

Plan of Action

1. Review your current employment arrangements:
 - see if choice of superannuation applies to them or are they exempt
 - develop a strategy or communicate choice of superannuation to all employees
2. Review current payroll system
 - will need to store details, member number
3. Choose a default fund (if employees do not make a choice) with the following for example:
 - range of investment options
 - competitive fee structure
 - minimum insurance cover
4. Obtain/review Standard Choice Form
 - determine how you are going to distribute the form to all your employees
5. Communicate
 - to payroll/human resources staff to ensure they are prepared for questions from employees
 - to employees
6. Give Standard Choice Form to existing employees by 28 July 2005 and new employees within 28 days of commencing
7. Process choice contributions