

## Member Super Facts

May 2016

# Certifying your identification documents



### did you know?

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

In Australia there have been reported cases of identity fraud and money laundering involving organised crime groups producing counterfeit documents to access financial information, including super accounts.

As part of our policy, we may ask you for additional certified identification documents (if required). CareSuper may also conduct electronic verification of your ID, subject to your authorisation.



### 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](mailto:admin@caresuper.com.au) or visit [caresuper.com.au](http://caresuper.com.au).

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#### Disclaimer

The information provided in this document is about CareSuper. It is general information only and does not constitute advice. All information in this document is believed to be accurate at the time of preparation and may change. You should assess your own financial situation and needs and read the appropriate Product Disclosure Statement prior to making any decision based on this information.

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.

### 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.



CareSuper must identify any authorised third parties, attorneys or beneficiaries, including trustees and legal personal representatives, where applicable.

### 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 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.

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

\* Please note that CareSuper does not accept documentation that has been certified by family members.

### 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
- Concession card as defined in the *Social Security Act 1991*

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

Contact CareSuper for other acceptable forms of identification.

Identification documentation must be current (not expired) at the time it is provided. However, an Australian passport that has expired within the last two years can also be used for certification purposes.

### 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.

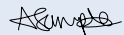
All pages must be certified as a true copy of the original document, by writing or stamping 'certified true copy' on each page. The certification must include the certifier's signature, printed name, qualification (e.g. police officer), a contact telephone number and that day's date. Additional requirements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

Please note that the certification needs to contain an original signature. **Faxed, scanned or photocopied images of the certified copy cannot be accepted.**

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

### Sample certification

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

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

## Member Super Facts (continued)

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

### 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 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
- Nurse
- Optometrist
- Pharmacist
- Physiotherapist
- Psychologist
- Veterinary surgeon

### Employment – 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
- Bank officer
- Building society officer
- Credit union officer
- Finance company officer with two 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 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; 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 two 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