INFORMATION SHEET

ENERGY INDUSTRIES SUPERANNUATION SCHEME

Superannuation – Individual

WHAT IS REQUIRED FOR PROOF OF IDENTITY AND DATE OF BIRTH?

To be able to process certain transactions (eg request to transfer funds, requests for payment etc), the law requires that we **MUST** be reasonably satisfied that we have identified you (ie you are the person you claim to be) and that we have verified your date of birth. This legal obligation is in addition to other identification processes to guard against fraud.

You need to provide certain documents (see Page 3 for details of acceptable documents) which enable us to be reasonably satisfied that:

- you are the person who you claim to be (ie the person to whom the funds belong); and
- your date of birth is correct in our records (as your date of birth may or will determine the value of your entitlement, when the amount of that entitlement can be paid to you and the amount of tax (if any) applicable to that entitlement).

Incomplete or incorrect details may delay the allocation of contributions to your account and/or may delay or prevent the payment of your benefit.

CERTIFICATION of PERSONAL DOCUMENTS

What is Required to Certify a Document as a 'Certified Copy'?

All copied pages of **ORIGINAL** personal documents (proof of identification, date of birth or linking documents, see below) need to be certified as true and correct copies by an individual approved to do so (see below for details of who may certify a document under the AML/CTF Act).

The person who is authorised to certify documents **MUST**:

1. **SIGHT** the original **AND** the copy;
2. make sure **BOTH** documents are **IDENTICAL**; **AND**
3. make sure **ALL** pages have been **CERTIFIED** as true and correct copies by writing or stamping in **BLUE** ink:
   '***I certify that this is a true and correct copy of the original document before me***' followed by:
   - their signature
   - their printed name
   - their qualification (eg Justice of the Peace, Australia Post employee, solicitor); **AND**
   - the date they certified it.

Who May Certify a Document as a 'Certified Copy'?

The following people can certify copies of the originals as true and correct copies (see wording in point 3 above):

- an authorised representative of FuturePlus Financial Services Pty Ltd with two or more years continuous service;
- a Justice of the Peace;
- a permanent employee of Australia Post with two or more years of continuous service;
- legal practitioner (eg solicitor or barrister) who is on the roll of a Supreme Court or the High Court of Australia;
- accountant who is a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years of continuous membership;
- a police officer; or
- a diplomatic or consular officer of an Australian Embassy, High Commission or Consulate, In Australia or overseas.

Independence and Impartiality

Any person who certifies documents supporting a member's Proof of Identity and Date of Birth must be both independent and impartial. Documents may be rejected on the basis of an actual or perceived conflict of interest (e.g. certification of documents by immediate family member, spouse etc.).

How Long Are Certified Documents Valid?

Certified documents supporting a member's Proof of Identity and Date of Birth can be relied upon by the Scheme for a period of two years from their certification date.

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 copy of the linking document. A linking document is a document that proves that 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 Births, Deaths and Marriages Registration Office.
Signed on behalf of the Applicant	• Guardianship papers; **OR** • Power of Attorney.

PROTECTING YOUR PRIVACY

Some of the personal information you are requested to provide is required to establish and maintain your membership in the Energy Industries Superannuation Scheme while other information is required under Australia's Anti-Money Laundering and Counter-Terrorism Financing laws.

The Trustee is fully committed to comply with the National Privacy Principles in the way in which your personal information is stored and used. Full details of how this is achieved are contained in the Trustee's Privacy Policy, which is available from Member Services or the website at www.eisuper.com.au.

Energy Industries Superannuation Scheme Pty Ltd is an APRA Registrable Superannuation Entity Licensee (RSEL: L0001373). Energy Industries Superannuation Scheme is a Registered Superannuation Entity (RSE: Pool A - R1004861) OR (RSE: Pool B - R1004878).

See over for Details of Acceptable Documents for Proof of Identity and Date of Birth.
Please note that a photocopy or a facsimile of a certified copy is not acceptable.

If you require any assistance please telephone our Member Services staff on 1300 369 901.

INFORMATION SHEET

ENERGY INDUSTRIES SUPERANNUATION SCHEME

Superannuation – Individual

ACCEPTABLE DOCUMENTS for PROOF of IDENTITY and DATE of BIRTH

The following documents may be used to verify your identity and your date of birth. **Please ensure that you provide sufficient documentation which includes both your full name and your date of birth.** We may require additional information or documentation. If we require additional information or documentation we will advise you.

EITHER ORIGINAL or CERTIFIED COPY of ONE of the FOLLOWING …

A Your **unexpired** driver's licence or permit issued under a State or Territory law that contains a photograph of you;
OR

B Your Australian passport that has not expired more than two years ago;
OR

C A card issued under a State or Territory law for the purpose of proving your age which contains a photograph of you;
OR

D Your unexpired driver's licence or permit issued by a foreign government that contains a photograph of you and is accompanied with an English translation prepared by an accredited translator (if not in English);
OR

E Your passport or a similar document issued by a foreign government that contains a photograph of you and your signature and is accompanied with an English translation prepared by an accredited translator (if not in English);
OR

F Your national identity card issued by a foreign government that contains a photograph of you and your signature and is accompanied with an English translation prepared by an accredited translator (if not in English).

OR ORIGINAL or CERTIFIED COPY of … *(Numbering is intentionally non-consecutive).*

ONE of the following …	AND	ONE of the following …
J. Your birth certificate or extract issued by a State or Territory; **OR** **K.** Your certificate of citizenship issued by the Australian Government; **OR** **L.** Your certificate of citizenship issued by a foreign country accompanied with an English translation prepared by an accredited translator (if not in English); **OR** **M.** Your birth certificate issued by a foreign country accompanied with an English translation prepared by an accredited translator (if not in English).		**S.** A notice issued to you by the Australian or a State or Territory Government within the last 12 months that contains your name **AND** your residential address **AND** records the provision of financial benefits to you by that Australian or State or Territory Government; **OR** **T.** A notice issued to you by the Australian Taxation Office within the last 12 months that contains your name **AND** your residential address **AND** records a taxation debt payable to or by you by or to the Australian Government (eg Tax Office Notice of Assessment); **OR** **U.** A notice issued to you by a local government body (eg Rates Notice from Council) or utilities provider (eg electricity, telephone, water or gas bill) within the last 3 months that contains your name **AND** your residential address **AND** records the provision of services by that local government body or utilities provider to that address or to you; **OR** **V.** In relation to a person under the age of 18, a notice issued to you by a school principal within the last 3 months that contains your name **AND** your residential address **AND** records the period of time that you attended at that school.

Please ensure the documentation you provide contains your full name and your date of birth and is properly certified (see overleaf for how documentation MUST be certified).
Please note that a photocopy or facsimile of a certified copy is not acceptable.