

Change of member details



Complete this form to change your name and/or date of birth with TelstraSuper

RED SECTIONS FOR YOUR INFORMATION

GREY SECTIONS TO FILL OUT

Before you start

- To update your address details, you can do so through your online account at telstrasuper.com.au/login or complete a **Change of contact details** form available at telstrasuper.com.au/forms
- To update your name or date of birth details you must provide acceptable linking **and** proof of identity documentation, as required in **sections 2 and 3** of this form. For information on acceptable proof of identity documents and how to get documents certified see the Important Information at the end of this form or visit telstrasuper.com.au/proofofid
- If you are signing this form on behalf of another person, you will need to complete and attach an **Authorised Third Party Representative Identification** form available at telstrasuper.com.au/forms and documents as required
- Changes to your member details will take effect from the date this form is processed by TelstraSuper

1. Your details currently held by TelstraSuper

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other		Member number*		Date of birth*	
Full name*	<input type="text"/>									
Residential address*	<input type="text"/>									
Suburb*	<input type="text"/>	State*	<input type="text"/>	Postcode*	<input type="text"/>					
Postal address (leave blank if same as residential address)	<input type="text"/>									
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>					
Mobile/contact no.*	<input type="text"/>	Email*	<input type="text"/>							

*Mandatory fields

2. Your change of name or date of birth linking documents

If your linking document is not written in English it must be accompanied by an English translation prepared by an accredited translator.

Change my name

You must provide a certified copy of one of the following linking documents **AND** proof of identity documentation as required in **section 3**:

- your marriage certificate (a ceremonial certificate is not acceptable)
- your divorce certificate
- your birth certificate
- your change of name certificate issued by an Australian State or Territory Births, Deaths and Marriages Registry (for any reason including change of name by deed poll).

Update my name to: Given name Surname

Change my date of birth

You must provide certified copies of two of the following linking documents that show your correct date of birth:

- your birth certificate
- your driver's licence
- your passport.

Update my date of birth to:

3. Proof of Identity

Proof of your identity and the identity of any attorney, administrator or guardian who signs this form on your behalf must be supplied **every time** a change of member detail request is made.

Certified document ID verification

See the Important Information section to understand the documents we can accept and how to get your proof of identity documents certified. Please note we may use these documents for the purpose of undertaking electronic data verification using independent data sources in the event your proof of identity documents have not been correctly certified.

I have attached a certified copy of **one photographic** proof of identity document

OR

I have attached certified copies of **two non-photographic** proof of identity documents.

4. Your signature and declaration

By signing this form, I:

- declare that all the information I have provided on this form is true and correct
- understand that to change my personal details I must provide my proof of identity and linking documents
- authorise TelstraSuper to update the details I have provided on this form
- consent to my personal information being used in accordance with TelstraSuper's Privacy Policy and Privacy Collection Statement
- understand that from time to time TelstraSuper may contact me to request additional information and to verify my instructions on this form
- consent to TelstraSuper verifying my identity via electronic means using independent data sources in the event my certified documents have not been correctly certified.

Each person who signs this form as a guardian, administrator or attorney for the member named in this form represents and warrants by signing this form that he or she has been lawfully appointed as guardian, administrator or attorney (as the case may be) for that member and that appointment remains valid and current at the date hereof and has not been revoked.

Signature X

Date

If the signatory is not the member, please state your capacity:

Guardian Administrator Attorney



Please return completed form to TelstraSuper:

PO Box 14309, MELBOURNE VIC 8001 or email to contact@telstrasuper.com.au

Before sending this form to TelstraSuper, please check that you have:

- read the Important Information section
- attached certified copies of your proof of identity documents and linking documents.



Important Information - Change of member details

Proof of Identity Guide

Your application cannot be processed until acceptable proof of identity documents have been provided to us as required by law when submitting a **Change of member details** form.

Proof of your identity and the identity of any attorney, administrator or guardian who signs this form on your behalf must be supplied every time a change of member detail request is made.

Certified proof of identity documents

Supply a certified copy of one acceptable photographic ID document or two non-photographic ID documents.

Acceptable photographic ID (one document required)

Certified copy of one of the following documents:

- current Australian driver's licence or permit that contains your photograph
- current passport
- current Proof of Age card containing your photograph
- national identity card containing your photograph and signature

Acceptable non-photographic ID (two documents required)

Certified copy of one of the following documents:

- Medicare card
- birth certificate
- a citizenship certificate issued by the Commonwealth or a foreign government
- low income health care card or Commonwealth seniors health card or Pensioner Concession Card

AND

Certified copy of one of the following documents containing your name and current residential address:

- a council rates notice (less than three months old)
- gas, water or electricity bill (less than three months old)
- a notice of assessment from the ATO (less than 12 months old).

A complete list of acceptable identification is available on our website at telstrasuper.com.au/proofofid

Signing a document on behalf of another person

You must complete and attach an **Authorised Third Party Representative Identification** form including a certified copy of the document by which you are authorised to sign on behalf of another person:

- power of attorney document
- guardianship order
- administration order.

For a copy of an **Authorised Third Party Representative Identification** form go to telstrasuper.com.au/forms

How to get your proof of identity documents certified

- Photocopy your identity documents (if you're using your driver's licence, photocopy both sides)
- Take the photocopies and the original documents to a person authorised to certify proof of identity documents:
 - If living in Australia: This includes pharmacists, police officers or a Justice of the Peace.
 - If living overseas: This must be a person who is an Australian Consular Officer or a foreign notary public.

For a complete list of people authorised to certify proof of identity documents in Australia and overseas visit telstrasuper.com.au/proofofid

To certify your documents, the authorised person must:

- sight the original and the copy
- confirm that the documents are identical
- write or stamp on the photocopy:
 - 'I certify that this is a true and correct copy of the original document I have sighted', and
 - their name, qualification, business address, and registration number (if applicable), and
 - their signature and date on all pages of the photocopy.

You must keep the original proof of identity documents and send in the certified copy of your proof of identity documents.

Example



I certify that this is a true and correct copy of the original document I have sighted.

J. Sample

Joan Sample
11 Same St, SOMETOWN VIC 3009

Justice of the Peace
Reg no: 26587
1 March 2020

Telstra Super Pty Ltd, ABN 86 007 422 522, AFSL 236709 is the trustee of the Telstra Superannuation Scheme ABN 85 502 108 833 (TelstraSuper). Telephone 1300 033 166 Website telstrasuper.com.au

Telstra Super Pty Ltd complies with the Privacy Act 1988 (Cth). For further information on privacy visit our website at telstrasuper.com.au to download a copy of our Privacy Policy and Privacy Collection Statement.

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