

Please complete all the details on this form in **BLOCK LETTERS** using a **BLACK PEN** and return the signed original to Super SA.

## 1. PERSONAL DETAILS

### Account ID

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Mr  Ms  Miss  Mrs  Dr  Prof

Surname

Given name(s)

Residential address

Postcode

Postal address (if different from above)

Postcode

Date of birth / /

Email\*

Telephone\* (M)

(W)

(H)

Name of agency

Employee number

Date ceased employment / /

\*By providing your email address and/or telephone number(s) you are agreeing to receive, from Super SA, or an organisation on behalf of Super SA, marketing communications including newsletters, announcement, invitations or surveys. You may opt out of these marketing communications at any time by updating your communication preferences in our online member portal or by contacting Super SA. If you opt out of marketing communications, you will still receive any important account information from us.

### Contact us

#### In person

Ground floor, 151 Pirie Street  
Adelaide SA 5000

#### Postal

GPO Box 48, Adelaide, SA 5001

#### Call

(08) 8207 2094 or 1300 369 315 (for regional callers)

#### Website

www.supersa.sa.gov.au

### IMPORTANT

- When considering withdrawing your entitlement we strongly suggest you seek financial advice.
- If you wish to apply for the release of your entitlements on the grounds of total and permanent disablement, do not complete this form. Instead, you need to complete the *Claim for Disablement Entitlements* form.

## 2. TYPE OF ENTITLEMENT APPLIED FOR

Please **ONLY** complete PART A or PART B of this section. **Please note that PART B is over the page.**

### PART A

**Please complete Part A if you are under age 55:**

- I am under 55 years of age and have ceased SA public sector employment. (If this does not apply to you then you need to complete **PART B** of this section)

**Please tick at least one of the following options:**

- I wish to retain my entitlement in Super SA Select.
- I wish to roll over my entitlement into the Super SA Flexible Rollover Product (min. \$1,500). (Please also complete an *Application to Purchase* form available in the Flexible Rollover Product PDS.)
- I wish to roll over my entitlement into another complying super fund. (Please ensure you complete section 4.)
- I wish to receive my unreserved entitlement and roll over any preserved entitlement to another complying super fund. (Please ensure you complete section 4, 5 and comply with section 6.)
- I wish to receive my unreserved entitlement and retain my preserved entitlement in Super SA Select. (Please ensure you complete section 4, 5 and comply with section 5.)
- I declare that my Temporary Resident Visa has expired or been revoked and I am leaving or have left Australia to permanently reside overseas and I wish to have my total entitlement paid directly to me. (Please also complete a *Departing Australia Superannuation Payment (DASP)* online application, available on the Australian Taxation Office website at [www.ato.gov.au/forms/applying-for-a-departing-australia-super-payment](http://www.ato.gov.au/forms/applying-for-a-departing-australia-super-payment))
- I believe that my entitlement is less than \$200 and I wish to have it paid directly to me. (Please ensure you comply with section 6.)



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## PART B

**Please tick which option applies to you:**

- I am between 55 and 60 years of age and have/have not (please delete whichever is not applicable) ceased employment and have permanently retired from the workforce.
- I am at least 60 years of age and have ceased employment since reaching age 60.
- I am at least 65 years of age and have ceased employment.

**Please tick at least one of the following options:**

- I wish to retain my entitlement in Super SA Select.
- I wish to roll over my entitlement into the SuperSA Flexible Rollover Product (min \$1,500).  
(Please also complete an *Application to Purchase* form available in the Flexible Rollover Product PDS.)
- I wish to roll over my entitlement into the SuperSA Income Stream (min \$30,000).  
(Please also complete an *Application to Purchase* form available in the SuperSA Income Stream PDS.)
- I wish to roll over my entitlement into another complying super fund.  
(Please ensure you complete section 4.)
- I wish to receive my unpreserved entitlement and roll over any preserved entitlement to another complying super fund.  
(Please ensure you complete section 4, 5 and comply with section 6.)
- I wish to receive my unpreserved entitlement and keep any preserved entitlement with SuperSA.  
(Please ensure you complete section 4, 5 and comply with section 6.)
- I wish to have my entitlement paid directly to me.  
(Please ensure you complete section 5 comply with section 6.)

In accordance with Commonwealth Government legislation, the preserved portion of your entitlement cannot be taken in cash until you have reached your preservation age and permanently retired from the workforce. Your preserved entitlement must be retained in SuperSA Select or rolled over into another complying super fund.

**Please complete Section 4 and/or 5.**

Providing your TFN will ensure that your entitlement is taxed concessionaly. If you choose not to provide your TFN, part of your entitlement will be taxed at the highest marginal rate.

Declining to provide your TFN is not an offence.



## 3. TAX FILE NUMBER

**Tax file number**

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## 4. REQUEST TO ROLL OVER AN ENTITLEMENT INTO ANOTHER COMPLYING SUPER FUND

### Rolling over to more than one fund?

If you wish to roll over your entitlement to more than one fund, please attach the relevant documentation to this application.

