

## Forms for Participating Employers - Stevedores division

When you need to ...	Complete the ...	
<b>Advise a change in payroll staff or management</b>	Authorised Officer form	<p>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.</p> <p>If we receive an instruction from someone who has not been authorised, we may not be able to action it, so it is important that you make sure your authorised officers are up to date at all times.</p>
<b>Nominate a new employee for membership</b>	Nominating Employees for Membership form	Use this form to nominate employees for membership of Accumulation Basic when you first contribute for them.
<b>Correct a mistake in a contribution remittance</b>	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>
<b>When an employee terminates or changes employment, or chooses another super fund</b>	Termination/Change of Employment Advice	<p>When an employee member stops working for you or changes their employment status, you need to let Maritime Super know.</p> <p>For Accumulation Basic members, complete the Termination/Change of Employment Advice.</p>
<b>Make an ad hoc payment</b>	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, you will need to complete the Deposit form with details of the payment and return it to Maritime Super.</p>
<b>Allow an employee to increase or amend voluntary contributions</b>	Voluntary Contributions form	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 payroll deduction for themselves or for another member of the Fund (e.g. their spouse). Completed forms should be retained by you for your records and not returned to Maritime Super.

### 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.