

Advice fee deduction authority

BUSSQ is required by law to have your written consent before we can deduct a fee for financial advice relating to your BUSSQ account from your BUSSQ Super or Income account.

To provide your consent please complete and sign this form and return to:

- ☒ **Mail to:** BUSSQ GPO Box 2775, Brisbane QLD 4001
☒ **Email to:** super@bussq.com.au

Need help? If you require help completing this form call **1800 692 877** or email super@bussq.com.au

1 Personal details

BUSSQ member number (if known)	Date of birth (dd/mm/yyyy)		
<input type="text"/>	<input type="text"/>		
Mr/Mrs/Ms/Miss	Given names	Surname	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Contact number or mobile	Email		
<input type="text"/>	<input type="text"/>		
Street number	Street address		
<input type="text"/>	<input type="text"/>		
Suburb/Town	State	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Postal address (if different to above)			
<input type="text"/>			
Suburb/Town	State	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

2 Proof of identity

To protect your superannuation account and satisfy our obligations, we need you to prove your identity before making withdrawals. You have two options for verifying your identity, please select one below.

Option 1

☐ **Electronic verification**

BUSSQ can easily verify your identity electronically. You just need to provide your driver licence or passport number details below.

By selecting this option, I confirm that I am authorised to provide the personal details presented and I consent to my information being checked via electronic means by BUSSQ and its administrator MUFG Pension & Market Services Holdings Limited (MUFG). I understand that my information will be subject to an information match request with the document issuer or official record holder and a corresponding result will be provided via a third-party system for the purpose of confirming my identity.

I also authorise disclosure of my name, residential address and date of birth to the credit reporting agency, Illion, to verify my identity. This is not a credit check and will not give BUSSQ access to any other information about you and will not impact your credit rating or be stored against your credit information file.

If the details you provide cannot be matched we will advise you in writing, and you will need to supply us with certified documents – see Option 2.

For further information on how your information is managed for electronic verification purposes, contact BUSSQ by calling **1800 692 877**.

Australian driver licence

Full name as it appears on your driver licence

Driver licence number

Card number

Note: For help to locate your Card Number refer to the 'Certified documentation' section on page 5 of this form.

State of issue

Expiry date

/ / 2 0

Australian passport

Passport number

Country of birth

Full name as it appears on your passport

Option 2

☐ Provide certified documents (see the 'Certified documentation' section of this form for more information).



Please mail documents if providing certified proof to BUSSQ's address, which is provided on this form.

3 Type of advice and advice fee to be deducted

The maximum fee that can be deducted from your account is \$3,000 (inclusive of GST). A minimum balance of \$8,000 must be retained to keep your BUSSQ Super account open. If the deduction of this fee will reduce your Super account balance below this minimum your request will not be processed and you will be notified by BUSSQ (there is no minimum required balance for Income accounts).

Type of advice

☐ Initial advice

☐ Once-off advice

Advice fee (inclusive of GST)

\$

4 BUSSQ account to be deducted

You can only make a deduction from an open BUSSQ account. Provide the account number for the BUSSQ account that you consent to have this advice fee deducted from.

BUSSQ account number

5 Privacy and other Important Information

BUSSQ collects, uses and discloses your personal information in accordance with the BUSSQ Privacy Policy and Privacy Collection Statement which is available from our website or by calling **1800 692 877**. This includes further information on how your information is stored for identity verification purposes and how to make a privacy complaint, including in relation to electronic verification. You do not have to provide your personal information, but we may not be able to administer your account or verify your identity if you don't. The Privacy Policy confirms to who and when we may disclose your personal information including if required by law or court/tribunal order, or with your permission. Please call us if you have any questions about your rights under the privacy legislation.

6 Member authorisation and declaration

- I confirm that the amount to be deducted from my account is solely in relation to advice provided to me in relation to my BUSSQ account.
- I understand that the fee nominated in section 3 will be deducted from my BUSSQ account specified in section 4 within 10 business days of BUSSQ receiving all required information and that the value of my BUSSQ account will decrease by the amount of the fee paid.
- I understand that I can withdraw my consent at any time before the advice fee stated in section 3 is deducted from my BUSSQ account by contacting BUSSQ using the contact details provided on this form.
- I understand that the information contained in this form will be used by BUSSQ to process my request to deduct a personal advice fee from my BUSSQ account.
- I understand that BUSSQ may not be able to action my request if they have been notified of family law proceedings in relation to my Super or Income account.
- I understand that my request will not be processed if the advice fee is more than \$3,000 or the deduction of this advice fee will reduce the balance of my Super account below the minimum allowable balance of \$8,000.
- I understand that my consent to the deduction of the advice fee ends once the amount of the advice fee is deducted from my BUSSQ account.
- I understand that if after payment of this advice fee I have insufficient funds in my account to cover insurance premium deductions all insurance benefits will cease and I may not be able to reinstate cover in the future.

