



# Proving Your Identity

## When do I need to prove my identity?

You are required to provide proof of your identity when claiming a payment from a superannuation scheme or applying for a new superannuation account or product.

You can bring original identity documents into the office to be sighted by a staff member, or provide a certified copy of your identity documents.

Transactions where you will be required to provide proof of your identity include:

- Claiming a benefit from the Northern Territory Government and Public Authorities' Superannuation Scheme (NTGPASS) or the Northern Territory Supplementary Superannuation Scheme (NTSSS);
- Rolling your NTGPASS accumulation account over to another superannuation fund;
- Making a lump sum withdrawal from an NTGPASS accumulation account;
- Commencing an NTGPASS allocated pension;
- Applying for early release of superannuation benefits; and
- Opening an NTGPASS accumulation account (for example, a spouse account).

## Why do I need to provide proof?

Commonwealth Legislation requires a suitable level of identification to be provided to help combat the risk of money laundering and the financing of terrorism through superannuation funds and to minimise the risk of identity fraud on superannuation and pension accounts. Governing Commonwealth legislation include the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* and *Superannuation Industry (Supervision) Act 1993*.

The NT Superannuation Office will only accept identity documents that are in accordance with the *Anti-Money Laundering and Counter-Terrorism Financing Rules*.

## What identity documents can I provide?

At a minimum, you need to provide an original or certified copy of either:

1 x Category A document; **or**

1 x Category B document **plus** 1 x Category C document.

The identification documents you provide must show your full name, date of birth and current residential address.

If any document is in a previous name, an additional document that shows how or why the name was changed must be provided, for example a Marriage Certificate. In limited circumstances, staff may ask you to provide further identity documents.

Types of documents you can provide under each category are listed in the table on page 2.

## What is a certified copy?

You are permitted to take a copy of the original identity document to send in to the office. Each copy must be checked against the original and endorsed by an authorised person who should mark each copy with: "I certify this is a true copy of the original which I have sighted". The certification should include the name, address, occupation, telephone number and registration number (if applicable) of the person making the certification. The certifier should complete the Identity Certification form.

## Persons authorised to certify documents

If you are unable to obtain access to one of these listed persons please contact the Superannuation Office.

### Members residing in an Australian city or town

- Legal Practitioner
- Commissioner for Oaths
- Justice of the Peace, Public Notary
- Registrar or Master of a Court
- Sherriff or Sherriff's officer
- Medical Practitioner, nurse or pharmacist
- Teacher employed on a full-time basis at a school or tertiary education institution
- Member of the Australian Defence Force who is an officer
- Bank, Building Society or Credit Union Officer with 2 or more years continuous service
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services
- A permanent employee of the Australian Postal Corporation with 2 or more years of continuous service
- 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

### Additional persons available for members residing in a remote community

- Shire council member or employee
- Aboriginal Community Police Officer

### Members residing overseas

- Australian consular or diplomatic officer\*
- Permanent 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\*

\*May be subject to a fee.

## Identity documents

The table below shows the type of documents the NT Superannuation Office will accept as proof of your identification. These documents are in accordance with the *Anti-Money Laundering and Counter-Terrorism Financing Rules*.

Category	Document Type	Issued by	Mandatory Requirements
<b>A</b> Primary photographic identification document	Driver licence	Australian State or Territory, or equivalent authority of foreign country	Photograph Current (not expired)
	Passport	Commonwealth	Photograph and signature Current (or expired within past 2 years)
	Passport or similar document issued for the purpose of international travel	A foreign government, the United Nations or an agency of the United Nations	Photograph and signature Accompanied by an English translation prepared by an accredited translator.
	Card issued proving a person's age	Australian State or Territory	Photograph Current (not expired)
	National identity card	A foreign government, the United Nations or an agency of the United Nations	Photograph and signature Current (not expired) Accompanied by an English translation prepared by an accredited translator.
<b>B</b> Primary non-photographic identification document	Birth certificate or birth extract	Australian State or Territory	
	Citizenship certificate	Commonwealth	
	Citizenship certificate	a foreign government	Accompanied by an English translation prepared by an accredited translator.
	Birth certificate	a foreign government, the United Nations or an agency of the United Nations	Accompanied by an English translation prepared by an accredited translator.
	Pension card	Centrelink	Current (not expired)
<b>C</b> Secondary identification document	Notice	Commonwealth, Australian State or Territory	Issued within the last 12 months Contains the person's name and residential address, and records the provision of financial benefits under a law of the Commonwealth or Australian State or Territory.
	Tax Assessment Notice	Australian Taxation Office	Issued within the last 12 months Contains the person's name and residential address, and records a debt payable to or by the individual by or to the Commonwealth.
	Notice	local government body or utilities provider	Issued within the past 3 months Contains the person's name and residential address, and records the provision of services by that local government body or utilities provider.
	Notice for individuals under 18	a school principal	Issued within the past 3 months Contains the person's name and residential address, and records the period of time that the person attended school.