



## Reporting Standard SRS 706.0

### Fees and Costs Disclosed

#### Objective of this reporting standard

This Reporting Standard sets out requirements for the provision of information to APRA relating to the disclosed fees and costs of superannuation products, investment menus and investment options.

It includes *Reporting Form SRF 706.0 Fees and Costs Disclosed* and associated specific instructions.

#### Authority

1. This Reporting Standard is made under section 13 of the *Financial Sector (Collection of Data) Act 2001*.

#### Purpose

2. Information collected under this Reporting Standard is used by APRA for the purposes of prudential supervision and publication. It may also be used by the Australian Securities and Investments Commission.

#### Application

3. This Reporting Standard applies to each registrable superannuation entity (RSE) licensee (RSE licensee) in respect of each RSE, defined benefit RSE and eligible rollover fund (ERF) within its business operations<sup>1</sup>.

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<sup>1</sup> For the purposes of this Reporting Standard, an RSE licensee's 'business operations' includes all activities it conducts as an RSE licensee (including the activities of each RSE of which it is the licensee), and all other activities of the RSE licensee to the extent that they are relevant to, or may impact on, its activities as an RSE licensee. For the avoidance of doubt, if the RSE licensee is trustee of more than one RSE, defined benefit RSE or ERF, the RSE licensee must separately provide the information required by this Reporting Standard for each RSE, defined benefit RSE or ERF within its business operations. An RSE licensee that does not

## **Commencement**

4. This Reporting Standard applies on and from 30 June 2021.

## **Initial information required<sup>2</sup>**

5. An RSE licensee must provide information required by this Reporting Standard in respect of 30 June 2021, in respect of:
  - (a) an investment option underlying a MySuper product;
  - (b) a trustee directed product;
  - (c) a superannuation product providing an investment pathway to either (a) or (b); or
  - (d) an investment menu providing an investment pathway to either (a) or (b).
6. An RSE licensee to which this Reporting Standing applies must provide the information required by paragraph 5, by 30 September 2021.

## **Information required**

7. RSE licensees must provide information required by this Reporting Standard in respect of:
  - (a) 30 June 2022; and
  - (b) each subsequent 30 June.
8. An RSE licensee to which this Reporting Standard applies must provide the information required by paragraph 7, within 28 days after the end of the relevant reporting day.

## **Ad-hoc information required**

9. Where an RSE licensee is required to disclose fees or costs to members and this results in a change to information reported under this Reporting Standard, the RSE licensee must provide information required by this Reporting Standard within 28 calendar days after the change.

## **Quarterly attestation required**

10. An RSE licensee must provide APRA an attestation that the information it last provided APRA under this Reporting Standard is accurate every calendar quarter (i.e. the periods ending 30 September, 31 December, 31 March and 30 June each year).
11. An RSE licensee to which this Reporting Standard applies must provide information

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have any RSEs, defined benefit RSEs or ERFs within its business operations is not required to provide information under this Reporting Standard.

<sup>2</sup> This is a one-off reporting requirement.

required under paragraph 10, within 28 days after the end of each calendar quarter.

## Notices

12. If, having regard to the particular circumstances of an RSE, defined benefit RSE or ERF, APRA considers it necessary or desirable to obtain information more or less frequently than as provided by paragraph 7, APRA may, by notice in writing, change the reporting day for the particular RSE, defined benefit RSE, PST or ERF.
13. Where APRA has changed the reporting day under paragraph 12, the RSE licensee must provide the relevant information within the time specified by the notice in writing.
14. APRA may grant, in writing, an RSE licensee an extension of a due date with respect to one or more RSEs, defined benefit RSEs, PSTs or ERFs within its business operations, in which case the new due date for the provision of the information will be the due date on the specified notice of extension.

*Note:* For the avoidance of doubt, if the due date falls on a day other than a usual business day, an RSE licensee is nonetheless required to submit the information required no later than the due date.

## Form and method of submission

15. The information required by this Reporting Standard must be given to APRA in electronic format using an electronic method available on APRA's website or by a method notified by APRA prior to submission.

