



**Australian Government**  
**Australian Taxation Office**

# *Superannuation Data and Payment Standards* **2012**

***as amended***

made under subsection 34K(3) of the *Superannuation Industry (Supervision) Act 1993*.

This compilation was prepared on 25 November 2016 taking into account amendments up to *Superannuation Data and Payment Standards (Payments and Information from the Commissioner of Taxation) Amendment 2016* (F2016L01737).

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Compilation number 3

Prepared by Superannuation Business Line, Australian Taxation Office.

## 1 Name of Standard

This Standard is the *Superannuation Data and Payment Standards 2012*.

## 2 Commencement

This Standard commences on the day after its registration on the Federal Register of Legislative Instruments.

## 3 Application

This Standard determines the standards (superannuation data and payment standards<sup>1</sup>) relating to superannuation data and payment matters<sup>2</sup> for the purposes of the *Superannuation Industry (Supervision) Act 1993*.

## 4 Who is covered by this Standard

The superannuation data and payment standards are applicable to<sup>3</sup>:

- (a) trustees of regulated superannuation entities other than trustees of self managed superannuation funds (APRA-regulated superannuation entities);
- (b) trustees of self managed superannuation funds (SMSFs) but only in relation to receiving contributions from employers that are not related parties of the SMSF; and
- (c) employers in their dealings with superannuation entities except for contributions made by an employer for an employee to an SMSF where the employer is a related party of the SMSF.

## 5 When the Standard applies

Subject to clause 6, this Standard applies to conduct by an entity as follows:

- (a) a trustee of an APRA-regulated superannuation entity, in relation to rollovers and transfers as the transferring fund or receiving fund, on and after 1 July 2013;
- (b) a trustee of an APRA-regulated superannuation entity, in relation to receiving contributions from employers on and after 1 July 2014;
- (c) a trustee of an APRA-regulated superannuation entity, in relation to receiving payments from, and returning amounts required to be repaid to, the Commissioner of Taxation on and after 14 November 2016;
- (d) a trustee of an SMSF, in relation to receiving contributions from employers that are not related parties of the SMSF on and after 1 July 2014;
- (e) a medium to large employer, in relation to contributions for an employee, other than contributions to an SMSF that is a related party of the employer, on and after 1 July 2014; and

<sup>1</sup> Subsection 34K(3) of the *Superannuation Industry (Supervision) Act 1993*.

<sup>2</sup> As defined in subsections 34K(5) and (6) of the *Superannuation Industry (Supervision) Act 1993*.

<sup>3</sup> See subsection 34K(3) of the *Superannuation Industry (Supervision) Act 1993* and Divisions 6.5 and 7.2 of the *Superannuation Industry (Supervision) Regulations 1994*.

- (f) a small employer, in relation to contributions for an employee, other than contributions to an SMSF that is a related party of the employer, on and after 1 July 2015.

## 6 The Standard does not apply to certain transactions

This Standard does not apply to an APRA-regulated superannuation entity in relation to a ***closed product***.

***Closed product*** for the purposes of clause 6 means a product that does not receive any contributions or rollovers, whether from an existing member or any other person, but that may rollover or transfer a member's withdrawal benefit to another superannuation entity.

## 7 This Standard incorporates by reference documents or content on a website as existing from time to time

- (a) A reference to a document in a Schedule to this Standard is a reference to that document by that name published from time to time by the Commissioner of Taxation and available at [www.ato.gov.au](http://www.ato.gov.au).
- (b) A reference to document or content on a website in a document referred to in paragraph 7(a) of this Standard, is a reference to that document or that content at that website address as it exists from time to time.
- (c) This Standard incorporates by reference the documents referred to in paragraph 7(a) and the documents and content on websites referred to in paragraph 7(b) of this Standard.

