

Change my details

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, address 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, gender 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 or change of name certificate from the Births, Deaths and Marriages Registration Office.
- **Correction of a name:** Driver Licence or Passport and Commonwealth/State statutory declaration.
- **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.

Note: If your address has changed in the last 6 months, please provide a current bill, bank statement or rates notice to change your DOB.

Change of address or email

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

Non-binding nomination (of a preferred beneficiary)

For a non-binding nomination (i.e. of a preferred beneficiary), complete sections 1, 3 and 4.

Further information about nominating your preferred beneficiaries

To make sure that your non-binding nomination (i.e. 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, adopted or ex-nuptial);
- any other person who is or was wholly or partially financially dependent¹ 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 *Making, changing or cancelling a binding death nomination (for super account)* 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.

¹ As defined by Superannuation law.

How to certify your documents

1 Get your ID documents and photocopies ready for certification

Take both the ORIGINAL and a photocopy of your CURRENT driver licence, passport or government-issued proof of age card to someone who is authorised to certify ID (e.g. a pharmacist, a medical practitioner, a lawyer, a post office employee, a financial adviser or planner, or a police officer). 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 statements issued within the last three months.
- Above \$50,000 and up to \$75,000: two CURRENT bills (power, telephone) or bank statements issued within the last three months.
- Above \$75,000: three CURRENT bills (power, telephone) or bank statements issued within the last three months.

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 'I certify that this document is a true copy of the original sighted by me on this day [date],[month],[year]'
- their qualification (such as pharmacist)
- their name
- address
- type of authority (including any identifying number)
- 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.



To view the full list of people who can certify your documents, go to australiansuper.com/IDHelp for more information.

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 AustralianSuper uses your personal information.

1 Existing member details

Last name		Mr		Mrs		Ms		Miss		Dr	
<input type="text"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
First name/s		Date of birth									
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
Street address											
<input type="text"/>											
Suburb						State			Postcode		
<input type="text"/>						<input type="text"/>			<input type="text"/>		
Postal address (if different from Street address)											
<input type="text"/>											
Suburb/Town						State			Postcode		
<input type="text"/>						<input type="text"/>			<input type="text"/>		
Telephone (business hours)				Telephone (after hours)				Mobile			
<input type="text"/>				<input type="text"/>				<input type="text"/>			
Email											
<input type="text"/>											

Please supply your member number and/or account number - whichever is relevant to the account you currently hold. If you 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 and/or gender, or your date of birth is different from your current details, you need to provide evidence. To update your address or email, you **don't** need any supporting documents.

I'm changing my:

- ☐ **Name:** I have attached my certified proof of identity to this application (e.g. marriage certificate 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 issued birth certificate, and a letter of confirmation or verification that states both previous and current names, from the Births, Deaths and Marriages Registration office.)
- ☐ **Date of birth:** I have attached my certified proof of identity to this application (e.g. driver licence, passport, birth certificate, or government-issued proof of age card).

See *How to certify your documents* outlined on page 2.

Last name		Mr		Mrs		Ms		Miss		Dr	
<input type="text"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
First name/s		Date of birth									
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
Street address											
<input type="text"/>											
Suburb						State			Postcode		
<input type="text"/>						<input type="text"/>			<input type="text"/>		
Postal address (if different from Street address)											
<input type="text"/>											
Suburb/Town						State			Postcode		
<input type="text"/>						<input type="text"/>			<input type="text"/>		

If you'd like to change your mobile number, you can do so when you log in to your account on the website, or via the My Details section on the AustralianSuper mobile app. Or call us on **1300 300 273** 8am to 8pm AEST/AEDT weekdays.

Email

3 Nominate your beneficiaries

Provide details of your legal personal representative or any dependants¹ who may be entitled to your super (including any insurance benefit) if you die. To make your nomination binding, download the *Making, changing or cancelling a binding death nomination (for super account)* 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 ¹		Residential address	% of benefit
	<input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Interdependant	<input type="checkbox"/> Financial dependant <input type="checkbox"/> Legal personal representative (executor or administrator of your estate)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> %
	<input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Interdependant	<input type="checkbox"/> Financial dependant <input type="checkbox"/> Legal personal representative (executor or administrator of your estate)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> %
	<input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Interdependant	<input type="checkbox"/> Financial dependant <input type="checkbox"/> Legal personal representative (executor or administrator of your estate)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> %
	<input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Interdependant	<input type="checkbox"/> Financial dependant <input type="checkbox"/> Legal personal representative (executor or administrator of your estate)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> %
	<input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Interdependant	<input type="checkbox"/> Financial dependant <input type="checkbox"/> Legal personal representative (executor or administrator of your estate)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> %
			TOTAL MUST ADD UP TO 100.00%	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> %

¹ Each relationship is defined by Superannuation 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 non-binding nomination, but we use this information as a guide to work out who to pay your benefit to.



4 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 _____

D	D	M	M	Y	Y	Y	Y
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Print full name (this must be your correct/new legal name)

[illegible]

Privacy Collection Statement

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

AustralianSuper 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 provide 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, being a part of MUFG Pension & Market Services Holdings Ltd), our insurer (TAL Life Limited, ABN 70 050 109 450, AFSL 237848), our contact centre provider (Concentrix Services Pty Ltd), 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**.

Please return this completed form to:

AustralianSuper, GPO Box 1901, MELBOURNE VIC 3001

or upload a copy at australiansuper.com/upload-document

Questions? Call **1300 300 273** or visit **australiansuper.com**