

Child of a deceased member

Benefit application

- 1. Explanatory notes
- 2. Form
- 3. Supplement A: Student eligibility

Important information about this form

Before completing this benefit application form, you are advised to read the CSS or PSS Product Disclosure Statement (PDS) which is available from csc.gov.au, under Advice & resources. If you need assistance, call CSS on 1300 000 277 or PSS on 1300 000 377.

This form is to be completed by persons who have care, control and custody of the child of a deceased member that they consider is either an eligible child or a partially dependent child. A separate form is required for each child. Eligible children 18 years and over may apply for a benefit in their own right.

Definition of an eligible child or a partially dependent child

An eligible child includes a child of the deceased member who, immediately before the death of the member ordinarily lived with the member or was, in CSC's opinion, substantially dependent on the member, and:

- is under the age of 18; or
- is aged between 18 and 25 and is receiving full-time education at a school, college or university.

A child who did not live with, or was not substantially dependent on, the deceased member immediately before their death, but who would have otherwise satisfied the definition of eligible child above, may be a partially dependent child if the deceased member was making, or required by a court to make, regular maintenance payments in respect of the child.

For more information on the definitions of an eligible child or a partially dependent child, please see the CSS or PSS Death benefits factsheets available from csc.gov.au, under Advice & resources. If you need assistance call CSS on 1300 000 277 or PSS on 1300 000 377.

How to use this form

Please use a black or blue pen.

- Mark boxes like this with a ✓ or ★ then fill out the next question or section.
- Where you see a box like this Go to 3 skip to the question number shown. You do not need to answer the questions in-between.
- Where you see a box like this Attach A attach the requested documents.

Submitting your form

Please post your completed, signed application form and attached documents to:

CSS/PSS GPO Box 2252 Canberra ACT 2601 AUSTRALIA

Email: formsandapplications@csc.gov.au



ony advice provided in this document is general advice only and has been prepared without taking account of your personal objectives, financial situation or needs. Before acting on any such general dvice, you should consider the appropriateness of the advice, having regard to your own objectives, financial situation and needs. You may wish to consult a licensed financial advisor. You should obtain copy of the CSS Product Disclosure Statement (PDS) or the PSS Product Disclosure Statement (PDS) and consider their contents before making any decision regarding your super.

1. Explanatory notes start

These **Explanatory notes** are intended to assist you to complete the attached benefit application form. Before completing this benefit application form, you are advised to read the relevant scheme **Product Disclosure Statement (PDS)** available at **csc.gov.au**

It is suggested that you separate the notes from the form so that you can refer to them as you complete the application form. We can provide details of your benefit entitlement and explain benefit options.

For more information:

CSS

Phone: 1300 000 277 Fax: 02 6275 7010

Email: members.aps@contact.csc.gov.au

PSS

Phone: 1300 000 377 Fax: 02 6275 7010

Email: members.aps@contact.csc.gov.au

Section A – About the deceased

Please complete all the boxes in this section.

Please also attach a certified copy of the full death certificate (if not already provided).

Section B - Child's details

Complete all the boxes in this section for all potential eligible children. Please provide any necessary birth certificates or student review forms as required. Remember: you need to complete a separate form for each eligible child in your care, control or custody.

Section C - Your details

Please complete all the boxes in this section. It allows us to identify you, and tells us how to contact you.

Section D – Identification requirements

To guard against fraud, money laundering, terrorism financing, you need to provide us with information to verify your identity before your request can be processed. The identification documents you send us will be verified electronically using a Document Verification System, or you can provide certified copies of your documents with your application. If you supply certified documents, the person certifying them must attest that the documents are true copies, and that you are the valid holder of the identification. Copies of your documents will be scanned and stored on our secure document management system.

Section E – Declaration

You must sign the Declaration in all cases.

Note: There are penalties for making false declarations in respect of claims for benefits.

Section F – Application checklist

Please ensure relevant documents are included with your application.





Child of a deceased member

Benefit application

2. Form start

Read the Explanatory notes and each section of the form carefully before filling it in.

