

→ Transfer form

Use this form to transfer monies from another super fund to LGsuper. A separate form must be completed for each fund.

→ Before completing this form you should check with your other fund to find out about any information on exit, transfer, withdrawal and other fees, insurance cover you may have, and investment options.

Member details LGsuper respects your privacy. All personal information collected is protected in line with the National Privacy Principles and LGsuper's Privacy policy.

Last name		Given names	
Address			
Suburb	State	Postcode	
Member number	Date of birth	Fund SPIN QLG0001AU	
Telephone number (b/h)	Telephone number (a/h)		

Details of other fund

Fund name		
Address		
Suburb	State	Postcode
Member number	Telephone number	

Your personal details in the other fund (if different)

If you have changed your name you will need to provide a linking document. Turn to the back of this form for a list of acceptable documents.

Last name		Given names	
Address			
Suburb	State	Postcode	

Proof of Identity

Read the Important information on proof of identity following this form before completing. I have attached an original certified copy of my:

- Driver's licence or passport **OR** I have attached certified copies of **BOTH**:
- Birth / Citizenship certificate or Centrelink pension card **AND**
- Centrelink payment letter or Government notice e.g. Tax Office notice of assessment (less than 1 year old), or local government notice e.g. rates notice (less than 3 months old)

Please read and sign on the other side of this form

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The Queensland Local Government Superannuation Board
ABN 94 085 088 484
AFS Licence No. 230511
Local Government Superannuation Scheme
ABN 23 053 121 564

Declaration

By signing this *Transfer form* I am making the following statements:

- I declare that I have fully read this form and declare that the information completed on this form is true and correct.
- **I am aware that I may ask the trustee of my old superannuation fund for all the information that I need to understand my benefit entitlements in that fund (including information on exit, transfer, withdrawal and other fees, insurance, investment options and the effect of a transfer on those benefit entitlements) AND I do not require any further information and authorise the transfer of my other fund to LGsuper.**
- I am aware of and authorise the deduction of transfer/exit/withdrawal fees by my old fund (if any) and any tax payable from the benefits transferred (subject to legislative restrictions).
- I discharge the trustee of my old superannuation fund from any further liability in respect of the benefits paid and transferred to LGsuper.

Signature

Date

All cheques should be made payable to LGsuper.

From 1 July 1995, the Board elected that the Local Government Superannuation Scheme (LGsuper) be registered as a “Regulated Fund” under Superannuation Industry Supervision (SIS) legislation. The Board believes LGsuper has complied with the SIS provisions since that date.

Checklist

- Have you signed and dated this form?
- Have you attached original certified proof of identity documents (including any applicable linking documents)?
- Have you completed all mandatory fields on this form?

→ Important information

Proof of identity

You will need to provide us with acceptable proof of identification with this *Transfer form* to prove you are the person that owns the superannuation benefit before we can process your transfer request.

Acceptable documents

Certified copies of the following documents may be used:

Either

One of the following documents only:

- Current driver's licence issued under State or Territory law (please provide copies of the front and back of the licence)
- Current passport

Or

One of the following documents:

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

and

One of the following documents:

- A Centrelink payment letter
- A notice issued by a Commonwealth, State or Territory Government (less than 1 year old) that contains your name and residential address, e.g. Tax office notice of assessment.
- A rates notice from local government (less than 3 months old) showing your name and residential address.

Have you changed your name or are signing for another person?

If you have changed your name or are signing on behalf of the member 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 documents
Change of name	Marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office
Signed on behalf of the 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 by writing or stamping 'Certified True Copy' on each page followed by their signature, printed name, qualification (e.g. Justice of the Peace, Australia Post employee etc.) and date. An original 'certified true copy' must be forwarded to LGsuper with this form. LGsuper will not accept photocopies, faxes or emails of certified documents.

The following can certify copies of the originals as true and correct copies:

- Justice of the Peace or Commissioner of Declarations
- Australia Post employee with more than 2 years service or an agent of the Australian Postal Corporation
- Police officer
- Finance company officer with more than 2 years service
- Officer with, or an authorised representative of, a holder of an Australian Financial Services Licence with at least 2 years experience
- Notary public officer
- Registrar or deputy registrar of a court
- Person enrolled on the roll of a State or Territory Supreme Court or High Court as a legal practitioner
- Permanent employee of
 - the Commonwealth or a Commonwealth authority; or
 - a State or Territory or State or Territory authority; or
 - a local government authority; with 2 or more years continuous service
- Teacher employed on a full time basis at a school or tertiary institution.
- Australian consular officer or Australian diplomatic officer
- Court judge
- Magistrate
- Chief Executive Officer of a Commonwealth court
- Member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership
- Doctor
- Pharmacist