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Among the reforms introduced by the Commonwealth Government in relation to anti-money laundering and counter-terrorism financing (AML/CTF) is the requirement for those claiming super entitlements to provide proof of identity.

This means that you, or your representative (if applicable), are required to provide proof of identity when applying for the payment of a cash entitlement.

Super SA must be able to verify your name and **either** your date of birth or residential address from:

- an original document or
- a certified copy or
- a certified extract from an original document.

The source documents may be either:

- a primary photographic identification document or
- both a primary non-photographic identification document and a secondary identification document.

The documents must be valid and not have expired. The only exception to this is a passport, providing it expired less than two years ago.

A primary photographic identification document is one of the following:

- a driver's licence containing your photograph
- a passport issued by the Commonwealth of Australia
- a passport or similar document issued for international travel purposes by a foreign government, the United Nations or an agency of the United Nations, which contains your photograph and signature. If necessary, you must also provide an English translation prepared by an accredited translator, unless the person who sights the document understands the language it is written in.

A primary non-photographic identification document is one of the following:

- a birth certificate or birth extract issued by an Australian State or Territory
- a citizenship certificate issued by the Commonwealth Government
- a citizenship certificate issued by a foreign

- government. If necessary, you must also provide an English translation prepared by an accredited translator, unless the person who sights the document understands the language it is written in
- a birth certificate issued by a foreign government, the United Nations or an agency of the United Nations. If necessary, you must also provide an English translation prepared by an accredited translator, unless the person who sights the document understands the language it is written in
- a pension card issued by Centrelink that entitles you to financial benefits.

A secondary identification document is one of the following documents containing your name and residential address:

- a notice issued to you by the Commonwealth, or a State or Territory government within the preceding 12 months, that shows you have received financial benefits from that government
- a notice issued to you by the Australian Taxation Office within the preceding 12 months which records details of a Commonwealth tax debt or rebate
- a notice issued by a local government body or utilities provider within the preceding three months which records the provision of services to you or your address.

If you do not have any of the documents listed above, please contact Super SA to discuss your options.

Providing the documents to Super SA

Identification documents can be provided either as original documents or as certified copies of original documents.

If you provide original documents please bring them to Super SA, Ground Floor, 151 Pirie Street (enter from Pulteney Street), Adelaide.

A Super SA staff member will sight the documents and take a photocopy for our records and return the originals to you immediately.



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If you provide certified copies then you can post the documents or deliver them in person to Super SA when you apply for payment of your cash entitlement. Super SA will retain these documents.

Who can certify a copy of your identification document(s)

Under AML/CTF rules there are 15 categories of people who are able to certify that copies of your documents are true extracts of the originals:

- a 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
- a court judge
- a magistrate
- a chief executive officer of a Commonwealth court
- a registrar or deputy registrar of a court
- a Justice of the Peace
- a notary public
- a police officer.
- an agent of Australia Post who is in charge of an office supplying postal services to the public

- a permanent employee of Australia Post with two or more years continuous service who is employed in an office supplying postal services to the public
- an Australian consular officer or an Australian diplomatic officer
- an officer with two or more continuous years of service with one or more financial institutions
- an officer with two or more continuous years of service with one or more finance companies
- an officer or authorised representative of a holder of an Australian financial services licence, with two or more continuous years of service with one or more licensees
- a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years of continuous membership.

Further information

To find out more about the AML/CTF reforms visit the Commonwealth Government Attorney-General's Department website at www.ag.gov.au/aml or the Australian Transaction Reports and Analysis Centre, (AUSTRAC) website at www.austrac.gov.au.

If you have any general enquiries about accessing your super entitlement, contact Super SA.

Contact us

Address

Ground floor,
151 Pirie Street
Adelaide SA 5000
(Enter from Pulteney Street)

Postal

GPO Box 48, Adelaide, SA 5001

Call (08) 8207 2094 or
1300 369 315

Email supersa@sa.gov.au

Website

www.supersa.sa.gov.au

Disclaimer

The information in this document is intended to help you understand your entitlements in the SA Ambulance Service Superannuation Scheme. Super SA does its best to make sure the information is accurate and up to date. However, you need to be aware that it may not include all the technical details relevant to the topic. For the complete rules of the SA Ambulance Service Superannuation Scheme, please refer to the Trust Deed and Regulations that operate pursuant to an Act of State Parliament, *the Superannuation Act 1988*. The Trust Deed and accompanying Regulations set out the rules under which the SA Ambulance Service Superannuation Scheme is administered and entitlements are paid. You can access a copy of the Trust Deed and Regulations from the Super SA website.

The SA Ambulance Service Superannuation Scheme is an exempt public sector superannuation scheme and is not regulated by the Australian Securities and Investments Commission (ASIC) or the Australian Prudential Regulation Authority (APRA). Super SA is not required to hold an Australian Financial Services Licence to provide general advice about the SA Ambulance Service Superannuation Scheme.

The information in this document is of a general nature only and has been prepared without taking into account your objectives, financial situation or needs. Super SA recommends that before making any decisions about the SA Ambulance Service Superannuation Scheme you consider the appropriateness of this information in the context of your own objectives, financial situation and needs and seek financial advice from a licensed financial adviser in relation to your financial position and requirements.

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