

PROOF OF IDENTITY

You can supply us with a certified copy of the following documents to satisfy the proof of identity requirements.

Group A documents

- current Australian State/Territory driver's licence containing a photograph of the person
- Australian passport (a passport that has expired within the preceding two years is acceptable)
- Card issued under a State or Territory for the purpose of providing a person's age containing a photograph of the person
- Foreign passport or similar travel document containing a photograph and the signature of the person*

OR

One document from the Group B and one document from the Group C documents below (2 documents in total required)

Group B documents

- Australian birth certificate
- Australian citizenship certificate
- National identity card issued by a foreign government containing a photograph of the person in whose name the card was issued*

Group C documents

- A document issued by the commonwealth or a State or Territory within the preceding 12 month that records the provision of financial benefits to the individual and which contains the individuals' name and residential address
- A document issued by the Australian Taxation Office within the preceding 12 months that records a debt payable by the individual to the Commonwealth (or by the Commonwealth to the individual) which contains the individual's name and residential address
- A document issued by a local government body or utilities provider within the preceding 3 months which records the provision of services to the address or person (the document must contain the individual's name and residential address)
- Foreign driver's licence that contains a photograph of the person in whose name it was issued and the individual's date of birth*
- Pension card issued by Centrelink
- Health card issued by Centrelink

* Documents not written in English must be accompanied by an English translation prepared by an accredited translator.

Change of Name

The name on the document is to be the same as the name currently recorded on your account. If the name on the document differs to that on your account, in addition to the above documents you will be required to submit a certified copy of one of the following documents to confirm the name change:

- Marriage certificate
- Deed poll document or change of name certificate
- Divorce papers (decree Nisi) and Marriage or Birth certificate

Who can certify my documents?

All pages of your documents must be certified as a "certified true copy" and be witnessed by one of the following:

- (1) chiropractor;
- (2) dentist;
- (3) legal practitioner;
- (4) medical practitioner;
- (5) nurse;
- (6) optometrist;
- (7) patent attorney;
- (8) pharmacist;
- (9) physiotherapist;
- (10) psychologist;
- (11) trade marks attorney;
- (12) veterinary surgeon;
- (13) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described);
- (14) agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
- (15) Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*);
- (16) Bailiff;
- (17) bank officer with 2 or more years of continuous service;
- (18) building society officer with 2 or more years of continuous service;
- (19) chief executive officer of a Commonwealth court;

- (20) clerk of a court;
- (21) Commissioner for Affidavits;
- (22) Commissioner for Declarations;
- (23) credit union officer with 2 or more years of continuous service;
- (24) employee of the Australian Trade Commission who is:
 - (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and
 - (c) exercising his or her function in that place;
- (25) employee of the Commonwealth who is:
 - (a) in a country or place outside Australia; and
 - (b) authorised under paragraph 3(c) of the *Consular Fees Act 1955*; and
 - (c) exercising his or her function in that place;
- (26) fellow of the National Tax Accountants' Association;
- (27) finance company officer with 2 or more years of continuous service;
- (28) holder of a statutory office not specified in another item in this List;
- (29) judge of a court;
- (30) Justice of the Peace;
- (31) magistrate;
- (32) marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*;
- (33) master of a court;
- (34) member of Chartered Secretaries Australia;
- (35) member of Engineers Australia, other than at the grade of student;
- (36) member of the Association of Taxation and Management Accountants;
- (37) Member of the Australian Defence Force who is:
 - (a) an officer; or
 - (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
 - (c) a warrant officer within the meaning of that Act;
- (38) member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants;
- (39) member of:
 - (a) the Parliament of the Commonwealth; or
 - (b) the Parliament of a State; or
 - (c) a Territory legislature; or
 - (d) a local government authority of a State or Territory;
- (40) minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*;
- (41) notary public;
- (42) permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public;
- (43) permanent employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority; or
 - (c) a local government authority;with 2 or more years of continuous service who is not specified in another item in this List;
- (44) person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made;
- (45) police officer;
- (46) Registrar, or Deputy Registrar, of a court;
- (47) Senior Executive Service employee of:
 - (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority;
- (48) Sheriff;
- (49) Sheriff's officer;
- (50) teacher employer on a full-time basis at a school or tertiary education institution;
- (51) member of the Australian Institute of Mining and Metallurgy;
- (52) an officer with, or authorised representative of, a holder of an Australian Financial Services Licence, having 2 or more years of continuous service with one or more licensees.

Please send your completed form to:

Prime Super
PO Box 2229
Wollongong, NSW 2500
Enquiries: Freecall 1800 675 839
8.00am to 8.00pm Monday to Friday EST
Email: administration@primesuper.com.au