# Annex 3.5.ZM: Army – targeted rank and employment category completion bonus

This form is in three parts.

Part A – provides information about the offer and the bonus scheme, and is for you to keep.

Part B – provides the formal acceptance of the offer and the agreement to serve for three years.

Part C – provides a way to elect how the bonus is paid.

#### Part A: Offer and information about the scheme

This Part provides information about the completion bonus you have been offered, and is for you to keep.

If you fill in, sign and return the acceptance form at Part B, you are accepting or refusing an offer made to you under the Army – targeted rank and employment category completion bonus scheme authorised under Chapter 3 Part 5 Division 38 of Defence Determination 2005/15, Conditions of Service, made under section 58B of the *Defence Act 1903* ('the Determination').

#### Offer

The Director General Personnel – Army is offering you,

		member's name], a
comp	pletion bonus.	-

The amount of bonus offered is the greater of your current base salary, or your base salary at the end of your service that counts towards the bonus, including any promotions you receive in that time. In return you must perform three years of service that counts towards the bonus. Service that counts towards the bonus is described in clause 3.5.368 of the Determination.

You can only accept this offer if you also take the action that is ticked below.

- [] No additional action required.
- [] To accept the offer you must also be transferred to the Australian Regular Army. You must apply to transfer and have your application approved.
- [] To accept the offer you must also extend your compulsory retirement age to at least three years from the commencement date below. You must apply to extend your compulsory retiring age and have your application approved.
- [] To accept the offer you must also extend your fixed period of enlistment to at least three years from the commencement date below. You must apply to extend your fixed period of enlistment and have your application approved.
- [] To accept the offer you must also withdraw your application to resign, and have your withdrawal approved. (Resignation may be known as discharge.)

Your period of service commences on:

.....

You must respond to	this offer by the following	date. You may accept	or refuse the offer.
Dated this	day of	20	
	Signed		
Name: Director General Per	sonnel – Army	Rank:	

## Information about the completion bonus

I understand that my acceptance of this completion bonus is subject to the following terms and conditions.

- 1. I have been notified by offer that I am eligible to join the scheme.
- 2. I must respond to this offer but may accept or refuse the offer.
- 3. I will be paid a completion bonus payment at the end of three years of service that counts towards the bonus.
- 4. Service that counts towards the bonus is described in clause 3.5.368 of the Determination.
- 5. If I make an undertaking for further service under Part 8 of the *Military Superannuation and Benefits Act 1991* I will not be paid a bonus under this scheme.
- 6. A partial bonus payment may only be paid if I fail to complete three years of service that counts towards the bonus for specific reasons. These are listed in clause 3.5.370 of Defence Determination 2005/15. If I leave the scheme for another reason there is no partial payment.
- 7. I may elect to pay the bonus into an approved superannuation fund using the forms provided at Part C.
- 8. I am advised to seek professional legal and financial advice about this decision. ADF members are not qualified to provide this advice.

Full details of the completion bonus scheme are contained in Chapter 3 Part 5 Division 38 of Defence Determination 2005/15, Conditions of Service.

This acceptance form, and the related parts of Defence Determination 2005/15, are the whole agreement between us about the nature of this scheme. It overrides any other prior understanding or agreement about the scheme. This would include, for instance, things I may have been told about the scheme or things I may have read elsewhere.

Part B: Accepta	nce or refusal o	f offer and unde	rtaking to	serve	
I,(Ra	nk)	(Last nam	าе)	(Given name)	
(Service	number)	(Employee	e ID)	· ,	
Please tick one.					
() <b>accept</b> the off scheme.	er to join the Army -	- targeted rank and e	mployment	category complet	tion bonus
() <b>refuse</b> the offer scheme.	er to join the Army –	targeted rank and e	mployment o	category complet	ion bonus
If you have accepted	I the offer, please tic	ck the boxes that app Part 5 Division 38 of	ly below.	Yes [ ]	No [ ]
Determination 2005	5/15.		Delence		
I have read and und	derstood Part A of th	nis form.		Yes [ ]	No [ ]
bonus. Any service	that I have that is no nd the period until I r	ce that counts toward ot service that counts reach three years of s	s towards	Yes [ ]	No [ ]
I have sought indep	endent legal advice	in relation to this un	dertaking.	Yes [ ]	No [ ]
I have completed th	e payment details (	see Part C of this for	m.)	Yes [ ]	No [ ]
Dated this	day of		20		
	Sigr	ned		Printed na	me
W	/itness				
	Sigr	ned		Printed name a	nd rank

# Part C: Payment details

This form must be submitted before your bonus payment is due.

(Rank)	(Last name)	(Given name)	(Employee ID)

#### 1. Options

There are three options for payment.

Option one:	Paid into my normal pay account. The amounts will be taxed at the applicable tax rate at the time of payment. I may then pay it into superannuation if I wish, after tax has been paid on it.
Option two:	As an employer contribution to superannuation. This election is made once, but I may later be able to vary this election.
Option three:	As a combination of these.

All members are strongly advised to seek professional financial advice when making this decision. ADF members are not qualified to provide this advice.

#### 2. Choice

I choose this payment method for my completion bonus:

Option one:	[	]	Paid into my normal pay account. The amounts will be taxed at the applicable tax rate at the time of payment. I may then choose to pay it into superannuation if I wish, after tax has been paid on it.		
Option two:	]	]	e full amount paid as an employer contribution to superannuation. I have minated a superannuation fund. I should seek advice on the taxation plications of making this choice. Limits apply.		
Option three:	]	]	<ol> <li>% or \$ of the bonus payment as an employer contribution to superannuation. I have nominated a superannuation fund. I should seek advice on the taxation implications of making this choice. Limits apply to contributions that may be given concessional taxation treatment.</li> <li>2. The balance of the amount paid into my normal pay account. These will be taxed at the applicable tax rate.</li> </ol>		

Tick one box. Only select **one** of the options.

**Note:** The default superannuation fund is the Military Superannuation Benefit Scheme. If you choose a superannuation fund other than the Military Superannuation Benefit Scheme, you must provide your superannuation fund details to Defpay.

# Part C: Payment details (continued)

# 3. Superannuation fund nomination

This section must be co Part C. It is the member			en selected for one of the Ind details.	e items in
I nominate this Eligible (	Choice Fund for my co	mpletion payment.		
Fund name				
Fund number				
Fund account number .				
Fund's Australian busine	ess number			
Fund street address				
Fund postal address				
Fund phone number				
Fund Bank Details (BSE	3-Account Number)			
Member's account num	ber			
Member's tax file number [optional]				
Data data	day of		00	
Dated this	day of		20	
			Signed	
		Name (printed)		
		Occupation		