

Authority to release information

Please complete and sign this form and return to: BUSSQ GPO Box 2775, Brisbane Qld 4001 or email a copy to super@bussq.com.au. For help completing this form call **1800 692 877**, email super@bussq.com.au or visit bussq.com.au

1 Personal details

BUSSQ member number (if known)

Mr/Mrs/Ms/Miss

Given names

Surname

Date of birth (dd/mm/yyyy)

Daytime contact number

Mobile

Email

Street address

Suburb/Town

State

Postcode

Postal address (if different to above)

Suburb/Town

State

Postcode

2 Proof of identity

To protect your account, before releasing information and/or documentation to a representative we need to confirm your identity. Following the guide on page 3 provide your (the BUSSQ member's) certified proof of identity documentation with this completed form.

3 Representative details

Mr/Mrs/Ms/Miss

Given names

Surname

Date of birth (dd/mm/yyyy)

Daytime contact number

Mobile

Email

Postal address

Suburb/Town

State

Postcode

Is this a personal or financial representative?

Personal representative, complete the below

Financial representative, complete section 4

What is their relationship to you (the BUSSQ member) please tick one.

Spouse/partner

Family member

Guardian/carer

Other (please specify)

4 Financial representative details

What is their relationship to you (the BUSSQ member) please tick one.

Financial adviser

Solicitor

Accountant/tax adviser

Other (please specify)

Company

Company ABN

Do you authorise access for any person at this company?

YES NO, only the person named above and those people listed below (provide full names if applicable).

If this representative is a financial advisor provide the below details.

ASIC financial adviser register number

AFSL Number

Licensee

5 Information you authorise to be released

Do you authorise this representative access to all your BUSSQ accounts? YES NO

If no, specify the account number you are authorising access to:
(this can be found on your annual statement or in MemberAccess online at bussq.com.au)

Do you authorise this representative to access:

Information only (default)

Information and documents

6 Term of authority

This authority will remain valid unless you withdraw it or an expiry date is provided below. Please note that for financial representatives this authority can remain valid for a maximum of 12 months.

Please tick below to confirm the term of authority for the representative you're authorising to access your account information/documentation.

I wish for this authority to remain in place until I withdraw it (default)

I wish for this authority to expire on: (dd/mm/yyyy) 2 0

7 Privacy and other important information

BUSSQ collects and uses your personal information in accordance with the BUSSQ Privacy Statement which is available from our website or by calling 1800 692 877. Please call us if you have any questions about your rights under the privacy legislation.

8 Authorisation and declaration

- I understand that by signing this form I am authorising BUSSQ to release information and/or documentation about my BUSSQ account/s to the named representative.
- I understand that BUSSQ will continue to provide account information and/or documentation to the named representative on this form until the expiry date I provided or I withdraw the authority. For financial representatives this term can only be a maximum of 12 months.
- I understand that this authority will not allow the named representative to change my personal details or carry out any transactions on my behalf.
- I understand that BUSSQ is not responsible for any loss or delay that results from giving information to my representative.
- I declare all information provided on this form is true and correct
- I am the person named on this form or I have a power of attorney to act on the member's behalf and have supplied to BUSSQ my certified Power of Attorney and identity documentation.



Please sign and date.

Forms without both a signature and date are unable to be processed.

Signature of applicant

Dated (dd/mm/yyyy)

 2 0

Once completed and signed please return this form with the required certified proof of identity documents to:
BUSSQ GPO Box 2775, Brisbane Qld 4001 or email to super@bussq.com.au

SIGN
HERE

Certified documentation

You need to provide certified documents to prove your identity. Follow the below guide and either email your certified documents with your completed form to super@bussq.com.au or post them to **BUSSQ GPO Box 2775, Brisbane QLD 4001**.

Please note certified proof of identity is only valid for a maximum of 12 months from the date the identification was certified.

Certified copies of the following documents can be used to prove your identity:

One of the following documents only:

- A current driver's licence or permit issued under the law of a State or Territory.
- A passport issued by the Commonwealth which can be up to two years out of date, that contains a photograph of the person in whose name the document is issued.
- Proof of Age Card
 - A card issued under a law of a State or Territory for the purpose of providing the person's age which contains a photograph of a person in whose name the document is issued (includes Proof of Age Card or National Identity Card).
- National Identity Card
 - A card issued for the purpose of identification that contains a photograph and the signature of the person in whose name the document is issued; and
 - Is issued by a foreign government, the United Nations or an agency of the United Nations; and
 - If it is in a language that is not understood by the person carrying out the verification it must be accompanied by an English translation prepared by an accredited translator.

One of the following documents:

- Birth certificate or birth extract
- Citizenship certificate issued by the Commonwealth
- Pension card issued by Centrelink that entitles you to financial benefits.

AND

OR

One of the following documents:

- Letter from Centrelink regarding a Government assistance payment
- Notice issued by Commonwealth, State or Territory Government within the past 12 months, containing your name and residential address.

For example:

- Tax Office Notice of Assessment
- Rates notice from local council.

Have you changed your name?

If you have changed your name, in addition to the above listed certified documentation, you need to supply a certified copy of one of the following documents:

- Marriage Certificate (required even if the parties are separated)
- Decree Nisi, Certificate of Divorce or Decree Absolute
- Deed Poll Documentation.

Are you acting on behalf of someone else?

If you are signing on behalf of another person you will need to send by post original certified copies of the following documents (we cannot accept these via email):

- Current Power of Attorney document (with each page of the document certified)
- The member's identity documents
- Your identity documents.

Certifying your documents

All copies of proof of identity documents should be certified as a true copy of the ORIGINAL by an authorised person. Some examples of authorised persons are:

- A Justice of the Peace or Commissioner for Declarations
- A Police Officer
- A finance company officer or representative of an AFSL license holder with five or more years continuous services with one or more licensees
- A lawyer, judge or magistrate
- Permanent employee of Australia Post with five or more years of continued service.

The certifier must sight the original and make sure both documents are identical, and then make sure all photocopied pages are certified as true copies by writing or stamping wording to that effect followed by their:

- Signature
- Name
- Qualification
- Date, and
- Phone number.



I certify this is a true copy of the original document.

Julie Preston
Justice of the Peace
19/06/2015
0412 345 678

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