

Compassionate grounds application form



Before using this form

The ATO must approve the release of super on compassionate grounds.

You can apply with the ATO through your myGov account at www.my.gov.au or by calling them on 13 10 20.

AM I ELIGIBLE TO APPLY?

The ATO will assess your eligibility for release on compassionate grounds when you apply. To see the eligibility criteria, read the 'Accessing your super' section of our website at unisuper.com.au/access-super.

PRIVACY STATEMENT

UniSuper is committed to protecting your personal information and the confidentiality of your information in accordance with privacy law obligations. The information that you provide to UniSuper on this form is collected and used in accordance with our Privacy Policy which can be found online at unisuper.com.au/privacy. If you have any privacy related questions, please call **1800 331 685**.

YOUR CHECKLIST

- Apply through the ATO:** You need to apply and be approved by the ATO before completing this form—log in to your myGov account to apply online, or contact the ATO.
- Complete and return this form to us:** Once the ATO confirms and approves your claim, complete this form and email or post it to us.
- Verify your ID:** We're required by law to verify your identity. You can either verify your ID through your online account, provide your identification details in SECTION 3, or include a certified copy of your ID with your posted form (read the attached *Your guide to proof of identity* fact sheet for more information).

If you've provided a correctly completed form (and any certified ID or other paperwork, if required), we'll process your request as soon as possible. Not providing correct information may delay us processing your request. Please allow 5 business days for your form to arrive if sent via post. We'll contact you if we have any queries in relation to your request.

SECTION 1 MEMBER DETAILS

- ▶ Please complete in BLACK or BLUE BALL POINT PEN using CAPITAL letters. Cross (X) where required. All fields in SECTION 1 are mandatory. Please ensure you complete all fields.

UniSuper member number

If you're unsure of your member number, refer to your most recent UniSuper correspondence or call us on **1800 331 685**.

Title

Mr Mrs Ms Dr Professor Other

Surname

Given name

Date of birth (DD/MM/YYYY)

If you've changed your personal details (i.e. residential address and email address) since you last contacted us, please update your details by:

- logging in to your account at unisuper.com.au
- completing the *Change of details form—super members* (available from unisuper.com.au), or
- calling us on **1800 331 685**.

Daytime contact number



SECTION 2 TAX FILE NUMBER

➤ You don't have to provide your tax file number (TFN). However, if you don't provide it, you may pay more tax than you need to on your withdrawal.

I've already provided my TFN to UniSuper.

Provide my TFN:

I don't want to provide my TFN.

Read the important information about providing your TFN at unisuper.com.au/tfn. You can also request a copy of that information, free of charge, by calling **1800 331 685**.

SECTION 3 PROOF OF IDENTITY

Please choose **ONE** of the following options.

I will provide certified proof of identity (POI) documents via post. For a list of POI documents and certification guidelines, refer to the *Your guide to proof of identity* fact sheet at the back of this form.

I will verify my identity online before returning my form via email.

I will provide my identification details below for UniSuper to complete electronic verification on my behalf.

Please complete **ANY TWO** of the DRIVER'S LICENCE, MEDICARE or AUSTRALIAN PASSPORT options if you checked the third box above.

OPTION 1 - DRIVER'S LICENCE

Full name **exactly** as appears on my driver's licence

Licence number

Driver's licence card number

State of issue

OPTION 2 - MEDICARE

Full name **exactly** as it appears on my Medicare card

My Medicare number is

Card expiry date (MM/YYYY)

My reference number on this card is

Select your Medicare card colour

Green Blue Yellow

OPTION 3 - AUSTRALIAN PASSPORT

Full name **exactly** as appears on my passport

My **Australian** passport number is

SECTION 4 WHAT AMOUNT DO YOU WANT TO WITHDRAW?

➤ You can apply to withdraw up to the amount approved by the ATO—you need to have applied and been accepted by the ATO before you can complete this section.

\$ (Net of tax)

Note: If the amount you've nominated exceeds your account balance, we'll withdraw your entire balance and your account may close. If your account closes, or you have an insufficient balance to cover your insurance premiums, your insurance may cease. For more information, read the *Insurance in your super* booklet, available at unisuper.com.au/factsheets.