We're committed to protecting your privacy. We collect your personal information for the purposes of providing superannuation services to you, improve our products and to keep you informed. We will only share your personal information where necessary for providing superannuation services to you. This may include disclosing your personal information to our scheme administrator, service providers or government or regulatory bodies. Your personal information may be accessed overseas by our service providers. Please see our privacy policy for full details. Your personal information will not be otherwise used or disclosed unless required or permitted under law. A full copy of our privacy policy as well as the privacy complaint process is available at csc.gov.au/Members/Privacy-policy



About the deceased member

Reference number (AGS)																						
Title		Mr			N	1rs			Ms			\	/liss			Ot	her					
Surname																						_
Given names																						1
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Section B continued on next page

4. Living Arrangements																						
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5. Dependency																						
Was the child wholly or substant	ially	depe	enda	ant u	ıpor	the	ded	ceas	ed a	it th	e tir	ne o	of de	ath	?							
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	No																					
7. Other eligible children	1																					
Please indicate whether there are are in your care, control and cust the name(s) and address(s) of the	e oth	sep	arat	е ар	plic	atio																
Child two:																						
Surname																						
Given name(s)																						
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Date of birth			/			/																
Child three:																						
Surname																						
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Given name(s)																						
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Child six:																							
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in the name of																							
Name of account holder																							
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About you																							
9. Your details																							
Please fill in this section if the ch	ild is	und	er t	he a	ge o	f 18	3.																
Reference number (AGS) (if applicable)																							
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Surname																							
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Phone number	BUSINESS HOURS
	AFTER HOURS
	MOBILE NUMBER
Email address	
	@
	If you provide your email address, we will provide your pension advice letter and

Payment Summary electronically via CSC Navigator and notify you by email of when they are available. Please tick this box if you want paper copies of those documents to be sent to the postal address above instead. You can change your communication



Identification requirements

To confirm your identity, we require some information from you—this is to protect your benefit against fraud, money laundering and terrorism financing, under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006.

preference at any time via CSC Navigator.

Verifying your documents

Identifying documents may be verified through the Document Verification Service (DVS). DVS is a national online system that allows approved government agencies and organisations to compare a member's identifying information with a government record. It is not a database and does not store any personal information. Requests to verify a document are encrypted and sent via a secure communications pathway to the document issuing authority for checking.

If you don't provide authorisation to have documents verified electronically or your documents are incompatible with DVS, you will need to provide certified copies of required documents. Please also refer to the section Certifying your documents.

An electronic copy of your identification documents will be stored in a secure environment and hard copies will be securely stored off-site. All copies will only be used for the purpose of confirming your identity. You need to send in identification with every application.

DVS is only compatible with some identification documents, these have been listed below.

Certifying your documents

If you're providing certified documents, the certifying authority must confirm in writing you are the valid holder of the identification you are presenting, and any copies are true copies of the original.



IMPORTANT: The certification must include the name, signature, qualification and registration number of the certifying authority (if applicable), and the date of the certification.

The following sample of certifying authorities can certify your documents in Australia:

- Employee of a Commonwealth authority engaged on a permanent basis with five or more years of continuous service who is not specified elsewhere in this document
- Financial Adviser or Financial Planner
- Justice of the Peace (JP)
- Legal Practitioner
- Medical Practitioner
- Member of the Australian Defence Force who is:

 - a Non-Commissioned Officer within the meaning of the Defence Force Discipline Act 1982 with five or more years of continuous service; or
 - · a Warrant Officer within the meaning of that Act.
- Midwife
- Notary Public
- Nurse
- · Occupational therapist
- Physiotherapist
- · Psychologist.

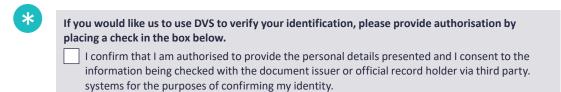
For a full list of certifying authorities refer to **Schedule 2** of the *Statutory Declarations* Regulations 2018 available at www.legislation.gov.au/Details/F2018L01296

Please note: We require a copy of both sides of your identification document.

How can I meet the identification requirements?

You only need to provide one document from the Primary photographic identification category. If you can't provide any Primary photographic identification you will need to provide one secondary identification document from List A AND one secondary identification document from List B. We can only accept documents that are listed below for identification purposes.

