

# Trans Tasman Portability form

## For Super members

Please use **BLOCK LETTERS** and **black ink**.

Complete this form to transfer your Australian Ethical Super account to a KiwiSaver Scheme in New Zealand.

- 1 **Need help?** Please refer to the information detailed below. For additional information about the rules and conditions applicable to a Trans Tasman transfer, please refer to [ato.gov.au](http://ato.gov.au). You can also call us on 1800 021 227.

### Send your completed form to:

Australian Ethical Super, Locked Bag 20013,  
Melbourne VIC 3001

Or login to the member portal at [australianethical.com.au/login](http://australianethical.com.au/login) and upload the completed forms under the 'Contact Us' tab

### Eligibility

**In order to be eligible to transfer your super to a KiwiSaver Scheme in New Zealand, you must:**

- have left Australia to permanently live in New Zealand; and
- be a current member of a KiwiSaver Scheme

**Note:** If you are a temporary resident of Australia, different rules may apply.

#### IMPORTANT INFORMATION

- The whole of your benefit must be transferred to the nominated KiwiSaver Scheme in New Zealand. Payment of part of your benefit is not permitted under any circumstances.
- You will be able to access your Australian super when you reach age 60 and satisfy the Australian definition of retirement at that age. Your KiwiSaver portion (the amount accumulated in New Zealand, together with earnings on your Australian super) can only be accessed when you reach the New Zealand retirement age of 65.
- The Trustee recommends that you seek independent professional financial advice before proceeding.

#### WHAT YOU NEED TO PROVIDE

1. **An original copy of a letter of compliance from your KiwiSaver Scheme** that (a) confirms the Scheme will accept payment and b) provides details of the Scheme's bank account (refer Step 5 on the Trans Tasman Portability form for full details).
2. **Certified proof of identity.**  
As a requirement of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF legislation), you need to provide identification documentation with this transfer request to prove you are the person to whom the super entitlements belong.

#### What are the requirements?

You will need to provide a certified copy of either your current driver's licence or current passport OR alternatively, one document from list A AND one document from list B.

#### List A

Birth certificate

New Zealand citizenship certificate

#### List B

New Zealand utility bill (electricity, gas or water bill) issued in the last 3 months

New Zealand landline phone bill issued in the last 3 months (mobile phone bills will NOT be accepted)

#### Who can certify proof of identity documents for Trans Tasman portability outside Australia?

The following people are authorised to certify your documents outside Australia:

- An authorised staff member of an Australian Embassy, High Commission or Consulate who is in a country or place outside Australia
- A Justice of the Peace (New Zealand only)
- A Person enrolled as a barrister and solicitor of the High Court of New Zealand
- An authorised employee of the Australian Trade Commission who is in a country or place outside Australia
- An authorised employee of the Commonwealth of Australia who is in a country or place outside Australia
- A member of the Australian Defence Force who is an officer or a non-commissioned officer with 5 or more years of continuous service
- A notary public from a country ranked 129 or below in the latest Transparency International Corruption Perceptions Index (refer to [transparency.org](http://transparency.org))

## Eligibility (continued)

### Who can certify your proof of identity documents in Australia?

The following people are authorised to certify your documents in Australia:

- a permanent employee of Australia Post who has two or more years of continuous service
- an officer of a financial institution, such as a bank, who has two or more years of continuous service
- a chartered accountant who is a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years continuous membership
- a legal practitioner (such as a solicitor) who is enrolled on the roll of the Supreme Court of a state or territory, or the High Court of Australia
- a Justice of the Peace
- a police officer.

### How to certify your documents

The authorised person needs to:

- Compare the photocopy to the ORIGINAL
- Include the following details on the photocopy
  - Write or stamp "Certified true copy" on the photocopy; and
  - Write their full name, qualification and registration number (if applicable); and
  - Sign and date the photocopy (must be received within 6 months of date of certification)

### 3. Proof of New Zealand Residency

A copy of a New Zealand utility bill (electricity, gas or water bill) or landline phone bill issued in the last 3 months OR a copy of a tenancy/leasing agreement for a New Zealand property in which you reside.

### 4. A completed statutory declaration witnessed by an eligible person

You can provide a New Zealand<sup>1</sup> OR an Australian<sup>2</sup> statutory declaration. A copy of each type of declaration is attached at the end of this form.

#### Witness to a statutory declaration

A statutory declaration must be witnessed by a person who is eligible to do so under the law in either Australia or New Zealand.

The people who can witness your statutory declaration in New Zealand will generally be different to those who can certify your proof of identity documents (refer to item 2 on previous page). The table below is provided as a guide only.

