

# Change of details — Pension

Please complete this form in **CAPITAL** letters to change or correct your:

- ▶ name and/or title
- ▶ address and contact details or
- ▶ date of birth details in Smartsave Member's Choice Superannuation Master Plan's records.

**Questions?** Contact us on 1300 654 720 or [smartsave@diversa.com.au](mailto:smartsave@diversa.com.au).

If you are changing your name or date of birth, please attach:

- ▶ a certified copy of the relevant documentation providing evidence and verification of the change of name (either a certified copy of a marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office)
- ▶ to update your date of birth, a certified copy of your driver's licence, birth certificate or passport.

**Note:** Certified copies of your proof of identity documents (ID) must contain an original signature. Email or scanned copies cannot be accepted.

If you need to know who can certify your ID or if you do not have these documents, contact us on 1300 654 720 or visit [smartsavesuper.com.au](http://smartsavesuper.com.au) and download the Identification Requirements factsheet on identification requirements.

## 1. Existing member details

Member number	Date of birth (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>
Title	Given name(s)
<input type="text"/>	<input type="text"/>
Surname	
<input type="text"/>	

## 2. Updated member details

Only complete the details that are new or have been changed.

Title	Given name(s)	Date of birth (DD/MM/YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	Tax file number	
<input type="text"/>	<input type="text"/>	
Postal address		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential address (if same as postal address, write 'as above')		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone (home)	Phone (work)	Mobile
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email		
<input type="text"/>		

I authorise Smartsave Member's Choice Superannuation Master Plan to update my address and contact details if the details provided above differ to the details currently held.

### 3. New name (if applicable)

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Title	Given name(s)
<input type="text"/>	<input type="text"/>
Surname	
<input type="text"/>	

To complete a name change request, we require evidence that you have changed your name - either a certified copy of a marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office. If you need to know who can certify your ID or if you do not have these documents, contact us on 1300 654 720 or visit [smartsavesuper.com.au](http://smartsavesuper.com.au) for a factsheet on identification requirements.

I have attached my certified identification.

### 4. Bank account details

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I would like to update my bank account details for electronic funds transfer (EFT)

Name of financial institution	Branch	
<input type="text"/>	<input type="text"/>	
BSB	Account number	Account name
<input type="text"/>	<input type="text"/>	<input type="text"/>

The Trustee will need to confirm your bank details for this payment to proceed. Please attach a copy of the top of your bank statement which verifies the information entered above.

### 5. Signature

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

Please return completed and signed form and certified copies of your proof of identity documents to: Smartsave, PO Box 1282, Albury NSW 2640.

### Privacy Policy

The collection of your personal information (PI) in this form is governed by the Privacy Act 1988 (Cth). Diversa Trustees Limited uses your PI to administer your superannuation account (including insurance (if any)), improve our products and services and keep you informed. If we cannot collect this information, we may not be able to do these tasks. We may collect your PI from you, or from third parties such as your employer. We will only share your PI where necessary to perform our activities with our administrator, other service providers, as required by law or court/ tribunal order or with your permission. Your PI may be accessed overseas by some of our service providers. For full details of how we use your PI, the countries where your PI may be accessed, how you can access and change your PI, and the privacy complaints process please read our Privacy Policy at [smartsavesuper.com.au](http://smartsavesuper.com.au) or call us on 1300 654 720.

### Contact us

**Phone:** 1300 654 720 | **Email:** [smartsave@diversa.com.au](mailto:smartsave@diversa.com.au) | **Website:** [smartsavesuper.com.au](http://smartsavesuper.com.au)

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