



### Step 3: Proof of identity (Financial adviser to complete)

We are required to carry out proof of identity procedures before cashing a superannuation benefit. These requirements arise under AML/CTF Law.

**Declaration by financial adviser**

I confirm that:

I have previously supplied IOOF with proof of identity documents for the above named client and the documents are still current.

**OR**

I have attached the necessary proof of identity documents with this form.

**OR**

I have sighted and retained copies of the necessary proof of identity documents as recorded in the proof of identity table.

Record of proof of identity (ID)*	ID document 1	ID document 2
Verified from	<input type="checkbox"/> Original <input type="checkbox"/> Certified copy	<input type="checkbox"/> Original <input type="checkbox"/> Certified copy
Document issuer		
Issue date	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Expiry date	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Document number		
Accredited English translation	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted

\* For further information on the types of proof of identity which can be attached or verified and retain, please refer to the proof of identity requirements section at the end of this form. It also includes a list of persons authorised to certify copies of original documents.

Adviser signature  Date  /  /

### Step 4: Nominated bank account

Cash withdrawals can only be made to a bank account pre-nominated by you. Please ✓ the appropriate box below.

Pay to my nominated bank account currently recorded on my account and used for regular pension payments or regular withdrawals where applicable.

**OR**

Pay to my nominated bank account below. The nominated bank account will be recorded on your account and used for future withdrawal payments, including regular pension payments and regular withdrawals where applicable.

Financial institution

Branch

Account name

BSB  -  Account number

**Please note the account must be held either solely or jointly in your name.**

## Step 5: Member declaration

I hereby authorise my current or any future financial adviser and their staff, as my agent, to:

- operate my account and to give any instructions on my behalf in relation to my account to IOOF by any method acceptable to IOOF, including electronically, except this authority does not authorise my financial adviser to change the name on my account or authorise any other person to operate my account;
- withdraw any funds from my account and pay the withdrawal benefit to my nominated bank account (or any bank account I nominate in future).

I accept the terms outlined below:

- I release and indemnify the Trustee and any member of the IOOF Group from and against all demands, action, proceedings, losses, liabilities and costs arising directly or indirectly out of or in connection with the Trustee acting or omitting to act on instructions given by my financial adviser under this authority;
- I authorise the Trustee to continue to follow instructions given under this authority until the Trustee receives notice in writing signed by me to cancel the authority.

Member Signature

Date

 /  / 

Please sign and return this form to:

**Post:** IOOF Pursuit, Reply Paid 264, Melbourne, VIC 8060

**Email:** [clientservices@ioof.com.au](mailto:clientservices@ioof.com.au)

**Facsimile:** 1800 558 539

**Enquiries:** 1800 062 963

## Proof of identity requirements

AML/CTF law obligates the Trustee to verify the identity of each applicant before providing financial services to them.

To meet these requirements you must provide either a certified copy of A or B as below:

EITHER A
<p><b>ONE of the following documents only:</b></p> <ul style="list-style-type: none"> <li>current driver's licence issued under State or Territory law</li> <li>passport</li> </ul>
OR B
<p><b>ONE of the following documents:</b></p> <ul style="list-style-type: none"> <li>birth certificate or birth extract</li> <li>citizenship certificate issued by the Commonwealth</li> <li>pension card issued by Centrelink that entitles the person to financial benefits</li> </ul> <p><b>AND</b></p> <p><b>ONE of the following documents:</b></p> <ul style="list-style-type: none"> <li>letter from Centrelink regarding a government assistance payment</li> <li>notice issued by Commonwealth, State or Territory government or local council within the past 12 months that contains your name and residential address (such as Tax Office Notice of Assessment or rates notice from local council).</li> </ul>

### 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 exists between two (or more) names.

The following table 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 of personal documents

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

The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping 'certified true copy' followed by their signature, printed name, qualification (such as Justice of the Peace, Australia Post employee) and date.

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

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon

#### Other persons:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australia Diplomatic Officer (within the meaning of the *Consular Fee Act 1955*)
- Bailiff
- Bank officer with two or more continuous years of service
- Building society officer with two or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with two or more years of continuous service
- Employee of the Australian Trade Commission 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
- Employee of the Commonwealth 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
- Fellow of the National Tax Accountants' Association
- Finance company officer with two or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace

- Magistrate
- Marriage celebrant registered under *Subdivision C of Division 1 of Part IV of the Marriage Act 1961*
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australian Defence Force who is either:
  - an officer; or
  - a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with two or more years of continuous service; or
  - a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of either:
  - the Parliament of the Commonwealth; or
  - the Parliament of a State; or
  - a Territory legislature; or
  - a local government authority of a State or Territory
- Minister of religion registered under *Subdivision A of Division 1 of Part IV of the Marriage Act 1961*
- Notary public
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more years of continuous service with one or more licences
- 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
- 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 two or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of either:
  - 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
- Member of the Australasian Institute of Mining and Metallurgy