

# PROOF OF IDENTITY requirements

**You've worked hard to grow your super savings, and we work hard to look after it for you. That's why we abide by Australian Government requirements before releasing it.**

### Why does LGIAsuper verify your identity?

In 2006 the Australian Government introduced the *Anti-Money Laundering and Counter-Terrorism Act 2006* as part of a package of legislation designed to combat money laundering and terrorism financing and to bring Australia into line with international best practice.

LGIAsuper must comply with the legislation. In response we've introduced a range of internal measures to meet our obligations. Verifying your identity is just one of the ways we protect your money.

### How is your identity verified?

We can verify your identity electronically or through certified documents. Either way you will need to provide us with certain information as set out in this info sheet.

### Electronic identity verification

You can choose for LGIAsuper to verify your identity online. To do this we need your:

- full name
- date of birth
- residential address.

We will also need your:

- driver's licence number and state of issue

#### OR

- passport number (including your family name at birth, place of birth and country of birth)

### Use of credit information

Choosing to verify your identity electronically simply means you authorise us to check your identity online. You can also authorise us to check your personal

information against existing information held by a credit reporting agency. Use of credit information may increase the likelihood of us being able to verify your identity electronically. Checking your identity this way is not the same as a credit check, which means it will not impact your credit rating in any way and there will be no record stored on your credit file.

### What does a credit reporting agency do with my information?

To verify your identity through a credit reporting agency LGIAsuper will disclose your name, residential address and date of birth. The credit reporting agency will confirm these details match personal information already held by them. If the details you provide cannot be matched by the credit reporting agency we will advise you in writing. We will also advise if you need to meet further identity requirements.

### Choosing to provide certified documents

You can choose to verify your identity by supplying LGIAsuper with certified documents. Read 'What is a certified document' below for more information or contact us.

### What is a certified document?

A certified copy of a document is one that is officially confirmed as being a true and exact copy of the original. This means a person who is legally qualified to do so will look at an original document and its copy and make sure both are identical. They will then certify every page as a true and exact copy by writing or stamping 'certified true copy' followed by all of the below:

- their signature
- their printed name
- their qualification (e.g. Justice of the Peace, Australia Post employee etc.)
- date certified

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What documents can I give LGIAsuper?	
One of these	<ul style="list-style-type: none"><li>• Current Driver's Licence (both sides)</li><li>• Passport</li><li>• Adult Proof of Age Card</li></ul>
One of these	<ul style="list-style-type: none"><li>• Birth certificate</li><li>• Citizenship certificate</li><li>• Centrelink Pensioner card (both sides)</li><li>• Centrelink Health Care card (both sides)</li></ul>
+ One of these	<ul style="list-style-type: none"><li>• Your Centrelink payment letter that is less than 12 months old</li><li>• A notice from a Commonwealth, State or Territory Government that is less than 12 months old</li><li>• Electricity bill, gas bill, water bill or phone bill that is less than 3 months old</li><li>• A notice from your local government that shows your name and residential address. This must be less than 3 months old.</li></ul>

If any of the documents in this table are issued by a foreign government and written in a language that is not understood by the person carrying out the verification, it must be accompanied by an English translation.

## What is a valid document?

We can only accept a certified copy of an original document. We cannot accept a copy, email or fax of the certified document. Under no circumstances should you ever send us an original document such as your actual passport, licence etc. as you need to be present at the time of certification.

## Have you changed your name or are signing on someone's behalf?

If you have changed your name or are signing on behalf of another person, you will need to provide a certified linking document.

If you have changed your name you will need to provide one of the following suitable linking documents:

- marriage certificate
- deed poll
- decree nisi
- change of name certificate from Births, Deaths and Marriages registration office

If you are signing on behalf of the applicant, you will need to provide us with Guardianship papers or Power of Attorney.

## What should my fully certified document look like?

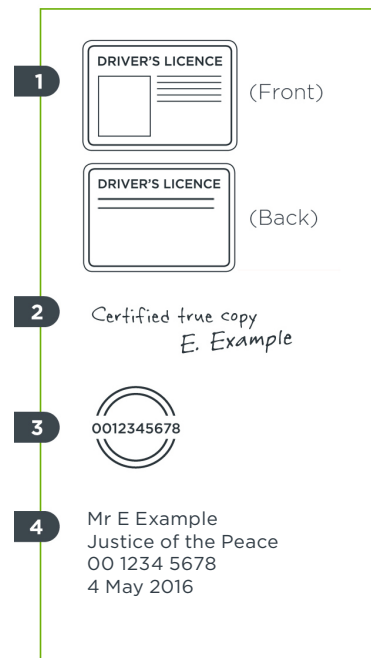
Your fully-certified document should look similar to the example below:

Copy of both sides of the driver's licence that belongs to the person who wishes to prove their identity.

Certification and signature of the person who is qualified to certify documents.

Stamp and registration number (if applicable) of the person who is qualified to certify documents.

The name, qualification and phone number of the person who is qualified to certify documents and the date of certification.



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## Who can certify my documents?

A Justice of the Peace, Commissioner of Declarations or notary public officer

Police officer, doctor, pharmacist, dentist, chiropractor, physiotherapist, nurse, optometrist or veterinary surgeon

Registrar or deputy registrar of the court, judge of a court or magistrate

An Australia Post employee with more than 2 years of service or an agent of the Australian Postal Corporation

A finance company officer with more than 2 years service or an officer with, or authorised representative of, a holder of an Australian Financial Services Licence, with more than 2 years of service

A person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia, as a legal practitioner

An Australian consular officer, Australian diplomatic officer or authorised Commonwealth employee in a country or place outside Australia

A Chief Executive Officer of a Commonwealth court

An Australian Defence Force officer or warrant officer or non-commissioned officer with at least 5 years continuous service.

A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 years continuous membership

A teacher employed on a full-time basis at a school or tertiary institution

A permanent employee with 2 or more years continuous service, of one of the following:

- the Commonwealth or Commonwealth authority
- a State or Territory or a State or Territory authority;
- local government authority

## Any questions?

We're here to help you better understand and grow your super. Contact our trusted and reliable team to find out more. Call us on **1800 444 396** or visit our website at **lgiasuper.com.au**.

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