

Providing proof of identity to the APSS

Before money can be paid to you or transferred to another fund, you are required by law to provide certified copies of proof of identity documents in certain circumstances.

You will generally be required to provide proof of your identity before any super is paid from the APSS. For example if you withdraw or rollover money from the APSS, or start a Pension Account. You may also be asked to provide proof of identity at other times.

We will usually need acceptable identification documents before we can process any requests or applications. In some cases we may also need to ask you to provide further identification or verification documentation to meet regulatory requirements. We will contact you if we require any further documentation.

If there are any discrepancies in the name on our records and the name shown on a member's identification, this may delay the payment and further supporting documents may be required before the benefit can be paid. You are responsible for providing the APSS with supporting documents if this occurs.

For members who are living overseas

Identification is to be certified at an Australian Embassy, Consulate or High Commission. In situations where this is not possible, it must be certified by a local Public Notary.

Important

If you have any questions or would like more information, you can send an email to sr@apss.com.au, or call SuperPhone on **1300 360 373** between 9am and 5.30pm (Sydney time) Monday to Friday.



Providing proof of identity to the APSS (continued)

What documents can be used to prove my identity?

Option 1

Provide certified copies of one of the following documents:

- a valid Australian driver's licence issued by a State or Territory Government (You will need to include a copy of the reverse side of any driver's license that shows a change of details)
- Australian passport (current or expired less than 2 years ago)
- a current international foreign passport (If it is not in English, it must be accompanied by an English translation prepared by an accredited translator)
- proof of age cards (issued by a State or Territory Government agency)
- national identity card (If it is not in English, it must be accompanied by an English translation prepared by an accredited translator).

Option 2

Provide certified copies of one of the following documents:

- Australian birth certificate or extract of birth
- Australian citizenship certificate
- foreign citizenship certificate (If it is not in English, it must be accompanied by an English translation prepared by an accredited translator)
- foreign birth certificate (If it is not in English, it must be accompanied by an English translation prepared by an accredited translator)
- a CentreLink pension card, Centrelink healthcare card or seniors health card.

AND

Provide certified copies of one of the following documents:

- a notice issued by Commonwealth, State or Territory government (no older than 12 months) regarding the provision of financial benefits to you (such as a letter from Centrelink or Veterans Affairs regarding a Government assistance payment)
- a notice issued by the Australian Taxation Office (no older than 12 months) that records a tax debt payable to or by you (such as an income tax assessment notice from the ATO)
- a notice issued by a local government body or utilities provider (no older than 3 months) that records the provision of services to you
- for a person under 18 years of age, a notice issued by a school principal (no older than 3 months) that records the period of time they attended the school.

All secondary identification documents must include the person's full name and residential address. Please note that postal or C/- addresses are not acceptable. Please **black out your tax file number (TFN) and/or income details or transaction history** from your identification documents.

Providing proof of identity to the APSS (continued)



What if I've recently changed my name or I'm signing on behalf of another person?

You will need to provide a certified linking document. This is a document that proves a relationship exists between two (or more) names or between you and the person you are signing on behalf of.

Suitable linking documents are:

Purpose	Suitable linking documents
Change of name	Marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office, Decree of Divorce, Adoption Papers.
Signed on behalf of the applicant	Guardianship papers or Power of Attorney.

How to certify a document

All copied pages of ORIGINAL proof of identification documents (including any linking documents) need to be certified as true copies by an authorised person. Once you have decided which document(s) you will use to prove your identity (see 'Option 1' and 'Option 2' on page 2), you will need to:

1. Make a copy of every page of each ORIGINAL proof of identification document (including any linking documents).
2. Find an authorised person who can certify your document(s). See the list on the next page.
3. Take the original and copy of each document to the authorised person to certify each copy by:
 - i Comparing the original and the copy to ensure they are identical.
 - ii Writing or stamping 'This is a certified true copy of the original' on every page of the document(s), followed, on the same page, by the authorised person's:
 - full name (printed)
 - qualification (e.g. Justice of the Peace)
 - registration number (if applicable)
 - signature
 - date.

We will only accept documents where the date of certification is less than 12 months old.

Providing proof of identity to the APSS (continued)

Persons who can certify copies of original documents as true and correct copies:

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 (however described).

