

Change my details



Use this form to change the name or date of birth recorded on your account. If you want to change your address, phone number, email or non-binding beneficiaries go to MemberOnline at caresuper.com.au/login or call us on 1300 360 149.

Complete this form in blue or black pen using BLOCK LETTERS and tick where applicable.

1. YOUR CURRENT DETAILS

Member account number _____ Date of birth held in our records (DD/MM/YYYY) _____ Title _____

Surname _____

Given names _____

Gender Male Female A gender not listed here

2. CORRECTING YOUR DATE OF BIRTH

Sometimes the date of birth CareSuper has on record may be incorrect. If your date of birth needs to be corrected, complete this section. You'll need to provide a certified copy of one of the following OR a soft copy, and clear photo of you holding your driver licence or passport.

- Birth certificate
- Passport
- Certificate of Australian citizenship (showing your date of birth)
- Certificate of evidence of Australian residency
- Current Australian driver licence.

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

3. CORRECTING OR UPDATING YOUR NAME

I need to update my name

Your name must be the same as shown on your proof of identity. If you're changing your name, or reverting to your previous name, you'll need to provide the following:

- A soft copy of the marriage certificate (from Registry of Births, Deaths and Marriages)/ certificate of divorce/deed poll document/change of name certificate AND your selfie ID – a soft copy of the front and back of your primary photographic identification, and a clear photo of you holding it. Primary photographic ID includes your driver licence (both sides) or passport or proof of age card.

OR

- A certified copy of the marriage certificate (from Registry of Births, Deaths and Marriages)/certificate of divorce/deed poll document or a change of name certificate; **AND**
- Recent documentation showing the name you're now legally referred to – for example, a driver licence, a recent bank statement, a statutory declaration, or tax assessment notices in both the old and new names showing the same TFN.

NEW NAME

Surname _____

Given name _____

New signature _____

OLD NAME

Surname _____

Given name _____

Old signature _____



You must complete sections 1 and 4 of this form. You only need to complete sections 2 and/or 3 if these are the details you wish to change.

SELFIE ID

Securely upload your selfie ID and this form to the 'Contact us' section of your Member Online account at caresuper.com.au/login.

For more information on how to provide your selfie ID, go to caresuper.com.au/selfieID-video.

If you choose to provide certified ID, you must return this completed form and your original certified ID to us in the post.

I need to correct my name

If you have not changed your name, but need to correct your details, you'll need to provide the following:

- A soft copy of a Statutory Declaration/birth certificate and a clear photo of you holding your selfie ID.

OR

- A Statutory Declaration/birth certificate and a certified copy of your drivers licence/passport showing your correct name.

4. MEMBER AUTHORISATION

- I authorise CareSuper to use or disclose any ID information provided to electronically match identity details against Government records or other identification sources. The identity match process may involve the use of the Australian Government's Document Verification Service and our third-party identity match provider.



Member's signature

_____/_____/_____
Date (DD/MM/YYYY)

Full name

IMPORTANT INFORMATION

Superannuation funds are required to confirm your identity in certain circumstances.

The identification must be current (i.e. valid and not expired*) and the copies of certified identification must have been certified in the 6 months prior to being received by CareSuper. CareSuper reserves the right to request additional ID information from you, if required.

* We can accept an Australian passport that has expired within the last two years.

CERTIFYING YOUR IDENTIFICATION DOCUMENTS

Certified copies are copies of original documents that are signed and 'certified' as being true and correct copies of the originals by an authorised person.

Certification must contain an **original** signature. We won't accept faxed, scanned or photocopied images of certified documents.

- For more information, including a full list of people able to certify documents, read our Certifying your identification documents fact sheet available at caresuper.com.au/certifyingid.**



SAMPLE CERTIFICATION

I certify this is a true copy of an original document.

Name: Adam B. Sample
Signature: *ASample*
Qualification: Police officer, Victoria Police
Dated: 30/03/2019
Contact no: 0123 456 789



YOU MUST PRINT AND THEN SIGN THIS FORM

The form won't be valid if you don't sign and date it.

ONCE YOU'RE DONE

Upload your completed form, selfie ID and any supporting documents to the 'Contact us' section of your MemberOnline account or at caresuper.com.au/getintouch

OR

Return your completed form, your certified ID and any supporting documents to:

**CareSuper
Locked Bag 20019
Melbourne VIC 3001**

For more information call **1300 360 149**.



YOUR BENEFICIARIES

If you'd like to make a binding nomination, please complete the **Binding beneficiary nomination** form available at caresuper.com.au/bindingnominationform. You can find out more by reading our **Nominating your beneficiaries** factsheet at caresuper.com.au/beneficiaries.