

Member Super Facts

February 2012

Certifying your identification documents

did you know?

CareSuper's strict identification measures are in place to protect you and your super investment.

There have been recent reported cases in Australia of identity fraud and money laundering, involving organised crime groups producing counterfeit documents to access a range of financial information, including super accounts.

As part of our policy, we may ask you for additional certified identification documents if required.



Information helpline

For more information on CareSuper or any other super related topics, call the CareSuperLine on **1300 360 149**, email admin@caresuper.com.au or visit www.caresuper.com.au.

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ABN 91 006 670 060 AFSL 235226
CARE Super (Fund) ABN 98 172 275 725

Disclaimer

The information in this document is of a general nature. We have not taken into account your particular financial needs, circumstances and objectives. We recommend you read all the information available, assess your own financial situation and seek professional advice from a licensed financial adviser before deciding to make any decisions related to your super. While every care has been taken as to the accuracy of this information, CareSuper takes no liability for the correctness of this information.

The information contained in this fact sheet is correct at the time of preparation.

To protect your super investment, you are required by law to provide certified copies of your identification documents in certain circumstances, such as when transferring super from one fund to another, upon application for early release or when claiming your super on retirement.

What are certified copies?

Certified copies are copies of original documents that are signed and 'certified' as being true and correct copies of the originals by a justice of the peace, a practising solicitor or any other authorised person.

What if you have changed your name?

Your name must be the same as shown on your proof of identity. If you have changed your name, you will need to provide a certified copy of your change of name document; for example, your marriage certificate or change of name documentation.

Suitable documents to provide for proof of identity

A primary photographic identification document

- Driver's licence
- Passport

OR

A primary non-photographic identification document

- Birth certificate
- Citizenship certificate
- Centrelink pension card

AND

A secondary identification document

- Centrelink payment letter
- Government or local council payment notice (less than one year old) clearly showing your name and residential address

Transferring to a Self Managed Super Fund?

Call the CareSuperLine on **1300 360 149** for information on the additional requirements.

People authorised to certify documents

The following people can certify copies of original documents as true and correct copies:

- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having two or more years continuous service with one or more licensees
- a teacher employed on a full-time basis at a school or tertiary education institution
- a healthcare professional, such as medical practitioner, nurse, pharmacist or veterinary surgeon
- a Justice of the Peace
- a police officer
- a legal practitioner
- a marriage celebrant
- a minister of religion
- a finance company officer with two or more years of continuous service (with one or more finance companies)
- a member of a professional accounting association.

Turn over the page for a full list of people able to certify your documents.

How to obtain a certified copy of a document

You need to present a clear photocopy of your document, together with the original, to an authorised person to view and sign as being a 'certified true copy'.

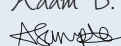
All pages must be certified as a true copy of the original, by writing or stamping 'certified true copy' on each page. The certification must include the certifier's signature, printed name, qualification (e.g. 'police officer'), a contact telephone number and that day's date.

Please note that the certification needs to contain an original signature. **Faxed copies of certified documents will not be accepted.**



Sample certification

I certify that this is a true copy.

Name: Adam B. Sample
Signature: 
Qualification: Police officer, Victoria Police
Dated: 30/06/2009
Contact no: 0123 456 789

Member Super Facts (continued)

From 25 August 2009, the following persons can certify documents as being a true copy of the original for the purpose of facilitating a superannuation benefit payment in cash, rollover or establishment of an income stream (pension).

Justice of the Peace/Police officer

- Holder of a statutory office not specified in another item in this list
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Teacher employed on a full-time basis at a school or tertiary education institution

Australia Post

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public

Legal

- Chief executive officer of a Commonwealth court
- Judge of a court
- Magistrate
- Notary public
- Person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described)
- Registrar or deputy registrar of a court
- Bailiff
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Legal practitioner
- Master of a court
- Patent attorney
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Sheriff
- Sheriff's officer
- Trade marks attorney

Medical

- Chiropractor
- Dentist
- Medical practitioner
- Nurse
- Optometrist
- Pharmacist
- Physiotherapist
- Psychologist
- Veterinary surgeon

Employment – Finance

- Officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees
- Bank officer
- Building society officer
- Credit union officer
- Finance company officer with 2 or more years of continuous service

Employment – Government

- Australian consular officer or an Australian diplomatic officer (within the meaning of the *Consular Fees Act 1955*)
- Employee of the Australian Trade Commission who is:
 - (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and
 - (c) exercising his or her function in that place
- Employee of the Commonwealth who is:
 - (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3(c) of the *Consular Fees Act 1955*; and
 - (c) exercising his or her function in that place
- Member of the Australian Defence Force who is:
 - (a) an officer; or
 - (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 2 or more years of continuous service; or
 - (c) a warrant officer within the meaning of that Act
- Member of:
 - (a) the Parliament of the Commonwealth; or
 - (b) the Parliament of a State; or
 - (c) a Territory legislature; or
 - (d) a local government authority of a State or Territory
- Permanent employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority; or
 - (c) a local government authority; with 2 or more years of continuous service who is not specified elsewhere in this list
- Senior Executive Service employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority

Professional affiliations

- Member of:
 - Institute of Chartered Accountants in Australia
 - National Institute of Accountants
 - Australian Society of Certified Practising Accountants
- Member of:
 - Association of Taxation and Management Accountants
 - Australasian Institute of Mining and Metallurgy
 - Chartered Secretaries Australia
 - Engineers Australia, other than at the grade of student
- Fellow of:
 - National Tax Accountants' Association