


Change My Membership Details Form

Please complete and return this form to: NESS Super, Locked Bag 20, Parramatta NSW 2124
Complete in pen using CAPITAL letters or type directly into this form and print it out.
Use (X) to mark boxes. This request must be signed and dated.

 **Website:** www.nesssuper.com.au
 **Email:** nessadmin@aas.com.au
 **Freecall:** 1800 022 067

Please note that you can change your contact details, update your beneficiaries and advise your TFN online via MemberAccess.
To register go to www.nesssuper.com.au, click on the MemberAccess link and follow the prompts.

Please complete in full.

A. Current member details

Member Number (This can be found on your Member Statement)

Mr/Mrs/Ms/Miss Surname

Given names

Date of birth (ddmmyyyy)

Male/Female

Telephone (daytime)

Mobile

Email

Only complete the following sections that require a change.

B. New member details

1. Changes to my name and/or signature

To verify a change to your name you must attach a certified copy of one of the following documents:

- Certificate of Birth
- Deed Poll
- Certificate of Marriage
- Certificate of Divorce, Decree Nisi, Decree Absolute
- Certificate of Naturalisation/Citizenship
- If none of these documents are available, a Statutory Declaration may be accepted


Details of Certification of Personal Documents is provided at the end of this form.

Mr/Mrs/Ms/Miss Surname

Given names

Original Signature

New Signature (if different)

 Please turnover

B. New member details (continued)

4. Notification of Tax File Number (TFN) details

Under the *Superannuation Industry (Supervision) Act 1993*, your superannuation fund is authorised to collect your TFN, which will only be used for lawful purposes. These purposes may change in the future as a result of legislative change. NESS Super may disclose your TFN to another superannuation provider when your benefits are being transferred, unless you request in writing to NESS Super that your TFN not be disclosed to any other superannuation provider. It is not an offense not to quote your TFN. However, giving your TFN to NESS Super will have the following advantages (which may not otherwise apply):

- NESS Super will be able to accept all types of contributions to your account/s;
- the tax on contributions to your superannuation account/s will not increase;
- other than the tax that may ordinarily apply, no additional tax will be deducted when you start drawing down your superannuation benefits; and
- it will make it much easier to trace different superannuation accounts in your name so that you receive all your superannuation benefits when you retire.

Tax File Number (TFN)

5. Correction to date of birth (Please provide certified documentation to verify the change of your birth date)

Correct date of birth (ddmmyyyy)

C. Checklist

- Have you changed your details with your employer?
- Have you signed and dated this form?
- Have you attached certified photocopies of documents necessary to change your details? (if applicable)

D. Declaration

Privacy

When your personal details are provided to NESS Super they are securely stored and are accessible only to authorised personnel for the purposes of maintaining your account, including your death and disablement insurance arrangements. If you wish to view our privacy statement please go to www.nesssuper.com.au.

I declare that:

- The information I have provided and any associated documentation in support of the changes advised in this form are, to the best of my knowledge, true and accurate;
- I am aware that any change to my nominated beneficiaries will replace any previous nomination made by me;
- I acknowledge that from time to time NESS Super will contact the Australian Taxation Office (ATO) or NESS Super's eligible rollover fund (ERF) in order to locate lost members' super. I authorise NESS Super to use my tax file number, name and date of birth to match my records with the information in the ATO's lost super members' registry or NESS Super's ERF and if a match is found, I authorise NESS Super to transfer the amount found to my NESS Super account. I understand that NESS Super will advise me of the details;
- I understand that my record kept by NESS Super will reflect the information in this form;
- I will immediately notify NESS Super if any of my personal details change in the future;
- I understand and accept the information contained in this form may be shared with representatives, advisers and service providers of NESS Super and my employer(s); and
- The information provided in this form could potentially alter my entitlement eligibility and insurance arrangements (if applicable).

Signature



Date

 Please turn over

Certification of personal 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 following can certify copies of the originals as true and correct copies:

- a permanent employee of Australia Post with five or more years of continuous service
- a finance company officer with five 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 five or more years of continuous service with one or more licensees
- a notary public officer
- a police officer
- a registrar or deputy registrar of a court
- a Justice of the Peace
- a person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia as a legal practitioner
- an Australian consular officer or an Australian diplomatic officer
- a judge of a court
- a magistrate, or
- a Chief Executive Officer of a Commonwealth court.

Have you changed your name or are you signing on behalf of another person?

If you have changed your name or are signing on behalf of the applicant, you will need to provide a certified linking document. A linking document is a document that proves a relationship exists between two (or more) names.

The following table contains information about suitable linking documents.

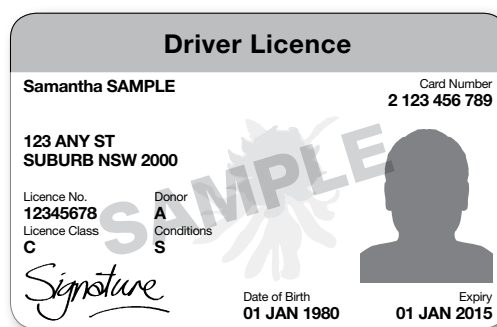
Purpose	Suitable linking documents
Change of name	Marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office
Signed on behalf of the applicant	Guardianship papers or Power of Attorney

Example of how to certify identification

- 1 Take a photocopy of both sides of the original document (see list of documents left).
- 2 Take the photocopy and the original document(s) to an authorised person.
- 3 The authorised person should state on the front side of each copy: 'This is a true and correct copy of the original.'

The authorised person should write on each copy their:

- full name;
- qualification (from list above);
- registration number (if applicable);
- date; and
- signature.



This is a true and correct copy of the original

Signature

Sergeant Sam Jones
42 Super Street, Supertown
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10 December 2011
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