- I understand that I am solely responsible for the selection and appointment of my financial advisor. I acknowledge that BUSSQ is not responsible for the advice provided and will accept no liability for any loss or claim that may result from or in connection with the advice provided by the financial adviser.
- I declare all information provided on this form is true and correct.
- I am the person named on this form or I have a Power of Attorney to act on the member's behalf and have supplied to BUSSQ my certified Power of Attorney and identity documentation.



Please sign and date.

Forms without both a signature and date are unable to be processed. **Note:** Digital signatures will not be accepted.

Signature of applicant



Dated (dd/mm/yyyy)

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TO BE COMPLETED BY THE FINANCIAL ADVISOR

7 Financial Advisor details

Advisor name

Daytime number or mobile

Email

Company name

ASIC financial advisor register number

AFSL number

Licensee

Address

Suburb/Town

State

Postcode



Please provide to BUSSQ with this form:

- a copy of the fee invoice from the Financial Advisor
- a copy of the Statement of Advice
- the member's certified identity documentation if option 2 in section 2 has been selected

8 Advisor declaration and signature

As the Financial Advisor of the member:

- I have provided the member with a Statement of Advice in relation to this advice fee and a copy is attached to this form.
- The advice fee is solely to pay for advice services that are related to the member's BUSSQ account.
- I understand BUSSQ reserves the right to decline payment of the requested advice fee (as well as any future requests).
- BUSSQ is unable to pay the advice fee if:
 - the advice fee is more than \$3,000, or
 - the deduction of this advice fee will reduce the member's Super account balance below the minimum allowable balance of \$8,000
- I declare all information provided on this form is true and correct.



Please sign and date.

Forms without both a signature and date are unable to be processed. **Note:** Digital signatures will not be accepted.

Signature of applicant



Dated (dd/mm/yyyy)

		/			/	2	0		
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Once completed and signed please return this form by:

Mail: BUSSQ GPO Box 2775, Brisbane QLD 4001 or **email:** super@bussq.com.au

Please note: If providing certified proof of ID, these documents must be mailed to BUSSQ at the address above.

Certified documentation

You need to provide certified documents to prove your identity. Follow the below guide and mail your certified documents with your completed form to **BUSSQ GPO Box 2775, Brisbane QLD 4001**.

Please note certified proof of identity is only valid for a maximum of 12 months from the date the identification was certified.

Certified copies of the following documents can be used to prove your identity:

One of the following documents only:

- A current driver licence or permit issued under the law of a State or Territory.
- A passport issued by the Commonwealth which can be up to two years out of date, that contains a photograph of the person in whose name the document is issued.
- Proof of Age Card
 - A card issued under a law of a State or Territory for the purpose of providing the person's age which contains a photograph of a person in whose name the document is issued (includes Proof of Age Card or National Identity Card).
- National Identity Card
 - A card issued for the purpose of identification that contains a photograph and the signature of the person in whose name the document is issued; and
 - Is issued by a foreign government, the United Nations or an agency of the United Nations; and
 - If it is in a language that is not understood by the person carrying out the verification it must be accompanied by an English translation prepared by an accredited translator.

OR

One of the following documents:

- Birth certificate or birth extract
- Citizenship certificate issued by the Commonwealth
- Pension card issued by Centrelink that entitles you to financial benefits.

AND

One of the following documents:

- Letter from Centrelink regarding a Government assistance payment
- Notice issued by Commonwealth, State or Territory Government within the past 12 months, containing your name and residential address.

For example:

- Tax Office Notice of Assessment
- Rates notice from local council.

Have you changed your name?

If you have changed your name, in addition to the above listed certified documentation, you need to supply a certified copy of one of the following documents:

- Marriage Certificate (required even if the parties are separated)
- Decree Nisi, Certificate of Divorce or Decree Absolute
- Deed Poll Documentation.

Are you acting on behalf of someone else?

If you are signing on behalf of another person you will need to send by mail original certified copies of the following documents (we cannot accept these via email):

- Current Power of Attorney document (with each page of the document certified)
- The member's identity documents
- Your identity documents.

Certifying your documents

All copies of proof of identity documents should be certified as a true copy of the ORIGINAL by an authorised person. Some examples of authorised persons are:

- A Justice of the Peace or Commissioner for Declarations
- A Police Officer
- A finance company officer or representative of an AFSL licence holder with five or more years continuous services with one or more licensees
- A lawyer, judge or magistrate
- Permanent employee of Australia Post with five or more years of continued service.

The certifier must sight the original and make sure both documents are identical, and then make sure all photocopied pages are certified as true copies by writing or stamping wording to that effect followed by their:

- Signature
- Name
- Qualification
- Date, and
- Phone number.



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

Julie Preston
Justice of the Peace
19/06/2015
0412 345 678

Where to find the Card Number on your driver licence?

You can find your Card Number on the front and/or back of your driver licence. It is different from the licence number, as it's a unique identifier, which changes each time your driver licence is re-issued.

Note: The location for the Card Number does slightly vary amongst different state issued driver licences. The example images show where the Card Number is situated for the Queensland Driver Licence being both on the front and back.

If you need help to locate the Card Number on your driver licence, call us on **1800 692 877**.



↑
Card Number



↑
Card Number