

Employer Direct

Validations Guide

July 2025

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About this guide

This Employer Direct Validations Guide provides assistance for employers using the Employer Direct portal for managing your superannuation contribution transactions in accordance with the SuperStream legislation.

This document should be read in conjunction with the following documents:

- Employer Direct User Guide
- Employer Direct Contribution File Format and Specification

Support

For more details email employer@qsuper.qld.gov.au

Employer Direct

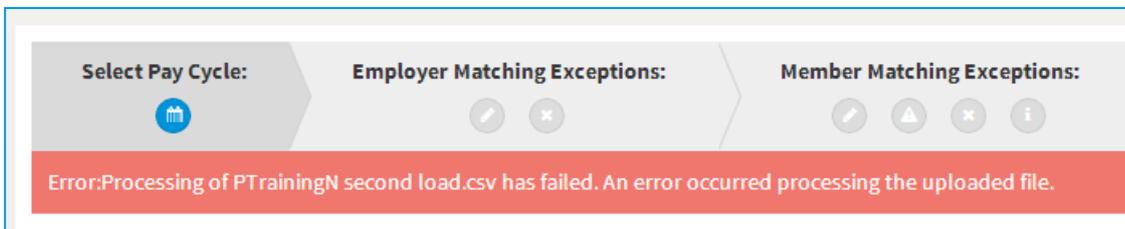
We have introduced Employer Direct as our way of helping you comply with the ATO's Super Stream legislation. Employer Direct contains a series of validations to check the information you are giving us to make sure we have the right information so our members – your employees – super accounts are accurate. We have incorporated all of the ATO's validations and added some specific to our account types.

Employer Direct has validations relating to:

- File format
- Fund matching
- Employer matching
- Employee matching
- Data including;
 - Contribution amounts
 - Addresses
 - Employee details
- Employer maintenance

1. File format validations

If you load a file that comes from your payroll system, Employer Direct will validate it to make sure it has the right format. If there is an error with the file, it will appear on the [Select Pay Cycle](#) screen.



If there is a file format error, **please check your file.**

You can also use our 'Employer Direct Contribution File Specification' for more information or call our Employer Help Desk.

These file format errors are:

- The file is not in the correct format
- The file is corrupted
- The file is not in the CSV file format
- The header line does not exist

We recommend that you open files in a program like text pad or word pad to minimise errors which occur when opening the CSV file in MS Excel.

2. File validations

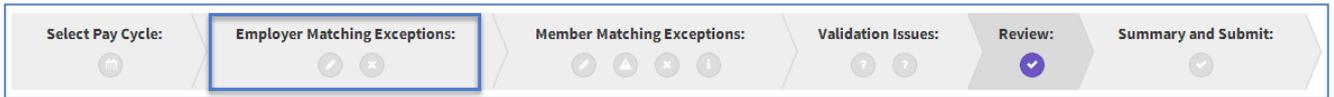
These are validations that look at information that is not specific to a member.

2.1 Fund matching

The fund matching process makes sure that the contributions you're submitting are going to a complying super fund.

| Field Name | Rule | Severity | How to clear this message |
|--|--|----------|--|
| Unique Superannuation Identifier (USI) | Mandatory Alpha numeric Maximum of 20 characters No spaces or hyphens | Error | Populate the field with the correct USI for the super fund. Make sure there are no spaces or hyphens. |
| Fund ABN | Mandatory Numeric Must be 11 digits No spaces or hyphens | Error | Populate the field with the correct ABN for the super fund. Make sure there are no spaces or hyphens. |
| Organisational Name Text | Mandatory Alpha Numeric Maximum of 200 characters | Error | Populate the field with the name of the super fund |
| Payment Method Code | Mandatory Accepted values: DirectDebit, BPAY or DirectCredit | Error | Populate the field with the method used to make payment to the fund |

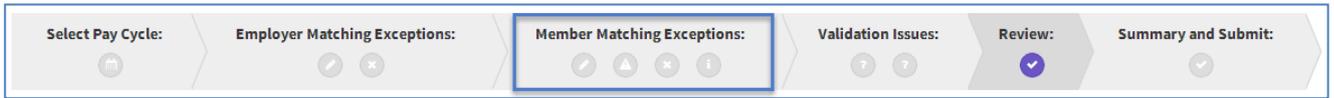
2.2 Employer matching



Employer details need to be sent with every contribution file.

| | Message | Severity | How to clear this message | Information |
|---|--|----------|--|---|
| 1 | No employer specified – select the correct employer. | Error | Select the correct employer details from the drop down list. | This section of Employer Direct will only display the employers you have access to make payments for. |
| 2 | No employer record exists for the ABN provided. | Error | If the details in your file are correct, please change them to match in the Employer Maintenance screen. | |
| 3 | No employer record exists for the FEN provided. | Error | | |
| 4 | More than one employer exists for the ABN or FEN provided. | Error | If your employer number is correct, please call us. | |
| 5 | You are not authorised to process a contribution file on behalf of the employer. | Error | If you should be able to process a contribution file for this employer, please call us. | This message shows that the contribution file you're loading is not for an employer you have access to. |

3. Member Matching



When you load a contribution file into Employer Direct, the system will try and match the employee details in the file with ones we already have. If core member details have changed, Employer Direct will ask you to check that employee.

| | Message | Severity | How to clear this message | Information |
|---|--|----------|--|--|
| 1 | Member's surname has changed. | Error | If it is the same person, >> select same person. If it is a different person, select >> different person. | This employee match function is so you can tell us that one of your employees has changed some details. If you see the error for member number, make sure you update your payroll system. |
| 2 | Member DOB has changed. | Error | | |
| 3 | Member's payroll number has changed. | Error | | |
| 4 | Member number has changed. | Error | | |
| 5 | Member's benefit category has changed. | Error | You can't change a member benefit category through the file. Please correct and reload your file. If you think this change is correct, please call us. | As a member benefit category relates to the type of account the employee has, you're not able to change this through Employer Direct. |

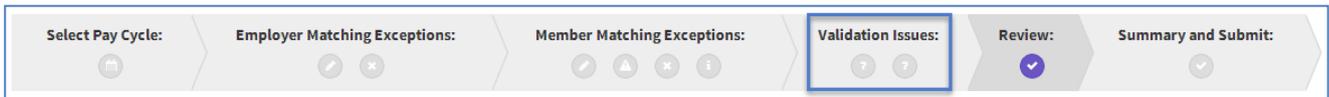
4. Validations specific to QSuper accounts

4.1 Status codes

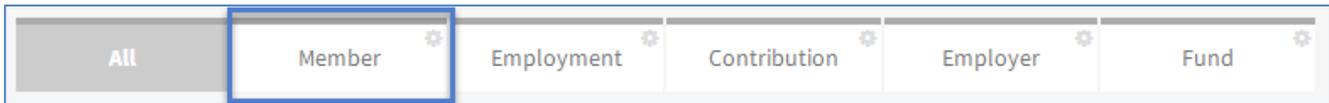
Status codes are your way of telling us the employment status your employee. These will appear in the Member Registration Amendment Reason field. If a validation message appears in relation to status codes, please update the field with the correct status from the list below.

| Code | Name | Description |
|------|-------------------------|---|
| NM | New Member | The first contribution for a new employee, rehired after termination or change of superannuation account. <i>Do not use this for transfers or secondments.</i> |
| NT | New Transfer | The first contribution for an employee transferred from another agency or department |
| NS | New Secondment | The first contribution for an employee seconded from another agency or department |
| EM | Current Member | A current employee who is making contributions, including employees who are on half pay arrangements for: Recreation Parental Long service leave WorkCover where the employee is retained on the payroll whilst on leave Note: If the other codes do not apply use "EM" |
| EW | WorkCover | A current employee who is on leave without pay while they are receiving payments from WorkCover Note: Where WorkCover has agreed to the employee being retained on the payroll and the payroll is being reimbursed by WorkCover please report the employee's salary, contributions and working hours as if they were working |
| EI | LWOP Continued Sickness | A current employee who is on sick leave without pay due to the employee's continued sickness |
| ES | Secondment | A current employee who is on secondment to another agency or department |
| EL | LWOP Other | A current employee who is on leave without pay for any other reason e.g. study leave, travel, unpaid maternity leave |
| LW | Resignation | The final contribution or adjustment for an employee who has resigned |
| LD | Deceased | The final contribution or adjustment for an employee who is deceased |
| LZ | Ill Health | The final contribution or adjustment for an employee who has retired due to ill health |
| LF | Dismissal | The final contribution or adjustment for an employee who has been dismissed |
| LV | VER | The final contribution or adjustment for an employee who has accepted a voluntary early retirement or retrenchment |
| LT | Transfer | The final contribution or adjustment for an employee who has transferred to another agency or department or who has changed account type (e.g. from DB to AP) This includes machinery of government transfers. |
| LR | Other | The final contribution or adjustment for an employee who does not fit one of the above categories |

4.2 Member validations



There are a few validations relating to your employee's data to make sure that we have the right information to be able to look after their super. These appear in the grid and can be found by using the correlating tab.



| Error Code | Message | Severity | How to clear this message | Information |
|------------|--|----------|---|--|
| J.Mem.0001 | The Member TFN must pass the check digit test. | Error | Check the member's TFN and re-enter. | Set as a Warning instead of an error as the ATO says that employers can pass invalid TFN...the fund can then validate the TFN against SuperTick. |
| J.Mem.0003 | When the Country Code is AU then the Member's State or Territory must be supplied. | Error | Enter the employee's state or territory. | This message appears when your employee has given you an Australian address |
| J.Mem.0005 | When the Country Code is AU then the Member's Postcode must be supplied. | Error | Enter the employee's postcode. | This message appears when your employee has given you an Australian address |
| J.Mem.0007 | The Member's Postcode, if entered, must be in the range 0200 to 0299, 0800 to 7499 or 7800 to 9799 or 0000 if no address is available for the member. | Error | Check the employee's postcode and update with the correct one. | This message appears when your employee has given you an Australian address |
| J.Mem.0008 | When the Member's Postcode is 0000, the Member's Address Line 1 must be UNKNOWN, the Member's Suburb must be UNKNOWN, the Member's State must be ACT, and the Member's Country must be AU. | Error | If the member's address is not known then enter in the following: Address Line 1: UNKNOWN Suburb: UNKNOWN State: ACT Country Code: AU | |

