

FAMILY LAW INSTRUCTIONS FOR PAYMENT OF ENTITLEMENT

If you need help

For assistance call NGS Super Customer Service Team on **1300 133 177**.

This form should be completed by the non-member spouse following the split of the superannuation benefit of a member of the NGS Super as per instructions received by the trustee of the NGS Super in a court order or agreement. The information in Step 1 of this form is required under Regulation 72 of the Family Law (Superannuation) Regulations 2001.

Step 1. Complete your personal details Please print in black or blue pen, in uppercase, one character per box. A

Non-member spouse details

Title Mr Mrs Ms Miss Other Date of birth / /

Given names

Surname

Previous name (if applicable)

Residential address (must be advised)

Suburb State Postcode

Postal address

Suburb State Postcode

Daytime telephone - Mobile

Email

Existing member Do you have an existing membership in the fund? Yes No Member number

Step 2. Complete spouse member details

Name of your spouse

Spouse's member number



Step 6. Completing proof of identity

You will need to provide certified proof of your identity. The easiest way to do this is as follows:

- photocopy both sides of your current driver's licence or passport
- take the photocopies to Australia Post or your local Police station
- ask them to certify your ID.

The person certifying your ID documents will include the following details on the copy(ies):



- ← A clear copy of the document that identifies you (i.e. your driver's licence (front and back) or passport)
- Certified true copy ← Write or stamp 'certified true copy' of the original document
- J. Sample* ← The authorised person's signature
- Mr John Sample ← Full name, qualification and registration number (if applicable) of the authorised person
- Justice of Peace ←
- Registration No.123456789 ←
- Date: 01/03/2015 ← Date of certification (within 12 months of receipt)

Alternatively, you can refer to the Completing Proof of Identity fact sheet on the fund's website at www.ngssuper.com.au for a list of other people who can certify your ID document(s) and witness your statutory declaration.

If you don't have a driver's licence or passport

You will need to provide a certified copy of one document from each of the following groups:

- Birth certificate or birth extract¹
- Citizenship certificate issued by the Commonwealth
- Pension card issued by the Department of Human Services (Centrelink) that entitles the person to financial benefits

AND

- Letter from the Department of Human Services (Centrelink) or other Government body in the last 12 months regarding a Government assistance payment
- Tax Office Notice of Assessment issued in the last 12 months
- Rates notice from local council issued in the last 3 months
- Electricity, gas or water bill issued in the last 3 months
- Landline phone bill issued in the last 3 months (mobile phone bills will not be accepted)

¹ **Translation:** If your identification is written in a language other than English, the identification must be accompanied by an English translation prepared by a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd. (NAATI) at the level of Professional Translator or higher (or an equivalent accreditation), to translate from a language other than English into English.

Step 7. Providing your tax file number

There may be tax implications if you have not yet provided, or choose not to provide, your TFN. Whilst it is not compulsory to provide your TFN, not doing so could cost you in the following ways:

- you may have paid more tax than necessary on super contributions made for you by your employer (including SG, salary sacrifice and other contributions) in this financial year. This additional tax can be reversed if you provide your TFN to the fund before the end of the financial year, or your earlier payment from the fund. Although you may be able to claim back this additional tax if you later provide your TFN, time limits and other rules may apply, which may affect the size of any refund.
- you may pay additional tax on your super payout. However it might be possible to claim this back when lodging your tax return.
- you may miss out on any government Super Co-contributions for which you may be eligible; and
- you may have difficulty locating your super in the future, should you lose contact with your fund(s).

Select one option

My tax-file number is - -

I do not wish to provide my tax-file number to the Trustee

Signature

Date

/ /



Step 8. Complete the checklist

To enable your payment to be processed promptly, please ensure you have correctly completed this form before returning it to the fund.

Have you:

- Provided your member details in **Step 1**?
- Attached supporting documentation for any change of name, date of birth or address detailed in **Step 3**?
- Provided complete payment instructions in **Step 4**?
- Signed and dated the form (**Step 9**)?
- Select the identification you have provided:
 - Current drivers' licence OR current passport; or
 - One document from list one and one document from list two
- Is your identification current? If providing an Australian Passport, one that has expired within the last two years is acceptable.
- Are your documents correctly certified? Ensure the certifier has included ALL of the following on each page:
 - Written or stamped 'certified true copy'
 - Signature and printed name
 - Date – the date MUST be within twelve months of the date we receive your completed form.
 - Qualification (such as Justice of the Peace, Australia Post employee, etc)

Please refer to the "Completing proof of identity" fact sheet on the fund's website at www.ngssuper.com.au or call the NGS Super Customer Service Team on **1300 133 177**.

Step 9. Sign the form

By signing this form I understand that:

- information contained in this form will be relied upon and used by the Trustee to process my benefit payment
- there may be delay in payment if my details have recently changed
- I consent to my information being collected, disclosed and used in the manner set out in this form.

Signature

X

Date

/ /

Please return your completed form together with your proof of identity to:
NGS Super
GPO Box 4303
Melbourne VIC 3001



PRIVACY COLLECTION STATEMENT

If you are a member of NGS Super, or you are applying for membership

We may collect your personal information from you or from third parties such as

- your employer
- a previous super fund
- your financial adviser
- our related entities
- publicly available sources.

We may be required or authorised by law to collect your personal information. Relevant laws include the Australian Securities and Investments Commission Act 2001, Corporations Act 2001, Family Law Act 1975 and laws relating to superannuation, taxation and anti-money laundering/counter-terrorism financing.

If we are unable to collect all the personal information we have asked for, we may not be able to administer your NGS Super account or take action on a particular request you have made.

We will use your personal information to

- manage your NGS Super account (superannuation or income stream)
- give you information about your NGS Super account
- supply you with information about other products and services offered by us or our related companies
- include your relevant account data in statistics and market research.

We will disclose your personal information to various organisations (but only as required to manage your NGS Super account or the Fund generally), including

- our administrator, Mercer Outsourcing (Australia) Pty Ltd (Mercer)
- our insurer
- our professional advisers
- your employer
- other service providers that provide services or products relevant to your NGS Super account
- any relevant government authority that requires your personal information to be disclosed.

In managing your super your personal information may be disclosed to service providers in another country, most likely to Mercer's processing centre in India. Our Privacy Policy lists any other relevant offshore locations.

Our **Privacy Policy** sets out in more detail

- how we deal with your personal information
- how to access and seek correction of the information we hold about you
- how you may lodge a complaint if we breach an Australian Privacy Principle
- how we will handle any complaint.

You can view our Privacy Policy at www.ngssuper.com.au/privacy-policy or obtain a copy by contacting us on **1300 133 177**.

If you have any other queries in relation to privacy issues, or if you do not wish to receive marketing material, you may contact us on **1300 133 177**. You may also write to the NGS Super Privacy Officer at PO Box 21236 World Square NSW 2002 or online at www.ngssuper.com.au/contact-us.

If you are not a member of NGS Super, and you are not applying for membership

We will use your personal information only to enable us to take action on the particular matter you have contacted us about. In most instances we will not need to collect any further personal information from any other source. We will disclose your personal information only to those organisations mentioned above as are necessary to take action on the matter in question or for the management of the Fund generally.