

Proof of identity

Providing proof of identity is necessary when applying for a payment, or may be requested from you when rolling money over between super funds.

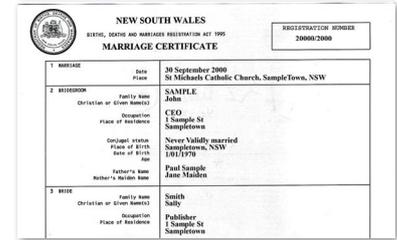
When you apply to receive a payment from Local Government Super, you are required to provide proof of identity ('ID'). You may also be asked for ID when rolling over your funds from one super fund to another. We are required by law to ensure that we are dealing with the right person. If you don't provide proof of identity in the correct format, your payment or rollover may be delayed.

Have you changed your name?

If you've changed your name you'll need to supply certified ID in your current name and a certified copy of one of the following documents that supports your name change:

- Marriage certificate
- Deed poll
- Change of name certificate from Births, Deaths and Marriages Registration Office.

You will also be required to supply a completed *Change of Membership Details* form found on our website, lgsuper.com.au



Are your personal details correct?

If you have discovered your date of birth, gender, or spelling of your name has been recorded incorrectly, you will need to provide certified hard copy documents as proof in order to change your details. You will also be required to supply a completed *Change of Membership Details* form found on our website, lgsuper.com.au

Are you acting on behalf of another person?

You'll need a certified copy of either:

- Guardianship papers or Power of Attorney and
- Your ID and the member's ID.

How long is your certified ID valid for?

Certified ID documents are valid for two years from the certification date, or six months for electronically verified Proof of Identity.

Additional verification

From time to time we may need to take additional steps to identify a member as we may have difficulty in verifying that we are dealing with the right person. In this event we will contact you.

Electronic verification

The simple option for members who don't need to change their details. This can be used when you are requesting a payment.

Still unsure?

If you're still not sure whether your ID is acceptable or if you can use electronic verification or have to provide certified ID, please refer to page 3 for more details or call us on **1300 LGSUPER (1300 547 873)** for assistance.

Certifying copies of your ID

Step 1: Find the right ID

What ID do you need?

A current Australian driver's licence¹ or an Australian passport that is current or has expired within the last two years.

If you don't have a current Australian driver's licence or passport, see the 'Other acceptable ID' section below.

¹ Must have the same name and address as on the application.



Step 2: Make a photocopy of your ID

Make sure you have a clear and full copy of your ID.

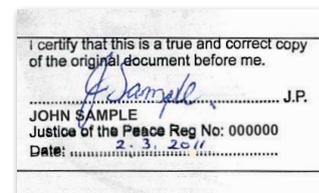
Step 3: Get your ID photocopies certified by an authorised person

You can usually find an authorised person to certify your ID at a post office, bank or police station. Please see the 'Who can certify your ID?' section on the next page for a list of people who can certify your ID copies, depending on whether you are inside or outside of Australia.

Step 4: Make sure your ID has been certified correctly

You will need to show your original ID and the photocopy to an authorised person. They will:

- compare the copy and the original
- write or stamp 'This is a true and correct copy of the original' or similar words, followed by their signature, printed name, qualification (e.g. Justice of the Peace, police officer) and the date
- provide information clearly identifying the person certifying.



Step 5: Send the original certified photocopy by post

We need to see the original signatures on the certified ID so you will need to post the documents to us. Emails or faxes of these documents won't be accepted.

Please post **certified copies** of your ID to: Local Government Super
PO Box N835
Grosvenor Place NSW 1220

Other acceptable ID

If you don't have an Australian driver's licence or Australian passport you will need to supply a certified copy of one of the following:

- A State or Territory issued card which confirms your date of birth and contains a photograph of you
- A current foreign driver's licence with a photograph of you, date of birth and a translation if necessary¹
- A national identity card with photograph, your signature and translation if necessary¹
- A foreign passport issued by a foreign government.

If you haven't got one of these documents you will need to supply **two** other **certified** forms of ID.

