

When moving money between super funds or withdrawing money from your super you are now required, by law, to provide proof of your identity. Your super could be thousands of dollars so super funds need to be sure they are releasing super to the person to whom the entitlements belong.

■ What documents can I use to prove my identity?

EITHER

One of the following documents only:

- Current driver's license issued under State or Territory law
- Passport (current or expired within the last two years)
- 18+ card.

OR

One of the following documents:

- Birth certificate or birth extract
- Citizenship certificate
- Centrelink pension card.

AND

One of the following documents:

- Centrelink payment letter (less than one year old) with your name and residential address
- Government or local council notice (less than three months old) with your name and residential address. For example:
 - Tax office notice of assessment
 - Rates notice from local council.

■ Who can certify my proof of identification documents?

- **A Justice of the Peace (JP) / Commissioner for Declarations**
- A police officer
- A notary public officer
- An officer of a financial institution (eg. **bank employee**) with five or more continuous years of service (with one or more financial institutions)
- A permanent **employee of Australia Post** with five or more years of continuous service
- A person enrolled on the roll of State or Territory Supreme Court or the High Court of Australia, as a legal practitioner
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or National Institute of Accountants with five or more years of continuous membership.

For a full list of the individuals approved to certify your proof of identification documents see our website – esisuper.com.au

Important

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

To certify your ID they need to:

1. Compare the photocopy to the ORIGINAL
2. Stamp or write 'This is a true and correct copy of the original' followed by their signature, printed name, qualification (eg. Justice of the Peace, Police officer) and the date.

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

To prove the link between you and the other person, or your name change you'll need to provide a certified copy of a **Linking document** in addition to your other certified identification document/s (such as a driver's licence or passport). Some examples of linking documents can be seen below.

If you have changed your name you'll need a certified copy of one of these:

- Marriage certificate
- Deed poll, or
- Change of name certificate from the Births, Deaths and Marriages Registration Office.

If you are signing on behalf of another person you'll need a certified copy of one of these:

- Guardianship papers
- Power of Attorney.

■ Can I fax or email my proof of identification documents to ESI Super?

We need to see original signatures on your *Transfer your super* Form/s and certified proof of identification documents so you must post these documents to us, you cannot fax or email them. You can post these documents to the following address (no postage stamp is required):

ESI Super
Reply paid 959
BRISBANE QLD 4001

More information

Call us on **1300 363 240**
Email us at super@esisuper.com.au or visit esisuper.com.au

Disclaimer

This guide has been prepared for the general information of members of ESI Super. It does not take into account any member's individual financial objectives, financial situation or needs. Any statements of law or proposals are based on our interpretation of the law or proposals as at 1 April 2010. We recommend that you seek help from a licensed financial adviser before acting on any information contained in this guide. While all due care and diligence has been taken in the preparation of this guide, the Trustee reserves the right to correct any errors or omissions. If there are any inconsistencies between the terms of ESI Super's Trust Deed and this guide, the terms of the Trust Deed prevail.

Electricity Supply Industry Superannuation (Qld) Ltd (ABN 30 069 634 439, AFSL 336567) is the Trustee for the Electricity Supply Industry Superannuation Fund (Qld) (ABN 33 761 363 685).