Post: PO Box 1282, Albury NSW 2640

Identification requirements factsheet

The Trustee maintains high standards of security for the protection of members including strict adherence to the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act) which requires us to meet stringent investor identification and verification requirements to verify your identity. The Trustee must be reasonably satisfied that you exist and you are who you claim to be. We do this by asking you to provide a certified copy of original identification documents.

Documents required to confirm your identity:

- one document from Primary, OR
- one document from Secondary B PLUS one of the other documents.

Primary A	Secondary B	Secondary B PLUS, one of the following
• Current Australian driver's licence with photo issued under State or Territory Law* • Current National Proof of Age card • Current foreign driver's licence (including photo, date of birth and signature)* • Australian Passport (current or may be expired within 2 years) • Current foreign passport** • Current National Identity card (including photo, date of birth and signature) AND • An English translation if in a foreign language***	• Australian Birth certificate or birth extract • Australian Citizenship certificate issued by the Commonwealth • Current Pension card issued by Department of Human Services (Centrelink) that entitles the person to financial benefits • Current Health Care card (Issued by Centrelink)	A current notice (showing name and address) issued by: • Commonwealth or State Government (within 12 months) • Australian Taxation Office (within 12 months) • Local Government or utilities provider (within 12 months) Or if the investor is under the age of 18, a notice that: • is issued by a school principal within the preceding 3 months • contains the name of the investor and his or her residential address • records the period of time that the investor attended the school

* Including the back of the driver's licence if your address has changed.

** Identification documents must not be expired except for an Australian passport.

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

How to certify your documents

Take both the ORIGINAL AND A PHOTOCOPY of each document you are providing for identification, to a person listed on the next page who is authorised to certify identification documents, and ask them to certify your documents. Do not send us your original identification documents.

If you are using a driver's licence from section A, you will need to copy BOTH sides of the licence.

The authorised person needs to compare the photocopy to the original and then certify the photocopy is a true and correct copy of the original by including the following details on the photocopy:

- stamp/write 'This is a true and correct copy of the original'
- include the authorised person's name

- their qualification (such as police officer). Also include their length of job service if they are an Australia Post or Banking or financial services employee
- their business, residential or postal address and phone number
- their signature and the date it was signed.

You then must send us the copy that has been certified. We will not accept a photocopy of the certified copy.

Certified copy means a document that has been certified as a true copy of an original document by one of the following persons:

1. a person who, under a law in force in a State or Territory, is currently licensed or registered to practise in an occupation listed in Part 1 of Schedule 2 of the *Statutory Declarations Regulations 2018*
2. 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)
3. a person listed in Part 2 of Schedule 2 of the *Statutory Declarations Regulations 2018*. For the purposes of these Rules, where Part 2 uses the term '5 or more years of continuous service', this should be read as '2 or more years of continuous service'
4. 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
5. an officer with, or a credit representative of, a holder of an Australian credit licence, having 2 or more years of continuous service with one or more licensees
6. a person in a foreign country who is authorised by law in that jurisdiction to administer oaths or affirmations or to authenticate documents.

Occupations listed in Part 1 of Schedule 2 of the *Statutory Declarations Regulations 2018*

1. Architect
2. Chiropractor
3. Dentist
4. Financial adviser or financial planner
5. Legal practitioner
6. Medical practitioner
7. Midwife
8. Migration agent registered under Division 3 of Part 3 of the Migration Act 1958
9. Nurse
10. Occupational therapist
11. Optometrist
12. Patent attorney
13. Pharmacist
14. Physiotherapist
15. Psychologist
16. Trade marks attorney
17. Veterinary surgeon

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Person listed in Part 2 of Schedule 2 of the *Statutory Declarations Regulations 2018*

