



HOW TO PROVE YOUR IDENTITY

Use this factsheet to understand how to prove your identity when requested.

When we ask you for certified identification, we're asking you to take a photocopy of your identification document such as your driver licence, and get an approved person to confirm in writing that it's a true and correct copy of the original and it hasn't been altered.

Your super is one of your most important investments, so it's important that it's safe and secure. By asking you to have copies of your identification certified, we can be sure the copy is a true copy and it's you making the request and not someone else. There's also times when the law says we have to do this.

You can find a list of approved people who can certify documents below.

What you need to do

1. Photocopy one of the following documents

- Driver licence
- Passport
- Proof of age card

If you've changed your name, also photocopy your marriage, divorce or change of name certificate.

Call us on 13 64 63 if you don't have one of these documents.

2. Get the copy certified as a true and correct copy

- Find an approved person who can certify documents (see list below).
- Give this approved person the original document and your copy.
- The approved person needs to check that each page of the copy is identical to the original and, if it is, write or stamp on each page '**I certify this is a true and correct copy**' followed by:
 - their signature
 - their printed name
 - their position or title from the list on the next page, including their company or business name
 - the date.

3. Submit your certified copy

To verify your certified copy, we must receive the original copy that has been certified by an approved person.

Please send your certified copy to:

Locked Bag 2020 Newcastle NSW 2300.

You can also drop it off at one of our offices. Unfortunately, we can't accept certified copies via email.

Who can certify copies of documents?

The following are approved persons to certify documents:

- permanent employees of Australia Post with five or more years of continuous service
- finance company officers with five or more years of continuous service (with one or more finance companies)
- Australian Financial Services Licence (AFSL) officers/authorised representatives/holders who have five or more years continuous service with a licensee
- notary public officers
- police officers
- registrars or deputy registrars of a court
- Justice of the Peace or Commissioner for Declarations
- people enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia as legal practitioners
- Australian consular officers or Australian diplomatic officers
- judges of a court
- magistrates
- Chief Executive Officers of a Commonwealth court.

Turn over for more information...

Example of certified copy

Justice of the Peace (JP) or
Commissioner for Declarations (CD)

I certify this is a true and correct copy
of the documents show and reported
to me as the original.

J. Smith

JOHN SMITH
Justice of the Peace
Reg. No. 567893
1/1/2020

Australian Financial Services
Licence (AFSL) officers / authorised
representatives / holders

I certify this is a true and correct copy
of the documents show and reported
to me as the original.

Barry Brown

BARRY BROWN
Reg. No. 567893 (if you have one)
1/1/2020

A representative of **Company Name**,
ABN, AFS licence with five (5) or
more years continuous service
under this or another AFS Licence.

Postal Officer

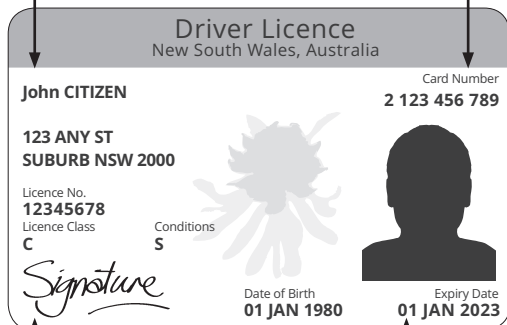
I certify this is a true and correct copy
of the documents show and reported
to me as the original.

J. Jones

JACK JONES
Postal Officer
Newcastle Post Office
Reg. No. 567893 (if you have one)
1/1/2020

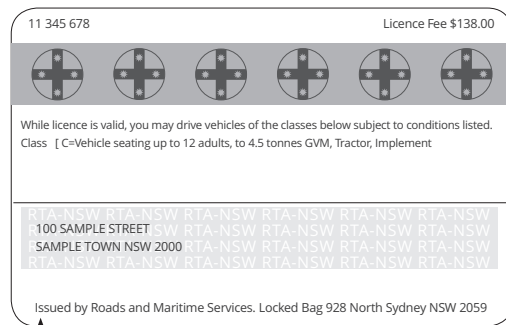
Make sure your name
is spelt correctly.

Make sure copy is clear and
all details are easy to read.



Make sure signature
is clear and legible.

Make sure document
hasn't expired.



Also copy the reverse
side of your licence.

What if the certified identification I supplied to Mine Super has expired or my details have changed?

If you've previously supplied certified identification to us, we'll keep it on file for the next time you might need this identification. If your certified identification on file is no longer current or your personal details have changed, you'll be required to send in new certified identification.

Please note: Mine Super does not accept an expired driver licence to prove your identity. However, we will accept an expired passport, as long as it is within two years after expiring.

Mine Super | T 13 64 63 | F 02 4962 3469 | E help@mine.com.au | mine.com.au

This is general advice only and does not take into account your financial situation, needs or objectives. Before acting, consider if the information is right for your needs and circumstances and read the relevant Product Disclosure Statement (PDS). The Target Market Determinations (TMDs) for our financial products can be found at mine.com.au/tmd. If there are any inconsistencies between this document and the PDS or Trust Deed the terms of the PDS or Trust Deed will prevail. This information is based on our understanding of current Australian laws and assumes they will remain unchanged. Issued by AUSCOAL Superannuation Pty Ltd ABN 70 003 566 989 AFS licence 246864 Trustee for the Mine Superannuation Fund ABN 16 457 520 308. Advice is provided by Mine Super Financial Advice a trading name of Mine Super Services Pty Ltd ABN 49 051 315 014 AFS licence 502700.