

# Authorised Third Party Representative Identification



Complete this form if you are authorised under a Power of Attorney or Administration or Guardianship Order to act on behalf of a TelstraSuper member.

RED SECTIONS FOR YOUR INFORMATION

GREY SECTIONS TO FILL OUT

## Before you start

In order to comply with the Anti-Money Laundering and Counter-Terrorism Financing Legislation (AML/CTF), TelstraSuper is required to identify the TelstraSuper member, and person(s) who are authorised to act on behalf of the member's superannuation account.

This form is to collect identification information about the Attorney, Administrator or Guardian named on the relevant form. We may require additional information from you and the member to assist with the identification process.

TelstraSuper's obligations to verify your identity may result in delays in processing an application.

### What is required

A separate TelstraSuper **Authorised Third Party Representative Identification** form must be completed for each Attorney, Administrator or Guardian.

You must also provide a certified copy of one of the following documents:

- Power of Attorney **OR** Administration Order **OR** Guardianship Order

### AND

- Complete **section 3**.

### Identification documents

See **section 3** and the Important Information section on this form for details about the identification documents you will need and, if required, how to get documents certified.

**Please note:** We cannot accept any electronic signatures on this form.

## 1. Member details currently held with TelstraSuper

Title	Mr	Mrs	Miss	Ms	Other	
Surname*						Member number*
Given name(s)*						Date of birth*
Residential address* (PO Box not acceptable)						
Suburb*			State*		Postcode*	
Mobile/contact no.*			Email*			
Are you an Australian/New Zealand citizen OR permanent resident of Australia?				Yes	No	

\* Mandatory fields.

**Note:** We'll be unable to process this form if the member's personal details are different to the ones we hold for them.

MEMBER  
INFO  
↓



## 2. Third party representative

I am appointed under a:

Power of Attorney

Administration Order

Guardianship Order

**AND**

I have attached a certified copy\* of the relevant document

**OR**

I have provided a certified copy of the relevant document to TelstraSuper†

Title      Mr      Mrs      Miss      Ms      Other

Surname

Given name(s)

Date of birth

Occupation

Residential address (PO Box not acceptable)

Suburb

State

Postcode

Mobile/contact no.

Email

\* TelstraSuper will only accept a document that has been certified within the last 12 months of the date of this application.

† TelstraSuper will require another certified document if the certification date on the document predates the application date by 12 months. To avoid delays in processing please ensure a recent certified document is provided.

YOUR  
INFO  
↓

### 3. Proof of identity

Proof of the identity of any attorney, administrator or guardian must be supplied **every time** a third party representative identification is required. This can be done in one of two ways:

#### Option 1 – Electronic ID verification

By providing details of any **TWO** of the following identity documents – your Medicare card, pension card, Australian drivers licence, Australian passport – you agree to TelstraSuper using this information to verify your identity electronically using independent data sources.

**I acknowledge that my personal information will be sent to TelstraSuper’s external identity verification provider to verify my identity for the purposes of this third party representative identification, and consent to that being done.**

**Important:** Make sure the details you provide are accurate. If the personal details you provide in **section 2** do not match the electronic identification details you provide below, we will not be able to use these details to prove your identity. This will delay processing your request as we may require you to provide us with certified proof of identity documents.

#### Medicare:

Full name (including initials as shown on your Medicare card)

Medicare 10 digit number

Expiry date

mm/yyyy

Your reference number (the number beside your name)

#### Pension card:

Card type

Health Care Card

Seniors Health Card

Pensioner Concession Card

Full name (as shown on card)

CRN

– –

Expiry date

dd/mm/yyyy

#### Australian drivers licence:

Full name (as shown on your licence)

Australian drivers licence number

Expiry date

mm/yyyy

State of issue

Card number

Contact your licence provider if unsure of your card number

#### Australian passport:

First name (including middle name as shown on your passport)

Surname (as shown on your passport)

Australian passport number

Expiry date

mm/yyyy

Place of birth (as shown on your passport)

#### Option 2 – Certified document ID verification

See the Important Information section to understand the documents we can accept and how to get your proof of identity documents certified. Please note we may use these documents for the purpose of undertaking electronic data verification using independent data sources in the event your proof of identity documents have not been correctly certified.

I have attached a certified copy of **one photographic** proof of identity document

**OR**

I have attached certified copies of **two non-photographic** proof of identity documents.

PROOF  
OF ID



PROVIDE  
TWO ID



#### 4. Politically Exposed Person

Are you a Politically Exposed Person (PEP)? See Important Information section for the definition of a PEP.

Yes No

If yes, please tick which PEP category applies to you:

- a) I hold a prominent public position or function in a government body or an international organisation
- b) I am an immediate family member of a person referred to in (a) above,  
and that person's name is \_\_\_\_\_ and public position is \_\_\_\_\_
- c) I am a close associate of a person referred to in (a) above,  
and that person's name is \_\_\_\_\_ and public position is \_\_\_\_\_

#### 5. Declaration by third party representative

I declare that, in respect of the member named on this form:

- I have been lawfully appointed as an Attorney, Administrator or Guardian
- my appointment as Attorney, Administrator or Guardian has not been revoked, and remains current
- I will inform TelstraSuper in writing, as soon as possible, if my appointment as Attorney, Administrator or Guardian is revoked, amended or restricted in any way
- In acting as the member's Attorney, Administrator or Guardian, I will comply with the terms of my appointing Power of Attorney document, Administration Order or Guardianship Order, including that if more than one person is required to act, all nominated representatives will carry out any transaction on behalf of the member.

