# Change my details

# **Australian Super**

#### How to complete this form

#### Compulsory details

Please complete your member number, full name, address and date of birth details. If you don't know your member number, please complete your full name and date of birth to help us find your account.

#### Change of name, gender or date of birth

Complete sections 1, 2 and 4.

#### What do I use to prove my change of name or date of birth?

If you have changed your name or are updating your date of birth, you'll need to provide certified proof.

Certified copies of the following documents may be used to prove:

- Change of name: Marriage certificate, deed poll, decree nisi, or change of name certificate from the Births, Deaths and Marriages Registration Office.
- Change of gender (and name): newly issued birth certificate that shows your updated name and gender along with your previous name and gender; or a letter of verification from your relevant state or territory Births, Deaths and Marriages Registration office that states your previous name and gender and your updated name and gender.
- Date of birth: Driver licence, passport, birth certificate, or government-issued proof of age card.

#### Change of address or email

Complete sections 1, 2 and 4. You don't need to provide any supporting documents.

#### Nomination of preferred beneficiary

Complete sections 1, 3 and 4.

#### Further information about nominating your preferred beneficiaries

To make sure that your nomination of preferred beneficiaries is valid, please read the following information.

#### Who can I nominate?

Under the AustralianSuper Trust Deed, benefits payable in the event of your death may only be paid out to your dependants, or to your legal personal representative. It is important that you take account of who may qualify as a dependant in your nomination.

The definition of 'dependant' under AustralianSuper Trust Deed includes:

- your spouse (including de facto);
- your children of any age (including step<sup>1</sup>, adopted or ex-nuptial);
- · any other person who is or was wholly or partially financially dependent<sup>2</sup> on you; or
- your interdependants (those with whom you have a close personal relationship; you live with; and you provide them or they provide you with financial support, and domestic and personal care. You also have an interdependent relationship if you have a close personal relationship but are unable to meet the other requirements because one or both of you suffer from a physical, intellectual or psychiatric disability).

#### Who decides?

Under the Trust Deed, the Trustee alone is generally responsible for deciding to whom, and in what proportion, your death benefit should be paid. In making this decision however, the Trustee will take into account your nomination of preferred beneficiary(ies).

For your nomination to be effective, it is important that you keep it up to date, particularly if your family or marital circumstances change. If you have no eligible dependants to whom the benefit can be paid, the Trustee may pay the benefit to your legal personal representative for inclusion in your estate.

#### Can I make a binding nomination?

Yes, you can make a binding beneficiary nomination by completing and returning the *Binding death nomination* form available at australiansuper.com/forms

Choice Income members can make a binding nomination or reversionary beneficiary nomination by visiting australiansuper.com/forms, selecting Forms in the Retirement tab and completing the relevant form.

#### Declaration

You must sign and date Section 4 before returning this form.

### How to certify your documents



#### 1 Go to your local police station

Take both the ORIGINAL and a photocopy of your CURRENT document(s) to your local police station. If you are using your driver licence or government-issued proof of age card, you'll need to photocopy BOTH sides.

If you're withdrawing more than \$10,000 you'll need additional ID:

- Above \$10,000 and up to \$50,000: a CURRENT bill (power, telephone) or bank statement.
- Above \$50,000 and up to \$75,000: two CURRENT bills (power, telephone) or bank statements.
- Above \$75,000: three CURRENT bills (power, telephone) or bank statements.

All ID must have the same name and mailing address that we have for your super account.



#### 2 Ask them to certify your identification (ID)

To certify your ID, the authorised person needs to compare the photocopy to the ORIGINAL and include the following details on the copy:

- · stamp or write 'This is a true and correct copy of the original'
- their qualification (such as police officer)
- their name
- · their address and phone number, and
- their signature and the date it was signed.

Every page of the documents we receive from you must have been certified and dated within the last 6 months. Undated documents will be rejected.



If you can't get to a police station, a number of other people can certify your ID for you. Go to australiansuper.com/IDHelp for more information.

<sup>&</sup>lt;sup>1</sup> If your nomination(s) include stepchildren, the nomination will end if/when the relationship between you and the natural parent ends. For example, upon death or divorce. They may be able to qualify as having an interdependent relationship at the time of your death.

<sup>&</sup>lt;sup>2</sup> As defined by Superannuation law.

# Change my details



Please complete in pen using CAPITAL letters and print (X) to mark boxes where applicable. Read the Privacy Collection Statement on page 4 of this form to see how Australian Super uses your personal information.

