

Superannuation



Administration

Confidence.



Confidence.

That's what you'll feel when you trust your superannuation fund administration to Catholic Church Insurances' CCI Superannuation Administration.

Are you a superannuation fund Trustee, Chief Executive Officer, Secretary, management or interested employer sponsoring employees' superannuation? If yes this may be of interest to you!

Superannuation Administration with CCI

Superannuation Fund Administration Services are available from Catholic Church Insurances (CCI). With over 20 years experience CCI has provided superb superannuation fund administration to the National Catholic Superannuation Fund (NCSF), assisting NCSF in becoming a major successful superannuation fund in Australia, and more recently to the Diocese of Wagga Wagga Superannuation Fund. This high standard administration service can also be provided to your superannuation fund.

As the Fund Trustees, you design the Fund and its benefits for your members, and *CCI Super Administration* takes care of your administration, member services, fund accounting, compliance and provide other superannuation consulting services.

About Us

CCI Super Administration is a superannuation administrator that works in partnership with Church clients. The company is committed to ensure that the superannuation administration being provided is in keeping with the attitudes and decisions of our Church clients and Trustees.

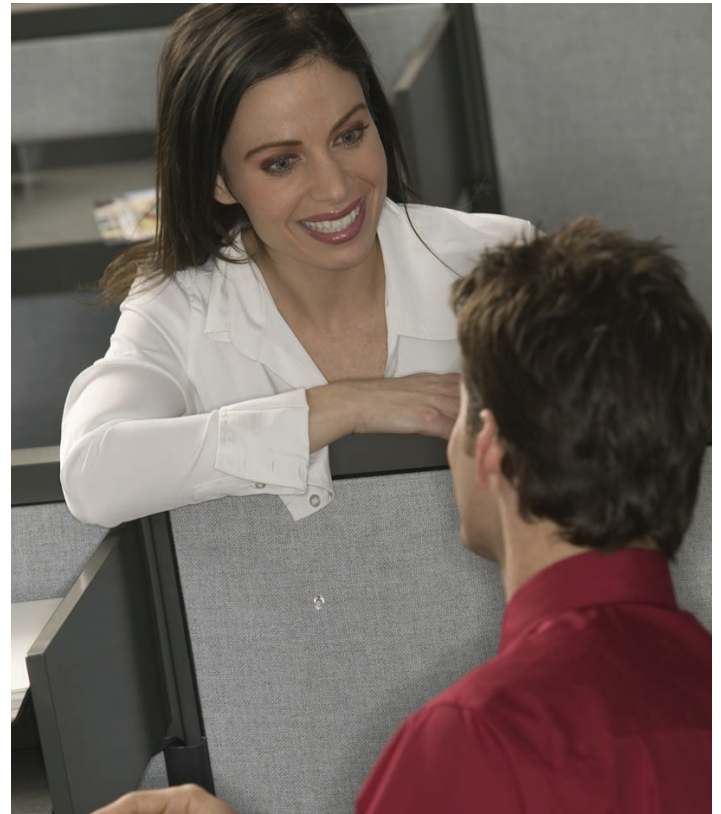
CCI Super Administration is a service provided by Catholic Church Insurances Limited (CCI) who is owned by the Catholic Dioceses and Religious Institutes in Australia, which are represented on the CCI Board of Directors.

Assisting Church Missions

CCI Super Administration's operating differentiation is that any surpluses, after expenses from administration fees, are returned back to Church clients through the CCI client distributions. These rebates are returned to assist the Church mission to further its pastoral, education, health and welfare work. The focus of the business will always be to deliver optimum administration services to Church Superannuation Fund Members, Trustees and Employers.

Church Focussed Service

Because we are part of the Church family our staff operate with a unique type of consideration and respect not often found in financial service providers. You can be confident that you, your employers and your members will be treated with empathy and consideration.



Choice of Administration Services

The Trustee has the flexibility of selecting a combination of services or to select the entire administration package.

CCI Super Administration offers the industry recommended "Best Practice" Fund Administration to enable Fund Trustees to fulfil requirements under Law.

If an administration service is not listed, the Trustee needs only to make a request and specify their requirements.

Administration Services

Being part of Catholic Church Insurances gives *CCI Super Administration* the ability to gain the economies of scale that provide cost savings and efficiencies. The company's departmental structure supports service delivery and specialist expertise across the wider business organisation. Not only does *CCI Super Administration* provide economies of scale but in addition services are tailored to your needs.

After choosing the services you require, we will draft a legal Administration Agreement recording the details of the services requested by the Trustee, which will be agreed and executed on acceptance.



Current Performance

CCI Super Administration

- Administers the accounts of over 35,000 members
- Receives contributions from over 2000 employers
- Handles over 9,000 enquiries per annum
- Performs over 40,000 administration transactions per annum

CCI Super Administration has provided superannuation administration services to the National Catholic Superannuation Fund (NCSF) for over twenty years. The following is a testimonial from one of the Trustees of National Catholic Superannuation Fund.

