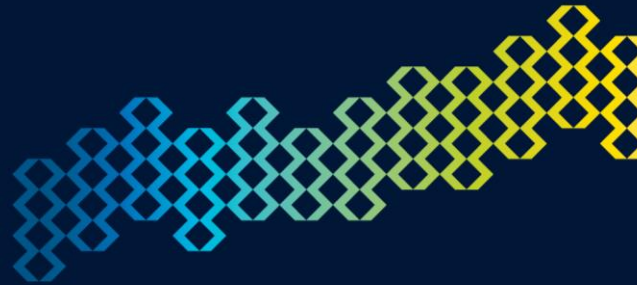


Making CBH Super your Default Fund

A Guide for Growers



Step 1 – Associated Employer Agreement

If your grower organisation has previously completed an Associated Employer Agreement, go to step 2.

The Association Employer Agreement form is to be completed by a person authorised to sign on behalf of your grower organisation (e.g. director, partner, sole owner, trustee etc.)

In addition to the above, you will need to have completed GRID (Grower ID). If you have not completed this, please contact the Grower Service Centre on 1800 199 083 to complete this process prior to completing your Associated Employer Agreement.

The Agreement will be dated once received by CBH Superannuation Fund and signed on behalf of Co-operative Bulk Handling Limited and CBH Superannuation Holdings Pty Ltd.

Step 2 – Setting up CBH Super as your Default Fund

To make your employees' superannuation payments, you will need to use a clearing house. If you don't already have one, the Australian Tax Office (ATO) offers eligible businesses the Small Business Clearing House free of charge. Visit ato.gov.au/sbsch to find out more.

Once you have registered with a clearing house, you will need log in and add your 'Default Fund'. Search for the Fund using the Unique Superannuation Identifier (USI) or ABN. CBH Super's details are below:

CBH Super USI: 84 433 159 328 123
CBH Super ABN: 84 433 159 328

You will need to look at your individual clearing house on how to make this change, or step by step instructions for the ATO clearing house are available by downloading the reference guide from the website - <https://www.ato.gov.au/uploadedFiles/Content/SPR/downloads/CHreferenceguideSB.doc>.

Step 3 – Set up your employee(s) – use the default member number CBHF999999

You will need to add your employee(s) to the clearing house. When adding their personal details, use the standard member number **CBHF999999** for all default employees. This assists the Fund in identifying the employee as a default member.

Step 4 – Payment instruction

Refer to your clearing house guide on payment instructions and then make your payment to the clearing house.

Step 5 – Registration and Confirmation

On receipt of the Associated Employer Agreement we will have the Associated Employer Agreement signed by Co-operative Bulk Handling Limited and CBH Superannuation Holdings Pty Ltd. A confirmation letter and copy of the completed form will be sent to the Associated Employer Applicant.

On receipt of superannuation payments we will open an account for each employee who received a superannuation contribution. A welcome letter and pack will then be sent directly to your employee(s) at the address provided.