

## ▶ Providing proof of identity

To protect your super, you must provide proof of identity when you withdraw your super, roll over out of the Fund and when you purchase a pension.

### How to certify your documents

#### 1 Organise your ID documents

Decide which documents you'll be certifying - you'll find a list of acceptable documents below.

#### 2 Have copies of your ID documents certified

Take a photocopy of your ID and give both the original and the copy to an approved person (see overleaf) to have the copy certified.

The person certifying your ID must compare both documents and state that the copy is a 'true and correct copy of the original'.

#### 3 Return the certified copies by mail to us

Return the certified copies by post to us.

We cannot accept ID that has been faxed, emailed or photocopied because we must have the documents with the certifier's original signature on it.

**“ The security of your super is a high priority for us, so we have stringent verification procedures that are designed to protect you and your super from fraudulent and illegal activities ”**

### Which identification documents are acceptable?

You can choose between **Option A** or **Option B** below. If any of the documents are not in English, you'll need to provide an accredited English translation.

#### Option A

A certified photocopy of one of the following:

- a current Australian or foreign photo driver's licence (both sides)
- a current identity card or Proof of Age card
- an Australian passport (that did not expire more than two years ago); or
- a current foreign passport that shows your photo and signature

#### Option B

One certified copy from this list:

- an Australian birth certificate or birth extract
- a birth certificate issued by a foreign government; or
- a current Australian Centrelink pension card
- proof of citizenship

AND One certified copy from this list:

- a Centrelink payment letter (less than 12 months old) that shows your name and current residential address
- an ATO notice of assessment (less than 12 months old) that shows your name and current residential address; or
- a notice issued by the state or federal government, local council or utilities provider that is not more than three months old and shows your name and current residential address

**! Your full name, date of birth and residential address on your ID documents must match the information that is in our records. If you've changed your name, you will need to provide a certified copy of your change of name document (e.g. marriage certificate)**

## Your ID must be properly certified

The person certifying your documents must certify each page of each document by writing or stamping 'true and correct copy of the original', followed by their signature, printed name, qualification, years of service and the date.

The example on the right shows a correctly certified driver's licence.

## Who can certify your ID documents?

### If you are living in Australia

Staff in Maritime Super's Sydney and Melbourne offices can certify copies of your identification documents, along with our financial planners based in Perth and Brisbane.

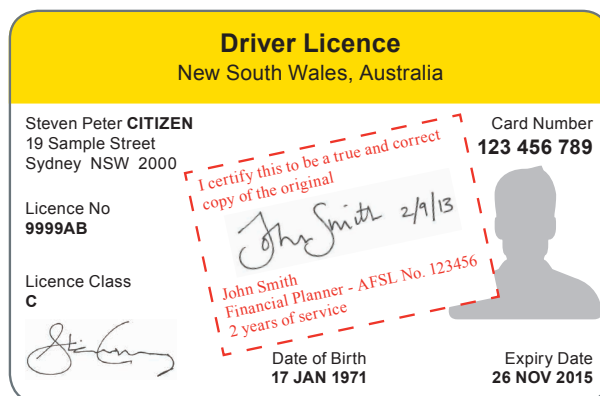
The following people can also certify copies of your documents:

- a bailiff, Sheriff or Sheriff's officer
- a chiropractor or physiotherapist
- a dentist
- a full-time teacher at a school or tertiary education institution
- a Justice of the Peace
- a legal practitioner
- a medical practitioner
- a nurse
- an optometrist
- a pharmacist
- a police officer
- a registered tax agent
- a Commissioner for Declarations
- a veterinary surgeon
- a permanent employee of Australia Post with two or more years of service
- a Registrar, or Deputy Registrar, of a court
- a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- a permanent employee of a Commonwealth, State or Local Government Authority with two or more years of service
- an authorised representative of, or officer with, an Australian Financial Services Licensee with two or more years service
- an officer of a bank, building society, credit union or finance company with two or more years of service

### If you are living overseas

We can only accept certified identification documents that are signed by one of the following people:

- an Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- a registrar, Deputy Registrar or CEO of a Commonwealth Court
- a police officer
- an authorised employee of the Australian Trade Commission
- an authorised employee of the Commonwealth of Australia
- a Notary Public



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