Identification requirements
for cash withdrawals, rollovers, change of name, correct date of birth, signing on member’s behalf
Proving your identity protects your account

When you make changes to a Cbus account, we are required to confirm your identity, which means we sometimes need you to show proof.

There are two ways you can prove your identity to Cbus:
- **Electronic identification**: List details of your driver’s licence, Passport and Medicare card on the relevant Cbus form.
- **Certified identification**: Follow the instructions below to prove your identity using certified identification.

Sometimes, Cbus may also verify your identity via a secure electronic verification system.

Documents written in a foreign language must be accompanied by a translation into English by an accredited translator.

How to certify your identification

1. **Work out what you need to get certified**

Different requests carry varying levels of risk, which is why you need to have more certified identification for some requests than others.

<table>
<thead>
<tr>
<th>Value of withdrawal or rollover</th>
<th>Certified identification needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000* and under</td>
<td></td>
</tr>
<tr>
<td>Current driver’s licence or current Passport, OR One from each of the following lists: – birth certificate/extract, citizenship certificate or pension card, AND – council rates, Australian Taxation Office notice (from the past 12 months), bank statement, or utility bill that includes your name and address (from the past 3 months).</td>
<td></td>
</tr>
<tr>
<td>Over $50,000*</td>
<td>Current driver’s licence or current Passport, OR Two from the following list: – council rates, utility bill that includes your name and address (from the past 3 months), birth certificate/extract, or Australian Taxation Office notice (from the past 12 months), a bank statement (from the past 3 months), or pension card.</td>
</tr>
</tbody>
</table>

2. **Take your identification to your local post office or police station**

Make copies of your identification before going to the police station or post office. They usually won’t make copies. A couple of things to remember:
- If your identification is double-sided, make sure you copy both sides (for example, driver’s licence).
- Make sure you check that your identification is current or recent enough – see the table in Step 1 for details.

Finally, if you can’t get to a post office or police station, see ‘Who else can certify your identification’ below.

3. **Ask them to certify your identification**

They will compare your original identification against the copies and certify them.

**Example:**

<table>
<thead>
<tr>
<th>Request</th>
<th>Certified identification needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change of name</td>
<td>Current driver’s licence or current Passport, AND One from the following: – marriage certificate, decree absolute (divorce certificate), deed poll, or change of name certificate from the Births, Deaths and Marriage Registration Office. One piece of identification must show your current name and one piece of identification must show your former name. If you’re unable to provide the above, certified evidence to prove a relationship exists between the two or (more) names must be submitted.</td>
</tr>
<tr>
<td>Correct date of birth</td>
<td>One from the following list: – current driver’s licence, current Passport, or birth certificate/extract.</td>
</tr>
<tr>
<td>Rollover to complying super fund‡</td>
<td>You can use your tax file number to prove your identity. If no tax file number is available, you need current driver’s licence or current Passport.</td>
</tr>
<tr>
<td>Opening a Super Income Stream account</td>
<td>Refer to the Super Income Stream Product Disclosure Statement for details.</td>
</tr>
<tr>
<td>Signing on behalf of Cbus member</td>
<td>One from the following: guardianship papers or Power of Attorney.</td>
</tr>
</tbody>
</table>

* These limits are before tax has been deducted. ‡ Most funds apart from a self-managed super fund are complying super funds. Please call us if you have any questions or to check.

In some situations, Cbus may ask for more identification. We’ll contact you if this applies.
2 Take your identification to your local post office or police station

Make copies of your identification before going to the police station or post office. They usually won’t make copies. A couple of things to remember:

- If your identification is double-sided, make sure you copy both sides (for example, driver’s licence).
- Make sure you check that your identification is current or recent enough – see the table in Step 1 for details.

Finally, if you can’t get to a post office or police station, see ‘Who else can certify your identification’ below.

3 Ask them to certify your identification

They will compare your original identification against the copies and certify them.

Example:

DRIVER LICENCE
VICTORIA, AUSTRALIA

JOHN CITIZEN
FLAT 10
77 SAMPLE PARADE
KEW EAST VIC

LICENCE EXPIRY
20-06-2019

LICENCE TYPE
CAR

This is a true and correct copy of the original

Sergeant Sam Sample,
Police Officer
123 Sample Rd Suburb VIC
22 222 2222

Now you can attach your certified identification to your Cbus form.

Turn over for a list of other people who can certify your identification.

§ Australia Post charges to certify identification (contact Australia Post for details). The certifier must be a permanent employee of Australia Post with at least two years of continuous service.
Who else can certify your identification?

Alongside a post office employee or police officer, the following people can also certify your identification:

- justice of the peace*
- agent of Australian Postal Corporation who’s in charge of an office supplying public postal services
- member of Chartered Accountants Australia & New Zealand, CPA Australia or Institute of Public Accountants
- finance company officer with at least two years of continuous service (at one or more finance companies)
- officer with (or authorised representative of) a holder of an Australian Financial Services Licence with at least two years of continuous service with one or more licensees
- notary public officer*
- judge, magistrate, registrar or deputy registrar of a court*
- person on the roll of a state or territory Supreme Court or High Court of Australia as a legal practitioner
- Australian consular officer or Australian diplomatic officer*, or
- chief executive officer of a Commonwealth Court.

In addition to the people listed above, the following can also certify identification – except if you’re rolling over your account to a self-managed super fund:

- dentist
- medical practitioner
- optometrist, or
- pharmacist.

* These people can certify your identification if you’re outside Australia.
This information is about Cbus. It doesn’t take into account your specific needs, so you should look at your own financial position, objectives and requirements before making any financial decisions. Read the relevant Cbus Product Disclosure Statement to decide whether Cbus is right for you.

Call Cbus on 1300 361 784 or visit www.cbussuper.com.au for a copy.

Cbus’ Trustee: United Super Pty Ltd ABN 46 006 261 623 AFSL 233792
Cbus ABN 75 493 363 262
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