



BT Business Super BT Lifetime Super Employer Plan BT Online Employer Access

BT Employer Relations ☎ 1300 553 010

BT Funds Management Limited ABN 63 002 916 458 AFSL 233724 RSE L0001090 is the Trustee of BT Lifetime Super – Employer Plan ABN 39 827 542 991 R1001327

Westpac Securities Administration Limited ABN 77 000 049 472 AFSL 233731 RSE L0001083 is the Trustee of BT Business Super ABN 81 236 903 448 RSE R1003970

! Please note: The administrator will receive full access to all functions and across all Pay Centres. You may restrict access via your BT Online Employer login.

Complete this form using **black pen** – print in clear **CAPITAL LETTERS**

1. EMPLOYER DETAILS

BT Employer number (7–8 numbers)

Employer name

2. WHAT ARE YOU LOOKING TO AMEND?

- **Establish an administrator** ▶ Complete Section 3
The administrator will be a contact for BT Online Employer. This person will be able to setup other users at your company. These contact details will not replace the key contact details already on BT records for your plan.
- **Delete a current administrator** ▶ Complete Section 4

3. ESTABLISH AN ADMINISTRATOR

Administrator title

Mr Mrs Miss Ms Other

Administrator given name(s)

Administrator surname

Position in company

Administrator email address (mandatory)

Daytime contact number

Fax number

Preferred username



03-03-124-03

4. DELETE A CURRENT ADMINISTRATOR

Please list administrator(s) that you wish to remove their access to BT Online Employer.

Administrator 1 – full name

User name

Administrator 2 – full name

User name

5. EMPLOYER AUTHORISED SIGNATORIES

If the current company contact is signing only one signature is required otherwise two company signatories will be required.

Signature of Authorised Signatory 1

Date

Signatory name (please print)

Current company contact

If not current company contact **company signatories** must indicate their company title

Director Company Secretary

Signature of Authorised Signatory 2

Date

Signatory name (please print)

Company signatories must indicate their company title

Director Company Secretary

FAX AND POSTAL INSTRUCTIONS

You can submit this form by:

✉ mail BT Business Super
GPO Box 2362
Adelaide SA 5001

OR BT Lifetime Super
Employer Plan
GPO Box 2919
Adelaide SA 5001

☎ fax (02) 9274 5402