| Error Code | Message | Severity | How to clear this message | Information |
|------------|--|----------|---|---|
| J.Mem.0009 | Where the Benefit Category is PP, the member cannot be 60 years or older at the Pay Period Start Date. | Error | Please remove all contributions from the Police account and redirect them into an Accumulation account. | Employees are not able to be members of the Police account after they turn 60. |
| J.Mem.0010 | The member must be 14 years of age or older at the pay period start date. | Error | Check employment start date and date of birth are correct. | We're not able to accept contributions for employees under age 14. |
| J.Mem.0011 | The member must be 14 years of age or older at the pay period start date. | Warning | Check employment start date and date of birth are correct. | QSuper are not able to accept contributions for employees under age 14. This rule works in conjunction with J.Mem.0010 to allow converting the Error to a Warning for Non QSuper funds. |
| J.Mem.0012 | Where the Benefit Category is SP, contributions cannot be accepted where the member is 65 or older as at the Pay Period Start Date. | Error | Remove all contributions from the State account and redirect them into an Accumulation account. | Employees are not able to contribute to a State account after they turn 65. |
| J.Mem.0034 | The Member Person Name Title, if supplied, must be either Mr, Ms, Miss, Mrs, Mx, Dr, Prof, Capt, Rev, Lt, Sr, Sir, Sgt, Lady, Fr, Major, Hon, or Hon Judge. | Error | Enter in the member's title. | For a QSuper Member the person title must be one of these. |
| J.Mem.0035 | The Member Person Name Title, if supplied, must be either Mr, Miss, Mrs, Ms, Mstr, Mx Prof, Rev, Fr, Sr, Dr, Lady, Sir, Hon, Hon Judge, Gov, Supt, Sen, Ambsr, Pt, Cpl, Sgt, Adml, Maj, Capt, Cmdr, Lt, Lt Col, Col, or Gen. | Error | Enter in the member's title. | For a non-QSuper member, the person title must be one of these. |

| Error Code | Message | Severity | How to clear this message | Information |
|------------|--|----------|--|---|
| J.Mem.0039 | No TFN has been provided for the member. Non concessional contributions may be returned if TFN is not received within 28 days of contribution receipt. | Warning | Enter the employee's TFN. If you don't have it, please make sure you do before your next cycle as this will error and you'll need to remove the contributions from the file if their employment start date is more than 28 days ago. | This will be a warning if your employee is a new member. If the message is an error, it's because there is still no TFN and the employee commenced work more than 28 days ago. We're not able to accept these contributions. |
| J.Mem.0040 | Member Tax File Number must be provided. | Error | Enter the employee's TFN. | If no TFN is provided QSuper is not able to accept these contributions. |
| J.Mem.0041 | The Member Number must contain only alphabetic or numeric characters. | Error | Check the Member Number and ensure only alphabetic or numeric characters are used. | QSuper Member Numbers are to be 6 characters long. |
| J.Mfe.0020 | Where the Member Registration Amendment Reason is NM, NT or NS, then the Member's Employment Start Date must be supplied. | Error | Enter the employment start date. Of if the member is not a new member, please update the member amendment reason. | This message appears when you have a new employee. We need to know when they started employment with you to make sure that we set up their account correctly. |
| J.Mfe.0029 | The Member Employment Start Date must be equal to or earlier than the Contribution Pay Period End Date. | Error | Check the employment start date and update to the correct one or remove the employee from the grid. | If you're sending us a contribution for a new member, we need a start date that is before the pay period end date. If the date in your file is correct, please remove the record and send the information in the correct period. |
| J.Mrg.0011 | Where the Member Registration Amendment Reason is NM, NT or NS, the Member Registration Employment Start Date must be entered. | Error | Enter the employment start date. If the member is not a new member or transfer, please update the member amendment reason. | This message appears when you have a new employee but have not entered a Member Registration Employment Start Date. We need to know when they started employment with you to make sure that we set up their account correctly. |

| Error Code | Message | Severity | How to clear this message | Information |
|------------|--|----------|---|--|
| J.Mrg.0012 | Employment Status must be Full Time, Part Time, Contractor or Casual. | Error | Enter in the appropriate employment status. | When data submitted for QSuper default Government under USI 60905115063002 then an employment status is required for insurance purposes |
| J.Mrg.0013 | New members cannot be created. Please remove the employee from the file or change the fund associated to the member. | Error | Either remove the member from the contribution batch or change the fund associated to the member. | When data is being submitted for the QSuper account (non-government USI 60905115063001, as a choice contribution, then new members cannot be created for a non-default employer. |
| J.Mrg.0014 | Where the Member Registration Amendment Reason is NM, Insurance Opt Out flag must be set to 'FALSE' or left blank. | Error | Check the Insurance Opt Out flag and ensure it is not TRUE. | |

| | | | | | |
|-----|--------|------------|--------------|----------|------|
| All | Member | Employment | Contribution | Employer | Fund |
|-----|--------|------------|--------------|----------|------|

| | Message | Severity | How to clear this message | Information |
|------------|--|----------|--|--|
| J.Dbc.0006 | The Actual Periodic Salary Or Wages Earned must contain a value. | Error | Enter the correct salary. | <p>These values relate to an employee's 1 July (for Defined Benefit accounts) or 1 October (for State or Police accounts) salaries.</p> <p>These salaries need to be included in your contribution files each time.</p> |
| J.Dbc.0007 | Where the Benefit Category is not AP, the Full Time Hours must contain a value. | Error | Enter the full time hours for the position the employee has. | <p>Working hours for our Defined Benefit, State or Police accounts are very important to us as they help us calculate an employee's benefit.</p> <p>These must be sent to us every time you send a contribution file through.</p> <p>If an employee is on leave without pay, then the full time hours will be the full time hours for their position with the contracted and actual hours paid zero.</p> |
| J.Dbc.0008 | Where the Benefit Category is not AP, the Contracted Hours must contain a value. | Error | Enter the working hours the employee is contracted to work. | <p>Working hours for our Defined Benefit, State or Police accounts are very important to us as they help us calculate an employee's benefit.</p> <p>These must be sent to us every time you send a contribution file through.</p> <p>If an employee is on leave without pay, then the full time hours will be the full time hours for their position with the contracted and actual hours paid zero.</p> |

| | Message | Severity | How to clear this message | Information |
|------------|--|----------|--|---|
| J.Dbc.0009 | The Contracted Hours must be less than or equal to the Full Time Hours. | Error | Check and correct the contracted hours. | If an employee has worked casual hours making their contracted hours greater than their full-time hours, then a separate line is required for this employee to report the casual hours. |
| J.Dbc.0010 | Where the Benefit Category is not AP, the Actual Hours Paid must contain a value. | Error | Enter the actual hours the employee was paid for. | Working hours for our Defined Benefit, State or Police accounts are very important to us as they help us calculate an employee's benefit. These must be sent to us every time you send a contribution file through. If an employee is on leave without pay, then the full time hours will be the full time hours for their position with the contracted and actual hours paid zero. |
| J.Dbc.0022 | This field cannot be populated when the member benefit category is AP. | Error | The Defined Benefit Employer Contribution field has a value in it which requires removing. | |
| J.Mem.0013 | The Member Employment End Date must be later than the Member Registration Employment Start Date. | Error | Check the employee's start date and end date and update accordingly. | These dates need to be sequential. If an employee started work and ended in the same period, we need to know that the dates are correct. |
| J.Mem.0014 | The Member Employment End Date cannot be later than the contributions pay period end date. | Error | Check the employee's employment end date and update. If this is not the employee's last pay period, please remove the employment end date and submit within the correct period. | We need you to send us the employee's end date in the file that contains their last contributions to make sure their account is correct. |

| | Message | Severity | How to clear this message | Information |
|------------|--|----------|---|---|
| J.Mem.0017 | The member's Employment End Reason must be LW, LD, LZ, LF, LV, LT, LR or blank. | Error | Check the employment end reason is correct and update. | We need you to tell us why an employee is leaving so we can update their account correctly |
| J.Mem.0018 | The Member Employment End Reason has been entered so the member must have an Employment End Date. | Error | Check the employment end reason is correct and update or enter an employment end date, else if the member has not ceased employment remove the employment end reason. | We need you to tell us why an employee is leaving so we can update their account correctly |
| J.Mem.0038 | If the contribution Pay Period End date is less than 1 August of the current financial year then the member employment end date must be between 1 July of the previous financial year and the period end date of the contribution. If this is not provided correctly then QSuper may reject the date provided. | Warning | Review the member employment end date and correct as required. | For a government employer, where the contribution pay period end date is less than 1 August of the current financial year, the member employment end date must be between 1 July of the previous year and the period end date of the contribution. Termination date cannot be earlier than the previous year. |
| J.Mfe.0016 | Where the Registration Amendment Reason is either NM, NT or NS, the Hours Paid cannot be negative. | Error | Enter the correct hours paid or review the Registration Amendment Reason. | To make sure the account is calculated correctly, a 'new member' can't have negative hours paid. If you are trying to make an adjustment for an employee who has left, please use a 'leaver' code. |
| J.Mfe.0018 | When the Benefit Category is not AP, Actual Hours Paid must be zero when the Pre Tax and Post Tax Contribution Amounts are zero. | Error | Change the actual hours paid to zero | For our Defined Benefit (DB), State (SP) and Police (PP) accounts, it's really important that hours are reported which are in-line with contributions. This is to make sure that the accounts are calculated correctly. |

| | Message | Severity | How to clear this message | Information |
|------------|--|----------|--|---|
| J.Mfe.0019 | When the Benefit Category is not AP and the Pre Tax or Post Tax contributions are positive, then the Actual Hours Paid must also be positive. | Error | Change the actual hours paid to show the hours paid that match the employee contribution. | |
| J.Mfe.0021 | Where the Member's Employment End Date is supplied, the Member Employment End Reason must be LW, LD, LZ, LF, LV, LT or LR. | Error | Check the amendment reason is correct and update or enter an employment end date. | We need you to tell us why an employee is leaving so we can update their account correctly |
| J.Mfe.0022 | When the Benefit Category is not AP and the Pre Tax or Post Tax contributions are positive, then the Actual Hours Paid must also be positive. Please confirm the reported hours are correct. | Warning | Change the actual hours paid to show the hours paid that match the employee contribution. | For a DB benefit category member that has a valid contribution adjustment for a previous period, then enter 01/07/20XX (start of the current FY) into the Defined Benefit Annual Salary 1 Start Date field. |
| J.Mfe.0023 | When the Employment Start and End Dates are not supplied, the Member Registration Amendment Reason must be EM, EW, EI, ES or EL. | Error | Enter the correct employment status code. | We need you to give us a code for all employees in every contribution file whether there is a change or not |
| J.Mfe.0027 | When the Benefit Category is not AP and negative contributions have been reported, Actual Hours Paid should also be reported as negative. Please confirm the reported hours are correct. | Warning | Change the actual hours paid to show the hours paid that match the employee contribution. | For a DB benefit category member that has a valid contribution adjustment for a previous period, then enter 01/07/20XX (start of the current FY) into the Defined Benefit Annual Salary 1 Start Date field. |
| J.Mrg.0001 | The Member's Benefit Category must be NG (Non Government). | Error | Check you are loading the file to the right employer or that the benefit category provided for the member is correct. Update with the correct code. | To make sure that we have the right information in your employee accounts, it's important that you report them with their correct category. |