For a full list of people who can witness a statutory declaration, please refer to the following websites:

#### New Zealand –

[legislation.govt.nz/act/public/1957/0088/latest/whole.html](https://legislation.govt.nz/act/public/1957/0088/latest/whole.html)

#### Australia –

[ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx](https://ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx)

	Can witness a New Zealand statutory declaration?	Can witness an Australian statutory declaration?
New Zealand Notary Public <sup>1</sup>	Yes	X
Australian Notary Public	X	Yes
Person enrolled as a barrister and solicitor of the High Court of New Zealand	Yes	X
New Zealand Justice of the Peace	Yes	X
Consular or Diplomatic Officer at the Australian High Commission or Consulate in the respective jurisdiction <sup>2</sup>	X	Yes

### Notes and further information:

- <sup>1</sup> If you elect to use a **New Zealand statutory declaration**, a Notary Public can also certify your proof of identity documents.
- <sup>2</sup> The **Australian statutory declaration** must be signed in front of the Consular or Diplomatic Officer and cannot be witnessed by mail. It is not necessary to make an appointment, but you will be charged a small fee. You will be required to present current photo ID, showing both your current name and signature. The Consular or Diplomatic Officer can also certify your proof of identity documents. Please refer to your country of residence High commission website for further information.

## Step 1: Member details

Member number

Title

Mr  Mrs  Ms  Miss  Other, please specify

Surname

Date of birth (DD/MM/YYYY)

Male  Female

Full given name(s)

Work phone

Home phone

Mobile phone

Email address

If you provide your email address we will set your communication preference to online by default. You can change your communications preferences in client access on our website, or by calling us.

### Residential address (PO Box is NOT acceptable)

Address

Suburb

State

Postcode

Country

### Postal address Check if same as residential address

Address

Suburb

State

Postcode

Country

## Step 2 – Provide details of your previous Australian address

### Residential address (PO Box is NOT acceptable)

Address

Suburb

State

Postcode

Date you left Australia

### Step 3 – Attach documentation if your personal details have changed

Name and Date of birth changes - complete the change of name form available at [australianethical.com.au/super/pds-forms/](http://australianethical.com.au/super/pds-forms/)  
Address changes – attach a copy of a recent bill, mail item or driver's licence that displays your new residential or postal address.  
If the required supporting documentation is not provided, the payment of your benefit will be delayed.

### Step 4 – Provide details of your KiwiSaver Scheme

KiwiSaver Scheme name

KiwiSaver registration number

KiwiSaver Scheme address

Suburb

State

Postcode

KiwiSaver account number

Your IRD number

### Step 5: Payment details

Bank SWIFT Number

Bank name

KiwiSaver Scheme address

City

State

Postcode

Beneficiary name

Beneficiary address

City

State

Postcode

Beneficiary account number

Bank

Branch

Account number

Suffix

The above KiwiSaver Scheme can accept the transfer. I understand that if this is not correct, the KiwiSaver Scheme will not be able to process my super and my benefit will be refunded to my super fund. Unless advised otherwise, we will make payment electronically in New Zealand dollars. The exchange rate will be calculated at the date of transfer. You must attach the original of a letter of compliance from your KiwiSaver Scheme that confirms the above information.

## Step 6 – Trans Tasman documentary evidence and checklist

Please use the following check list to assist you in providing the correct documents. Please note that if we do not receive the correct documents your request will be delayed.

Letter of compliance from your KiwiSaver Scheme confirming they will accept the transfer and their bank account details

Bank account details as follows:

Bank SWIFT code

Bank name and address

Beneficiary name

Beneficiary address

Beneficiary account number

Certified proof of identity documents

Evidence of your permanent residence at a New Zealand address:

a copy of an electricity, gas, water bill or landline phone bill issued in the last 3 months; or

a copy of a tenancy/leasing agreement for a New Zealand property

If you have used a New Zealand statutory declaration

The statutory declaration has been witnessed by a person authorised to take statutory declarations in New Zealand under the NZ Oaths and Declarations Act 1957.

If you have used an Australian statutory declaration:

The statutory declaration has been witnessed by a person who is able to witness statutory declarations under the Australian Statutory Declarations Act 1959.

## We respect your privacy

Protecting your personal information is important to us. Please read our Privacy Policy and our Privacy Collection Notice which outline the type of information we collect about you and how we will use and store that information, and are available on our website: [australianethical.com.au/privacy-policy](https://australianethical.com.au/privacy-policy) and [australianethical.com.au/super/forms/](https://australianethical.com.au/super/forms/)

## Step 7: Declaration

- The details that I have provided are true and correct.
- I am aware that I may ask my superannuation provider for information about any fees or charges that may apply, or any other information about the effect this transfer may have on my benefits, and do not require any further information.
- I have received, read, and agree to the terms outlined in the Australian Ethical Super Product Disclosure Statement (PDS).
- I authorise Australian Ethical Super to give effect to the withdrawal.

