

In order to be considered for a Retirement Reward Dividend and receive the Retirement Reward Plan payment, please complete the form in **full**, including the certified proof of identity and nomination of your financial institution sections.

1. Personal information			
Member ID		Title	
Given names		Surname	
Date of birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Mailing address (may be a PO box)			
Alternative address	<input type="checkbox"/> Residential <input type="checkbox"/> Practice <input type="checkbox"/> Other (provide details below)		
Telephone		Mobile	
Email address		Alternate email	
2. Your financial institution account details			
For payment of the Retirement Reward Dividend to your nominated financial institution, please complete the following section and provide Proof of Identity (as per Question 5).			
Name of financial institution		Name of account	
BSB		Account number	
3. Statutory declaration - date of resignation			
I, (insert name)		of (insert address below)	
<p>make the following declaration under the <i>Statutory Declarations Act 1959</i>:</p> <ol style="list-style-type: none"> I permanently retired from paid medical practice on (insert date) ____/____/____ (This is your official last day of medical practice); I have not held an insurance policy with or been a member of another MDO at any time during the period I have been a member of Avant; the information set out in this form and in any accompanying forms is true and correct in all respects. <p>I understand that intentionally making false statements in a statutory declaration is guilty of an offence under section 11 of the <i>Statutory Declarations Act 1959</i>, and I believe that the statements I have made in this declaration are true in every aspect.</p>			
Name of person making the declaration		Signature	
Date		Declared at (Place declared)	
Before me,			
Person before whom the declaration is made (refer to section 5)			
Signature of person before whom the declaration is made			
Full name and qualification of person before whom the declaration is made (please print)			
Address of person before whom the declaration is made			

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* (Cwlth).

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

4. Proof of identity

You will need to provide documentation with this form to prove you are the person to whom the payment is being made.

Acceptable documents

The following documents may be used:

Either

One of the following documents only:

- Driver's licence issued under State or Territory law
- Passport

Or

One of the following documents:

- Birth certificate or birth extract
- Citizenship certificate issued by the Commonwealth
- Pension card issued by Centrelink that entitles the person to financial benefits

And

One of the following documents:

- Letter from Centrelink regarding a Government assistance payment
- Notice issued by Commonwealth, State or Territory Government or local council within the last twelve months that contains your name and residential address. For example:
 - Tax Office Notice of Assessment
 - Rates notice from local council.

All copied pages of ORIGINAL proof of identification documents (including any linking documents) need to be certified as true copies by any individual approved to do so (**refer to section 5**).

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 (e.g. Justice of the Peace, Australia Post employee, etc) and date.

Have you changed your name or are you signing on behalf of another person?

If you have changed your name or are signing on behalf of the applicant, you will need to provide a certified linking document. A linking document is a document that proves a relationship exists between two (or more) names.

The following table contains information about suitable linking documents

Purpose	Suitable linking documents
Change of name	Marriage certificate, deed poll or change of name certificate from Births, Deaths and Marriages Registration Office
Signed on behalf of applicant	Guardianship papers or Power of Attorney

5. Authorised persons

A Statutory Declaration and certification of your documents can be completed by the following:

1. A person who is currently licensed or registered under a law to practice one of the following occupations: Chiropractor, Dentist, Legal Practitioner, Medical Practitioner, Nurse, Optometrist, Patent Attorney, Pharmacist, Physiotherapist, Psychologist, Trade Marks Attorney, Veterinary Surgeon.
2. A person who is enrolled on the roll of the Supreme Court of the State or Territory, Or the High Court of Australia, as a legal Practitioner (However described); or

A Person on the following list:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Office or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more continuous years of service
- Employee of the Australian Trade Commission who is:
 - a) in a country or place outside Australia; and
 - b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
 - c) exercising his or her function in that place
- Employee of the Commonwealth who is:
 - a) in a country or place outside Australia; and
 - b) authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
 - c) exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this Part
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at a grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australian Defence Force who is:
 - a) an officer; or
 - b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
 - c) a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
 - a) the Parliament of the Commonwealth; or
 - b) the Parliament of the State; or
 - c) a Territory legislature; or
 - d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary Public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
 - a) the Commonwealth or a Commonwealth authority; or
 - b) a State or Territory authority; or
 - c) a local government authority; with 5 or more years of continuous service who is not specified in another item in this Part
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
 - a) the Commonwealth or a Commonwealth authority; or
 - b) a state or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution
- Member of the Australasian Institute of Mining and Metallurgy)

Please return this form to **Avant Insurance Limited PO BOX 746 Queen Victoria Building NSW 1230**,
or email memberservices@avant.org.au or contact us on **1800 128 268**.