

Proof of identity requirements

Australia's \$1.3 trillion super pot represents a big and growing temptation for criminals, with identity theft the biggest risk when it comes to safeguarding your money. And no-one is immune. That's why super funds will ask you to provide certain information and documents about your identity when you request money from your account. We need to be sure that it's you asking for the money. So although getting your identity documents together to access your money may seem like an unnecessary hassle, we can assure you it's essential. Your protection is our top priority.

When do I need to prove my identity?

All super funds, including Sunsuper, will ask you to provide certified identification before paying any money out - either to you directly or to another fund. The most common transaction types are:

- transferring to another fund - including a self managed super fund
- applying for a benefit payment - such as retirement, unrestricted super claim, severe financial hardship or compassionate grounds claim
- setting up a Sunsuper pension.

What is an acceptable identification document?

Any **one** of the following documents will be accepted as primary identification:

- A drivers licence or permit issued under a law of a State or Territory or equivalent authority of a foreign country that contains your photo, name, residential address and date of birth (please copy and certify both front and back sections if relevant).
- A passport issued by the Commonwealth.
- A card issued under a law of a State or Territory for the purpose of proving the person's age which contains your photo, name and date of birth (please copy and certify both front and back sections if relevant).
- A passport or a similar document issued for the purpose of international travel or a national identity card issued for the purpose of identification that:
 - A. contains your photo, name and signature,
 - B. is issued by a foreign government, the United Nations or an agency of the United Nations, and
 - C. if it is written in a language that is not understood by the person carrying out the verification, is accompanied by an English translation prepared by an accredited translator.

If you cannot provide us with one of the documents outlined above, then we may accept any **two** of the documents listed in the table on page two. That is, one document from each of the columns in the table. It's important to note we cannot accept documents that have expired. We also reserve the right to request additional information to verify your identity before paying your benefit claim.

Call 13 11 84 (+61 7 3121 0700 when overseas) | Web sunsuper.com.au | Mail GPO Box 2924 Brisbane Qld 4001 | Fax 07 3016 7722

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We are committed to respecting your privacy. Our privacy policy sets out how we do this. If you would like a copy of Sunsuper's privacy policy, please call us on 13 11 84 or go to our website at sunsuper.com.au. If you do not want to receive this publication in the future, please let us know.

Sunsuper Pty Ltd
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AFSL No. 228975
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Trustee and issuer of the
Sunsuper Superannuation Fund
ABN 98 503 137 921
SPIN SSR 0100 AU

One document from here

- A birth certificate or birth extract issued by a State or Territory,
- A citizenship certificate issued by the Commonwealth,
- A citizenship certificate issued by a foreign government,
- A birth certificate issued by a foreign government, the United Nations or an agency of the United Nations,
- A pension card issued by Centrelink that entitles you to financial benefits,
- A healthcare card issued by centrelink that entitles you to financial benefits.

and

One document from here

A notice that:

- a) was issued to you by the Commonwealth, a State or a Territory within the preceding 12 months,
- b) contains your name and your residential address, and
- c) records the provision of financial benefits to you under a law of the Commonwealth, State or Territory (as the case may be).

A notice that:

- a) was issued to you by the Australian Taxation Office within the preceding 12 months,
- b) contains your name and your residential address, and
- c) records a debt payable to or by you to the Commonwealth under Commonwealth law relating to taxation.

A notice that:

- a) was issued to you by a local government body or utilities provider within the preceding three months,
- c) contains your name and your residential address, and records the provision of services by that local government body or utilities provider to your address or to that person.

In relation to a person under the age of 18, a notice that:

- a) was issued to you by a school principal within the preceding three months,
- b) contains your name and your residential address, and records the period of time you attended the school.

Note: If any of the approved documents have been issued by a foreign government and are written in a language that is not understood by the person carrying out the verification, the documents must be accompanied by an English translation prepared by an accredited translator.

What if you've recently changed your name?

If you have changed your name and have not yet advised us (or the other superannuation fund) you will need to provide what is called a 'linking document'. A linking document is used to prove a relationship exists between two (or more) names.

Examples of acceptable linking documents are:

- certificate from Births Deaths and Marriages Registration Office or relevant government source from the issuing country (i.e. marriage certificate or change of name)
- deed poll or decree nisi.

