

IMPORTANT INFORMATION

There may be a delay in actioning your benefit request if the correct certified documentation is not received with your completed Claim Form.

VERIFICATION

A commercial organisation may be used to independently verify your identification details. All documents provided to us will be stored securely and will be used for the purpose of proving your identity in relation to this claim.

CERTIFIED LINKING DOCUMENTS

Copies of 'Certified linking documents' will be required in the case of a name change, or if the applicant is signing on behalf of another person.

Change of name – Marriage Certificate, deed poll or Change of Name Certificate from Births, Deaths and Marriages Registration Office.

Signing on behalf of applicant – Guardianship papers, or Power of Attorney.

CONTACT US

If you need more information, please call the Cbus Service Centre on **1300 361 784**.

CHECKLIST: MAKING A SUPERANNUATION CLAIM

This list is to ensure that you have completed all of the necessary sections within the Claim Form, and supplied the information required:

- Superannuation Claim Form completed in full
- Declaration (STEP 9) has been signed and dated
- All required certification documents provided
- Direct debit arrangements have been cancelled (if exiting the Fund)

If exiting to a Self-Managed Superannuation Fund:

- A letter from you containing the name of the Fund's Trustees and a certified copy of a letter from the ATO containing the complying Fund's ABN

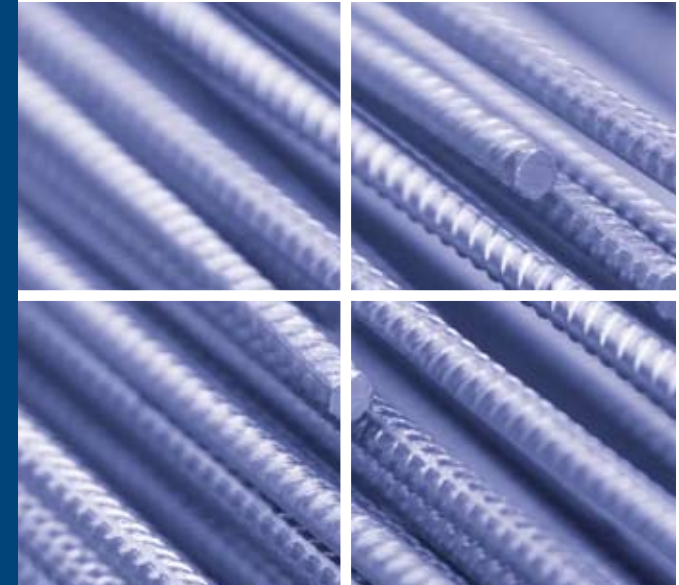
All completed forms should be sent to:

Cbus | Locked Bag 999 | CARLTON SOUTH VIC 3053



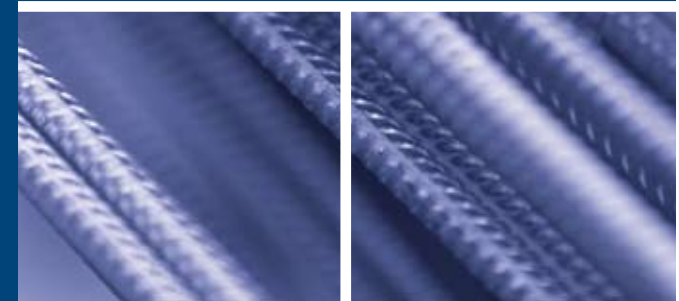
Cbus Super

Identification requirements



IDENTIFICATION REQUIREMENTS - CASH WITHDRAWALS & BENEFIT TRANSFERS

SEPTEMBER 2009



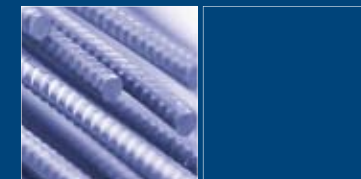
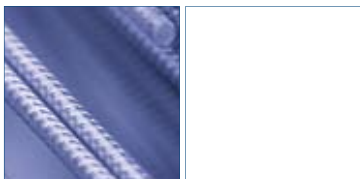
Locked Bag 999
Carlton South VIC 3053
Tel: 1300 361 784

www.cbussuper.com.au

Cbus' Trustee: United Super Pty Ltd
ABN 46 006 261 623 AFSL 233792
Cbus SPIN No. CBU0100AU
Cbus ABN 75 493 363 262

Read the Cbus Product Disclosure Statement to decide whether Cbus is right for you. Contact **1300 361 784** or www.cbussuper.com.au for a copy.

