

## Change of details form

Please complete this form in CAPITAL letters.

**Use this form to change or update your:**

- ▶ name and/or title,
- ▶ address and contact details,
- ▶ update bank account details for pension payments, or
- ▶ date of birth details in the fund's records.

If you are changing your name or date of birth, please attach:

- a certified copy of the relevant documentation providing evidence and verification of the change of name (either a certified copy of a marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office), and
- to update your date of birth, a certified copy of your driver's licence, birth certificate or passport.

Note: Certified copies of your proof of identity documents (ID) must contain an original signature. Email or scanned copies cannot be accepted.

If you need to know who can certify your ID or if you do not have these documents, download the *Identification requirements factsheet* from the Secure Online Portal or from [onesuper.com](http://onesuper.com).

### 1. Existing member details

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

### 2. Updated member details

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Only complete the details that are new or have been changed.

Title	Given name(s)	Date of birth (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	Tax file number	
<input type="text"/>	<input type="text"/>	
Residential address		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone (home)	Phone (work)	Mobile
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email

I authorise the fund to update my address and contact details if the details provided above differ to the details currently held.

### 3. New name (if applicable)

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Title

Given name(s)

Surname

To complete a name change request, we require evidence that you have changed your name - either a certified copy of a marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office. If you need to know who can certify your ID or if you do not have these documents, visit the Secure Online Portal or [onesuper.com](http://onesuper.com) for *Identification requirements factsheet*.

I have attached my certified identification.

### 4. Bank account details

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I would like to update my bank account details for electronic funds transfer (EFT).

Name of financial institution

Branch

BSB

Account number

Account name

The Trustee will need to confirm your bank details for this payment to proceed. Please attach a copy of the top of your bank statement which verifies the information entered above.

Please note this section is relevant only for members receiving pension payments. Hence if you are an accumulation account member in the fund, this section does not apply to you.

### 5. Member declaration and signature

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Please read this declaration before you sign and date your form.

- I do declare that the information I have provided on this form is true and correct
- I consent to my personal information being used in accordance with the fund Privacy Policy.

Signature

Date (DD/MM/YYYY)

Please return completed and signed form and certified copies of your proof of identity documents via mail to the fund postal address.

## Privacy Policy

The collection of your personal information (PI) in this form is governed by the Privacy Act 1988 (Cth). OneVue Wealth Services uses your PI to administer your superannuation account (including insurance (if any)), improve our products and services and keep you informed. If we cannot collect this information, we may not be able to do these tasks. We may collect your PI from you, or from third parties such as your employer. We will only share your PI where necessary to perform our activities with our administrator, other service providers, as required by law or court/tribunal order or with your permission. Your PI may be accessed overseas by some of our service providers. For full details of how we use your PI, the countries where your PI may be accessed, how you can access and change your PI, and the privacy complaints process please read our Privacy Policy on the Secure Online Portal, or at [onesuper.com](http://onesuper.com).

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