

Change of personal details form



You should use this form if you have a Tailored Super Plan, Personal Super Plan, Personal Retirement Plan, Flexible Income Plan, Allocated Pension, Transition to Retirement Pension or Investment Fund A or Investment Fund B Account and you wish to change your personal details

Please use a dark pen and CAPITAL letters, or type directly into this form online, print it and send it to us. Use (X) to mark boxes.

If you have any questions, please call us on 1800 620 305.

1. Your current details

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

Client ID	Date of birth
<input type="text"/>	<input type="text"/>
Title	Last name
<input type="text"/>	<input type="text"/>
Given name(s)	
<input type="text"/>	

Please note, the details you will update, will apply to all accounts linked to the Client ID you nominate above.

2. Information to be updated

IMPORTANT: If you have changed your name or need to correct your date of birth, you must provide certified proof of identity documents. For further detail, see the 'information to be updated' section in the Notes on page 3.

Only complete the details that have changed.

Title	Male	Female	Date of birth
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Last name			
<input type="text"/>			
Given name(s)			
<input type="text"/>			
Residential address (PO Boxes will not be accepted)			
<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 number		
<input type="text"/>	<input type="text"/>		
Email			
<input type="text"/>			
Tax file number (TFN)			
<input type="text"/>	<input type="text"/>	<input type="text"/>	

3. How would you like to receive information from us?

Please mark (X) to indicate how you would like to receive information from us:

- Electronically, via email and online
- Paper copies, via mail.

Please note, we may still need to contact you via phone in some circumstances.

Where we can, we will always provide information to you as you have requested however, there may be some instances where this is not possible.

Our *Annual Report* is available on the website for review. If you would like to arrange to be sent a paper copy you can contact us on **1800 620 305**.

4. Privacy

The personal information provided on this form is collected by and held for Aware Super, 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 **1800 620 305** 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.

5. Declaration and signature

- All information provided on this form is accurate and complete.
- I have read the current *Product Disclosure Statement* for the relevant product as well as any supplements or on-line updates. The PDS is available by typing retire.aware.com.au/PDS into my internet browser.
- I acknowledge that I have read and understood the privacy section and consent to the collection, handling, use and disclosure of my personal information in accordance with the Privacy Act 1988.
- I agree to be bound by the trust deed for Aware Super, as amended from time to time.


Signature


Date signed

D	D	M	M	Y	Y	Y	Y
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6. Where to send your completed form

Return the completed form to **Registry, Aware Super, PO BOX 5336, Sydney NSW 2001**, if you have any questions please call us on **1800 620 305**.

 Please read the **Declaration** and refer to the relevant PDS for your product for further information.

 If you have any questions please call us on **1800 620 305**.

 On completion of this form please print and sign by hand.

 Send the form to this address.

Proof of identity

We require a certified copy of your proof of identity (POI) documents. If you have already provided a certified copy of your POI document(s), you do not have to provide it again, as long as you are not changing your name, providing bank details for the first time or changing a previously nominated bank account.

If you have already provided certified copies of your POI documents but either your name or the bank account you are paid into has changed must provide evidence of the change(s) as follows:

Change of name

If you have changed your name, you must 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 certificates 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

If you have changed the bank account for which you would like to be paid into, you must provide a certified copy of a proof of identity document. Alternatively, you may change your bank account details via our client portal.

Acceptable documents and certification

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**.

You can provide:

Either:

A certified copy of one of the following documents:

- 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*
- A current driver's licence issued under the authority of a foreign country containing your photograph

Or:

One certified document from this list:

- 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
- A citizenship certificate issued by a foreign government
- A birth certificate issued by a foreign government, the United Nations or an agency of the United Nations

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
- For a person aged under 18, a letter from a school principal issued in the past three months that details the person's name, residential address and when they attended the school, or a student card if available

* If the document and/or the certification is not 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).

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

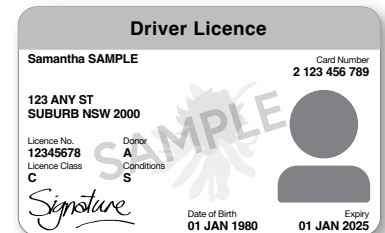
The following lists a subset of people who are authorised to witness your signature on a statutory declaration as well as certify copies of original documents. For a complete list of authorised witnesses/certifiers, go to the Attorney-General's Department website at www.ag.gov.au.

- 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 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.



"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

i If you are providing a certified copy of your driver's licence, please ensure this copy contains the card number which may be located on the back of your card.

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.