## 8 Complying with the superannuation data and payment standards

- (a) A trustee of a superannuation entity deals with payments and information relating to a member of a superannuation entity, or a person for whose benefit a contribution to the superannuation entity is to be made, in a manner that complies with the superannuation data and payment standards if the specifications and requirements as set out in the document, or documents, relevant to the transaction, and as existing from time to time, are met.<sup>4</sup>
- (b) An employer deals with payments and information relating to an employee, for whose benefit a contribution to a superannuation entity is to be made, in a manner that complies with the superannuation data and payment standards if the specifications and requirements as set out in the document, or documents, relevant to the transaction, and as existing from time to time, are met.<sup>5</sup>
- (c) The documents referred to in paragraphs 8(a) and 8(b) are those referred to in clause 7 of this Standard.
- (d) An entity complies with the superannuation data and payment standards during a transition-in period if the entity complies to the extent it is required to comply under the relevant transitional arrangements as set out in Schedule 1 to this Standard.

<sup>4</sup> See also paragraph 34M(1)(b) of the *Superannuation Industry (Supervision) Act 1993*.

<sup>5</sup> See also paragraph 34N(1)(b) of the *Superannuation Industry (Supervision) Act 1993*.

## 9 Terms used in this Standard

Unless otherwise defined in this clause, terms and phrases used in this Standard have the same meaning as the *Superannuation Industry (Supervision) Act 1993* or *Superannuation Industry (Supervision) Regulations 1994*, as applicable.

- (a) **medium to large employer**, has the meaning given by subitem 20(4), and determined at the time under subitem 20(2), of Part 4 of Schedule 1 to the *Superannuation Legislation Amendment (Stronger Super) Act 2012*.
- (b) **small employer**, has the meaning given by subitem 20(4), and determined at the time under subitem 20(3), of Part 4 of Schedule 1 to the *Superannuation Legislation Amendment (Stronger Super) Act 2012*.
- (c) **transition-in period**, means a period that is relevant to that entity as determined under section 2.2 or paragraph 4.1(a) of Schedule 1 to this Standard.

## SCHEDULE 1 – TRANSITIONAL ARRANGEMENTS

### 1. PURPOSE

This Schedule explains the requirements that must be met during the transitional periods (the rollover transition-in period and the contribution transition-in period) to comply with the superannuation data and payment standards.

### 2. ROLLOVER TRANSITIONAL ARRANGEMENTS

#### 2.1 Rollover transition-in period

For the purposes of this Schedule, the rollover transition-in period means the period between 1 July 2013 and 31 December 2013.

#### 2.2 Transition-in completion date

##### 2.2.1 Determining the transition-in completion date for an entity

- (a) A trustee of an APRA-regulated superannuation entity must determine the transition-in completion date (as set out in column 3 of Table 1 at paragraph 2.2.1(f) of this Schedule) that applies to the entity.
- (b) The transition-in completion date for the entity is the date that corresponds to the rollover value range (as set out in column 2 of Table 1 at paragraph 2.2.1(f) of this Schedule) that the total rollover value for that entity falls within.
- (c) If an entity has an inward rollover amount and/or an outward rollover amount reported in the *Table 8: Fund level data 2011 in APRA's Superannuation Fund-level Profiles and Financial Performance*<sup>6</sup> document (the Table 8 document) as issued on 29 February 2012 then:
  - (i) if there is both an inward rollover amount and an outward rollover amount, the sum of those amounts is the total rollover value for that entity; or
  - (ii) if there is only an inward rollover amount or an outward rollover amount, that amount is the total rollover value for that entity;
- (d) If an entity does not have either an inward rollover amount or an outward rollover amount reported in the Table 8 document then that entity has a total rollover value of zero.
- (e) Column 1 of Table 1 at paragraph 2.2.1(f) of this Schedule sets out the band number for an entity that corresponds to the rollover value range for that entity.
- (f) Table 1:

Band	Rollover Value Range	Transition-in Completion Date
Band 1	\$1,100,000,001 and above	6 September 2013
Band 2	\$380,000,001 - \$1,100,000,000	20 September 2013
Band 3	\$160,000,001 - \$380,000,000	4 October 2013
Band 4	\$40,000,001 - \$160,000,000	18 October 2013
Band 5	\$20,000,001 - \$40,000,000	8 November 2013

<sup>6</sup> This document is available at [www.apra.gov.au](http://www.apra.gov.au).

