



PERSONAL

Transfer Form

Proof of identity

You will need to provide documentation with this transfer request to prove you are the person to whom the superannuation entitlements belong.

Acceptable documents

The following documents may be used to provide your identity:

Either ONE of the following document only;

- a) driver's license under State or Territory law; or
- b) a passport; or
- c) 18 Plus card; or
- d) National Identity card

OR

ONE of the following documents:		ONE of the following documents:
<ul style="list-style-type: none"> a) birth certificate or birth extract; b) citizenship certificate issued by the Commonwealth; c) pension card issued by Centrelink that entitles the person to financial benefits. 	AND	<ul style="list-style-type: none"> a) letter from Centrelink regarding a Government Assistance payment; b) notice issued by Commonwealth, State or Territory Government or local council within the past twelve months that contains your name and residential address eg Tax Office Notice of Assessment, rates notice from council

Have you changed your name or are you signing on behalf of another person?

If you have changed your name or are signing on behalf of the applicant, you will need to provide a certified linking document. A linking document is a document that proves a relationship exists between two (or more) names.

The table below contains information about suitable linking documents.

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

Certification of personal documents

All copied pages of ORIGINAL proof of identification documents (including any linking documents) need to be certified as true copies by any individual approved to do so (see below).

The person who is authorised to certify documents must sight the original and the copy and make sure both are identical, then make sure all pages have been certified as true copies by writing or stamping 'certified true copy' followed by their signature, printed name, qualification (eg Justice of the Peace, Australia Post employee, etc) and date.

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

- a) a permanent employee of Australia Post with five (5) or more years of continuous service;
- b) a finance company officer with five (5) or more years of continuous service (with one or more finance companies);
- c) an officer with, or an authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having five (5) or more years continuous service with one or more licences;
- d) a notary public officer;
- e) a police officer;
- f) a registrar or deputy registrar of a court;
- g) a Justice of the Peace;
- h) a person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia, as a legal practitioner;
- i) an Australian consular officer or an Australian diplomatic officer;
- j) a judge of a court;
- k) a magistrate, or;
- l) a Chief Executive Officer of a Commonwealth court.