



**Step 2:**  
Proof of identity\*

For more information on this step, see 'the information sheet' on page 3.

I have attached a  certified copy of my **drivers licence or passport**  
Number   
Expiry

OR

certified copy of other primary photographic identification document

OR

certified copy of a primary non-photographic identification document

AND

certified copy of a secondary identification document.

As I am changing my name  I have also attached a certified linking document

**Step 3:**  
Privacy information

The personal information provided on this form is collected by and held for Aware Super, in accordance with the Australian Privacy Principles of the *Privacy Act* 1988 (Cth), for the purpose of administering accounts and providing services associated with fund membership. For further information about how personal information is handled, please call us on 1300 366 216 or visit [vicsuper.com.au/privacy](https://www.vicsuper.com.au/privacy) to view the privacy policy (a hard copy of the policy may also be provided on request). The policy contains information about access to and correction of personal information, how a complaint can be made about a privacy breach and other important information about how personal information is collected, used and disclosed.

**Step 4:**  
Sign and date

Before you sign this form, please carefully check the information you have provided.

I certify that:

- I have fully read this form and the explanatory notes and the information completed is true and correct
- all personal details on this form are correct
- the changes on this form are irrevocable and binding until I make further changes
- I have received and read the privacy information. See Step 3
- I acknowledge that the Fund may require additional proof of identity in certain circumstances under the *Anti-Money Laundering and Counter-Terrorism Financing Act* 2006.

Given name/s\*

Surname\*

Signature\*

Date\*

**Step 5:**  
Send your form  
to VicSuper

Send your completed form and certified proof of identity documents to:

**VicSuper**  
GPO Box 89  
MELBOURNE VIC 3001

## Information sheet – Proof of identity

### Important information

Under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act), you are required to provide proof of your identity when:

- you open a VicSuper Flexible Income account
- you make an application to withdraw part or all of your benefit
- you change your address to an overseas address
- you request a payment to an overseas bank account
- you change the bank account into which your regular income payments and/or withdrawal will be deposited
- you change your name or date of birth.
- other circumstances under which we request you to confirm your identity

For a complete list of acceptable certifiers and documents please see form *V223 Complete list of people who can certify your documents and acceptable proof of identity documents*.

This form has been made available to you to enable you to return your proof of identity to complete one of the actions listed above.

Without your proof of identity, we may not accept contributions into your account, and will not be able to pay your benefit to you, commence income payments or change your name or date of birth.

Please read the 'Proof of identity' section on this form carefully, to ensure you provide the correct documents which are certified by an eligible person.

If you are changing your name you must provide a certified copy of a linking document in addition to your proof of identity. See 'Have you changed your name or are you signing on behalf of another person?' on page 4.

### Proof of identity

Under the AML/CTF Act super funds are required to collect proof of your identity and to verify identification from a reliable and independent source.

#### What information do you need to provide?

You are required to provide your full name, date of birth and residential address.

Your full name must be verified in all cases. In addition, either your date of birth or your residential address must also be verified. If you change your address to an overseas address, reside overseas or you direct us to make your payments to an overseas address or to a foreign bank account, you must provide verification of all three items.

Therefore, to confirm your identity you must provide:

- an original or certified copy of a **primary photographic** identification document

or both

- an original or certified copy of a **primary non-photographic** identification document, and
- an original or certified copy of a **secondary** identification document.

Any documentation provided must not have expired, with the exception of a Commonwealth passport which has expired within the preceding two years.

#### What is a primary photographic identification document?

1. A licence or permit issued under a law of a State or Territory or equivalent authority of a foreign country for the purpose of driving a vehicle that contains a photograph of the person in whose name the document is issued.
2. A passport issued by the Commonwealth.

3. A passport or a similar document issued for the purpose of international travel, that:
  - a. contains a photograph and the signature of the person in whose name the document is issued
  - b. is issued by a foreign government, the United Nations or an agency of the United Nations, and
4. A card issued under a law of a State or Territory for the purpose of proving the person's age which contains a photograph of the person in whose name the document is issued.
5. A national identity card issued for the purpose of identification, that:
  - a. contains a photograph and the signature of the person in whose name the document is issued
  - b. is issued by a foreign government, the United Nations or an agency of the United Nations.

#### What is a primary non-photographic identification document?

1. A birth certificate or birth extract issued by a State or Territory.
2. A citizenship certificate issued by the Commonwealth.
3. A citizenship certificate issued by a foreign government.
4. A birth certificate issued by a foreign government, the United Nations or an agency of the United Nations.
5. A pension card issued by Centrelink that entitles the person in whose name the card is issued, to financial benefits.

**Please note** any passport, identity card, citizenship certificate or birth certificate that is written in a language other than English, must be accompanied by an English translation prepared by an accredited translator.

