Providing proof of your identity

You can prove your identity (ID) in one of two ways:

- Electronic verification
  Go to Page 2

  OR

- Providing copies of certified physical ID documents
  Follow steps 1-4 below

How to certify physical copies of your ID:

1. Photocopy both sides of your ID (as applicable):

   The photocopy should:
   - be easy to read
   - show your current ID in full (expired ID won’t be accepted)
   - be less than six months old when we receive it
   - have your current residential address on it.

   See ‘Proof of ID for certified documents’ on page 2 for acceptable forms of ID.

2. Take your photocopied and physical ID to someone who can certify your ID:

   A police officer
   A medical practitioner
   A post office employee*

3. Get them to certify your ID:

   Compare
   The certifier should compare the photocopy to your original ID.

   Stamp or write the certification
   “I certify that this document is a true copy of the original sighted by me...”

   Include the date
   “…on this day [date],[month],[year]”

   Their signature

   Their personal details
   Name, qualification and registration number.

4. Send copies of your certified ID to us:

   GPO Box 1901, MELBOURNE VIC 3001
   australiansuper.com/email

* Australia Post charges a fee for each photocopy you need to get certified. The certifier must be a permanent employee of Australia Post with at least two years of continuous service.
### Proof of ID for certified documents

<table>
<thead>
<tr>
<th>I want to</th>
<th>How much</th>
<th>What ID you need to give us</th>
<th>Electronic ID verification available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open an account based pension</td>
<td>Any amount</td>
<td>Driver's licence or passport</td>
<td>YES</td>
</tr>
<tr>
<td>Change the bank account my account based pension is paid into</td>
<td>Not applicable</td>
<td>Driver's licence or passport</td>
<td>NO</td>
</tr>
<tr>
<td>Rollover to another regulated super fund</td>
<td>Any amount</td>
<td>Your Tax File Number (in the form)</td>
<td>OR</td>
</tr>
<tr>
<td>Rollover to a SMSF</td>
<td>Up to $75,000</td>
<td>Driver's licence or passport</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>Over $75,000</td>
<td>Driver's licence or passport</td>
<td>AND</td>
</tr>
<tr>
<td>Withdrawals</td>
<td>Up to $10,000</td>
<td>Driver's licence or passport</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>Over $10,000 up to $50,000</td>
<td>Driver's licence or passport</td>
<td>AND</td>
</tr>
<tr>
<td></td>
<td>Over $50,000 up to $75,000</td>
<td>Driver's licence or passport</td>
<td>AND</td>
</tr>
<tr>
<td></td>
<td>Over $75,000</td>
<td>Driver's licence or passport</td>
<td>AND</td>
</tr>
</tbody>
</table>

The ID documents you submit must be current and not expired. If using your driver’s licence, you will need to copy both sides. Bills or bank statements must have the same residential address as your AustralianSuper account. AustralianSuper reserves the right to request additional certified identification documents where required.

### Electronic verification

The easiest way to verify your identity is electronically. If electronic verification is available (refer to the table above), simply complete the relevant form and provide the details of any TWO of the following documents where specified:

- Passport
- Driver’s licence
- Medicare card

We’ll check your details against a database to verify your identity. You won’t need to provide physical copies unless we’re unable to verify your details against the database.

This option isn’t available if you want to change the bank account for your account-based pension payments.

### Other ways to prove your identity

If you don’t have a driver’s licence or passport you will need to have two documents physically certified (see page 1):

**One of these:**

- birth certificate or birth extract
- citizenship certificate issued by the Commonwealth, or
- pension card issued by Centrelink that entitles a person to financial benefits.

**And one of these:**

- a letter from Centrelink regarding a government assistance payment (less than 12 months old)
- Australian Taxation Office notice of assessment (less than 12 months old), or
- rates notice (less than 12 months old).

All ID should show your name and residential address.

### Can’t get to a post office or police station?

These other people are allowed to certify documents:

- a finance company officer with two or more years of continuous service (with one or more finance companies)
- 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 notary public officer*
- a registrar or deputy registrar of a court*
- a „Justice of the Peace“*
- a person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia, as a legal practitioner
- an Australian consular officer or an Australian diplomatic officer*
- a judge of a court*
- a magistrate*, or
- a Chief Executive Officer of a Commonwealth court
- a Pharmacist, Dentist or Optometrist.

### Signing for others and name changes

If you’re signing for others or have changed your name, you’ll also need to provide a certified copy of a linking document. Linking documents for name changes include a marriage certificate, deed poll or change of name certificate. Linking documents for signing on someone else’s behalf include a Power of Attorney or guardianship papers.

If you can’t use electronic verification, or provide physical copies of certified ID, please contact us.

### Contact us

<table>
<thead>
<tr>
<th>Call</th>
<th>1300 300 273 (8am to 8pm AEST/AEDT weekdays)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>australiansuper.com/email</td>
</tr>
<tr>
<td>Web</td>
<td>australiansuper.com</td>
</tr>
<tr>
<td>Mail</td>
<td>GPO Box 1901, MELBOURNE VIC 3001</td>
</tr>
</tbody>
</table>

* If you live overseas these people can certify your documents.

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