



Proof of Identity

From 12 December 2007, the Federal Government introduced legislation aimed at preventing money laundering and the financing of terrorism.

Whilst the effect on superannuation funds and their members is less rigorous than elsewhere in the financial sector, you are still required to meet stringent proof of identity requirements when claiming a benefit from a superannuation fund. These requirements apply irrespective of whether you are receiving a direct payment from AMIST Super, or rolling over to another fund.

In some instances you may be required to provide proof of identity before AMIST Super can accept contributions for you. In this case you would be requested to provide proof of identity at that time.

Proof of identity

Certified proof of identity is required for all claim types. Each member or beneficiary need only supply this once. Once proof of identity is on file there is no need to request it again, unless the member or their beneficiary is claiming a cash payment. In these circumstances proof of identity must be requested upon payment of each cash payment (excluding regular pension payments). Proof of identity must be in the form of acceptable documents. Acceptable documents are listed below.

Acceptable documents:

Either		
<p>One of the following documents only:</p> <ul style="list-style-type: none"> • Drivers Licence issued under State or Territory Law • Passport 		
Or		
<p>One of the following documents:</p> <ul style="list-style-type: none"> • Birth certificate or birth extract, • Citizenship certificate issued by the Commonwealth, • Pension card issued by Centrelink that entitles the person to financial benefits 	AND	<p>One of the following documents:</p> <ul style="list-style-type: none"> • Letter from Centrelink regarding a Government assistance payment, • Notice issued by Commonwealth, State or Territory Government or local council within the past twelve months that contains your name and residential address. For example: <ul style="list-style-type: none"> - Tax Office Notice of Assessment - Rates Notice from local council

Proof of Identity - continued

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.

The person who is authorised to certify documents must view the original and the copy and make sure both documents are identical. Then they must make sure all pages have been certified as true copies by writing or stamping 'certified true copy' followed by their signature, printed name, qualification (e.g. Justice of the Peace, Australia Post employee, etc) and date. Where a person is relying on having held a position for a period of time (e.g. authorised representative of an Australian Financial Services Licensee), they will need to confirm in writing that they have been employed for the required period of time. The date of the certification must also appear.

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

- a permanent employee of Australia Post with five or more years of continuous service,
- a finance company officer with five or more years of continuous service (with one or more finance companies),
- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having five or more years continuous service with one or more licensees,
- a notary public officer,
- a registrar or deputy registrar of a court,

- a Justice of the Peace,
- a person enrolled or on the roll of a State or Territory Supreme Court or the High Court of Australia as a legal practitioner,
- an Australian consular officer or an Australian diplomatic officer,
- a judge of a court,
- a magistrate, or
- a Chief Executive Officer of a Commonwealth court.

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 one that proves a relationship exists between two (or more) names.

Suitable linking documents are detailed below:

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

If you require a printed copy of this Fact Sheet please contact the AMIST Super Hotline on 1800 808 614.

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Superannuation Fund Number (SFN): 268997940

Unique Superannuation Identifier (USI): 28342064803589

Superannuation Product Identification Number (SPIN): AMI0100AU

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