| | Message | Severity | How to clear this message | Information |
|------------|--|----------|--|---|
| J.Mrg.0002 | The Member's Benefit Category must be either DB (Defined Benefit), SP (State), AP (Accumulation) or PP (Police). | Error | Check you are loading the file to the right employer or that the benefit category provided for the member is correct. Update with the correct code. | To make sure that we have the right information in your employee accounts, it's important that you report them with their correct category. |
| J.Mrg.0005 | Where the Member's Benefit Category is DB, PP or SP, the Member Registration Employment Status cannot be "Casual". | Error | If the employee is casual, remove the contributions and place into an Accumulation account. If the employee is not casual, remove this status | Our Defined Benefit account can't have any casual employees. If you need to change their account type, please give us a call. |
| J.Mrg.0009 | The Member Registration Amendment Reason must be EM, EW, EI, ES, EL, NM, NT or NS. | Error | Enter the correct employment status code. | We need you to give us a code for all employees in every contribution file whether there is a change or not |

| | | | | | |
|-----|--------|------------|--------------|----------|------|
| All | Member | Employment | Contribution | Employer | Fund |
|-----|--------|------------|--------------|----------|------|

| | Message | Severity | How to clear this message | Information |
|------------|---|----------|--|---|
| J.Con.0001 | The pay period end date must be later than the pay period start date. | Error | Check the pay period end date. You may need to do this by creating a new contribution batch and ensuring that you select "Default" (this should display the correct pay cycle dates for QSuper). | These dates need to be sequential and we need them for every contribution file. For our Queensland Government and related entity employers, these dates will be in line with the cycle number you're sumitting and Employer Direct will place dates in the file. |
| J.Con.0002 | A Member's Spouse contribution cannot be accepted | Error | Review the contribution data, you may need to correct your payroll system and reload the contribution file. | QSuper does not accept Member Spouse contributions through Employer Direct. Please have your employee call our Member Services team on 1300 360 750 to make alternative arrangements. |
| J.Con.0003 | A Child contribution cannot be accepted | Error | Ensure you have allocated correctly. Otherwise, delete data and adjust in payroll system. | QSuper does not accept Child contributions |
| J.Con.0004 | A Other Third Party contribution cannot be accepted | Error | Ensure you have allocated correctly. Otherwise, delete data and adjust in payroll system. | QSuper does not accept Other Third Party contributions |
| J.Con.0011 | Where the Benefit Category is SP, Personal Contributions cannot be accepted for a member who does not have additional years of service. | Error | Confirm with QSuper the members eligibility for additional years of service, else remove the contribution or place it into the employee's Accumulation account. | |

| | Message | Severity | How to clear this message | Information |
|------------|--|----------|--|---|
| J.Con.0012 | The pay period start date must be entered. | Error | Check the pay period start date. You may need to do this by creating a new contribution batch and ensuring that you select "Default" (this should display the correct pay cycle dates for QSuper). | These dates need to be sequential and we need them for every contribution file. For our Queensland Government and related entity employers, these dates will be in line with the cycle number you're sumitting and Employer Direct will place dates in the file. |
| J.Con.0013 | The Pay Period End Date must be entered. | Error | Check the pay period end date. You may need to do this by creating a new contribution batch and ensuring that you select "Default" (this should display the correct pay cycle dates for QSuper). | These dates need to be sequential and we need them for every contribution file. For our Queensland Government and related entity employers, these dates will be in line with the cycle number you're sumitting and Employer Direct will place dates in the file. |
| J.Con.0014 | Where the Benefit Category is SP, Salary Sacrificed Contributions cannot be accepted for a member who does not have additional years of service. | Error | Confirm with QSuper the members eligibility for additional years of service, else remove the contribution or place it into the employee's Accumulation account. | |
| J.Con.0016 | A Personal Contribution Amount cannot be accepted for a member aged 75 or greater at the Pay Period Start Date. | Error | Remove the contribution. | Superannuation legislation dictates that personal contributions cannot be accepted by a fund after the member turns 75. |
| J.Con.0017 | A Salary Sacrifice Amount cannot be accepted for a member aged 75 or greater at the Pay Period Start Date. | Error | Remove the contribution. | Superannuation legislation dictates that personal contributions cannot be accepted by a fund after the member turns 75. |
| J.Con.0018 | A Voluntary Amount cannot be accepted for a member aged 75 or greater at the Pay Period Start Date. | Error | Remove the contribution. | Superannuation legislation dictates that personal contributions cannot be accepted by a fund after the member turns 75. |

| | Message | Severity | How to clear this message | Information |
|------------|--|----------|---|--|
| J.Con.0019 | A Spouse Contributions Amount cannot be accepted for a member aged 75 or greater at the Pay Period Start Date. | Error | Remove the contribution. | Superannuation legislation dictates that personal contributions cannot be accepted by a fund after the member turns 75. |
| J.Con.0020 | A Child Contributions Amount cannot be accepted for a member aged 18 or greater at the Pay Period Start Date. | Error | Remove the contribution. | Superannuation legislation dictates that personal contributions cannot be accepted by a fund after the member turns 18. |
| J.Con.0021 | An Other Third Party Contributions Amount cannot be accepted for a member aged 75 or greater at the Pay Period Start Date. | Error | Remove the contribution. | Superannuation legislation dictates that personal contributions cannot be accepted by a fund after the member turns 75. |
| J.Con.0022 | Where the Member's Benefit Category is DB, an Award Or Productivity Amount cannot be accepted for a member aged 75 or greater at the Pay Period Start Date. | Error | Remove the contribution. | QSuper Defined Benefit rules dictates that this type of contribution cannot be received for a member with a DB benefit category once the member is 75 or older. |
| J.Dbc.0004 | If the Member Rate and DB Employer Contribution is supplied, either the Member Pre Tax Contribution or the Member Post Tax Contribution amount must contain a value. | Error | Check the member percentage rate. If the employee is on leave without pay enter 0% in this field. If the member is working then confirm the member percentage rate is correct or update the appropriate contribution amount. | To make sure we have the right information to correctly calculate your employee's super – we need both a member percentage rate (which may be zero) and a member contribution amount (which may also be zero). |
| J.Dbc.0019 | This field cannot be populated when the fund USI is 60905115063001. | Error | If the employee is a non-government employee then remove the contribution from the DB Pre Tax Contribution field. If the employee is a government employee then review the USI. | This is the USI for non-government QSuper account (60905115063001) which cannot receive Defined Benefit Contributions. |

| | Message | Severity | How to clear this message | Information |
|------------|---|----------|--|---|
| J.Dbc.0020 | This field cannot be populated when the fund USI is 60905115063001. | Error | If the employee is a non-government employee then remove the contribution from the DB Post Tax Contribution field. If the employee is a government employee then review the USI. | This is the USI for non-government QSuper account (60905115063001) which cannot receive Defined Benefit Contributions. |
| J.Dbc.0021 | This field cannot be populated when the fund USI is 60905115063001. | Error | If the employee is a non-government employee, then remove the contribution from the DB Employer Contribution field. If the employee is a government employee then review the USI. | This is the USI for non-government QSuper account (60905115063001) which cannot receive Defined Benefit Contributions. |
| J.Dbc.0029 | A Personal Contribution Amount cannot be accepted for a member aged 75 or greater at the Pay Period Start Date. | Error | Remove the contribution. | Superannuation legislation dictates that personal contributions cannot be accepted by a fund after the member turns 75. |
| J.Dbc.0030 | A Personal Contribution Amount cannot be accepted for a member aged 75 or greater at the Pay Period Start Date. | Error | Remove the contribution. | Superannuation legislation dictates that personal contributions cannot be accepted by a fund after the member turns 75. |
| J.Dbc.0031 | If the Member Rate and DB Employer Contribution is supplied, either the Member Pre-Tax Contribution or the Member Post Tax Contribution must contain a positive value. Please confirm the reported contributions are correct. | Warning | <p>Check the member percentage rate. If the employee is on leave without pay enter 0% in this field.</p> <p>If the member is working then confirm the member percentage rate is correct or update the appropriate contribution amount.</p> | For a DB benefit category member that has a valid contribution adjustment for a previous period, then enter 01/07/20XX (start of the current FY) into the Defined Benefit Annual Salary 1 Start Date field. |

| | Message | Severity | How to clear this message | Information |
|------------|---|----------|---|--|
| J.Dbr.0053 | Where the Benefit Category is PP and the Member does not have additional years of service the Member Rate must be between 0.03 (3.00%) and 0.076 (7.06%). | Error | Check the percentage rate that you're reporting for the employee. If you think the amount is correct, please call us. | Note – a Catch Up letter is sent to the employer with a number of options on how a catch up can be met. It is an employer's obligation to manage and correctly cease the catch up when it has been fully paid. |
| J.Dbr.0054 | Where the Benefit Category is PP and the Member has additional years of service the Member Rate must be between 0.03 (3.00%) and 0.1059 (10.59%). | Error | Check the percentage rate that you're reporting for the employee. If you think the amount is correct, please call us. | |
| J.Dbr.0055 | Where the Benefit Category is SP, the Member Rate must be between 0.02 (2.00%) and 0.0941 (9.41%). | Error | Check the percentage rate that you're reporting for the employee. If you think the amount is correct, please call us. | |
| J.Dbr.0056 | Where the Benefit Category is DB and the Member does not have Catch up, the Member Rate must be between 0.02 (2.00%) and 0.0588 (5.88%). | Error | Check the percentage rate that you're reporting for the employee. If you think the amount is correct, please call us. | |
| J.Dbr.0057 | Where the Benefit Category is DB and the Member has Catch up, the Member Rate must be between 0.02 (2.00%) and 0.1059 (10.59%). | Error | Check the percentage rate that you're reporting for the employee. If you think the amount is correct, please call us. | |
| J.Dbr.0058 | Where the Benefit Category is DB and the Member has Catch up, the Member Rate must be between 0.03 (3.00%) and 0.1059 (10.59%). | Error | Check the percentage rate that you're reporting for the employee. If you think the amount is correct, please call us. | For a DB benefit category member that has a valid contribution adjustment for a previous period, then enter 01/07/20XX (start of the current FY) into the Defined Benefit Annual Salary 1 Start Date field. |