1. Accountant who is:
   a. a fellow of the National Tax Accountants' Association; or
   b. a member of any of the following:
      i. Chartered Accountants Australia and New Zealand;
      ii. the Association of Taxation and Management Accountants;
      iii. CPA Australia;
      iv. the Institute of Public Accountants
2. Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
3. APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item of this Part
4. Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
5. Bailiff
6. Bank officer with 5 or more continuous years of service
7. Building society officer with 5 or more years of continuous service
8. Chief executive officer of a Commonwealth court
9. Clerk of a court
10. Commissioner for Affidavits
11. Commissioner for Declarations
12. Credit union officer with 5 or more years of continuous service
13. Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this Part
14. Employee of the Australian Trade and Investment 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 the employee's function at that place
15. Employee of the Commonwealth who is:
    (a) at a place outside Australia; and
    (b) authorised under paragraph 3(c) of the Consular Fees Act 1955; and
    (c) exercising the employee's function at that place
16. Engineer who is:
    (a) a member of Engineers Australia, other than at the grade of student; or
    (b) a Registered Professional Engineer of Professionals Australia; or
    (c) registered as an engineer under a law of the Commonwealth, a State or Territory; or
    (d) registered on the National Engineering Register by Engineers Australia
17. Finance company officer with 5 or more years of continuous service
18. Holder of a statutory office not specified in another item of this Part
19. Judge
20. Justice of the Peace
21. Magistrate

22. Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
23. Master of a court
24. 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
25. Member of the Australasian Institute of Mining and Metallurgy
26. Member of the Governance Institute of Australia Ltd
27. 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
28. Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
29. Notary public, including a notary public (however described) exercising functions at a place outside:
    (a) the Commonwealth; and
    (b) the external Territories of the Commonwealth
30. Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public
31. Permanent employee of:
    (a) a State or Territory or a State or Territory authority; or
    (b) a local government authority;
    with 5 or more years of continuous service, other than such an employee who is specified in another item of this Part
32. Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
33. Police officer
34. Registrar, or Deputy Registrar, of a court
35. Senior executive employee of a Commonwealth authority
36. Senior executive employee of a State or Territory
37. SES employee of the Commonwealth
38. Sheriff
39. Sheriff's officer
40. Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution

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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 must provide a CERTIFIED copy of the relevant name change document, and a CERTIFIED copy of the linking document[+]. A linking document is a document that proves a relationship exists between two (or more) names. If your legal name or date of birth does not match exactly to your member records with the fund, please contact us for further assistance.

The following table contains information about suitable documents for you to provide:

Purpose	Document
Change of name	• Marriage certificate • Deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office
Signed on behalf of the applicant	• Guardianship papers or Power of Attorney

[+] If your identification is written in a language other than English, the identification must be accompanied by an English translation prepared by a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI). At the level of Professional Translator or higher, to translate from a language other than English into English.

What happens if I don't provide these certified copy documents?

Where full proof of identity is required to process a payment or roll-in from another superannuation fund, and you do not provide the required certified copy of documents in the way outlined in this factsheet, the processing of payments from your account, or roll-in to your account may be delayed.

Where to send the forms

Send your completed forms and the certified copies of your original identification documents to the fund postal address.

The fund is a superannuation product within OneSuper ABN 43 905 581 638 RSE R1001341 (OneSuper). Diversa Trustees Limited ABN 49 006 421 638, AFSL 235153 RSE Licence L0000635 (referred to as the Trustee, we, our, us) is the Trustee of OneSuper and the product issuer. The information in this document has been prepared by OneVue Wealth Services Pty Ltd ABN 70 120 380 627, AFSL 308868 as the Promoter. It is intended to provide you with general information only and does not take into account your personal objectives, financial situation or needs. Before making any financial decisions about the fund, it is important that you read the current product disclosure statement (PDS) and Target Market Determinations (TMDs), consider your particular circumstances and whether the particular financial product is right for you. The current PDS and TMDs for the fund are available at onesuper.com. Each TMD sets out who an investment in the fund might be appropriate for and the circumstances that trigger a review of the TMD. You should consult a financial adviser if you require personal advice.