1 Existing member details	
Last name	Mr Mrs Ms Miss Dr
	$\times$ $\times$ $\times$ $\times$
First name/s	Date of birth
Street address	
	State Postcode
Suburb	State Postcode
Postal address (if different from Street address)	
Suburb/Town	State Postcode
Telephone (business hours)  Telephone (after hours)  Mobile	<b>3</b>
Email	
Please supply your member number and/or account number - whichever is relevant to the account	nt vou currently hold. If vou
have more than one super account, you'll need to complete another form.	
Member number	
2 Updated member details	
Please only fill in the details that you want us to change.	
If you've made changes to your name or your date of birth is different from your current details, y To update your address or email, you <b>don't</b> need any supporting documents.	ou need to provide evidence.
I'm changing my:	
Name: I have attached my certified proof of identity to this application (e.g. marriage certifica	te, deed poll, decree nisi or
change of name certificate from the Births, Deaths and Marriages Registration Office).	
Name and gender: I have attached my certified proof of identity to this application (newly issues letter of confirmation or verification that states both previous and current names, from the Bir	
Registration office.)	tils, Deatils and Marriages
Date of birth: I have attached my certified proof of identity to this application (e.g. driver licer	nce, passport, birth certificate,
or government-issued proof of age card).	
Please ensure that you provide photocopies of your original identification documents and that the The documents we receive from you must have been certified and dated within the last 6 months	•
rejected. For instructions on how to get your ID documents certified, go to australiansuper.com/I	
Last name	Mr Mrs Ms Miss Dr
	X X X X
First name/s	Date of birth
	D D M M Y Y Y
Street address	
Suburb	State Postcode
Postal address (if different from Street address)	
Suburb/Town	State Postcode
If you'd like to change your mobile phone number please call us on <b>1300 300 273</b> 8am to 8pm AF	ST/AEDT weekdays.
If you'd like to change your mobile phone number please call us on <b>1300 300 273</b> 8am to 8pm AE Email	EST/AEDT weekdays.

## Nominate your beneficiaries

Provide details of your legal personal representative or any dependants<sup>1</sup> who may be entitled to your super (including any insurance benefit) if you die. To make your nomination binding, download the Binding death benefit nomination form available at australiansuper.com/forms

Please use the two decimal point spaces provided for the benefit percentages (% of benefit) section to add up to 100.00%.

Full name	Relationship		Residential address	% of benefit					
Full name	Relationship		Residential address	% or penerit					
	Spouse	Financial dependant <sup>2</sup>							
	Child <sup>1</sup> Interdependant	Legal personal representative (executor or administrator of your estate)							
		,							
	Spouse	Financial dependant <sup>2</sup>							
	Child <sup>1</sup> Interdependant	Legal personal representative (executor or administrator of your estate)							
	interdependant	(chocate) of damming atter or your estate)		70					
	Spouse	Financial dependant <sup>2</sup>							
	Child <sup>1</sup>	Legal personal representative							
	Interdependant	(executor or administrator of your estate)		%					
	Spouse	Financial dependant <sup>2</sup>							
	Child <sup>1</sup>	Legal personal representative							
	Interdependant	(executor or administrator of your estate)		%					
	Spouse	Financial dependant <sup>2</sup>							
	Child <sup>1</sup>	Legal personal representative							
	Interdependant	(executor or administrator of your estate)		%					
			TOTAL MUST ADD UP TO 100.00%						
If your nomination(s) inclu	de stepchildren t	he nomination will end if/when the r	elationship between you and th	e natural parent ends					
		nay be able to qualify as having an in							
<sup>2</sup> As defined by Superannua	tion law.								

When you use this form to nominate beneficiaries, you're telling us which of your dependants you'd like us to pay your super (and any insurance benefit) to if you die. We're not bound by your nomination, but we use this information as a guide to work out who to pay your benefit to.



# Sign this form

To the best of my knowledge the information I have provided on this form is correct and I have read the Privacy Collection Statement below and I understand how AustralianSuper will use my personal information.

#### Sign here

											Date															
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Pri	nt na	ame	)																							

#### **Privacy Collection Statement**

Please read this Privacy Collection Statement to see how AustralianSuper uses your personal information.

Australian Super Pty Ltd (ABN 94 006 457 987) of GPO Box 1901, Melbourne, Victoria, 3001, collects your personal information (PI) to operate, and administer, your super account (including insurance) or retirement income account, improve our products and services and keep you informed. If we can't collect your PI we may not be able to perform these services. PI is collected from you but sometimes from third parties like your employer and your financial adviser (if applicable). We will only share your PI where necessary to perform our activities with our administrator (Australian Administration Services Pty Ltd, Link Group), service providers, as required by law or court/ tribunal order, or with your permission. Your PI may be accessed overseas by some of our service providers and, where applicable to your circumstances, by third-party service providers of your financial adviser. Our Privacy Policy details how to access and change your PI, as well as our privacy complaints process. For complete details go to australiansuper.com/privacy or call us on 1300 300 273.