Note: if we are unable to verify that the rollover super fund is a complying fund, we will require you to provide a letter of compliance from the fund.



Please complete this section if you want to roll over any part of your entitlement into another complying super fund. All rollover payments will be forwarded direct to the fund you nominate below.

Name of rollover fund \_\_\_\_\_

Rollover fund ABN \_\_\_\_\_

New policy/member number \_\_\_\_\_

New Rollover Fund Unique Superannuation Identifier (USI) \_\_\_\_\_

All Self Managed Super Fund (SMSF) payments will be sent c/- the fund details as registered with the ATO.

Please ensure this information is up to date.



### Rollover payment details

If you wish to roll over a portion of your entitlement and receive an electronic funds transfer from SuperSA for the remaining portion, please enter the details below and complete section 7.

Amount to be rolled over \$ \_\_\_\_\_

Amount to be taken in cash (gross) \$ \_\_\_\_\_

## 5. ELECTRONIC TRANSFER OF FUNDS

### Important

If you wish to nominate a new bank account for your benefit to be paid to, we require you to provide a bank statement (eg a printed statement or online statement from a bank or credit union) for the account. These statements need to be current (ie less than 12 months old) and must show your BSB, account number and your full name on the account.



### Electronic transfer of funds

Complete this section if you wish to have all or part of your entitlement paid directly to you via electronic funds transfer.

#### Complete the following:

Name of financial institution \_\_\_\_\_

Branch \_\_\_\_\_

Account name (account holder name) \_\_\_\_\_

BSB number (compulsory)    -

Account number    -    -

When completing your account details, please use numbers only. Characters and symbols will not be recognised. For more information, contact your financial institution.



### Please note

Payments cannot be made to third party accounts, credit cards or overseas accounts.

Super SA does not accept responsibility for rejection of transfer due to incorrect account details being provided by you.

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## 6. PROOF OF IDENTITY

We will contact your agency to confirm your employment termination details.

After Super SA receives all your information and employer contributions, cash and funds between Super SA products aims to be paid in five working days and all other funds will take 10 days to process.



**If you are applying for all or part of your entitlement to be paid directly to you, you must provide us with certified Proof of Identity together with your application.**

SuperSA must be able to verify your name and either your date of birth or residential address from an original document, a certified copy or a certified extract from an original copy.

Documents may be either:

- a primary photographic identification document (such as a current driver's licence or Australian passport), or
- both a primary non-photographic identification document (such as a birth certificate or citizenship certificate) and a secondary identification document (such as a Tax Notice Assessment or council rates).

Documents can be certified by authorised persons such as a Justice of the Peace or a police officer. If you would like to provide original documents please bring them to the SuperSA Member Centre. We will sight the documents and take a photocopy for our records and return the originals to you immediately.

If you are overseas, you need to have your documents certified by an Australian consular officer, an Australian diplomatic officer or you should contact Super SA for alternative arrangements.

For more information see the *Proof of Identity* fact sheet attached.

**Please complete the Member Declaration on page 5.**

### CHECKLIST

Before SuperSA can process your payment you need to complete all sections on this form and provide all requested information.

- I have completed my personal details (section 1).
- I have indicated my entitlement type (section 2).
- I have supplied SuperSA with my Tax File Number (TFN) (section 3).
- I have provided my payment details if I am electing to roll over (section 4).  
(Please ignore this section if you are not rolling over to another fund.)
- I have provided the required proof of identity documents (section 6) if I am applying for all or part of my entitlement to be paid directly to me. (Please see the *Proof of Identity* fact sheet for more information.)
- I have signed the Member Declaration (section 7).
- I am a casual employee and I have read the terms outlined in the Casual Employee Waiver and Declaration (section 7), if applicable.
- I understand that my application cannot be processed until all contributions have been received from my pay office.

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## 7. MEMBER DECLARATION

I declare that the information I have provided on this form is true and correct and understand that:

- Once my payment has been made I will not be able to change my instructions.
- The unit price used to calculate my payment is the unit price at, or immediately prior to, the date of processing the payment.

### CASUAL EMPLOYEE WAIVER AND DECLARATION

- I understand that if I am a casual employee who worked nine or more hours per week, I am taken to remain in employment for a period of 12 months after the last time I performed work for the SA public sector.
- I understand that by signing this declaration I am confirming that I have ceased employment with the SA public sector and this is a notice to the Board to cease the 12 month period from the date of signing this declaration.
- I understand that by signing this declaration I am terminating my membership with Super SA Select and any Death and Total and Permanent Disablement Insurance and Income Protection Insurance will be cancelled from the date of signing this declaration.
- I understand that any partial payment will be withdrawn from my selected investment options in proportion to the balance held in each.

