





## Section 3

## Supporting documents and certified identification

Please ensure you attach the following documents to your Application form:

- If ESSSuper does not hold a copy of your signature on file we require you to provide a certified copy\* of your current Driver's Licence or valid passport.

Note: If you do not have a current driver's licence or current passport please provide a certified copy\* of any other photo identification that contains your signature.

**AND**

- If you are employing the services of a financial adviser or solicitor and you require that person to act on your behalf during the application process then we require written authority from you. An *Authority to Release Information to Third Parties* form is available from our website or by contacting us.

**AND**

- The relevant fee for ESSSuper to process your request.

Note: Please refer to the Information Sheet (Section 4 "Fee Schedule") to ensure that you have enclosed the appropriate fee.

If you are the non-member spouse we also require:

**If you are married:**

- A certified copy\* of your marriage certificate.

**If you are not married** (i.e. in a de facto relationship, including same sex couples):

- Certification of Registration on the Relationships Register (pursuant to the *Relationships Act 2008*).

**OR**

- A Declaration by the Family Court pursuant to Section 90RD (1) of the *Family Law Act 1975* as to the existence of your de facto relationship.

**OR**

- A Statutory Declaration as to the existence of your relationship, including information regarding the geographical location and length of the relationship.

Note: If you are in doubt as to whether ESSSuper has your signature on file, please provide the certified copy of your photo identification and signature to ensure there is no delay in processing your request.

\* Please refer to the *Family Law Information Sheet* (Section 11 "How to Certify ID") for details on what you need to do to get copies of your ID legally certified and for details about who can certify documents.

## Section 4

## Declaration and signature

This Application cannot be processed if it is incomplete or the required supporting documentation has not been supplied, is not certified or is incorrect.

I declare that:

- The information contained in this form is accurate.
- By signing below, I understand and consent to ESSSuper collecting and using the information contained in this form to administer the relevant public sector superannuation scheme. I understand and consent to this information being used solely for the purpose of administering the relevant superannuation fund and to obtain information about a superannuation interest under the *Family Law Act 1975* and related legislation and regulations. Any personal information collected by ESSSuper relating to my personal affairs will be treated in accordance with the provisions of the *Information Privacy Act 2000* and the Information Privacy Principles.
- My consent is valid for the purposes of this form only.

Signature

Date  /  /

**Please forward this completed form to**

ESSSuper GPO Box 1974, Melbourne Vic 3001  
T 1300 650 161 | F 1300 766 757 | [www.esssuper.com.au](http://www.esssuper.com.au)

At ESSSuper, we treat the privacy and confidentiality of our members' personal information seriously. We are committed to complying with the guidelines of the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001 (Vic)*. To obtain a copy of ESSSuper's privacy policy go to our website at [www.esssuper.com.au](http://www.esssuper.com.au)