

Member identification – referral form.

When to use this form

Hostplus understands that not everyone has identification documents that would enable them to meet our standard Hostplus ID requirements. Hostplus adopts a flexible approach to help us identify you through alternate methods.

Use this form to provide confirmation of your identity by way of a community referral.

How to complete the form

Section 1: For a new or existing member and witness to complete

All sections with an * must be completed and must have original signatures and dates written.

Faxed or scanned forms cannot be processed. However photocopied forms can be processed if signed with an original signature.

 You only need to complete Section 1 and sign it in front of an authorised witness. See section: Witness your documents for further information.

Section 2: For an Authorised Referee and witness to complete

Your Authorised Referee must fully complete section 2 and return the form either to you or is able to send it directly to us.

An Authorised Referee must be over the age of 18 years and is a person who personally knows you and is either a:

- Chairperson, Secretary or CEO of an incorporated Indigenous organisation (including land councils, community councils or housing organisations)
- Community Development Programme provider
- a police officer
- a community leader/elder
- a religious leader
- a school principal
- a health professional (for example a general practitioner, psychologist, or counsellor)
- a manager or warden of a refuge or shelter accommodation or homeless shelter
- a financial counsellor/legal aid or community lawyer
- other social support services such as family violence workers, social workers, case managers or youth services

Witness your document(s)

 A witness is required for section 1 and section 2 and can be the same or different person/s. The witness cannot be the authorised referee in section 2.

Take your original forms and any supporting documents to a person who is an authorised and independent witness.

Who can witness my document?

Only certain people are authorised to witness documents. For a complete list of people permitted to witness documents, visit hostplus.com.au/id. A few common examples are:

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

Privacy policy

Hostplus is seeking to collect personal information in order to identify you. If you do not provide us with the information requested, we may not be able to provide the services you require. For further information about how personal information is handled and how you can access and correct your personal information, you can view the Hostplus Privacy Policy at hostplus.com.au/privacy or by calling us on **1300 467 875**.

 Return the form and certified copies of any supporting documents you may wish to include to Hostplus via post to: Locked Bag 5046, Parramatta NSW 2124.

 If you need help with this form, please contact our Service Centre on **1300 467 875** between 8am-8pm AEST/AEDT.