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IDENTIFICATION REQUIREMENTS

Proof of your identity is necessary to ensure that we release your benefit to you and no-one else.

You will need to supply certified identification documents. To do this, take the original identification documents and a photocopy of both sides of the original document to an authorised person (see list at far right).

Payments made directly to members will be sent to a **residential address only**. Post Office boxes are not acceptable.

Faxed copies do not comply with our identification requirements, and are not acceptable.

HOW A DOCUMENT IS CERTIFIED

The authorised person will need to:

1. write in English on the photocopies words to the effect: 'This is a true and correct copy of the original'; and
2. write their name, qualification (eg Justice of the Peace, Police Officer etc.) and registration number (if applicable); and sign and date.

Example:

'This is a true and correct copy of the original'

NAME: John R. Smith

QUALIFICATION: Justice of the Peace
(eg Justice of the Peace, Police Officer etc.)

REGISTRATION NO: 46879
(if applicable)

DATE: 02/07/2008

SIGNATURE: [Signature]

IDENTIFICATION DOCUMENTS REQUIRED

A. Cash withdrawals equal to or less than \$50,000 and all benefit transfers (rollouts), regardless of dollar value

If you **cannot** supply a document from **list 1** below, you must supply **one** document from **list 2** and **one** from **list 3**.

One document from list 1	
1	<ul style="list-style-type: none"> • a certified copy of a current driver's licence; or • a certified copy of current passport.
OR	
One document from list 2	
2	<ul style="list-style-type: none"> • a certified copy of birth certificate or birth extract; or • a certified copy of citizenship certificate issued by the Commonwealth of Australia; or • a certified copy of pension card issued by Centrelink that entitles the person named to financial benefits;
AND one document from list 3	
3	<ul style="list-style-type: none"> • a certified copy of letter from Centrelink regarding a Government Assistance payment; or • a certified copy of Notice issued by Commonwealth, State or Local Government within last 12 months that contains your name and residential address eg. Australian Taxation Office (ATO) Notice of Assessment or rates notice from local Council.

B. Cash withdrawals greater than \$50,000

Three documents are required, and a **current telephone number** must be included on the Claim Form. Bills must be in the same mailing address as the Claim Form.

1	<ul style="list-style-type: none"> • a certified copy of a current driver's licence; or • certified copy of current passport;
AND	
2	<ul style="list-style-type: none"> • a certified copy of a Notice issued by a Local Government body or utilities provider within the last 3 months that contains your name and residential address eg. Notice of Assessment or rates notice from local Council, or Electricity or Telephone account;
AND	
3	<ul style="list-style-type: none"> • a certified copy of birth certificate or a second Notice (as per 2 above).

AUTHORISED PERSONS

Identification papers must be certified by an authorised person who is licensed or registered to practice or listed under *Statutory Declarations Regulations 1993 – Schedule 2* as set out below.

BENEFIT TRANSFERS or ROLL-OUTS

Papers must be certified by a person from LIST 1. If you use a person from LIST 2 to certify documentation for the purpose of a transfer or roll-out, your Claim Form will be rejected and returned to you.

LIST 1

- Justice of the Peace
- A police officer
- A finance company officer with **five or more years 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
- A permanent employee of Australia Post with **five or more years continuous service**
- A notary public officer
- A registrar or deputy registrar of a court
- A person enrolled on the roll of a State or Territory Supreme Court, or the High Court of Australia, as a legal practitioner
- An Australian consular officer or an Australian diplomatic officer
- A judge of a court or a magistrate
- A Chief Executive officer of a Commonwealth Court.

PARTIAL or FULL CASH WITHDRAWAL ONLY (not benefit transfers or roll-outs)

Members making a partial or full cash withdrawal can use people from either LIST 1 or LIST 2 to certify documentation.

LIST 2

- Dentist
- Medical practitioner
- Optometrist
- Pharmacist
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants.