

Change of income stream membership details



You can use this form to update your:

- personal or contact details
- payment amount or frequency
- bank account details.

You can also use this form to convert your transition to retirement income stream to a retirement income stream.

Please use a dark pen and CAPITAL letters. Use (X) to mark boxes. You can also type data directly into this form, print it and send it to us. Forms are located on our website at aware.com.au/forms.

The **Notes** at the back will help you complete this form. If you have any questions, call us on 1300 650 873.

1. Your current membership details

Please record your current membership details before you update the information in **Section 2**.

Member number	Account number	Date of birth (DD-MM-YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	Last name	
<input type="text"/>	<input type="text"/>	
Given name(s)		
<input type="text"/>		

2. Information to be updated

Any change of name or correction to your date of birth must be supported by proof of identity documentation (see **2. Information to be updated** in the **Notes**). If you wish to change the investment option in which your account balance is invested, or the investment option from which your payments are made, you should use a *Change of income stream investment details* form.

Only complete the details that have changed.

Title	Male	Female	Other	Unspecified	Date of birth (DD-MM-YYYY)
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Last name					
<input type="text"/>					
Given name(s)					
<input type="text"/>					
Residential address					
<input type="text"/>					
<input type="text"/>					
Suburb	State	Postcode			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Postal address (if different from residential)					
<input type="text"/>					
Suburb	State	Postcode			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Daytime contact number	Mobile				
<input type="text"/>	<input type="text"/>				
Email (for security reasons, please ensure that your nominated email address is your personal email address and not a role-based email address such as <code>employee_title@company.com.au</code>)					
<input type="text"/>					

i Some correspondence cannot be sent electronically, so you may still receive some communications from Aware Super in the post.

Communication preferences

By providing my email address and/or phone number, I'm consenting to receive communications from Aware Super via email, my online account, mobile app, as appropriate and in accordance with Aware Super's Privacy Policy. I understand I can change my communication preferences at anytime by calling Aware Super on **1300 650 873** or by logging into my online account.

- I would like to opt-out of receiving electronic communication and instead would like to receive communications and information about my Aware Super account via post.

Our *Annual Report* is available on our website for review. If you would like to receive a paper copy contact us on **1300 650 873**.





See Notes Section 3 for information about minimum and maximum annual payments.

3. Change your income stream payment amount or frequency

Type of income stream

I currently have a: Retirement income stream **OR** Transition to retirement income stream

NOTE: If you have satisfied a condition of release and wish to convert your transition to retirement income stream to a retirement income stream, you must also complete Section 5. Please read **Section 5** of the Notes for information about the implications of moving from a transition to retirement income stream to a retirement income stream.

New payment amount

- Minimum annual percentage amount
- Maximum annual percentage amount (transition to retirement income streams only)
- Specific amount of \$, (gross amount per payment frequency)

New payment frequency

I would like to receive my income stream payments:

- Fortnightly (every second Wednesday) Monthly (12th of the month)
 - Quarterly (12th of Sept, Dec, March, June)
 - Half-yearly (12th of June and Dec **OR** nominate two months that are six months apart below)
-
- Yearly (12th of June **OR** nominate your preferred month below)
-

4. Change your bank account for income payments

You must provide proof of identity if you are setting up or updating your bank account information.

Name(s) on bank account

Name of bank or financial institution

BSB number

Account number



For members wishing to convert their transition to retirement income stream to a retirement income stream, only the current version of the form can be accepted.

5. Change your transition to retirement income stream to a retirement income stream

You can convert your transition to retirement income stream to a retirement income stream if you have satisfied one of the following retirement conditions of release. Mark (X) to indicate which of the conditions you satisfy. Please read **Section 5** of the Notes for information about the implications of moving from a TRIS to a RIS.

- I have permanently retired; or
- I have reached age 60 and have ceased a paid employment arrangement since my 60th birthday, and:
 - I was not in paid employment when I started my transition to retirement income stream; and/or
 - I have ceased a paid employment arrangement since I started my transition to retirement income stream.

What is the date you last ceased paid employment?

 - -

Employer's name

If you have been gainfully employed at all times since you started your transition to retirement income stream, you are not eligible to convert it to a retirement income stream (although you may be eligible to withdraw some benefits). Call customer service for more information.

6. Proof of identity

Please complete **x** one of the options below.

I have previously provided certified proof of identity documents or provided the electronic verification information below to Aware Super and I am not changing my name, providing bank details for the first time or changing a previously nominated bank account.

I will provide electronic proof of identification for verification.

I authorise the use of my personal details, below, for the purpose of electronic data verification. I understand that my information will be used to verify my identity electronically using independent data sources. Please provide any TWO of the following:

1. Full name **exactly** as it appears on my Medicare card

My Medicare number is

Valid to

My reference number on this card is

Select your Medicare card colour

Green Blue Yellow

2. Full name **exactly** as appears on my driver's licence

Licence number

State of issue

Expiry date

3. My **Australian** passport number is

Place of birth (as shown on your passport)

Country of birth (not shown on your passport)

Family name at birth (not shown on your passport)

I will provide original, certified proof of identity (POI) documents. For a list of POI documents and certification guidelines, refer to the **Notes** section. If my POI documents have not been certified correctly, I understand Aware Super may use the information on the documents to verify my identity electronically using independent data sources.

7. Privacy

The personal information provided on this form is collected by and held for Aware Super by the fund administrator, Mercer Administration, in accordance with the Australian Privacy Principles of the *Privacy Act 1988 (Cth)*, for the purpose of administering accounts and providing services associated with fund membership. For further information about how personal information is handled, please call us on **1300 650 873** or visit aware.com.au/privacy to view the privacy policy (a hard copy of the policy may also be provided on request). The policy contains information about access to and correction of personal information, how a complaint can be made about a privacy breach and other important information about how personal information is collected, used and disclosed.

You should read the current relevant *Member Booklet (Product Disclosure Statement)* for income stream members. The *Member Booklets* are available on our website and free of charge from customer service.

Forms are located on our website at aware.com.au/forms. You can type data directly into these forms, print them and send them to us. If you prefer to write on the forms, please use a dark pen and print clearly.

1. Your current membership details

Please record your current membership details before you update information in Section 2.

2. Information to be updated

Proof of identity

Any change of name, bank account details or correction to the date of birth we have recorded for you must be supported by **proof of identity** (POI) documentation.

Providing electronic proof of your identity

To verify your identity electronically, you can provide two government-issued identification documents – such as your Australian Passport, Driver's Licence and Medicare Card within the proof of identity step of this form. Alternatively, you must provide certified proof of identity document(s). Refer to the acceptable documents list below.

Providing certified proof of your identity is a three-step process

1 Collect your originals

Collect your proof of identity document(s). We have listed the documents you can use below.

2 Photocopy your originals

3 Have your copies certified

Take your copies and your original documents to a person who can certify documents. A list of authorised certifiers and certification guidelines is included under **Certification of personal documents**.

Acceptable POI documents

To prove your identity, you can provide **either**:

ONE certified document from List A; **OR**

ONE certified document from List B **PLUS** ONE certified document from List C.

Either:

A certified copy of one of the following documents:

- A current drivers licence with a photograph, issued in Australia or under the authority of a foreign country.*
- An Australian passport (if expiry is less than 2 years old)
- A current Australian state/territory proof of age card containing your photograph
- A current passport, similar travel document or national identity card issued by a foreign government department, the UN or an agency of the UN, containing your photograph and either your signature or a unique identifier*

Or:

One certified document from this list:

- A birth certificate issued by a state or territory of Australia, by a foreign government, or by the United Nations or an agency of the United Nations*
- A citizenship certificate issued by the Commonwealth or a foreign government*
- A current Centrelink pension card that entitles you to receive financial benefits

AND One certified document from this list:

- A notice issued by the ATO within the last 12 months that shows your name and current residential address and records an amount payable to or by you e.g. your last tax assessment
- A notice issued by a local council or utilities provider in the last three months showing the provision of services to you and your current residential address e.g. rates notice, electricity or water bill
- A 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 financial benefits to you e.g. Centrelink letter
- If you're under 18, you can provide a student card, or a letter from a school principal. The letter must include the date it was issued (within three months of providing your proof of ID), your name, residential address and the dates you attended the school.

*If the document and/or the certification is not written in English, it must be accompanied by an English translation prepared by a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI). If you are unable to provide these documents, please call us to discuss alternatives.

Have you changed your name?

If you have changed your name, you must also provide a certified copy of one of the following name change documents:

- marriage certificate or certificate of registration (if you are on the relationship register) issued by the Births, Deaths and Marriages Registration Office (ceremonial certificate cannot be accepted)
- deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office. If you have reverted to your maiden name, we will require your marriage certificate (from the Births, Deaths and Marriages Registration Office) showing your original maiden name and your married name.

Change of bank account details

You need to provide proof of identity documents when setting up or updating the bank account you're nominating to receive payments into. You can provide your identification for electronic verification in the proof of identity step of this form. Alternatively, you can provide certified proof of identity, refer to the acceptable documents list above.

Certification of personal documents

All copied pages of original personal identity documents (including any change of name documents) must be certified as true copies by an authorised person with the appropriate qualifications or registration (see below) who cannot be the owner or addressee of the document. The authorised person must sight the original and the copy to ensure the documents are identical, then certify each page by writing "I certify that this document is a true copy of the original", followed by their signature, printed name, address, qualification (e.g. justice of the peace, Australia Post employee), registration number (if applicable) and date.

If you are in Australia

The following lists a subset of people who are authorised to witness your signature on a statutory declaration as well as certify copies of original documents. For a complete list of authorised witnesses/certifiers, go to the Attorney-General's Department website at www.ag.gov.au.

