

Proof of Identity

Please call us on **1300 362 415** if you require any assistance.

Why it's important and how to provide it

Just like banks, super funds have important checks in place to ensure they can accurately identify the people they deal with. When receiving a cash payment or transferring to a Self Managed Super Fund (SMSF), you are required to provide proof of your identity. Many transactions are worth thousands of dollars so it's important that super funds can be sure money is being transferred to the right place and the right person.

You will be asked to consent to MTAA Super verifying your identity by using reliable and independent electronic data sources, including a credit reporting

agency. Your personal information may be provided to that credit reporting agency and used for the purposes of preparing an assessment of whether your personal information can be verified or not.

Alternatively, you can provide hard copy certified identification documents as set out below. If we do not receive the correct certified documentation with your claim, there could be a delay in completing your request. You might also be asked to provide additional information to assist us in verifying your identity and to meet our legislative requirements.

Step 1

Track down ONE of these documents

- Current Australian driver's licence (with photograph).
- Passport issued by the Commonwealth of Australia that is current or expired for no more than two years.
- Current passport issued by a foreign government, the UN or an agency of the UN that contains a photograph and the signature of the holder and is accompanied by an English translation prepared by an accredited translator.

If you are rolling over to a SMSF you need to provide the proof of identity required above. Please note, you may be contacted by MTAA Super for more information.

? Don't have any of these documents? Please turn over for other types of eligible ID.

Step 2

Photocopy your documents

Ensure **both sides** of your documents are copied – this is particularly important for a driver's licence if you have a new address on the reverse.

Step 3

Find an authorised person

Easy-to-find authorised people include:

- a permanent employee of Australia Post with two or more years continuous service
- a Pharmacist
- a Police Officer
- a Nurse
- an Optometrist

? Can't find any of these? Please turn over for other authorised people.

Step 4

Ensure your documents are certified properly

In order for the photocopy of your identity documents to be certified, you need to take both the original and photocopy to the authorised person, who will:

- Compare the original and copy of your documents
- Write on each of the photocopied pages in English: "This is a true and correct copy of the original"
- Include their name, contact details, occupation and registration number (if applicable)
- Sign and date the copies.

This is a true and correct copy of the original.

Name: Sam Sample
Address: 3 Hay St. Mytown, 2000
Occupation: Justice of the peace
Registration number: 234 567
(if applicable)
Date: 8 June 2015
Signature: Sam Sample
Telephone: 0412 345 678
Email: sam@sample.com.au

Example

Step 5

Mail the lot to us

Electronic versions of your documents **ARE NOT** acceptable, as we need to see the original signatures.

Please send your certified identification documents with your claim form to us at: **MTAA Super, Locked Bag 5134, Parramatta NSW 2124**

Change of name requirements

To change your name you need to provide the proof of identity required on the previous page, PLUS a certified copy of one of the following documents:

- Change of name certificate
- Marriage certificate

Other forms of ID

If you don't have a driver's licence or passport, you will need to find two other types of ID.

One of:

- Birth certificate or birth extract issued by a State or Territory
- Citizenship certificate issued by the Commonwealth of Australia
- Current pension or health card issued by Centrelink that entitles the holder to financial benefits
- Birth certificate issued by a foreign government, the UN or an agency of the UN that is accompanied by an English translation prepared by an accredited translator.

Plus one of:

- Notice issued by a Commonwealth or state or territory agency (Eg, Centrelink) within the past 12 months that contains your name and current residential address, and relates to the provision of government financial benefits
- Notice issued by the Australian Taxation Office within the past 12 months that contains your name and current residential address
- Notice issued by a local government authority or utilities provider within the past 3 months that contains your name and current residential address and records the provision of services to you by that authority or utilities provider.

Who else is an authorised person?

If you can't get to a post office or police station, here is a list of some other people who are authorised to certify documents:

- Officer with, or the authorised representative of a holder of, an Australian Financial Services Licence, having 2 or more years' continuous service with one or more licensees
- Person enrolled on the roll of a state or territory Supreme Court or the High Court of Australia as a legal practitioner
- Judge of the court, Magistrate, Chief Executive Officer of a Commonwealth court, or a Registrar or Deputy Registrar of a court
- Justice of the peace
- Notary public
- Australian consular officer or an Australian diplomatic officer
- Finance company officer with five or more years' continuous service with one or more finance companies
- Commissioner for declarations
- Commissioner for oaths (NT only)

We're here to help

If you have any questions about proof of identity, acceptable documents or who can certify your document copies, please call us on **1300 362 415** or send an email to **contact@mtaasuper.com.au**

This document is issued by the Motor Trades Association of Australia Superannuation Fund Pty, Limited (ABN 14 008 650 628, AFSL 238 718) of Level 3, 39 Brisbane Avenue Barton ACT 2600, Trustee of the MTAA Superannuation Fund (ABN 74 559 365 913, USI MTA0100AU).

Email contact@mtaasuper.com.au

Postal address Locked Bag 5134, Parramatta NSW 2124

Trustee Motor Trades Association of Australia Superannuation Fund Pty, Limited

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