

Provide a Power of Attorney or Administration Order to Brighter Super

Complete this form where you have been appointed as an attorney or administrator to manage the financial affairs of a Brighter Super member.

The person(s) appointed as attorney or administrator are required to provide us with supporting documentation for both themselves and the Brighter Super member.

How do I provide a Power of Attorney or Administration Order to Brighter Super

Step 1: Complete this form

- 1 The Brighter Super member's information and proof of identity is required in section 1 (page 2) of this form.
- 2 The attorney(s)/administrator(s) information and proof of identity is required in section 2 (page 3) of this form. If more than two persons are being appointed please print additional copies of page 3 to be completed and included when submitting the form.
- 3 Complete the checklist in section 3 (page 4) of the form to confirm that you have provided all required evidence.
- 4 All appointed persons are required to sign the Declaration in section 4 (page 5) of this form.

Step 2: Provide a certified copy of the Power of Attorney or Administration Order order.

The Power of Attorney or Administration Order must be certified on each page as a 'true copy' of the original.

A list of acceptable certifiers is available in the important information section on page 5 of this form.

Step 3: Provide additional supporting evidence (if required)

Step 4: Send us your completed forms and supporting documents.

You can return the completed form and supporting documents to Brighter Super by email to membership@brightersuper.com.au, or by post to:

Brighter Super
GPO BOX 264
Brisbane QLD 4001

Providing proof of Identity

Proof of Identity can be provided two ways:

- Electronically using Australian Drivers License or Passport and Medicare details in the verifying your identify sections of this form, or
- Providing certified copies of proof of identity documents.

For further information on providing certified copies of proof of identify documents refer to the *Proof of Identity Requirements info sheet* available at brightersuper.com.au

Additional Supporting evidence

In some instances additional supporting evidence may be required before we are able to apply the supplied Power of Attorney or Guardianship order to an account.

Where a member has elected for the Power of Attorney to take effect only after they are incapacitated and no longer able to act for themselves we require a letter from the member's treating medical practitioner confirming they are no longer able to manage their own financial affairs.

Where a Power of Attorney appoints the attorney(s) to act successively, evidence that the original attorney(s) are no longer able or willing to act will need to be provided before the successive attorney(s) can be appointed. This evidence will vary depending on the individual situation but may include:

- Certified Death Certificate for the original attorney
- a letter from the attorney's medical practitioner confirming no longer able to act
- signed letter from the original attorney removing themselves as attorney.

Appointing an Attorney on your account(s)

MS02



right by your side

Complete this form where you have been appointed as an attorney or administrator to manage the financial affairs of a Brighter Super member.

Member Details Brighter Super respects your privacy. All personal information collected is protected in line with Brighter Super's Privacy policy.

Member number	Given name(s)		
Surname			Date of birth / /
Email	Phone number		
Residential address			
Suburb/town	State	Postcode	

Verifying the members identity

To apply a new attorney to the members account we need to verify the members identity.

- Certified Identification.** Please read the *Proof of identity* information on page 5
- Electronic verification.** Please provide details of your drivers licence or passport, and Medicare card below:
- I authorise Brighter Super to use information held by a credit reporting agency to assist in verifying my identity online. I understand this is not a credit check and will not be stored on my credit file. I confirm I have read the *Proof of Identity requirements* info sheet available on the Brighter Super website brightersuper.com.au.

Licence details

Licence number
State of issue
Card number ¹

Passport details

Passport number (Australian passport only)
Family name at birth
Place of birth (as shown on your passport)

Medicare details

Card number	Individual Reference number (1 digit)
Medicare card colour	Expiry Date
Name on your Medicare card (must appear as an exact match. Include your middle initial(s) or name(s) as it appears on the card)	

¹ All members are required to provide their card number when verifying their identity electronically using their driver licence details. For more information please read the *Proof of identification requirements* information on page 5

2 Attorney/Administrator details

Use this section of the form to provide the details of the first attorney authorised to act under the power of attorney or administration order supplied. If appointing more than two persons please complete an additional form

Attorney 1 details

Given name/s	Surname	
Email	Phone number	Date of birth / /
Residential address		
Suburb/town	State	Postcode

Verifying your identity

To apply a new attorney to the members account we need to verify the identity of all attorneys.

