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The Commonwealth Government has introduced reforms to help prevent money laundering and the financing of terrorist activities.

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

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.

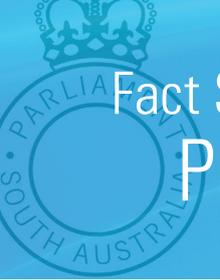
A primary non-photographic identification document is one of the following:

- 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.



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To provide original documents, please contact Super SA.



Providing the documents to Super SA

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

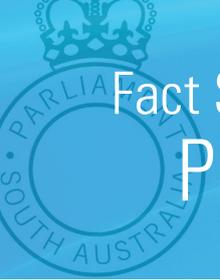
To provide original documents, please contact Super SA.

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 certified copies.

Who can certify a copy of your identification documents?

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
 - 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 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 (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 continuous years of 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
- 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



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- postal services to the public
- a permanent employee of:
 - the Commonwealth or a Commonwealth authority 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 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) 8226 9839

Email supersa@sa.gov.au

Website www.supersa.sa.gov.au/parliamentary_super

Disclaimer

This fact sheet provides a general summary to help you understand your entitlements in the Parliamentary 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. The precise details under which the Scheme is administered and entitlements are paid are set out in the Parliamentary Superannuation Act 1974 and accompanying regulations. You can access copies of these documents by contacting (08) 8226 9839.

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