

Change of details

Completing this form:

Use this form to change your details with us.
Use a dark pen and CAPITAL letters. Use ✕ to mark boxes.
All forms are on our website at unclaimedsuper.com.au.

After completing this form:

Sign the declaration
Send form to **AUSfund, PO Box 2468, Kent Town, SA 5071**
If you have any questions call **1300 361 798** or email
admin@ausfund.com.au

Step 1: Current details

Surname:	<input type="text"/>	Given names:	<input type="text"/>
Date of birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>	Title:	<input type="text"/>
Member Number:	<input type="text"/>	Gender:	<input type="text"/>

Step 2: Change of details

Section 2A: Changing your name

If changing your name, attach a **certified** copy of the required documents (see page 2, 'Proof of Identity' for more information).

Surname:	<input type="text"/>	Given names:	<input type="text"/>
Title:	<input type="text"/>	Gender:	<input type="text"/>
Old signature:	<input type="text"/>	New signature:	<input type="text"/>

Section 2B: Changing your contact details

Street address:	<input type="text"/>		
Suburb/Town:	<input type="text"/>	State/Territory:	<input type="text"/>
Postal address:	<input type="text"/>		
Suburb/Town:	<input type="text"/>	State/Territory:	<input type="text"/>
Mobile number:	<input type="text"/>	Daytime number:	<input type="text"/>
Personal Email:	<input type="text"/>		

Step 3: Declaration

By signing this form, I declare that I have fully read this form and the information provided is true and correct.

Name (Printed)	Signature:
<input type="text"/>	<input type="text"/>
Date: <input type="text"/> / <input type="text"/> / <input type="text"/>	

Step 4: Privacy

When you provide your personal details to AUSfund, they are securely stored and are accessible only to authorised personnel for the purpose of maintaining your account. See AUSfund's Privacy Policy at unclaimedsuper.com.au.

Step 5: Proof of identity: name change

Have you changed your name? (Including reverting to your maiden name)

If you have changed your name you will need to provide a **certified** copy of a linking document that proves a relationship exists between two names.

The following are suitable linking documents:

- | | | |
|--|---|--|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Marriage Certificate | <input type="checkbox"/> Citizenship Certificate Deed Poll |
| <input type="checkbox"/> Divorce Certificate | <input type="checkbox"/> Change of name certificate from Births, Deaths and Marriages Registration Office | |

Step 6: Proof of identity: certification of documents

Certify your document in 4 easy steps

1. Take a photocopy of the original document.
2. Take both your original document and the photocopy to an authorised person who can certify (for example, your local post office or police station. See 'Who can certify' below for full list).
3. Get an authorised person to stamp or write 'I certify this to be a true copy of the document shown and reported to me as the original', followed by their signature, full name, qualification, registration number (if applicable) and the date.
4. Attach the certified copy of your document to this form.

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 person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping 'certified true copy' followed by their signature, printed name, qualification (e.g. Justice of the Peace, Australia Post employee, etc.) and date. You must provide the certified copy that is signed by the authorised person.

AUSfund will not accept certified copies of documentation that are then scanned or faxed.

Who can certify?

- a Justice of the Peace
- a pharmacist, medical practitioner, nurse, dentist, optometrist, chiropractor, physiotherapist, psychologist or veterinary surgeon
- a teacher employed on a full-time basis at a school or tertiary education institution
- a police officer
- a notary public
- a permanent employee of the Commonwealth or a Commonwealth authority, a State/Territory or a State/ Territory authority or a local government authority, with 5 or more years of continuous service
- a Member of the Parliament of the Commonwealth, the Parliament of a State/Territory or local government authority of a State/Territory
- an Australian consular or diplomatic officer (within the meaning of the Consular Fees Act 1955)
- a permanent employee of Australia Post with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants
- an agent of the Australia Postal Corporation who is in charge of an office supplying postal services to the public
- a bank, building society, credit union or finance company officer with 5 or more years of continuous service
- an officer with, or authorised representative of, a holder of an AFSL with 5 or more years of continuous service with one or more licensees
- a registrar or deputy registrar of a court
- a person enrolled as a legal practitioner on the roll of the Supreme Court of a State/Territory or the High Court of Australia
- a judge or magistrate of a court
- a Chief Executive Officer of a Commonwealth Court