- Certified Identification.** Please read the *Proof of identity* information on page 5
- Electronic verification.** Please provide details of your drivers licence or passport, and Medicare card below:
- I authorise Brighter Super to use information held by a credit reporting agency to assist in verifying my identity online. **I understand this is not a credit check and will not be stored on my credit file.** I confirm I have read the *Proof of Identity requirements* info sheet available on the Brighter Super website **brightersuper.com.au**.

Licence details

Licence number
State of issue
Card number¹

Passport details

Passport number (Australian passport only)
Family name at birth
Place of birth (as shown on your passport)

Medicare details

Card number	Individual Reference number (1 digit)
Medicare card colour	Expiry Date
Name on your Medicare card (must appear as an exact match. Include your middle initial(s) or name(s) as it appears on the card)	

¹. All members are required to provide their card number when verifying their identity electronically using their driver licence details. For more information please read the *Proof of identification requirements* information on page 5

Attorney 2 details

Given name/s	Surname	
Email	Phone number	Date of birth / /
Residential address		
Suburb/town	State	Postcode

Verifying your identity

To apply a new attorney to the members account we need to verify the identity of all attorneys.

- Certified Identification.** Please read the *Proof of identity* information on page 5
- Electronic verification.** Please provide details of your drivers licence or passport, and Medicare card below:
- I authorise Brighter Super to use information held by a credit reporting agency to assist in verifying my identity online. I understand this is not a credit check and will not be stored on my credit file. I confirm I have read the *Proof of Identity requirements* info sheet available on the Brighter Super website brightersuper.com.au.

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¹. All members are required to provide their card number when verifying their identity electronically using their driver licence details. For more information please read the *Proof of identification requirements* information on page 5

3 Checklist

To prevent any delays in processing your request please ensure you have attached all required documents listed below:

- Validly certified copy of the original power of attorney document or administration order.
- Validly certified identification documents for all relevant parties not electing to use electronic verification.
- Any supporting evidence required for confirming the attorney(s) power's have begun.
- Any supporting evidence required if the office of one or more of the co-attorneys has become vacant.

4 Declaration

By signing this form I declare that:

- I have read and understood the important information contained in this form.
- I understand for this nomination to be valid, I must provide a validly certified copy of the power of attorney or administration order and any supporting documentation.
- I understand for this nomination to be valid all parties must have their identities verified, where details for electronic verification have not been provided, then certified copies of valid proof of identity documents have been attached.
- I understand that if this documentation is incomplete Brighter Super will not be able to process the request.
- I acknowledge the exercise of any of the powers by a person reasonably believed by the Trustee or its service providers to an attorney(s), will be treated as if the member had personally exercised those powers.
- I confirm that I have been lawfully appointed as an Attorney/Administrator on behalf of the member referred to in section 1 of this form.
- I confirm that my appointment as Attorney/Administrator on behalf of the member remains valid and has not been revoked.
- I will inform Brighter Super in writing as soon as possible if my appointment as Attorney/Guardian on behalf of the member is revoked, amended or restricted in anyway.

Full name	Signature	Date signed / /
Full name	Signature	Date signed / /
Full name	Signature	Date signed / /
Full name	Signature	Date signed / /

Please sign in blue or black pen - Brighter Super does not accept digital signatures on this form.

Important information

1. Privacy and personal information

Brighter Super respects your privacy. All personal information collected on this form is protected in line with *Brighter Super's Privacy Policy*. To find out more about how we collect and manage your personal information, please refer to our *Privacy Policy* available on our website brightersuper.com.au.

2. Proof of identification requirements

Australian government legislation requires you to provide us with proof of identification.

To prove your identity, you can provide us with sufficient information to verify your identity electronically or send us an original certified copy of your current driver licence or passport.

All members are required to supply their driver licence **card number** in addition to their licence number if they wish to have their identity verified electronically.

Your card number is a unique identifier which is updated each time a driver licence is re-issued. Including the card number when verifying your identity ensures that the document being presented is the most recently issued document and this will minimise the risk of identity theft using a stolen or lost driver licence.

Read the *Proof of identity requirements* information at brightersuper.com.au for more information.

3. Acceptable certifiers for Power of Attorney documents

The following individuals can certify a power of attorney or administration order:

- Lawyer,
- Notary Public,
- Justice of the Peace, or
- Commissioner for declarations/oaths.