

# Identification and verification

Please phone us on **1800 023 928** with any questions or visit our website **oursuperfund.com.au**.

## Completing this form

You or your adviser are required to complete this form so that we can establish your identity for the purposes of anti-money laundering and counter-terrorism financing laws and to assist us in processing any future request efficiently.

Financial advisers undertake identification and verification procedures by completing Sections 1 and 2 of this form or by using other industry standard forms.

**If you do not have a financial adviser, you need to complete Section 1 of this form and provide certified copies of the identification (ID) documents – do not send original documents.**

The list of the parties who can certify copies of the documents is set out below. To be correctly certified we need the ID documents to be clearly noted as 'True copy of the original document'. The party certifying the ID documents also needs to state what position they hold and sign and date the certified documents. If this certification does not appear, you may be asked to send in new certified documents.

### List of people who can certify documents<sup>1</sup>:

- Justice of the Peace
- Solicitor
- Police Officer
- Magistrate
- Notary Public (for the purposes of the Statutory Declaration Regulations 1993)
- Your financial adviser with two or more years of continuous service
- Your accountant with two or more years of continuous membership to a professional accounting body
- An officer of a bank, building society or credit union with two or more years continuous service
- Employee of Australia Post with two or more years continuous service
- Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)

## Section 1: Verification procedure

Name of member or applicant

**Complete Part A, or if the individual does not own a document from Part A then complete either Part B or Part C.**

## Part A: Acceptable primary ID documents

Select **one** valid option from this section only

- Australian state/territory driver's licence containing a photograph of the person
- Australian passport (a passport that has expired within the preceding two years is acceptable)
- Card issued under a state/territory for the purpose of proving a person's age and containing a photograph of the person
- Foreign passport or similar travel document containing a photograph and the signature of the person<sup>2</sup>

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1. There are additional people who can certify documents – a full list is available from [oursuperfund.com.au/factsheets](http://oursuperfund.com.au/factsheets).
2. Documents that are written in a language that is not English **must** be accompanied by an English translation prepared by an accredited translator. An accredited translator is any person who is currently accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI) at the level of Professional Translator or above. Refer to [www.naati.com.au](http://www.naati.com.au) for further information.



**Part B: Acceptable secondary ID documents** – should only be completed if individual does not own a document from Part A

Select **one** valid option from this section

- Australian birth certificate
- Australian citizenship certificate
- Pension card issued by Department of Human Services (previously known as Centrelink)

And **one** valid option from this section

- A document issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits to the individual and which contains the individual's name and residential address
- A Notice of Assessment issued by the Australian Taxation Office within the preceding 12 months that contains the individual's name and residential address
- A document issued by a local government body or utilities provider within the preceding three months that records the provision of services to that address or to that person – the document must contain the individual's name and residential address
- If under the age of 18, a notice that was issued to the individual by a school principal within the preceding three months; and contains the name and residential address; and records the period of time that the individual attended that school

**Part C: Acceptable foreign ID documents** – should only be completed if individual does not own a document from Part A

**Both** documents from this section must be presented

- Foreign driver's licence that contains a photograph of the person in whose name it is issued and the individual's date of birth<sup>1,2</sup>
- National ID card issued by a foreign government containing a photograph and a signature of the person in whose name the card was issued<sup>1,2</sup>

**Section 2: Record of verification procedure**

**Financial adviser use only** – attach a legible, certified copy of the ID documents used to verify the individual (and any required translation).

ID document details	Document 1	Document 2 (if required)
Verified from	<input type="checkbox"/> Original <input type="checkbox"/> Certified copy	<input type="checkbox"/> Original <input type="checkbox"/> Certified copy
Document issuer	<input type="text"/>	<input type="text"/>
Issue date	<input type="text"/> (dd/mm/yyyy)	<input type="text"/> (dd/mm/yyyy)
Expiry date	<input type="text"/> (dd/mm/yyyy)	<input type="text"/> (dd/mm/yyyy)
Document number	<input type="text"/>	<input type="text"/>
Accredited English translation	<input type="checkbox"/> n/a <input type="checkbox"/> Sighted	<input type="checkbox"/> n/a <input type="checkbox"/> Sighted

**Financial planner details – Identification and verification conducted by:**

By completing and signing this Record of Verification Procedure, I declare that I have verified the identity of the individual as required by AML/CTF Rules and that this identification procedure has been performed by an AFSL holder or an authorised representative of an AFSL holder.

I understand and consent to my information being collected, disclosed and used in accordance with the fund's privacy policy, which is available by contacting the fund or visiting [oursuperfund.com.au](http://oursuperfund.com.au) (under the 'Privacy' link on the homepage).

AFS Licensee name	<input type="text"/>	AFS Licence number	<input type="text"/>
Financial planner's name	<input type="text"/>	Phone number	<input type="text"/>
Signature	<input type="text"/>	Date verified	<input type="text"/>

