

Change of member details



Use this form to change your membership details or the way you receive information from the fund.

Please use a dark pen and CAPITAL letters. Insert (X) when you have to choose an option. You can also fill in this form online, print it and send it to us. Forms are located on our website at aware.com.au/forms

If you have any questions, please call us on 1300 650 873.

i You only need to complete the sections where your details have changed.

i It isn't compulsory to provide your TFN but if you don't, you may pay additional tax and your contributions may not be accepted. See the **Notes**.

1. Your current membership details

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

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

2. Information to be updated

IMPORTANT: If you have changed your name or need to correct your date of birth we have recorded for you, you must provide certified proof of identity documents. See **Information to be updated** in the Notes.

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 your residential address)					
<input type="text"/>					
Suburb	State	Postcode			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Daytime contact number	Mobile number				
<input type="text"/>	<input type="text"/>				
Tax file number					
<input type="text"/>	<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"/>					



6. Declaration

- I have checked this form and confirm that it has been completed correctly and that the information and instructions I have provided are correct and in accordance with my wishes.
- I confirm that the information and instructions provided on this form are to replace any earlier information and instructions and that they are to remain in effect until I provide further information and instructions.
- If I have provided my TFN, I have read and understand the tax file number information on page 4 of this form.
- I have read and understand the Aware Super privacy policy.

 Please sign and date form here and print your name.

Signature

Date signed (DD-MM-YYYY)
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Name (print in CAPITAL letters)

 Send the form to this address.

7. Where to send your completed form

We require **original** copies of this form. Please post the completed form to **Aware Super PO Box 1229 WOLLONGONG NSW 2500.**

For information about your superannuation, you should read the current *Member Booklet (Product Disclosure Statement)* or the relevant defined benefit explanatory notes and our fact sheets. They are available on our website or call us and we'll send you a copy.

All of our 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.

Information to be updated

Proof of identity

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

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.

List A

- A current Australian state/territory driver's licence containing your photograph
- An Australian passport
- 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*

List B

- An Australian birth certificate or extract issued by a state or territory
- A citizenship certificate issued by the Commonwealth
- A current Centrelink pension card that entitles you to receive financial benefits

List C

- 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 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.

Have you changed your address?

If you change your residential address, you must provide a certified copy of a POI document showing your new residential address before you can make a withdrawal or split contributions. If it's more convenient, you can provide the original (rather than a certified copy) of a recent notice issued by your local council or a recent utilities bill addressed to you at your current residential address.

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

i Samantha Sample has provided a copy of her identification that 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.


Driver Licence

Samantha SAMPLE Card Number
2 123 456 789

123 ANY ST
SUBURB NSW 2000

Licence No.
12345678 Donor
A

Licence Class
C Conditions
S

Signature 

Date of Birth
01 JAN 1980 Expiry
01 JAN 2022

"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: 31 March 2020

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.

Tax file number

Under the *Superannuation Industry (Supervision) Act 1993*, the trustee is authorised to collect, use and disclose your TFN. The trustee may disclose your TFN to another superannuation provider when your benefits are being transferred, unless you write to your super fund and ask the trustee not to disclose your TFN to any other trustee. It is not compulsory to provide your TFN but if you don't, you may pay additional tax on your contributions and benefit payments, and some contributions may not be accepted.

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.

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