SECTION 5**FINANCIAL INSTITUTION DETAILS - FOR ELECTRONIC FUNDS TRANSFER (EFT) PAYMENT**

► Provide your financial institution account details to which the benefit payment will be paid.

Financial institution name

Name in which account is held

(Payments can only be made if the nominated financial institution account is in your name or a joint account in your name and can't be made to a third party.)

BSB number (must have six digits)

Account number

Please ensure you've entered your financial institution account details correctly. UniSuper's responsibility is discharged once payment is made to this account.

SECTION 6**MEMBER DECLARATION AND SIGNATURE**

► Please read this declaration before you sign and date your form.

- I declare that the information I have provided on this form is true and correct.
- I understand that if the amount I've nominated exceeds my account balance, UniSuper will withdraw my entire balance and my account may close. If my account closes, or I have an insufficient balance to cover my insurance premiums, my insurance may cease.
- I understand that if I don't provide my TFN I may be liable to pay additional tax on my benefit payment.
- I understand that if I don't provide the appropriately certified proof of identity documents my application cannot be processed.
- I authorise payment to be made as indicated in SECTION 5.
- I consent to my personal information being used in line with UniSuper's Privacy Policy.
- I understand my details will be subject to an information match request and that the result will be provided through an external third party system.

Signature

Date

DD MM YYYY

Returning your form

- Email: enquiry@unisuper.com.au
- Post: UniSuper, Level 1, 385 Bourke Street, Melbourne Vic 3000.

Need help?

- Email enquiry@unisuper.com.au
- Call **1800 331 685**.

Your guide to proof of identity

We take looking after your retirement savings very seriously—which is why you need to prove your identity (ID) before making withdrawals or other important changes to your account.

Verify your identity online

Proving your identity online is quick and easy—you'll know as soon as your identity gets verified. Log in at unisuper.com.au/memberonline to get started. Only Australian residents with Australian documents currently living in Australia can verify their identity through their online account.

You'll need one or more of the following valid documents:

- Australian passport
- Australian visa
- Australian citizenship certificate
- Australian birth certificate
- Australian driver's licence
- Medicare card
- Centrelink card
- state and federal electoral roll details
- Notice of Assessment from the Australian Taxation Office (less than 12 months old) containing your name and residential address.

Make sure you've updated your current personal details with relevant government agencies before you begin the process of verifying your identity online. We use online government and public databases to securely verify your identity.

Or send us certified copies of your ID

You can also send us certified copies of your ID. The following guide explains the types of documents we can accept and how to ensure they're correctly certified.

ALLOW US TO VERIFY YOUR IDENTITY

In some cases and on some of our forms, we can verify your identity on your behalf if the document(s) you provide haven't been certified correctly or can't be read. All you need to do is give us consent and we'll try to verify your identity electronically using those documents. We'll let you know if the process wasn't successful.

Why provide your TFN?

Giving us your tax file number (TFN) means we can process rollover and transfer requests to another super fund without additional proof of identity. If your TFN can't be validated, or you want to transfer to a self-managed super fund or organise a benefit payment, you'll still need to give us certified copies of your ID.

Visit unisuper.com.au/memberonline to provide your TFN online.

STEP 1: COLLECT ACCEPTABLE DOCUMENTS

We'll accept either one document from List A or two documents from List B.

LIST A

A certified copy of a:

- current driver licence
- current passport (Australian passports that haven't expired more than two years ago are also acceptable).

State government-issued ID cards

We want it to be as convenient as possible for you to change or verify your details with us. You can provide a certified copy of the following valid state government-issued ID cards *instead of* your current driver licence or passport:

- Victorian proof of age card
- Queensland proof of age card
- South Australian proof of age card
- New South Wales photo card
- Western Australia photo card
- Tasmanian personal information card
- Australian Capital Territory (ACT) proof of identity card
- Northern Territory evidence of age card.

LIST B

A certified copy of a:

- birth certificate or birth extract
- Australian citizenship certificate
- a pension card issued by Centrelink that entitles the person to financial benefits.

