



Office use only
5011

Departing Australia Superannuation Payment (DASP) application.

December 2019

Complete this form if you are requesting a Hostplus benefit of more than \$5,000 to be paid, you will also need to apply online using the ATO online system at ato.gov.au/departaustralia.

If your current account balance with Hostplus is less than \$5,000 please apply using only the ATO online system at ato.gov.au/departaustralia

You must have entered Australia as a temporary resident and have since departed Australia to qualify for this type of benefit.

Complete all fields marked with an asterisk (*). Please use BLOCK letters in black or blue pen.

1 Individual details

Hostplus membership number*

Title

 Mr Mrs Ms Dr Other

Date of birth*

My Tax File Number is*

Given names*

Surname*

Date ceased employment in Australia*

Date departed from Australia*

Your current postal address (outside Australia) to which all correspondence will be sent*

Suburb

State

P/C

Country

Telephone

Office hours (include country code)

After office hours (include country code)

Email address

2 Provide your account details

Funds can be electronically transferred to you (EFT) if you have an open Australian bank account. Please provide your bank details and proof of account, such as a certified copy of a bank statement, to accept funds through EFT. Please note payments will be made in \$AUS.

Financial institution's name*

Address

Suburb

State

P/C

Country

Name of account (for example John Smith)*

BSB number*

Account number*

Visa number

Visa type

3 Sign the declaration

Your privacy

Hostplus has collected and may collect further personal and sensitive information from you in order to assess and determine your benefit application. This information is likely to include your name, address, date of birth, tax file number, visa details, financial details and immigration details. We need to collect the requested personal and sensitive information from you to assess and make a determination about your benefit application. If you do not provide us with the requested information, we may be unable to properly assess your benefit application. Your personal and sensitive information will only be disclosed to Hostplus staff involved in the assessment of your benefit application, our administrators Superpartners and/or our legal or other professional advisors if reasonably necessary.

The Hostplus privacy policy provides information about overseas disclosure of personal information, how you may access and seek correction of your personal information as well as how you can make a complaint about a breach of the Australian Privacy Principles or the Privacy Act 1988. You can access the Hostplus privacy policy at hostplus.com.au/privacy. For all privacy related questions or privacy related matters you can contact Hostplus on **1300 467 875** or via email at privacy@hostplus.com.au

Hostplus usually discloses your personal information to our administrator AAS, mail houses and the ATO. AAS may disclose

your personal information to overseas recipients. Please see the AAS Privacy Policy at www.aas.com.au for further information.

Where you have provided personal information about third parties (people other than yourself, for example your beneficiaries), it is your responsibility to inform these people that you have provided Hostplus with their personal information. You should refer them to the Hostplus privacy policy.

- I authorise my Departing Australia Superannuation Payment (DASP) to be paid by Hostplus.
- I understand that when my full benefit is paid, the fund shall be released from all claims, liabilities, and obligations in respect of my interest in the fund.
- I understand that upon cashing my cheque in my country of residence I may incur fees and charges.
- I am aware that I have the right to request any further information that I require in order to understand my benefit entitlements in the fund, including any fees and costs that may apply to the benefit withdrawal.
- I understand that my insurance arrangements with Hostplus will cease from the date that the benefit is fully paid and my account is closed.
- I declare that to the best of my knowledge all information given on this form is true and correct.

Signature of applicant*

Date*



Faxed or scanned forms cannot be processed. However photocopied forms can be processed if signed with an original signature.



When you have completed this form please send it to: Hostplus, Locked Bag 5046, Parramatta NSW 2124



Departing Australia Superannuation Payment (DASP) guide.

December 2019

Important information before you complete the application.

If you have entered Australia on an eligible temporary resident visa, and then departed Australia, you may be able to receive payment for any superannuation benefits you may have accumulated in any Australian superannuation funds.

A completed DASP application authorises us to release your Hostplus benefit to you.

However, we cannot release these benefits to you until all of the required information has been received.

Submitting your application for payment.

To be eligible for the payment, you must:

- have an expired or cancelled visa;
- have permanently departed Australia; and
- NOT be a permanent resident or citizen of Australia or New Zealand.

How to claim your Departing Australia Superannuation Payment.

Account balance less than \$5,000

If you have an account balance with Hostplus of less than \$5,000, you will need to apply using the Australian Taxation Office online system – what's more you won't need to supply any certified identification. For more information on how to apply for your DASP and applicable taxation visit the Australian Tax Office (ATO) website ato.gov.au. Once you've completed the online ATO application, please allow up to 28 days to receive the cheque or funds into your nominated Australian Bank account.

