

Providing proof of identity

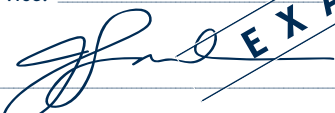
Identification requirements

Some forms require you to provide proof of identity before they can be processed.

You will need to supply us with certified identification documents. To do this, take the original identification documents and a photocopy of both sides of the original document to an authorised person (see list at right).

Copied, faxed or scanned copies of certified documents do not comply with our identification requirements, and are not acceptable.

Example:

'This is a true and correct copy of the original'	
Name:	<u>John R. Smith</u>
Qualification/Position:	<u>Justice of the Peace</u> <small>(eg Justice of the Peace, Police Officer etc.)</small>
Company Name:	_____
Years of Service:	<u>12</u> Date: <u>02/07/2010</u>
Signature:	<u></u>

How a document is certified

The authorised person will need to:

- write or stamp in English on the photocopies, words to the effect of: 'This is a true and correct copy of the original', and
- write their name, qualification/position (e.g. Justice of the Peace, Police Officer etc.) company name and years of service and sign and date.

Please note that the certification of your documents must not be older than 30 days.

Authorised Persons

Identification papers must be certified by an authorised person.

- A police officer
- A finance company officer with five or more years 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 five or more years continuous service with one or more licensees
- A notary public officer
- A registrar or deputy registrar of a court
- Justice of the Peace
- A permanent employee of Australia Post with five or more years continuous service
- A person enrolled on the roll of the State or Territory Supreme Court, or the High Court of Australia, as a legal practitioner
- An Australian consular officer or an Australian diplomatic officer
- A judge of a court
- A magistrate, or
- A Chief Executive Officer of a Commonwealth court

Identification documents required

If you cannot supply a document from list 1 below, you must supply one document from list 2 and one from list 3.

One document from list 1	
1	<ul style="list-style-type: none"> • a certified copy of a current driver's licence or • a certified copy of a current passport
OR	
One document from list 2	
2	<ul style="list-style-type: none"> • 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 to financial benefits
AND one document from list 3	
3	<ul style="list-style-type: none"> • a certified copy of letter from Centrelink regarding a Government Assistance payment or • a certified copy of Notice issued by Commonwealth State or Territory Government or local council within the last 12 months that contains your name and residential address eg. Australian Tax Office Notice of Assessment or rates notice from local council.

Certified Linking Documents

Copies of 'Certified linking documents' will be required in the case of a name change, or if the applicant is signing on behalf of another person.

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

Contact us

All completed forms and certified documents should be sent to:

Quadrant Superannuation Pty Ltd
Reply Paid 863
Hobart TAS 7001

Need more information? **Call 1800 222 209**
or visit our website at www.quadrantsuper.com.au