



Change of personal details

- > Use this form to update your contact details and/or advise a change to your name.
- > You can also change your contact details online at www.pssap.gov.au using your access number.
- > If you need assistance, please call 1300 725 171.

SECTION A Your current membership details

PSSap membership no.

Your name as it currently appears on your account

Surname

Given name(s)

Date of birth / /

Employer

Start date / /

Current salary \$

SECTION B Change of contact details

Use this section to provide your new contact details.

Postal address

SUBURB

STATE

POST CODE

Phone

BUSINESS HOURS

AFTER HOURS

MOBILE NUMBER

Email

WORK

@

HOME

@

How would you like to receive any correspondence from the PSSap?

Postal address Work email Home email

SECTION C Change of name

Only to be completed if you are not currently employed by the Australian government.
If you are currently employed, please notify your employer.

In order to change your name on our records, we need a certified copy of your:

- > marriage certificate with your new name,
OR
- > birth certificate if you have changed back to your maiden name,
OR
- > change of name certificate if you have changed your name by deed poll.

Salutation Mr Mrs Ms Miss Other

Your new name

Surname

Given name(s)

Gender Male Female

What document are you providing as proof of your change of name?

Marriage certificate Birth certificate Change of name certificate

SECTION D Declaration

I,

FULL NAME

declare that the information I have provided on this form is complete and correct.

SIGNATURE

Date signed

/ /

SECTION E Lodgement

Please post this completed form to (along with the certified document if you have changed your name) to:

PSSap
PO Box 22
Belconnen ACT 2616

If you are changing your contact details only, you can also fax this form to (02) 6272 9001.

Faxed copies will not be accepted if you are changing your name.

Your privacy is important to us.

We are collecting the information on this form to administer your super.

For further information about our privacy policy, read our **Product Disclosure Statement**, see Privacy and Disclaimers at www.pssap.gov.au or call us on 1300 725 171 for a copy to be emailed or posted to you.

Need assistance? Call us on 1300 725 171.

Identification requirements

To protect your benefit against fraud, money laundering and terrorism financing, we need you to provide documentation to prove your identity before we can process your benefit request.

To do this, you will need to complete a '100 point check' and provide **certified copies** of documents listed below. You may use a combination of these documents to reach 100 points.

Primary documents (70 points)

Provide **ONE** of the following documents:

- > Birth certificate
- > Birth Card issued by the NSW Registry of Births, Deaths and Marriages
- > Australian Citizenship certificate
- > International travel document:
 - > a current passport
 - > an expired passport which has not been cancelled and was current within the preceding two years
 - > another document of identity having the same characteristics as a passport (e.g. this may include some diplomatic documents and some documents issued to refugees).

Note: You do not score additional points for more than one document from this category.

Secondary documents (40 points)

Provide **ONE** of the following documents containing your photograph and/or signature:

- > An Australian driver's license or another licence or permit issued under a law of the Commonwealth, a State or Territory
- > An identification card issued to a public employee
- > An identification card issued by the Commonwealth, a State or Territory as evidence of your entitlement to a financial benefit
- > A student ID issued by a tertiary education institution.

Note: Additional documents from this category can be awarded 25 points.

Tertiary documents (25 points)

Provide an identification document, e.g. marriage certificate (for maiden name only), credit card, council rates notice, telephone account, foreign driver's licence, Medicare card, etc.

Note: More than one document may be counted, but points from a particular source may be counted only once, e.g. if a MasterCard and Visa card are issued from the same financial institution, only one may be counted.

Example

You could provide a copy of your birth certificate (a primary document) and a copy of your state driver's license (a secondary document).

You could also provide a copy of your current passport (a primary document), a copy of your credit card (a tertiary document) and a copy of your telephone bill (another tertiary document).

The certifying authority must confirm in writing that you are the valid holder of the identification that you are presenting and that any copies are true copies of the original.

The following people can certify your documents: a legal practitioner enrolled on the roll of a supreme court or the high court of Australia

- > a judge or magistrate of a court
- > a chief executive officer of a Commonwealth court
- > a registrar or deputy registrar of a court
- > a Justice of the Peace (JP)
- > a notary public
- > a police officer
- > an Australian consular officer or an Australian diplomatic officer
- > an agent or a permanent employee of the Australian Postal Corporation with two or more years of continuous service in an office supplying postal services to the public
- > a finance company officer with two or more years of continuous service with one or more finance companies

- > a person employed by, or an authorised representative of, the holder of an Australian financial services licence with two or more continuous years of service
- > a member of the Institute of Chartered Accountants of Australia (ICA), Certified Practising Accountants (CPA Australia) or the National Institute of Chartered Accountants (NIA) with two or more years of continuous membership.

For a full list of certifying authorities, visit the Comlaw website at www.comlaw.gov.au.

The certification must include the name, address, occupation, telephone number and registration number (if applicable) of the certifying authority.

Privacy of your documents

ARIA and its Administrator, ComSuper are collecting the information on this form for the following reasons:

- > to confirm your identity
- > to assess your eligibility for payment of the benefit
- > to pay your benefit
- > to contact you.

ARIA and ComSuper are committed to protecting any personal information we hold about you. Your information will not be used for any other purpose or disclosed to another party unless:

- > you authorise us to do so
- > the disclosure is authorised by law.

This may include disclosing your personal information to other Government agencies that have specific legislative authority to collect this information as required by policy and legislation. We will not disclose your personal information to these agencies unless it is lawful to do so.

..... END FORM