| | Message | Severity | How to clear this message | Information |
|------------|---|----------|---|--|
| J.Mfe.0004 | The Employer Contribution is outside of tolerance. Please check Pre Tax contributions. | Error | Check the member & employer contributions and adjust accordingly. | <p>For our Defined Benefit, State and Police accounts the employer contribution is proportionate to the member contribution. This message is telling you that either the member contribution or the employer contribution is not correct.</p> <p>The formula for employer contributions can be found on our website.</p> |
| J.Mfe.0006 | The Employer Contribution is outside of tolerance. Please check Post Tax contributions. | Error | Check the member & employer contributions and adjust accordingly. | <p>For our Defined Benefit, State and Police accounts the employer contribution is proportionate to the member contribution. This message is telling you that either the member contribution or the employer contribution is not correct.</p> <p>The formula for employer contributions can be found on our website.</p> |
| J.Mfe.0007 | The Employer Contribution is outside of tolerance. Please check Pre Tax contributions. | Error | Check the member & employer contributions and adjust accordingly. | <p>For our Defined Benefit, State and Police accounts the employer contribution is proportionate to the member contribution. This message is telling you that either the member contribution or the employer contribution is not correct.</p> <p>The formula for employer contributions can be found on our website.</p> |

| | Message | Severity | How to clear this message | Information |
|------------|--|----------|--|---|
| J.Mfe.0008 | Where the Benefit Category is AP, if the member has Pre Tax or Post Tax contributions, the Superannuation Guarantee Amount must be supplied. | Error | Check the employer contribution and update the appropriate employer contribution amount. | For our Defined Benefit, State and Police accounts the employer contribution is proportionate to the member contribution. This can also apply to AP category if member has Pre-Tax or Post-tax contributions. The message is telling you that there is no employer contribution in the file. The formula for employer contributions can be found on our website. |
| J.Mfe.0009 | The Registration Member Rate must be supplied when either a Pre Tax or Post Tax contribution is supplied. | Error | Check the member percentage rate. If the employee is on leave without pay enter 0% in this field. If the member is working then update the appropriate percentage rate. | |
| J.Mfe.0012 | Where the Benefit Category is AP, SP or PP, an Award or Productivity Amount cannot be entered. | Error | Remove amount and place it in an employer contribution field. | This is used for employees with a Defined Benefit account only. |
| J.Mfe.0025 | Where the Member Registration Amendment reason is NM, NT or NS, negative contributions cannot be accepted. (J.Mfe.0025) | Error | Review the member and the Member Registration Amendment reason or the contribution amounts. | Where the Member Registration Reason is NM, NT or NS (for QSuper) then negative contributions cannot be accepted. |
| J.Mfe.0026 | When the Benefit Category is not AP and negative contributions have been reported, Actual Hours Paid should also be reported as negative. | Error | Check the hours paid and update with the correct hours. | We need for you to report negative hours paid when you are recalling contributions. This is to make sure that our Defined Benefit, State or Police account benefits are calculated correctly. |
| J.Mfe.0028 | When the Benefit Category is DB and the Award or Productivity Amount is supplied, Ordinary Time Earnings must also be supplied. | Error | Enter the employee's Ordinary Times Earnings salary in the field. | This field is used for OTE 'top up' amounts. It was previously called 'OC difference'. We need the OTE salary whenever you send through an amount in this field. |

| | Message | Severity | How to clear this message | Information |
|------------|---|----------|--|---|
| J.Mfe.0030 | When the Benefit Category is DB, SP or PP please check that the Employer Contribution, Member Pre Tax or Post Tax contribution fields are provided. | Error | <ul style="list-style-type: none"> • If the Pre and Post fields are 0.00 or empty then employer contribution must be empty or 0.00 • If the Pre or Post fields have an amount > 0.00 then the employer contribution must be > 0.00 | Check payroll system to check calculations. Also determine if the member has been created with the correct category in the portal. |
| J.Mfe.0031 | The Employer Contribution is outside of tolerance. Please check Post Tax contributions. | Error | Correct the employer contribution. | Check payroll system to check calculations. Also determine if the member has been created with the correct category in the portal. |
| J.Mfe.0032 | The Employer Contribution is outside of tolerance. Please check Pre Tax contributions. | Warning | Review the Employer and member Pre Tax contribution amounts. | For a DB benefit category member, where a valid backdated salary increase is to be applied for a member, there will be a valid contribution adjustment required, then enter 01/07/20XX (start of the current FY) into the Defined Benefit Annual Salary 1 Start Date field. |
| J.Mfe.0033 | The Employer Contribution is outside of tolerance. Please check Post Tax contributions. | Warning | Review the Employer and member Post Tax contribution amounts. | For a DB benefit category member, where a valid backdated salary increase is to be applied for a member, there will be a valid contribution adjustment required, then enter 01/07/20XX (start of the current FY) into the Defined Benefit Annual Salary 1 Start Date field. |
| J.Mfe.0034 | The Employer Contribution is outside of tolerance. Please check Post Tax contributions. | Warning | Review the Employer and member Post Tax contribution amounts. | For a SP benefit category member, where a valid backdated salary increase is to be applied for a member, there will be a valid contribution adjustment required, then enter 01/07/20XX (start of the current FY) into the Defined Benefit Annual Salary 1 Start Date field. |

| | Message | Severity | How to clear this message | Information |
|------------|---|----------|---|---|
| J.Mfe.0035 | The Employer Contribution is outside of tolerance. Please check Pre Tax contributions. | Warning | Review the Employer and member Pre Tax contribution amounts. | For a SP benefit category member, where a valid backdated salary increase is to be applied for a member, there will be a valid contribution adjustment required, then enter 01/07/20XX (start of the current FY) into the Defined Benefit Annual Salary 1 Start Date field. |
| J.Mfe.0036 | The Employer Contribution is outside of tolerance. Please check the Post Tax contributions. | Error | Review the Employer and member Post Tax contribution amounts. | Defined Benefit Member Contribution = Actual Periodic Salary or Wages Earned * Defined Benefit Member Rate * Actual Hours Paid / Full Time Hours |
| J.Mfe.0037 | The Employer Contribution is outside of tolerance. Please check the Pre Tax contributions. | Error | Review the Employer and member Pre Tax contribution amounts. | Defined Benefit Member Contribution = Actual Periodic Salary or Wages Earned * Defined Benefit Member Rate * Actual Hours Paid / Full Time Hours |
| J.Mfe.0038 | The Employer Contribution is outside of tolerance. Please check the Post Tax contributions. | Warning | Review the Employer and member Post Tax contribution amounts. | For a PP benefit category member, where a valid backdated salary increase is to be applied for a member, there will be a valid contribution adjustment required, then enter 01/07/20XX (start of the current FY) into the Defined Benefit Annual Salary 1 Start Date field. |
| J.Mfe.0039 | The Employer Contribution is outside of tolerance. Please check the Pre Tax contributions. | Warning | Review the Employer and member Pre Tax contribution amounts. | For a PP benefit category member, where a valid backdated salary increase is to be applied for a member, there will be a valid contribution adjustment required, then enter 01/07/20XX (start of the current FY) into the Defined Benefit Annual Salary 1 Start Date field. |

| | Message | Severity | How to clear this message | Information |
|------------|---|----------|--|---|
| J.Mfe.0040 | The Employer Contribution is outside of tolerance. Please check the Post Tax contributions. | Error | Employer contribution must be in the correct ratio of Post Tax contribution. This is for police members with a benefit category of DB. | Check payroll system to check contribution calculations. Also determine if the member has the correct benefit category. |
| J.Mfe.0041 | The Employer Contribution is outside of tolerance. Please check Pre Tax contributions. | Error | Employer contribution must be in the correct ratio of Post Tax contribution. This is for police members with a benefit category of DB. | Check payroll system to check contribution calculations. Also determine if the member has the correct benefit category. |
| J.Mfe.0042 | The Employer Contribution is outside of tolerance. Please check Post Tax contributions. | Warning | Employer contribution must be in the correct ratio of Post Tax contribution. This is for police members with a benefit category of DB. | For a DB benefit category member, where a valid backdated salary increase is to be applied for a member, there will be a valid contribution adjustment required, then enter 01/07/20XX (start of the current FY) into the Defined Benefit Annual Salary 1 Start Date field. |
| J.Mfe.0043 | The Employer Contribution is outside of tolerance. Please check Pre Tax contributions. | Warning | Employer contribution must be in the correct ratio of Pre Tax contribution. This is for police members with a benefit category of DB. | For a DB benefit category member, where a valid backdated salary increase is to be applied for a member, there will be a valid contribution adjustment required, then enter 01/07/20XX (start of the current FY) into the Defined Benefit Annual Salary 1 Start Date field. |
| J.Mfe.0044 | The Member Pre Contribution calculation is not correct. | Error | For a member with a benefit category of DB the defined benefit member pre contribution amount must be in the correct ratio of the DB employer contribution amount. | Defined Benefit Member Pre Tax Contribution = Actual Periodic Salary or Wages Earned * Defined Benefit Member Rate * Actual Hours Paid / Full Time Hours |

| | Message | Severity | How to clear this message | Information |
|------------|--|----------|---|--|
| J.Mfe.0045 | The Member Post Contribution calculation is not correct. | Error | For a member with a benefit category of DB the defined benefit member post contribution amount must be in the correct ratio of the DB employer contribution amount. | Defined Benefit Member Contribution = Actual Periodic Salary or Wages Earned * Defined Benefit Member Rate * Actual Hours Paid / Full Time Hours |
| J.Mfe.0046 | The Member Pre Contribution calculation is not correct. | Error | For a member with a benefit category of SP the defined benefit member pre contribution amount must be in the correct ratio of the DB employer contribution amount. | Defined Benefit Member Contribution = Actual Periodic Salary or Wages Earned * Defined Benefit Member Rate * Actual Hours Paid / Full Time Hours |
| J.Mfe.0047 | The Member Post Contribution calculation is not correct. | Error | For a member with a benefit category of DB the defined benefit member post contribution amount must be in the correct ratio of the DB employer contribution amount. | Defined Benefit Member Contribution = Actual Periodic Salary or Wages Earned * Defined Benefit Member Rate * Actual Hours Paid / Full Time Hours |
| J.Mfe.0048 | The Member Post Contribution calculation is not correct. | Error | For a member with a benefit category of PP the defined benefit member pre contribution amount must be in the correct ratio of the DB employer contribution amount. | Defined Benefit Member Contribution = Actual Periodic Salary or Wages Earned * Defined Benefit Member Rate * Actual Hours Paid / Full Time Hours |
| J.Mfe.0049 | The Member Post Contribution calculation is not correct. | Error | For a member with a benefit category of PP the defined benefit member post contribution amount must be in the correct ratio of the DB employer contribution amount. | Defined Benefit Member Contribution = Actual Periodic Salary or Wages Earned * Defined Benefit Member Rate * Actual Hours Paid / Full Time Hours |

