

Suncorp Superannuation

Proof of identity form

Issued 1 April 2022

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 (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 9am and 5pm (Australian Eastern Standard Time)

Monday to Friday on:

- Suncorp Brighter Super – 13 11 55
- Suncorp Everyday Super – 1800 191 517
- Suncorp Employee Superannuation Plan – 1800 652 489

Important information

You may be asked to provide proof of identity if you're starting a new Suncorp pension or transition to retirement (TTR) account or requesting a benefit be paid to you, if you are eligible or receiving a benefit as a result of the death of a member of Suncorp super.

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 call us to see what ID we have on file for you.

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

Account number*	<input type="text"/>
Title*	<input type="text"/>
Last name*	<input type="text"/>
Given name(s)*	<input type="text"/>
Date of birth*	<input type="text" value="DD / MM / YYYY"/>

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

Address*	<input type="text"/>	
	State	Postcode
Country (if not Australia)	<input type="text"/>	
Daytime phone number*	<input type="text"/>	Mobile phone number* <input type="text"/>
Email address*	<input type="text"/>	

Postal address (if different from above)

Address	<input type="text"/>	
	State	Postcode
Country (if not Australia)	<input type="text"/>	

*mandatory field

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. The effective date of the change will be the day that we receive all requirements (including proof of identity).

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 Keypass identity card (issued by Australia Post)
- A current international passport or similar travel document with your signature or a unique identifier
- A current National Identity Card (issued by a foreign government, the UN or agency of the UN) with your signature or a unique identifier

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 which MUST contain your name

- An Australian birth certificate/extract
- A citizenship certificate
- A foreign birth certificate issued by a foreign 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 (e.g. 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
- If you're under 18, a current school issued identity card with your photo

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**

If you live in a remote area and will find it difficult to meet these requirements, give us a call to discuss other documents we can accept to help prove your identity.

Certification procedure

You can prove your identity at your local Suncorp branch or take your identity documents to an acceptable certifier. Your financial adviser is an acceptable certifier and can certify your documents for you.

- Take the originals of your identification documents to an acceptable certifier.
- A copy of the document(s) will need to be taken, and the acceptable certifier will need to sight the original document(s) to confirm that the copy(s) is true.
- On each copied page, the acceptable certifier should confirm that it's a true copy of the original document by writing 'this is to certify that this is a true copy of the original which I have sighted', followed by their signature, their name, the date, their occupation or profession and length of service (if applicable) from the *List of acceptable certifiers* at the end of the form and their registration number (if applicable).
- Mail this form and your certified copy(s) of identification documentation to us (we can't accept faxes or copies of the certified documents). Please note that we need to receive certified documents within 90 days of the date they are certified.

Additional instructions for financial advisers:

- Ensure that your client has completed Part A or Part B
- If your client is residing overseas (other than in New Zealand), provide at least one additional document from Part A or Part B
- Verify that the document(s) haven't expired (except for an Australian passport, which must not have expired more than two years ago) before certifying the copies.

A list of acceptable certifiers can be found at the end of this form.

Declaration and signature

I confirm the information I've provided on this form is true and correct. Member to sign this form, not the member's adviser.

Signature Date

Full name

Where to send this form

Please send the completed form, along with a certified copy of your identification documents, and any other requested documents, to:

Suncorp Super
GPO Box 2585
Brisbane QLD 4001

List of acceptable certifiers

- Bank, credit union, building society or finance company officer with two or more years of continuous service
- Financial adviser or financial planner
- Police officer
- Judge or magistrate
- Legal practitioner
- Justice of the peace or public notary
- Chiropractor
- Dentist
- Medical practitioner
- Nurse or midwife
- Optometrist
- Pharmacist
- Physiotherapist
- Psychologist
- Veterinary surgeon
- Teacher employed on a permanent basis at a school or tertiary education institution
- Minister of religion or marriage celebrant
- Australian post office employee who is in charge of the office or has two or more years of continuous service
- Accountant who is a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Defence force officer or non-commissioned officer with two or more years continuous service and outside Australia
- Certain Australian trade commission, consular and diplomatic staff; and
- A person authorised by the law in that country to administer oaths or authenticate documents.