

3 Ensure your document is correctly certified continued

List of approved people who can certify your identity continued

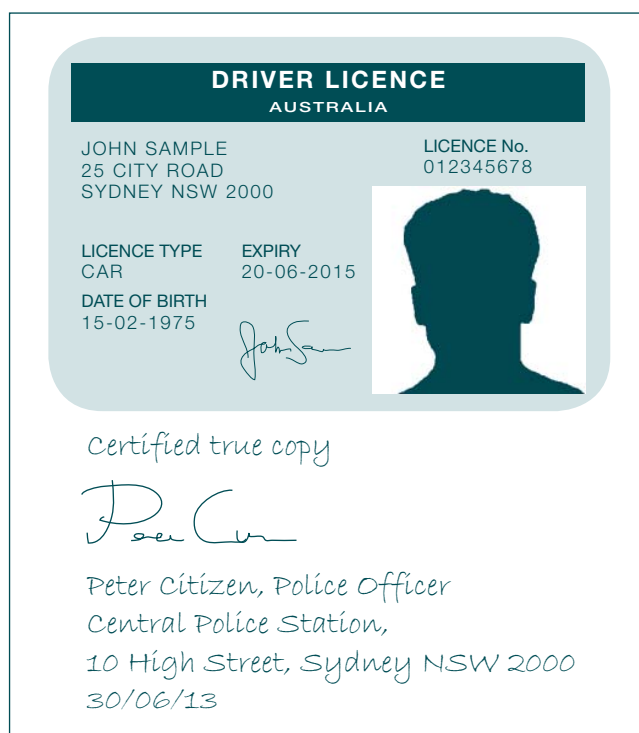
- a magistrate
- a chief executive officer of a Commonwealth court
- a registrar or deputy registrar of a court
- master of a court
- a person who is enrolled on the roll of the Supreme court of a State or Territory or the High Court of Australia, as a legal practitioner
- a permanent employee of the Australia Post Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public
- a bank officer with more than two years of continuous service (includes credit unions and building societies)
- a finance company officer with two or more years of continuous service
- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having two or more years continuous service with one or more licensees
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Fellow of the National Tax Accountants' Association
- Member of the Association of Taxation and Management Accountants
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- a marriage celebrant registered under subdivision C of division 1 of Part IV of the *Marriage Act 1961*
- an Australian Consular Officer or an Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- employee of the Australian Trade Commission who is:
 - a) in a country or place outside Australia
 - b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*
 - c) exercising his or her function in that place
- employee of the Commonwealth who is:
 - a) in a country or place outside Australia
 - b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*
 - c) exercising his or her function in that place
- Member of the Australian Defence Force who is:
 - a) an officer
 - b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with two or more years of continuous service
 - c) a warrant officer within the meant of that Act
- Member of:
 - a) the Parliament of the Commonwealth
 - b) the Parliament of a State
 - c) a Territory legislature
 - d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Permanent employee of:
 - a) the Commonwealth or a Commonwealth authority
 - b) a State or Territory or a State or Territory authority
 - c) a local government authority with two or more years of continuous employment
- Senior Executive Service employee of:
 - a) the Commonwealth or a Commonwealth authority
 - b) a State or Territory or a State or Territory authority
- a teacher employed on a full time basis at a school or tertiary education institution.

How to certify a document

The person who is authorised to certify documents must:

- sight the original and the copy and make sure both documents are identical
- certify all pages as true copies by **writing or stamping**:
 - 'certified true copy'
 - signature
 - printed name
 - qualification (eg Justice of the Peace, Australia Post employee, etc)
 - date
 - place of employment or identifying no. (eg JP-XXXX)

Example from member, John Sample:



✓ Member, John Sample has provided a photocopy of his identification that includes **signature, full name, date of birth and residential address.**

✓ A person who is authorised to certify documents has sighted the original identification and confirmed that the copy is a true copy.

✓ Includes **signature, printed name, qualification, place of employment or identifying no. and date.**

4 Where to send your documents

Send your correctly certified documents to:

Post: SMF Eligible Rollover Fund, GPO Box 529, Hobart TAS 7001
Email: email@ioof.com.au
Facsimile: 03 6215 5933
Client services team: 1800 677 306
Website: www.ioof.com.au
Trustee: IOOF Investment Management Limited
 ABN 53 006 695 021, AFS Licence No. 230524

Important

Do not fax or email your certified documents.
All certified documents must be posted so we can view an original signature.