| | Message | Severity | How to clear this message | Information |
|------------|--|----------|--|---|
| J.Mfe.0050 | Negative contributions are not permitted | Error | Review the contribution fields and remove or correct any negative contributions. | Where the USI is 60905115063001 (non-government QSuper members) then negative contributions cannot be accepted. |
| J.Mfe.0051 | Negative contributions are not permitted | Error | Review the contribution fields and remove or correct any negative contributions. | Where the USI is 60905115063001 (non-government QSuper members) then negative contributions cannot be accepted. |
| J.Mfe.0052 | Negative contributions are not permitted | Error | Review the contribution fields and remove or correct any negative contributions. | Where the USI is 60905115063001 (non-government QSuper members) then negative contributions cannot be accepted. |
| J.Mfe.0053 | Negative contributions are not permitted | Error | Review the contribution fields and remove or correct any negative contributions. | Where the USI is 60905115063001 (non-government QSuper members) then negative contributions cannot be accepted. |
| J.Mfe.0054 | Negative contributions are not permitted | Error | Review the contribution fields and remove or correct any negative contributions. | Where the USI is 60905115063001 (non-government QSuper members) then negative contributions cannot be accepted. |
| J.Mfe.0055 | Negative contributions are not permitted | Error | Review the contribution fields and remove or correct any negative contributions. | Where the USI is 60905115063001 (non-government QSuper members) then negative contributions cannot be accepted. |
| J.Mfe.0056 | Negative contributions are not permitted | Error | Review the contribution fields and remove or correct any negative contributions. | Where the USI is 60905115063001 (non-government QSuper members) then negative contributions cannot be accepted. |
| J.Mfe.0057 | Negative contributions are not permitted | Error | Review the contribution fields and remove or correct any negative contributions. | Where the USI is 60905115063001 (non-government QSuper members) then negative contributions cannot be accepted. |

| | Message | Severity | How to clear this message | Information |
|------------|--|----------|---|---|
| J.Mfe.0058 | Contributions cannot be accepted for a member who has left the fund. Please contact QSuper for assistance. | Warning | | |
| J.Mfe.0059 | The member has exited the fund, negative contributions cannot be accepted | Error | Remove the negative contribution. | Contributions cannot be recalled where the member has exited QSuper. |
| J.Mfe.0060 | The member has exited the fund, negative contributions cannot be accepted | Error | Remove the negative contribution. | Contributions cannot be recalled where the member has exited QSuper. |
| J.Mfe.0061 | The member has exited the fund, negative contributions cannot be accepted | Error | Remove the negative contribution. | Contributions cannot be recalled where the member has exited QSuper. |
| J.Mfe.0062 | The member has exited the fund, negative contributions cannot be accepted | Error | Remove the negative contribution. | Contributions cannot be recalled where the member has exited QSuper. |
| J.Mfe.0063 | The member has exited the fund, negative contributions cannot be accepted | Error | Remove the negative contribution. | Contributions cannot be recalled where the member has exited QSuper. |
| J.Mfe.0064 | The member has exited the fund, negative contributions cannot be accepted | Error | Remove the negative contribution. | Contributions cannot be recalled where the member has exited QSuper. |
| J.Mfe.0065 | The member has exited the fund, negative contributions cannot be accepted | Error | Remove the negative contribution. | Contributions cannot be recalled where the member has exited QSuper. |
| J.Mfe.0066 | The member has exited the fund, negative contributions cannot be accepted | Error | Remove the negative contribution. | Contributions cannot be recalled where the member has exited QSuper. |
| J.Mfe.0070 | The Member Pre Tax Contribution calculation is outside the usual tolerance. Please confirm the calculated contribution is correct. | Warning | For a member with a benefit category of DB review the defined benefit member Pre Tax contribution amount. | For a DB benefit category member, where a valid backdated salary increase is to be applied for a member, there will be a valid contribution adjustment required, then enter 01/07/20XX (start of the current FY) into the Defined Benefit Annual Salary 1 Start Date field. |

| | Message | Severity | How to clear this message | Information |
|------------|---|----------|--|---|
| J.Mfe.0071 | The Member Post Tax Contribution calculation is outside the usual tolerance. Please confirm the calculated contribution is correct. | Warning | For a member with a benefit category of DB review the defined benefit member Post Tax contribution amount. | For a DB benefit category member, where a valid backdated salary increase is to be applied for a member, there will be a valid contribution adjustment required, then enter 01/07/20XX (start of the current FY) into the Defined Benefit Annual Salary 1 Start Date field. |
| J.Mfe.0072 | The Member Pre Tax Contribution calculation is outside the usual tolerance. Please confirm the calculated contribution is correct. | Warning | For a member with a benefit category of SP review the defined benefit member Pre Tax contribution amount. | For a SP benefit category member, where a valid backdated salary increase is to be applied for a member, there will be a valid contribution adjustment required, then enter 01/07/20XX (start of the current FY) into the Defined Benefit Annual Salary 1 Start Date field. |
| J.Mfe.0073 | The Member Post Tax Contribution calculation is outside the usual tolerance. Please confirm the calculated contribution is correct. | Warning | For a member with a benefit category of SP review the defined benefit member Post Tax contribution amount. | For a SP benefit category member, where a valid backdated salary increase is to be applied for a member, there will be a valid contribution adjustment required, then enter 01/07/20XX (start of the current FY) into the Defined Benefit Annual Salary 1 Start Date field. |
| J.Mfe.0074 | The Member Pre Tax Contribution calculation is outside the usual tolerance. Please confirm the calculated contribution is correct. | Warning | For a member with a benefit category of PP review the defined benefit member Pre Tax contribution amount. | For a PP benefit category member, where a valid backdated salary increase is to be applied for a member, there will be a valid contribution adjustment required, then enter 01/07/20XX (start of the current FY) into the Defined Benefit Annual Salary 1 Start Date field. |

| | Message | Severity | How to clear this message | Information |
|------------|---|----------|--|---|
| J.Mfe.0075 | The Member Post Tax Contribution calculation is outside the usual tolerance. Please confirm the calculated contribution is correct. | Warning | For a member with a benefit category of PP review the defined benefit member Post Tax contribution amount. | For a PP benefit category member, where a valid backdated salary increase is to be applied for a member, there will be a valid contribution adjustment required, then enter 01/07/20XX (start of the current FY) into the Defined Benefit Annual Salary 1 Start Date field. |
| J.Mfe.0076 | Where the Benefit Category is not AP, the Actual Periodic Salary must be greater than zero. | Error | For a non AP member, supply the Actual Periodic Salary. | An active non AP member will never have a negative or zero Actual Periodic Salary. |

| | | | | | |
|-----|--------|------------|--------------|-----------------|------|
| All | Member | Employment | Contribution | Employer | Fund |
|-----|--------|------------|--------------|-----------------|------|

| | Message | Severity | How to clear this message | Information |
|------------|--|----------|---|--|
| J.Emp.0001 | The employer ABN must pass the check digit test. | Error | Enter the correct ABN. Make sure there are no hyphens or spaces. | |
| J.Emp.0002 | The Fund Employer Number must contain alphabetic or numeric characters, and can be up to 6 characters in length. | Error | Check the correct Fund Employer Number (FEN) has been entered - this is your non-government FEN. Update if incorrect. | Your FEN (also known as your employer ID) has been given to you by us. If you're not sure what your FEN is, please give us a call. |
| J.Emp.0003 | The Fund Employer Number must contain numbers only, and can be up to 6 numbers in length. | Error | Check the correct Fund Employer Number (FEN) has been entered - this is your government FEN. Update if incorrect. | Please note that some employers have more than one FEN so you'll need to check that the employee has the right FEN attached to them. |

| | | | | | |
|-----|--------|------------|--------------|----------|-------------|
| All | Member | Employment | Contribution | Employer | Fund |
|-----|--------|------------|--------------|----------|-------------|

| | Message | Severity | How to clear this message | Information |
|------------|--|----------|---|---|
| J.Mrg.0004 | The Member Fund registration Date, if supplied, cannot be in the future. | Error | For a new member registration, the registration date cannot be in the future, change the date. | |
| J.Pye.0001 | The Fund ABN must pass the check digit test. | Error | Update with the correct ABN for the super fund you're sending money to. Make sure the ABN doesn't have any hyphens or spaces. | If you are paying choice contributions to other super funds, you will have more than one ABN. |
| J.Pye.0002 | The Fund Payment Method must be "DirectDebit" or "DirectCredit". | Error | Either Direct Debit or Direct Credit must be selected. | It's important that this information is correct, especially if you're paying contributions to a SMSF. A SMSF may not have a Unique Superannuation Fund Identifier (USI) and this is the only way we can get the contributions to the right place. |
| J.Pye.0006 | The Fund BSB must be supplied for a Direct Credit payment. | Error | Update the field with the BSB for the super fund you're paying to. | |

| | | | | |
|------------|---|-------|--|--|
| J.Pye.0008 | The Fund Account Number must be supplied for a Direct Credit payment. | Error | Update the field with the account number for the super fund you're paying to. | If you're unsure of what information to include and the contributions are for a SMSF, you'll need to call your employee for the details. |
| J.Pye.0009 | The Fund Account Name must be supplied for a Direct Credit payment. | Error | Update the field with the account name for the super fund you're paying to. | |
| J.Pye.0010 | Either the Fund ABN or the Fund USI must be supplied. | Error | Update with either the super fund's ABN or USI. | These unique identifiers are used by Employer Direct to confirm that where you're sending contributions to is a complying fund. |
| J.Pye.0011 | For the Selected Schedule Type, you can contribute only to QSuper Default Accounts. | Error | Delete the contribution batch and create a new one by selecting 'Default' (if you are paying to QSuper) and / or 'Choice' if you are paying to other superannuation funds. | If you are paying contributions to QSuper then you must select 'Default' and if you are paying contributions to other funds you must select 'Choice'. It is possible to select both options or only one depending on which superannuation funds you are paying contributions to. |
| J.Pye.0012 | For the Selected Schedule Type, you can contribute only to Choice Funds. | Error | Delete the contribution batch and create a new one by selecting 'Default' (if you are paying to QSuper) and / or 'Choice' if you are paying to other superannuation funds. | |
| J.Pye.0013 | The SMSF must be Compliant | Error | Select alternative fund or delete record | Confirm with employee or ATO that the fund is still compliant. Contributions can only be paid into ATO complying SMSF. |
| J.Pye.0014 | You cannot submit to a closed fund | Error | Select alternative fund or delete record | This is a closed fund |

