

Change of Member Details Form

Use this form to advise First Super of any changes to your personal details. If you have changed your name, please attach a certified copy of a linking document as proof. See over page for information regarding linking and certification documents.

Please complete this form using BLOCK LETTERS and a blue or black pen.

Section 1 – Current details

Member number	Account number (if known)	Date of birth (DD/MM/YYYY)	
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	
Title	Account type (tick one): <input type="checkbox"/> Super Account OR <input type="checkbox"/> Allocated Pension Account		
<input type="text"/>			
Surname	<input type="text"/>		
Given name(s)	<input type="text"/>		
Residential address	<input type="text"/>		
Town/Suburb/City	State	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Postal address (if different from above)	<input type="text"/>		
Town/Suburb/City	State	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Telephone (home)	Telephone (work)	Mobile number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email	<input type="text"/>		

Section 2 – New details

Title	Date of birth (DD/MM/YYYY)	
<input type="text"/>	<input type="text"/>	
Surname		
<input type="text"/>		
Given name(s)		
<input type="text"/>		
Residential address		
<input type="text"/>		
Town/Suburb/City	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal address (if different from above)		
<input type="text"/>		
Town/Suburb/City	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone (home)	Telephone (work)	Mobile number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email		
<input type="text"/>		

If you have changed your date of birth or name, please attach a certified copy of a linking document as proof. See over page for information regarding linking and certification of documents.

Please sign here

<input type="text"/>	Date (DD/MM/YYYY)
	<input type="text"/>

Please return this completed form by

Mail First Super
PO Box 666
Carlton South, VIC 3053

OR

Email forms@firstsuper.com.au

Want to know more? We're here to help.

Call 1300 360 988
Email mail@firstsuper.com.au
Website firstsuper.com.au

Have you changed your date of birth or name?

If you have changed your date of birth or name you will need to provide a **certified** linking document. A linking document is a document that proves a relationship exists between two (or more) names.

The following table contains information about suitable linking documents.

Purpose	Suitable Linking Documents
Change of name	Marriage certificate; Deed poll; or Change of name certificate from the Births, Deaths & Marriages Registration Office

All copied pages of ORIGINAL 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 including the following details on the copy:

- > Writing or stamping 'This is a true copy of the original.'
- > Their qualification (eg Police officer, Justice of the Peace etc).
- > Their name and address.
- > Their signature and date copy was signed.

The following individuals can certify copies of the originals as **true and correct** copies:

- > a police officer
- > a pharmacist
- > a medical practitioner or nurse
- > a finance company officer with two or more years of continuous service (with one or more finance companies)
- > an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having two or more years continuous service with one or more licensees
- > a notary public officer
- > a veterinary surgeon
- > a registrar or deputy registrar of a court
- > a Justice of the Peace
- > a person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia, as a legal practitioner
- > an Australian consular officer or an Australian diplomatic officer
- > a judge of a court
- > a magistrate, or
- > a Chief Executive Officer of a Commonwealth court.