- Australia Post employee in charge of an office providing postal services (charges may apply)
- chiropractor
- dentist
- Financial adviser or financial planner
- full-time or part-time teacher employed at a school or tertiary institution
- justice of the peace
- legal practitioner
- magistrate
- medical practitioner
- nurse
- optometrist
- pharmacist
- physiotherapist
- police officer
- psychologist
- veterinary surgeon

Samantha Sample has provided a copy of her identification. It includes her **signature, full name, date of birth and current residential address.**

The authorised person has sighted the original identification and confirmed that the copy is a true copy.

Details for the authorised person to include are full name, address, qualification, registration number (if applicable), date and signature.



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

K Anderson

Name: Kate Anderson
Address: 6 Some St Suburb NSW 2000
Qualification: JP
Registration no: 123456
Date: 11 October 2021

If you are outside Australia

The following people can certify copies of the originals:

- consular staff at an Australia Embassy, High Commission or Consulate
- a public notary or other person authorised to administer an oath or affirmation or to authenticate documents in the country you are visiting or living in.

The professions listed under **If you are in Australia** can only certify documents outside Australia if they work or are registered in Australia. Where your documents are certified outside Australia, the certifier must quote their registration number or the relevant law that qualifies them to authenticate your documents.

Email address

The email address you provide will replace any email address we currently hold for you. For security reasons, please ensure that your nominated email address is your personal email address and not a role-based email address such as `employee_title@company.com.au`.

3. Change your income stream payment amount or frequency

Payment frequency

You can receive your payments fortnightly, monthly, quarterly, half yearly or yearly. If you start your income stream in the month of June, you can elect to start the payments in the following financial year.

Payment amount

You can choose the amount of income stream payments you receive each financial year within certain minimum and maximum limits set by the government. The amount you nominate is a **gross** amount, i.e. before any tax is deducted (if applicable), and must be for at least the minimum payment amount and not more than any maximum payment amount that applies. We will send you a letter in July each year that tells you the minimum amount you must withdraw and the maximum amount you may withdraw. After you receive this letter, you can tell us the new amount you wish to receive for that financial year.

Minimum payments

The minimum payment limit for both transition to retirement and retirement income streams is calculated as a percentage of your account balance rounded to the nearest \$10. The minimum payment limit, age and account balance are calculated at the time the income stream starts, and also on 1 July each subsequent year.

If you start your income stream part way through a financial year, the minimum payment limit for the first year will be reduced on a pro-rata basis based on the number of days between your income stream start date and the end of the financial year.

Maximum payments

There is no maximum payment limit on the amount that can be withdrawn from a retirement income stream each year. For transition to retirement income streams, the annual payment is limited to a maximum of 10% of the account balance at the start of the financial year (or in the first year, the account balance at the start date for the income stream). The maximum limit ceases to apply if you satisfy a condition of release and convert your transition to retirement income stream to a retirement income stream. If you start your income stream part way through a financial year, the 10% maximum for transition to retirement income stream payments is not pro-rated. This means that the full annual maximum amount can be paid regardless of when during the year the income stream started.

Age at commencement date then each 1 July	Minimum %*
Under 65	2.0%
65 – 74	2.5%
75 – 79	3.0%
80 – 84	3.5%
85 – 89	4.5%
90 – 94	5.5%
95 or more	7.0%

* These are the reduced minimum payment limits for the 2019/20, 2020/21 and 2021/22 financial years.

4. Change your bank account for income payments

Under superannuation law, we must pay your income stream payments into an account held in your name (or jointly in your name with other person(s)). We can't make payments to a third party bank account under this same law.

5. Change your transition to retirement income stream to a retirement income stream

If you hold a transition to retirement income stream, the maximum amount you can withdraw as an income stream each year is limited to 10% of your account balance and you are not able to withdraw as a lump sum the preserved component of your benefit. Additionally, investment earnings in transition to retirement income streams are subject to tax at a maximum of 15%.

You can convert your transition to retirement income stream to a retirement income stream if you satisfy a 'retirement condition of release' under super law. A transition to retirement income stream can also be converted to a retirement income stream if you are permanently incapacitated or terminally ill. Contact us for details of our requirements and the forms you need to complete to convert your transition to retirement income stream on one of these grounds.

Retirement income streams are not subject to a limit on the amount that can be withdrawn, either as a lump sum or as income stream payment(s), and investment earnings are tax free.

If you hold a transition to retirement income stream there are some additional changes that will affect you if your benefit is converted to a retirement income stream:

1. Your income stream will be subject to the general transfer balance cap of \$1.7million, which is a lifetime limit on the total amount of superannuation that can be transferred into retirement phase income streams. It is important to note that everyone will have their own personal transfer balance cap and you will need to visit ato.gov.au to find out what cap applies to you;
2. Because earnings in retirement income streams are tax free, there is no tax deduction available in respect of activity-based fees charged to your account; and
3. The investment objectives and standard risk measures for each of the investment options are different, reflecting the fact that investment earnings in a retirement income stream are not subject to tax.

For more information, see our fact sheet *Moving your TRIS to a RIS*, available on our website and from customer service.

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