

# FACT SHEET – PROOF OF IDENTITY

In accordance with the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (**AML/CTF**), the Trustee is required to verify your identity when providing a designated service. This fact sheet will assist you in providing the appropriate identification (**ID**) documents. If we do not receive your ID documents this may prohibit us in providing you with a designated service and could result in delays when transacting on your account(s).

## Acceptable ID documents

Please provide certified copies of one of the ID document(s) listed in Part 1, if you do not own a document from Part 1, then please provide documents from either Part 2 or Part 3. Note you only need to provide documents from one of the three parts.

### Part 1 – Primary Australian and foreign ID documents

Provide ONE document from this section	
<input type="checkbox"/>	Australian State/Territory driver's licence containing a photograph of the person (both sides must be photocopied)
<input type="checkbox"/>	Australian Passport (a passport that has expired within the preceding 2 years is acceptable)
<input type="checkbox"/>	Australian card issued under a State or Territory for the purpose of proving a person's age and containing a photograph of the person
<input type="checkbox"/>	Foreign passport or similar travel document containing a photograph and the signature of the person*

If you do not own a document from Part 1, then provide documents from either Part 2 or Part 3.

### Part 2 – Secondary Australian ID documents and foreign ID documents

Provide ONE of these options	
<input type="checkbox"/>	Australian birth certificate
<input type="checkbox"/>	Australian citizenship certificate
<input type="checkbox"/>	Australian Pension card issued by The Department of Human Services/Centrelink

AND

Provide ONE of these options	
<input type="checkbox"/>	A document issued by the Australian Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits to the individual and which contains the individual's name and residential address
<input type="checkbox"/>	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.
<input type="checkbox"/>	A document issued by a local government body or utilities provider (e.g. gas, electricity, water, rates) within the preceding 3 months which contains the individual's name and residential address.
<input type="checkbox"/>	If under the age of 18, a notice that was issued to the individual by a school principal within the preceding 3 months and contains the name and residential address and records the period of time that the individual attended that school.

### Part 3 – Secondary foreign ID documents

Provide BOTH documents from this option	
<input type="checkbox"/>	Foreign driver's licence that contains a photograph of the person in whose name it is issued and the individual's date of birth*
<input type="checkbox"/>	Foreign national identity card issued by a foreign government containing a photograph of the person in whose name the card was issued*

\*Documents written in a language that is not English, must be accompanied by an English translation prepared by an accredited translator.

## If you have changed your name or are signing on behalf of another person

You will need to prove the link between you and the other person, or your name change. You can use one of the documents below as well as your other certified ID (such as a driver's licence or passport).

If you have changed your name:		If you are signing on behalf of another person:	
<input type="checkbox"/>	Marriage certificate	<input type="checkbox"/>	Guardianship papers
<input type="checkbox"/>	Deed poll	<input type="checkbox"/>	Power of attorney
<input type="checkbox"/>	Change of name certificate from the Births, Deaths and Marriages Registration Office		

## Who can certify documents?

The following persons are authorised to certify documents:

- a Justice of the Peace
- a judge of a court
- a magistrate
- a chief executive officer of a Commonwealth court
- a registrar or deputy registrar of a court
- 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)
- a police officer
- an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- a 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
- a notary public (for the purposes of the Statutory Declaration Regulations 1993)
- an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
- an officer with 2 or more years of continuous service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993) (e.g. bank manager, bank officer)
- a finance company officer with 2 or more continuous years of service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993)
- an officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees (e.g. financial planner, adviser, broker)
- a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership.

## Acceptable certification of ID documents

Each copy of the ID must be certified by an approved certifier as follows:

The approved certifier must write:

- Full printed name of the approved certifier (e.g. John Edward Citizen)
- Date the document was certified
- Signature of the approved certifier
- The capacity in which they have certified the document (e.g. police officer)
- The registration number (if applicable) of the approved certifier, and
- The following text:  
**If single page:** This is to certify this is a true copy of the original which I have sighted.  
**If multiple page:** I certify that this and the following [number of pages] are a true copy of the original which I have sighted. Each following page must be initialled and dated.

## How to contact us

Please return your certified ID documents to:

**Post:** Tidswell Superannuation Fund  
PO Box 3528  
TINGALPA DC QLD 4173

**Email:** tidswell@ddhgraham.com.au

For all inquiries please contact us on 1300 796 079.

## Your privacy

All information we collect about you is held by us in the strictest confidence and pursuant to our Privacy Policy. You may obtain a copy of our Privacy Policy on our website <https://www.diversa.com.au/privacy> or by contacting our office.