And acknowledge that:

- TelstraSuper may (at its discretion) cease to recognise my appointment as Attorney, Administrator or Guardian on behalf of the member without notice.

By signing this form, I:

- acknowledge that all the information I have provided on this form is true and correct
- consent to TelstraSuper verifying my identification via electronic means using independent data sources, or in the event my certified documents (if applicable) have not been correctly certified.

Name

Signature

X

Date

Electronic signature is not acceptable



#### Please return completed form to TelstraSuper

PO Box 14309, MELBOURNE VIC 8001 or email to [contact@telstrasuper.com.au](mailto:contact@telstrasuper.com.au)

#### Before sending this form to TelstraSuper, please check that you have:

- read and completed the form in its entirety, including the Important Information section
- provided a certified copy of the Power of Attorney, or a certified copy of the Administration or Guardianship Order
- provided details of two proof of identity documents or certified copies of your proof of identity documents
- photocopied your completed form for your records if returning it by mail.



### Definition of a Politically Exposed Person (PEP)

Politically Exposed Person or PEP means an individual:

- (a) who holds a prominent public position or function in a government body or an international organisation<sup>1</sup>, including:
  - (i) Head of State or head of a country or government
  - (ii) government minister or equivalent senior politician
  - (iii) senior government official
  - (iv) Judge of the High Court of Australia, the Federal Court of Australia or a Supreme Court of a State or Territory, or a Judge of a court of equivalent seniority in a foreign country or international organisation
  - (v) governor of a central bank or any other position that has comparable influence to the Governor of the Reserve Bank of Australia
  - (vi) senior foreign representative, ambassador, or high commissioner
  - (vii) high-ranking member of the armed forces
  - (viii) Board chair, chief executive, or chief financial officer of, or any other position that has comparable influence in, any State enterprise or international organisation, or
- (b) who is an immediate family member of a person referred to in paragraph (a), including
  - (i) a spouse
  - (ii) a de facto partner
  - (iii) a child, a child's spouse or de facto partner
  - (iv) a parent
- (c) who is a close associate of a person referred to in paragraph (a), which means any individual who is known (having regard to information that is public or readily available) to have:
  - (i) joint beneficial ownership<sup>2</sup> of a legal entity or legal arrangement with a person referred to in paragraph (a)
  - (ii) sole beneficial ownership<sup>2</sup> of a legal entity or legal arrangement that is known to exist for the benefit of a person referred to in paragraph (a).

1. International organisation essentially means an organisation established by a formal political agreement by two or more countries which has the status of an international treaty.

2. Beneficial ownership means directly or indirectly owning 25% or more of an entity or exercising operational or financial control over an entity.



## Proof of Identity Guide

Your application cannot be processed until acceptable proof of identity documents have been provided to us as required by law when submitting an **Authorised Third Party Representative Identification** form.

This can be done in one of two ways:

### 1. Electronic ID verification

Supply details of any TWO of the following identity documents: Medicare card, pension card, Australian drivers licence or Australian passport, and you consent for TelstraSuper to verify your identity electronically using independent data sources.

OR

### 2. Certified proof of identity documents

Supply a certified copy of one acceptable photographic ID document or two non-photographic ID documents.

#### Acceptable photographic ID (one document required)

Certified copy of one of the following documents:

- current Australian driver's licence or permit that contains your photograph
- current passport
- current Proof of Age card containing your photograph
- national identity card containing your photograph and signature.

#### Acceptable non-photographic ID (two documents required)

Certified copy of one of the following documents:

- Medicare card
- birth certificate
- a citizenship certificate issued by the Commonwealth or a foreign government
- low income health care card or Commonwealth seniors health card or Pensioner Concession Card

AND

Certified copy of one of the following documents containing your name and current residential address:

- a council rates notice (less than 3 months old)
- gas, water or electricity bill (less than 3 months old)
- a notice of assessment from the ATO (less than 12 months old)

A complete list of acceptable identification is available on our website at [telstrasuper.com.au/proofofid](https://telstrasuper.com.au/proofofid)

## How to get your proof of identity documents certified

- Photocopy your identity documents (if you're using your driver's licence, photocopy both sides)
- Take the photocopies and the original documents to a person authorised to certify proof of identity documents:
  - If living in Australia: This includes pharmacists, police officers or a Justice of the Peace.
  - If living overseas: This must be a person who is an Australian Consular Officer or foreign notary public.

For a complete list of people authorised to certify proof of identity documents in Australia and overseas visit [telstrasuper.com.au/proofofid](https://telstrasuper.com.au/proofofid)

To certify your documents, the authorised person must:

- sight the original and the copy
- confirm that the documents are identical
- write or stamp on the photocopy:
  - 'I certify that this is a true and correct copy of the original document I have sighted', and
  - their name, qualification, business address, and registration number (if applicable), and
  - their signature and date on all pages of the photocopy.

You must keep the original proof of identity documents and send in the certified copy of your proof of identity documents.

### Example



I certify that this is a true and correct copy of the original document I have sighted.

*Joan Sample*

Joan Sample  
11 Same St, SOMETOWN VIC 3009

Justice of the Peace  
Reg no: 26587  
1 March 2020