**!** Please note if you are using an electronic signature, this must be signed using OneSpan, DocuSign, or Adobe Acrobat Sign, and the forms will need to be accompanied by a time-stamped certificate.

Signature

Signatory's full name (please print)

Date (DD/MM/YYYY)

**?** If you have any questions, please contact Australian Ethical Super on 1800 021 227.

Australian Ethical Superannuation Pty Ltd (ABN 43 079 259 733, RSE L0001441, AFSL 526 055),  
Trustee of the Australian Ethical Retail Superannuation Fund (ABN 49 633 667 743, USI/SPIN AET0100AU)

T 1800 021 227 | W [australianethical.com.au](https://australianethical.com.au)

## Australian Statutory declaration

**Note: you only need to complete and return one statutory declaration.**

This statutory declaration can be made before a person who is able to witness statutory declarations under **the Australian Statutory Declarations Act 1959**. This includes an Australian Consular or Diplomatic Officer at the Australian High Commission in Wellington, or at the Australian Consulate-General in Auckland. New Zealand Justices of the Peace, solicitors etc. are unable to witness this statutory declaration.

### Commonwealth of Australia STATUTORY DECLARATION Statutory Declarations Act 1959

1 Insert the name, address and occupation of person making the declaration

I,   
(name)

of   
(address)

(occupation)

2 Declared matter


I make the following declaration under the Statutory Declaration Act 1959:

1. I permanently emigrated from Australia to New Zealand on  and;
2. All the information I have provided in this form regarding my application is true and correct.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

Note: Do not complete the following section until you are with the person witnessing your declaration.

3 Signature of person making the declaration



**!** Please note if you are using an electronic signature, this must be signed using OneSpan, DocuSign, or Adobe Acrobat Sign, and the forms will need to be accompanied by a time-stamped certificate.

4 Place

Declared at (place for example town or city)<sup>4</sup>

5 Day

6 Month and year

on<sup>5</sup>  of<sup>6</sup>

7 Signature of person before whom the declaration is made (see over)

**!** Please note if you are using an electronic signature, this must be signed using OneSpan, DocuSign, or Adobe Acrobat Sign, and the forms will need to be accompanied by a time-stamped certificate.

Before me,

8 Full name, qualification and address of person before whom the declaration is made (in printed letters)

(name)

(qualification)

(address)

**Note 1.** A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the Statutory Declarations Act 1959.

**Note 2.** Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 – see section 5A of the Statutory Declarations Act 1959.

**Note 3.** Please refer to the following website for further information on who can witness an Australian statutory declaration – [ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx](http://ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx)

## NZ Statutory declaration

**Note: you only need to complete and return one statutory declaration.**

This statutory declaration can be made before a person who is able to witness statutory declarations under under the **Oaths and Declarations Act 1957 (New Zealand)**. This includes a person enrolled as a barrister and solicitor of the High Court, a Justice of the Peace, a notary public, the Registrar or Deputy Registrar of the Supreme Court, Court of Appeal, High Court or the District Court, some other person authorised by the law to administer an oath or a member of Parliament\*.

**This statutory declaration must be signed in New Zealand by an authorised person.**

1 Insert the name, address and occupation of person making the declaration

I,   
(name)

of   
(address)

(occupation)

2 Declared matter

I solemnly and sincerely declare that:

1. I permanently emigrated from Australia to New Zealand on   
and;

2. All the information I have provided in this form regarding my application is true and correct.

I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Note: Do not complete the following section until you are with the person witnessing your declaration.

3 Signature of person making the declaration

**!** Please note if you are using an electronic signature, this must be signed using OneSpan, DocuSign, or Adobe Acrobat Sign, and the forms will need to be accompanied by a time-stamped certificate.

4 Place

Declared at (place for example town or city)<sup>4</sup>

5 Day

6 Month and year

on<sup>5</sup>  of<sup>6</sup>

7 Signature of person before whom the declaration is made (see over)

**!** Please note if you are using an electronic signature, this must be signed using OneSpan, DocuSign, or Adobe Acrobat Sign, and the forms will need to be accompanied by a time-stamped certificate.

Before me,

8 Name of Official witness

For example, A Justice of the Peace, solicitor or another person authorised to take a statutory declaration\*

\* Please refer to the following website for further information on who can witness a statutory declaration under the NZ Oaths and Declarations Act 1957 – [legislation.govt.nz/act/public/1957/0088/latest/whole.html](https://legislation.govt.nz/act/public/1957/0088/latest/whole.html)