Band	Rollover Value Range	Transition-in Completion Date
Band 6	\$5,000,001 - \$20,000,000	22 November 2013
Band 7	\$1 - \$5,000,000	6 December 2013
Band 8	\$0 (or not reported)	20 December 2013

*Note: the transition-in-period for an entity is the period between 1 July 2013 and the entity's transition-in completion date, unless section 2.2.2 applies.*

## 2.2.2 Alternative transition-in completion date

- (a) APRA may, by notice in writing to the trustee of an APRA-regulated superannuation entity, adjust the date in paragraph 2.2.1(f) to an alternative date (alternative transition-in completion date) that applies in place of the transition-in completion date.
- (b) An alternative transition-in completion date determined by APRA under paragraph 2.2.2(a) may apply to part or all of the operation of an APRA-regulated superannuation entity.
- (c) An entity that has an alternative transition-in completion date nonetheless falls within the band determined under clause 2.2.1.

*Note: in this case the transition-in-period for an entity (or part of an entity's operation) is the period between 1 July 2013 and the entity's alternative transition-in completion date.*

## 2.3 Rollover transition-in arrangements

### 2.3.1 Temporary entry level profile rollover transaction messages

For the period between 1 July 2013 and the transition-in completion date or alternative transition-in completion date (as applicable), the trustee of an APRA-regulated superannuation entity must as a minimum:

- (a) operate the temporary entry level profile (see clause 3.1 of this Schedule) to receive rollover transaction messages; and
- (b) maintain operation of the temporary entry level profile to receive rollover transaction messages between the hours of 9am and 5pm, Monday to Friday, excepting public holidays in the receiving entity's state or territory (normal business hours).

### 2.3.2 Requirement to receive compliant rollover transaction messages

On and after 1 July 2013 a trustee of an APRA-regulated superannuation entity must maintain a capability to receive rollover transaction messages and associated electronic payments that comply with the relevant specifications and requirements contained in the documents referred to in Schedules 3, 4(b), 5 and 6 to the Standard.

### 2.3.3 Requirement to send compliant rollover transaction messages

On and after the day immediately after the transition-in completion date or alternative transition-in completion date (as applicable), the trustee of an APRA-regulated superannuation entity must send rollover transaction messages and associated electronic payments that comply with the relevant specifications and requirements contained in the documents referred to in Schedules 3, 4(b), 5 and 6 to the Standard.

### **2.3.4 Requirement to send and receive compliant rollover initiation messages – bands 1 to 3**

If an APRA-regulated superannuation entity is within band 1, 2, or 3 as determined under clause 2.2.1, then on and after 5 October 2013 or, if the entity has an alternative transition-in completion date on and after the day immediately after that date, the trustee must:

- (a) maintain a capability to receive rollover initiation messages that comply with the relevant specifications and requirements contained in the documents referred to in Schedules 4(b), 5 and 6 to this Standard; and
- (b) send rollover initiation messages that comply with the relevant specifications and requirements contained in the documents referred to in Schedules 4(b), 5 and 6 to the Standard.

### **2.3.5 Temporary entry level profile rollover initiation messages**

- (a) If an APRA-regulated superannuation entity is within band 4, 5, 6, 7 or 8 as determined under clause 2.2.1, then for the period between 5 October 2013 and the transition-in completion date or alternative transition-in completion date (as applicable), the trustee must as a minimum:
  - (i) operate the temporary entry level profile (see clause 3.1 of this Schedule) to receive rollover initiation messages; and
  - (ii) maintain operation of the temporary entry level profile to receive rollover initiation messages during normal business hours.
- (b) If an APRA-regulated superannuation entity is within band 1, 2, or 3 as determined under clause 2.2.1, and has an alternative transition-in completion date that is later than 5 October 2013, then for the period between 5 October 2013 and the alternative transition-in completion date the trustee must as a minimum:
  - (i) operate the temporary entry level profile (see clause 3.1 of this Schedule) to receive rollover initiation messages; and
  - (ii) maintain operation of the temporary entry level profile to receive rollover initiation messages during normal business hours.

### **2.3.6 Requirement to receive compliant rollover initiation messages – bands 4 to 8**

If an APRA-regulated superannuation entity is within band 4, 5, 6, 7 or 8 as determined under clause 2.2.1, then on and after 5 October 2013 or, if the entity has an alternative transition-in completion date on and after the day immediately after that date, the trustee must maintain a capability to receive rollover initiation messages that comply with the relevant specifications and requirements contained in the documents referred to in Schedules 4(b), 5 and 6 to the Standard.

