

Proof of Identity

In accordance with the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act), the JR Superannuation Fund must obtain proof of identity documents prior to you receiving an income stream or making a cash withdrawal from your account. It is important for the Trustee of the Fund to follow this process to help protect the money in your superannuation account from potential fraud and to comply with legislative requirements. In addition, the Trustee may request that you complete this form where the Fund is unable to verify your identity.

Please complete these instructions in **BLACK INK** using **CAPITAL LETTERS**.

What to do on 4 simple steps

1 Provide member details

Member number	<input type="text"/>	Date of birth	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	<input type="text"/>	Surname	<input type="text"/>							
Given name(s)	<input type="text"/>									

Important note: The Trustee collects the information in this form for the purpose of updating the information it holds about you. The information provided in this form will be used in accordance with the Privacy Policy at www.ioof.com.au/privacy.

Member signature	<input type="text"/>	Date	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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2 Provide certified identification

You need to provide a certified copy of a document(s) that clearly shows your full name, your signature, date of birth and residential address. To meet these requirements you must provide either a certified copy of A or B as below:

EITHER	A
	<p>ONE of the following documents only:</p> <ul style="list-style-type: none"> current driver's licence issued under State or Territory law passport
OR	B
	<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 <p>AND</p> <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 12 months that contains your name and residential address (eg Tax Office Notice of Assessment or rates notice from local council).

3 Ensure your document is correctly certified

A correctly certified document is one that is certified as being a true copy of the original document, signed by a person who has seen the original and is authorised to certify a copy of the document.

List of approved people who can certify your identity

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

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

Other persons:

- 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*)
- Bailiff
- Bank officer with two or more continuous years of service
- Building society officer with two or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner of Declarations
- Credit union officer with two or more years of continuous service
- Employee of the Australian Trade Commission who is:
 - in a country or place outside Australia; and
 - authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
 - exercising his or her function in that place

3 Ensure your document is correctly certified continued

- 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
- Fellow of the National Tax Accountants' Association
- Finance company officer with two or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- 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 Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australian Defence Force who is either:
 - an officer; or
 - a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with two 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 Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of either:
 - 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
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- Notary public
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more years continuous service with one or more licences
- Permanent employee of the Australia Post Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
 - the Commonwealth or a Commonwealth authority; or
 - a State or Territory or a State or Territory authority; or
 - a local government authority; with two or more years of continuous service who is not 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
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of either:
 - the Commonwealth or a Commonwealth authority; or
 - a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution.

How to certify a document

The person who is authorised to certify documents must:

- sight the original and the copy and make sure both documents are identical
- certify all pages as true copies by **writing or stamping**:
 - 'certified true copy'
 - signature
 - printed name
 - qualification (eg Justice of the Peace, Australia Post employee, etc)
 - date
 - place of employment or identifying no. (eg JP-XXXX).

Example from member, John Sample:



✓ Member, John Sample has provided a photocopy of his identification that includes **signature, full name, date of birth and residential address.**

✓ A person who is authorised to certify documents has sighted the original identification and confirmed that the copy is a true copy.

✓ Includes **signature, printed name, qualification, place of employment or identifying no. and date.**

4 Post all documents to:

Pitcher Partners Superannuation Fund
GPO Box 1144
BRISBANE QLD 4001
Email info@pitcherpartners.com.au
Client services team (07) 3222 8444 Facsimile (07) 3221 7779
Website www.pitcher.com.au/Brisbane

IMPORTANT

Do not fax or email your certified documents. All certified documents must be posted so we can view an original signature.