

# Retirement Scheme

## Employment Termination Advice

Please complete in capital letters and in BLACK INK only

This form is to be completed by the Employer to advise the Retirement Scheme of a member's termination of employment. Please do not complete this form if employment ceased due to invalidity.

### 1. Employer details

Employer name	<input type="text"/>
Employer code	<input type="text"/>

### 2. Member details

Member no	<input type="text"/>	Payroll no	<input type="text"/>
Title	<input type="text"/> (e.g. Mr/Mrs/Ms/Miss/Dr)		
Family name	<input type="text"/>		
Given name(s)	<input type="text"/>		
Date of birth (dd/mm/yyyy)	<input type="text"/>	/	<input type="text"/>
Eligible service date	<input type="text"/>	/	<input type="text"/> (date employment commenced)
Scheme exit date	<input type="text"/>	/	<input type="text"/> (date employment ceased)
Reason employment ceased: (please tick only one)	<input type="checkbox"/> Resignation/Discharge/ Dismissal		<input type="checkbox"/> Retirement
	<input type="checkbox"/> Retrenchment/Redundancy (Please also complete Section 3 Retrenchment certification)		<input type="checkbox"/> Death
Full-time annual salary at Scheme exit date	\$	<input type="text"/>	
If employee was part-time, please provide attributed full-time salary	\$	<input type="text"/>	
Have all contributions for this member been paid?	<input type="radio"/> Yes <input type="radio"/> No		
If 'No', please indicate when these are likely to be paid	<input type="text"/>	/	<input type="text"/>
and the amount to be paid	\$	<input type="text"/>	

#### Retrospective salary adjustments (If applicable)

We need you to give us revised salary figures where a member received a retrospective salary adjustment in the last 2-3 years before exit and the adjustment would, if it had actually been paid from the date it was effective, have changed the member's superable salary figures you reported to us for the Annual Review Days of 31 December last year and the previous year. This information will enable us to correctly determine the benefit entitlements of members whose benefits are calculated on final average salary, which is the average of the exit salary and the salary payable at the two annual review days before exit.

Amended Salary for 31 December last year	\$	<input type="text"/>
Amended Salary for 31 December previous year	\$	<input type="text"/>

#### Ordinary Time Earnings (OTE)

To determine if the employer benefit provided by the Scheme is of a value sufficient to have satisfied the Superannuation Guarantee requirements, the Scheme needs to collect the OTE as specified below:

OTE at 30 June this year	\$	<input type="text"/>
OTE at 30 June last year	\$	<input type="text"/>



