

ABOUT PROOF OF IDENTITY

GUIDELINES DOCUMENT

You must send us certified copies of documents to prove you are the person entitled to make the transaction. Please don't send the originals.

+
for those who understand the true meaning of wealth.

Acceptable documents

One of the following documents

- Drivers licence, issued under Australian State or Territory law

or

- passport

A combination of documents

If you can't supply either a drivers licence or passport, you can send a combination of documents. You will need one document from each of the two groups below.

One of the following documents

- Birth certificate or birth extract
- Citizenship certificate issued by the Commonwealth of Australia
- pension card issued by Centrelink that entitles you to financial benefits

and

One of the following documents

- Letter from Centrelink entitling you to a government assistance payment
- notice issued by Commonwealth, State or Territory government or local council issued in the last twelve months that contains your name and residential address, such as a rates notice from a local council or notice of assessment from the tax office

If you have changed your name

We need a linking document – that is, a document that proves a relationship between your previous and your current name. It could be a marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office.

If you are signing on behalf of another person

We need a linking document – that's a document that proves a relationship between your name and the name of the person you are signing for. It could be guardianship papers or record of a power of attorney.

Certification of identity documents

Take photocopies of your original proof of identity documents and have them certified as true copies of the originals.

The person certifying the documents must see the original document and the photocopy so that they can certify that the documents are identical. They must certify every page as a true copy by stamping or writing 'certified true copy', sign and add their printed name, full qualification as a certifier of identity documents (such as 'a permanent employee of Australia Post with two or more years of continuous service') and date.

PROTECTING YOUR SECURITY

Who can certify proof of identity documents?

Any of these people can certify copies of your original documents as true and correct copies:

- 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 two or more years of 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 person enrolled on the roll of a state or territory Supreme Court or the High Court of Australia, as a legal practitioner
- an Australian consular or diplomatic officer
- a judge of a court
- a magistrate
- a Chief Executive Officer of a Commonwealth court
- a teacher employed on a full-time basis at a school or tertiary education institution.

More information?

Contact us

Our website is your one-stop shop for information about NGS Super.

You can also contact us via the **contact us** page at www.ngssuper.com.au or call our Customer Service Team on **1300 133 177** between 8.00am and 8.00pm (AEST/AEDT), Monday to Friday.

Important information

The information in this article is general information only and does not take into account your objectives, financial situation or needs. Before making a financial decision, please assess the appropriateness of the information to your individual circumstances and consider seeking independent advice from a licensed or appropriately authorised financial advisor.

www.ngssuper.com.au
1300 133 177