

REQUEST FOR PARTIAL TRANSFER OF BENEFITS TO ANOTHER FUND



NB: A minimum of \$5,000 must be retained in Combined Fund

I, ..... Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_
(your name)

of .....
(your street address)

.....
(mailing address if different from street address)

hereby apply to the Trustee of the Combined Fund for an amount of \$.
to be transferred to the fund nominated below (the "Other Fund") in accordance with the
Government's Portability legislation and:

- I accept that, with effect from the date of transfer of this amount to the Other Fund, the
Trustee of Combined Fund shall have no further liability in respect of that transferred benefit
or responsibility for the application of that benefit in the Other Fund.
I understand that, with effect from the date of transfer of that benefit to the Other Fund, my
insurance benefits for death and disablement (if any) shall cease unless I specifically
request, by ticking the box below, that they are maintained.
[ ] Please maintain any insurance cover I have in the Fund.
I have attached a letter from the Other Fund certifying compliance with the relevant
regulations. In the case of transfer to a Self Managed Superannuation Fund, I have
attached a copy of a letter from the Australian Tax Office confirming compliance.
I have also attached certified proof of identity as per the attached sheet.

NB: You must provide all of the following details:

Name of Other Fund .....

Other Fund ABN/SFN .....

Other Fund Spin No / Member No .....

Address of Other Fund .....

.....

Signed: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please complete and return this transfer application form to the Combined Fund Administrator:

Group Benefits Pty Ltd
GPO Box 4559
MELBOURNE VIC 3001

NB: Your request for transfer will not be processed unless it is accompanied by certified proof of
identity and a Letter of Compliance (from the Other Fund or from the Tax Office).

## COMPLETING PROOF OF IDENTITY

Government regulations require you to provide documentation with this request to prove you are the person to whom the superannuation entitlements belong.

Each superannuation fund has its own requirements and as a result, other funds may request further information. However, in most cases, the following documents may be used as satisfactory proof of identity:

**EITHER – a certified copy of your driver’s licence with photograph and signature or your passport containing photograph and signature.**

**OR – certified copies of two items from the lists below:**

**One of the following documents:**

- birth certificate or birth extract
- citizenship certificate issued by the Commonwealth
- pension card issued by Centrelink that entitles the person to financial benefits.

PLUS

**One of the following documents:**

- letter from Centrelink regarding a Government assistance payment
- notice issued by Commonwealth, State or Territory Government or local council within the past twelve months that contains your name and residential address. For example:
  - Tax Office Notice of Assessment
  - Rates notice from local council

## CERTIFICATION OF PERSONAL DOCUMENTS

**All copied pages of ORIGINAL proof of identification documents need to be certified as true copies by any individual approved to do so (see below).**

The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping ‘certified true copy’ followed by their signature, printed name, qualification (eg Justice of the Peace, Australia Post employee, etc) and date.

The following can certify copies of the originals as **true and correct** copies:

- a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years of continuous membership
- a permanent employee of Australia Post with five or more years of continuous service who is employed in an office supplying postal services to the public
- a finance company officer with five or more years of continuous service (with one or more finance companies)
- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having five or more years continuous service with one or more licensees
- a notary public officer
- a police officer
- a registrar or deputy registrar of a court
- a Justice of the Peace
- a person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia as a legal practitioner
- an Australian consular officer or an Australian diplomatic officer
- a judge of a court
- a magistrate, or
- a Chief Executive Officer of a Commonwealth court.

## IMPORTANT NOTE

A person who is entitled to witness a signature on a Statutory Declaration **may not** be eligible to certify a copy of an original. **For example, we cannot accept copies which have been certified by pharmacists, medical practitioners, dentists, teachers etc.**