



## Step 2 – Change payment instructions (continued)

If you select a pension amount that is outside the legally defined range, the Fund will adjust this amount so that it falls within this range, either by increasing your pension amount (if your selected amount is below the minimum) or reducing your pension amount (if your selected amount exceeds the maximum).

If you select the minimum or maximum pension amount above, the annual dollar amount that this equates to on commencement of your pension will continue to be paid each financial year, subject to the information in the paragraph above, unless and until you advise otherwise. This means that if you wish to receive the permitted minimum or maximum pension amount each financial year, you need to advise the Fund of this annually using this form. Details of your minimum and maximum pension amounts for the financial year are available on the Fund's website [www.riotintosuper.com](http://www.riotintosuper.com) under the Withdrawal's tab.

### 2. Select your payment frequency

I wish to receive my pension payments as follows: (select one option only )

Monthly  Quarterly  Half yearly  Annually

Please nominate the month from which you would like this change to apply.   /

#### Please note:

For payment frequencies of quarterly, half-yearly and annually, pension payments will be made every 3, 6 and 12 months respectively from the month in which your change first applies.

### 3. Select how your change to your annual pension amount in 1, above (if any) should be applied

I wish to receive my pension as follows: (select one option only )

Change my annual pension amount for the remainder of the financial year

The nominated annual pension amount will be effective from the date the change is made by the Fund's administrator.

Change my annual pension amount for the complete financial year

This nominated annual pension amount will be the total amount paid for the current financial year. Payments you have already received this financial year will be taken into consideration in calculating your pension payments for the rest of the financial year.

## Step 3 – Change bank account details (only complete this section if you wish to change your bank account details)

Please pay my pension to my new nominated bank account as follows:

Name of institution

Branch name

Branch BSB number

Account number

Account name

## Protecting your privacy

We collect, use and disclose personal information about you in order to manage your superannuation benefits and give you information about your super.

Our Privacy Policy is available to view at [www.riotintosuper.com](http://www.riotintosuper.com) or you can obtain a copy by contacting us on **1800 687 134**.

If you do not provide the personal information requested, we may not be able to manage your superannuation.

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 in order to manage your super, including our service provider, Mercer Outsourcing Australia Pty Ltd (**Mercer**), your employer, our professional advisors, insurers, our related companies which provide services or products relevant to the provision of your super, any relevant government authority that requires your personal information to be disclosed, and our other service providers used to assist with managing your super.

In managing your super your personal information will be disclosed to service providers in another country, most likely to Mercer's processing centre in India. Our Privacy Policy lists all other relevant offshore locations.

Our Privacy Policy sets out in more detail how we deal with your personal information and who you can talk to if you wish to access and seek correction of the information we hold about you. It also provides detail about how you may lodge a complaint about the way we have dealt with your information and how that complaint will be handled.

If you have any other queries in relation to privacy issues, you may contact the Fund Member Helpline on **1800 687 134** or write to our Privacy Officer, GPO Box 4303 Melbourne VIC 3001.

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## Step 4 – Sign the form

### By signing this form I:

- understand that the information contained in this form will be handled by the Trustee of the Rio Tinto Staff Superannuation Fund to change the amount of pension income I receive and/or the frequency of my pension payment and/or the bank account to which my pension income is paid.
- understand that my information will be collected, disclosed and used in the manner set out in this form and I consent to this.
- understand that the Trustee recommends that I seek advice from a licensed financial adviser before making changes to my pension income.
- acknowledge that if I've provided my email address in this form, the Trustee may, at its discretion, use that email address (as amended and notified to the Trustee from time to time) to send me information concerning my super.

Signature

Date

  /   /    

**Please return your completed form to the Rio Tinto Staff Superannuation Fund, GPO Box 4303, Melbourne, VIC 3001**