct options. If you do not, you may be obliged to contribute at a rate which exceeds your legal obligation. If you have any questions as to which options to select, please contact the ACIRT National Co-ordinator on 0418 206 989 who will assist you.

### Employee

The employer can join those employees, who are to be covered by the Fund by:

- having those employees complete and sign a ‘Membership Application Form’, or
- the employer providing the Fund Administrator with the following employee details:
  - Full name - (mandatory)
  - Residential Address - (mandatory)
  - Date of Birth - (mandatory)
  - C+BUS number if applicable (optional)
  - Commencement with employer (optional)
  - Tax File Number - (optional)

Forward the ‘Deed of Adherence’, employee ‘Membership Application Form’ or employee details with a cheque for stamp duty (if applicable) made out to the Commissioner of Stamp Duties, to the Fund Administrator. The applicable stamp duty is:

NSW	nil
ACT	nil
VIC	nil
QLD	nil
NT	nil
SA	nil
TAS	\$20.00
WA	\$20.00

## Contribution payments

Wait for the first 'Contribution Payment Return Form', which will be forwarded to you by the Fund Administrator. Ensure that all eligible employees have been included on the 'Contribution Payment Return Form', and return it together with your payment to the Fund Administrator by no later than the 14th day of the following month.

## Employee Benefit Payments

### Redundancy

On termination the employee needs to fully complete the relevant sections on the 'Redundancy Benefit Claim Form'. The completed claim form should then be forwarded to the Fund Administrator.

It may be lodged with the Fund Administrator in person, facsimile or post.

The benefit payment will then be processed by the Fund, within three (3) business days of the completed claim being received.

### Employee retirement

If employees are due to retire, then they should consider obtaining advice from a professional financial adviser before obtaining the benefit payment from the Fund. The Fund Administrator will defer the benefit payment if requested until such time advice is obtained.

## Deceased Employees

If an employee dies, then please advise the Fund Administrator or arrange for the spouse, relative or legal representative to contact the Fund Administrator or the National Co-ordinator, who will provide a 'Deceased Member Claim Form' and a 'Funeral Benefit Claim Form' in respect of members who are eligible for the funeral benefit.

## Change of Records

### Employers

If there is a change to your trading name, business address, contact person or status of business etc, then please notify the Fund Administrator.

### Employee

If there is a change of address, then please advise the Fund Administrator who will notify the member confirming the change.

## Additional material

If you require additional member information booklets, benefit claim forms etc, these can be downloaded from our web site being [www.acirt.com.au](http://www.acirt.com.au) or from our administrator.

## Information or assistance

If you require any further information or advice, then please contact the Fund Administrator, who will provide whatever assistance you may require.



### ACIRT ADMINISTRATION:

Ground Floor, 1A Homebush Bay Drive,  
Rhodes NSW 2138 **or**  
Locked Bag 5040, Parramatta NSW 2124  
Freecall: 1800 060 467 Fax: 1300 655 119

TRUSTEE ACIRT PTY LTD ABN 31 773 602 307

need further information?

Call us on Freecall:

**1800 060 467**