

4. Proof of identity

You must provide **certified proof of identity** before your funds will be released, unless you have already provided this information within the last 12 months. If any of your personal details (i.e. name, postal or email address, bank account etc.) have changed in the past 12 months, or the identification documents you have previously provided have expired, you will need to resubmit updated certified proof of identity to us. We can request current certified proof of identification if this is considered necessary.

Primary identification documents

Please forward a certified copy of **ONE** of the following documents (see page 4 for a list of alternative documents and certification requirements):

- current Australian passport
- current foreign passport or similar travel document containing your photograph and signature*

Secondary identification documents

If you cannot provide one of the four PRIMARY identification documents listed above, then you must provide **TWO** certified SECONDARY documents. See page 4 for details.

* Documents written in a language other than English must be accompanied by an English translation prepared by an accredited translator.

5. Privacy of information

The personal information you provide on this form is collected by and held for First State Super by the fund administrator, Pillar Administration, in accordance with the Australian Privacy Principles of the *Privacy Act 1988 (Cth)*, for the purpose of administering your account and providing you with services associated with your fund membership. For further information about how your personal information is handled, please phone us on 1300 650 873 or visit firststatesuper.com.au/privacyandgovernance to view the privacy policy (a hard copy of the policy may also be provided on request). The policy contains information about how you may access and seek correction of your personal information, how you may complain about a breach of your privacy and other important information about how your personal information is collected, used and disclosed.



Send the form to this address.

6. Where to send your completed form

Return the completed form to **First State Super PO Box 1229 WOLLONGONG NSW 2500.**

Proof of identity

To protect your benefit entitlement and ensure your privacy is maintained, you must provide certified documentation verifying your identity before your application can be processed. This is a three-step process:

- 1 Collect your originals**
Collect your proof of identity document(s). We have listed the documents you can use below.
- 2 Photocopy your originals**
Photocopied originals must be properly certified.
- 3 Certify your photocopies**
Take your photocopies and your original documents to a person who can certify documents. A list of authorised certifiers and certification guidelines are included under **Certification of personal documents**.

You can provide:

<p>Either: A <u>certified</u> copy of <u>one</u> of the following documents:</p> <ul style="list-style-type: none"> current Australian passport current foreign passport or similar travel document containing a photograph and the signature of the person.* 	<p>Or:</p> <p><u>One</u> certified document from this list:</p> <ul style="list-style-type: none"> an Australian birth certificate or extract an Australian citizenship certificate issued by the Commonwealth. 	<p>AND</p> <p><u>One</u> certified document from this list:</p> <ul style="list-style-type: none"> a notice issued by the ATO within the last 12 months that shows your name and current residential address and the provision of financial benefits to the individual e.g. your last tax return a notice issued by utilities provider in the last three month e.g. rates notice, electricity or water bill.
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* Documents not written in English must be accompanied by an English translation prepared by an accredited translator.

Have you changed your name?

If you have changed your name, you will need to provide one of the following certified documents:

- marriage certificate issued by the Births, Deaths and Marriages Registration Office (please don't send your ceremonial certificate as this cannot be accepted)
- Deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office. If you have reverted to your maiden name on divorce, we will require a divorce certificate and a link document such as your marriage certificate showing your original maiden name.

For other acceptable name change documents, please contact us.

Certification of personal documents

All copied pages of original POI documents (including any change of name documents) need to be certified as true copies by an authorised person (see below). The authorised person must sight the original and the copy to ensure both documents are identical, then make sure all pages have been certified by writing 'I certify that this document is a true copy of the original', followed by their signature, printed name, qualification (e.g. Justice of the Peace, notary public, etc.) and date. The following people can certify copies of the originals.

If you are outside Australia, you can still have copies of your documents certified by consular staff at an Australian:

- Embassy
- High Commission
- Consulate.

If you are unable to reach an Australian Embassy, High Commission or Consulate, your documents can be certified by a:

- notary public
- Justice of the Peace
- Judge of the court
- Registrar or deputy registrar of a court.

i Samantha Sample has provided a copy of her identification that included **signature, full name, date of birth and current residential address.**

✓ The authorised person has sighted the original identification, and confirmed that the copy is a certified true copy.

✓ Details for the authorised person are included: full name, qualification, registration number (if applicable), date and signature.

Driver Licence

Samantha SAMPLE

Card Number
2 123 456 789

123 ANY ST
SUBURB NSW 2000

Licence No.
12345678

Donor
A

Licence Class
C

Conditions
S

Signature

Date of Birth
01 JAN 1980

Expiry
01 JAN 2015

"I certify that this document is a true copy of the original."

K Anderson

Name: Kate Anderson
Qualification: JP
Registration no: 123456
Date: 31 March 2013

Laws governing Commonwealth and New Zealand statutory declarations

Witnesses for an Australian Commonwealth Statutory Declaration

Only certain people may witness a Commonwealth statutory declaration. A list of people who can be witnesses is set out in Schedule 2 to the Statutory Declarations Regulations 1993 which can be accessed via the following link: www.ag.gov.au/Publications/Pages/Statutorydeclarations.aspx. Generally, they must have some connection to Australia. For instance a doctor who is registered to practise medicine in Australia may witness a Commonwealth statutory declaration when he or she is overseas but a doctor who is registered to practise medicine in a foreign country (and not in Australia) cannot witness a Commonwealth statutory declaration.

To make a Commonwealth statutory declaration overseas, you should be able to contact a person listed under Schedule 2 as an authorised witness at the nearest Australian Embassy, High Commission or Consulate. You may be charged a fee for this service. For details of an Australian Consulate close to you, go to www.dfat.gov.au/missions.

Witnesses for a New Zealand statutory declaration

Only certain people may witness a New Zealand statutory declaration. A list of people who can be witnesses is set out in Section 9 to the New Zealand Oaths and Declarations Act 1957 which can be accessed via the following link: <http://www.legislation.govt.nz/act/public/1957/0088/latest/DLM314553.html>

Tax file number

Under the *Superannuation Industry (Supervision) Act 1993*, your superannuation fund is authorised to collect your TFN, which will only be used for lawful purposes. These purposes may change in the future as a result of legislative change. The trustee of your superannuation fund may disclose your TFN to the Commissioner of Taxation or to another superannuation provider when your benefits are being transferred, unless you request the trustee of your superannuation fund in writing that your TFN not be disclosed to any other trustee. It is not compulsory to provide your TFN but if you don't, you may pay additional tax and your contributions may not be accepted.



Checklist

- Have you confirmed that your New Zealand KiwiSaver account can accept a transfer of your super money?
- Have you enclosed a certified copy of a utility bill?
- Have you enclosed an original letter/document from the KiwiSaver Fund showing their postal address?
- Have you had your statutory declaration witnessed by an authorised witness under the relevant statutory declaration.
- Have you enclosed a copy of a listed POI document(s), certified by an authorised certifier?

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