

Identification Documents

OPTION 1

Provide a certified photocopy of **ONE** of the following:

- an Australian or foreign driver's licence
- an Australian passport that has not expired more than 2 years ago;
- a foreign passport which includes your photo and signature.

The document must be current (with the exception of the Australian passport outlined above) and show an expiry date.

OPTION 2

Provide a certified photocopy of **ONE document from Part A** plus **ONE document from Part B**.

Part A

- an Australian birth certificate or birth extract; or
- a birth certificate issued by a foreign government; or
- a current Australian Centrelink pension card (which shows that you are currently in receipt of financial benefits).

Part B

- a letter from Centrelink which details a payment to you, is not more than 12 months old and includes your name and residential address; or
- an ATO notice of assessment which is not more than 12 months old and includes your name and residential address; or
- a notice issued by a government or local council (e.g. council rates) which shows your name and residential address, records the services provided and is not more than 3 months old; or
- if you are under 18 years of age, a notice from your school principal which is not more than 3 months old and includes your name and residential address and the time you attended school.

See overleaf for details regarding who can certify your documents for AML/CTF purposes.

Important information about identification requirements

The *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act) was introduced to bring Australia's AML/CTF system in line with international standards and reduce the risk of Australian businesses being misused for the purposes of money laundering or terrorism financing.

The Act covers various business sectors, including the financial sector, and came into force on 12 December 2007.

For many members, Maritime Super is required to meet strict identification and verification requirements. This means that, prior to withdrawing your super benefit (including as a pension), we must be satisfied that you are who you claim to be and you must provide a certified copy of prescribed personal identification documents. While this may cause some inconvenience for you, it prevents fraudulent people from trying to access your hard-earned superannuation money. In most cases, you will only have to provide identification documents once.

Maritime Super should always have the following information about you on file:

- your full name, including your title, given name(s) and surname
- any alias or other name you are known by (if applicable)
- your full residential address (post office boxes are not accepted); and
- your date of birth.

To make it easy for you to understand the types of identification documents you are required to provide, we've outlined these documents in the tables to the left. You simply need to choose Option 1 or Option 2 and then provide a certified copy of the documents listed there.

Your full name, date of birth and residential address on your identification documents must match your details in our records.

Once you've had your documents certified, send the certified copies to Maritime Super at:

Locked Bag 2001
QVB Post Office NSW 1230

Please note that you cannot fax or email these documents to us.

For further information, refer to our frequently asked questions overleaf. If you have any other questions, contact Member Services on 1800 757 607.

What is money laundering and terrorism financing?

The goal of most criminal acts is to generate a profit, and criminals commonly seek to disguise the illegal source of those profits. Money laundering is the processing of criminal profits to disguise their illegal origin. Additionally, terrorist groups move funds to disguise their source, purpose and destination. Terrorism financing includes the financing of terrorist acts, terrorists and terrorist organisations. Both money laundering and terrorism financing are serious crimes.

What happens if I do not have identification?

Maritime Super will not be able to pay out or transfer your benefit until you satisfy our identification requirements. Furthermore, your transaction may be delayed where identification documents are inadequate.

Do you accept documents which are not in English?

Yes. If the document is not in English, you must also provide an accredited English translation.

How do I get my photocopies certified?

To have documents certified, you will need to take both the original and a photocopy to a person with the qualifications (or registered or licenced in that profession in Australia) from the list below. The person must certify each page of each document as true and correct, followed by their signature, printed name, their qualification and the date:

- Bailiff, Sheriff or Sheriff's officer
- Chiropractor
- Dentist
- Full-time Teacher at a school or tertiary education institution
- Justice of the Peace
- Legal Practitioner
- Magistrate, Court Clerk or Judge
- Marriage Celebrant or Minister of Religion
- Medical Practitioner
- Nurse
- Optometrist
- Pharmacist
- Police officer
- Permanent employee of Australia Post with 2 or more years of service
- Registrar, or Deputy Registrar, of a court
- Veterinary Surgeon
- A permanent employee of a Commonwealth, State or Local Government Authority with 2 or more years service
- An authorised representative of, or officer with, an Australian Financial Services Licensee with 2 or more years service
- A member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- A bank, building society, credit union or finance company officer with 2 or more years of continuous service

What if I am signing on behalf of another person?

Only a person who holds a valid power of attorney or is the legal guardian of a member may sign requests on the member's behalf. As well as the identification documents in Option 1 or Option 2 for the member, you (the attorney or guardian) will need to provide a certified photocopy of guardianship papers or a power of attorney and provide personal identification documents for yourself. You must also confirm that the power of attorney or Guardianship Order is valid each and every time you sign a document on the member's behalf. Additionally, the power of attorney must be valid under NSW or Victorian law for us to be able to act on it.

What if I have changed my name?

You will need to provide a certified photocopy of a marriage certificate, deed poll or change of name certificate from the Registry of Births, Deaths and Marriages which evidences the change together with a certified photocopy of documents from Option 1 or Option 2 in the name you wish to be known by.

What if there is an error in Maritime Super's records?

If we have your name or date of birth incorrectly recorded or misspelt, it is important that you contact Member Services as soon as possible to discuss what we will require to update our records. In general, if the error is typographical, we will require two sets of identification documents and may need you to confirm some details about the commencement of your membership (with Maritime Super or SRF or SERF before it). Where the difference is more substantial, we will require further documentation, which you can discuss with Member Services on 1800 757 607.

What if I nominate an agent to act on my behalf?

You will need to give us a written authorisation, including your signature and the agent's full name, date of birth, address and signature. A company/partnership name is not accepted as an agent; it has to be an individual. Maritime Super has an *Authorised Officer form* you may wish to use.

Where do I send the certified documents?

Please send your original certified copies to Maritime Super: Locked Bag 2001, QVB Post Office, NSW 1230. Please note that you cannot fax or email these documents to us.

How will my privacy be protected?

Personal information is collected from or in respect of you to enable Maritime Super to administer your benefits. If you do not supply the required information, we may not be able to do so (and may be unable to action your requests). We may disclose this personal information to a number of parties, such as the administrator of the Fund, your employer(s), Maritime Super's professional advisers, insurer(s) and service providers, as required by law and/or as authorised by you. You may be entitled to gain access to personal information we may have on file in respect of you. If you wish to obtain access or have a complaint, please contact Member Services on 1800 757 607.

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