



Identification  
rules and certification  
of documents

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We are required under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (the AML/CTF Act) to verify a member's identity for certain transactions.

This fact sheet explains how the identification (ID) rules work and what you have to do to get copies of your ID documents legally certified.

The AML/CTF Act requires members to provide a form of identification when they:

- request a transfer, rollover or a benefit payment
- apply to set up a smartMonday PENSION.

**The ID requirements can be satisfied by Primary ID or, if Primary ID is not available, by Secondary ID.**

### Primary ID

A certified copy of:

- a photo ID, such as a driver's licence or the details page of an Australian passport
- an international travel document as long as it contains a photo and signature of the person in whose name it has been issued
- a card issued under State or Territory law for the purpose of proving a person's age, which contains a photo of the person in whose name the document is issued
- a national identity card which contains a photo and a signature of the person in whose name the document is issued.

### Secondary ID

A certified copy of one document from List A plus a certified copy of one document from List B.

#### List A

- Birth certificate or birth extract
- Australian citizenship certificate
- Pension card issued by Centrelink that entitles a person to financial benefits.

#### List B

- Letter from Centrelink regarding a Government assistance payment
- Notice issued by a Government department within the past 12 months that contains a member's name and residential address, such as:
  - Australian Taxation Office notice of assessment
  - Rates notice from local council.

### Process of certifying your ID documents

Copies of identification documents must be certified by one of the qualified witnesses in the list on the next page.

The witness must sight both the original and the photocopy to ensure they are identical.

The witness then formally certifies each page of the photocopy with the following:

- the words "I certify this to be a true copy of the original"
- their signature
- their printed name
- their qualification as a witness (eg Justice of the Peace)
- their registration number if applicable (eg JP# 123456)
- the date.

#### Here is an example of formal certification:

I certify this to be a true copy of the original

*John Smith*

**John Smith**  
Justice of the Peace

Registration # 123456

Dated ...../...../.....

## Qualified witnesses for document certification

### Qualified witnesses for document certification

- Justice of the Peace
- Pharmacist
- Australia Post (Agent)
- Court officer (e.g. Magistrate, Judge, Sheriff, Registrar, Clerk)
- Police Officer
- Legal practitioner
- Medical practitioner
- Optometrist
- Chiropractor / Physiotherapist
- Psychologist
- Dentist
- Veterinary surgeon
- Bank / Building Society / Credit Union officer
- Accountant
- Authorised representative of an Australian financial services licence (AFSL) holder
- Member of Parliament
- Australian Consular or Diplomatic Officer
- Member of the Australian Defence Force

## Other requirements

If a document is in a language other than English, it must be accompanied by an English translation prepared by an accredited translator.

Where there are any discrepancies between your personal details on record and the identification document you provide, the trustee may request additional evidence to confirm a member's identity.

### Change of name

If you have changed your name (by marriage, divorce or a legal name change) you must produce certified copies of 'link' documents as shown in the table below. Link documents prove that a relationship exists between **two or more names**.

Reason for name change	Link documents
Marriage	Certified copy of marriage certificate
Divorce	<ul style="list-style-type: none"> <li>➤ Certified copy of <i>decree nisi</i> (divorce certificate)</li> <li>plus</li> <li>➤ Certified copy of photo ID in new name (eg driver's licence or passport)</li> </ul>
Legal name change (eg on separation)	<ul style="list-style-type: none"> <li>➤ Certified copy of your name change certificate or deed poll from the Registry of Births, Deaths and Marriages or similar body in your State</li> <li>plus</li> <li>➤ Certified copy of photo ID in new name (eg driver's licence or passport)</li> </ul>

### Signing on behalf of a member

If you are signing on behalf of a member you must produce a certified copy of a current Guardianship order or Power of Attorney (POA) document. You must ensure that you provide all pages to the trustee, duly certified.

In the case of a POA you must also provide a signed declaration that the POA is current and has not been revoked.



**It all adds up**

 **Done today**  
Smart easy actions

 **Positive actions**  
Grow your wealth

 **Brighter futures**  
Someday starts today