

Living Super

Appointment of representative details



About this form

This form provides details to Diversa Trustees Limited as the trustee of Living Super, a sub-plan of OneSuper (Diversa), of the person/s you authorise to enquire about your Living Super account/s (appointed Representative/s).

If you wish to appoint a representative on your non-Living Super ING accounts (i.e. banking), you will need to complete a separate appointment of representative form available from the ING website.

When completing this form please:

- use CAPITAL letters
- mark boxes with an X where applicable
- use black pen.

Return to

Once your form is completed and signed, please scan and email along with your identification document/s (see Step 3 and Appendix A) to:

livingsuper@onesuper.com.au

Alternatively, you can mail them (no stamp required) to:

Living Super
Reply Paid 93910
MELBOURNE VIC 3001.

Step 1: Your Living Super details (to be completed by the account holder)

Personal details

Mr ☐ Mrs ☐ Ms ☐ Other

First name

Middle name

Surname

Place of birth

Country of birth

Nationality

Date of birth (DD/MM/YYYY)

Living Super account 1

Living Super account number

Living Super account 2 (if applicable)

Living Super account number

Step 2: Authority requested (to be completed by the account holder)

a) Appointment of Representative/s

This form authorises an appointed Representative/s to obtain information held about your Living Super account/s. Your appointed Representative cannot transact on or alter the details of your Living Super account/s.

b) Cancellation of existing authorities

This form cannot be processed unless you tick one of the boxes below.

I want this authority to replace and cancel any existing authorities previously given by me in relation to the account/s provided above.

☐

Yes - please cancel any existing authority in place and replace with this one.

☐

No - please keep any existing authority in place and add this new authorised representative to my existing one.



Step 3: Representative/s verification details (to be completed by your appointed Representative/s)

Representative identification must be provided. See page 5 for more details.

Representative 1

Mr ☐ Mrs ☐ Ms ☐ Other

First name

Middle name

Surname

Mandatory security details

Date of birth (DD/MM/YYYY)

Place of birth

Country of birth

Nationality

Mother's maiden name (i.e. original surname/family name)

Residential address (PO Boxes not accepted)

Unit number

Street number

Street name

Suburb

State

Postcode

Contact details (you must provide at least one phone number)

Mobile phone number

Other phone number (for landline, please provide area code)

Email

Representative 2 (if applicable)

Mr ☐ Mrs ☐ Ms ☐ Other

First name

Middle name

Surname

Mandatory security details

Date of birth (DD/MM/YYYY)

Place of birth

Country of birth

Nationality

Mother's maiden name (i.e. original surname/family name)

Residential address (PO Boxes not accepted)

Unit number

Street number

Street name

Suburb

State

Postcode

Contact details (you must provide at least one phone number)

Mobile phone number

Other phone number (for landline, please provide area code)

Email

Each appointed representative must supply identification documentation. Please refer to appendix A.



Step 4: Representative/s declaration (to be completed by your appointed Representative/s)

By signing below, I/we declare that:

- a) the personal information and security details provided above are true and correct and I/we authorise Diversa to verify this information;
- b) I/we have read the terms to operate contained in this form, as appropriate; and
- c) I/we have read the Privacy Policy referenced in Appendix B of this form as appropriate and I/we consent to my/our personal information being collected, used and disclosed in the manner and for the purposes set out in the Privacy Statement and [Privacy Policy](#).

Note: signatures must be signed in original ink with the form scanned as an attachment if sending by email.

Representative person 1

Signature of representative 1 (electronic signatures not accepted)

Date (DD/MM/YYYY)

Representative person 2 (if applicable)

Signature of representative 2 (electronic signatures not accepted)

Date (DD/MM/YYYY)

Step 5: Account holder declaration (to be completed by the Living Super account holder)

By signing below:

1. I am giving the appointed representative/s authority to obtain information on my account/s in accordance with the terms to operate.
2. I declare that:
 - a) I confirm that each person appointed on this form is at least 18;
 - b) I authorise the person/s described in Step 3 as my appointed representative/s;
 - c) this appointment is made in accordance with, and subject to, the terms to operate contained in this form; and
 - d) I confirm that I have read and accepted the terms to operate contained in this form.
3. I also understand that if the appointed representative/s abuses any of their powers under this authority, I may suffer loss. I have considered the need to seek advice from a lawyer or a financial counsellor before signing.

Note: signatures must be signed in original ink with the form scanned as an attachment if sending by email.

Account holder

Signature of account holder (electronic signatures not accepted)

Date (DD/MM/YYYY)



Terms to operate

Authority of appointed Representative

By appointing a Representative/s, I will be giving the appointed Representative/s the authority to obtain information Diversa holds in relation to my nominated Living Super account/s. The appointed Representative/s cannot transact on or alter the details of the Living Super account/s.

Liability for dealings by appointed representative

I will be liable for any dealing with an account within the terms of this authority, or any failure by the appointed Representative/s to comply with the terms of an account, as if that dealing or failure to comply were by me.

I will ensure that the appointed Representative/s has the opportunity to read the terms and conditions of the relevant account/s as stated in the Product Disclosure Statement (PDS) and Product Guide and complies with all obligations imposed on me under the terms and conditions of the Living Super account.

In the event of a conflict between this authority and the Living Super account Terms and Conditions, the Living Super account Terms and Conditions will prevail.

Instructions given under authority

Diversa has the right to delay or seek further information before acting on any instructions purporting to be given under this authority. However, Diversa is not obliged to seek further information or make any enquires in connection with any such instruction. Diversa may take any instruction purported to be given under this authority on face value.