An endorsement of CCI Super Administration from a current Trustee's perspective

"To my knowledge, CCI Superannuation Administration Services have been the Fund Administrators for the National Catholic Superannuation Fund for the past twenty years. They were formed as a team to help provide a better service to that offered by the main stream administration companies available at the time. CCI Super Administration has become an integral part of the successes of NCSF. They have been cost effective at all times being cunning and frugal in operation yet providing excellent service. Our NCSF costs have always been competitive because of CCI ability to be effective without over expensive systems.

CCI Super Administration have offered us at NCSF individual attention on a daily basis, via the Chairman of the Board, through the fund secretary and if need be to individual Trustees.

As an administrator they have an excellent horizontal regional team- directed service staff. The staff members seem to know their individual employers well and keep these lines of communication open. The expertise seems to be held across most staff, rather than any central top down approach.

The administration staff are open to visitations from Trustees and happy to sit down at terminals with them to explain how they operate.

CCI Super Administration provide clear, concise quarterly reports including fully established service standards which are met to a high degree.

CCI Super Administration give us, on the NCSF Super Fund Board, considerable confidence that our responsibilities are being shared by a very professional administration team".

(Mr) Greg Quinn

Trustee
N.C.S.F. Limited & Science Teacher
St Patrick's College, Shorncliffe, Qld.

Fund Management

Each Superannuation Fund will have a Superannuation Business Manager assigned to ensure that a high level of service is provided to the Trustees. The Superannuation Business Manager is available as required for Board and committee meetings. Also each Fund is provided with a dedicated team of Administrators who are assigned to specific groups of employers to ensure that day-to-day administration is handled on the most personal level available.

Member Services & Communications

The manner in which a super fund communicates with members and employers is rapidly becoming a vital part of the Trustee's obligations to inform and educate members of their superannuation.

CCI Super Administration has a dedicated team experienced in producing a full range of superannuation communications material:

- Member magazines
- Statements
- Guides/Booklets
- Newsletters
- Forms
- Employer compliance Bulletins
- Information and marketing brochures

Our team will liaise with you for the brief on concept, design, layout, style and format, and deliver the material professionally presented for your final acceptance.

Business Development

With higher emphasis placed on the importance of superannuation today, it is necessary to continue regular service to your existing employer sponsors and members, as well as building new membership and growth for the Fund. Through growth the Fund continues to benefit by creating economies of scale. *CCI Super Administration* has specialist staff dedicated to new and strategic initiatives and develops value-added services, such as membership development, insurance services, compliance advice and updates on legislation.

Insurance & Claims Services

Dealing with the Fund's group insurance needs for its members can present complications and challenges to Trustees.

CCI Super Administration assists Trustees to:

1. Review insurance policies terms and conditions
2. Research prospective insurers
3. Review tenders and negotiate on behalf of Trustees
4. Assist in the legal aspects of claims:
 - Insurance benefits
 - Non-insured death benefits
 - Invalidity benefits

Including;

- Collection of documents
- Liaison with Insurer and claims assessors
- Recommendation to Trustees based on professional assessment
- Consultation with Trustee and Insurer on disputed claims
- Coordination and assistance with any Superannuation Complaints Tribunal (SCT) cases

Technology & Innovation

CCI Super Administration provides a range of technology for the administration of superannuation business that caters for all the requirements of Superannuation Industry (Supervision) Act 1993 (SIS), taxation and other relevant law. Our technology platform provides a complex, highly integrated application system with the capacity to handle large volumes of transactions all day, every day. Our technology provides cost-effective solutions to ensure value for money and service.

CCI Super Administration employs experienced, highly skilled people dedicated to provide high quality technology and daily maintenance ensuring the highest system availability practicable.

Our commitment to utilise current technologies for the best advantage and efficiencies is evident in our short-term strategies for development of superannuation systems, including e-commerce and internet capabilities.

Finance & Accounting/Statutory Reporting

All your Fund financial and accounting needs are catered for by the *CCI Super Administration* accounting system. A full auditing facility is incorporated and all statutory reporting requirements are fulfilled. Ensuring that the lodgement of documents to the respective Authorities/Regulators is performed accurately and on time.

Fees & Charges

Fees and charges are low and competitive. All Funds being administered have the opportunity to benefit from the economies of scale that can be gained in CCI.

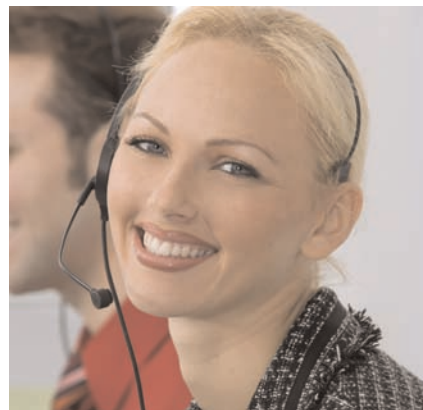
Fees are flexible and negotiable on the quantity and type of services being delivered to the Fund.

Performance Criteria & Measurement

The performance criteria and measurement will be tailored to meet the Trustee requirements in accordance with SIS and industry "Best Practice" guidelines. Measurement reporting is included in the Fund Administration Trustee Reporting.

Interested in our services

If you would like more information about us please call for a confidential discussion about our services. If you select us to administer your superannuation fund we will work hard for you so you will remain confident in your choice.



CCI Superannuation Administration

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