Suncorp Everyday Super™

Proof of identity form

SUNCORP Superannuation

Issued 1 January 2014

Suncorp Portfolio Services Limited (Trustee)
ABN 61 063 427 958, AFSL 237905, RSE L0002059

Use this form if you've been asked to prove your identity

Tips to help you complete this form

- Use a blue or black pen and write in CAPITAL letters
- Use an '✕' to mark answer boxes
- Complete all sections of the form and sign and date on the last page

Have any questions?

If you'd like help completing this form, or if you have any questions, just call us on 1800 191 517.
We'll be happy to help.

Important information

You may be asked to provide proof of identity if you're starting a new Suncorp Everyday Super pension or transition to retirement (TTR) account.

Existing Suncorp customers

If you're an existing Suncorp customer you may not be required to complete this form when starting a new pension or TTR account. Please log into your online account to check if you need to provide proof of identity, or alternatively please call us on 1800 191 51.

New Suncorp customers

If you're a new Suncorp customer you can now visit your local Suncorp Bank branch to complete the certification process and proof of identity check. Please complete Section 1 of this form and take this with you.

Alternatively you can complete ALL sections of this form (Section 1 and Section 2) and mail it to us with your certified identification.

SECTION 1

Personal details

Suncorp Everyday Super account number _____ (if known)

Title _____

Last name _____

Given name(s) _____

Date of birth d d / m m / y y y y

Contact details (must be your residential address – sorry, we can't accept PO Boxes)

Street name and number _____

Suburb/Town _____

State _____ Postcode _____

Daytime phone number _____ Alternative phone number _____

Email address _____

SECTION 2

Proof of identity

To prove your identity select an item from **Part A** below, or if you can't provide any of these items, select two items from **Part B**.

We require proof of identity BEFORE we can proceed with your instructions.

Documents written in a language other than English must be accompanied by an English translation prepared by a NAATI accredited translator (see naati.com.au). We're not responsible for the content of external websites.

Part A – Acceptable photographic identification documents – ONE item required

Select ONE item from this section, which MUST contain your name, photo and either date of birth or residential address

- ☐ A current driver's licence
- ☐ A current Australian passport (or one which has expired within the last two years)
- ☐ A current Australian Proof of Age Card (including 18+ and Birth Cards)
- ☐ A current foreign passport or similar travel document also containing your signature issued by a government, the UN or agency of the UN
- ☐ A National Identity Card issued by a foreign government also containing your signature

Part B – Other alternative identification documents – TWO items required (this section is only required if a Part A item couldn't be provided)

Select ONE item from this section

- ☐ An Australian birth certificate/extract
- ☐ A citizenship certificate
- ☐ A foreign birth certificate issued by a government, the UN, or agency of the UN
- ☐ A current pension card issued by the Department of Human Services

AND – Select ONE item from this section which MUST contain your name and residential address

- ☐ A notice issued by the Commonwealth, State or Territory within the last twelve months recording the provision of financial benefits to you
- ☐ A notice issued by the Australian Taxation Office within the last twelve months recording a debt payable by you to the Commonwealth (or by the Commonwealth to you)
- ☐ A notice issued by a local government body or utilities provider (eg gas, electricity, phone) within the last three months recording the provision of services to your address or to you
- ☐ If you're under 18, a letter written less than three months ago, from your school principal recording how long you've attended that school

Part C – For use where your residential address is not in Australia or New Zealand – One additional item required

In addition to the **Part A** or **Part B** requirements above, please select:

- ONE additional item from **Part A**

OR

- ONE additional item from any section in **Part B**

Certification procedure (where you're not being assisted by a financial adviser)

If an adviser isn't assisting you with this transaction, to prove your identity, you'll need to:

- Take the originals of your selected identification documents to a certifier (see 'List of acceptable certifiers' below) who will certify that the original documents have been sighted
- Ensure the certifier copies the originals and signs the copy confirming that it's a true copy of the original document and includes on the copy the date, their name and designation from the list in 'List of acceptable certifiers' below
- Mail this form and your certified copy(s) of identification to us (we can't accept faxes or copies of the certified documents)

List of acceptable certifiers

Who to see	Conditions and definitions
Australia Post	An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public; or 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.
Banking and other financial institutions	An officer with two or more continuous years of service with one or more financial institutions or a finance company officer with two or more continuous years of service with one or more financial companies. This includes Suncorp and its subsidiaries.
Financial adviser	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 of more licensee. **Please note:** If you're consulting face to face with your current financial adviser, the certification process is not required – see the following section.
Justice of the Peace or Notary Public	An individual appointed by the courts whose duties include certifying documents.
Legal profession or law enforcement	A person who is enrolled on the roll of the Supreme Court of a State or Territory, or High Court of Australia, as a legal practitioner. Other professionals include a judge of a court; a magistrate; a chief executive officer of a Commonwealth court; a registrar or deputy registrar of a court, or a police officer.
Accountants	A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years of continuous membership.
Consular or Diplomatic Officer	An Australian Consular Officer or an Australian Diplomatic Officer.

Verification procedure (if you're being assisted by an adviser, the adviser must complete this section)

Verify the client's full name and either their date of birth or residential address from the original copies of identification documents provided on the previous page and:

- Ensure your client has completed **Part A** or **Part B** if your client doesn't own a document from **Part A**, and **Part C** if residing overseas (other than New Zealand)
- Complete this section to indicate the details of the verification procedure conducted
- Ensure original documentation is sighted when meeting your client face to face (certified copies are only acceptable if you don't meet face to face and they must meet the requirements detailed in the section above)
- Verify that the documents haven't expired (except for an Australian passport which has expired in the last two years)

Advisers, please **do not** attach copies of the identification documents when forwarding this form.

ID document details	Document 1	Document 2 (if using Part B or Part C)
Verified from	☐ Original ☐ Certified Copy†	☐ Original ☐ Certified Copy†
Document type / issuer		
Issue date		
Expiry date (if applicable)		
Document number (if any)		
Accredited English translation	☐ N/A ☐ Sighted‡	☐ N/A ☐ Sighted‡
Verified date		

Adviser's details

Adviser's name

Adviser's organisation

Adviser number

Daytime phone number

Notes:

† Certified copies of documentation are only permitted where an adviser hasn't assisted the client face to face

‡ If you're able to translate your client's non-English proof of identification documents you can do so, otherwise a NAATI accredited translator must provide the translation before verification can occur

Where to send this form

Please send the completed form and any required attachments to

Suncorp Everyday Super
GPO Box 2585
Brisbane QLD 4001