

Your guide to proof of identity



We take looking after your retirement savings very seriously—which is why you need to prove your identity (ID) before making withdrawals or other important changes to your account.

You can prove your ID:

- do it yourself via MemberOnline, or
- send us certified copies of your ID.

Verify your identity online

Electronic verification is usually the quickest and easiest way to prove your identity—you'll know as soon as your identity gets verified and it's also free. Log in at unisuper.com.au/memberonline and go to 'Verify your identity' under the 'Manage Account' tab.

You'll need to provide the details of two to four of the following valid government-issued IDs:

- Australian passport
- Australian visa
- Australian driver licence
- Medicare card
- your phone book details (e.g. *White Pages*)
- your details as stated on State or Federal electoral rolls.

The documents you use must contain your date of birth, given name(s), surname and residential address. Please make sure you've updated your current personal details with relevant government agencies before you begin the process of verifying your identity online. We use online government and public databases to securely and confidentially verify your identity.

Send us certified copies of your ID

You can also send us certified copies of your ID. The following guide explains the types of documents we can accept and how to ensure they're correctly certified.

ALLOW US TO VERIFY YOUR IDENTITY

In some cases and on some of our forms, we can verify your identity on your behalf if the document(s) you provide haven't been certified correctly or can't be read. All you need to do is give us consent by ticking the box on the applicable form—and we'll try to verify your identity electronically using those documents. We'll let you know if the process wasn't successful.

Why provide your TFN?

Giving us your tax file number (TFN) means we can process rollover and transfer requests to another super fund without additional proof of identity. If your TFN can't be validated, or you want to transfer to a self-managed super fund or organise a benefit payment, you'll still need to give us certified copies of your ID.

Visit unisuper.com.au/memberonline to provide your TFN online.

STEP 1: COLLECT ACCEPTABLE DOCUMENTS

We'll accept either one document from List A or two documents from List B.

LIST A

A CERTIFIED COPY OF A:

- current driver licence
- current passport issued by the Commonwealth that has not expired within the past two years.

LIST B

A CERTIFIED COPY OF A:

- birth certificate or birth extract issued by an Australian State or Territory
- Australian citizenship certificate
- a pension card issued by Centrelink that entitles the person to financial benefits.

AND:

- Notice of Assessment from the Australian Taxation Office (less than 12 months old) containing your name and residential address
- letter from Centrelink regarding a government assistance payment
- rates notice from local council (less than 12 months old) containing your name and residential address
- electricity, gas or water bill dated within the past three months that contains your name and residential address.

STEP 2: CERTIFY YOUR DOCUMENTS

Take your original document(s) and a clear photocopy of both sides of the original document to an authorised person.

Your ID must be properly certified

The authorised person will need to:

1. sight the original document, and the copy, to ensure both documents are identical, and
2. write or stamp 'this is a true and correct copy of the original document I have sighted' or 'certified true copy', followed by their:
 - signature
 - printed name
 - qualification (e.g. Justice of the Peace), and
 - date

If you've changed your name or are signing on behalf of another member please prove the 'link' between you and the name change, or other person—use a certified copy of one of the following documents as well as your other certified ID.

PURPOSE	SUITABLE LINKING DOCUMENT
Change of name	→ Marriage certificate → Deed poll or change of name certificate from the Registry of Births, Deaths and Marriages
Signing on behalf of another member	→ Power of Attorney → Guardianship papers

When having your documents certified, remember:

- All pages must be certified.
- The copy of the document must be certified—not on a separate page attached to the document.
- The certified copies of your documents must contain an original signature.
- Faxed or emailed copies won't be accepted.
- Any documents written in a language other than English must be accompanied by an English translation prepared by an accredited translator.
- Documents certified more than a year ago won't be accepted.

Who can certify your documents

Some of the people authorised to certify IDs include:

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

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon.

2. One of the following persons:

- Teacher employed on a full-time basis at a school or tertiary education institution
- Agent of the Australian Postal Corporation who is in charge of, or a permanent employee with two or more years of continuous service with, an office supplying postal services to the public
- Bank, building society, credit union or finance company officer with two or more years of continuous service
- Clerk, Master, Registrar or Deputy Registrar of a court
- Judge of a court or a Magistrate
- Justice of the Peace
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants, the Institute of Public Accountants or the Association of Taxation and Management Accountants, or a Fellow of the National Tax Accountants' Association
- Notary public, and
- Police officer.

Visit the [Attorney General's website](#) for a full list of who can certify documents.

