





## Section 6: Completing Proof of Identity

You will need to provide **certified documentation** to prove you are the person to whom the superannuation entitlements belong. Please tick the relevant box/es to indicate which of the following acceptable certified documents you have attached to this form. (Only provide original documents if you are submitting this form in person at a Fund office).

EITHER:	OR	AND
<p>One of the following documents only:</p> <p><input type="checkbox"/> A current driver's licence or permit issued under the law of a State or Territory; or</p> <p><input type="checkbox"/> A passport issued by the Commonwealth which can be up to two years out of date;</p> <p>that contains a photograph of the person in whose name the document is issued.</p>	<p>One of the following documents:</p> <p><input type="checkbox"/> birth certificate or birth extract</p> <p><input type="checkbox"/> citizenship certificate issued by the Commonwealth</p> <p><input type="checkbox"/> pension card issued by Centrelink that entitles you to financial benefits.</p>	<p><input type="checkbox"/> notice issued by Commonwealth, State or Territory Government within the past 12 months, containing your name and residential address, recording the provision of financial benefits (Not applicable if you are also providing a pension card)</p> <p><input type="checkbox"/> notice issued by the ATO within the past 12 months that contains your name and residential address</p> <p><input type="checkbox"/> notice issued by a local council or utilities provider within the past three months that contains your name and residential address.</p>

If you are unable to provide accepted certified documents, please contact Catholic Super for other options.

### Certification of personal documents

Identification documents must be certified by an authorised person. This could be:

- a police officer
- a finance company officer with two or more years of continuous service with one or more companies
- an officer or authorised representative of a holder of an Australian Financial Services Licence (AFSL) having two or more years of continuous service with one or more licencees
- a notary public officer
- a registrar or deputy registrar of a court
- a Justice of the Peace
- a permanent employee of Australia Post with two or more years of continuous service
- a legal practitioner, currently licensed or registered to practice in a State or Territory
- a medical practitioner, currently licensed or registered to practice in a State or Territory
- a pharmacist, currently licensed or registered to practice in a State or Territory
- a nurse, currently licensed or registered to practice in a State or Territory
- a teacher employed on a full-time basis at a school or tertiary institution.

There are a number of other persons authorised to certify documents. They are listed on Schedule 2 of the *Statutory Declarations Regulations 1993* which can be found on the website, [www.comlaw.gov.au](http://www.comlaw.gov.au).

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## Section 7: Declaration

You must complete the residency section, and sign and date this section before returning this form to Catholic Super.

- Recent changes to superannuation law mean that you now have to declare whether or not you were a temporary resident when applying to withdraw some or all of your super in cash.

This is because temporary residents can now only claim a cash payment of their super after they have left Australia, or in special circumstances such as permanent or temporary incapacity, terminal illness or death.

I declare that: (please tick the box that applies to you)

1.  I am an Australian Citizen, New Zealand Citizen or permanent resident of Australia; **OR**
2.  I am a temporary resident and one of the following applies:
  - I have left Australia and I am **not** an Australian citizen, New Zealand citizen or permanent resident of Australia; or
  - I hold a Subclass 405 (Investor Retirement) or Subclass 410 (Retirement) visa; or
  - I wish to claim payment on the grounds of permanent incapacity, temporary incapacity or terminal illness **or** this application to withdraw super is on behalf of a deceased member - if any of these circumstances apply, please contact Catholic Super for assistance.

*A temporary resident is someone who holds a temporary visa as described in the Superannuation Industry (Supervision) Regulations 1994 or in the Migration Act 1958.*

- I request and authorise that the change(s) I have indicated on this form be made to my Pension account.
- I accept the conditions set out in the Trust Deed and Rules of Catholic Super as amended from time to time.
- I have read and understand the Trustee's Privacy Statement contained in the Pension Product Disclosure Statement outlining the manner in which the Trustee complies with the requirements of the Privacy Act 1988 (Commonwealth).

Applicant's Signature

Date (dd/mm/yyyy)



**Avoid the paperwork and save some time.** Make your withdrawal on line and it will go directly to your bank account. You just have to be registered for Member Online. If you have not registered yet, simply go to our website [www.csf.com.au](http://www.csf.com.au) and follow the simple steps.

### Checklist

- ✓ If requesting a partial payment, select the investment options for the withdrawal? (See section 2)
- ✓ How much are you withdrawing? (See section 3)
- ✓ Are you changing your bank details? (See section 4)
- ✓ Are you transferring money to another super fund? (See section 5)
- ✓ Make sure you include certified copy/ies of proof of identity. (See section 6)
- ✓ Make sure you complete the section regarding residency status. (See section 7)

Return the completed, signed and dated form to:

Catholic Super  
PO Box 333  
Collins Street West VIC 8007