### 2.3.7 Requirement to **send** compliant rollover initiation messages – bands 4 to 8

If an APRA-regulated superannuation entity is within band 4, 5, 6, 7 or 8 as determined under clause 2.2.1, then on and after the day immediately after the transition-in completion date or alternative transition-in completion date, the trustee must send rollover initiation messages that comply with the relevant specifications and requirements contained in the documents referred to in Schedules 4(b), 5 and 6 to the Standard.

### 2.4 Other arrangements during the rollover transition-in period

Subject to the requirements specified in clause 2.3 of this Schedule, during the rollover transition-in period, or up to and including an entity's alternative transition-in completion date if this is later than 31 December 2013, trustees of APRA-regulated superannuation entities may continue to:

- (a) send rollover transaction messages and make rollover payments in a format that does not conform with the Standard provided all mandatory data elements set out in the documents referred to in Schedules 3 and 4(b) to the Standard are included; and
- (b) send rollover initiation messages in a format that does not conform with the Standard provided all mandatory data elements set out in the document referred to in Schedule 4(b) to the Standard are included.

## 3. TEMPORARY ENTRY LEVEL PROFILE

### 3.1 Temporary entry level profile defined

The temporary entry level profile is the profile as defined in section 2 of the document *Data and Payment Standards - Temporary Entry Level Profile and Default Agreement* as it exists from time to time and published by the Commissioner of Taxation and available at [www.ato.gov.au](http://www.ato.gov.au).

### 3.2 Use of the temporary entry level profile

The temporary entry level profile must not be used by the trustee of an APRA-regulated superannuation entity after 31 December 2013, or if applicable, the alternative transition in completion date as notified to the entity under clause 2.2.2(a).

## 4. CONTRIBUTION TRANSITIONAL ARRANGEMENTS

### 4.1 Contribution transition-in period

- (a) For the purposes of this Schedule, the **contribution transition-in period** means the period between 1 July 2014 and 30 June 2017.
- (b) Alternate electronic file formats described in paragraphs 4.2(b) and 4.2(c) must not be used by an employer or a trustee of an APRA-regulated superannuation entity after 30 June 2017.



## 4.2 Contribution transition-in arrangements – circumstances where electronic file formats that do not conform to the Standard can be used

### *Medium to large employer*

- (a) For the period 1 July 2014 until 2 November 2014, a medium to large employer may send the information required by regulations 7.07A and 7.07E in the *Superannuation (Industry) Supervision Regulations* 1994 to a trustee of an APRA-regulated superannuation entity or a trustee of an SMSF in an electronic file format that does not conform with the Standard provided that:
  - (i) the information is sent in a format that the trustee has advised the employer it can accept, and
  - (ii) any payment associated with that information is made using an electronic payment method that the trustee has advised the employer it can accept.
- (b) On and after 3 November 2014 and until 30 June 2017, contributions transaction messages dealt with by the document referred to in Schedule 4(a) may be sent by a medium to large employer to a trustee of an APRA-regulated superannuation entity in an electronic file format that does not conform with the Standard, provided that they agree in writing that the following conditions are satisfied:
  - (i) the terms and definitions used in the alternate file format align with the relevant terms and definitions specified in the document referred to in Schedule 2;
  - (ii) any payment associated with the contributions message conforms with a method specified in the document referred to in Schedule 3; and
  - (iii) alternative data elements and business rules (if any) are documented to show how the business rules and data requirements used in the alternate format align with the business rules and data requirements specified in the document referred to in Schedule 4(a). *Small employer*
- (c) On and after 1 July 2015 and until 30 June 2017, contributions transaction messages dealt with by the document referred to in Schedule 4(a) may be sent by a small employer to a trustee of an APRA-regulated superannuation entity in an electronic file format that does not conform with the Standard, provided that they agree in writing that the following conditions are satisfied:
  - (i) the terms and definitions used in the alternate file format align with the relevant terms and definitions specified in the document referred to in Schedule 2;
  - (ii) any payment associated with the contributions message conforms with a method specified in the document referred to in Schedule 3; and
  - (iii) alternative data elements and business rules (if any) are documented to show how the business rules and data requirements used in the alternate format align with the business rules and data requirements specified in the document referred to in Schedule 4(a).
- (d) For the purposes of paragraphs 4.2(b) and 4.2(c), *in writing* includes any form of electronic communication.

