

Suncorp Employee Superannuation Plan

Call for nominations
November 2017

For three member representatives of the Policy Committee of the Suncorp Employee Superannuation Plan (the Plan)

The Policy Committee will have six representatives – three are elected by the members of the Plan and three are appointed by Suncorp.

Members of the Plan are being asked to nominate candidates for the three member representative positions. The successful candidates will hold the positions for a term of four years.

What you can do

If you are a member of the Plan, you can:

- nominate an eligible member to stand for election
- stand as a candidate, if you are eligible (see next page)
- vote if an election is held.

**NOMINATIONS CLOSE 5.00 pm on
Friday 15 December 2017.**

Note: You can email a scanned copy of your nomination to: The Returning Officer, John Lunny at john@workplaceresolve.com.au

Who can be a member representative?

You can be nominated if you meet all of the following eligibility criteria:

- you are at least 18 years old
- you are a current member of the Plan and also a current employee of Suncorp
- you are eligible to hold office as a member representative under the law
- you are not a “disqualified person”. A disqualified person is someone who:
 - has been convicted of an offence involving dishonesty either in Australia or overseas
 - has been insolvent under administration either in Australia or overseas

- has had a civil penalty order made against them
- is ineligible to manage a corporation under the Corporations Act 2001
- has been “disqualified” by the Regulator.

A person who is disqualified under these circumstances and who intentionally acts as a member representative is liable for imprisonment. If you have any doubt about whether or not you are a disqualified person or in any other way ineligible, please contact the Returning Officer John Lunny at john@workplaceresolve.com.au

If you want to stand as a candidate

You need to find an employee of Suncorp who is a member of the Plan to nominate you, and two other employees of Suncorp who are members to second your nomination. That is, you and three other employees of Suncorp who are members must complete the attached nomination form.

You cannot nominate yourself.

As a candidate, you should also supply a short statement (of no more than 100 words) in the space provided on the nomination form. Typically, these statements include details of how long you have worked for Suncorp, your position(s), and what skills you can bring to the position of member representative.

If you want to nominate a candidate

If you want to nominate a candidate you must:

- be a current employee of Suncorp and a current member of the Plan
- make sure that the candidate is also a current member of the Plan and a current employee of Suncorp
- fill in box B of the nomination form
- get the candidate to fill in the boxes under A and D; and
- get two other current employees who are members who will act as seconders by filling in their details in box C.

Remember, you cannot nominate or second:

- yourself
- more than one candidate
- a member who is not a current employee of Suncorp.

After nominations close

If there are only three valid nominations, the nominated candidates will be declared elected unopposed.

If there are fewer than three valid nominations, the remaining positions will be filled through invitation.

If there are more than three valid nominations, an election will be held to decide the member representatives. In this case, each member will be sent a voter's information pack containing information on the candidates and instructions on how to vote. Each member will be entitled to vote for up to three candidates.

The candidates with the highest number of votes will be declared elected. The election results will be announced soon after the close of the ballot.

The names of the unsuccessful candidates in the election will be kept on file by the Returning Officer, with a note of the number of votes received. This list may be used to pick a replacement member representative if a "casual vacancy" occurs (if, for example, a member representative resigns before the next election is due).

Post or email your nomination form so it reaches the Returning Officer before 5.00 pm on Friday 15 December 2017.

John Lunny
Returning Officer
Suncorp Employee Superannuation Plan
C/- Workplace Resolve Pty Ltd
PO Box 156
Indooroopilly Qld 4068

The Returning Officer will acknowledge receipt of each candidate's nomination shortly after the close of nominations.



0412 679 088



john@workplaceresolve.com.au

Term of office

The normal term of office for a member representative is four years, but a member representative will stop holding office if he or she no longer meets the eligibility criteria referred to on page 2 or is removed by a majority of members.

If, for any reason, a member representative does not complete the full term of office, then a casual vacancy will be declared. The method of filling a casual vacancy is

determined by the remaining representatives. The casual vacancy can be filled by the candidate with the next highest number of votes from the immediate past election. Alternatively, the Policy Committee can call an election for the casual position if it wishes.

Policy Committee meetings

The Policy Committee will meet at least twice a year.

Remuneration

The position of member representative is honorary. A member representative is not entitled to remuneration for his/her services as a Policy Committee member.

A member representative may, subject to prior approval by Suncorp, be reimbursed for reasonable out-of-pocket expenses incurred by him/her in carrying out his/her duties. Such reimbursement, if any, shall be payable by Suncorp.

Role and duties of the Policy Committee

Generally, the functions that a Policy Committee performs may include the following:

- providing an avenue for members to inquire about the investment strategy and performance of the Plan and for the Trustee to obtain the views of members concerning the strategy and performance
- providing an avenue for members to inquire about the Plan's operation
- providing an avenue for the Trustee to obtain the views of members concerning the Plan's operation
- providing an avenue for the Trustee to obtain the views of members on their information needs
- assisting the Trustee in dealing with any complaints or inquiries about the operation or management of the Plan; and
- informing the Trustee of issues relating to the Plan that a member or Suncorp has raised.

It should be noted that in view of Privacy Legislation the Trustee will generally not be able to provide member personal details to the Policy Committee, without the prior consent of the member.

Accountability and liability of the Policy Committee

The Policy Committee does not have any power to direct the Trustee on how the Plan is to be operated. The Trustee is legally responsible for the operation of the Plan. However, the Policy Committee can make recommendations to the Trustee for its consideration and does interact with members and as a result, Policy Committee representatives could potentially incur liability if:

- they provide incorrect or misleading information to members; or
- it can be construed that they are offering financial advice to members.

