

## Whole Balance Transfer to a KiwiSaver Scheme

Issued 27 May 2017

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 us between 8am and 6pm (Eastern Standard Time) Monday to Friday.

### Important information

References in this form to Trustee refers to Suncorp Portfolio Services Limited (SPSL). Please refer to your applicable Product Disclosure Statement, 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\*

Inland Revenue Department (IRD) number\*

### 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\*

\*mandatory field  
29608 27/05/17 A



## 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.

# Declaration and signature

## Persons before a statutory declaration can be made

This statutory declaration can be made before a person who is able to witness Commonwealth statutory declarations under the *Australian Statutory Declarations act 1953* and the *Statutory Declarations Regulations 1993*.

This includes an Australian Consular or Diplomatic Officer at the High Commission in Wellington (within the meaning of the Consular Fees Act), or at the Australian Consulate-General in Auckland. Members of certain Australian professions (for example an Australian lawyer who is currently licensed or registered to practice as a lawyer under the law of an Australian State or Territory) can also witness this statutory declaration. For a list of eligible witnesses please visit [www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx](http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx).

New Zealand Justices of the Peace, lawyers etc. cannot witness this statutory declaration unless they are also an eligible witness for the purposes of the list noted above;

I (full name)

Of (Address)

Occupation

make the following declarations under the *Statutory Declarations Act 1959 (Cth)*

1. I have emigrated permanently to New Zealand.
2. I request and consent to the payment of my whole withdrawal benefit to be transferred to my account in the KiwiSaver scheme named in KiwiSaver scheme details section.
3. I discharge the Trustee of all further liabilities in respect of the benefits paid and transferred to my KiwiSaver scheme.
4. I understand that the benefits paid from my fund will be in Australian dollars.
5. I understand that I will lose any insurance entitlements if I transfer my benefits to a KiwiSaver scheme account and that the tax rates that apply to KiwiSaver scheme benefits may be different to the tax rates that apply to an Australian complying superannuation fund.
6. I declare that I am aware that I may ask my Fund for information about any fees or charges that may apply and any other information in regards to this transfer and I confirm I do not require any further information.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959 (Cth)* and I believe the statements in this declaration are true in every particular.

*Note 1* A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years – see section 11 of the *Statutory Declarations Act 1959*.

*Note 2* Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* – see section 5A of the *Statutory Declarations Act 1959*.

Signature of the person making the declaration

Declared at:

Before me (signature of the person before whom the declaration is made)  
(please print below the full name, qualification and address of the person in front of whom the declaration is made.)

Witness Name

Witness Address

Witness phone number    Witness Qualification

Witness Signature

## Supporting Documentary Evidence & Payment Checklist

The following documentation is required before your request can be processed. Please check you have enclosed evidence of the following (if appropriate), then tick the relevant boxes to confirm.

- Evidence of your residence at a New Zealand address after your emigration to New Zealand - original or certified copy only (e.g. utility bill, vehicle registration or any other document that verifies your New Zealand residential address).
- Evidence of you having opened a KiwiSaver scheme account - original or certified copy only (welcome letter, benefit statement or any other document that verifies that you have opened a KiwiSaver scheme account).
- You have completed all sections of the transfer form including the statutory declaration in the Declaration and signature section above.
- The statutory declaration has been completed by a person who can witness Commonwealth statutory declarations or statutory declarations under New Zealand law.
- Certified copies of the Proof of Identity documents outlined in the Proof of identity section.

## Where to send the form

Please send the completed form and any required attachments to:



Suncorp Super  
GPO Box 2585  
Brisbane QLD 4001