





## 5. IMPORTANT INFORMATION: CERTIFICATION OF DOCUMENTS

### Certification of documents

All copied pages of original proof of identification documents and any copies of other required documents (including any linking documents need to be certified as true copies by an individual approved to do so. You may find it easier to arrange for certification of your documents before you depart Australia.

Make a photocopy of your original document and then take both documents to one of the following people to be certified. The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping 'certified true copy of original document' followed by their signature, printed name, qualification (eg Justice of the Peace) and the date.

The Fund will only accept documents certified by one of the following.

#### For documents certified within Australia:

- Medical practitioner
- Pharmacist
- Police officer
- Justice of the Peace
- Legal practitioner
- Notary public officer
- Registrar or Deputy Registrar of a court
- Judge of a court
- Magistrate
- Clerk of a court
- Chief Executive Officer of a Commonwealth court
- Sheriff
- Sheriff's officer
- Australian Consular Officer or an Australian Diplomatic Officer
- Permanent employee of Australia Post with two or more years of continuous service
- Agent of Australia Post who is in charge of an office supplying postal services to the public
- An officer with, or authorised representative of, a holder of an Australian Financial Services license, having two or more years of continuous service with one or more licensees.

#### Notes:

- In different circumstances, there may be other people who are able to certify documents. However, in the interests of protecting the entitlements of members of the Fund, we will only be able to accept documents which have been certified by a person in the above list.
- We may be required to ask for further identification from you in order to meet relevant regulatory requirements if we are unable to verify you using the information you have provided.

### We're here to help

Please send your completed form to: iQ Super by Russell Investments, Locked Bag A4094, Sydney South NSW 1235.

If you have any questions, please call us on **1800 555 667** (Monday to Friday 8.30am to 5.30pm AEST), email [iq@russellinvestments.com.au](mailto:iq@russellinvestments.com.au) or visit [russellinvestments.com.au/super](http://russellinvestments.com.au/super)

In preparing this form, the Trustee has not taken into account the investment objectives, financial situation or needs of any person. Accordingly, before making a decision to invest in a product, you should read the current Product Disclosure Statement (PDS) and seek advice tailored to your own financial circumstances. Call us on 1800 555 667 or visit [russellinvestments.com.au](http://russellinvestments.com.au) for a copy of the PDS. Total Risk Management Pty Limited ABN 62 008 644 353, AFSL 238790, Trustee of the Russell Investments Master Trust ABN 89 384 753 567.

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