1. One of the following:

- Australian birth certificate
- Australian citizenship certificate
- Birth certificate issued by a foreign country and translation if necessary¹.

2. And one of the following:

- Centrelink letter regarding a Government assistance payment
- Notice issued by the Commonwealth, State or Territory Governments or local council or utilities provider that contains your name and address which was issued within the last 12 months.

For example: Australian Tax Office Notice of Assessment, rates notice from local council, electricity, telephone water or gas bill.



¹ If the document is not written in English it must be accompanied by an English translation from an accredited translator. That person must be currently accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI), or equivalent at the level of professional translator or above.

Who can certify your ID?

In Australia, the following people are authorised to certify documents:

- Justice of the Peace
- Permanent employee of Australia Post with at least two years continuous service
- Legal practitioner (e.g. solicitor or barrister)
- Police officer
- 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 licences
- Member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants
- A finance company officer; a bank, credit union or building society officer; with two or more years of continuous service
- A member of the Commonwealth, State or Territory Parliaments
- A magistrate, judge of a court or chief executive officer of Commonwealth Court
- Health professionals: Chiropractor; dentist, medical practitioner, nurse, optometrist, pharmacist, physiotherapist, psychologist
- Veterinary surgeon
- Member of Chartered Secretaries Australia
- Notary public
- Sheriff or Sheriff's officer

Outside Australia, the following people are authorised to certify documents, which document and certification must be in English:

- Justice of the Peace or equivalent
- Notary public or equivalent
- Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Employee of the Commonwealth or the Australian Trade Commission who works outside Australia.
- Any person who is in a country or place outside Australia and is currently licensed or registered in Australia (under a State or Territory law) to practise in an occupation listed above or holds a position in Australia listed above.

Option 1: Use electronic verification

You must provide details of at least two of the following documents:

By providing my Medicare card, driver's licence or Australian passport details below, I authorise the use of my personal details (including the information below) for the purpose of electronic data verification using reliable and independent data sources.
I understand LGS uses a third party system for this purpose.

Important: Make sure the details you provide are accurate. If your personal details provided do not match your electronic identification details, we will not be able to use your personal details to prove your identity, which will delay processing your request.

You **MUST** provide details of at least two of the following documents:

Document 1: Medicare card

Full name as shown on your Medicare card, including initials:

Card number:

Valid to: I am person number on this card

Document 2: Australian driver's licence

First name as shown on your licence:

Last name as shown on your licence:

Australian driver's licence number:

Expiry date:

Document 3: Australian passport

Given name/s (including middle name/s) as shown on your passport:

Last name as shown on your passport:

Australian passport number:

Country of birth (not shown on passport):

Family name at birth (not shown on passport):

Signature:

Date:

OR

Option 2: Provide certified copies of identification documents

I have attached copies of my certified proof of identity with this form.
Please ensure that you provide photocopies of your original documents and that they are correctly certified.

Signature:

Date:

Privacy Collection Statement

The information provided on this form is collected by LGSS Pty Limited (ABN 68 078 003 497) as Trustee for Local Government Super (ABN 28 901 371 321) for the purposes of administering accounts and providing services to you associated with fund membership. If you do not provide the requested information, LGS may not be able to perform these services. Your personal information may be shared with our administrator, other superannuation trustees and other services providers, in order to be able to provide our services to you. We may provide information to government, regulatory or other bodies if required by law. For further information about how we manage and protect personal information, please refer to our privacy policy available at lgsuper.com.au/privacy-policy or by calling us on 1300 LGSUPER (1300 547 873). It sets out how we use the information we hold about you, how you can access and correct the information, how you may complain about a breach of privacy and our process for resolving privacy related enquiries and complaints.

Issued by LGSS Pty Limited (ABN 68 078 003 497) (AFSL 383558), as Trustee for Local Government Super (ABN 28 901 371 321).

Enquiries: Phone: 1300 LGSUPER (1300 547 873), 8.30am–5.00pm, Monday to Friday Web: lgsuper.com.au