5. SMSF Validations

| Error Code | Error Message | Severity | How to clear this message | Information |
|------------|---|----------|---|---|
| SMSF.E1 | The ABN must be eleven digits in length. | Error | Review the ABN you have entered in for the SMSF it must be eleven digits in length. | Contact the employee for the correct information. |
| SMSF.E2 | The SMSF ESA cannot be blank. | Error | A valid ESA must be provided. | |
| SMSF.E4 | The BSB Number must be 6 digits long. | Error | The SMSF Bank BSB must be 6 digits. | |
| SMSF.E5 | The SMSF Account Name cannot be blank. | Error | The SMSF Bank Account name must be provided. | |
| SMSF.E6 | The Account Number must be 9 digits long. | Error | The SMSF Account Number must be 9 digits. | |

6. Validations in the Employer Maintenance screen

The Employer Maintenance screen is checked when you save any information.

| Error Code | Error Message | Severity | How to clear this message | Information |
|------------|---|----------|--|---|
| J.E1 | The employer ABN must pass the check digit test | Error | Update the field with the correct ABN for your employer. Make sure you don't have any hyphens or spaces. | |
| J.E3 | When the country code is AU then the employer's State or Territory must be supplied. | Error | Enter the correct State or Territory. | |
| J.E4 | The Direct Debit BSB must be supplied for the Direct Debit payment method. | Error | Check the BSB for the account we'll be debiting for payments to us. | These fields are entered by us from your Direct Debit agreement form. If any of these fields are wrong, please give us a call. |
| J.E5 | The Direct Debit Account Number must be supplied for the Direct Debit payment method. | Error | Check the account number for the account we'll be debiting for payments to us. | |
| J.E6 | The Direct Debit Account Name must be supplied for the Direct Debit payment method | Error | Check the account name for the account we'll be debiting for payments to us. | |
| J.E8 | When the Country Code is AU then the Employer's Postcode must be supplied. | Error | Enter the correct postcode. If the address is not within Australia then no information should be supplied within this field. | |
| J.E9 | The Employer's Postcode, if entered, must be in the range 0200 to 0299, 0800 to 7499 or 7800 to 9799. | Error | Check the postcode and update with the correct one. | |

| Error Code | Error Message | Severity | How to clear this message | Information |
|------------|---|----------|--|---|
| J.E10 | When the schedule frequency is weekly, the pay cycle number cannot be greater than 52. | Error | For Default (QSuper) contributions, if this information is missing, please give us a call. | For contributions you pay to us, the pay cycle is determined at the beginning of the year and can't be changed during the year. For contributions you are paying to other super funds, including SMSFs, you can set up cycles that have a different frequency. |
| J.E11 | When the schedule frequency is fortnightly, the pay cycle number cannot be greater than 26. | Error | | |
| J.E12 | When the schedule frequency is four-weekly, the pay cycle number cannot be greater than 13. | Error | | |
| J.E13 | When the schedule frequency is monthly, the pay cycle number cannot be greater than 12. | Error | | |
| J.E14 | When the schedule frequency is quarterly, the pay cycle number cannot be greater than 4. | Error | | |
| J.E15 | When the schedule frequency is half-yearly, the pay cycle number cannot be greater than 2. | Error | | |
| J.E16 | When the schedule frequency is yearly, the pay cycle number must be 1. | Error | | |
| J.E17 | A Default Fund must be set. | Error | | |

7. User Maintenance validations

The User Maintenance screen is checked when you save any information.

| Error Code | Error Message | Severity | How to clear this message | Information |
|------------|--|----------|---|-------------|
| R.E1 | The User Id cannot be blank. | Error | Enter in a user name. | |
| R.E2 | Password must contain nonblank characters only and must be more than 4 characters in length. | Error | Ensure the password is longer than 4 characters and contains no blank spaces. | |
| R.E3 | The User Lastname must contain alphabetic characters, apostrophe, hyphen or space and must be between 1 and 40 characters in length. | Error | Ensure the users last name contains alphabetic characters and is between 1 and 40 characters in length. | |
| R.E4 | In the User Lastname, multi-word names must be | Error | Ensure the user last name, if contains multi word names, are | |

| Error Code | Error Message | Severity | How to clear this message | Information |
|------------|---|----------|---|-------------|
| R.E1 | The User Id cannot be blank. | Error | Enter in a user name. | |
| R.E2 | Password must contain nonblank characters only and must be more than 4 characters in length. | Error | Ensure the password is longer than 4 characters and contains no blank spaces. | |
| R.E3 | The User Lastname must contain alphabetic characters, apostrophe, hyphen or space and must be between 1 and 40 characters in length. | Error | Ensure the users last name contains alphabetic characters and is between 1 and 40 characters in length. | |
| | separated by a single space. | | separated by a single space. For example "Smith Apple". | |
| R.E5 | In the User Lastname, you cannot enter a space after "Mc" or "Mac". | Error | Ensure that the user last name does not contain a space after Mc or Mac. | |
| R.E6 | In the User Lastname, you cannot enter a space before or after a hyphen. | Error | Ensure that the user last name does not contain a space before or after a hyphen. For example "Smith-Apple". | |
| R.E7 | The User Firstname must contain alphabetic characters, apostrophe, hyphen or space and must be between 1 and 40 characters in length. | Error | Ensure the user first name contains alphabetic characters and is between 1 and 40 characters in length. | |
| R.E8 | In the User Firstname, multi-word names must be separated by a single space. | Error | Ensure the user first name, if contains multi word names, are separated by a single space. For example "Pamela Jane". | |
| R.E9 | In the User Firstname, you cannot enter a space before or after a hyphen. | Error | Ensure the user first name, if contains multi word names, are separated by a single space. For example "Jane-Marie". | |
| R.E10 | The Email Address, if entered, must be a valid format. | Error | Ensure that the email address is valid. For example myname@internetprovider.com.au | |
| R.E11 | The User's Landline Area Code must be 02, 03, 04, 07 or 08 | Error | Review the landline area code entered in and correct. | |
| R.E12 | The Landline must be numbers only, and must be no more than 16 numbers in length | Error | Ensure that the landline contains only numbers and is no longer than 16 numbers. | |

| Error Code | Error Message | Severity | How to clear this message | Information |
|------------|--|----------|---|-------------|
| R.E1 | The User Id cannot be blank. | Error | Enter in a user name. | |
| R.E2 | Password must contain nonblank characters only and must be more than 4 characters in length. | Error | Ensure the password is longer than 4 characters and contains no blank spaces. | |
| R.E3 | The User Lastname must contain alphabetic characters, apostrophe, hyphen or space and must be between 1 and 40 characters in length. | Error | Ensure the users last name contains alphabetic characters and is between 1 and 40 characters in length. | |
| R.E13 | The Mobile Phone must be 10 numbers in length, commencing with '04' | Error | Ensure the mobile phone is 10 numbers in length and commences with 04. | |
| R.E14 | The User Id must contain alphabetic characters, apostrophe, hyphen or space and must be between 1 and 40 characters in length. | Error | Ensure the user name entered in contains alphabetic characters and is between 1 and 40 characters long. | |

8. Fields not used by QSuper

The following fields are visible in Employer Direct but are not used by us. If you see any of these messages you need to delete the information from that field.

You may need to use these fields if you are making contributions via Employer Direct for other super funds.

| Error | Fields not used by QSuper | Error Message |
|------------|---|--|
| J.Dbc.0011 | DB Notional Member Pre-Tax Contribution | The Notional Member Pre-Tax Contribution cannot be entered. |
| J.Dbc.0012 | DB Notional Member Post-Tax Contribution | The Notional Member Post-Tax Contribution cannot be entered. |
| J.Dbc.0013 | DB Notional Employer Contribution | The Notional Employer Contribution cannot be entered. |
| J.Dbc.0014 | DB Superannuable Allowances Paid | The Superannuable Allowances Paid cannot be entered. |
| J.Dbc.0015 | DB Notional Superannuable Allowances | The Notional Superannuable Allowances cannot be entered. |
| J.Dbc.0016 | DB Service Fraction | The Service Fraction cannot be entered. |
| J.Dbr.0049 | DB Employee Location Id Start Date | The Registration Employee Location Id Start Date cannot be entered. |
| J.Dbr.0050 | DB Employee Location Id End Date | The Registration Employee Location Id End Date cannot be entered. |
| J.Dbr.0046 | DB Annual Salary For Insurance Effective Date | The Registration Annual Salary For Insurance Effective Date cannot be entered. |
| J.Dbr.0047 | DB Employee Status Effective Date | The Registration Employee Status Effective Date cannot be entered. |
| J.Dbr.0041 | DB Leave Without Pay Code | The Registration Leave Without Pay Code cannot be entered. |
| J.Dbr.0042 | DB Leave Without Pay Code Start Date | The Registration Leave Without Pay Code Start Date cannot be entered. |
| J.Dbr.0043 | DB Leave Without Pay Code End Date | The Registration Leave Without Pay Code End Date cannot be entered. |
| J.Dbr.0013 | DB Member Rate Start Date | The Registration Member Rate Start Date cannot be entered. |
| J.Dbr.0014 | DB Member Rate End Date | The Registration Member Rate End Date cannot be entered. |
| J.Dbr.0006 | DB Employer Rate | The Registration Employer Rate cannot be entered. |
| J.Dbr.0066 | DB Annual Salary 1 End Date DB Annual Salary 1 | The Annual Salary, Annual Salary Start Date and Annual Salary End Date must not be entered in. |
| J.Dbr.0067 | DB Annual Salary 2 End Date DB Annual Salary 2 | The Annual Salary 2, Annual Salary Start Date 2 and Annual Salary End Date 2 must not be entered in. |
| J.Dbr.0068 | DB Annual Salary 3 End Date DB Annual Salary 3 | The Annual Salary 3, Annual Salary Start Date 3 and Annual Salary End Date 3 must not be entered in. |

| | | |
|------------|---|--|
| J.Dbr.0064 | DB Annual Salary 4 End Date DB Annual Salary 4 | The Annual Salary 4, Annual Salary Start Date 4 and Annual Salary End Date 4 must not be entered in. |
| J.Dbr.0065 | DB Annual Salary 5 End Date DB Annual Salary 5 | The Annual Salary 5, Annual Salary Start Date 5 and Annual Salary End Date 5 must not be entered in. |

9. Choice fund rules

These are validations that may appear if you are using Employer Direct to pay contributions to other super funds. If you have questions about these validations you'll need to contact the other super fund for help.

