

Change of Personal Details

Who should use this form?

You should complete this form if:

- You would like to update your personal details with ESSSuper.
- You are required to complete all sections marked as compulsory, as well as the relevant section that relates to the update you would like to request (i.e. Change of Address and/or Change of Contact Details and/ or Change of Name).

Please complete this form in pen using CAPITAL letters and mark with an [X] where applicable.

Section 1 Your personal details (compulsory)

Member number

Title Mr Mrs Ms Miss Other (please specify)

Surname

Given names

Date of birth / /

Section 2 Change of address details

Old address

Suburb

State Postcode

New postal address

Suburb

State Postcode

Mark with an [X] if your postal and residential address are the same. If your residential address is different, please specify below.

New residential address

Suburb


State Postcode

Section 3 Change of contact details

Telephone (business hours) () (after hours) ()

Telephone (mobile)

Email address

 **By providing your email address you are authorising ESSSuper to send communications to that address. This authorisation will apply until it is revoked by you.**

Section 4 Change of name

In order for your form to be considered valid, please ensure that you have enclosed the required supporting documents, which need to be returned to ESSSuper by post. Active members of the ESSS Defined Benefit Fund, New Scheme, Revised Scheme, SERB Scheme and Transport Scheme must advise their employer directly of a change of name.

Title Mr Mrs Ms Miss Other (please specify)

Surname

Given names


Supporting documents For a change of name, you must provide a certified copy* of documentary evidence with this form (for example a certified copy* of Marriage Certificate, Decree Nisi or Change of Name documents).

*For information on who can certify documents, please see the back of this form.

Section 5 Declaration and signature (compulsory)

The above change(s) are to take effect from / /

I declare that the information provided in this form is true and correct. I acknowledge and agree that I have read and accept the statements relating to privacy (and in particular to the collection, use and disclosure of personal information by ESSSuper) appearing in the ESSSuper Privacy Statement available from esssuper.com.au

Signature 

Date / /

How to certify documents

Step 1	Step 2	Step 3
Take the original and a copy of your selected documents to an approved certifier (see list below) who will verify that the original documents have been sighted.	Ensure that the certifier sights the original and then signs the copy confirming it is a true copy of the original. The certifier must also provide their name, the date of certification and the category/ occupation that allows them to certify documents.	Post your completed application form and the certified copy of your identification to ESSSuper. NOTE: We can not accept a photocopy or fax of the certification. Please ensure the original certification is sent.

Who can certify documents?

Conditions and definitions

ACCOUNTANT	<ul style="list-style-type: none"> A member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants; Member of the Association of Taxation and Management Accountants; or a Fellow of the National Tax Accountants' Association.
BANKING or FINANCIAL INSTITUTIONS	<ul style="list-style-type: none"> A bank or building society or Credit Union officer with 2 or more continuous years of service; or a finance company officer with 2 or more continuous years of service; or an officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees.
CONSULAR or DIPLOMATIC OFFICER	<ul style="list-style-type: none"> An <i>Australian Consular Officer</i> or an <i>Australian Diplomatic Officer</i> (with the meaning of <i>Consular Fees Act 1955</i>).
JUSTICE OF THE PEACE or NOTARY PUBLIC	<ul style="list-style-type: none"> A Justice of the Peace or Notary Public.
LAW ENFORCEMENT	<ul style="list-style-type: none"> A Police officer; A Sheriff or Sheriff's officer; A member of the Australian Defence Force who is an officer; or a non-commissioned officer within the meaning of the <i>Defence Force Discipline Act 1982</i> with 5 or more years of continuous service or a warrant officer within the meaning of that Act.
LEGAL PROFESSIONAL	<ul style="list-style-type: none"> Legal practitioner; a judge of a court; a magistrate; a chief executive officer of a Commonwealth court; a registrar or a deputy registrar of a court; a master of the court; a Bailiff; a Clerk of the court; a Trades marks attorney; a Patent attorney; a Commissioner for Affidavits; or a Commissioner of Declarations.
MEDICAL and PHARMACY	<ul style="list-style-type: none"> Medical Practitioner; Dentists; Pharmacists; Chiropractor; Nurse; Optometrist; Physiotherapist; or Psychologist.
OUTSIDE OF AUSTRALIA	<ul style="list-style-type: none"> An employee of the Australian Trade Commission or of the Commonwealth who are in a country or place outside Australia and are authorised under paragraph 3 (c) or 3 (d) of the <i>Consular Fees Act 1955</i> and exercising his or her function in that place.
POLITICIAN or GOVERNMENT EMPLOYEE	<ul style="list-style-type: none"> A permanent employee of the Commonwealth or a Commonwealth authority; or a State or Territory or a State or Territory authority or a local government authority with 2 or more years of continuous service. A member of the Parliament of the Commonwealth; or the Parliament of a State; or a Territory legislature; or a local government authority of a State or Territory. A Senior Executive Service employee of the Commonwealth or a Commonwealth authority; or a State or Territory or a State or Territory authority.
TEACHER	<ul style="list-style-type: none"> A Teacher Employed on a full time basis at a school or tertiary education institution.
OTHER	<ul style="list-style-type: none"> A Veterinary Surgeon; Marriage celebrant or Minister of religion registered under Subdivision A or C of Division 1 of Part IV of the <i>Marriage Act 1961</i>. A member of Engineers Australia, other than at the grade of student; A Member of Chartered Secretaries Australia; A person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made; A member of the Australasian Institute of Mining and Metallurgy.

Please forward this completed form to

ESSSuper GPO Box 1974, Melbourne Vic 3001

T 1300 650 161 | F 1300 766 757 | esssuper.com.au

At ESSSuper, we treat the privacy and confidentiality of our members' personal information seriously. We are committed to complying with the guidelines of the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001 (Vic)*. To obtain a copy of ESSSuper's privacy policy go to our website at esssuper.com.au