## Quality control

16. The information provided by an RSE licensee under this Reporting Standard must be the product of systems, procedures and internal controls that have been reviewed and tested by the RSE auditor of the RSE, defined benefit RSE or ERF to which the information relates<sup>3</sup>. This will require the RSE auditor to review and test the RSE licensee's systems, procedures and internal controls designed to enable the RSE licensee to report reliable information to APRA. This review and testing must be done on:
  - (a) an annual basis or more frequently if necessary to enable the RSE auditor to form an opinion on the reliability and accuracy of information; and
  - (b) at least a limited assurance engagement consistent with professional standards and guidance notes issued by the Auditing and Assurance Standards Board as may be amended from time to time, to the extent that they are not inconsistent with the requirements of *Prudential Standard SPS 310 Audit and Related Matters* (SPS 310).
17. All information provided by an RSE licensee under this Reporting Standard must be subject to systems, processes and controls developed by the RSE licensee for the internal review and authorisation of that information. It is the responsibility of the

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<sup>3</sup> Refer also to *Prudential Standard SPS 310 Audit and Related Matters* (SPS 310).

Board and senior management of the RSE licensee to ensure that an appropriate set of policies, procedures and controls for the authorisation of information submitted to APRA is in place.

### **Authorisation**

18. When an officer or agent of an RSE licensee provides the information required by this Reporting Standard using an electronic format, the officer or agent must digitally sign the relevant information using a digital certificate acceptable to APRA.
19. If the information required by this Reporting Standard is provided by an agent who submits the information on the RSE licensee's behalf, the RSE licensee must:
  - (a) obtain from the agent a copy of the completed form with the information provided to APRA; and
  - (b) retain the completed copy.
20. An officer or agent of an RSE licensee who submits the information under this Reporting Standard for, or on behalf of, the RSE licensee must be authorised by either:
  - (a) the Chief Executive Officer of the RSE licensee; or
  - (b) the Chief Financial Officer of the RSE licensee.

### **Minor alterations to forms and instructions**

21. APRA may make minor variations to:
  - (a) a form that is part of this Reporting Standard, and the instructions to such a form, to correct technical, programming or logical errors, inconsistencies or anomalies; or
  - (b) the instructions to a form, to clarify their application to the form,without changing any substantive requirement in the form or instructions.
22. If APRA makes such a variation, it must notify each RSE licensee that is required to report under this Reporting Standard.

### **Interpretation**

23. In this Reporting Standard:

***APRA*** means the Australian Prudential Regulation Authority established under the *Australian Prudential Regulation Authority Act 1998*.

***Chief Executive Officer*** means the chief executive officer of the RSE licensee, by whatever name called, and whether or not he or she is a member of the Board of the

RSE licensee<sup>4</sup>.

**Chief Financial Officer** means the chief financial officer of the RSE licensee, by whatever name called.

**defined benefit RSE** has the meaning of a defined benefit fund in subsection 10(1) of the SIS Act.

**disclosure** means a disclosure made pursuant to Division 2 or Division 3 of Part 7.9 of the *Corporations Act 2001*.

**due date** means the relevant due date under paragraph 6, 8, 9, 11 or, if applicable, paragraph 14 of this Reporting Standard.

**eligible rollover fund (ERF)** has the meaning given in subsection 10(1) of the SIS Act.

**investment menu** has the meaning given in SRS 101.0.

**investment option** has the meaning given in SRS 101.0.

an **investment pathway** is provided by a superannuation product, or an investment menu, to an investment option, if it is possible for a member to invest in the investment option through that superannuation product or investment menu.

**MySuper product** has the meaning given in subsection 10(1) of the SIS Act.

**reporting day** means a day mentioned in paragraph 7 or, if applicable, paragraph 12 of this Reporting Standard.

**RSE** means a registrable superannuation entity as defined in subsection 10(1) of the SIS Act that is not a defined benefit RSE, pooled superannuation trust, ERF, small APRA fund or single member approved deposit fund<sup>5</sup>.

**RSE auditor** means an auditor appointed by the RSE licensee to perform functions under this Reporting Standard.

**RSE licensee** has the meaning given in subsection 10(1) of the SIS Act.

**SIS Act** means *Superannuation Industry (Supervision) Act 1993*.

**SRS 101.0** means *Reporting Standard SRS 101.0 Definitions for Superannuation Data Collections*.

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<sup>4</sup> Refer to *Prudential Standard SPS 510 Governance*.