What do we mean by certified?

We understand you'll want to provide us with copies of your identification documents, rather than the originals. That's fine, but you must have them 'certified' as a true copy of the original. This means a person who is authorised to certify documents (see the section below) must sight the original and the copy of the documents to make sure both documents are identical, and then 'certify' all copied pages as true copies by writing or stamping 'certified true copy' on them. They must also sign and print their name on the document and record their qualification (e.g. Justice of the Peace) and the date.

Who can certify your identification documents?

Only certain people are authorised to certify documents. This basically includes all those people who are currently authorised to witness a statutory declaration under the Statutory Declarations Regulations 1993 (Commonwealth), Schedule 2, Part 1 (occupations) or Part 2 (other persons - essentially, office holders). Some of those people are listed below:

- a Justice of the Peace, Commissioner of Declarations, or Commissioner of Affidavits
- a police officer, sheriff or sheriff's officer
- a judge of a court, or a magistrate
- a registrar or deputy registrar of a court
- a notary public officer
- an officer, or authorised representative of an Australian Financial Services Licence (AFSL) holder, having five or more years continuous service with one or more licensees
- a permanent employee of Australia Post with five or more years of continuous service
- a finance company officer with five or more years of continuous service (with one or more finance companies)
- a person enrolled on the roll of a state or territory Supreme Court or the High Court of Australia as a legal practitioner
- a Chief Executive Officer of a Commonwealth court.

If you are unable to locate any of the above certifiers, others may be accepted. We recommend you contact us to confirm who else will be accepted.

What does a certified identity document look like?

This is what a certified proof of identity document should look like:

Copy of the document that identifies you, (i.e. your passport or driver's licence - front and back)

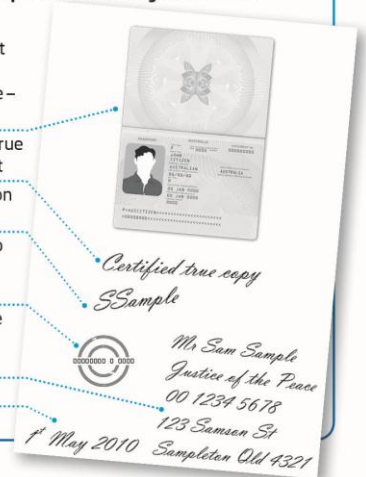
Write or stamp "certified true copy" of original document

Have the authorised person sign the document

Authorised person's stamp and registration number (if applicable)

Name, qualification, phone number and address of authorised person, and

Date of authorisation



Certified true copy

S Sample



Mr Sam Sample
Justice of the Peace
00 1234 5678
123 Samson St
Sampleton Qld 4321

4 May 2010

What if you live overseas?

If your claim is submitted from outside Australia, we still require certified identification documents before we can pay out your benefit.

The list of acceptable documents is still the same, however, we can only accept certified identification documents that are signed by one of the following people:

1. a notary public
2. police officer of an overseas force
3. judge of a court in an overseas jurisdiction
4. magistrate in an overseas jurisdiction
5. an Australian consular officer or an Australian diplomatic officer (within the meaning of the *Consular Fees Act 1955*).

The person who is authorised to certify documents must sight the original and the copy to make sure both documents are identical, and then 'certify' all copied pages as true copies by writing or stamping 'certified true copy' followed by their signature, printed name, qualification (e.g. police officer) and date. We also require evidence of the certifier's status. Examples of what is acceptable include:

Police Officer	Details of their police badge number
Judge or Magistrate	Certificate of their appointment to their position

Need more information?

Sunsuper can provide you with the help and advice you need, whether you have a simple question or would like to consider your total financial situation. Our member advice specialists can answer most of your questions about your super simply and quickly over the phone¹. If it's something more complex, you can arrange a meeting with a financial planner. Our planners can give you advice on many aspects of your finances – not just super.

¹The Member Advice Centre provides general and scaled financial advice about your Sunsuper accounts through representatives of Sunsuper Pty Ltd (ABN 88 010 720 840, AFSL No. 228975) or Sunsuper Financial Services Pty Ltd (ABN 50 087 154 818, AFSL No. 227 867). More complex financial planning services are provided through Sunsuper Financial Services Pty Ltd, a wholly owned subsidiary of Sunsuper.