NESS Pension
Change My Pension Membership Details Form

ness super
powering your **financial future**

Please complete and return this form to: NESS Super, Locked Bag 5042, Parramatta NSW 2124
Complete in pen using CAPITAL letters or type directly into this form and print it out.
Use (✗) 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 lump sum beneficiaries, change your pension payments and advise your TFN online via Pension MemberAccess. To register go to www.nesssuper.com.au, click on the Pension MemberAccess link and follow the prompts.

Please complete in full.

A. Current pension member details

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

Mr/Mrs/Ms/Miss

Surname

Given names

Date of birth (ddmmyyyy) D D M M Y Y Y Y

Male/Female

Telephone (daytime)

Mobile

Email

Only complete the following sections that require a change.

B. New pension 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

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B. New pension member details (continued)

2. Changes to my contact details

New residential address

Street number

Street name

Suburb/Town

State

Postcode

Postal address (if different to residential address)

PO Box

Suburb/Town

State

Postcode

New telephone (daytime)

New mobile

New email

3. Changes to your lump sum beneficiaries (If you have more than 4, please photocopy this form)

Important Note: Your preferred beneficiary nominations do not bind NESS Super in any way. This means, although your nomination will be taken into consideration, NESS Super has absolute discretion in determining how to distribute your NESS Pension Account and to whom. If you have or would like to make the nominations binding on NESS Super, you should refer to the rules applicable to Binding Death Benefit Nominations and complete a NESS Pension Binding Death Benefit Nomination form. This can be viewed at www.nesssuper.com.au. If you would like to make your nominations binding for NESS Super, please complete a Binding Death Benefit Nomination Form available at www.nesssuper.com.au.

A lump sum beneficiary can only be nominated if a reversionary pensioner has not been chosen.

I wish to nominate the following person(s) and/or Legal Personal Representative, to receive my NESS Pension Account and related benefit(s) (if any) in the event of my death. A nominated beneficiary can only be your spouse (including de facto or same sex), child (including adopted or step children), financial dependant, interdependant, or legal personal representative (your estate). If you nominate your legal personal representative, you should enter "legal personal representative" in the relationship field.

Mr/Mrs/Ms/Miss

Surname

Given names

Relationship to you

Portion of Benefit (%)

Mr/Mrs/Ms/Miss

Surname

Given names

Relationship to you

Portion of Benefit (%)

Mr/Mrs/Ms/Miss

Surname

Given names

Relationship to you

Portion of Benefit (%)

Mr/Mrs/Ms/Miss

Surname

Given names

Relationship to you

Portion of Benefit (%)

(Total must add up to 100%)

Please turn over

B. New pension member details (continued)

4. Change of pension payments

Complete this section if you would like to change the value or the payment frequency of your pension.

A change in payment frequency will be effective from the first pension payment following receipt of your form, only if your form is received at least 5 working days, prior to the pension payment date. If received outside of this period, the change in payment frequency will be effective from the second payment following receipt of the form.

Pension Payment Amount Choose (✗) one option.

☐ Minimum Pension

☐ Maximum Pension*

Nominated Pension $ ☐☐☐ , ☐☐☐ per payment frequency

* Maximum pension payments are only applicable to Transition to Retirement Pensions. Your nominated amount is before tax and charges. Your net payment will depend on your age and personal tax rate. See pages 8 and 19 of the current NESS Pension PDS for more information.

Pension Frequency Choose (✗) one option.

☐ Bi-Monthly (Paid on 15th and 28th of each month)

☐ Monthly (Paid on 15th of each month)

☐ Quarterly (Paid on 15 January, 15 April, 15 July and 15 October)

☐ Half Yearly (Paid on 15 January and 15 July)

☐ Yearly pension payment frequency (Paid on 15 June)

5. Change of banking details

Please provide the details of the new bank, building society or credit union account into which you would like your pension payments to be made. A change in banking details will be effective from the first pension payment following receipt of your form, only if your form is received at least 5 working days, prior to the pension payment date. If received outside this period, the change will be effective from the second payment following receipt of the form.

Account Name (must be in your name or a joint account with you and another person)

Bank/Building Society/Credit Union Name

BSB ☐☐☐ ☐☐☐ Account Number ☐☐☐☐☐☐☐☐☐

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

Correct date of birth (ddmmyyyy)

D D M M Y Y Y Y

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)

Please turn over to complete and sign this form

D. Declaration

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 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;
- The information provided in this form could potentially alter my entitlement eligibility and insurance arrangements (if applicable);
- I consent to NESS Super collecting and using my personal information to manage my superannuation and comply with relevant legislations; and
- I acknowledge that NESS Super may disclose my personal information to other parties including NESS Super's Insurers, professional advisors, financial advisers, my employers and government bodies as outlined in our Privacy Policy.

Privacy Statement

For further information on the collection, use and disclosure of your personal information, refer to our Privacy Policy at www. nesssuper.com.au

Signature

Date

D D M M Y Y Y Y

Print full name

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.

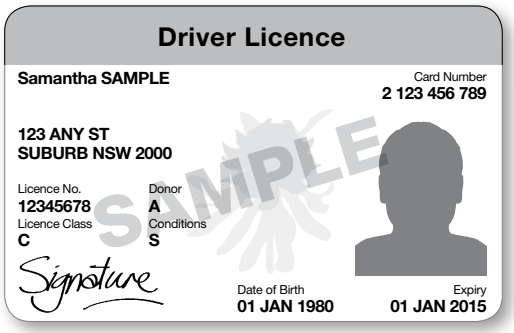
Purpose	Suitable linking documents
Change of name	Marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office
Signed on behalf of the applicant	Guardianship papers or Power of Attorney

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
0123 456 789
10 December 2011
(02) 9876 6432

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