#### What is a secondary identification document?

1. A notice that:
  - a. was issued to an individual by the Commonwealth, a State or Territory within the preceding 12 months
  - b. contains the name of the individual and his or her residential address, and
  - c. records the provision of financial benefits to the individual under a law of the Commonwealth, State or Territory (as the case may be).
2. A notice that:
  - a. was issued to an individual by the Australian Taxation Office (ATO) within the preceding 12 months
  - b. contains the name of the individual and his or her residential address, and
  - c. records a debt payable to or by the individual by or to (respectively) the Commonwealth under a Commonwealth law relating to taxation.
3. A notice that:
  - a. was issued to an individual by a local government body or utilities provider within the preceding three months
  - b. contains the name of the individual and his or her residential address, and
  - c. records the provision of services by that local government body or utilities provider to that address or to that person.
4. In relation to a person under the age of 18, a notice that:
  - a. was issued to a person by a school principal within the preceding three months
  - b. contains the name of the person and his or her residential address, and
  - c. records the period of time that the person attended the school.

## Who can certify a document as a true copy?

All copied pages of ORIGINAL proof of identification documents must be certified as true copies by any individual approved to do so.

The person who is authorised to certify documents must sight the original and the copy and make sure both documents 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, police officer, Australia Post employee, etc) and date.



I certify that this document is a true copy of the original having been sighted by me on this day  
1 January 2016.

Sergeant Michael Sample,  
Police Officer  
0398574226AB  
123 Simple Street  
SIMPLETOWN VIC 3012

## Australian residents

The following people can certify copies (for a full list please refer to V223 Complete list of people who can certify your documents):

- pharmacist
- legal practitioner
- teacher employed full time at a school or tertiary education institution
- chiropractor
- dentist
- medical practitioner (eg your local GP)
- minister of religion or marriage celebrant (registered)
- nurse
- optometrist
- physiotherapist
- police officer
- psychologist
- veterinary surgeon
- agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- an officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more continuous years of service with one or more licensees
- bank officer with two or more continuous years of service
- building society officer with two or more continuous years of service
- employee of the Commonwealth who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
  - exercising his or her function in that place
- finance company officer with two or more continuous years of service
- judge of a court
- justice of the peace
- magistrate
- member of:
  - the Parliament of the Commonwealth; or
  - the Parliament of a State; or
  - a Territory legislature; or
  - a local government authority of a State or Territory
- member of the Australian Defence Force who is:
  - an officer; or
  - a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with two or more continuous years of service; or
  - a warrant officer within the meaning of that Act
- member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- permanent employee of the Australian Postal Corporation with two or more continuous years of service who is employed in an office

supplying postal services to the public

- person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- public servant, ie permanent employee of:
  - the Commonwealth or a Commonwealth authority; or
  - a State or Territory or a State of Territory authority; or
  - a local government authority;with two or more continuous years of service who is not specified elsewhere on the full list.

## Overseas residents

### What information do you need to provide?

1. A passport issued by the Commonwealth, or
2. A passport or a similar document issued for the purpose of international travel, that:
  - a. contains a photograph and the signature of the person in whose name the document is issued
  - b. is issued by a foreign government, the United Nations or an agency of the United Nations, and
  - c. if it is written in a language that is not understood by the person carrying out the verification, is accompanied by an English translation prepared by an accredited translator.
3. And, one of the following:
  - a. a licence or permit issued under the law or equivalent authority of a foreign country for the purpose of driving a vehicle that contains a photograph of the person in whose name the document is issued and contains their residential address, or
  - b. a notice that:
    - was issued to an individual by a local government body or utilities provider within the preceding three months
    - contains the name of the individual and his or her residential address, and
    - records the provision of services by that local government body or utilities provider to that address or to that person.

### Who can certify a document as a true copy?

The following people can certify copies for overseas residents:

- a judge of a court
- a registrar or deputy registrar of a court
- a police officer
- an Australian consular officer or an Australian diplomatic officer (within the meaning of the *Consular Fees Act 1955*).
- Employee of the Australian Trade Commission who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
  - exercising his or her function in that place
- Employee of the Commonwealth who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
  - exercising his or her function in that place
- a person authorised as a notary public in a foreign country.

**If we do not receive the required proof of identity documents certified by an eligible person, we will be unable to accept your proof of identity.**

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

If you are using this form to change 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.

Suitable linking documents include:

- **Change of name:** Certified copy of marriage certificate, deed poll or change or name certificate from the Births, Deaths and marriages Registration Office.
- **Signed on behalf of the applicant:** Certified copy of guardianship papers or Power of Attorney.

You must provide proof of identity **in addition to** a linking document.