

Superannuation funds are required by Anti-Money Laundering and Counter-Terrorism Financing (AML/CTF) legislation to gather specific documentation, in order to verify your identification, prior to paying a benefit or providing certain services. The identification documents protect you and your account from identity fraud.

Please complete this form and attach the relevant documents so we can update our records.

Please complete this form in BLOCK letters using a blue or black pen.

■ Your personal details

Surname: Title: Mr Mrs Ms Miss Dr

Given names: Date of birth: (DD/MM/YYYY) / /

Residential address:

State: Postcode:

Postal address:

State: Postcode:

Telephone (home): Telephone (work):

Mobile: Email:

Please indicate your relationship with ESI Super:

I am a member

I am a nominated beneficiary of an ESI Super member

I am a reversionary beneficiary of an ESI Super member

I am a client of ESI Financial Services

I am a legal personal representative / executor of an estate for an ESI Super member

Other (please specify)

■ Documentation required

You will need to provide a **certified copy** of **one** of the following photographic documents:

- Current driver's licence issued under State or Territory law or equivalent authority of a foreign country
- Passport (current or expired within the last 2 years)
- A national identity card
- A card issued under a State or Territory law for the purpose of proving your age, which contains your photograph e.g. 18+ card).

OR

You will need to provide a **certified copy** of **one** of the following primary non photographic documents:

- Birth certificate or birth extract
- Citizenship certificate issued by the
- Commonwealth Government
- Pension card issued by Centrelink that entitles
- the person to financial benefits.

AND

You will need to provide a **certified copy** of **one** of the following secondary documents:

- Letter from Centrelink regarding a Government assistance payment that contains your name and residential address within the preceding 12 months
- Letter from the Commonwealth or a State or Territory recording the provision of financial benefits that contains your name and residential address and was issued within the preceding 12 months
- Notice issued by a local government body or utilities provider that records the provision of services or utilities and contains your name and residential address that was issued within the preceding 3 months (e.g. rates notice, electricity bill, telephone bill)
- Notice issued by the Australian Taxation Office that records a debt payable to or by yourself to the Commonwealth under a Commonwealth law relating to taxation that was issued within the past 12 months that contains your name and residential address (e.g. Notice of Assessment).

Have you had your name changed 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 a document that proves a relationship exists between two (or more) names (eg. a marriage certificate or a Power of Attorney).

The following people can certify your documents:

- A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner
- Judge of a court
- Magistrate
- CEO of a Commonwealth court
- Registrar or deputy registrar of a court
- Justice of the Peace (JP)
- Notary public
- A police officer
- An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- A permanent employee of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public
- Australian consular officer
- Australian diplomatic officer
- An officer with two or more continuous years of service with one or more financial institutions
- A finance company officer with two or more continuous years of service
- An officer, or an authorised representative with two or more continuous years of service with an Australian Financial Services License holder
- Member of the Institute of Chartered Accountants in Australia, CPA Australia or National Institute with two or more years of continuous membership.

The **certifying person** must confirm on the copies of the relevant document that they have sighted the originals. This authorisation can be provided by way of identifying themselves as belonging to one of the positions above, as well as a signature, date, stamp (if relevant) and membership number (if relevant).

Please note: *Faxed or emailed certifications will not be accepted, we must have the certifying authority's original signature on the copy received by ESI Super.*

■ Declaration

I have read this form and I declare that the information I have provided in it is true and correct and I acknowledge responsibility for its accuracy.

I declare that the relevant authorities have certified my identification documents.

Member's signature:

Date: (DD/MM/YYYY)

Please return this completed form to: **ESI Super, GPO Box 959 Brisbane QLD 4001**



More information

Call us on 1300 363 240

Email us at super@esisuper.com.au or visit esisuper.com.au

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).

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