

Certifying your identification documents

Super funds are legally required to confirm your identity in certain circumstances – for example, when transferring super from one fund to another, upon application for early release of super or when claiming your super upon retirement.

ORIGINAL CERTIFIED COPIES

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. See page 2 for a list of authorised persons.

SUITABLE DOCUMENTS TO PROVIDE FOR PROOF OF IDENTITY

A current primary photographic identification document (must not be expired)

- Driver licence issued under state or territory law (both sides required)
- Passport*
- Proof of age card – issued by a state or territory government in your name with your photo and signature.

*Foreign passports must be current and, if not written in English, they must be accompanied by an English translation by an accredited translator (original document or certified copy of the translation accepted). An Australian passport that has expired within the last two years may also be accepted.

OR

A primary non-photographic identification document

- Birth certificate
- Citizenship certificate
- A current concession card as defined in the Social Security Act 1991

AND

A secondary identification document

- Centrelink payment letter
- Government notice (less than 12 months old) or local council payment notice (less than 3

months old) clearly showing your name and residential address

- Notice of assessment from the Australian Taxation Office issued in the last 12 months.

For other acceptable forms of identification call **1300 360 149**.

OTHERS ACTING ON YOUR BEHALF

If someone is authorised to act on your behalf, we must identify them (authorised third parties, attorneys or beneficiaries, including trustees and legal personal representatives), where applicable.

IF YOU’VE CHANGED YOUR NAME

Your name must be the same as shown on your proof of identity. If you’ve changed your name, you’ll also need to provide an original certified copy of your change of name document – for example, your marriage certificate or change of name documentation.

HOW 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 document.

All pages must be certified on the front as a true copy of the original document, 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) address and the date.

The certification must have an original signature. Faxed, scanned or photocopied images of the certified copy cannot be accepted.

Your identification must be current (i.e. valid and not expired) and the copy must have been certified in the last six months prior to being received by CareSuper.

! IMPORTANT: 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
Address: 20 Sample St, Sample town 3000
Signature: *[Handwritten Signature]*
Qualification: Police officer, Victoria Police
Dated: 30/03/2020



PEOPLE AUTHORISED TO CERTIFY DOCUMENTS

The following persons can certify documents as being a true copy of the original document for provision to CareSuper.

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 two 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, including a person authorised as a Notary Public in a foreign country
- 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
- Midwife
- Nurse
- Occupational therapist

- Optometrist
- Pharmacist
- Physiotherapist
- Psychologist
- Veterinary surgeon

Finance

- Officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more continuous years of service with one or more licensees.
- Financial advisor or planner

Any of the below with **two** or more years of continuous service:

- Bank officer
- Building society officer
- Credit union officer
- Finance company officer.

Government

- Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
- Employee of the Commonwealth or 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
- Member of the Australian Defence Force who is:
 - a) An officer
 - b) A non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with two 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
 - b) The Parliament of a State
 - c) A Territory legislature, or
 - d) A local government authority of a State or Territory.

- Permanent employee with two or more years of continuous service (who is not specified elsewhere in this list) of one of the following:
 - a) The Commonwealth or a Commonwealth authority
 - b) A State or Territory or a State or Territory authority
 - c) A local government authority.
- Senior Executive Service employee of:
 - a) The Commonwealth or a Commonwealth authority, or
 - b) A State or Territory or a State or Territory authority.
- SES employee of the Commonwealth

Other

- Architect
- Migration agent registered under Division 3 of Part 3 of the Migration Act 1958
- Police Officer
- Teacher employed on a full-time or part-time basis at a school or tertiary education institution
- Holder of a statutory office not specified in another item on this page
- 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

Professional affiliations

- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Governance Institute of Australia Ltd
- Engineer who is:
 - a) A member of Engineers Australia (other than student grade)
 - b) A Registered Professional Engineer of Professionals Australia
 - c) Registered as an engineer under a law of the Commonwealth, a State or Territory, or

(List continues on page 3.)

PEOPLE AUTHORISED TO CERTIFY DOCUMENTS CONTINUED

- d) Registered on the National Engineering Register by Engineers Australia.
- Accountant who is:
 - a) A fellow of the National Tax Accountants' Association, or
 - b) A member of any of the following:
 - i. Chartered Accountants Australia and New Zealand
 - ii. The Association of Taxation and Management Accountants
 - iii. Certified Practising Accountant (CPA) Australia, or
 - iv. The Institute of Public Accountants.



CERTIFYING DOCUMENTS OVERSEAS

If you are overseas, the following persons can certify your identification documents. Please request the Certifier to include an address on their certification:

- A person authorised as a notary public in a foreign country
- A person in a foreign country who is authorised by law in that jurisdiction to administer oaths or affirmations or to authenticate documents
- An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
- 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.



WE'RE HERE TO HELP



1300 360 149 8am to 8pm Monday to Friday (AET)



CareSuper, Locked Bag 20019, Melbourne VIC 3001



caresuper.com.au/getintouch



caresuper.com.au

Disclaimer: When writing this document none of your personal financial needs, circumstances and objectives were considered, making all advice in this document general. Before making any super-related decisions, we recommend reading all available information, assessing your financial situation and seeking expert advice from a licensed or authorised financial adviser. We've taken all reasonable care to ensure the accuracy of this information, as required by law, but do not accept liability for any loss, direct or indirect, as a result of reliance on the information in this document.



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