



## 1. PERSONAL DETAILS (CONTINUED)


i. Telephone

j. Email

k. Name of last employer to make contribution for you into the Fund

l. Date you departed or intend to depart Australia (DD MM YYYY)

## 2. PROVIDING YOUR TAX FILE NUMBER (TFN)

 Please complete this section if you have not provided your TFN to the Fund.

Under the *Superannuation Industry (Supervision) Act 1993*, your superannuation fund is authorised to collect, use and disclose your TFN. The Trustee of your superannuation fund may disclose your TFN to another superannuation provider, when your benefits are being transferred, unless you request the Trustee of your superannuation fund in writing that your TFN not be disclosed to any other superannuation provider.

Declining to quote your TFN to the Trustee of your superannuation provider is not an offence. However, giving your TFN to your superannuation fund will have the following advantages (which may not otherwise apply):

- Your superannuation fund will be able to accept all permitted types of contributions to your account(s).
- Other than the tax that may ordinarily apply, *you will not pay more tax than you need to—this affects both contributions to your superannuation and benefit payments when you start drawing down your superannuation benefits.*
- It will make it much easier to trace different superannuation accounts in your name, so that you receive all your superannuation benefits when you retire.

Your TFN will otherwise remain confidential.

Fill in your TFN here:

## 3. SUPPORTING DOCUMENTATION FOR TEMPORARY RESIDENT

Tick one of the three boxes below to indicate what evidence of immigration status you are providing:

- I have lodged a Certification of Immigration Status and/or request to cancel a temporary resident visa (Form 1194) with the Department of Immigration and Border Protection (DIBP).
- I will lodge a Certification of Immigration Status and/or request to cancel a temporary resident visa (Form 1194) with DIBP.
- I have attached a certified copy of my visa, or evidence that I was the holder of a temporary resident visa, which has ceased to be in effect, and a certified copy of my passport showing my photograph, identification pages and departure stamp. **Note:** This alternative option is only available, if you are claiming a superannuation withdrawal benefit of less than AUD 5,000.

## 4. PAYMENT INSTRUCTIONS

### Total withdrawal of benefit in cash

You must provide information to prove your identity before receiving a cash payment by completing **Section 5 – Proof of your identity**. Please refer to the **Important information** section of this form for further details.

Payment options:

1. **Cheque:** Cash payments will be made by cheque to your overseas mailing address provided in Section 1, unless you specify your direct deposit bank details below and provide the banking evidence required.
2. **Direct deposit:** Please complete this section if you would like your benefit paid directly to your Australian bank account. The nominated bank account must be in your name, or if it is a joint account, you must be one of the account holders. We can only make the payment into an Australian bank account. If you do not have an Australian bank account, we will forward your payment via cheque.

**You must provide evidence that the bank account is yours. Acceptable evidence is either a pre-printed bank deposit slip, a recent\* bank statement or confirmation letter from the bank. If you do not provide the required evidence, your cash benefit will automatically be paid by cheque.**

i. Name of financial institution

ii. Name of account holder

iii. BSB number

iv. Account number

\* Refers to recent bank statement dated within the last 6 months.

## 5. PROOF OF YOUR IDENTITY

Under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML/CTF Act), superannuation funds are required to identify, monitor and mitigate the risk that the Fund may be used for the laundering of money or the financing of terrorism.

As a result, you need to prove that you are the person to whom the superannuation entitlements belong. Processing of this form cannot proceed until we have verified your identity.

Please provide a certified copy of your passport, showing your photograph and identification page/s. If you have already provided a certified copy of your passport under section 3, you do not need to provide a second copy. Please ensure your passport is current, we cannot accept a copy of an expired document. If your passport is not in English, it must be accompanied by an English translation prepared by an accredited translator.

**Note:** Make sure the copy you provide has been certified in accordance with the requirements set out in **Section 8 – Important information**. If your documents are not certified correctly or are otherwise unacceptable we will not be able to prove your identity, which will delay processing your payment request.

### Provide certified copies of identification documents

I have attached copies of my certified proof of identity with this form, in accordance with the requirements set out in **Section 8 – Important information** of this form.



## 8. IMPORTANT INFORMATION (CONTINUED)

### Please attach any requested documentation

If you elect to have your benefit paid to you via direct deposit, you will be required to provide evidence in the form of a pre-printed bank deposit slip, a bank statement or confirmation letter from the bank that the bank account you nominate is yours.

### Temporary residents

You can submit your application for a Departing Australia Superannuation Payment (DASP), before or after you leave Australia. However, please note that we can only finalise your request after we receive evidence of your immigration status following your departure from Australia, as set out in **Section 3 – Supporting documentation for temporary resident**. Visit [ato.gov.au](http://ato.gov.au) for further information.

From 1 April 2009, temporary residents [excluding New Zealanders and 405 (investor retirement) visa or a subclass 410 (retirement) visa holders] can only claim their superannuation **prior** to departing Australia on the following grounds:

- Death
- Terminal medical condition
- Permanent or Temporary Incapacity
- Excess contributions release authority

If this applies to you, please contact us for assistance.

### Privacy

Information about how the Fund uses and discloses the personal information that you provide is contained in the Trustee's Privacy Policy at [russellinvestments.com.au/privacy](http://russellinvestments.com.au/privacy). To access this Policy, your personal details or to make an enquiry about any aspect of your Fund membership, please:

- call 1300 926 626
- write to us at Salaam superannuation, Locked Bag A4094, Sydney South NSW 1235.

### 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. If your document is not in English, it must be accompanied by an English translation prepared by an accredited translator.

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 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.

## 8. IMPORTANT INFORMATION (CONTINUED)

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.

### For documents certified outside Australia:

- A person authorised by foreign law to administer oaths or affirmations, or to authenticate documents in that country
- Australian Consular Officer or an Australian Diplomatic Officer
- Member of the Australian Defence Force who is an officer, a non-commissioned officer with five or more years of continuous service, or a warrant officer.

#### Note:

- 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.

### Here to help

Please send your completed form to: Salaam superannuation, Locked Bag A4094, Sydney South NSW 1235.

If you have any questions, please call [1300 926 626](tel:1300926626) (Monday to Friday 8.30am to 5.30pm AEST), email [super@salaam.com.au](mailto:super@salaam.com.au) or visit [salaam.com.au/super](http://salaam.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 1300 926 626 or visit [salaam.com.au/super](http://salaam.com.au/super) 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. Salaam superannuation is a division of the Russell Investments Master Trust.

SS\_Salaam\_F\_Gen\_BDP\_AusSuper\_V1F\_2406