



Certificate in respect of continuity as a part-time member

Superannuation (Approved Part-time Employees) Regulations

A Submission – employment as an approved part-time member

Reference number (AGS)

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Surname

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Given name(s)

is likely to be employed as an approved part-time employee for a continuous period
(tick whichever is applicable)

of more than 12 months commencing from

D	D	M	M	Y	Y	Y	Y

or

that, together with the period of time he/she has already been employed as an approved part-time employee, commencing on the following date will total more than 12 months

D	D	M	M	Y	Y	Y	Y

Print full name



Sign

SIGNATURE

Date signed

D	D	M	M	Y	Y	Y	Y



Commonwealth Superannuation Corporation

B

Certificate by Delegate/Authorised person (Note 1)

I, (Surname)

FULL NAME

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Given name(s)

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being a person Delegated by the Commonwealth Superannuation Corporation (CSC) / Authorised by the CEO of CSC for the purposes of Section 3 of the *Superannuation Act 1976*, as modified by Part 1 of the Schedule to the *Superannuation (Approved Part-time Employees) Regulations*, am satisfied that there is a likelihood that the above named eligible employee will (*tick whichever is applicable*):

be employed on a part-time basis for a continuous period exceeding 12 months

or

continue to be employed on a part-time basis for a period which, when added to the immediately preceding period of part-time employment, will be a continuous period exceeding 12 months.



Sign

Signature of person Delegated by CSC / Authorised by the CEO of CSC

SIGNATURE

Date signed (Note 2)

D	D	/	M	M	/	Y	Y	Y	Y

Title of position

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Notes

1. The effect of signing this certificate is to immediately reduce future benefits for this member, and to reduce member contributions from the next birthday. Form **S551** must also be completed and forwarded to us with this Certificate.
2. This is the date the member becomes a partial contributor.

Complete as original. Forward original Certificate to:

CSS

GPO Box 2252
 Canberra City ACT 2601

Retain a copy on member's personal file for record purposes.

Explanatory Notes

Partial Contributor is defined in the *Superannuation (Approved Part-time) Regulations* as meaning:

- (a) an eligible employee who became, on his or her first day of service, an approved part-time employee and has continued to be, and is, such a part-time employee;
- (b) an eligible employee (other than an eligible employee referred to in paragraph (a) who is an approved part-time employee and:
 - (i) who has been an approved part-time employee for a continuous period of more than 12 months;or
 - (ii) in respect of who CSC, being satisfied that there is a likelihood that the eligible employee will continue to be an approved part-time employee for a continuous period that, together with the immediately preceding period (if any) during which the eligible employee has continuously been an approved part-time employee, will exceed a period of 12 months, has given a certificate to that effect specifying the day (not being a day earlier than the day on which the certificate is given) on which the first-mentioned period is to commence;

and

- (c) an eligible employee who:
 - (i) is, and has been for a continuous period of not more than 12 months, employed on a full-time basis;and
 - (ii) was, immediately before that period a person to whom paragraph (a) or (b) of this definition applied.

See Also: Superannuation Circular 1987/10 – ‘**Superannuation Arrangements for Permanent Part-time Employees**’, and **ComSuperNews Issue # 53**–July 1997.

‘Likelihood’

In considering the likely period that the member will be employed on a part-time basis, the broad meaning to be given to ‘*likelihood*’ in the certificate given by the person Delegated by CSC / Authorised by the CEO of CSC is that there is, at the least, a better than 50 per cent chance that the part-time employment will continue for the requisite period.

‘Continuous’

Continuity is not broken by a period of leave even if the leave is a period of leave or furlough derived from full-time credits accrued prior to the commencement of the part-time employment. The period of leave will count towards the 12 months period for the recognition of the part-time employment.

Please note: That a member, who becomes a partial contributor and subsequently resumes full-time employment, remains a partial contributor until he/she has been full-time for twelve months. Therefore, should the member again become part-time prior to the twelve months being completed, he / she would not need to requalify to be considered a partial contributor.

‘Effective’

A certificate is effective from the date of signature by the Delegate / Authorised Person. A certificate is not effective on a date before the part-time employment commenced (See definition above).

How can I get
more information?



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PHONE 1300 338 240
FAX 02 6275 7010
MAIL Employer Service
GPO Box 2252
Canberra ACT 2601
WEB csc.gov.au

End Form



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