Account balance more than \$5,000

If you have an account balance with Hostplus of more than \$5,000 (at the time you make the application) you'll need to provide:

1. A completed Hostplus Departing Australian Superannuation Payment Application attached.
2. An original certified copy of your passport.
3. Complete the Australian Taxation office online system. For more information on how to apply for your DASP and applicable taxation visit the ATO website ato.gov.au.

- 3a. If you are unable to complete the ATO online system then in addition to documents in steps 1 and 2 you will be required to provide a written statement from the Department of Home Affairs known as 'Certification of Immigration Status – 1194'. To obtain this statement you'll need to download and complete the 'Certification of Immigration status – 1194' form available from the Home Affairs website at www.homeaffairs.gov.au or the Australian Taxation office website at www.ato.gov.au

Once completed, this form and an application fee should be forwarded to Home Affairs at super.payment@homeaffairs.gov.au

Once your application is approved, you will receive a cheque in Australian dollars (Please note, you may incur charges by your overseas bank when your cheque is processed into the currency of your country of residence).

Important information on certifying documents (Departing Australia Superannuation Payment).

Once your application is approved, we will notify you via email that your cheque in Australian dollars has been issued and mailed to your overseas address. Please note that as an alternative we can pay you via EFT into an account held in your name with an Australian banking institution.

When submitting forms to Hostplus you may be required to provide documentation so we can verify your identity.

To help you provide the right documentation, we've provided more information below on how to certify your identification documents.

Certified documents.

What is a certified copy?

A certified copy is a copy of an original document, which has been certified and signed by a person who is authorised to certify that it is a true and correct copy of the original.

How do I obtain a certified copy of a document?

You will need to take your original document(s) and a clear and legible photocopy of both sides of the original document to a person who is authorised to certify proof of identity documents.

What do the certifiers need to do?

The certifier will need to compare your copy with the original, then stamp or write 'This is a true and correct copy of the original'.

On every page of your proof of identity the certifier must include all of the following:

1. Certifier's writing or stamp declaring 'this is a true and correct copy of the original or 'certified true copy'
2. Certifier's signature
3. Certifier's name, qualification/current position held and address
4. Date of authorisation
5. Certifier's stamp or registration number (if applicable)

i A commercial organisation may be used to independently verify your identification details. All documents provided to us will be stored securely and will only be used for the purpose of proving your identity in relation to this claim.

What does a certified identity document look like?

This is what a certified proof of identity document should look like:



Find someone to certify your documents.

Only certain people are authorised to certify identification documents. For a complete list of people permitted to certify documents go to hostplus.com.au/id. A few common examples are:

- Police officer
- Agent of the Australian Postal Corporation who is in charge of, or a permanent employee with two or more years of continuous service with, an office supplying postal services to the public
- Pharmacist
- Legal practitioner
- Medical practitioner
- Justice of the Peace

Member residing overseas.

For members residing overseas, the persons who are authorised to certify identification documents are:

- An Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955).
- An employee of the Commonwealth or the Australian Trade Commission who is authorised and exercises his or her function in that place.
- A person authorised as a notary public in a foreign country.
- Any person who is in a country or place outside Australia and is currently licensed or registered in Australia (under a State or Territory law) to practise in an occupation listed in Part B.
- Members residing overseas must have their identification documents certified by a person who has an Australian connection (as set out above). Any documents certified by a person who is licensed or registered to practise in an occupation listed in Part B in a foreign country (and not in Australia), or who holds a position in a foreign country, will not be accepted by Hostplus (except for a foreign notary public).

i Important note.

- All pages of your proof of identity documents must be certified.
- The certification must be on the copy of the document, not on the back of the page or a separate page attached to the document.
- The certified copies of your proof of identity documents must contain an original signature. Faxed or emailed copies will not be accepted.
- If any documents are written in a language other than English, they must be accompanied by an English translation prepared by an accredited translator.
- Documents certified more than 12 months ago will not be accepted.
- The person certifying your documents can not be the benefactor or be connected to any organisation you are using to assist you in obtaining access to your super, even if they are authorised to certify documents.
- If these conditions are not met, Hostplus will be unable to process your request. If you need more information about certifying a document, simply call +61 3 9624 7370, 8am–8pm (AEST), Monday to Friday.

Checklist.

- Certified copy of your Passport or similar ID containing photo and signature (in English)
- Completed Hostplus Departing Australia Superannuation Payment application
- Proof of Australian bank account, such as a copy of Bank Statement (if you wish to receive your funds via EFT).
- A Certificate of Immigration Status – 1194 (if not applying via the ATO online system).