Diversa has the right to refuse to act on any instructions understood to be given under this appointment.

Diversa's liability limited

To the maximum extent permitted by law, Diversa is not liable for any loss or damage which may be suffered or incurred by me, or which may arise in connection with Diversa acting on this authority, except to the extent that the negligence, wilful default or fraud of Diversa contributes to that loss or damage.

Nothing in this authority excludes any liability that cannot by law be excluded.

Where any term or condition imposing liability is implied through the operation of any law, and that term or condition cannot be excluded, liability of Diversa under that term or condition will be limited to, at Diversa's election:

- providing the services again; or
- paying a sum equivalent to the fees charged for providing the services.

Cancellation of this authority by Diversa

Diversa may cancel or vary the terms of this authority by prior written notice to me and the appointed Representative/s.

Cancellation of this authority by the account holder

I can cancel this authority by sending written notice of me cancelling it to Diversa at:

Living Super
Reply Paid 93910
MELBOURNE VIC 3001.

Alternatively, you can send this notice to livingsuper@onesuper.com.au.

This appointment is not cancelled until Diversa receives and processes the notice.

Diversa will use its best endeavours to process the notice in a reasonable timeframe and in any event no longer than 5 business days after it receives the notice.



Appendix A: Identification document and certification

Identification documents

As part of submitting this form, the representative/s nominated in Step 4 of this form must provide either:

- a clear photo of themselves holding one document from List A below, or
- certified ID dated within the past year.

If the Representative/s is going to submit certified identification (option B above), they need to choose either 1 document from List A or 2 documents from List B. Please note the certified copies will not be returned. The documents must verify the following details:

- List A: representative's full name and DOB
- List B: a combination of the representative's full name and DOB and the representative's full name and residential address

List A

- Australian driver licence (must be current, show current residential address and photograph)
- Australian passport (either a current passport or a passport that expired within the last 2 years)
- Proof of Age Card/NSW Photo Card (must be current and show date of birth and photograph)
- International Passport or driver licence – front and back of document (current, containing a photograph and a signature and accompanied by a translation from a Professional Translator accredited by the National Accreditation Authority for Translators and Interpreters, if not in English)
- Current foreign National Identity Card issued for the purposes of identification – front and back of document (current, containing a photograph and a signature and accompanied by a translation from a Professional Translator accredited by the National Accreditation Authority for Translators and Interpreters, if not in English)

List B

One of the documents

- Birth certificate (issued by a State or Territory in Australia)
OR
- Citizenship certificate (issued by the Commonwealth of Australia)
AND
- Social security notice issued by the Commonwealth or a Territory in the past 12 months containing your name and residential address which records financial benefits provided to you
OR
- Notice issued by the Australian Taxation Office within the past 12 months that containing your name and residential address and records debts payable by you
OR
- Rate or utility notice issued in the last 6 months containing your name and residential address and recording the provision of services to you/your address
OR
- Pension or Health Card (must be current and issued by Centrelink entitling financial benefits).

Document certification

Take the originals and copies of your identification documents to a document certifier from the list below and ask them to follow the certifier instructions opposite.

- pharmacist
- justice of the peace
- notary public officer
- medical practitioner or nurse
- police officer
- accountant (CA/CPA)
- legal practitioner
- full-time teacher (school or tertiary)
- bank/credit union/building society officer with at least 2 years continuous service

A permanent employee of a Commonwealth, State/Territory or local government with at least 2 years continuous service

Certifier instructions

The certifier must sign, date and authenticate that your identification document is a true copy of the original.

This must be completed in original ink with all of the following information:

- 'I hereby certify this to be a true copy of the original document shown to me on [Date]'
- signature
- full name (printed)
- address
- phone number
- qualification (i.e. JP, solicitor, doctor, etc.)
- registration number (if applicable).



Appendix B: Privacy policy

Diversa is committed to ensuring the confidentiality and security of your personal information. Diversa collects and handles your personal information in accordance with its legal obligations, including those under the Privacy Act 1988 (Cth). To find out more about how Diversa handles your personal information, you can review the Living Super Privacy Policy on the ING website or request a copy by either calling or writing to us.

How to contact us

If you have any questions about privacy in relation to Living Super please contact us by:

- **Email** livingsuper@onesuper.com.au
- **Call** 133 464
- **Mail** Living Super Privacy Officer
Reply Paid 93910
MELBOURNE VIC 3001.

For the curious: This information was prepared and sent on behalf of Diversa Trustees Limited ABN 49 006 421 638, AFSL 235153, RSE L0000635 (Diversa, the Trustee, we, our and us), the Trustee of Living Super, a sub-plan of OneSuper ABN 43 905 581 638 (Fund) and the issuer of interests in the Fund. Living Super is a product issued out of the Fund. Insurance cover offered by the Fund is provided by MetLife Insurance Limited ABN 75 004 274 882 AFSL 238096. The information contained above is general advice only and has been prepared without taking account of your objectives, financial situation or needs. Consider your personal circumstances, the appropriateness of the product and read the Product Disclosure Statement, Product Guide and Financial Service Guide before making any decision to acquire or continue to hold the product. These documents together with the relevant Target Market Determinations are available at ing.com.au. You may also decide to seek independent financial advice before making a decision about the product. ING is a business name of ING Bank (Australia) Limited ABN 24 000 893 292, AFSL 229823 and is the sponsor of Living Super. An investment in Living Super is neither a deposit nor liability of ING Bank (Australia) Limited or any of its related corporations and none of them stands behind or guarantees the Fund.

