

Identification requirements



The industry fund for the **people who care**

healthsuper 



Identification requirements

Proof of identity is necessary before Health Super can conduct a number of transactions on your account, including processing cash withdrawals, benefit transfers or rollover requests. It's important for your peace of mind, as well as being a legal requirement.

You will need to supply certified identification documents. To do this, take your original identification documents and a photocopy of both sides of the original document to an authorised person (as listed in this brochure) for certification. Please note that the certification must be signed and dated.

Please note that faxed copies are not acceptable.

How a document is certified

The authorised person will need to:

- 1) write or stamp (in English) on the photocopies words to the effect of: 'This is a true and correct copy of the original'; and
- 2) write their name, qualification (eg Justice of the Peace, Police Officer etc.) and registration number (if applicable).

Example

'This is a true and correct copy of the original.'

Name: Mary Smith

Qualification: Medical Practitioner

Registration Number: 493948 (if applicable)

Date: 05/10/2009

Signature: Mary Smith

Identification documents required

You must supply one document from **list A** below **OR** one document from **list B AND** one from **list C**.

One document from list A

- A**
- a certified copy of a current driver's licence; or
 - a certified copy of current passport.

OR

One document from list B

- B**
- a certified copy of birth certificate or birth extract; or
 - a certified copy of citizenship certificate issued by the Commonwealth of Australia; or
 - a certified copy of pension card issued by Centrelink that entitles the person named to financial benefits.

AND one document from list C

- C**
- a certified copy of letter from Centrelink regarding a Government Assistance payment; or
 - a certified copy of Notice issued by Commonwealth, State or Local Government within last 12 months that contains your name and residential address eg. Australian Taxation Office (ATO) Notice of Assessment or rates notice from your local Council.

Verification

A commercial organisation may be used to independently verify your identification details. All documents provided to us will be stored securely and will be used for the purpose of proving your identity only.

Certified Linking Documents

If you have changed your name or are signing on behalf of another person, you will need to provide a Certified Linking Document. It is a document that proves a relationship exists between two (or more) names.

Change of name: Marriage Certificate, deed poll or Change of Name Certificate from Births, Deaths and Marriages Registration Office.

Signing on behalf of applicant: Guardianship papers, or Power of Attorney papers.

Do you have more questions? We're here to answer them.

We are ready to take your call and guide you through any issues you may have.

Call us on 1800 331 719
8.30am – 6.00pm, Monday – Friday AEST.

Other ways to get in touch:
Email: enquire@healthsuper.com.au
Fax: (03) 9614 8048
Mail: Locked Bag 2900
Collins Street West VIC 8007

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(Health Super).