If the name we hold on file for you is different to the name on your identification, or two pieces of identification are in different names, please provide a certified copy of your Marriage or Change of Name certification.





You must provide a copy* of one of the following:

Primary photographic identification

DVS compatibility is shown as or



- A current Australian Driver's Licence (front and back of licence must be provided).
- A current Australian Passport (or one which has expired within the last two years).
- A current Australian Proof of Age card (issued under a State or Territory law).

If your documents are incompatible with DVS, certified copies.

Secondary identification requirements

Only provide these documents if you're unable to provide one of the Primary photographic identification documents.

List A

Your Australian Birth Certificate or extract issued by a State or Territory. Please note: Birth Certificate extracts and Birth Certificates issued before 1970 may not be verified by DVS.

Your Citizenship Certificate issued by the Commonwealth.

Your current Pensioner Concession Card issued by the Department of Human Services.

List B

- Your notice issued by the Australian Taxation Office (ATO) within the last 12 months that shows your name, current residential address, and records an amount payable either to or from the ATO.
- Your notice issued by a local council or utilities provider in the last three months showing the provision of services and current residential address. For example: rates notice, electricity or water bill.
- Your notice issued by the Commonwealth or a State or Territory government within the last 12 months showing your name and current residential address, and the provision of a financial benefit. For example: a Centrelink letter.

Certifying your documents overseas

If you live overseas and need to have documents certified, it needs to be done by a person in a foreign country who is authorised by law in that jurisdiction to administer oaths or affirmations or to authenticate documents. For more information refer to ag.gov.au and dfat.gov.au. Documents provided in a foreign language must be accompanied by a certified translation completed by an

Persons residing overseas and foreign residents may need to contact us.

*Don't send original documents.

don't forget to provide



GIVE	N NA	ME(S)										
SURI	NAME											

declare that:

- I have been advised to read the CSS or PSS PDS before completing this form.
- the information I have provided is true and correct to the best of my knowledge.
- I acknowledge that it may be a criminal offence to knowingly provide false or misleading information or documents.



SIGNATURE	Date	e sig	ned							
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			/			/				



read all the Important information about this form and any other information I require to make an informed decision
filled in all the sections applicable to me
attached a certified copy of the child's full birth certificate
attached a Review of student pension form if the child is 18 years or older
provided evidence of the signatories for the child's bank account
signed the Declaration in Attachment A at Section C
attached certified copies of documents as requested at Section D , if you've elected to Verify your identity using certified documents .



Please send this completed form and all relevant attachments to:

CSS/PSS GPO Box 2252 Canberra ACT 2601 AUSTRALIA

Email: formsandapplications@csc.gov.au







3. Student eligibility

Attachment A

This form needs to be completed and forwarded with the Child of a deceased member form, if the child is 18 or over or will be turning 18 during the coming year.

Important information about this form

Under the rules of the Commonwealth schemes a pension is payable to an eligible child or partially dependent child of a deceased member between the age of 18 and 25 years, if the child is receiving full-time education at a school, college or university. A pension is not payable if the student changes from full–time to part–time study.

The student named below is either 18 or over or will be turning 18 during the coming year.

Submitting your form

Please post your completed form to:

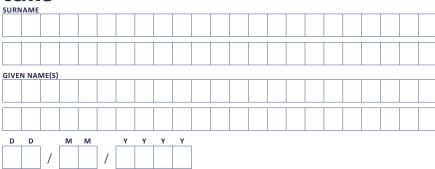
GPO Box 2252 Canberra ACT 2601

Email: formsandapplications@csc.gov.au



Applicant details

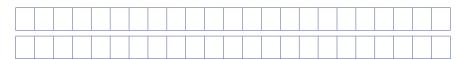
Child/student's name







Name of school/college/ university





Section B continued on next page

Address of school/college/	PHYSICAL ADDRESS	_
university		
	SUBURB STATE POSTCODE	_
	POSTAL ADDRESS	_
	SUBURB STATE POSTCODE	_
Contact phone number of school/college/university	BUSINESS HOURS	
Type of course		
(eg HSC, degree)		爿
	Full-time Part-time	
Duration of course	D D M M Y Y Y Y T to D D / M M / Y Y Y Y	
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