



Please complete this form in **BLOCK LETTERS** using a **BLACK PEN** and return the signed original to Super SA.

## 1. Old Details

### Account ID

Mr  Ms  Miss  Mrs  Dr  Prof

Surname

Given name(s)

Residential address

Postcode

Postal address (if different from above)

Postcode

Date of birth / /

Email<sup>1</sup>

Telephone<sup>1</sup> (M)

(W)

(H)

Name of employer

Employee number

\*By providing your email address and/or telephone number(s) you are agreeing to receive, from Super SA, or an organisation on behalf of Super SA, marketing communications including newsletters, announcement, invitations or surveys. You may opt out of these marketing communications at any time by updating your communication preferences in our online member portal or by contacting Super SA. If you opt out of marketing communications, you will still receive any important account information from us.

### Contact Us

#### In person:

Ground floor, 151 Pirie Street  
Adelaide SA 5000  
(Enter from Pulteney Street)

**Postal:** GPO Box 48, Adelaide, SA 5001

**Call:** (08) 8207 2094 or 1300 369 315 (for regional callers)

**Website:** [www.supersa.sa.gov.au](http://www.supersa.sa.gov.au)

To change your address complete sections 1, 3 and 4. To change your name and/or date of birth on our records, tick the appropriate box below, complete sections 1, 2, 3 and 4 and provide us with a certified copy<sup>2</sup> of the supporting document(s). Faxed copies cannot be accepted.

## 2. Changes to be made

I would like to **change my name** on your records. I have attached a **certified copy<sup>2</sup>** (certified **within the last six months**) of one of the following **valid** documents:

New name adopted by marriage	– Legal marriage certificate, issued under the <i>Births, Deaths and Marriages Act 1996</i> .
A former name	– Birth certificate – Change of name certificate – Decree nisi, if divorce is not yet finalised – Divorce certificate – Legal marriage certificate, issued under the <i>Births, Deaths and Marriages Act 1996</i> showing maiden name and married name if reverting to maiden name
A new name	– Change of name certificate

I would like to **change my date of birth** on your records. I have attached the **certified copy<sup>2</sup>** (certified within the last six months) of one of the following **valid** documents:

- Passport
- Birth certificate
- State or territory proof of age card
- Citizenship certificate

<sup>2</sup> A 'certified copy' is the signed copy of the original document that has been signed and certified by an authorised person (ie not a copy of the certified copy). The authorised person must see the original document and certify that the copy is a 'certified true copy' of the original document. All pages of the document need to be certified as a true copy of the original by writing 'certified true copy' on each page. The certification must contain an original signature. The document must be a valid and recently certified copy (ie certified within the last six months). For a list of authorised certifiers see page 2 of this form or you can bring the original document into the Super SA office to be witnessed by a Super SA staff member.

**For more information read the list of acceptable certifiers in the box-out section over the page or download the *Proof of Identity fact sheet* available from [www.supersa.sa.gov.au](http://www.supersa.sa.gov.au).**

Update your new details over the page



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#### Acceptable certifiers

All copies of original identification (including any linking documents) need to be certified as true copies by an authorised certifier.

The authorised certifier must sight the original and the copy, and certify that both documents are identical.

Documents must be valid and certification must be recent (less than six months old).

Authorised certifiers include:

- a **permanent employee of Australia Post** with five or more years of continuous service
- a **finance company officer** with five 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 five 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**.

Download the *Proof of Identity* fact sheet for more information.

### 3. New Details

Mr  Ms  Miss  Mrs  Dr  Prof

Surname

Given name(s)

Residential address

Postcode

Postal address (if different from above)

Postcode

Date of birth / /

Email<sup>1</sup>

Telephone<sup>1</sup> (M)

(W)

(H)

Name of employer

Employee number

### 4. Member Declaration

- I have supplied the necessary certified copy<sup>2</sup> of supporting document(s).
- I declare that the information I have provided on this form is true and correct.

Signature:

Date: / /

<sup>1</sup> If you provide your email address and/or mobile number, then Super SA will be able to contact you in a timely manner about your super. You can also stay informed with e-newsletters and Super SA may from time to time also send additional communications by electronic means, including Super SA announcements, invitations and surveys. You may opt out of the email and/or mobile phone service at any time.

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