

## Plan of Action

1. Review your current employment arrangements:
  - see if choice of superannuation applies to them or are they exempt
  - develop a strategy or communicate choice of superannuation to all employees
2. Review current payroll system
  - will need to store details, member number
3. Choose a default fund (if employees do not make a choice) with the following for example:
  - range of investment options
  - competitive fee structure
  - minimum insurance cover
4. Obtain/review Standard Choice Form
  - determine how you are going to distribute the form to all your employees
5. Communicate
  - to payroll/human resources staff to ensure they are prepared for questions from employees
  - to employees
6. Give Standard Choice Form to existing employees by 28 July 2005 and new employees within 28 days of commencing
7. Process choice contributions