



Instructions for Employers

This form provides instructions for your employer to make superannuation guarantee contributions to the Vanguard Personal Superannuation Plan on your behalf.

How to use this form:

Employees: If you are an employee and would like your superannuation guarantee contributions to be paid into your Vanguard Personal Superannuation Plan, complete section 1 and provide this form to your employer.

Employers: Read section 2 and keep this form for your records.

1. Employee to complete

MEMBER DETAILS

I request that all future superannuation guarantee contributions be made to:

Employee name

Employee no.

Fund name

Member no.*

Fund ABN

Fund number

Super product identification number

Telephone number

Signature

Date

A letter from the Trustee stating that this is a complying fund (compliance advice letter) is included on the back of this form. If you have any questions in completing this form, or you would like another copy of the form, please call Member Services on 1300 655 101, between 8:00am to 6:00pm Monday to Friday (Melbourne time).

2. Employers only

If your employee is eligible for choice of fund and has not chosen a superannuation fund in the past 12 months, you may be required by law to accept this request made by your employee.

By submitting this completed form and a compliance advice letter, your employee has provided you with all of the information legally required to exercise choice of fund.

Instructions on how to pay superannuation guarantee contributions to Vanguard Investments Australia Ltd.

Contributions to the Vanguard Personal Superannuation Plan can be made by:

Cheque

Cheques should be made payable to: Vanguard Personal Superannuation Plan and sent to:
Vanguard Investments Australia Ltd,
GPO Box 3006FF, Melbourne Vic 3001

Electronic funds transfer

Contributions should be credited to:

Bank account	National Australia Bank
BSB	083 001
Account number	537 419 506

Please include the following information with your payment:

- Employer name and Plan member number followed by 'EC' (employer contribution). For example: John Smith 123456789 EC;
- If an identifier 'EC' cannot be provided, please send a remittance advice to Vanguard. These can be accepted by mail to:

Vanguard Personal Superannuation Plan
GPO Box 3006FF, Melbourne Vic 3001;

or via e-mail:

clientservices@vanguard.com.au



Vanguard INVESTMENTS®

1 March 2010

To whom it may concern

Vanguard Personal Superannuation Plan Compliance Advice

The Vanguard Personal Superannuation Plan (SFN 5097 630 19) (the Plan) is a resident, regulated superannuation fund. The Trustee of the Plan is Vanguard Investments Australia Ltd.

The Trustee confirms that:

- the Plan is a complying superannuation fund as it has not been issued with, nor expects to be issued with, a notice of non-compliance under Section 40 of the *Superannuation Industry (Supervision) Act 1993* (SIS Act);
- the Trustee will ensure that the Plan continues to satisfy all legislative requirements; and
- the Plan is not subject to a direction under Section 63 of the SIS Act.

The Plan is able to accept contributions made pursuant to the *Superannuation Guarantee Act 1992* (SG Act), transfers and rollovers from other complying superannuation arrangements and it provides for full preservation of preserved amounts pursuant to the regulations under the SIS Act. The Plan will accept contributions made by the employer for the benefit of the employee.

If you have any questions or would like more information, please call Member Services on 1300 655 101, between 8:00am to 6:00 pm Monday to Friday, Melbourne time.

Yours sincerely

Jeremy Duffield
Chairman

Vanguard Investments Australia Ltd
In its capacity as Trustee of the Vanguard Personal Superannuation Plan