Signature: 

Date: / /



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- > Primary photographic identification documents
- > Primary non-photographic identification documents
- > Secondary identification documents
- > Providing the documents to Super SA
- > Who can certify a copy of your identification documents?



A 'certified copy' is a copy of an original document that has been signed and certified by an authorised person (see list on page 2).

The authorised person must see the original document and certify that the copy is a 'certified true copy' of the original document.

All pages of the document need to be certified as a true copy of the original by writing 'certified true copy' on each page. The certification must contain an original signature. Faxed copies cannot be accepted.

Documents must be certified within the last six months.

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

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. For any exceptions to this requirement refer to the boxout section opposite.

### Accepted documents

Super SA must be able to verify your name, date of birth and 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 (your name and either your date of birth or residential address)

or

- both a primary non-photographic identification document and a secondary identification document (your name, date of birth and residential address).

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

### Primary photographic identification documents

A primary photographic identification document is one of the following:

### Exceptions

#### Post-retirement products

Proof of identity documents are required for Super SA's Income Stream and Flexible Rollover Product only in the following situations:

- opening a Flexible Rollover Product or Income Stream account (provision of a designated service)
- payment of a death benefit on commencing a reversionary pension
- full or partial cash payments (unless proof of identity documents are already held in the member's current name).

**Note:** if Super SA holds a member's current proof of identity documents then they can be used to verify a withdrawal application.

#### Division 293 tax payment

To make a Division 293 tax payment directly to the ATO from a Super SA account, proof of identity documents are *not* required. If the payment is made to you proof of identity documents *are* required.

- 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
- a proof of age card containing your photograph
- a national identity card issued for the purpose of identification by a foreign government, the





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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.

### Primary non-photographic identification documents

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
- a pension card issued by Centrelink that entitles you to financial benefits.

### Secondary identification documents

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 the Super SA Member Centre, 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.

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, the following people 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 person who is currently licensed or registered to practise one of the following occupations:
  - Chiropractor
  - Dentist
  - Legal practitioner
  - Medical practitioner
  - Nurse
  - Optometrist

 A certified copy is a copy of an original document that has been signed and certified by an authorised person.

The authorised person must see the original document and certify that the copy is a certified true copy of the original document.

All pages of the document need to be certified as a true copy of the original by writing 'certified true copy' on each page.

The certification must contain an original signature. Faxed copies cannot be accepted.



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You cannot certify your own documents, even if you fall under one of the accepted categories.

- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trademarks attorney
- Veterinary surgeon
- 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
- an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- an Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- a bailiff
- a chief executive officer of a Commonwealth court
- a clerk of a court
- a commissioner for Affidavits
- a commissioner for Declarations
- an employee of the Australian Trade Commission who is:
  - in a country or place outside Australia and
  - authorised under paragraph 3 (d) of the *Consular Fees Act 1955* and
  - exercising his or her function in that place
- an employee of the Commonwealth who is:
  - in a country or place outside Australia and
  - authorised under paragraph 3 (c) of the *Consular Fees Act 1955* and
  - exercising his or her function in that place
- a fellow of the National Tax Accountants' Association
- a finance company officer with two or more years of continuous service
- a holder of a statutory office
- a judge of a court
- a Justice of the Peace
- a magistrate
- a marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
- a master of a court
- a member of Chartered Secretaries Australia
- a member of Engineers Australia, other than at the grade of student
- a member of the Association of Taxation and Management Accountants
- a member of the Australian Defence Force who is:
  - an officer or
  - a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with two or more years of continuous service or
  - a warrant officer within the meaning of that Act
- a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants (IPA)
- a member of:
  - the Parliament of the Commonwealth or
  - the Parliament of a State or
  - a Territory legislature or
  - a local government authority of a State or Territory





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- a minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- a notary public
- a 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
- a permanent employee of:
  - the Commonwealth or a Commonwealth authority or
  - a State or Territory or a State or Territory authority or
  - a local government authority
 with two or more years of continuous service who is not specified in another item in this Part
- a person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- a police officer
- a registrar, or Deputy Registrar, of a court
- a Senior Executive Service employee of:
  - the Commonwealth or a Commonwealth authority or
  - a State or Territory or a State or Territory authority
- a sheriff
- a sheriff's officer
- a teacher employed on a full-time basis at a school or tertiary education institution
- a member of the Australasian Institute of Mining and Metallurgy.

Except where stated, the categories above relate to positions and offices held within Australia. If you are overseas for any reason, you need to have your documents certified by an Australian consular officer, an Australian diplomatic officer or you should contact Super SA for alternative arrangements. You cannot certify your own documents, even if you fall under one of the above categories.

### 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](http://www.ag.gov.au/aml) or the Australian Transaction Reports and Analysis Centre, (AUSTRAC) website at [www.austrac.gov.au](http://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 (for regional callers).

**Email** [supersa@sa.gov.au](mailto:supersa@sa.gov.au)

**Website** [www.supersa.sa.gov.au](http://www.supersa.sa.gov.au)