

Verification procedure (where 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	<input type="checkbox"/> Original <input type="checkbox"/> Certified Copy [†]	<input type="checkbox"/> Original <input type="checkbox"/> Certified Copy [†]
Document type / issuer		
Issue date		
Expiry date (if applicable)		
Document number (if any)		
Accredited English translation	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted [‡]	<input type="checkbox"/> N/A <input type="checkbox"/> 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

Declaration and signature

I confirm the information I've provided on this form is true and correct.

Signature Date

Full Name

Where to send the form

Please send the completed form and any required attachments to

Suncorp Everyday Super
GPO Box 2585
Brisbane QLD 4001