



a super start  
setting up for your future

# Transfer form

Use this form to tell us where you would like your benefit from the Heidelberg Australia Superannuation Fund transferred to. Please complete all sections below.

**NOTE: if you are transferring to a self-managed superannuation fund, you will need to attach certified proof of identity (see pages 3 and 4 for more information) as well as other documentation as specified below.**

## Section A: Your details (please print)

Title: \_\_\_\_\_ Membership number: \_\_\_\_\_  
 Given name(s): \_\_\_\_\_ Surname: \_\_\_\_\_  
 Home address: \_\_\_\_\_  
 \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Telephone (BH): \_\_\_\_\_ Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yy)

## Section B: Transferring your benefit to another super fund

Please indicate your choice of fund for the transfer of your benefit. Note: Benefits can only be rolled over to a complying superannuation fund.

Please note that all relevant sections below MUST be completed, otherwise your form will be returned. If you are transferring your benefit to more than one fund, please attach the same details shown below for your other fund(s) and indicate the percentage of your benefit to be transferred to each fund. If you are transferring your benefit to more than one fund, the tax components will be split between your chosen funds in proportion to the amount rolled over to each fund.

I wish to transfer my benefit to another superannuation fund as follows:

**Name of fund/institution:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
**Telephone: ( )** \_\_\_\_\_ **Email address:** \_\_\_\_\_  
**Fund Australian Business Number (ABN) 11 digits:** \_\_\_\_\_  
**Member/Policy number:** \_\_\_\_\_

Complete if the transfer fund is not a self-managed superannuation fund (SMSF)

**Unique Superannuation Identifier (USI)**  
14 digits:

\_\_\_\_\_

OR

Complete if the transfer fund is a self-managed superannuation fund (SMSF)

Electronic Service Address (ESA): \_\_\_\_\_

**SMSF Bank details**

SMSF Bank Account Name: \_\_\_\_\_

SMSF BSB: \_\_\_\_\_

SMSF Bank Account Number: \_\_\_\_\_

You will need to attach a certified copy of:

- » proof of your identity (see pages 3 and 4 for more information); and
- » a SMSF Bank Statement, showing the SMSF Bank Account name, BSB and Bank Account number.

**IMPORTANT NOTE:** The details of your chosen fund(s) are required before payment will be made. Please contact your chosen fund(s) to obtain these details.

## Section C: Declaration

I declare that all statements made herein to claim my benefit are true and correct to the best of my knowledge and belief.

- » I acknowledge the Fund's Privacy Policy that appears on the Fund's website at **heidaustsf.com** and I agree to the use and disclosure of my personal information as disclosed therein.
- » I authorise the Trustee of the Fund to pay my superannuation benefit in the manner which I have instructed on this form. In completing this form, I confirm that I do not require any further information regarding my benefit entitlements.
- » I understand that upon payment of my full benefit from the Fund, the Trustee of the Fund is released from all further claims, liabilities and obligations whatsoever in relation to my interest in the Fund.

If you are transferring your benefit to a self-managed superannuation fund, remember to attach certified proof of your identity as well as any additional documents you may need to provide. (See pages 3 and 4 for information on acceptable proof of identity documents).

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Return your completed form to:

The Fund Administrator  
Heidelberg Australia Superannuation Fund  
PO Box 1442  
Parramatta NSW 2124

## Acceptable proof of identity documents

The following documents may be used:

### EITHER

#### One of the following photographic identification documents only (original or certified copy):

- » A driver's licence issued by a State or Territory or equivalent authority of an overseas country;
- » A passport;
- » An identification card issued under a State or Territory law; or
- » A national identity card issued overseas.

### OR

#### One of the following documents (original or certified copy):

- » A birth certificate or birth extract;
- » A citizenship certificate issued by the Commonwealth;  
or
- » A pension or concession card issued by Centrelink that entitles the person to financial benefits.

### AND

#### One of the following documents (original or certified copy):

- » Notice issued by the Commonwealth, State, Territory or ATO;
- » Notice from a utilities provider; or
- » Notice from a school principal that contains your name and residential address.

