

Forms for Participating Employers - Seafarers division

When you need to ...	Complete the ...	
Advise a change in payroll staff or management	Authorised Officer form	When you have changes in payroll (or other) staff who deal with Maritime Super, you can advise us of the changes on our Authorised Officer form. Authorised officers can nominate new employees for membership, advise termination or change of employment for your employees and deal with the staff at Maritime Super on a day-to-day basis.
Nominate a new employee for membership	Nominating Employees for Membership form	Use this form to nominate employees for membership of the Fund when you first contribute for them.
Correct a mistake in a contribution remittance	Contribution Adjustment/ Refund Request	<p>Superannuation preservation laws mean that the Trustee can only refund a contribution if it was made by 'mistake'. If you make a mistake in a contribution you send us and would like to request a refund or reallocate a contribution to another member, you must outline your mistake for the Trustee's consideration before the contribution can be refunded or reallocated. Use this form to detail your request.</p> <p>Please note that if the contribution you are seeking to be refunded has been included on a Statement or confirmation sent to the member, we will first notify the member and allow them 30 days to discuss any issue with you before we refund the amount.</p>
When an employee terminates or changes employment, or chooses another super fund	Termination/Change of Employment Advice	<p>When an employee stops working for you, changes their employment or chooses another super fund for SG purposes (and you will no longer contribute to Maritime Super for them), you need to let Maritime Super know.</p> <p>For all Accumulation and Contributory Accumulation members, complete the Termination/Change of Employment Advice.</p>
Make an ad hoc payment	Deposit form	<p>Complete the Deposit form if you or your employee(s) wish to make a lump sum or ad hoc payment, deposit the amount to Maritime Super's bank account or send us a cheque.</p> <p>In either case, please complete the Deposit form with details of the payment and return it to Maritime Super.</p>
Allow an employee to increase or amend voluntary contributions	Voluntary Contributions form	<p>An employee can use the Voluntary Contributions form to increase, amend or revoke an arrangement with you to make voluntary contributions to Maritime Super via a payroll deduction for themselves or for another member of the Fund (e.g. their spouse).</p> <p>Completed forms should be retained by you for your records and not returned to Maritime Super.</p>
Allow an employee to change the basis of compulsory contributions	Compulsory Contributions form	<p>A Contributory Accumulation member can use this form to nominate or change the basis upon which they make compulsory contributions to the Fund - that is, on a before or after-tax basis.</p> <p>Completed forms should be retained by you for your records and not returned to Maritime Super.</p>

Other changes to employee or company details

Please keep us informed of other changes to your employees' details, so we can ensure that we keep in contact with them.

It's also important to let us know if any of your company details change – for example, you begin operating at a new location, change your business name or restructure.

Need help or additional copies of the forms?

Contact Member Services on 1800 757 607.