A person who is currently licensed or registered under a law to practise in Australia in one of the following occupations:

- architect;
- chiropractor;
- dentist;
- financial adviser;
- financial planner;
- legal practitioner;
- medical practitioner;
- midwife;
- migration agent registered under Division 3 of Part 3 of the Migration Act 1958;
- nurse;
- occupational therapist;
- optometrist;
- patent attorney;
- pharmacist;
- physiotherapist;
- psychologist;
- trade marks attorney; or
- veterinary surgeon.

A person who is in the following list:

- accountant who is a fellow of the National Tax Accountants' Association;
- accountant who is a member of any of the following:
 - Chartered Accountants Australia and New Zealand;
 - the Association of Taxation and Management Accountants;
 - CPA Australia; or
 - the Institute of Public Accountants;
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
- APS employee engaged on an ongoing basis with 2 or more years of continuous service who is not specified in another item in this list;

- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955);
- Bailiff;
- Bank officer with 2 or more continuous years of service;
- Building society officer with 2 or more continuous years of service;
- Chief executive officer of a Commonwealth court;
- Clerk of a court;
- Commissioner for Affidavits;
- Commissioner for Declarations;
- Credit union officer with 2 or more years of continuous service;
- Employee of the Australian Trade and Investment Commission who is:
 - in a country or place outside Australia;
 - authorised under paragraph 3(d) of the Consular Fees Act 1955; and
 - exercising the employee's function at that place;
- Employee of the Commonwealth who is:
 - at a place outside Australia;
 - authorised under paragraph 3(c) of the Consular Fees Act 1955; and
 - exercising the employee's function at that place;
- Engineer who is:
 - a member of Engineers Australia, other than at the grade of student;
 - a Registered Professional Engineer of Professionals Australia;
 - registered as an engineer under a law of the Commonwealth, a State or Territory; or
 - registered on the National Engineering Register by Engineers Australia;
- Finance company officer with 2 or more years of continuous service;

- Holder of a statutory office not specified in another item in this list;
- Judge;
- Justice of the Peace;
- Magistrate;
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961;
- Master of a court;
- Member of the Australian Defence Force who is:
 - an officer;
 - a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 2 or more years of continuous service; or
 - a warrant officer within the meaning of that Act;
- Member of the Australasian Institute of Mining and Metallurgy;
- Member of the Governance Institute of Australia Ltd;
- Member of:
 - the Parliament of the Commonwealth;
 - the Parliament of a State;
 - a Territory legislature; or
 - a local government authority;
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961;
- Notary public, including a notary public (however described) exercising functions at a place outside the Commonwealth and the external Territories of the Commonwealth;
- Officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service with one or more licensees.

- Officer with, or a credit representative of, a holder of an Australian credit licence, having 2 or more years of continuous service with one or more licensees.
- Permanent employee of a Commonwealth authority with 2 or more years of continuous service who is not specified in another item in this list;
- Permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office providing postal services to the public;
- Permanent employee of a State or Territory, a State or Territory authority or a local government authority, with 2 or more years of continuous service, other than such an employee who is specified in another item in this list;
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made;
- Person in a foreign country who is authorised by law in that jurisdiction to administer oaths or affirmation or to authenticate documents.
- Police officer;
- Registrar, or Deputy Registrar, of a court;
- Senior executive employee of a Commonwealth authority;
- Senior executive employee of a State or Territory;
- SES employee of the Commonwealth;
- Sheriff or sheriff's officer; and
- Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution.

1311.2 01/20 ISS5

This brochure contains general information about Australia Post Superannuation Scheme (APSS). It is not intended to be financial product advice and does not take your personal circumstances into account. Before acting on any information contained in this document you should first consider its appropriateness to your own circumstances. You may wish to seek the advice of a licensed financial adviser. Neither PostSuper Pty Ltd nor Australia Post holds an Australian Financial Services Licence and, therefore neither is licensed to provide you with financial product advice.

Australia Post Superannuation Scheme (ABN 42 045 077 895) Issuer: PostSuper Pty Ltd (ABN 85 064 225 841)
RSE Licence Number L0002714 APSS Registration Number R1056549. Issued: January 2020.