

Baby Break Application Form.



What's this form for?

If you are already on maternity/paternity leave or are planning on taking it, use this form to apply for the Virgin Super Baby Break. For more details, visit virginmoney.com.au/super

A few tips for you.

- Use blue or black pen
- Print within the boxes in clear BLOCK LETTERS and use not
- Faxed copies are not valid
- Make sure you complete all relevant sections before sending us this application. If information is missing, it may delay the approval of your application.
- Don't forget to include your autograph where required and a letter from your Employer confirming the dates you will be on maternity/paternity leave (see sample letter over leaf).
- If you are self employed please ensure you complete Step 4 – Member Declaration.

STEP 1 VITAL STATISTICS

| | | |
|----------------------------|-------|------|
| Name | First | Last |
| Virgin Super Member Number | | |
| Contact phone number | () | |
| Email Address | | |

STEP 2 EMPLOYER

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 Super.

STEP 4 MEMBER DECLARATION

1. I declare that I have read the terms and conditions of the Baby Break which are available at virginmoney.com.au
2. I declare that 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.

| | | | |
|-----------|--|------|-----|
| Signature | | Date | / / |
|-----------|--|------|-----|

OFFICE USE ONLY

Member since

| |
|--|
| |
|--|

Checked & approved (name)

| |
|--|
| |
|--|

Please post completed form to:
Customer Care Team
Virgin Super, Reply Paid 1489
Wollongong DC, NSW 2500

1300 652 770
8am – 6pm (EST)
Monday – Friday
if you need any help.

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 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.

Company
Logo

Company Address and
ABN details

5 November 2009

Re: Confirmation of maternity or paternity leave for the Virgin Super Baby Break.

Hi Virgin 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 maternity/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>