



### 3 Ensure your document is correctly certified

continued

- a person enrolled on the roll of a state or territory supreme court or the High Court of Australia as a legal practitioner
- a permanent employee of Australia Post with two or more years of continuous service
- a finance company officer with two or more years of continuous service (with one or more finance companies)
- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having two or more years continuous service with one or more licensees
- a 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
- fellow of the National Tax Accountants' Association
- member of the Association of Taxation and Management Accountants
- member of Chartered Secretaries Australia
- member of Engineers Australia, other than at the grade of student
- marriage celebrant registered under subdivision C of division 1 of part IV of the Marriage Act 1961
- an Australian consular officer or an Australian diplomatic officer
- employee of the Australian Trade Commission who is:
  - (a) in a country or place outside Australia
  - (b) authorised under paragraph 3 (d) of the Consular Fees Act 1955
  - (c) exercising his or her function in that place
- employee of the Commonwealth who is:
  - a) in a country or place outside Australia
  - b) authorised under paragraph 3 (d) of the Consular Fees Act 1955
  - c) exercising his or her function in that place.

#### How to certify a document

The person who is authorised to certify documents must:

- sight the original and the copy and make sure both documents are identical
- certify all pages as true copies by **writing or stamping**:
  - 'certified true copy'
  - signature
  - printed name
  - qualification (eg Justice of the Peace, Australia Post employee, etc)
  - date
  - place of employment or identifying no. (eg JP-XXXX)

### 4 Post all documents

Send your correctly certified documents to:

Medical & Associated Professions Superannuation Fund, GPO Box 529, Hobart TAS 7001  
 MAP Customer Service 1800 009 921 Facsimile (03) 6215 5933 Website [www.mapsuper.com.au](http://www.mapsuper.com.au)

#### IMPORTANT

**Do not fax or email your certified documents.**  
**All certified documents must be posted so we can view an original signature.**

Spectrum Super is issued by IOOF Investment Management Limited ABN 53 006 695 021 AFSL 230524 as Trustee of the IOOF Portfolio Service Superannuation Fund ABN 70 815 369 818

#### Example



✓ Member, John Sample has provided a photocopy of his identification that includes, **signature, full name, date of birth and residential address.**

✓ A person who is authorised to certify documents has sighted the original identification and confirmed that the copy is a true copy.

✓ Includes **signature, printed name, qualification, place of employment or identifying no. and date.**