

Section 4 Identification checklist information - Keeping your money safe

To ensure that you, and only you, are paid your entitlements, WA Local Government Superannuation Plan (WALGSP) needs certain identification from you before we can hand over your money. To reduce the risk of identity fraud and prevent people falsely claiming your hard earned super, it is important that these precautions are taken. You will need to provide documentation with this request to prove you are the person to whom the superannuation entitlements belong.

Acceptable Documents

The following documents which will need to be certified may be used.

EITHER

One of the following documents only:

- Driver's Licence issued under State or Territory Law;
- Passport.

OR

One of the following documents:

- Birth Certificate or Birth Extract
- Citizenship Certificate issued by the Commonwealth
- Pension Card issued by Centrelink that entitles the person to financial benefits.

AND

One of the following documents:

- Letter from Centrelink regarding a Government Assistance Payment
- Notice issued by Commonwealth, State or Territory Government or Local Council within the past three months that contains your name and residential address. (For example Tax Office Notice of Assessment or Rates Notice from Local Council).

These documents will need to be certified - see the 'Certified documents' section on the following page.

What is a certified copy and how do I get a certified copy?

A certified copy is a photocopy of an original document, where both the original and copy have been seen by an appropriately qualified person, and the photocopy signed as a true copy of the original. Faxed copies of the original or certified documents are not acceptable.

Certified documents

To have a copy certified, please take the original documents and photocopies to one of the following people for him / her to certify that the copy is a true and correct copy of the original. Please indicate which category of person certified your documents.

- Permanent employee of Australia Post with five or more years continuous service who is employed in an office supplying postal services to the public
- A Finance Company Officer with five or more years of 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 (including an Authorised Officer of Western Financial)
- A person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia, as a Legal Practitioner
- A Notary Public Officer
- A Police Officer
- A Registrar or Deputy Registrar of a Court
- A Justice of the Peace
- An Australian Consular Officer or an Australian Diplomatic Officer
- A Judge of a Court
- A Magistrate
- A Chief Executive Officer of a Commonwealth Court

The person certifying the document must:

→ Confirm in writing on each document that the person presenting the document to them is the valid holder of the ID being presented and that the copy is a true copy of the original document.

→ Provide, as part of the certification which of the above categories they fit into, together with their name, address, occupation, telephone number and (if applicable) the registration number of the certifying authority.

→ Not be related, associated or have a beneficial interest in the affairs of the member (ie. they must be independent of the Member).

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 linking document. A linking document is a document that proves a relationship exists between two (or more) names. The following table contains information about suitable linking documents:

Purpose:

- Change of Name
- Signed on behalf of the applicant

Suitable linking documents:

- Marriage Certificate, Deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office
- Guardianship papers or Power of Attorney

PLEASE DO NOT SEND ORIGINAL PASSPORT, DRIVERS LICENCES OR OTHER ORIGINAL DOCUMENTS THROUGH THE MAIL.



Section 5 Your Income Stream account

For members with multiple income stream accounts

Apply to ALL my income stream accounts

Apply to Account Number

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Section 6 Acknowledgement & declaration

- I understand that in completing and signing this form that any previous bank account details and income payment details will be overridden by the new details on this form.
- I acknowledge that, where relevant, I have attached all certified copies of documentation.
- I have read and understood the Fund's Privacy Statement outlined in the Product Disclosure Statement.
- In signing this form, I acknowledge that I will continue to be bound by the Trust Deed and Rules in all respects.

Member Signature

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Date

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For Office Use Only (Members please ignore this section)

Advisor - (Fill in your Advisor Number)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