<sup>5</sup> For the purposes of this Reporting Standard, ‘pooled superannuation trust’ has the meaning given in subsection 10(1) of the SIS Act, ‘small APRA fund’ means a superannuation entity that is a regulated superannuation fund, within the meaning of the SIS Act, which has fewer than five members and ‘single member approved deposit fund’ means a superannuation entity that is an approved deposit fund, within the meaning of the SIS Act, which has only one member.

*superannuation product* has the meaning given in SRS 101.0.

24. In this Reporting Standard, unless the contrary intention appears, a reference to an Act, Regulation, Prudential Standard, Reporting Standard, Australian Accounting Standard or Auditing Standard is a reference to the instrument as in force or existing from time to time.
25. Where this Reporting Standard provides for APRA to exercise a power or discretion, this power or discretion is to be exercised in writing.

# Reporting Form SRF 706.0

## Fees and Costs Disclosed

### Instruction Guide

This instruction guide is designed to assist in the completion of *Reporting Form SRF 706.0 Fees and Costs Disclosed* (SRF 706.0).

#### General directions and notes

##### Reporting level

SRF 706.0 must be completed for each *superannuation product*, *investment menu* and *investment option* within each RSE, defined benefit RSE and eligible rollover fund (ERF) within its business operations excluding the following:

- *investment options* which have been aggregated as permitted in Table 3 of *Reporting Form SRF 605.0 RSE Structure* (SRF 605.0);
- *investment options* which solely underlie defined benefits; and
- *investment options* which are reported on SRF 605.0 under *investment option category Annuity*.

Report fees and costs for the *superannuation product*, *investment menu* or *investment option* at which they arise or are incurred.

RSE licensees need to determine the appropriate reporting level for each of the applicable fees and costs depending on the structure of the RSE, defined benefit RSE and ERF.

Fees and costs may be incurred at each RSE structure level, but may vary depending on the combination of RSE structure levels a member is in.

For example, it is expected that administration fees will generally be reported at a *superannuation product* level, platform fees may sometimes be reported at the *investment menu* level, while investment management fees will generally be reported at the *investment option* level. The investment management fee for an *investment option* may vary depending on which *superannuation product* the member is invested through.

Where the fee or cost is applicable to all members in the RSE structure level, the RSE licensee must report data for that RSE structure level and report 'ALL' for the remaining RSE structure levels.

Where the fee or cost varies depending on the combination of RSE structure levels, the RSE licensee must report data for each relevant combination of *superannuation product*, *investment menu* and *investment option*.

For example, an administration fee that applies across all *investment menus* and *investment options* within a *superannuation product* would be identified with the relevant *superannuation product identifier* to which it applies. The *investment menu identifier* and *investment option identifier* would be reported as 'ALL'.

## Reporting tables

Tables described in this reporting form list each of the data fields required to be reported. The data fields are listed sequentially in the column order that they will appear in the reported data set. Constraints on the data that can be reported for each field have also been provided.

The Unique identifier column indicates which field or fields form the primary key of the table. Where a field has 'Y' in the Unique identifier column, this denotes that this field forms part of the primary key for the table. A blank cell in the Unique identifier column means that the field does not form part of the primary key for the table. Any specific combination of values in the fields that form the primary key of a table must not appear on more than one row in that table when reported.

## Reporting basis and unit of measurement

SRF 706.0 captures all fees and costs that are proposed to be charged to a member or would otherwise affect member balances. It includes all standard and customised fee structures, such as fees and costs that would appear in the *Product Disclosure Statement (PDS)* for the superannuation product, and fees and costs relating to accessible products available on platform pursuant to the PDS for those accessible products.

Unless otherwise instructed, report all items on SRF 706.0 in accordance with the *RG 97 version* indicated in SRF 605.0.

All fees and costs reported on SRF 706.0 must be reported 'gross of tax obligations' where 'gross of tax obligations' refers to gross of income tax, GST and stamp duty consistent with the manner in which they are required to be disclosed in *Product Disclosure Statements*, where applicable.

This means the fees and costs must be reported prior to taking into account any benefit of a tax deduction relating to a fee that is passed on to a member either as a reduction in tax on contributions or through the deduction of a fee that is lower than what is reported to take account of the tax



deduction.

Amounts in SRF 706.0 are to be reported as whole dollars, dollars and cents on a per member basis, or percentages. Percentages should be reported as an unconverted number to two decimal places. For example, 12.34 per cent is to be reported as 0.1234.

Items on SRF 706.0 must be reported as at the reporting day.