And:

- Notice of Assessment from the Australian Taxation Office (less than 12 months old) containing your name and residential address
- letter from Centrelink regarding a government assistance payment
- rates notice from local council (less than 12 months old) containing your name and residential address
- electricity, gas or water bill dated within the past three months that contains your name and residential address.

STEP 2: CERTIFY YOUR DOCUMENTS

Take your original document(s) and a clear photocopy of both sides of the original document to an authorised person—we'll list who can authorise your documents below.

Your ID must be properly certified

The authorised person will need to:

1. sight the original document, and the copy, to ensure both documents are identical, and
2. write or stamp 'this is a true and correct copy of the original document I have sighted' or 'certified true copy', followed by their:
 - signature
 - printed name
 - qualification (e.g. Magistrate), and
 - date.

If you've changed your name or are signing on behalf of another member, we require that you prove the 'link' between you and the name change, or other person. Use a certified copy of one of the following documents as well as your other certified ID.

PURPOSE	SUITABLE LINKING DOCUMENT
Change of name	<ul style="list-style-type: none">▪ Marriage certificate▪ Deed poll or change of name certificate from the Registry of Births, Deaths and Marriages
Signing on behalf of another member	<ul style="list-style-type: none">▪ Power of Attorney▪ Guardianship papers

When having your documents certified, remember:

- all pages must be certified
- the copy of the document must be certified—not on a separate page attached to the document
- certified copies of your documents must have an original signature
- faxed or emailed copies won't be accepted
- documents not written in English must be accompanied by an English translation prepared by an accredited translator
- documents certified more than a year ago won't be accepted.

Who can certify your documents

Some of the people authorised to certify IDs include:

1. A person currently licensed or registered under a state or territory law to practise in one of the following occupations:
 - architect
 - nurse
 - chiropractor
 - occupational therapist
 - conveyancer
 - optometrist
 - dentist
 - patent or trade marks attorney
 - financial adviser or financial planner
 - pharmacist
 - legal practitioner
 - physiotherapist
 - medical practitioner
 - psychologist
 - midwife
 - veterinary surgeon.
2. One of the following persons:
 - teacher employed full-time at a school or tertiary education institution
 - 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
 - bank, building society, credit union or finance company officer with two or more years of continuous service
 - clerk, master, registrar or deputy registrar of a court
 - judge of a court or a magistrate
 - justice of the peace
 - member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants, the Institute of Public Accountants or the Association of Taxation and Management Accountants, or a Fellow of the National Tax Accountants' Association
 - notary public, and
 - police officer.

Members residing overseas

If you live overseas, the following people are authorised to certify identification documents:

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

Your documents must be certified by a person with an Australian connection. We won't accept certifications by someone licensed or registered to practise outside of Australia in an occupation listed above, or who holds a position in a foreign country—except for a foreign notary public.

When will my form be processed?

If you've provided a correctly completed form (and any certified ID or other paperwork required), we'll aim to process your request as soon as possible. Not providing correct information may delay us processing your request. Please allow 3-5 business days for your form to arrive. We'll contact you if we have any queries in relation to your request.

This information is of a general nature only and includes general advice. It has been prepared without taking into account your individual objectives, financial situation or needs. Before making any decision in relation to your UniSuper membership, you should consider your personal circumstances, the relevant product disclosure statement for your membership category and whether to consult a licensed financial adviser. This information is current as at July 2023 and is based on our understanding of legislation at that date. Information is subject to change. To the extent that this fact sheet contains information which is inconsistent with the UniSuper Trust Deed and Regulations (together the Trust Deed), the Trust Deed will prevail. Issued by: UniSuper Management Pty Ltd ABN 91 006 961 799, AFSL No. 235907 on behalf of UniSuper Limited the trustee of UniSuper, Level 1, 385 Bourke Street, Melbourne Vic 3000.

Fund: UniSuper, ABN 91 385 943 850 | Trustee: UniSuper Limited, ABN 54 006 027 121 AFSL 492806 | Date: July 2023 UNIS000F80 0723