

# 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](https://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

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 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.

**OR**

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 a soft copy of the front and back of your primary photographic identification, and a clear photo of you holding it.

**NEW NAME**

**OLD NAME**

\_\_\_\_\_ Surname

\_\_\_\_\_ Surname

\_\_\_\_\_ Given name

\_\_\_\_\_ Given name

\_\_\_\_\_ New signature

\_\_\_\_\_ 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.

Evidence of your date of birth must be provided. See page 2 for details.

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

Evidence of name change must be provided. See page 2 for details.

### PHOTOGRAPHIC ID

Upload your photographic ID and this form to the 'Contact us' section of your MemberOnline account at [caresuper.com.au/login](https://caresuper.com.au/login).

- I'm correcting or updating my name and have attached/provided:
- A Statutory Declaration/birth certificate and a certified copy of my drivers licence/passport showing my correct name.

OR

- A soft copy of one of the above, and a clear photo of me holding my driver licence/passport.

#### 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.

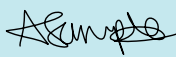
Certification must contain an **original** signature. We won't accept faxed, scanned or photocopied images of certified documents.

-  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](https://caresuper.com.au/certifyingid).



#### SAMPLE CERTIFICATION

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

**Name:** Adam B. Sample  
**Signature:**   
**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

If you're providing photographic proof of identity, upload this completed form and a copy of your photo ID to the 'Contact us' section of your MemberOnline account or at [caresuper.com.au/getintouch](https://caresuper.com.au/getintouch)

OR

If you're providing certified ID, return this completed form and 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](https://caresuper.com.au/bindingnominationform). You can find out more by reading our **Nominating your beneficiaries** factsheet at [caresuper.com.au/beneficiaries](https://caresuper.com.au/beneficiaries).