# Proof of Identity

Please complete these instructions in BLACK INK using CAPITAL LETTERS (except for your email address) and √ boxes where provided.

In accordance with the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act), the Fund must obtain proof of identity documents prior to you receiving an income stream or making a cash withdrawal from your account. It is important for the Trustee of the Fund to follow this process to help protect the money in your superannuation account from potential fraud and to comply with legislative requirements. In addition, the Trustee may request that you complete this form where the Fund is unable to verify your identity.

## What to do in 4 simple steps

## 1 Provide member details

Member number	E R F			Date of b	oirth	/	/	
Title		Surname						
Given name(s)								
Member signature				С	Date	/	/	

## 2 Provide certified identification

You need to provide a certified copy of a document(s) that clearly shows your full name, your signature, date of birth and residential address. To meet these requirements you must provide either a certified copy of A or B as below:

## **EITHER**

#### Α

## ONE of the following documents only:

- current driver's licence issued under state or territory law
- passport

### OR



#### В

## ONE of the following documents:

- birth certificate or birth extract
- citizenship certificate issued by the Commonwealth
- pension card issued by Centrelink that entitles the person to financial benefits

#### AND

#### ONE of the following documents:

- letter from Centrelink regarding a government assistance payment
- notice issue by Commonwealth, state or territory government or local council within the past 12 months that contains your name and residential address (eg Tax Office Notice of Assessment or rates notice from local council).

## 3 Ensure your document is correctly certified

A correctly certified document is one that is certified as being a true copy of the original document, signed by a person who has seen the original and is authorised to certify a copy of the document.

#### List of approved people who can certify your identity

The following people can certify copies of the originals as true and correct copies:

- pharmacist
- a police officer
- medical practitioner
- nurse
- chiropractor
- optometrist

- dentist
- physiotherapist
- psychologist
- trade mark attorney
- veterinary surgeon
- a Justice of the Peace

- a notary public officer or a Commissioner of Declarations
- Commissioner for Affidavits
- bailiff
- clerk of a court
- a judge of a court

## 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 that 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
- · 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)

  - place of employment or identifying no. (eg JP-XXXX)

#### Example from member, John Sample:



Certified true copy

Peter Citizen, Police Officer Central Police Station, 10 High Street, Sydney NSW 2000 30/06/13

- ✓ 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.