

Change of Personal Details



AUSTRALIAN
CATHOLIC
SUPERANNUATION
RETIREMENT FUND

Use this form to advise Australian Catholic Superannuation of any changes in your personal details. Simply complete this form using a dark pen and capital letters or type directly into this form online, print it out and send it to us. Ensure all appropriate check boxes are marked with an (X).

Once the form is complete, remember to sign and date it before returning it with certified copies of your proof of identification documents to:

Australian Catholic Superannuation and Retirement Fund
PO Box 656, Burwood NSW 1805

✉ PO Box 656, Burwood NSW 1805

☎ 1300 658 776

🌐 www.catholicssuper.com.au

🐦 @AskAusCathSuper

@ fundoffice@catholicssuper.com.au

Important

Changing your name?
Complete sections 2, 3, 5 and 6.

Changing your contact details? Complete sections 2, 4 and 6.

Important

Client ID login allows you to access our service via the internet. Ask us about setting up this convenient service.

1 Your account

Your change of personal details outlined in this form will be changed on all your accounts held with Australian Catholic Superannuation.

2 Your current details

Client ID	Date of birth	Male	Female
1	D D M M Y Y Y Y	<input type="checkbox"/>	<input type="checkbox"/>
Title	Surname		
Given names			
Postal address			
Suburb	State	Postcode	
Country			
Mobile	Home telephone number		
Email			

3 Changing your name

Please provide details of your new name below:

Title	Surname
Given names	
New signature	Old signature

i If you are changing your name, you will need to supply Australian Catholic Superannuation with certified identification. Section 5 provides more information on proof of identity documents.



Form continues overleaf ▶

4 Changing your details

Postal address

Suburb

State

Postcode

Residential address (if different to your postal address)

Suburb

State

Postcode

Mobile

Home telephone number

Date of birth

Email

By providing my email address, I elect to receive Australian Catholic Superannuation communication electronically, including my annual statement, general correspondence and emails.

5 Proof of identity

If you are changing your name or correcting your date of birth, you will need to supply us with certified identification.

Please mark (X) which suitable linking document you have provided with this form:

Birth certificate

Marriage certificate

Citizenship certificate

Deed poll

Divorce certificate

Change of name certificate

! Take note

Don't forget to sign and date your form before sending it back to us.

6 Declaration

I confirm the information provided in this application is true and correct.

Print full name (use BLOCK LETTERS)

Signature

Date

PRIVACY STATEMENT: By signing this form you consent to Australian Catholic Superannuation and Retirement Fund collecting and using your personal information to manage your superannuation and to comply with relevant legislation. If you do not provide this information, we may not be able to accurately manage your superannuation. Your personal information may be disclosed to other parties, including the Trustee Board, the Fund's insurer and professional advisors, government bodies and the trustee of any other fund to which you transfer. To access your personal information or for a copy of our Privacy Policy, visit catholicsuper.com.au or phone **1300 658 776**.

Contact us

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and Retirement Fund
PO Box 656, Burwood NSW 1805



(02) 9715 0090

For more information contact our helpful staff:



1300 658 776



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Certifying your identification documents



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At Australian Catholic Superannuation we have strict measures in place to protect your identity. There will be certain times where we ask for proof of your identity before we can process a request from you. This is to protect your benefit and to ensure your privacy is maintained. We will use your identification documents to conduct an information match and identification check via the use of a third party system.

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1 Instances where we may ask for proof of your identity

- When you transfer your benefits from other funds to your Australian Catholic Superannuation account,
- When you transfer your benefits from Australian Catholic Superannuation to a Self Managed Super Fund,
- When you apply for an early release of your entitlement or when you claim your super on retirement,
- When you advise us of a change in your personal details, such as changing your name,
- When applying for Power of Attorney,
- When commencing and/or making a withdrawal from your RetireChoice or RetireSmart Pension account, and
- When paying a death benefit to an approved beneficiary/legal person.

2 Proving your identity

To prove your identity, you will need to provide Australian Catholic Superannuation with:

Either

ONE copy of any one of the following:

- A current driver's licence
- A current passport
- Proof of age card

Or

ONE copy of any one of the following:

- Birth certificate or extract
- Citizenship certificate
- Centrelink pension card



ONE copy of the following:

- Centrelink payment letter
- Government or local council payment notice (less than one year old) clearly showing your name and residential address
- Notice issued by a utilities provider (less than one year old) clearly showing your name and residential address

i We may request further forms of identification if any of your details differ to what we have on file or if you are changing or adding a new bank account to our records.

3 Certifying your identification documents is a three-step process

i Your Certified ID will be valid for a maximum of two years unless it expires prior and family members cannot certify your identification.

1 Collect your original documents.

We have provided a list of the documents above that you can use to prove your identity.

2 Photocopy your original documents.

You will need one set of documents for your request. If you are transferring super from another fund into Australian Catholic Superannuation, you will need to provide one set of documents for each transferring fund.

3 Certify your copies.

Take the copies and your original documents to be certified. We have supplied a full list of people authorised to certify your documents on the back of this fact sheet. Each page must have 'certified true copy' stamped or written on it and must include the certifier's signature, printed name, qualification, contact phone number and the date.

4 Certification must be on the same page as your identification.

Ensure the person certifying your document certifies it on the same page as your identification. We will not accept certification on the back page.

John CITIZEN has provided a copy of his identification that includes 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 certified true copy.

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

K Anderson

Details for the authorised person are included: full name, qualification, registration number (if applicable), phone number, date and signature.

Name: Karen Anderson
Qualification: JP
Registration no: 123456
Date: 30 August 2018
Phone number: 02 1234 5678



What is a certified document? A certified document is a copy of an original proof of identification document that has been signed and certified as a true and correct copy of the original. Only authorised people can certify a document. See the back of this fact sheet for a full list.

Continues overleaf ▶

4 People who are authorised to certify your proof of identification documents

All copied pages of original proof of identification documents (including any linking documents) need to be certified as true copies by any individual approved to do so (see below). The person who is authorised to certify documents must sign the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping 'certified true copy' followed by their signature, printed name, qualification – for example, Justice of the Peace or Australia Post employee – and date.


List the following people who can certify


The following people can certify copies of the originals as true and correct copies:

- a person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia as a legal practitioner
- a judge of a court
- a magistrate
- a Chief Executive Officer of a Commonwealth court
- a registrar or deputy registrar of a court
- a justice of the peace
- a notary public officer
- a police officer
- an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- a permanent employee of the Australian Postal Corporation with two or more years of continuous service
- an Australian consular officer or an Australian diplomatic officer
- an officer with two or more years of continuous service with one or more financial institutions
- a finance company officer with two or more years of continuous service (with one or more finance companies)
- an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having two or more years continuous service with one or more licensees
- a permanent employee of the Commonwealth with two or more years continuous service
- a permanent employee of the State or Territory, or State and Territory authority with two or more years continuous service
- a permanent employee of a local government authority with two or more years of continuous service
- a member of the Institute of Chartered Accountants in Australia, CPA Australia, or the National Institute of Accountants, with two or more years continuous membership

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