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

If you have changed your name, or are signing on behalf of the applicant, you will need to provide a certified linking document. A linking document is a document that proves a relationship exists between (two or more) names.

The following table contains information about suitable linking documents.

Purpose	Suitable linking document
Change of name	Marriage Certificate, Deed Poll or Change of Name certificate from the Births, Deaths and Marriages Registration Office.
Signed on behalf of applicant	Guardianship papers or Power of Attorney.

## Certification of personal documents

All copied pages of ORIGINAL proof of identification documents (including any linking documents) need to be certified as true copies by any individual approved to do so (see below).

The person authorised to certify documents must sight the original and the copy and make sure that both documents are identical, then make sure that all pages have been certified as true copies by writing or stamping "certified true copy" followed by their signature, printed name, qualification (e.g. Justice of the Peace or Australia Post employee) and date.

The following people can certify copies of the originals as **true** copies:

- » Accountant who is:
  - (a) a fellow of the National Tax Accountants' Association; or
  - (b) a member of any of the following:
    - (i) Chartered Accountants Australia and New Zealand
    - (ii) The Association of Taxation and Management Accountants
    - (iii) CPA Australia
    - (iv) The Institute of Public Accountants
- » Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- » APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified elsewhere in this list
- » Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- » Bailiff
- » Bank officer with 5 or more continuous years of service
- » Building society officer with 5 or more years of continuous service
- » Chief executive officer of a Commonwealth court
- » Clerk of a court
- » Commissioner for Affidavits

- » Commissioner for Declarations
- » Credit union officer with 5 or more years of continuous service
- » Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified elsewhere in this list
- » Employee of the Australian Trade and Investment Commission who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3(d) of the Consular Fees Act 1955; and
  - (c) exercising the employee's function in that place
- » Employee of the Commonwealth who is:
  - (a) at a place outside Australia; and
  - (b) authorised under paragraph 3(c) of the Consular Fees Act 1955 ; and
  - (c) exercising the employee's function in that place
- » Engineer who is:
  - (a) a member of Engineers Australia, other than at the grade of student; or
  - (b) a Registered Professional Engineer of Professionals Australia; or
  - (c) registered as an engineer under a law of the Commonwealth, a State or Territory; or
  - (d) registered on the National Engineering Register by Engineers Australia
- » Finance company officer with 5 or more years of continuous service
- » Holder of a statutory office not specified elsewhere in this list
- » Judge
- » Justice of the Peace
- » Magistrate
- » Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- » Master of a court Member of the Australian Defence Force who is:
  - (a) an officer; or
  - (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
  - (c) a warrant officer within the meaning of that Act
- » Member of the Australasian Institute of Mining and Metallurgy
- » Member of the Governance Institute of Australia Ltd
- » Member of:
  - (a) the Parliament of the Commonwealth; or
  - (b) the Parliament of a State; or
  - (c) a Territory legislature; or
  - (d) a local government authority
- » Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- » Notary public, including a notary public (however described) exercising functions at a place outside:
  - (a) the Commonwealth; and
  - (b) the external Territories of the Commonwealth
- » Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- » Permanent employee of:
  - (a) a State or Territory or a State or Territory authority; or
  - (b) a local government authority;
 with 5 or more years of continuous service, other than such an employee who is specified elsewhere in this list
- » Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- » Police officer
- » Registrar, or Deputy Registrar, of a court
- » Senior executive employee of a Commonwealth authority
- » Senior executive employee of a State or Territory
- » SES employee of the Commonwealth
- » Sheriff
- » Sheriff's officer
- » Teacher employed on a full-time or part-time basis at a school or tertiary education institution
- » A person who is licensed or registered to practise in Australia in one of the following occupations:
  - » Architect
  - » Chiropractor
  - » Dentist
  - » Financial adviser or financial planner
  - » Legal practitioner
  - » Medical practitioner
  - » Midwife
  - » Migration agent registered under Division 3 of Part 3 of the Migration Act 1958
  - » Nurse
  - » Occupational therapist
  - » Optometrist
  - » Patent attorney
  - » Pharmacist
  - » Physiotherapist
  - » Psychologist
  - » Trade marks attorney
  - » Veterinary surgeon