### 4.3 Requirement to receive compliant contributions transaction messages

- (a) Subject to clause 4.4, on and after 3 November 2014 or a particular date (the **alternative date**) as specified under subparagraph 4.3(b)(ii), a trustee of an APRA-regulated superannuation entity or a trustee of an SMSF must maintain a capability to receive from employers, contributions transaction messages that comply with the relevant specifications and requirements contained in the documents referred to in Schedule 4(a), Schedule 5 and Schedule 6 as they exist from time to time.
- (b) An APRA-regulated superannuation entity has an alternative date if:
  - (i) the trustee of that entity has provided an implementation plan to the Commissioner of Taxation on or before 30 September 2014; and
  - (ii) the implementation plan contains a statement that the entity is able to meet the requirements of paragraph 4.3(a) on and after a particular date which is not later than 1 July 2015.
- (c) If a trustee of an APRA-regulated superannuation entity has an alternative date, an employer that is sending contributions transaction messages to that APRA-regulated superannuation entity can use a transitional arrangement in accordance with paragraph 4.2(a) until that alternative date.

### 4.4 Error and outcome response messages

For the period 1 July 2014 until 1 February 2015, a trustee of an APRA-regulated superannuation entity, or a medium to large employer is not required to send or receive a member registration outcome response or a contribution transaction error response message as specified in the documents referred to in Schedule 4(a) and Schedule 6 as they exist from time to time.

### 4.5 Contribution induction process

- (a) An employer, or a trustee of an APRA-regulated superannuation entity or a trustee of an SMSF together with an employer, may nominate to the Commissioner to participate in a **contribution induction process** during a **contribution induction period** if:
  - (i) third party certification of an information technology (IT) solution to be applied during a **group induction period** has been completed before the group induction period commences, and
  - (ii) there is agreement to complete cross-certification of the IT solution used during the group induction period no later than four weeks after the end of the group induction period.
- (b) The Commissioner will advise an entity if its nomination to participate in the contribution induction process has been accepted.
- (c) If an entity's nomination is accepted, the Commissioner will advise the entity of the group (**induction group**) the entity will participate in and the group induction period for that induction group.
- (d) If an entity takes part in a contribution induction process, that entity may send or receive contributions transaction messages, and payments associated with

those contributions transaction messages, in the manner advised by the Commissioner until the end of their group induction period.

- (e) If an entity takes part in a contribution induction process the entity must comply with the specifications and requirements in the document referred to in Schedule 4(a) after the induction completion date for their group induction period unless clause 4.2 of Schedule 1 applies to the entity after that date.
- (f) For the purposes of this clause:

***contribution induction period*** means:

- (a) for medium to large employers, the period between 1 July 2014 and 30 June 2015;
- (b) for small employers, the period between 1 July 2015 and 30 June 2016.

***contribution induction process*** means a process identified as such and established by the Commissioner of Taxation.

***group induction period*** means a period determined by the Commissioner as starting on a particular day (the induction commencement date) and ending on a particular day (the induction completion date), or that period as subsequently varied by the Commissioner for a particular induction group.

## **SCHEDULE 2 – TERMS AND DEFINITIONS**

The terms and definitions that apply for the purpose of the documents referred to in Schedules 3, 4(a), 4(b), 5 and 6 are those terms and definitions as set out in the document *Data and Payment Standards - Superannuation Terms and Definitions* as it exists from time to time and published by the Commissioner of Taxation and available at [www.ato.gov.au](http://www.ato.gov.au).

## **SCHEDULE 3 – PAYMENT METHODS**

The payment methods to be used are those payment methods as set out in the document *Data and Payment Standards - Payment Methods* as it exists from time to time and published by the Commissioner of Taxation and available at [www.ato.gov.au](http://www.ato.gov.au).

