

# Proving your identity

## Why do I need to provide proof of my identity?

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 Northern Territory Superannuation Office (NTSO) will only accept identity documents that are in accordance with the Anti-money laundering and counter-terrorism financing rules.

If you are required to certify identification please use the form Identity certification form.

## Type of proof is determined by transaction

You must provide proof of identity if you are rolling all or part of your benefit to a self-managed superannuation fund (SMSF) or taking any part of your benefit as a lump sum payment (cash payment).

Proof of identity is not required for members who roll over their entire benefit to an external superannuation fund. Instead you will be required to provide your tax file number (TFN) which we will validate with the Australian Taxation Office. If you do not provide your TFN, or if it cannot be validated, you will be required to provide proof of identity.

Australian legislation authorises superannuation funds to collect your TFN, which will only be used for lawful purposes. In the instance where you are taking any part of your benefit as a lump sum, it is recommended you provide your TFN in addition to proof of identity. If you do not provide your TFN, your benefit will be taxed at the highest marginal tax rate.

You can bring original identity documents into the office to be sighted by a staff member. Alternatively you may provide a certified copy of your identity documents, in which case you must use the Identity certification form.

## What is a certified copy?

You are permitted to take a copy of the original identity document to send to NTSO. 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 also 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 NTSO.

## 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 two 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 two or more years' continuous service.
- Member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years' continuous membership.

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

- Shire council member or employee.
- Aboriginal Community Police Officer.

## Additional persons available for members residing overseas

- Australian consular or diplomatic officer.
- A notary public in a foreign country.
- Permanent employee of the Commonwealth who is
  - a) in a country or place outside Australia
  - b) authorised under paragraph 3 of the *Consular Fees Act 1955*
  - c) and exercising his or her function in that place.

## What identity documents can I provide?

Types of documents you can provide under each category are listed in the table below.

At a minimum, the identity documents required to be provided must be from one of the following options:

- Option 1:** 1 x Category A document (provided that it shows current residential address)
- Option 2:** 1 x Category B document plus 1 x Category C document.

The identity documents you provide must clearly state your full name, date of birth and current residential address. If you have changed your name you will also need to provide a certified copy of either a Marriage certificate or Change of Name certificate issued by the Births, Deaths and Marriages Registration office. Commemorative marriage certificates will not be accepted. In limited circumstances, staff may ask a member to provide further identity documents. NTSO will only accept identity documents that are in accordance with the Anti-money laundering and counter-terrorism financing rules as listed in the following table.

Category	Document type	Issued by	Mandatory requirements
A Primary photographic identification document *If you choose one of these documents, you will need to provide a category C document.	Driver licence	Australian state or territory, or equivalent authority of foreign country	Photograph and signature Current (not expired)
	Passport*	Commonwealth	Photograph and signature Current (or expired within past two 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 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

Category	Document type	Issued by	Mandatory requirements
	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
	Concession card	<i>Social Security Act 1991</i>	Current (not expired)
C	Notice	Commonwealth, Australian state or territory	Issued within the last 12 months Contains the person's name and current residential address, and records the provision of financial benefits under a law of the Commonwealth or Australian state or territory
Secondary identification document	Tax Assessment Notice	Australian Taxation Office	Issued within the last 12 months Contains the person's name and current 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 three months Contains the person's name and current 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 three months Contains the person's name and current residential address, and records the period of time that the person attended school