



# How can I certify my personal documents?

All copied pages of ORIGINAL proof of identification documents (including any linking documents) need to be certified as true copies by:

- A Justice of the Peace (JP)
- A police officer
- A permanent employee of Australia Post with five or more years of continuous service
- A finance company officer with five 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 five or more years continuous service with one or more licensees
- A notary public officer
- A registrar or deputy registrar of a court
- A person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia, as a legal practitioner
- An Australian consular officer or an Australian diplomatic officer
- A judge of a court
- A magistrate, or
- A Chief Executive Officer of a Commonwealth court.

The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping 'certified true copy' followed by their:

- Signature
- Printed name
- Qualification (eg Justice of the Peace, Australia Post employee etc)
- Date
- Contact phone number
- Address.

## Reasons to rollover and save with BUSS(Q).

- BUSS(Q) is an industry super fund, where all profits go to members.
- We keep our fees low.
- We're one of Australia's top performing funds.
- BUSS(Q) is created for and by Queenslanders in the building and construction industry.
- Our members always come first.
- We offer members access to financial advice about their super at no extra cost as the cost for advice is included in the fund administration fees.
- Your family can also join BUSS(Q), which means managing your super is easy.