

## Whole Balance Transfer to a KiwiSaver Scheme

Issued 30 May 2016

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

**Use this form to transfer your whole superannuation balance to a KiwiSaver scheme. Transferring only part of your superannuation balance is not permitted.**

### Tips to help you complete this form

- Use a blue or black pen and write in CAPITAL letters
- Use an 'x' 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 13 11 55.

### Important information

References in this form to Trustee refers to Suncorp Portfolio Services Limited (SPSL). Please refer to your Suncorp Brighter Super Product Disclosure Statement, Suncorp Brighter Super Product Guide, and your annual statement for more information.

## Personal details

Account number\*

Title\*

Last name\*

Given name(s)\*

Date of birth\*  /  /

New Zealand phone number       New Zealand Mobile phone number\*

Email address\*

### Most recent address in Australia

Street address

Suburb/Town

State  Postcode

### New Zealand residential address (sorry – we can't accept PO Boxes)

Street address\*

City/Town\*

Postcode\*

## KiwiSaver scheme details

Please provide all of the information below. We can't process your request unless it's all provided.

Name\*

Registration Number\*

Provider Name\*

Provider Postal Address\*

Email Address\*

Phone Number\*

Member/Account number\*



## Proof of identity (required for all transfers to a KiwiSaver account)

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 [www.naati.com.au](http://www.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 Proof of Age Card issued under an Australian State/Territory (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 Centrelink Card

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 age 18, a letter written less than three months ago, from your school principal recording how long you've attended that school

## 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 '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
Accredited Translator	1. A person currently accredited by the National Accreditation Authority for Translators and Interpreters Ltd. (NAATI) at the level of professional translator or above, to translate from a language other than English into English; or 2. A person who currently holds an accreditation that is consistent with the standard specified in 1.
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 licencees. Please note however that if you're consulting face to face with your current financial adviser, the certification process is not required.
Justice of the Peace or Notary Public	An individual appointed by the courts whose duties include certifying documents.
Legal professional 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 and New Zealand, 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.