## Definitions

Terms highlighted in ***bold italics*** indicate that the definition is provided in *Reporting Standard SRS 101.0 Definitions for Superannuation Data Collections* (SRS 101.0).

## Specific instructions

### Table 1: Fees and costs disclosed

Report Table 1 as at the end of the reporting day. Where fees and costs vary according to the combination of fees and costs arrangement, superannuation product, investment menu or investment option, indicate this by use of the appropriate identifier in relevant columns, otherwise make use of 'ALL' as described above.

Column	Field name	Unique identifier	Applicable to	Valid values	Description
1	Fees And Costs Arrangement Identifier	Y	All filers	No more than 20 alpha-numeric characters (with no special characters)	Report the <b><i>fees and costs arrangement identifier</i></b> that the fee or cost relates to. The <b><i>fees and costs arrangement identifier</i></b> must correspond to a <b><i>fees and costs arrangement identifier</i></b> reported in SRF 605.0.
2	Superannuation Product Identifier	Y	All filers	No more than 20 alpha-numeric characters (with no special characters)	Report the <b><i>superannuation product identifier</i></b> that the fee or cost relates to. The <b><i>superannuation product identifier</i></b> must correspond to a <b><i>superannuation</i></b>

Column	Field name	Unique identifier	Applicable to	Valid values	Description
					<p><i>product identifier</i> reported in SRF 605.0.</p> <p>If the fee or cost incurred does not depend on the <i>superannuation product</i>, report 'ALL'.</p>
3	Investment Menu Identifier	Y	All filers	No more than 20 alpha-numeric characters (with no special characters)	<p>Report the <i>investment menu identifier</i> that the fee or cost relates to. The <i>investment menu identifier</i> must correspond to an <i>investment menu identifier</i> reported in SRF 605.0.</p> <p>If the fee or cost incurred does not depend on the <i>investment menu</i>, report 'ALL'.</p>
4	Investment Option Identifier	Y	All filers	No more than 20 alpha-numeric characters (with no special characters)	<p>Report the <i>investment option identifier</i> that the fee or cost relates to. The <i>investment option identifier</i> must correspond to an <i>investment option identifier</i> reported in SRF 605.0.</p> <p>If the fee or cost incurred does not depend on the <i>investment option</i>, report 'ALL'.</p>
5	Fees And Costs Disclosed Description Text	Y	All filers	Free text	Report a brief description of the fee or cost.

Column	Field name	Unique identifier	Applicable to	Valid values	Description
6	Fees And Costs Component Type	Y	All filers	<ul style="list-style-type: none"> <li>• <i>Other Fees And Costs</i></li> <li>• <i>Fees Deducted Directly From Member Account</i></li> <li>• <i>Indirect Costs</i></li> <li>• <i>Indirect Cost Ratio</i></li> </ul>	Report the <i>fees and costs component type</i> of the fee or cost.
7	Fees And Costs Component Activity Type	Y	All filers	<ul style="list-style-type: none"> <li>• <i>Investment</i></li> <li>• <i>Administration</i></li> <li>• <i>Transaction</i></li> <li>• <i>Advice</i></li> <li>• <i>Member Activity</i></li> </ul>	Report the <i>fees and costs component activity</i> of the fee or cost.  A fee or cost can only be characterised as being related to one component activity.
8	Investment Charge Type	Y	All filers	<ul style="list-style-type: none"> <li>• <i>Base</i></li> <li>• <i>Performance Linked</i></li> <li>• <i>Not Applicable</i></li> </ul>	Report the <i>investment charge type</i> for the fee or cost.  For fees or costs where a <i>fees and costs component activity</i> other than <i>Investment</i> has been reported, the <i>investment charge type</i> should be reported as <i>Not Applicable</i> .
9	Activity Fee Type	Y	All filers	<ul style="list-style-type: none"> <li>• <i>Advice Fee</i></li> <li>• <i>Brokerage Fee</i></li> <li>• <i>Buy Sell Spread</i></li> <li>• <i>Contribution Fee</i></li> <li>• <i>Contribution Splitting Fee</i></li> <li>• <i>Dishonoured Payment Fee</i></li> <li>• <i>Establishment Fee</i></li> <li>• <i>Family Law</i></li> <li>• <i>Financial Advice</i></li> </ul>	Report the <i>activity fee type</i> for the fee or cost.  For fees or costs where a <i>fees and costs component activity</i> other than <i>Member Activity</i> has been reported, the <i>activity fee type</i> should be reported as <i>Not Applicable</i> .