If you can't get the correct information in time, you'll need to remove the information from the file otherwise you won't be able to submit it to us.

| Error | Fund | Error Message | |
|------------|----------------------------|--|---|
| J.Mem.0020 | Colonial First State Super | For the CFS ROLLOVER & SUPERANNUATION product the Member ID must commence with "060". | |
| J.Mem.0021 | | For the CFS FIRSTCHOICE PERSONAL SUPER product the Member ID must commence with "010". | |
| J.Mem.0022 | | For the CFS FIRSTCHOICE EMPLOYER SUPER product the Member ID must commence with "065". | |
| J.Mem.0023 | | For the CFS FIRSTCHOICE WHOLESALE PERSONAL SUPER product the Member ID must commence with "011". | |
| J.Mem.0024 | OnePath Integra Super | For the ONEPATH INTEGRA - SUPER FOR EMPLOYERS product the Member ID must be 11 numbers. | |
| J.Mem.0025 | | For the ONEPATH CORPORATE SUPERANNUATION MASTERTRUST product the Member ID must be 13 characters. | |
| J.Mem.0026 | | For the ING DIRECT SUPERANNUATION product the Member ID must be 6 numbers. | |
| J.Mem.0027 | North Personal | For the NORTH PERSONAL SUPERANNUATION product the Member ID must commence with "Y" followed by 8 characters. | |
| J.Mem.0031 | SunSuper | For the SunSuper product the Member ID must be between 4 and 16 numbers. | |
| J.Mem.0032 | Australian Catholic Super | For the AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT product the Member ID must end with a number. | |
| J.Mem.0033 | Fiducian | For this FIDUCIAN product the Member ID must not commence with "LPS". | |
| J.Con.0023 | All other Super Funds | Negative contributions are not allowed for Choice funds. Remove/adjust the file. | |
| J.Con.0024 | | | |
| J.Con.0025 | | | |
| J.Con.0026 | | | |
| J.Con.0027 | | | |
| J.Con.0028 | | | |
| J.Con.0029 | | | |
| J.Con.0030 | | | |
| J.Dbc.0017 | | | When the Service Fraction is entered then the Effective Date must also be entered. |
| J.Dbc.0018 | | | When the Service Fraction Effective Date is entered, it must lie between the Contribution Pay Period Start and End Dates. |
| J.Dbc.0023 | | | |
| J.Dbc.0024 | | | |

| Error | Fund | Error Message |
|------------|------|--|
| J.Dbc.0025 | | Negative contributions are not allowed for Choice funds. Remove/adjust the file. |
| J.Dbc.0026 | | |
| J.Dbc.0027 | | |
| J.Dbc.0028 | | |
| J.Dbr.0004 | | When the Registration Service Fraction is entered then the Service Fraction Start and End Dates must also be entered. |
| J.Dbr.0005 | | When the Registration Service Fraction End Date is entered then it must be no earlier than the Registration Service Fraction Start Date. |
| J.Dbr.0009 | | When the Registration Employer Rate is entered then the Registration Employer Rate Start and End Dates must also be entered. |
| J.Dbr.0010 | | When the Registration Employer Rate End Date is entered then it must be no earlier than the Registration Employer Rate Start Date. |
| J.Dbr.0015 | | When the Registration Member Rate is entered then the Registration Member Rate Start and End Dates must also be entered for Choice products. |
| J.Dbr.0020 | | When the Registration Annual Salary 1 Dates are entered then the Registration Annual Salary 1 End Date must be no earlier than the Registration Annual Salary 1 Start Date. |
| J.Dbr.0025 | | When the Registration Annual Salary 2 Dates are entered then the Registration Annual Salary 2 End Date must be no earlier than the Registration Annual Salary 2 Start Date. |
| J.Dbr.0030 | | When the Registration Annual Salary 3 Dates are entered then the Registration Annual Salary 3 End Date must be no earlier than the Registration Annual Salary 3 Start Date. |
| J.Dbr.0035 | | When the Registration Annual Salary 4 Dates are entered then the Registration Annual Salary 4 End Date must be no earlier than the Registration Annual Salary 4 Start Date. |
| J.Dbr.0040 | | When the Registration Annual Salary 5 Dates are entered then the Registration Annual Salary 5 End Date must be no earlier than the Registration Annual Salary 5 Start Date. |
| J.Dbr.0044 | | When the Registration Leave Without Pay Code is entered then the Leave Without Pay Code Start and End Dates must also be entered. |
| J.Dbr.0045 | | When the Registration Leave Without Pay Code Dates are entered then the Registration Leave Without Pay Code End Date must be no earlier than the Registration Leave Without Pay Code Start Date. |
| J.Dbr.0051 | | When the Registration Employee Location Identifier is entered then the Registration Employee Location Id Start and End Dates must also be entered. |
| J.Dbr.0052 | | When the Registration Employee Location Identifier Dates are entered then the Registration Employee Location Id End Date must be no earlier than the Registration Employee Location Id Start Date. |
| J.Dbr.0059 | | |
| J.Dbr.0060 | | If one of the Annual Salary Start Date, Annual Salary End Date or Annual Salary fields is entered in then all fields must be entered in. |
| J.Dbr.0061 | | |
| J.Dbr.0062 | | |
| J.Dbr.0063 | | |
| J.Mfe.0067 | | |

| Error | Fund | Error Message |
|------------|------|--|
| J.Mfe.0068 | | Negative contributions are not permitted. (The contribution amounts must be populated with a positive amount.) |
| J.Mrg.0003 | | The Member Annual Salary For Contributions Effective End Date, if supplied, must be later than the Member Annual Salary For Contributions Effective Start Date |

Appendix 1: Additional information about fields

Name Fields

The name fields are: family names, given names other given names, titles and Suffixes. Titles and suffixes have been sourced from the Australian Standard AS4590 - Interchange of client information.

| Field Name | Rule | Severity | How to clear this message |
|-------------------------------------|--|----------|--|
| Family, Given and Other Given Names | Alphabetic Maximum 40 characters including: apostrophes (') hyphens (-) and spaces. | Error | Remove any invalid characters and/or reduce characters to a maximum of 40. If you have an employee whose name exceeds 40 characters, call our Employer Help Desk. |
| Titles and Suffixes | Only valid titles and suffixes allowed | Error | Enter the correct title or suffix. |

Additional Rules

Multi-word names can be separated by a single hyphen (-) with no spaces before or after the hyphen (-). For example: Mary-Jane Smith.

No spaces after 'Mc' or 'Mac. For example MacDonald or McDonald

No spaces before or after and apostrophe ('). For example O'Connor

Address Fields

The address fields are: address usage code, address lines 1, 2, 3 and 4, locality, postcode and country codes.

| Field Name | Rule | Severity | How to clear this message |
|----------------------------|---|----------|---|
| Address lines 1,2,3, and 4 | Alpha Numeric Maximum 50 characters including: apostrophes (') hyphens (-) brackets (), forward slashes (/) and spaces. | Error | Remove any invalid characters and/or reduce characters to a maximum of 50 per field |
| Address usage code | Only RES or POS | Error | Correct to either residential (RES) or postal (POS) |
| Locality | Alpha Numeric Maximum 50 characters including (')apostrophe (-) hyphen ()space | Error | Remove any invalid characters and/or reduce characters to a maximum of 50 per field |
| Postcode | Numeric only maximum of 4 digits | Error | Enter the correct postcode |
| Postcode | When the Country Code is not AU then the Member's Postcode must be blank. | Error | Review the Postcode and Country Code that have been entered in. |
| State | Only valid States ACT, NSW, QLD, TAS, NT, SA, VIC, WA or AAT | Error | Enter the correct state. |
| State | Where the country code is not AU, then the member's State or Territory must be blank. | Error | Review the country code and the state/territory. |

| | | | |
|---------------|---|-------|---|
| Country codes | Only valid country codes can be used. These have been sourced from <i>International standard ISO 3166-2 Country Codes</i> | Error | <p>If the country code is for Australia (AU) then enter the correct state.</p> <p>If the employee is residing overseas, enter the correct country code.</p> |
|---------------|---|-------|---|

Member Data Fields

There are validations over many of the data fields to make sure that the formatting is correct.

| Field Name | Rule | Severity | How to clear this message |
|-----------------------------|--|----------|---|
| TFN | Numeric only Maximum 9 numbers No spaces or hyphens between numbers | Error | Check that all 9 digits are populated and that there are no spaces or hyphens. |
| Email address | Alpha Numeric Maximum 200 characters Must contain the @ symbol No spaces | Error | Check that the email address contains an at sign (@), and that there are no spaces. |
| Telephone Landline | Numeric only Maximum 10 numbers No spaces or hyphens between numbers Should commence with a 2 digit area code | Error | Check that the number starts with the two digit area code, that it has no more than 10 digits and that there are no spaces or hyphens. For example: 0732391124 |
| Telephone Mobile | Numeric only Maximum 10 numbers No spaces or hyphens between numbers Must commence with 04 | Error | Check that the number starts with a 04, that it has no more than 10 digits and that there are no spaces or hyphens. |
| Gender | Only valid values 1 – Male 2 – Female 3 – Intersex or indeterminate 0 – Not stated | Error | Enter one of the valid values |
| Member Client Identifier | Alpha numeric Maximum 16 characters | Error | <p>If this is a new member, remove the characters. For new members this field must be left blank.</p> <p>For other members, Employer Direct will populate this field if it can match the members detail with an existing member record.</p> |
| Payroll Number Identifier | Numeric only Maximum 20 numbers | Error | Reduce to 20 characters or less. If your payroll number is greater than 20 characters, call the Employer Help Desk. |
| At Work Indicator | If entered must be True or False | Error | Correct value to true or false, or leave blank |
| Insurance Opt Out Indicator | If entered must be True or False | Error | Correct value to true or false, or leave blank. This field should be blank or false |

| | | | |
|--|--|--|--|
| | | | <p>unless the member has elected to not have insurance with their superannuation fund.</p> <p>Please note that QSuper account holders must contact us to remove or change their insurance.</p> |
|--|--|--|--|

General Field Validations

These validations relate to all contributions fields, salary, rate and hours fields within the file.

| Condition | Rule | Severity | How to clear this message |
|--------------------|--|----------|--|
| Contribution types | Numeric only 2 decimal places If there is no value, must be 0.00 | Error | Correct amount to 2 decimal places If there is no value populate with 0.00 |
| Salaries | Numeric only 2 decimal places If there is no value, must be 0.00 | Error | Correct amount to 2 decimal places If there is no value populate with 0.00 |
| Rates | Numeric only Maximum 5 decimal | Error | Correct amount to 2 decimal places or where required up to 5 decimal places |
| Hours | Numeric only 2 decimal places | Error | Correct amount to 2 decimal places Hours are expressed as a fraction, for example thirty-six hours and fifteen minutes would be 36.25 |

