

COMPLETING PROOF OF IDENTITY

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Government Legislation states that you will need to provide documentation with a transfer request to prove you are the person to whom the superannuation entitlements belong.

ACCEPTABLE DOCUMENT

The following documents may be used.

EITHER	
ONE OF THE FOLLOWING DOCUMENTS:	
» Current Driver's licence issued under State or Territory law, or	» Passport
OR	AND
One of the following documents:	One of the following documents:
» Birth certificate or birth extract	» Letter from Centrelink regarding a Government assistance payment
» Citizenship certificate issued by the Commonwealth	» Notice issued by Commonwealth, State or Territory Government or local council within the past twelve months that contains your name and residential address. For example:
» Pension card issued by Centrelink that entitles the person to financial benefits.	- Tax Office Notice of Assessment
	- Rates notice from local council.

CERTIFICATION OF PERSONAL DOCUMENTS

All copied pages of ORIGINAL proof of identification documents (including any linking documents) need to be certified as true copies by any individual approved to do so (see below).

The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping "certified true copy" followed by their signature, printed name, qualification (eg Justice of the Peace, Australia Post employee, etc) and date.

The following can certify copies of the originals as true and correct copies

- » A permanent employee of Australia Post with two or more years of continuous service
- » A finance company officer with two or more years of continuous service (with one or more finance companies)
- » An officer with, or authorised representative of, a holder of an Australian Financial Services License (AFSL), having two or more years continuous service with one or more licensees
- » A notary public officer
- » A police officer
- » A registrar or deputy registrar of a court
- » A Justice of the Peace
- » A person enrolled on the Roll of a State or Territory Supreme Court or the High Court of Australia, as a legal practitioner
- » An Australian consular officer or an Australian diplomatic officer
- » A judge of a court
- » A magistrate, or
- » A Chief Executive Officer of a Commonwealth court.