

HOW TO PROVE YOUR IDENTITY

Use this factsheet to understand how to prove your identity when requested.

When we ask you for certified identification, we're asking you to take a photocopy of your identification document such as your driver licence, and get an approved person to confirm in writing that it's a true and correct copy of the original and it hasn't been altered.

Your super is one of your most important investments, so it's important that it's safe and secure. By asking you to have copies of your identification certified, we can be sure the copy is a true copy and it's you making the request and not someone else. There's also times when the law says we have to do this.

You can find a list of approved people who can certify documents below.

What you need to do

1. Photocopy one of the following documents

- Driver licence
- Passport
- Proof of age card

If you've changed your name, also photocopy your marriage, divorce or change of name certificate.

Call us on 13 64 63 if you don't have one of these documents.

2. Get the copy certified as a true and correct copy

- Find an approved person who can certify documents (see the following list).
- Give this approved person the original document and your copy.
- The approved person needs to check that each page of the copy is identical to the original and, if it is, write or stamp on each page **'I certify this is a true and correct copy'** followed by:
 - their signature
 - their printed name
 - their position or title from the list on the next page, including their company or business name
 - the date.

3. Submit your certified copy

To verify your certified copy, we must receive the original copy that has been certified by an approved person.

Please send your certified copy to:

Locked Bag 2020 Newcastle NSW 2300.

You can also drop it off at one of our offices. Unfortunately, we can't accept certified copies via email.

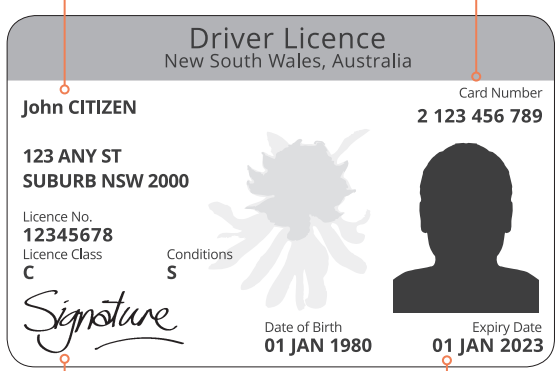
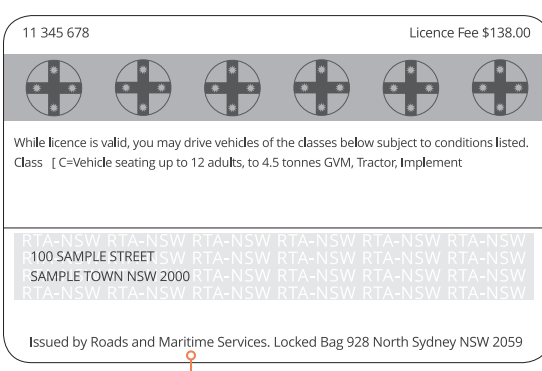
Who can certify copies of documents?

The following are approved persons to certify documents:

- permanent employees of Australia Post with five or more years of continuous service
- finance company officers with five or more years of continuous service (with one or more finance companies)
- Australian Financial Services Licence (AFSL) officers/authorised representatives/holders who have five or more years continuous service with a licensee
- notary public officers
- police officers
- registrars or deputy registrars of a court
- Justice of the Peace or Commissioner for Declarations
- people enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia as legal practitioners
- Australian consular officers or Australian diplomatic officers
- judges of a court
- magistrates
- Chief Executive Officers of a Commonwealth court.

Example of certified copy

Justice of the Peace (JP) or Commissioner for Declarations (CD)	Australian Financial Services Licence (AFSL) officers / authorised representatives / holders	Postal Officer
I certify this is a true and correct copy of the documents show and reported to me as the original.  JOHN SMITH Justice of the Peace Reg. No. 567893 1/1/2020	I certify this is a true and correct copy of the documents show and reported to me as the original.  BARRY BROWN Reg. No. 567893 (if you have one) 1/1/2020 A representative of Company Name , ABN, AFS licence with five (5) or more years continuous service under this or another AFS Licence.	I certify this is a true and correct copy of the documents show and reported to me as the original.  JACK JONES Postal Officer Newcastle Post Office Reg. No. 567893 (if you have one) 1/1/2020

Make sure your name is spelt correctly	Make sure copy is clear and all details are easy to read
 Driver Licence New South Wales, Australia John CITIZEN 123 ANY ST SUBURB NSW 2000 Licence No. 12345678 Licence Class C Conditions S Signature Date of Birth 01 JAN 1980 Expiry Date 01 JAN 2023 Card Number 2 123 456 789	 11 345 678 Licence Fee \$138.00 While licence is valid, you may drive vehicles of the classes below subject to conditions listed. Class [C=Vehicle seating up to 12 adults, to 4.5 tonnes GVM, Tractor, Implement 100 SAMPLE STREET SAMPLE TOWN NSW 2000 Issued by Roads and Maritime Services, Locked Bag 928 North Sydney NSW 2059
Make sure signature is clear and legible.	Make sure document hasn't expired
	Also copy the reverse side of your licence

What if the certified identification I supplied to Team Super has expired or my details have changed?

If you've previously supplied certified identification to us, we'll keep it on file for the next time you might need this identification. If your certified identification on file is no longer current or your personal details have changed, you'll be required to send in new certified identification.

Please note: Team Super does not accept an expired driver licence to prove your identity. However, we will accept an expired passport, as long as it is within two years after expiring.

Team Super | T 13 64 63 | teamsuper.com

Any financial advice in this document does not take into account your financial situation, needs or objectives. Before acting, consider if the information is right for your needs and circumstances and read the relevant Product Disclosure Statement (PDS) at teamsuper.com. The Target Market Determinations for our financial products can be found at teamsuper.com/tmd. If there are any inconsistencies between this document and the PDS or Trust Deed, the terms of the PDS or Trust Deed will prevail. This information is based on our understanding of current Australian laws and assumes they will remain unchanged. Financial planning services are provided by Team Super Financial Advice a trading name of Team Super Services Pty Ltd ABN 49 051 315 014 AFS licence 502700. Issued by Team Super Pty Ltd ABN 70 003 566 989 AFS licence 246864 as trustee for the Team Superannuation Fund ABN 16 457 520 308.