

# Appointed attorney details

**Use this form to:**

- tell us that you have appointed an attorney to act on your behalf; and
- provide us with your appointed attorney's details.

Please use a dark pen and CAPITAL letters. Insert (X) when you have to choose an option. You can also fill in this form online, print it and send it to us. Forms are located on our website at [firststatesuper.com.au/forms](http://firststatesuper.com.au/forms)

If you have any questions, please call us on **1300 650 873**.

## 1. Your personal details

Mark (X) in the box below if you have more than one account and you would like this authority to apply to ALL your accounts.

Please apply this authority to all my accounts

Member number	Account number	Date of birth (DD-MM-YYYY)
<input type="text"/>	<input type="text" value="F S S U"/>	<input type="text"/>

Title	Last name
<input type="text"/>	<input type="text"/>

Given name(s)

Address



Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Daytime contact number	Mobile number
<input type="text"/>	<input type="text"/>

Email (for security reasons, please ensure that your nominated email address is your personal email address and not a role-based email address such as `employee_title@company.com.au`)

## 2. What documents you need to send with this form

To process this form, we require certified copies of the following documents:

- An original certified copy of the Power of Attorney (POA) document.
- An original certified copy of Proof of Identity (POI) of the attorney(s) being appointed.
- If applicable, an original certified copy of a medical certificate confirming that you (the member) can't verbally validate the appointed attorney.

See the attached fact sheet for information about providing proof of identity and certified copies.

**NOTE:** If any attorney(s) has been appointed jointly, these documents must be provided for EACH attorney.

The guidelines for a POA may be different depending on the state, territory or country in which the POA is drafted and executed. It is your responsibility to ensure that your POA complies with the relevant laws that apply in the state, territory or country in which the POA was drafted and executed.

**IMPORTANT**  
 Each page of the POA document and POI must be certified by an authorised certifier.  
 A list of authorised certifiers and certification guidelines is outlined under **Certification of personal documents**.



### 3. Appointed attorney details

#### Attorney 1

**Type of authority appointed:**

General power of attorney     Enduring power of attorney     Guardian     Enduring guardian

Other (if the authority you have been appointed is not listed)

Title

Last name

Given name(s)

Date of birth (DD-MM-YYYY)

Male

Female

Other

Residential address

Suburb

State

Postcode

Daytime contact number

Mobile number

Email

#### Attorney 2

**Type of authority appointed:**

General power of attorney     Enduring power of attorney     Guardian     Enduring guardian

Other (if the authority you have been appointed is not listed)

Title

Last name

Given name(s)

Date of birth (DD-MM-YYYY)

Male

Female

Other

Residential address

Suburb

State

Postcode

Daytime contact number

Mobile number

Email



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## Proof of identity

### Acceptable documents and certification

Providing certified proof of your identity is a three-step process

#### 1 Collect your originals

Collect your proof of identity document(s). We have listed the documents you can use below.

#### 2 Photocopy your originals

#### 3 Have your copies certified

Take your copies and your original documents to a person who can certify documents. A list of authorised certifiers and certification guidelines is included under **Certification of personal documents**.

You can provide:

#### Either:

A certified copy of one of the following documents:

- A current Australian state/territory driver's licence containing your photograph
- An Australian passport
- A current Australian state/territory proof of age card containing your photograph
- A current passport, similar travel document or national identity card issued by a foreign government department, the UN or an agency of the UN, containing your photograph and either your signature or a unique identifier\*

#### Or:

One certified document from this list:

- An Australian birth certificate or extract issued by a state or territory
- A citizenship certificate issued by the Commonwealth
- A current Centrelink pension card that entitles you to receive financial benefits

**AND** One certified document from this list:

- A notice issued by the ATO within the last 12 months that shows your name and current residential address and records an amount payable to or by you e.g. your last tax assessment
- A notice issued by a local council or utilities provider in the last three months showing the provision of services to you and your current residential address e.g. rates notice, electricity or water bill
- A notice issued by the Commonwealth or a state or territory government within the last 12 months showing your name and current residential address and the provision of financial benefits to you e.g. Centrelink letter

\* If the document and/or the certification is not written in English, it must be accompanied by an English translation prepared by a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI). If you are unable to provide these documents, please call us to discuss alternatives.

### Certification of personal documents

All copied pages of original personal documents (including any change of name documents) must be certified as true copies by an authorised person with the appropriate qualifications or registration (see below) who cannot be the owner or addressee of the document. The authorised person must sight the original and the copy to ensure the documents are identical, then certify each page by writing "I certify that this document is a true copy of the original", followed by their signature, printed name, address, qualification (e.g. justice of the peace, Australia Post employee), registration number (if applicable) and date.

## If you are in Australia

The following lists a subset of people who are authorised to witness your signature on a statutory declaration as well as certify copies of original documents. For a complete list of authorised witnesses/certifiers, go to the Attorney-General's Department website at [www.ag.gov.au](http://www.ag.gov.au).

- Australia Post employee in charge of an office providing postal services (charges may apply)
- chiropractor
- dentist
- Financial adviser or financial planner
- full-time or part-time teacher employed at a school or tertiary institution
- justice of the peace
- legal practitioner
- magistrate
- medical practitioner
- nurse
- optometrist
- pharmacist
- physiotherapist
- police officer
- psychologist
- veterinary surgeon

## If you are outside Australia

The following people can certify copies of the originals:

- consular staff at an Australia Embassy, High Commission or Consulate
- a public notary or other person authorised to administer an oath or affirmation or to authenticate documents in the country you are visiting or living in.

The professions listed under If you are in Australia can only certify documents outside Australia if they work or are registered in Australia. Where your documents are certified outside Australia, the certifier must quote their registration number or the relevant law that qualifies them to authenticate your documents.

**i** Samantha Sample has provided a copy of her identification that includes her **signature, full name, date of birth and current residential address.**

**✓** The authorised person has sighted the original identification and confirmed that the copy is a true copy.

**✓** Details for the authorised person to include are full name, address, qualification, registration number (if applicable), date and signature.

**Driver Licence**

Samantha SAMPLE Card Number  
2 123 456 789

123 ANY ST  
SUBURB NSW 2000

License No. 12345678 Donor  
A

License Class C Conditions  
S

*Signature* Date of Birth  
01 JAN 1980 Expiry  
01 JAN 2020

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

*K Anderson*

**Name:** Kate Anderson  
**Address:** 6 Some St, Suburb NSW 2000  
**Qualification:** JP  
**Registration no:** 123456  
**Date:** 31 March 2017