





## Change your details VicSuper FutureSaver

Please complete this form to change your name or address, or update your date of birth on your VicSuper FutureSaver account. If you are a VicSuper Flexible Income or a VicSuper Term Allocated Pension member, please complete the *Change your details VicSuper Flexible Income* form (V702).

You will need to provide proof of identity documents with your form. Please read the information below for information on documents that can be accepted and who can certify them.

### Proof of identity

Under the *Anti-Money Laundering and Counter-Terrorism Financing (AML/CTF) Act 2006* super funds are required to obtain and verify proof of identity from a reliable and independent source.

In addition to the proof of identity requirements described, VicSuper may from time to time be required to collect and verify additional proof of identification documents.

### What information do you need to provide?

You are required to provide your:

- full name
- date of birth
- residential address.

Your full name must be verified in all cases. In addition, either your date of birth or your residential address must also be verified.

In order for your name, date of birth and residential address to be verified, you must provide:

- an original or certified copy of a **primary photographic** identification document such as a drivers licence or passport

#### or both

- an original or certified copy of a **primary non-photographic** identification document, such as a birth certificate or Centrelink pension card, and
- an original or certified copy of a **secondary identification** document such as an Australian Tax Notice of Assessment issued within the past 12 months or a utilities notice issued within the past three months.

Any documentation provided must not have expired, with the exception of a Commonwealth passport which has expired within the preceding two years.

If you change your address to an overseas address, reside overseas or direct VicSuper to make your payment to an overseas address you must provide verification of all three items listed above. Please refer to the 'Overseas residents' section on page 4.

### What is a primary photographic identification document?

1. A licence or permit issued under a law of a State or Territory or equivalent authority of a foreign country for the purpose of driving a vehicle that contains a photograph of the person in whose name the document is issued.
2. A passport issued by the Commonwealth.
3. A passport or a similar document issued for the purpose of international travel, that:
  - a. contains a photograph and the signature of the person in whose name the document is issued
  - b. is issued by a foreign government, the United Nations or an agency of the United Nations, and
  - c. if it is written in a language that is not understood by the person carrying out the verification – is accompanied by an English translation prepared by an accredited translator.

4. A card issued under a law of a State or Territory for the purpose of proving the person's age which contains a photograph of the person in whose name the document is issued.
5. A national identity card issued for the purpose of identification, that:
  - a. contains a photograph and the signature of the person in whose name the document is issued
  - b. is issued by a foreign government, the United Nations or an agency of the United Nations, and
  - c. if it is written in a language that is not understood by the person carrying out the verification – is accompanied by an English translation prepared by an accredited translator.

### What is a primary non-photographic identification document?

1. A birth certificate or birth extract issued by a State or Territory.
2. A citizenship certificate issued by the Commonwealth.
3. A citizenship certificate issued by a foreign government that, if it is written in a language that is not understood by the person carrying out the verification, is accompanied by an English translation prepared by an accredited translator.
4. A birth certificate issued by a foreign government, the United Nations or an agency of the United Nations that, if it is written in a language that is not understood by the person carrying out the verification, is accompanied by an English translation prepared by an accredited translator.
5. A pension card issued by Centrelink that entitles the person in whose name the card is issued, to financial benefits.

### What is a secondary identification document?

1. A notice that:
  - a. was issued to an individual by the Commonwealth, a State or Territory within the preceding 12 months
  - b. contains the name of the individual and his or her residential address, and
  - c. records the provision of financial benefits to the individual under a law of the Commonwealth, State or Territory (as the case may be).
2. A notice that:
  - a. was issued to an individual by the Australian Taxation Office (ATO) within the preceding 12 months
  - b. contains the name of the individual and his or her residential address, and
  - c. records a debt payable to or by the individual by or to (respectively) the Commonwealth under a Commonwealth law relating to taxation.
3. A notice that:
  - a. was issued to an individual by a local government body or utilities provider within the preceding three months
  - b. contains the name of the individual and his or her residential address, and
  - c. records the provision of services by that local government body or utilities provider to that address or to that person.
4. In relation to a person under the age of 18, a notice that:
  - a. was issued to a person by a school principal within the preceding three months
  - b. contains the name of the person and his or her residential address, and
  - c. records the period of time that the person attended the school.

