

# Change to membership details



## Do you know you can update some of your details online or over the phone?

It's as easy as logging in to your account at [clubplussuper.com.au](http://clubplussuper.com.au) to advise your new address, email and phone number. Or you can call our Member Hotline on **1800 680 627** to provide these details over the phone.

## When to use this form



This form can be used by all super and pension members of Club Plus Super to update their personal details.

Please complete this form in black ink using BLOCK letters. This request will be invalid if not signed and dated.

Please return this completed form with certified identification (as required) to: **Club Plus Super Administration, Locked Bag 5007, Parramatta NSW 2124.**

You must complete section 1 and 6. Please also complete other sections as required.

## Section 1: Personal details

\*Required field. If not completed, it may delay the processing of your application.

\*Member number (Super account):

Title: Mr/Mrs/Ms/Miss/Other

Apply changes to all my accounts

\*Surname:

\*Given name(s):

Email:

Date of birth (DD/MM/YYYY):

Phone number:

Mobile number:

## Section 2: Address details

Current residential address:

Suburb

State

Postcode

Current postal address:

Suburb

State

Postcode

## Section 3: Change of name or correction to name details held (complete if the name on your account needs to be changed)

New or correct details (please attach evidence of your correct name or a certified copy of your marriage certificate, deed poll certificate, etc as proof of name change). See page 3 for information on certifying documents.



If your name has changed due to marriage or divorce, you should ensure your beneficiary details are up to date. See section 5 of this form.

Title: Mr/Mrs/Ms/Miss/Other

Surname:

Given name(s):

Member's previous signature:

Member's new signature:

Date (DD/MM/YY):

# Change of member details (cont.)

## Section 4: Correction of date of birth

Please provide certified documentation to verify your birth date i.e. driver's licence, passport, or birth certificate provided this shows your name as registered with Club Plus Super. See page 3 for information on certifying documents.

Correct date of birth (DD/MM/YYYY):

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

## Section 5: Change of beneficiaries

It's important to nominate beneficiary(ies) to receive your super and any insurance benefits that are payable in the case of your death.

In order to provide certainty about the distribution of your death benefit, we recommend you complete a Binding Death Nomination Form and keep it up to date throughout your membership. The *Binding Death Nomination Form* is available at [clubplussuper.com.au/tools-forms](http://clubplussuper.com.au/tools-forms).

## Section 6: Declaration

I confirm that all the information contained in Sections 1 to 5 of this form and any additional information attached to this form is true and correct.

I understand Club Plus Super may use the email address and/or mobile number I have provided to contact me about my member statements, disclosures and other important communications, newsletters, updates and other marketing notifications.

Member's signature:

<input type="text"/>
----------------------

Date (DD/MM/YY):

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

## Section 7: Privacy

The personal information provided on this form is collected by and held for Club Plus Super by the fund administrator Australian Administration Services (AAS) in accordance with the Australian Privacy Principles of the *Privacy Act 1988 (Cth)*, for the purpose of administering accounts and providing services associated with your membership of the Fund.

You should read the *Privacy Policy* at [clubplussuper.com.au](http://clubplussuper.com.au) before completing the form. Call us on **1800 680 627** for a hard copy of the Policy. The Policy contains information about how personal information is collected, used and disclosed, how you can correct your personal information, make a complaint about a privacy breach and other important information about safeguards in place to protect your personal information.

By providing your information, you acknowledge that you have read and understood the *Privacy Policy*.

# Change of member details (cont.)

## Section 8: Proof of identity

### What documents do you need to provide?

The following table contains information about suitable documents for us to update your account details.

Purpose	Suitable documents
Correction to name (eg spelling is wrong or name is not complete on our records)	Driver's licence, passport, birth certificate or birth extract, citizenship certificate or pension card which confirms your full name
Correction to date of birth	Driver's licence, passport, birth certificate or birth extract
Change of name	Marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office
Signing on behalf of the member	Guardianship papers or Power of Attorney

### 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 are some of the people who can certify copies of your originals as true and correct copies:

- Dentist
- Nurse
- Pharmacist
- Medical Practitioner
- Chiropractor
- Physiotherapist
- Psychologist
- Veterinary surgeon
- Optometrist
- Police Officer
- Justice of the Peace
- Engineer
- Accountant
- Teacher
- Judge or Magistrate
- Australia Post employee
- Bank, building society or credit union employee

If you can't access any of these people, the full list of who can certify documents is available at [clubplussuper.com.au/tools-forms](http://clubplussuper.com.au/tools-forms)

## Example of how to certify identification

**Step 1:** Take a photocopy of both sides of the original document (see list of documents).

**Step 2:** Take the photocopy and the original document(s) to an authorised person.

**Step 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.



## Contact us

member hotline: 1800 680 627  
 email: [member@clubplussuper.com.au](mailto:member@clubplussuper.com.au)  
 website: [clubplussuper.com.au](http://clubplussuper.com.au)

Club Plus Superannuation Pty Limited ABN 26 003 217 990, AFSL No. 245362  
 RSE Licence No. L0000529 as trustee of Club Plus Superannuation Scheme  
 ABN 95 275 115 088, RSE Registration No. R1000757

CP/COMD 53.1 02/20 ISS19

Page 3 of 3