Column	Field name	Unique identifier	Applicable to	Valid values	Description
				<ul style="list-style-type: none"> <li>• <i>Financial Hardship Application</i></li> <li>• <i>Insurance Fee</i></li> <li>• <i>Lost Member Search Fee</i></li> <li>• <i>No TFN Tax Recovery Fee</i></li> <li>• <i>Non Intrafund Advice Fee</i></li> <li>• <i>Switching Fee</i></li> <li>• <i>Withdrawal Fee</i></li> <li>• <i>Other</i></li> <li>• <i>Not Applicable</i></li> </ul>	
10	Fees And Costs Calculation Frequency Type	Y	All filers	<ul style="list-style-type: none"> <li>• Annual</li> <li>• Biannual</li> <li>• Quarterly</li> <li>• Monthly</li> <li>• Weekly</li> <li>• Daily</li> <li>• Per Activity</li> <li>• Other</li> </ul>	Report the frequency that the fee or cost is calculated.
11	Fees And Costs Charge Frequency Type	Y	All filers	<ul style="list-style-type: none"> <li>• Annual</li> <li>• Biannual</li> <li>• Quarterly</li> <li>• Monthly</li> <li>• Weekly</li> <li>• Daily</li> <li>• Per Activity</li> <li>• Other</li> </ul>	Report the frequency that the fee or cost is charged.

Column	Field name	Unique identifier	Applicable to	Valid values	Description
12	Tier Type	Y	All filers	<ul style="list-style-type: none"> <li>• <i>Flat</i></li> <li>• <i>Marginal</i></li> <li>• <i>Not Applicable</i></li> </ul>	Where the value of the fee or cost is dependent on a tiering structure, report the <i>tier type</i> , otherwise report <i>Not Applicable</i> .
13	Tier Arrangement Identifier	Y	All filers	Whole numbers	Where the value of the fee or cost is dependent on a tiering structure, report the <i>tier arrangement</i> , otherwise report 0.
14	Tier Number Identifier	Y	All filers	Whole numbers	Where the value of the fee or cost is dependent on a tiering structure, report the <i>tier number</i> , otherwise report 0.
15	Lower Bound Tier Account Balance Amount		All filers	Whole dollars	Where the value of the fee or cost is dependent on a tiering structure, report the <i>tier lower bound</i> , otherwise leave this field blank.  If there is no <i>tier lower bound</i> , this field should be left blank.
16	Upper Bound Tier Account Balance Amount		All filers	Whole dollars	Where the value of the fee or cost is dependent on a tiering structure, report the <i>tier upper bound</i> , otherwise leave this field blank.  If there is no <i>tier upper bound</i> , this field should be left blank.
17	Flat Dollar Amount		All filers	Dollars and cents	Report the <i>flat dollar amount</i> of the fee or cost, where one exists, otherwise leave this field blank.
18	Charge Minimum Percent		All filers	Percentage to 2 decimal places	Report the <i>minimum charge (%)</i> , where one exists, otherwise leave this field blank.

Column	Field name	Unique identifier	Applicable to	Valid values	Description
19	Charge Maximum Percent		All filers	Percentage to 2 decimal places	Report the <i>maximum charge (%)</i> , where one exists, otherwise leave this field blank.
20	Expense Or Benefit Account Balance Percent		All filers	Percentage to 2 decimal places	Report the <i>percentage value (% of balance)</i> of the fee or cost, where one exists, otherwise report 0%.
21	Expense Or Benefit Transaction Percent		All filers	Percentage to 2 decimal places	Report the <i>percentage value (% of transaction)</i> of the fee or cost, where one exists, otherwise report 0%.
22	Charge Minimum Amount		All filers	Dollars and cents	Report the <i>minimum charge (\$)</i> , where one exists, otherwise leave this field blank.
23	Charge Maximum Amount		All filers	Dollars and cents	Report the <i>maximum charge (\$)</i> , where one exists, otherwise leave this field blank.
24	Free Activities Count		All filers	Whole numbers	Report the <i>number of free activities</i> for the fee or cost.  For fees or costs where a <i>fees and costs component activity</i> other than <i>Member Activity</i> has been reported, this field should be left blank.