

## Request for Transfer of Benefits to Another Fund under Portability Legislation

<b>Name</b>		
<b>Street Address</b>		
<b>Mailing address if different from Street Address</b>		<b>Date of Birth</b> ____/____/____

- I have arranged for my employer to cease sending contributions for me to Combined Fund.
- Please transfer my total account balance in Combined Fund (“my accrued benefit”) to the fund nominated below (the “Other Fund”).
- I accept that, with effect from the date of transfer of my accrued benefit to the Other Fund, my membership of Combined Fund shall cease and the Trustee of Combined Fund shall have no further liability in respect of that benefit or responsibility for the application of that benefit in the Other Fund.
- I understand that, with effect from the date of transfer of my accrued benefit to the Other Fund, my insured benefits for death and disablement shall cease.
- **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.**

<b>• Name of Other Fund</b>	
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<b>• Other Fund Licence No.</b>	<b>L</b>	<b>Registration No</b>	<b>R</b>
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<b>• Other Fund ABN/SFN</b>	
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<b>• Other Fund Spin No. / Member No.</b>	
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<b>• Address of Other Fund</b>	

Date to which last contribution to Combined Fund will be or was paid: <i>(please check this with your employer)</i>	____/____/____
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<b>Signed:</b>		<b>Dated:</b> ____/____/____
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Please complete this transfer application form and return it to the Combined Fund Administrator:  
 SuperBPO 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) and all of the information requested above is provided. The transfer will also be withheld until we have received all contributions due to the date you have specified above.**

## 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.**

April 2011