

PROVIDING PROOF OF IDENTITY

Necessary when applying for a payment, or when rolling money over between super funds.

When you apply to receive a payment, move your money between super funds or leave Energy Industries Superannuation Scheme you are required to provide proof of identity. 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 manner your application cannot be processed by our team.

Step 1: Find the right ID

What ID do you need?

A current Australian driver's licence, or a passport that is current or expired within the last two years.



Haven't got a current Australian driver's licence or passport? See Step 5 for other ID you can use.

Step 2: Make a photocopy of your ID

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

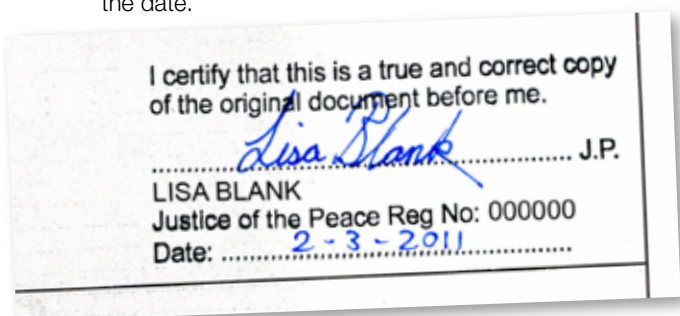
Step 3: Get your ID photocopies certified by an authorised person

You can usually find someone to certify your ID at a post office, bank or police station. Please see the chart on the next page for a list of people who can certify your ID copies.

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' followed by their signature, printed name, qualification (e.g. Justice of the Peace, Police Officer) and the date.



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 our team.

You can't email or fax these documents.

Please post certified copies of your ID to:
 Energy Industries Superannuation Scheme
 PO Box N835
 Grosvenor Place
 Sydney, NSW, 1220

If you haven't got an Australian driver's licence or Australian passport. You will either need to supply a certified copy of one of the following:

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

or 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:

- An Australian Birth certificate
- Australian citizenship certificate
- Birth certificate issued by a foreign country and translation if necessary*.

2. And one of the following:

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

*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) at the level of professional translator or above.

For example:

Australian Tax Office Notice of Assessment
Rates notice from local council
Electricity, telephone, water or gas bill



Who can certify your ID?

- Justice of the Peace
- Permanent employee of Australia Post with at least five 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 five or more years of continuous service with one or more licensees
- 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 five or more years of continuous service
- A member of the Commonwealth, State or Territory Parliaments
- Diplomatic or Consular Officer of an Australian Embassy or High Commission
- A magistrate, Judge of a court or Chief Executive Officer of a Commonwealth Court
- Notary public officer
- A registrar or deputy registrar of a court

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 members, spouse etc.).

Have you changed your name or are you acting on someone's behalf?

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.



If you are 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 members ID.

How long is your certified ID valid for?

Certified documents showing ID and date of birth are valid for two years from the certification date.

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 you will be contacted by our team.

Still unsure?

If you're still not sure whether your ID is acceptable, please call us on **1300 369 901** for assistance.



ENERGY INDUSTRIES®
SUPERANNUATION SCHEME