

# Proof of identity requirements

November 2021

## Why is proof of identity required?

There are two main reasons why Prime Super requires proof of identity from you prior to processing certain transactions, such as benefit payments.

Firstly, so that benefits are protected and only paid to persons rightfully entitled to them.

Secondly, to comply with the Anti-Money Laundering and Counter Terrorism Financing Act 2006.

The law requires the Fund to obtain identity information when processing certain transactions to minimise the risk that Prime Super may be used for the laundering of money or the financing of terrorism.

## How to provide proof of identity

You may provide proof of identity in one of two ways. You may consent to an electronic identity verification, or post certified, printed copies of identity documents.

### 1. Electronic identity verification

You can consent to an electronic identity verification using the secure greenID system. Note: this option is not available on forms that require a Statutory Declaration or a binding nomination.

You will need to provide details of your Medicare card, current Driver Licence and/or your passport. We will use two of these documents to confirm your identity.

The information provided will be subject to an information match request from the relevant official record holder. Results of an information match will be provided via the use of third party systems.

### 2. Paper copies of certified identity documentation

To provide certified identification documents, all pages must be certified as a true copy of the original document by an eligible person (please see the section below who can certify documents).

The certification must include the certifier's original signature, printed name, qualification (e.g. police officer), contact number and date. You will be required to post these documents to us.

## Acceptable documents

Please see the following table for documents that may be certified as proof of identity.

### Option one

#### One of the following documents only:

- Valid Driver Licence issued under State or Territory Law
- Other photo ID such as valid proof of age card or boat and firearms licence under State or Federal law
- Australian passport valid or expired within the last two years
- Valid international passport (required for overseas members)

### Option two

#### One of the following documents:

- Birth certificate or birth extract
- Citizenship certificate issued by the Commonwealth
- Pension card issued by Centrelink that entitles the person to financial benefits

#### And one of the following documents:

Notice issued by Commonwealth, State or Territory Government within the past 12 months or local council within the past 3 months that contains your name and residential address.

For example:

- Tax Office Notice of Assessment
- rates notice from local council
- letter from Centrelink regarding a Government assistance payment

call 1800 675 839

visit [primesuper.com.au](http://primesuper.com.au)

email [administration@primesuper.com.au](mailto:administration@primesuper.com.au)



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## Have you changed your name or are you signing on behalf of another person?

If you have changed your name or are signing on behalf of the applicant, you will need to provide a certified linking document. A linking document is a document that proves a relationship between two (or more) names.

The table below contains information about suitable linking documents.

Purpose	Suitable linking documents
Change of name	Marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office.
Signed on behalf of the applicant	Guardianship papers or Power of Attorney

## Certification process

All copied pages of ORIGINAL proof of identification documents (including any linking documents) need to be certified as true copies by any individual approved to do so (see below).

The person who is authorised to certify documents must:

1. sight the original and the copy and make sure both documents are identical,
2. make sure all pages have been certified as true copies by writing or stamping 'certified true copy' followed by their signature, printed name, qualification (e.g. Justice of the Peace, Australia Post employee, etc.) and date, and
3. all pages must be certified as a true copy of the original document on each page. The certification must include the certifier's signature, printed name, qualification (e.g. police officer), a contact number and the date.

A certification must contain an original signature.

## Who can certify documents

The following persons can certify copies of the original as true and correct copies:

- an eligible Prime Super Regional Manager (RM);
- a permanent employee of Australia Post with two or more years of continuous service;
- a finance company officer with two or more years of continuous service (with one or more finance companies);
- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having 2 or more years continuous service with one or more licensees;
- a notary public officer;
- a police officer;
- a registrar or deputy registrar of a court;
- a Justice of the Peace;
- a legal practitioner;
- an Australian consular officer or an Australian diplomatic officer;
- a judge of a court;
- a magistrate; or
- a Chief Executive Officer of a Commonwealth court.
- chiropractor;
- dentist;
- medical practitioner;
- nurse;
- optometrist;
- patent attorney;
- pharmacist;
- physiotherapist;
- psychologist;
- trade marks attorney;
- veterinary surgeon;
- Bailiff;
- Commissioner for Affidavits;
- Commissioner for Declarations;
- employee of the Australian Trade Commission who is:
  - > in a country or place outside Australia; and
  - > authorised under paragraph 3(d) of the Consular Fees Act 1955; and
  - > exercising his or her function in that place
- employee of the Commonwealth who is:
  - > in a country or place outside Australia; and
  - > authorised under paragraph 3(c) of the Consular Fees Act 1955; and
  - > exercising his or her function in that place;
- fellow of the National Tax Accountants' Association;
- marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961;
- master of a court;
- member of Engineers Australia, other than at the grade of student
- member of the Australian Defence Force who is:
  - > an officer; or
  - > a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 2 or more years of continuous service; or
  - > a warrant officer within the meaning of that Act;
- a member of any of the following:
  - i. Chartered Accountants Australia and New Zealand;
  - ii. the Association of Taxation and Management Accountants;
  - iii. CPA Australia;
  - iv. the Institute of Public Accountants;

*Continued on next page*

### Who can certify documents (continued)

- member of:
    - > the Parliament of the Commonwealth; or
    - > the Parliament of a State; or
    - > a Territory legislature; or
    - > a local government authority;
  - minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961;
  - permanent employee of:
    - > the Commonwealth or a Commonwealth authority; or
    - > a State or Territory or a State or Territory authority; or
    - > a local government authority;
- With 2 or more years of continuous service who is not specified in another item in this part;
- person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made;
  - Senior Executive Service employee of:
    - > the Commonwealth or a Commonwealth authority; or
    - > a State or Territory or a State or Territory authority
  - Sheriff;
  - Sheriff’s officer;
  - teacher employed on a full-time basis at a school or tertiary education institution; or
  - member of the Australian Institute of Mining and Metallurgy.

### Who can certify documents overseas

The following people are authorised to certify your identity documents outside Australia:

- notary publics
  - staff at your nearest Australian
    - > embassy
    - > high commission
    - > consulate – including consulates headed by Austrade honorary consuls.
- sighting the original document
  - stamping, signing and annotating the copy of the identity document to state ‘I have sighted the original document and certify this to be a true and correct copy of the original document sighted’
  - initialling each page
  - listing their name, date of certification, telephone number and position.

An authorised certifier in the presence of the applicant should certify that each copy is a true and correct copy of the original document, by:

If you are not an Australian resident, please refer to our DASP fact sheet:

[primesuper.com.au/member/publications/factsheets/](https://primesuper.com.au/member/publications/factsheets/)

### Find out more

We’re committed to helping you grow, manage and protect your wealth and retirement income.

Contact us if you have any questions about providing proof of identity.

 1800 675 839

 [primesuper.com.au](https://primesuper.com.au)

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