



## Step 2: Employer details

I am self employed: Please provide your ABN below and go straight to leave period section.

Name of company

ABN

HR/Payroll contact name

Company address

Suburb

State

Postcode

## Step 3: Leave period

Date maternity/paternity leave begins

Date maternity/paternity leave ends\*

\*must not exceed 12 months.

The Baby Break can not be back dated and will not commence until the application is processed and accepted by Virgin Money Super.

## Your privacy

Mercer collects your personal information and will use it to manage your superannuation benefits and give you information about your super. Your personal information will be disclosed to Virgin Money. Both Virgin Money and Mercer may supply you with information about other products and services offered by them and our related companies, to conduct customer satisfaction research or improve products and develop new products. Call the Customer Care Team on **1300 652 770** if you do not want to receive marketing material from Virgin Money and Mercer.

If you don't provide your personal information or otherwise authorise us to collect this information from third parties, we may not be able to provide you with one or more of our products or services.

We may sometimes collect information about you from third parties such as your employer, a previous super fund, your financial adviser, our related entities and publicly available sources.

We may disclose your information to various organisations to manage your super, including your employer; the fund's administrator; our professional advisors; insurers; our related companies which provide services or products relevant to your super; any relevant government authority that requires your personal information to be disclosed; and our other service providers that help manage your super.

To manage your super, your personal information will be disclosed to Mercer's service providers in another country, most likely at the administrator's processing centre in India. It may also be disclosed to some of Virgin Money's partners, service providers and other third parties in New Zealand, Philippines, India, Singapore, the United States of America, United Kingdom, Spain and Israel. Our Privacy Policies list all other relevant offshore locations.

Our Privacy Policies include more details about how we deal with your personal information and who you can talk to if you wish to access and/or correct information we hold about you. These policies also include details about how you may lodge a complaint about the way we have dealt with your information and how that complaint will be handled.

You can read Virgin Money's Privacy Policy online at [virginmoney.com.au/super](http://virginmoney.com.au/super) and Mercer's Privacy Policy at [mercersuper.com.au](http://mercersuper.com.au) or you can obtain a copy by calling the Customer Care Team. If you have a question or you have a complaint about a breach of your privacy, please contact our Customer Care Team or write to Mercer's Privacy Officer, Mercer Superannuation (Australia) Limited, GPO Box 4303, Melbourne VIC 3001 or Virgin Money's Privacy Officer, Level 8, 126 Phillip Street, Sydney NSW 2000, or email [privacy@virginmoney.com.au](mailto:privacy@virginmoney.com.au)

## Step 4: Customer declaration

Before submitting this application, you should read and understand the 'Virgin Money Super Baby Break - Terms and Conditions' available at [virginmoney.com.au/super](http://virginmoney.com.au/super) or by calling the Customer Care Team on **1300 652 770**. You should consider obtaining professional advice if you are unsure about your contributions splitting arrangements.

1. I have read the terms and conditions of the Baby Break which are available at [virginmoney.com.au/super](http://virginmoney.com.au/super)
2. The information supplied in this form is true and correct and that Virgin Money may contact my employer nominated above to confirm/verify the details provided on this form.
3. I am making a written direction with respect to my investment in Virgin Money Super, to the extent applicable.

Signature

Date

 /  / 

Send your completed form to: **Virgin Money Super, GPO Box 4650, Melbourne VIC 3001.**

## 3 easy ways to return your form

To make submitting your completed form as simple as possible, we've provided three easy options for you to choose from. Please read through the choices below and select the one that's most convenient for you.



### Use Member Online

The fastest and more secure way to send back your forms is through the contact us page within Member Online. Simply save and attach the PDF of your completed form and you're done.

Login at [virginmoney.com.au/super](http://virginmoney.com.au/super)



### Email Us\*

Another way to send back your form is via email. It's quicker if you use your email address you use to log in and send to

**[MST@Mercer.com](mailto:MST@Mercer.com)**

*Please note this is a 'no-reply' mailbox and is not monitored.*



### Post it back

Otherwise, you can always send it back to us using the below postal address

**Virgin Money Super  
GPO Box 4650  
Melbourne, VIC 3001**

#### \*Email note:

- This is a 'no-reply' mailbox and should only be used to submit a form. If you have an inquiry, please submit this via the contact us page or call the helpline on **1300 652 770**
- The file formats accepted for form submissions are PDF, JPEG, PNG, and JPG
- Only one form per email avoids confusion and ensures each form and its supporting documentation is processed correctly
- Total of 6 attachments per form/email with a maximum size limit of 14MB

## Example employer letter.

This is an example of a letter from your employer that is required as proof of your maternity/paternity leave. In order for your Virgin Money Super Baby Break application to be successful and to ensure there are no delays, make sure all information has been included before sending us this application for processing.

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Company  
Logo

Company Address  
and ABN details

01 September 2012

**Re: Confirmation of <insert maternity or paternity> leave for the Virgin Money Super Baby Break.**

Hi Virgin Money Super,

Please accept this letter as confirmation of <insert employee name>'s <insert maternity or paternity> leave.

Start date of <insert maternity or paternity> leave: <Insert ##/##/####>

End date of <insert maternity or paternity> leave: <Insert ##/##/####>

I confirm that the start & end dates of <insert maternity or paternity> leave correlate to the dates listed on the enclosed Baby Break Application Form.

Kind regards,

<Insert HR/Finance contact name>

<Insert company address>

<Insert contact phone number>

<Insert contact email address>