Appendix 2: QSuper Benefit Categories

| Benefit Category | Description |
|------------------|---|
| DB | Defined Benefit account (closed to new members) |
| AP | Accumulation account (existing Government arrangements CAC & BAC) |
| SP | State account (closed to new members) |
| PP | Police account (closed to new members) |
| NG | QSuper Choice (Non-Government Accumulation Account) |

Appendix 3: Address Examples

Australian residential address examples

15 Gale Street, Sydney, New South Wales, 2000

| Field Name | Content |
|-------------------------|----------------|
| Address details line 1 | 15 Gale Street |
| Address details line 2 | |
| Address details line 3 | |
| Address details line 4 | |
| Locality name text | Sydney |
| State or Territory code | NSW |
| Postcode text | 2000 |
| Country code | AU |

Unit 2, 142 Harold Avenue, Enoggera, Queensland, 4051

| Field name | Content |
|-------------------------|---------------------|
| Address details line 1 | 2/142 Harold Avenue |
| Address details line 2 | |
| Address details line 3 | |
| Address details line 4 | |
| Locality name text | Enoggera |
| State or Territory code | QLD |
| Postcode text | 4051 |
| Country code | AU |

The Place, Unit 10, Block 4, 567 Winston Road, Enoggera, Queensland, 4051

| Field name | Content |
|-------------------------|--------------------------|
| Address details line 1 | The Place |
| Address details line 2 | Unit 10/567 Winston Road |
| Address details line 3 | |
| Address details line 4 | |
| Locality name text | Enoggera |
| State or Territory code | QLD |
| Postcode text | 4051 |
| Country code | AU |

International address example

International address formats vary from country to country. It is important to maintain the format of international addresses as provided by the employee. Use **Address detail lines 1 to 4 (fields 49 to 52)** for the international address, and enter "OVERSEAS" into the **Locality name field (field 53)** as it cannot be left blank. Superannuation funds will not print "OVERSEAS" on correspondence to their members.

Include full address in address details lines 1 to 4

Set locality to "OVERSEAS"

State and postcode fields must be left blank

Country code is mandatory. For country codes see Appendix 4.

275 Central Park West, Apartment 14F, New York, New York, USA 10024

| Field name | Content |
|-------------------------|-----------------------|
| Address details line 1 | 275 Central Park West |
| Address details line 2 | Apartment 14F |
| Address details line 3 | New York |
| Address details line 4 | USA 10024 |
| Locality name text | OVERSEAS |
| State or Territory code | |
| Postcode text | |
| Country code | US |

Appendix 4: Country Codes

Country Codes

These are the valid country codes and have been sourced from *International standard ISO 3166-2 Country Codes*.

| Code | Country |
|------|--------------------------------|
| AF | Afghanistan |
| AX | Aland Islands |
| AL | Albania |
| DZ | Algeria |
| AS | American Samoa |
| AD | Andorra |
| AO | Angola |
| AI | Anguilla |
| AQ | Antarctica |
| AG | Antigua and Barbuda |
| AR | Argentina |
| AM | Armenia |
| AW | Aruba |
| AT | Austria |
| AZ | Azerbaijan |
| BS | Bahamas |
| BH | Bahrain |
| BD | Bangladesh |
| BB | Barbados |
| BY | Belarus |
| BE | Belgium |
| BZ | Belize |
| BJ | Benin |
| BM | Bermuda |
| BT | Bhutan |
| BO | Bolivia |
| BA | Bosnia and Herzegovina |
| BW | Botswana |
| BV | Bouvet Island |
| BR | Brazil |
| IO | British Indian Ocean Territory |
| VG | British Virgin Islands |
| BN | Brunei Darussalam |
| BG | Bulgaria |
| BF | Burkina Faso |
| BI | Burundi |
| KH | Cambodia |

| Code | Country |
|------|---|
| CM | Cameroon |
| CA | Canada |
| CV | Cape Verde |
| KY | Cayman Islands |
| CF | Central African Republic |
| TD | Chad |
| CL | Chile |
| CN | China |
| CX | Christmas Island |
| CC | Cocos (Keeling) Islands |
| CO | Colombia |
| KM | Comoros |
| CD | Congo, Democratic Republic of (was Zaire) |
| CG | Congo, People's Republic of |
| CK | Cook Islands |
| CR | Costa Rica |
| CI | Côte D'Ivoire (Ivory Coast) |
| HR | Croatia (Hrvatska) |
| CU | Cuba |
| CW | Curacao |
| CY | Cyprus |
| CZ | Czech Republic |
| DK | Denmark |
| DJ | Djibouti |
| DM | Dominica |
| DO | Dominican Republic |
| TL | East Timor (Timor Leste) |
| EC | Ecuador |
| EG | Egypt |
| SV | El Salvador |
| GQ | Equatorial Guinea |
| ER | Eritrea |
| EE | Estonia |
| ET | Ethiopia |
| FK | Falkland Islands (Malvinas) |
| FO | Faroe Islands |

| Code | Country |
|-----------|-------------------------------|
| FJ | Fiji |
| FI | Finland |
| FR | France |
| GF | French Guiana |
| PF | French Polynesia |
| TF | French Southern Territories |
| GA | Gabon |
| GM | Gambia |
| GE | Georgia |
| DE | Germany |
| GH | Ghana |
| GI | Gibraltar |
| GR | Greece |
| GL | Greenland |
| GD | Grenada |
| GP | Guadeloupe |
| GU | Guam |
| GT | Guatemala |
| GG | Guernsey |
| GN | Guinea |
| GW | Guinea-Bissau |
| GY | Guyana |
| HT | Haiti |
| HM | Heard and McDonald Islands |
| VA | Holy See (Vatican City State) |
| HN | Honduras |
| HK | Hong Kong |
| HR | Hrvatska (Croatia) |
| HU | Hungary |
| IS | Iceland |
| IN | India |
| ID | Indonesia |
| IR | Iran |
| IQ | Iraq |
| IE | Ireland |
| IM | Isle of Man, The |
| IL | Israel |
| IT | Italy |
| CI | Ivory Coast (Côte D'Ivoire) |
| JM | Jamaica |

| Code | Country |
|-----------|--|
| JP | Japan |
| JE | Jersey |
| JO | Jordan |
| KZ | Kazakhstan |
| KE | Kenya |
| KI | Kiribati |
| PK | Korea, Democratic People's Republic of (North Korea) |
| KO | Korea, Republic of (South Korea) |
| KW | Kuwait |
| KG | Kyrgyzstan |
| LA | Laos |
| LV | Latvia |
| LB | Lebanon |
| LS | Lesotho |
| LR | Liberia |
| LY | Libya |
| LI | Liechtenstein |
| LT | Lithuania |
| LU | Luxembourg |
| MO | Macau |
| MK | Macedonia, The Former Yugoslav Republic of |
| MG | Madagascar |
| MW | Malawi |
| MY | Malaysia |
| MV | Maldives |
| ML | Mali |
| MT | Malta |
| MH | Marshall Islands |
| MQ | Martinique |
| MR | Mauritania |
| MU | Mauritius |
| YT | Mayotte |
| MX | Mexico |
| FM | Micronesia, Federated States of |
| MD | Moldova |
| MC | Monaco |
| MN | Mongolia |
| ME | Montenegro |
| MS | Montserrat |

| Code | Country |
|------|---|
| MA | Morocco |
| MZ | Mozambique |
| MM | Myanmar |
| NA | Namibia |
| NR | Nauru |
| NP | Nepal |
| NL | Netherlands,(including the islands of Bonaire, Sint Eustatius and Saba) |
| NC | New Caledonia |
| NZ | New Zealand |
| NI | Nicaragua |
| NE | Niger |
| NG | Nigeria |
| NU | Niue |
| NF | Norfolk Island |
| PK | North Korea |
| MP | Northern Mariana Islands |
| NO | Norway |
| OM | Oman |
| PK | Pakistan |
| PW | Palau |
| PS | Palestinian Territory, Occupied |
| PA | Panama |
| PG | Papua New Guinea |
| PY | Paraguay |
| PE | Peru |
| PH | Philippines |
| PN | Pitcairn Island |
| PL | Poland |
| PT | Portugal |
| PR | Puerto Rico |
| QA | Qatar |
| RE | Reunion |
| RO | Romania |
| RU | Russian Federation |
| RW | Rwanda |
| BL | Saint Barthelemy |
| SX | Saint Martin (Dutch Part) |
| MF | Saint Martin (French Part) |
| WS | Samoa |

| Code | Country |
|------|--|
| SM | San Marino |
| ST | Sao Tome and Principe |
| SA | Saudi Arabia |
| SN | Senegal |
| RS | Serbia |
| SC | Seychelles |
| SL | Sierra Leone |
| SG | Singapore |
| SK | Slovakia (Slovak Republic) |
| SI | Slovenia |
| SB | Solomon Islands |
| SO | Somalia |
| ZA | South Africa |
| GS | South Georgia and the South Sandwich Islands |
| KR | South Korea |
| SS | South Sudan |
| ES | Spain |
| LK | Sri Lanka |
| SH | St Helena |
| KN | St Kitts and Nevis |
| LC | St Lucia |
| PM | St Pierre and Miquelon |
| VC | St Vincent and The Grenadines |
| SD | Sudan |
| SR | Suriname |
| SJ | Svalbard and Jan Mayen Islands |
| SZ | Swaziland |
| SE | Sweden |
| CH | Switzerland |
| SY | Syria |
| TW | Taiwan |
| TJ | Tajikistan |
| TZ | Tanzania |
| TH | Thailand |
| TL | Timor-Leste (East Timor) |
| TG | Togo |
| TK | Tokelau |
| TO | Tonga |
| TT | Trinidad and Tobago |

| Code | Country |
|-----------|--------------------------------------|
| TN | Tunisia |
| TR | Turkey |
| TM | Turkmenistan |
| TC | Turks and Caicos Islands |
| TV | Tuvalu |
| UG | Uganda |
| UA | Ukraine |
| AE | United Arab Emirates |
| GB | United Kingdom |
| US | United States |
| UM | United States Minor Outlying Islands |
| VI | United States Virgin Islands |
| UY | Uruguay |
| UZ | Uzbekistan |
| VU | Vanuatu |
| VA | Vatican City State (Holy See) |
| VE | Venezuela |
| VN | Vietnam |
| WF | Wallis and Futuna Islands |
| EH | Western Sahara |
| YE | Yemen |
| ZM | Zambia |
| ZW | Zimbabwe |

This is general information only. It's not based on your personal objectives, financial situation or needs. So think about those things and read the relevant Product Disclosure Statement and Target Market Determination at art.com.au/pds before you make any decision about our products. And if you're still not sure, talk with a financial adviser.

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