Members residing overseas

If you live overseas, the following people are authorised to certify identification documents:

- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Employee of the Commonwealth or the Australian Trade Commission who is:
 - a. in a country or place outside Australia; and
 - b. authorised under paragraph 3(c) or paragraph 3(d), respectively, of the Consular Fees Act 1955; and
 - c. exercising his or her function in that place
- A person authorised as a notary public in a foreign country
- Any person who is in a country or place outside Australia and:
 - a. is currently licensed or registered in Australia (under a State or Territory law) to practise in an occupation listed in part 1 - opposite; or
 - b. holds a position in Australia listed in part 2 - above.

You must have your documents certified by a person who has an Australian connection (as set out above). We won't accept documents certified by a person who's licensed or registered to practise in an occupation listed above in a foreign country (and not in Australia), or who holds a position in a foreign country (except for a foreign notary public).

This information is of a general nature only and includes general advice. It has been prepared without taking into account your individual objectives, financial situation or needs. Before making any decision in relation to your UniSuper membership, you should consider your personal circumstances, the relevant product disclosure statement for your membership category and whether to consult a licensed financial adviser. This information is current as at May 2017 and is based on our understanding of legislation at that date. Information is subject to change. To the extent that this fact sheet contains information which is inconsistent with the UniSuper Trust Deed and Regulations (together the Trust Deed), the Trust Deed will prevail.

Issued by: UniSuper Management Pty Ltd ABN 91 006 961 799, AFSL No. 235907 on behalf of UniSuper Limited the trustee of UniSuper, Level 1, 385 Bourke Street, Melbourne Vic 3000.

Fund: UniSuper, ABN 91 385 943 850

Trustee: UniSuper Limited, ABN 54 006 027 121 AFSL 492806

Date: May 2017 UNIS000F80 0517

Combine my super (full rollover) form



Complete this form to transfer the **entire** balance of your super from another fund to your UniSuper account. To arrange a partial rollover into UniSuper, please contact your other fund.

You can combine your super with our rollover tool at unisuper.com.au/rollover.

Important information

One form is required for each rollover into UniSuper from another previous fund.



PROVIDING YOUR TAX FILE NUMBER (TFN)

The Trustee is authorised and required to ask you for your TFN by tax law and in accordance with the *Superannuation Industry (Supervision) Act 1993*. Your TFN will only be used for lawful purposes, which include:

- finding and combining your superannuation benefits where insufficient information is available;
- providing information to the Australian Taxation Office, for example when you receive a benefit, to validate initial registration information associated with first employer contribution using SuperTICK, if you are a lost member or have unclaimed benefits;
- verifying you are the person to whom the super entitlements belong prior to transferring your benefit to another super fund; and
- providing information to the Trustee of another super fund when your benefits are being transferred, unless you advise us in writing that you do not wish your TFN to be passed on.

It is not an offence not to quote your TFN, however, providing your TFN will have the following advantages (which may not otherwise apply):

- we will generally be able to accept all types of contributions to your accounts;
- the tax on contributions to your super accounts will not increase;
- other than the tax that may ordinarily apply, no additional tax will be deducted when you start drawing down your super benefits; and
- it will make it much easier to identify you as the person to whom the super benefits belong and to trace different super accounts in your name so that you receive all your super benefits when you retire.

Things to consider

- This transfer may close your other super account.
- If your other fund will charge you any exit or withdrawal fees.
- If you choose to leave your other fund, you may lose any insurance entitlements you have. You may be able to transfer your cover to UniSuper. To apply please complete the *Transfer of insurance application form* which is available from our website. Make sure you receive confirmation from us that your insurance will be transferred **before** completing this form.

Privacy information

UniSuper recognises the importance of protecting your personal information and is committed to complying with its privacy law obligations. For more information on how we collect and manage your information please refer to the Privacy statement at the end of this form.

SECTION 1 — Member details

Please use **BLACK** or **BLUE BALL POINT PEN** and print in **CAPITAL LETTERS**. Cross where required **X**
Please note all fields are mandatory apart from your tax file number.

UniSuper member number

If you are unsure of your member number, refer to your most recent UniSuper correspondence or call us on **1800 331 685**.

Title Mr Mrs Ms Dr Professor

Other

Surname

Given name

Date of birth (DDMMYYYY) Gender

Male Female

What phone number do you want us to call you on if there is a question we need to ask you regarding this form?

Contact number (during business hours)

form continues



SECTION 1 — Continued

Email address

@

Your tax file number

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I consent to UniSuper using my TFN to access the ATO's SuperMatch service to search for other super in my name.

I do not wish to quote my TFN

Residential address, number and street (*no PO Box*)

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Suburb/Town

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State

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Postcode

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Country (*if not Australia*)

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Is your postal address different from your residential address?

No. Go to Section 2.

Yes. Please provide your postal address below.

Postal address, number and street (*or PO Box if applicable*)

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Suburb/Town

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State

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Postcode

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Country (*if not Australia*)

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SECTION 2 — Other fund details



Refer to the latest correspondence from your other fund to help you complete these details.

