

Member Variation Form

1. General Details

Please provide your details to help us identify your account

Surname Smartsave Member No. (if known)
 Given name(s) Date of Birth / /

2. Change of Address / Contact Details

Previous Address:

Residential Address
 Suburb State Postcode

New details:

Residential Address
 Suburb State Postcode

Postal Address
 Suburb State Postcode

Change my email address to:

Change my phone number to:

Home Work Mobile

3. Change of name

A name change requires a certified* copy of one of the following documents:

- registered marriage certificate
- registered certificate to change name
- deed poll
- registered divorce certificate

Change my name to:

Title Given name(s)
 Surname

4. Change of other details

Change of Date of Birth requires evidence such as a certified* copy of your birth certificate, drivers licence or passport.

Change my date of birth to: Date of Birth / /

Change my employment details to:

Employer name (if applicable)

Occupation (Please provide full details of any manual work)

Industry Annual Salary

Number of hours in regular employment from all employers per week

5. Change of Bank Account

Please attach a certified copy of Bank Statement verifying Account Name & Account Number.

6. Providing your TFN

Please contact Client Services for a TFN declaration form, or download it from the Smartsave website

7. Change of Beneficiary

Please contact Client Services for a Beneficiary Nomination form, or download it from the Smartsave website

8. Declaration

I hereby certify that the information supplied on this form is true and correct.

I understand that where I have provided my email address that I will receive an automatic login to view my account online at any time. I will also now receive an electronic notification for my annual statement which will be accessible through my online account and I understand that this will continue until I notify Client Services that I wish to change this option.

I understand my personal information will be used in accordance with Smartsave's privacy policy**

Your signature Date / /

Please return this completed form to:
Smartsave
PO Box R173
Royal Exchange, NSW 1225

* Certification information – see "Completing Proof of Identity" overleaf

** Smartsave respects your privacy and collects, stores and discloses the information supplied by you in accordance with the Smartsave privacy policy. Your personal information will not be used for any other purpose without your consent, except where required by law. You are able to gain access to this information. You can obtain a copy of the privacy policy by contacting Client Services on 1300 654 720 or visiting Smartsave's website www.smartsavesuper.com.au

Completing proof of identity

You will need to provide documentation with your benefit request to prove you are the person to whom the superannuation entitlements belong.

ACCEPTABLE DOCUMENTS

The following documents may be used.

ONE OF THE FOLLOWING:

- Current driver's licence issued under State or Territory law (must not be expired)
- A Proof of Age card issued by State or Territory which contains a photograph
- Passport issued by the Commonwealth (Current or expired no more than 2 years preceding)

OR

TWO OF THE BELOW (ONE FROM LIST A, ONE FROM LIST B)

LIST A	AND	LIST B
<p>One of the following documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> birth certificate or birth extract <input type="checkbox"/> citizenship certificate issued by the Commonwealth <input type="checkbox"/> pension card issued by Centrelink that entitles the person to financial benefits. 		<p>One of the following documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> letter from Centrelink regarding a Government assistance payment issued within preceding 12 months; <input type="checkbox"/> notice issued by Commonwealth, State or Territory Government or local council issued within preceding 12 months that contains your name and residential address. For example: <ul style="list-style-type: none"> – Tax Office Notice of Assessment. – Rates notice from local council.

CERTIFICATION OF PERSONAL DOCUMENTS

All copied pages of ORIGINAL proof of identification documents (including any linking documents – eg marriage, change of name, Power of Attorney) need to be certified as true copies by an authorised person (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 (eg Justice of the Peace, Australia Post employee, etc) and date, together with contact number, address, or relevant ID (e.g. AFSL licence number, JP number).

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

- a permanent employee of Australia Post with two or more years of continuous service
- 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 police officer
- 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.

For other people that can certify ID, please refer to the Federal Attorney General's website www.ag.gov.au.

Please note that where ever the website refers to person requiring 5 years of service to witness a Statutory Declaration, for ID certification the requirement is only 2 years.