

Proof of Identity Guide

We're required to collect (and verify) customer identification from you, anyone acting on your behalf and your related parties before processing any transaction on your account. All documents we request need to be:

- ✓ dated
- ✓ a certified copy of original document(s)
- ✓ valid at the time you send them to us
- ✓ sent to us by post—we cannot accept certified ID by fax or email.

Please post your certified documents to **MLC, PO Box 200, North Sydney NSW 2059**

If we aren't able to verify your identity, we may from time to time request additional identification information from you. See below for further details.

Part A - Acceptable Primary Photographic ID Documents

Select **ONE** document from this section (please tick).

- ☐ Current Australian Passport
- ☐ Expired Australian passport which has not been cancelled and was current within the preceding two years
- ☐ Current Australian driver's licence
- ☐ Proof of Age card issued by the Australian Government
- ☐ Current Foreign passport issued by a foreign government or the United Nations
- ☐ A national identity card issued by a foreign government or the United Nations
- ☐ Australian Firearms/shooting licence

Acceptable Primary non-photographic identification document types

- ☐ Australian Visa
- ☐ A government issued concession card, such as a pensioner concession card, a health care card, or a senior's health care card
- ☐ Birth certificate or birth extract by an Australian state or Territory government
- ☐ Birth certificate issued by a foreign government, the UN or an agency of the UN
- ☐ Citizenship certificate issued by the Commonwealth
- ☐ Citizenship certificate issued by a foreign government

NULIS Nominees (Australia) Limited
ABN 80 008 515 633
AFSL 236465

MLC Super Fund
ABN 70 732 426 024

MLC Investments Limited
ABN 30 002 641 661
AFSL 230705

NULIS Nominees (Australia) Limited and MLC Investments Limited are part of the Insignia Financial Group of Companies, comprising Insignia Financial Ltd ABN 49 100 103 722 and its related bodies corporate (Insignia Financial Group).

Part B - Acceptable Secondary ID Documents

Select **ONE** document from this section (please tick)

- ☐ Medicare card
- ☐ A municipal council rates notice or a utility bill (such as a water, gas or electricity bill) that contains the person's name and residential address, issued in the past three months
- ☐ Current Overseas driver's license containing a photograph of the person
- ☐ Bank Statement issued in the past three months
- ☐ Credit card
- ☐ Australian Government issued competency card
- ☐ Australian Government issued companion card
- ☐ Student ID card
- ☐ Aviation Security Identification card
- ☐ Maritime Security Identification card
- ☐ Australian Tax Office Assessment issued in the last twelve months
- ☐ Rental agreement issued in the last three months
- ☐ Professional or Trade Association card
- ☐ Department of Veteran Affairs card
- ☐ Working with Children/Teachers registration card
- ☐ Electoral Roll registration

The Anti-Money Laundering and Counter-Terrorism Financing Rules 2007 (No. 1) list the following people as being authorised to certify ID documents:

Who can certify an identification document within Australia?

Public servants

- Member of the Commonwealth Parliament
- Member of a State Parliament
- Member of a Territory legislature
- Member of a local government authority
- Police officer
- Sheriff
- Sheriff's officer
- An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Commissioner for Affidavits
- Commissioner for Declarations
- Senior executive employee of a Commonwealth authority
- Senior executive employee of a State or Territory
- SES employee of the Commonwealth
- A permanent employee of a State or Territory or State or Territory authority with 2 or more years of continuous service
- A permanent employee of a local government authority with 2 or more years of continuous service
- An APS employee engaged on an ongoing basis with 2 or more years of continuous service
- An employee of a Commonwealth authority engaged on a permanent basis with 2 or more years of continuous service
- The holder of a statutory office that has not already been mentioned in this list.

Who can certify an identification document within Australia?

Court officers	<ul style="list-style-type: none"> • Judge • Magistrate • Registrar, or Deputy Registrar, of a court • Bailiff • Chief executive officer of a Commonwealth court • Master of a court • Clerk of a court
A person licensed or registered to practice in an authorised profession	<p>A person who is currently licensed or registered to practice in one of the following professions:</p> <ul style="list-style-type: none"> • Architect • Chiropractor • Dentist • Financial adviser or financial planner • Legal practitioner • Medical practitioner • Midwife • Migration agent registered under Division 3 of Part 3 of the Migration Act 1958 • Nurse • Occupational therapist • Optometrist • Patent attorney • Pharmacist • Physiotherapist • Psychologist • Trade marks attorney • Veterinary surgeon
Other professions	<ul style="list-style-type: none"> • Justice of the Peace • Notary public • Marriage celebrant who is registered under the Marriage Act 1961 • Minister of religion registered under the Marriage Act 1961 • Member of the Australian Defence Force who is: <ul style="list-style-type: none"> – an officer; or – a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 2 or more years of continuous service; or – a warrant officer as defined by the Defence Force Discipline Act 1982 • Member of the Australasian Institute of Mining and Metallurgy • Member of the Governance Institute of Australia Ltd • A person before whom a statutory declaration may be made under State or Territory legislation in which the declaration is made • An Accountant who is: <ul style="list-style-type: none"> – a fellow of the National Tax Accountants' Association; or – a member of the Chartered Accountants Australia and New Zealand, the Association of Taxation and Management Accountants, CPA Australia or the Institute of Public Accountants • An Engineer who is: <ul style="list-style-type: none"> – a member of Engineers Australia, other than at the grade of student; or – a Registered Professional Engineer of Professionals Australia; or – registered as an engineer under a law of the Commonwealth, a State or Territory; or – registered on the National Engineering Register by Engineers Australia • Teacher employed on a permanent full time or part time basis at a school or tertiary education institution

Who can certify an identification document within Australia?