## **SCHEDULE 4(a) – CONTRIBUTIONS MESSAGE IMPLEMENTATION GUIDE**

The contribution and registration message specifications are those set out in the document *Data and Payment Standards - Contributions Message Implementation Guide* as it exists from time to time and published by the Commissioner of Taxation and available at [www.ato.gov.au](http://www.ato.gov.au).

## **SCHEDULE 4(b) – ROLLOVER MESSAGE IMPLEMENTATION GUIDE**

The rollover message specifications are those set out in the document *Data and Payment Standards - Rollover Message Implementation Guide* as it exists from time to time and published by the Commissioner of Taxation and available at [www.ato.gov.au](http://www.ato.gov.au).

## **SCHEDULE 5 – MESSAGE ORCHESTRATION AND PROFILES**

The message orchestration and profiles are those set out in the document *Data and Payment Standards - Message Orchestration and Profiles* as it exists from time to time and published by the Commissioner of Taxation and available at [www.ato.gov.au](http://www.ato.gov.au).

## **SCHEDULE 6 – ERROR CODE MANAGEMENT**

The error code management to be used is set out in the document *Data and Payment Standards - Error Code Management* as it exists from time to time and published by the Commissioner of Taxation and available at [www.ato.gov.au](http://www.ato.gov.au).

## Notes to the Superannuation Data and Payment Standards 2012

### End Note 1 – Table of Instruments

The Superannuation Data and Payment Standards 2012 (in force under subsection 34K(3) of the Superannuation Industry (Supervision) Act 1993) as shown in this compilation is amended as indicated in the Tables below.

<b>Title</b>	<b>Date of FRLI registration</b>	<b>Date of commencement</b>	<b>Application, saving and transitional provisions</b>
Superannuation Data and Payment Standards 2012	11 January 2013 (see F2013L00041)	12 January 2013	Clause 3
Superannuation Data and Payment Standards (Minor Amendments) 2013	31 May 2013 (see F2013L00879)	1 June 2013	Clause 3
Superannuation Data and Payment Standards (Contribution Transitional Arrangements) Amendment 2014	27 May 2014 (see F2014L00608)	28 May 2014	Clause 3
Superannuation Data and Payment Standards (Payments and Information from the Commissioner of Taxation) Amendment 2016	11 November 2016 (see F2016L01737)	12 November 2016	Clause 5

### End Note 2 - Table of Amendments

This endnote sets out the amendment history of the Superannuation Data and Payment Standards 2012.

*ad.* = added or inserted    *am.* = amended    *rep.* = repealed    *rs.* = repealed and substitute

<b>Provision affected</b>	<b>How affected</b>
Clause 5 heading	<i>rs.</i> F2013L00879
Clause 5	<i>am.</i> F2012L00879
Clause 7(c)	<i>am.</i> F2013L00879
Clause 9	<i>am.</i> F2013L00879
Clause 5	<i>am.</i> F2016L01737
<b>Schedule 1</b>	
Section 2.1	<i>am.</i> F2013L00879
Paragraph 2.2.1(f)	<i>ad.</i> F2013L00879
Paragraph 2.2.2(c)	<i>ad.</i> F2013L00879
Section 2.3.1	<i>am.</i> F2013L00879
Section 2.3.2	<i>am.</i> F2013L00879
Section 2.3.3	<i>am.</i> F2013L00879
Section 2.3.4	<i>am.</i> F2013L00879
Paragraph 2.3.5(a)	<i>am.</i> F2013L00879
Paragraph 2.3.5(b)	<i>am.</i> F2013L00879
Section 2.3.6	<i>am.</i> F2013L00879
Section 2.3.7	<i>am.</i> F2013L00879
Clause 4	<i>rs.</i> F2014L00608
<b>Schedule 4(a)</b>	
Schedule 4(A) heading	<i>rep.</i> F2013L00879

<i>Schedule 4(a) heading</i>	<i>ad. F2013L00879</i>
<b>Schedule 4(b)</b>	
<i>Schedule 4(B) heading</i>	<i>rep. F2013L00879</i>
<i>Schedule 4(b) heading</i>	<i>ad. F2013L00879</i>