

Application for recognition of prior continuous service for superannuation purposes

This application form has been developed for active Revised, New, Transport, State Employees Retirement Benefits (SERB) or Melbourne Water Corporation Employees Superannuation (MWCES) Scheme members who are seeking additional prior continuous employment to be recognised as 'service' for benefit purposes.

Additional and Recognised service

Additional service refers to the period(s) of employment that you may have had before you became a member of ESSSuper.

Only service with Victorian State Government Authorities already covered by ESSSuper can be recognised by us for superannuation purposes. This includes full-time, part-time (i.e. working more than 40% of normal full time hours), temporary or exempt service.

Eligibility for Recognised service*

We can only recognise a period of additional service that:

- was continuous (for exceptions see 'Notes for Members'); and
- immediately preceded the date you became an 'officer'.

Revised Scheme members

Service may only be recognised if it was continuous (i.e. no breaks whatsoever). There is a cost to you for this additional recognised service. You are advised to carefully consider if it is in your best interest to purchase the additional recognised service as at some later stage the additional benefit (if any) may not be considered attractive when compared to the cost.

Consideration also needs to be given to whether it would be more advantageous for you to purchase the additional recognised service at the time of our approval letter or to wait until you are closer to leaving the Fund. In the latter instance, the actual amount of your final benefit is likely to be clearer although the purchase cost may be higher and there is the risk of you not being in a position to make a payment before ceasing to be an 'officer'.

New Scheme members

Service may only be recognised if it was continuous (i.e. no breaks whatsoever). If you became a member on the 1st July 1988, and you were not paying to, or eligible to pay to the SERB Scheme or the Hospitals Fund you may apply for your service to be recognised.

However, we will not recognise service if you were eligible to become an 'officer', or if you were eligible to become an 'officer' but were not granted 'officer' status (i.e. your employer

did not obtain the required Treasurer's Instrument). There is a cost to you for this additional recognised service.

Consideration needs to be given to whether it would be more advantageous for you to purchase the additional recognised service at the time of our approval letter or wait until you are closer to leaving the Fund.

SERB Scheme members

Service may only be recognised if you:

- had a break in service of no more than 6 months; and/or
- were employed for a minimum of 15 hours per week or 780 hours per year.

There is no cost to you for this additional service. However, after an application is processed an approval letter will be sent to you advising that the additional service has been recognised.

Transport Scheme members

Service may only be recognised if you:

- were working with a Transport Authority before 1 September 1978; and
- had a break in service of no more than 4 weeks.

There is no cost to you for this additional service. However, after an application is processed an approval letter will be sent to you advising that the additional service has been recognised.

MWCES Scheme members

Service may only be recognised if it was continuous (i.e. no breaks whatsoever). There is a cost to you for this additional service.

Processing your application

The first step in the process requires you to complete the 'Member Details' section of the *Application for Recognition of Prior Continuous Service for Superannuation Purposes (S211)* form. You must then give this application to the employer agency in which your additional service occurred. An approved certifying officer from that employer agency will complete the 'Employment Details and 'Employer Certification' section and submit the application to ESSSuper.

Once we have received the completed form our service standard is to determine your eligibility and provide a written notification to you within 10 working days.

If your period of additional service is recognised, we will forward an approval letter to you. If applicable, the letter will contain a quotation amount for the period of the additional recognised service. The quotation is based on your salary and contribution rate at the date of the letter and is only valid for one month. If you choose not to pay the prior service quotation amount within that month, you will need to request a new quotation letter.

Prior Service payments

Our letter advising of any approval for recognition of prior service will contain details of how to pay for your approved prior service. We must receive that payment before the date you cease (i.e. resign or retire) to be an 'officer'.

Timing of applications and Prior Service payments

The employer certification of your application usually takes at least two weeks to finalise and our eligibility and notification process a further 10 working days. Given that, it is very important that you allow sufficient time when submitting your application, particularly if you are intending to cease employment or exit the Fund and if you wish to make a prior service payment before your cessation date.

We must receive a completed *Application for Recognition of Prior Continuous Service for Superannuation Purposes (S211)* form and any subsequent payment for the cost of that service before the date you cease to be an 'officer'.

Seeking financial advice

Before submitting an *Application for Recognition of Prior Continuous Service for Superannuation Purposes (S211)* form or a payment for recognised service we recommend that you seek independent financial advice to ensure you make the best decision to suit your individual circumstances.

ESSSuper has an arrangement with Link Advice Pty Ltd (AFSL 258145) to provide financial advice to ESSSuper members.

Personal financial advice is available on single superannuation topics such as choosing an investment option or retirement adequacy. Or if you're seeking more detailed advice we can also provide comprehensive advice on your entire financial position.

We cannot consider or recognise the following:

- Casual or Sessional service;
- Gratuities;
- Contract or Limited Tenure employment;
- Apprenticeships, Cadetships and Studentships;
- General nursing training at Public Hospitals (However, up to 3 years nursing training with the Office of Psychiatric Services or the Office of Intellectual Disability Services can be recognised);
- Service with the Commonwealth Government or another State Government;
- Service with Victorian State Instrumentalities covered by other Government Superannuation Schemes;
- Service of a married woman who was a non contributing permanent officer and declined to join the Fund during the 'amnesties' of 1975 and 1982;
- Service of a divorced woman who was a non contributing permanent officer and who did not accept the offer of entry to the New Scheme before 1 July 1988;
- Service where a person was a contributor to or eligible to contribute to the SERB Scheme; and
- Service while a member of a prescribed superannuation scheme i.e.
 - Any superannuation scheme or governing body of an authority that is established or constituted under an Act of Victoria or any state, the Commonwealth or Territory;
 - The Superannuation Scheme for Australian Universities;
 - The Allied Union Superannuation Trust;
 - The Building Union Superannuation Scheme;
 - The Tertiary Education Superannuation Scheme.

