



# Identification requirements.

June 2023

Follow the below guide to proving your identity. It is important that we verify your identity before any withdrawals or making other important changes to your account.

## Step 1. Select suitable identity documentation and make a copy.

Select either **one** primary document or **two** secondary documents which must include one document from List 1 **AND** one from List 2.

Primary document One document required	Secondary documents Two documents required including one document from list 1 AND one from List 2
<ul style="list-style-type: none"><li><input type="checkbox"/> Current drivers licence or learners permit issued by a State or Territory of Australia with your photograph (a copy of both sides is required)</li><li><input type="checkbox"/> Passport issued by the Commonwealth of Australia that has not exceeded 2 years of the expiry date. (Information and photo page)</li><li><input type="checkbox"/> Current Foreign passport containing a photograph and the signature of the person. Documentation not written in English must be accompanied by an English translation prepared by an accredited translator (National Accreditation Authority for Translators and Interpreters)</li><li><input type="checkbox"/> Card issued under a State or Territory of Australia containing a photograph of the person AND date of birth of the person, e.g. proof of age card or key pass, boat licence</li></ul>	<p><b>List 1</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Birth certificate or birth extract issued by a State or Territory of Australia</li><li><input type="checkbox"/> Citizenship certificate issued by the Commonwealth</li><li><input type="checkbox"/> Medicare Card</li><li><input type="checkbox"/> One of the following Centrelink Pension Cards:<ul style="list-style-type: none"><li>- Health Care Card</li><li>- Commonwealth Seniors Health Card</li><li>- Pensioner Concession Card</li></ul></li><li><input type="checkbox"/> Indigenous community card with your photograph issued by Australian government or local indigenous community organisation</li></ul> <p><b>List 2</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> A recent letter from Centrelink regarding your government assistance payment (less than 3 months old) containing your full name and residential address</li><li><input type="checkbox"/> Utility bill (less than 3 months old) containing your full name and residential address</li><li><input type="checkbox"/> Rates notice from local council (less than 12 months old) containing your full name and residential address</li><li><input type="checkbox"/> Notice of assessment from the Australian Taxation Office (less than 12 months old) containing your full name and residential address</li><li><input type="checkbox"/> For person under the age of 18, a written notice that was issued by a school principal within three months, containing your full name, residential address, and period of time you attended the school</li></ul>

### **i** Important Information for Indigenous Australians

If you are a member with Indigenous Australians and/or Torres Strait Islander heritage and are unable to meet the supporting document requirements mentioned in option 1 and 2, please refer to [hostplus.com.au/super/about-us/rap](https://hostplus.com.au/super/about-us/rap) for guidance on proving your identity through a community referral.

## Have you changed your name or are you signing on behalf of another person?

In addition to providing the certified IDs as above, you will need to provide a certified linking document if you have changed your name or signing on behalf of another person.

If you've changed your name, you will need provide one of the following certified linking documents from the Registry of Births, Deaths, and Marriages that proves a relationship exists between two (or more) names:

- Marriage certificate from the Registry of Births, Deaths and Marriages
- Divorce certificate/decreed from the Federal Circuit and Family Court of Australia
- Deed poll or Change of name certificate from the Registry of Births, Deaths and Marriages.

If you are signing on behalf of the applicant, you will need to provide a certified copy of Guardianship papers and/or Power of Attorney.

## Step 2. Certify your document(s).

Take your original document(s) and a coloured and legible photocopy of BOTH sides of the original document to a person who is authorised to certify proof of identity documents.

Note that certification must be recent and within 12 months.

## Who can certify my document?

Only certain people are authorised to certify identification documents. For a complete list of people permitted to certify documents go to [hostplus.com.au/id](http://hostplus.com.au/id). A few common examples are:

- Police officer
- Agent of the Australian Postal Corporation who is either in charge of an office supplying postal services to the public or is a permanent employee with two or more continuous service
- Pharmacist
- Legal practitioner
- Medical practitioner
- Justice of the Peace.

The person certifying your documents cannot be a benefactor of your account, even if they are authorised to certify documents.

## Are you a member residing overseas?

For members residing overseas, the **only** persons who are authorised to certify identification documents are:

- An Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- An employee of the Commonwealth or the Australian Trade Commission who is authorised and exercises his or her function in that place
- A person authorised as a notary public in a foreign country.

## What does the certifier need to do?

The certifier will need to sight and compare the original document with your copy (front and back) to ensure both documents are identical.

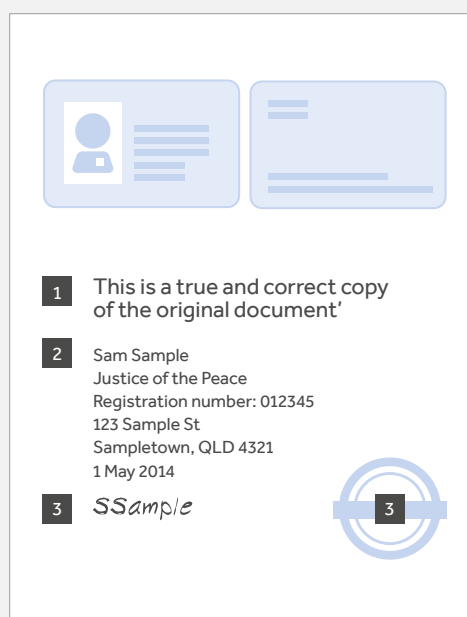
To properly certify your identification documents the copy requires the following:

1. Certifier's writing or stamp declaring 'this is a true and correct copy of the original or 'certified true copy'
2. Certifier's name, qualification, registration number (if applicable), and address
3. Certifier's signature and the date of certification.

See the below illustration for an example of a certified proof of identity.

## What does a certified identity document look like?

This is what a certified proof of identity document should look like:



## **i** Important note.

- All pages of your proof of identity documents must be certified.
- The certification must be on the same page as the copy of the document, not on the back of the page or a separate page attached to the document.
- Documents certified more than 12 months ago will not be accepted.
- If these conditions are not met, Hostplus will be unable to process your request. If you need more information about certifying a document, simply call **1300 467 875**, 8am–8pm (AEST), Monday to Friday.
- If for any reason you are unable to provide the ID documents mentioned in option 1 and 2 simply call **1300 467 875** 8am–8pm (AEST), Monday to Friday.
- If any documents are written in a language other than English, they must be accompanied by an English translation prepared by an accredited translator.