Other professions with 2 or more years of continuous service

- Bank officer with 2 or more years of continuous service
- Building society officer with 2 or more years of continuous service
- Credit union officer with 2 or more years of continuous service
- Finance company officer with 2 or more years of continuous service
- A permanent employee of the Australian Postal Corporation who is employed in an office providing postal services to the public and who has 2 or more years of continuous service
- 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.
- 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.

Proof of Identity

The Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth) requires us to identify you and verify your identity before we can process your instructions.

To verify your identity please complete the below.

☐ Option 1: Verify my identity electronically

By completing the section below, I give my consent for the Trustee to verify my identity by disclosing my name, residential address and date of birth to a credit reporting agency and by confirming the authenticity of my Government issued identification with relevant Government departments or approved service provider.

Please provide details for any **TWO** of the following forms of identification:

Drivers Licence

Full Name (as it appears on your Driver's Licence)

Licence Number

State of Issue

Expiry Date

Card Number

If present, the card number is different to the licence number

Medicare card

Full Name (as it appears on your Medicare card)

Card Colour (please tick)

☐ Green ☐ Blue ☐ Yellow

Valid to (MM/YYYY or DD/MM/YY)

Medicare Card Number

Individual reference number (the number to the left of your name)

Australian passport

Full Name (as it appears on your Passport)

Passport Number

Expiry Date (DD/MM/YYYY)

Australian visa (foreign passport holders)

Full Name (as it appears on your Passport)

Passport Number

Expiry Date (DD/MM/YYYY)

Country of Issue

☐ Option 2: Already Provided

You or your financial adviser have previously provided us with identification, or you have verified your identity via 'Verify your Identity' on the Personal Details page of your **online** account.

☐ Option 3: I want to provide certified identity documents

I have attached certified paper copies of identification in line with the requirements set out in the Proof of Identity guide available at **mlc.com.au**

Who can certify identification documents outside of Australia?

- Authorised parties listed in the table above, where the party holds the position within Australia
- An employee of an Australian Trade and Investment Commission or an employee of the Commonwealth (eg Australian consular officer or Australian diplomatic officer) who has the requisite authority under section 3(c) or (d) of the Consular Fees Act 1955
- A person authorised as a notary public in a foreign country
- A bank or building society officer with 2 or more years of continuous service (includes acceptable international banks)
- A finance company officer with 2 or more years of continuous service (includes acceptable internal bank)
- A person who is authorised by law in that foreign country to administer oaths or affirmations, or to authenticate documents.

Acceptable authorised translation services for foreign identification documents:

- An overseas Australian Embassy or Consulate
- An approved translator listed in the National Accreditation Authority for Translators and Interpreters (NAATI) - only available within Australia.

Acceptable certification of ID documents

Each copy of the ID must be certified by the authorised person as follows. The authorised person must write the following on each photocopy:

- **"This is a true copy of the original document(s) which I have sighted:"**
- Full name eg Michelle Helena Citizen
- Date of certification
- Signature
- The capacity in which they have certified the document (eg judge, magistrate, police officer, etc)
- Affix the official stamp or seal of the certifier's organisation.

Have you changed your name?

If your name has changed (eg due to marriage, divorce or registered name change), please also provide a certified copy of the official linking document that verifies your change of name (eg marriage certificate, deed poll, divorce orders or change of name certificate from the Births, Deaths and Marriages Registration Office). If these documents are not showing your previous and current name, we require a copy of your current photo identification and statutory declaration certified stating both names belong to the same person.

Does your name or date of birth differ from the details shown on our records?

If your name or date of birth differs from personal details shown on our records (ie spelling error, initials or common name translation) please also provide a certified copy of official documentation that verifies your name or date of birth.

Has your residential address changed?

If your residential address has changed, please also provide a certified copy of your telephone or utilities bill (within the preceding 3 months) in your name reflecting the new address, or a certified copy of the front and back of your Australian driver's licence which shows your new address.

Are you signing a transfer or cash withdrawal request on behalf of another person?

If you're signing a transfer or cash withdrawal request on behalf of another person, please provide all the documents listed below:

- proof of identification for the person you're signing on behalf of as outlined in acceptable documents
- an original certified copy of Guardianship papers or Power of Attorney. Please ensure that a guardianship or POA is signed by a person who is authorised to certify this document. This list is different to people who can certify identification documents
- proof of identification of yourself as outlined in acceptable documents.