

Memorandum of Transfer (Life Insurance Act 1995)

Policy number

Surname

Given name(s)

To Once Life Pty Ltd on behalf of St Andrew's Life Insurance Pty Limited
Please transfer the above policy to the transferee named below

Transferor Details (please attach a certified copy of your driver's licence or passport which shows your signature)

The transfer under this memorandum will only become effective at law once various statutory conditions have been satisfied, including registration of the transfer by St Andrew's in its register of transfers

Transferor's Signature

Date

Witness' Signature

Date

Witness' Full Name

(Witness must 18 years or over and a third party who is not the Transferor or Transferee)

Transferee Details

Personal Details

Title	Surname	Given Names
Occupation	Date of birth/...../.....	

Company Details if transfer is to a Company

Company Name
ACN / ABN

Contact Person if transfer is to a Company

Title	Surname
Given Names	Position

Address

Unit No.	Street No.	Street Name
Suburb	State	Postcode
Contact number (h)	(w)	(mobile)
Email		

Transferee's Signature

Date

Witness' Signature

Date

Witness' Full Name

(Witness must 18 years or over and a third party who is not the Transferor or Transferee)

Is this a transfer to a financial institution as security for a debt? Yes No

Note: If the transferor is a company, St Andrew's may require confirmation that this has been properly executed. If the Transferee is a Financial Institution which is taking the transfer of this policy as security for a debt, Once Life will continue to send premium notices to the Transferor.

Please send completed form to: Once Life Customer Service Centre GPO Box 3288 Sydney NSW 2001

Registration of Transferor (office use only)

I confirm that as a representative of Once Life, the current process outlined in the MOT Authorisation Letter has been correctly followed including that the original version of a certified copy of ID has been obtained for the Transferor Yes

Name

Once Life Representative

Date

Date of Registration of Transfer by St Andrew's/...../.....

Name

Principal Officer of St Andrew's or Authorised Person

Date

List of Certifiers

The following list outlines who can certify ID document for the facilitation of the Memorandum of Transfer process

The following is a list of persons authorised to certify documentation under the current Anti-Money Laundering legislation. Unless specified that the certifier may be overseas, they must be either an Australian Citizen or permanent resident of Australia:

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955) in Australia or overseas
- Bailiff
- an officer with 2 or more continuous years of service with one or more Australian financial institutions (for the purposes of the Statutory Declaration Regulations 1993)
- Building society officer with 2 or more years of continuous service
- Chief executive officer of a Commonwealth court in Australia or overseas
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 2 or more years of continuous service
- Employee of the Australian Trade Commission who is:
 - in a country or place outside Australia; and
 - authorised under paragraph 3(d) of the Consular Fees Act 1955; and
 - exercising his or her function in that place
- Employee of the Commonwealth who is:
 - in a country or place outside Australia; and
 - authorised under paragraph 3(c) of the Consular Fees Act 1955; and
 - exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- Finance company officer with 2 or more years of continuous service
- Holder of a statutory office not specified in another item in this Part
- Judge of a court in Australia or overseas
- Justice of the Peace
- A Magistrate in Australia or overseas;
- 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 the grade of student
- Member of the Association of Taxation and Management Accountants A Magistrate in Australia or overseas

The certified copy must include a statement:

"I certify that this is a true copy of the original document".

The certifier must also include their full name, signature, date, registration number (if any) and qualification or occupation which makes them eligible to certify documents, on each of the photocopied identification documents.

The certified copy must include a statement: "I certify that this is a true copy of the original document". The certifier must also include their full name, signature, date, registration number (if any) and qualification or occupation which makes them eligible to certify documents, on each of the photocopied identification documents.

- Member of the Australian Defence Force who is:
 - an officer; or
 - a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 2 or more years of continuous service; or
 - 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:
 - the Parliament of the Commonwealth; or
 - the Parliament of a State; or
 - a Territory legislature; or
 - 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 (for the purposes of the Statutory Declarations Regulations 1993) in Australia or overseas
- Permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
 - the Commonwealth or a Commonwealth authority; or
 - a State or Territory or a State or Territory authority; or
 - a local government authority;with 2 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 in Australia or overseas
- Senior Executive Service employee of:
 - the Commonwealth or a Commonwealth authority; or
 - 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
- A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described) in Australia or overseas
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service with one or more licensees.