

**IN THIS FACT SHEET**

- > Accepted documents
- > 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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contributing to your future

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

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 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 (for regional callers).

Email supersa@sa.gov.au

Website www.supersa.sa.gov.au