Your membership/policy number of previous fund*

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Full name of previous fund*

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Please complete two of the following:

1. Australian Business Number (ABN) of previous fund

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2. Unique Superannuation Identifier (USI)

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3. Product name/ID

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Phone number of previous fund

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Address of previous fund (*number and street, or PO Box*)

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Suburb/Town

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State

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Postcode

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* Mandatory field. If you do not complete all of the mandatory fields, there may be a delay in processing your request.



To arrange a partial rollover into UniSuper, please contact your other fund.




To arrange a rollover from your SMSF, please contact the Administrator of your SMSF.

They will need to send us a Rollover Benefit Statement (form NAT 70944 which is available from the Australian Tax Office website at www.ato.gov.au/forms) and cheque.

Please note that tax consequences of transferring from a SMSF to another super fund are complex and require careful consideration and we recommend you speak to a qualified financial adviser before transferring.

SECTION 3 — Member declaration and signature

 Please read this before you sign and date or upload your form to MemberOnline.

- I declare that the information I have provided on this form is true and correct.
- I consent to the rollover of superannuation as described on this form and authorise the superannuation provider to give effect to my rollover request.
- I authorise UniSuper (or its agents) to contact my other super fund regarding this request to rollover my super from that fund into my UniSuper account.
- I am aware that I may ask the trustee of my previous fund for all the information that I need to understand my benefit entitlements in that fund and the effect of a rollover on my benefit entitlements and understand and acknowledge the implications of rolling over my benefit from my previous fund into UniSuper.
- I discharge the trustee of my previous fund from all further liability in respect of the benefit rolled over to UniSuper.
- I acknowledge and understand that rollovers retain their preservation status and that preserved benefits must generally remain in the superannuation system until I reach my preservation age and permanently retire from the workforce.
- I authorise UniSuper to invest my rollover in accordance with my investment instructions.
- I understand that if I do not have a future contributions strategy or rollover strategy, my rollover will be invested in the Balanced investment option which is the fund's default investment option and its MySuper offering.
- I consent to my tax file number (if provided) being disclosed for the purposes of consolidating my account.

Signature

Date (DDMMYYYY)



FOLLOWING UP ON YOUR ROLLOVER REQUEST

UniSuper will send your rollover request to your previous fund on your behalf.

Please note that delays may be experienced with your rollover request as a result of your previous fund's administration process. Some funds may require additional documentation to be provided before your rollover can be processed. You should follow up with your previous fund to ensure your request is processed promptly.

To check if your rollover request has been successfully completed, log into MemberOnline, the secure member-only section of our website or call the us on **1800 331 685**



RETURNING YOUR FORM

→ Mail to UniSuper, Level 1, 385 Bourke Street, Melbourne VIC 3000

→ Email to enquiry@unisuper.com.au



CERTIFIED PROOF OF IDENTITY

If you have provided UniSuper with your correct tax file number (TFN) we may be able to process your rollover and transfer request without additional proof of identity.

If your TFN cannot be validated the trustee of your previous fund may require you to provide additional proof of identity information or documents before the transfer can be processed.

Previous fund use only:

If applicable, make cheques payable to UniSuper Limited and send to:
UniSuper, Level 1, 385 Bourke Street, Melbourne VIC 3000

UniSuper:
ABN 91 385 943 850
SFN 1302/509/40
USI 91385943850001

Privacy statement

UniSuper recognises the importance of protecting your personal information and we're committed to complying with our privacy law obligations.

We collect your personal information to administer your account, improve our products and services and to provide you with, and promote, UniSuper membership benefits, services and products. You consent to our collecting sensitive information about you, where collecting that information is reasonably necessary for us to perform one or more of our functions or activities. We usually collect personal and sensitive information directly from you, however, it may also be collected from third parties, such as your employer.

We may also collect this information from you because we are required or authorised by or under an Australian law or a court/tribunal order to collect that information.

If you do not provide this information, we may not be able to administer your account, or provide you with a product or service.

We may disclose your information to any service provider we engage (for example mail-houses, auditors, insurers, actuaries, lawyers) to carry out or assist us to provide your membership benefits, services and products. This includes overseas entities. Where information is transferred overseas, we will seek to ensure the recipient of the data has security systems to prevent misuse, loss or unauthorised disclosure in line with Australian laws and standards.

Our Privacy Policy contains information about how you may access any personal information held by us, how to correct your information and how to make a complaint about a breach of the Privacy Act. Our Privacy Policy is available from our website at unisuper.com.au or by calling us on **1800 331 685**.



FURTHER INFORMATION

If you need further information or help to complete this form:

- contact your employer's Superannuation Officer
- call us on **1800 331 685**, or
- visit our website at unisuper.com.au