



Important

Please read this important information relating to Sections 3 and 4.

Important information

Superannuation funds are required to confirm your identity in certain circumstances.

The identification must be current (i.e. valid and not expired*) and the copy must have been certified in the three months prior to being received by CareSuper. CareSuper reserves the right to request additional ID information from you, if required.

* A passport that has expired within the last two years may also be accepted.

Changing 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.

If you are reverting to your maiden name, you will need to provide the following:

- A certified copy of the marriage certificate showing the change from your previous name, and
- Recent documentation showing that you are now legally referred to by your previous name – for example, a driver's licence, a recent bank statement, a statutory declaration, or tax assessment notices in both the old and new names showing the same tax file number.

Certifying your identification documents

Certified copies are copies of original documents that are signed and 'certified' as being true and correct copies of the originals by an authorised person.

In order to obtain a certified copy of a document you need to present a clear photocopy of your document, together with the original document, to an authorised person to view and certify as a true copy of the original.

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 number and that day's date.

Please note that the certification needs to contain an original signature. A certified copy must be the actual copy that has been certified. Faxed, scanned or photocopied images of the certified copy cannot be accepted. Additional requirements apply in New South Wales.

People authorised to certify documents

The following people can certify copies of original documents:[†]

- 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 a 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 member of a professional accounting association
- A notary public.

[†]Please note that CareSuper does not accept documentation that has been certified by family members.

Sample certification

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

Name: Adam B. Sample

Signature: *ASample*

Qualification: Police officer, Victoria Police

Dated: 30/06/2009

Contact no: 0123 456 789

For more information, including a full list of people able to certify documents, read **Certifying your identification documents**, available at caresuper.com.au/publications.

Your beneficiaries

A beneficiary must be a dependant – your spouse, child, or any person with whom you have an interdependency relationship at the time of your death. You can also nominate your Legal Personal Representative – for example, the executor of your Will or administrator of your Estate.

You must sign and date this form.

5. Member declaration

By providing my email and/or mobile, I understand that CareSuper can use my email and/or mobile to send me important information about my super electronically (including statements and notices of product and other changes to my account). I understand I can change my communication preferences by contacting CareSuper.

I authorise CareSuper to use or disclose any ID information provided to electronically match identity details against Government records or other identification sources. The identity match process may involve the use of the Australian Government's Document Verification Service and our third-party identity match provider.

The information provided above is true and correct, and I authorise CareSuper to update my account as requested.

Member's signature

Date (DD/MM/YYYY)



Return this completed form to:

CareSuper
Locked Bag 5087
Parramatta NSW 2124

For more information
call the CareSuperLine

1300 360 149