



## Policy Committee Notice and Nomination Form

A vacancy has become available for an employee representative for the BT super plan\* policy committee. The policy committee is established for your BT super plan to give you and your fellow employees that are part of the BT Plan an opportunity to become involved in the running of your plan.

This is your chance to have a say about who will be sitting on the policy committee as your representative. We are calling for nominations for a member representative for the policy committee.

### → What is a policy committee?

The policy committee is a bridge between you and BT, providing a forum for you to voice any opinions you have about your plan or to pose any questions and/or to make suggestions to the trustee about your employer super plan. The committee has an equal number of employer and member representatives. The member representative represents your interests and can raise feedback on your behalf. This form allows you to nominate yourself or other colleagues to act as member representatives.

### → What does a policy committee representative have to do?

Being a member representative requires some commitment and time, they do not need to be superannuation or legal experts. It simply takes interest and a willingness to seek input from others and relay it at meetings. The only requirement is that a member representative cannot have been declared bankrupt, convicted of an offence of dishonesty or a civil penalty order was made in respect of the person (excluding civil infringements such as parking or speeding fines.) All policy committee members have the responsibility to act honestly, in good faith and act in the best interests of all members of the plan. However, BT as the trustee is ultimately responsible for your plan.

Meetings are held at least once a year, and member representatives can seek input from other members of the BT plan in the weeks leading up to a meeting. The member representative does not have to answer any superannuation questions or explain the nature of any aspect of the plan, these questions can all be referred to BT Customer Relations on 132 135. However, the representative's contact with other employees will provide a source of feedback to BT about their areas of interest, concerns and queries. These areas may be things such as the plan's operation and the plan's investment strategy and performance.

### → How long does a committee stand for?

Representatives generally stand for a 4- year period. After 4 years, fresh nominations will be called for.

### → What do I do now?

If you are interested in nominating yourself or a colleague, you simply need to complete the nomination form below and return it to the returning officer, Pip Drynan (drynan@adobe.com) (Please note, if you are nominating someone other than yourself, they must sign the form themselves to indicate their willingness to participate.) If you have any questions about nominations, please contact your returning officer, or for general queries about policy committees, please call BT Customer Relations on 132 135.

\* "BT Plan" refers to BT Lifetime Super- Employer Plan or BT Business Super. BT Funds Management Limited ABN 63 002 916 458 AFSL 233 724 RSE L0001090 is the Trustee of BT Lifetime Super – Employer Plan ABN 39 827 542 991 RSE R1001327. Westpac Securities Administration Limited ABN 77 000 049 472 RSE L0001083 is the Trustee of BT Business Super ABN 81 236 903 448 RSE R1003970

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**Name of person being nominated:** \_\_\_\_\_  
(please print in block letters)

I, the above named nominee, being a member of the BT Plan, and having read the above information, hereby authorise my nomination as a member representative for the policy committee. I confirm I meet the eligibility criteria and am not one of the appointed employer representatives.

**Signature of the person being nominated:** \_\_\_\_\_

**Date:** \_\_\_\_\_