

How to certify documents

After sighting the original and the copy and making sure both documents are identical, the certifier must include on EACH page:

- written or stamped 'certified true copy'
- signature and printed full name
- qualification (such as Justice of the Peace, Australia Post employee with more than 2 years' continuous service, etc.)
- date (the date of certification must be within the 12 months prior to our receipt).



- ← A clear copy of the document that identifies you (i.e. your driver's licence (**front and back**) or passport).
- ← Write or stamp 'certified true copy' of the original document.
- ← The authorised person's signature.
- ← Full name, qualification and registration number (if applicable) of the authorised person.
- ← Date of certification (within 12 months of receipt by NGS).

Verification

A verification of the certifying party may be performed. If a discrepancy arises, you may be requested to re-certify documentation.

Important note

The information in this document is a guide only and we may request additional documentation prior to any payment.

Step 3. New contact details (if applicable)

New residential address

Suburb

State

Postcode

New postal address

Suburb

State

Postcode

New Telephone

New Mobile

New Email address

Step 4. Sign the form

I authorise NGS Super to make the changes noted on this form in respect to the information provided in Steps 2 and 3.

I have read and understand the [Privacy Collection Statement](#) available at ngssuper.com.au/pcs and consent to my personal information being collected, disclosed and used as described in that Statement.

Signature

Date

Please return your completed form to:

NGS Super
GPO Box 4303
MELBOURNE VIC 3001

Privacy Collection Statement

NGS Super Pty Limited ABN 46 003 491 487 of **Level 4, 14 Martin Place Sydney NSW 2000** collects personal information from you (or from third parties such as your employer or another super fund) to manage your NGS Super account, keep you informed, improve our products and services or take action on a matter you have contacted us about. If we don't have your personal information, we may not be able to perform these services. We may be authorised to collect your personal information by certain laws, including laws relating to superannuation, taxation and anti-money laundering/counter-terrorism financing.

We disclose personal information as required to manage the Fund, to service providers (including our administrator, our insurer and professional advisers), employers or parties required by law. Personal information may be accessed by service providers overseas, most likely by our administrator's processing centre in India. For any other offshore locations, details of how to access and change your personal information and the privacy complaints process, go to ngssuper.com.au/pcs and ngssuper.com.au/privacy or call us on **1300 133 177**.