



## 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](https://esssuper.com.au)

Signature

 PLEASE SIGN HEREDate   /   /

### How to certify documents

You do not need to seek an authorised witness to certify a photocopy of your identification if you bring your original identification for an ESSSuper staff member to sight, and a copy is made for our use only. However copies of any other documents, any photocopies sent in to us, or any copies that will be used to transfer funds from another superannuation fund to ESSSuper, must be certified as set out below:

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 documents to ESSSuper. NOTE: We can not accept a photocopy, scanned copy via email or a fax of the certification. Please ensure the original certification is sent.

### Who can certify documents?

### Conditions and definitions

<b>Accountant</b>	<ul style="list-style-type: none"> <li>A member of the Institute of Chartered Accountants in Australia and New Zealand, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants, Member of the Association of Taxation and Management Accountants; or a Fellow of the National Tax Accountants' Association.</li> </ul>
<b>Banking or Financial Institutions</b>	<ul style="list-style-type: none"> <li>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 a Financial Adviser or Financial Planner. An officer with, or a credit representative of, a holder of an Australia credit license, having 2 or more years of continuous service with one or more licensees.</li> </ul>
<b>Consular or Diplomatic Officer</b>	<ul style="list-style-type: none"> <li>An Australian Consular Officer or an Australian Diplomatic Officer (within the meaning of Consular Fees Act 1955).</li> </ul>
<b>Justice of the Peace or Notary Public</b>	<ul style="list-style-type: none"> <li>A Justice of the Peace or Notary Public.</li> </ul>
<b>Law Enforcement</b>	<ul style="list-style-type: none"> <li>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 Defence Force Discipline Act 1982 with 2 or more years of continuous service or a warrant officer within the meaning of that Act.</li> </ul>
<b>Legal Professional</b>	<ul style="list-style-type: none"> <li>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. A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described).</li> </ul>
<b>Medical and Pharmacy</b>	<ul style="list-style-type: none"> <li>Medical Practitioner; Dentist; Pharmacist; Chiropractor; Nurse; Optometrist; Physiotherapist; Psychologist; Midwife or Occupational Therapist.</li> </ul>
<b>Outside of Australia, Employee of the Trade Commission or of the Commonwealth</b>	<ul style="list-style-type: none"> <li>An employee of the Australian Trade Commission or of the Commonwealth who is in a country or place outside Australia and is authorised under paragraph 3 (c) or 3 (d) of the Consular Fees Act 1955 and exercising his or her function in that place.</li> </ul>
<b>Politician or Government Employee</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Migration Agent registered under Division 3 of Part 3 of the Migration Act 1958.</li> <li>State Emergency Service employee of the Commonwealth.</li> <li>Australian Public Sector employee engaged on an ongoing basis with 2 or more years of continuous service who is not specified in another item of this part.</li> </ul>
<b>Teacher</b>	<ul style="list-style-type: none"> <li>A Teacher Employed on a full time basis at a school or tertiary education institution.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>A Veterinary Surgeon; Marriage celebrant or Minister of religion registered under Subdivision A or C of Division 1 of Part IV of the Marriage Act 1961.</li> <li>A member of Engineers Australia, other than at the grade of student, or a registered Professional Engineer of Professionals Australia or registered as an engineer under a law of the Commonwealth, a State or Territory or registered on the National Engineering Register by Engineers 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.</li> <li>An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public.</li> <li>A permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public.</li> <li>Architect.</li> <li>A member of the Governance Institute of Australia Ltd.</li> <li>A person in a foreign country who is authorised by law in that jurisdiction to administer oaths or affirmations or to authenticate documents.</li> </ul>

### Please forward this completed form to

ESSSuper GPO Box 1974, Melbourne Vic 3001  
 T 1300 650 161 | [esssuper.com.au](http://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](http://esssuper.com.au)