## Who can certify a document as a true copy?

If you bring your **original** documents in person to a VicSuper advice centre, a VicSuper representative will be able to verify your documents for you. However, if you provide a **copy** of your documents (eg if you send a copy by mail) all copied pages of **original** proof of identification documents must be certified as true copies by any individual approved to do so (see below for more details).

The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping 'certified true copy' followed by their signature, printed name, qualification (eg police officer, Justice of the Peace, pharmacist, etc) and date.

### Australian residents

This list shows the most common categories of people who can certify proof of identity documents for change of details purposes:

- pharmacist
- teacher employed full time at a school or tertiary education
- legal practitioner
- medical practitioner (eg your local GP)
- nurse
- Justice of the Peace
- police officer
- member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- an officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more continuous years of service with one or more licensees.

You can access a full list of acceptable proof of identification documents and people who can certify these documents at [vicsuper.com.au/forms](http://vicsuper.com.au/forms)

### Overseas residents

#### What proof of identity information must be provided?

A passport issued by the Commonwealth,

OR

A passport or a similar document issued for the purpose of international travel, that:

- a. contains a photograph and the signature of the person in whose name the document is issued
- b. is issued by a foreign government, the United Nations or an agency of the United Nations, and
- c. if it is written in a language that is not understood by the person carrying out the verification, is accompanied by an English translation prepared by an accredited translator.

AND

one of the following:

- a. a licence or permit issued under the law or equivalent authority of a foreign country for the purpose of driving a vehicle that contains a photograph of the person in whose name the document is issued and contains their residential address, or
- b. a notice that:
  - was issued to an individual by a local government body or utilities provider within the preceding three months
  - contains the name of the individual and his or her residential address, and
  - records the provision of services by that local government body or utilities provider to that address or to that person.

## Who can certify the document as a true copy?

The following people can certify copies for overseas residents:

- a judge of a court
- a registrar or deputy registrar of a court
- a police officer
- an Australian consular officer or an Australian diplomatic officer (within the meaning of the *Consular Fees Act 1955*)
- Employee of the Australian Trade Commission who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and
  - exercising his or her function in that place
- Employee of the Commonwealth who is:
  - in a country or place outside Australia; and
  - authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and
  - exercising his or her function in that place
- a person authorised as a notary public in a foreign country.

**If we do not receive the required proof of identity documents certified by an eligible person, your change of details request will be delayed. Overseas residents must provide proof of identity with every change of details request.**

## 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.

Suitable linking documents include:

Purpose	Suitable linking documents
Change of name	Certified copy of marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office
Signed on behalf of the applicant	Certified copy of guardianship papers or Power of Attorney

If you are providing a linking document due to a change of name or you are signing on behalf of another person, you must also provide certified copies of proof of identification documents as outlined. If both documents are not provided, the change of details request will be delayed until correct documentation is provided.

## What happens if I do not quote my TFN?

There is no requirement for you to provide your TFN and failing to do so is not an offence. However, if you do not provide your TFN, the taxable component of any withdrawals you make from your super account before age 60 will have tax withheld at the top marginal tax rate plus Medicare levy. In addition, if you have made concessional contributions to VicSuper the tax rate equivalent to the top marginal tax rate plus Medicare levy will apply. If we do not have your TFN, you will not be able to make personal contributions to your superannuation account. Choosing to quote your TFN would also make it easier to keep track of your superannuation in the future.

Under the *Superannuation Industry (Supervision) Act 1993*, we are authorised to collect your TFN, which will only be used for lawful purposes. These purposes may change in the future as a result of legislative change. The TFN may be disclosed to another superannuation provider, when your benefits are being transferred, unless you request in writing that your TFN is not to be disclosed to any other trustee.