If you were a Vic Roads (formerly Road Construction Authority) employee, the number of years and months taken before commencing in the Fund will be deducted from any period of additional recognised service. This is because after attaining permanency, RCA employees were not obliged to join the Fund.

Contact us

For further information visit esssuper.com.au or call our Member Service Centre.

Proudly serving our members

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Application for recognition of prior continuous service for superannuation purposes



Who should use this form?

This application is to be completed by an active (i.e. contributing) Revised, • New, Transport, State Employees Retirement Benefits (SERB) or Melbourne Water Corporation Employees Superannuation (MWCES) Scheme member who is seeking additional prior continuous employment to be recognised as 'service' for benefit purposes.

- Section 1 is to be completed by the member and then forwarded to the employer agency in which the additional service occurred.
- Section 2 is to be completed by an approved certifying officer from the relevant employer agency who will then forward the completed application to ESSSuper.
- You need to submit this application to the relevant employer agency at least four weeks before your intended date of cessation to allow sufficient time for employer certification and our subsequent eligibility and notification process.

If your period of service was with the Department of Education and Training you need to send the application to:

The Manager Human Resources, Department of Education & Training
 GPO Box 4367 Melbourne Victoria 3001

We cannot process this application or accept any payment for the cost of recognised service after the date you cease to be an 'officer'.

Please complete this form in pen using CAPITAL letters and mark with an [X] where applicable.

Section 1 Your personal details

Member number	<input type="text"/>															
Title	<input type="checkbox"/>	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Other	(please specify)	<input type="text"/>				
Surname	<input type="text"/>															
Given names	<input type="text"/>															
Date of birth	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>							
Postal address	<input type="text"/>															
Suburb	<input type="text"/>															
State	<input type="text"/>			Postcode	<input type="text"/>				<input type="text"/>							
<input type="checkbox"/> Mark with an [X] if your postal and residential address are the same. If your residential address is different, please specify below.																
Residential address	<input type="text"/>															
Suburb	<input type="text"/>															
State	<input type="text"/>			Postcode	<input type="text"/>				<input type="text"/>							
Telephone (business hours)	(<input type="text"/>	<input type="text"/>)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	(after hours)	(<input type="text"/>	<input type="text"/>)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone (mobile)	<input type="text"/>															
Email address	<input type="text"/>															

Section 1

Your personal details cont.

Current employer agency

Location/Branch

Payroll/Internal Reference No.

By signing below, I understand and consent to ESSSuper collecting and using the information contained in this form to administer the public sector superannuation scheme of which I am a member, or a beneficiary of a member. I understand and consent to this information being used solely for the purpose of administering the superannuation scheme. I understand and consent to this information being disclosed to third parties to administer my membership, or claim, or as required or authorised by law to do so. My consent is valid for the purposes of this form only. Note: If you do not give your consent to ESSSuper as above, or you do not sign this form, this form will not be able to be processed, and will be returned to you for signature. Please note, you are entitled to revoke your consent.

Signature

Date / /

If your period of service was with the Department of Education and Training you need to send the application to: The Manager Human Resources, Department of Education & Training GPO Box 4367 Melbourne Victoria 3001

Section 2

Employment Details and Employer Certification *(only to be completed by an approved certifying officer)*

Continuous Service

Continuous (i.e. unbroken) service from / / to / /

Please note: casual service, apprenticeships, traineeships, cadetships and studentships are not considered.

Periods of Leave Without Pay *(List any periods of Leave Without Pay greater than one month)*

Period of leave without pay

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	to	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	to	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	to	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	to	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	to	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>

Part Time Service (Not Casual)

Fortnightly Standard Hours Hours

<input type="text"/>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	to	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	to	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
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Employment Details

Name of prior service employer agency

Location of prior service employment

Was the prior service subject to a contract or limited tenure? Yes No

What was the nature of the contract

Section 2 Employment Details and Employer Certification *(only to be completed by an approved certifying officer) cont.*

Was the contributor eligible to be a member of another Fund? Yes No

If so, which fund?

Has the contributor ever received a refund of contributions upon resignation from the State Superannuation Fund (or Resignation Benefit)? Yes No

Was the contributor a permanently employed married woman who was eligible to join the Fund under the 'amnesties' in 1975 or 1982? Yes No

Date of permanency / /

Road Construction Authority Employees Only

When was the contributor first offered membership of the ESSSuper? / /

When did he/she elect to join the fund? / /

Section 3 Certification

The relevant employer representative is to complete this section. Certification must be made by the approved certifying officer within the employer agency.

Date form S211 received / /

Name of Certifying Officer

Position title

Telephone (business hours) ()

Email address

Signature

Date / /

Please forward this completed form to
 ESSSuper GPO Box 1974, Melbourne Vic 3001
 T 1300 655 476 | W esssuper.com.au

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