

Important information about making a complaint



For Sunsuper clearing house

If you're unhappy with the service provided by Sunsuper clearing house (Precision Administration Services Pty Ltd) or how Sunsuper clearing house operates, let us know by making a complaint. Through this process we will work hard to try and resolve your concerns as quickly as possible.

Internal dispute resolution

You can contact us to discuss your concerns the following ways:

- 1800 316 585
- clearinghousecomplaints@sunsuper.com.au
- Sunsuper Clearing House
GPO Box 2924
Brisbane QLD 4001

Access to the internal dispute resolution procedure is provided at no additional cost to you. We'll do everything within our power to resolve the issue as quickly as possible. If we've not resolved your complaint within 30 calendar days, we'll write to you about the progress of your complaint.

Escalating your complaint

If you're not happy with Sunsuper clearing house's final response to your complaint, or Sunsuper clearing house has not provided a final response within 30 calendar days, you may escalate your complaint to an external dispute resolution scheme free of charge.

There are two different external dispute resolution schemes you may be able to escalate your complaint to depending on your complaint:

- the Australian Financial Complaints Authority, and
- Office of the Australian Information Commissioner.

Australian Financial Complaints Authority

The Australian Financial Complaints Authority (AFCA) provides fair and independent financial services complaint resolution at no additional cost to consumers.

It's important to know that the scope of matters AFCA can deal with is limited by legislation and there may be some matters they

cannot deal with. AFCA will advise you if they're able to deal with your complaint and if so what information is required.

If you lodge your complaint directly with AFCA before you've raised it with Sunsuper clearing house, AFCA will generally refer your complaint to Sunsuper clearing house to consider the matter within timeframes specified by AFCA. Please note that the scope of matters AFCA can deal with has some limitations. It's possible that AFCA cannot deal with your matter.

AFCA will advise you if they can deal with your complaint, and if so, what information you need to supply. Access to AFCA is free of charge.

AFCA's contact details are as follows:

Australian Financial Complaints Authority

GPO Box 3
Melbourne VIC 3001

afca.org.au
info@afca.org.au

1800 931 678

Office of the Australian Information Commissioner

If your complaint relates to the privacy of your personal information or if you believe we've not managed your personal information as set out in our Privacy Policy, or have otherwise not complied with our obligations under the Privacy Act, you can contact the Office of the Australian Information Commissioner (OAIC).

Contact details

Director of Privacy Case Management

Office of the Australian Information Commissioner

GPO Box 5218
Sydney NSW 2001

enquiries@oaic.gov.au

1300 363 992

Disclaimer and disclosure This fact sheet is current as at October 2021. It has been prepared and issued by Precision Administration Services Pty Ltd, the issuer of Sunsuper clearing house. While it has been prepared with all reasonable care, no responsibility or liability is accepted for any errors, omissions or misstatements however caused. All forecasts and estimates are based on assumptions. If those assumptions change, our forecasts and estimates may also change. This fact sheet contains general information only. Any advice does not take into account your personal objectives, financial situation or needs. You should consider the appropriateness of any advice having regard to your personal objectives, financial situation and needs before acting on that advice. A copy of the **Product Disclosure Statement (PDS)** can be obtained by calling **1800 316 585**. You should consider the PDS in deciding whether to acquire, or to continue to hold, the product. Precision Administration Services Pty Ltd (Precision), Australian Business Number (ABN) 47 098 977 667, holder of Australian Financial Services Licence (AFSL) Number 246 604. Precision is wholly owned by Sunsuper Pty Ltd as Trustee for the Sunsuper Superannuation Fund (Sunsuper) (ABN 98 503 137 921).

Contact us

- ☎ 1800 316 585
- ✉ GPO Box 2924 Brisbane QLD 4001
- 🌐 sunsuper.com.au