

Prior to being able to access the Employer Online, this form needs to be completed and returned.  
After receipt of this form, the authorised officer will be issued with a password by mail.

## 1. Employer details

Employer name ('employer' for the purpose of Employer Online agreement):

Employer number:

## 2. Details of authorised officer

- 'Authorised officer' for the purpose of the Employer Online agreement)

Title:

 Mr  Mrs  Miss  Ms  Other

Surname:

Given name/s:

Business title:

Contact email address:

Contact phone number:

Mobile number:

I acknowledge that Vision Super is committed to the responsible management of its members information and I agree to abide by the Vision Super privacy policies available at [www.visionsuper.com.au](http://www.visionsuper.com.au)

Signature of new authorised officer

Date

## 3. Declaration by Chief Executive (or equivalent Executive Officer of the employer)

I have read the terms and conditions of the attached Employer Online agreement ('agreement') see over page, and agree on behalf of the employer to accept the terms contained therein as binding on the employer.

I hereby request Vision Super to establish the officer of the employer indicated on this form as authorised officer for the purpose of the agreement.

Name of Chief Executive Officer or equivalent (please print)

Signature of Chief Executive Officer or equivalent

Date

*continued over...*

**IMPORTANT: PLEASE SEND ORIGINAL FORM TO VISION SUPER**



W E B

Please forward this completed form to: PO Box 18041, Collins Street East, Melbourne VIC 8003

Employer Hotline 1300 304 947

Fax 03 9911 3299

[www.visionsuper.com.au](http://www.visionsuper.com.au)

Vision Super Pty Ltd ABN 50 082 924 561 AFSL 225054, is the Trustee of the Local Authorities Superannuation Fund ABN 24 496 637 884

## 4. Employer Online access agreement

### Definitions

'Chief Executive' means the Chief Executive Officer, General Manager, Secretary or other Senior Executive Officer of the employer who is authorised by the employer to sign this agreement on its behalf;

'Authorised user' means an employee of the employer who is authorised under this agreement to use the service on behalf of the employer;

'Authorised officer' means an employee of the employer who has been authorised by the Chief Executive to establish authorised users of the service;

'Service' means Employer Online for employers and includes future enhancements and developments of that site.

### Provision of service

The employer hereby applies for access to the service and agrees to be bound by the terms and conditions contained herein. Vision Super will provide the service to internet standards, for use with Microsoft IE8.0 or higher browser. The provision of all hardware and software to access the site (including reconfiguration of firewalls) shall be the sole responsibility of the employer.

### Nomination and removal of authorised users

- a) Vision Super will establish the authorised officer as an authorised user of the service.
- b) The employer may from time to time nominate one or more of its employees as authorised users in addition to the authorised officer on application by the authorised officer in a manner and form approved by Vision Super.
- c) The employer will ensure that Vision Super is fully informed of any changes to details of any of its authorised users including email addresses.
- d) Vision Super shall maintain a facility through the service whereby any authorised user in relation to the employer can remove another authorised user in relation to the employer from the user database.
- e) An authorised user ceases to be an authorised user only when that user's authorisation has been properly removed from the user database.
- f) Notification by the employer or authorised officer of intention to remove a user shall not take effect until the user's details have been removed from the user database.
- g) Vision Super retains the right to remove an authorised user from the user database at any time for any reason including but not limited to protection of the confidentiality and integrity of membership data.

### Authentication of users

Vision Super shall allocate to all authorised users a unique identification number and password. Access to the service shall only be provided on provision in the site by the authorised user of that unique identification number and password.

### Liability and responsibilities of employer

The employer must establish and maintain security measures adequate and appropriate to prevent unauthorised access to the service and accepts full responsibility for the actions of its authorised users. The employer accepts liability arising from the actions of its authorised users or from transactions executed on its behalf using the service. Vision Super records shall be prima facie evidence of access to, and operation of the service, whether executed by authorised users or otherwise.

### Employer to use service fully

The employer agrees that it will use its best endeavours to ensure that its authorised users utilise the service to the full extent possible, and that in particular, individual processes initiated or commenced using the service are completed to the full extent possible using the service.

### Future agreement between the parties

The provisions of any future agreement between the employer and Vision Super either in relation to the service or otherwise may add to, or remove any of the provisions of this agreement, as provided in that future agreement.

### Privacy

The employer acknowledges that Vision Super is committed to the responsible management of its members' personal information and agrees to abide by the Vision Super Privacy Policies.

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