



Please complete all the details on this form in BLOCK LETTERS and return the signed original and other document(s) to Super SA. To change your address complete sections 1, 2 and 3. To change your name and/or date of birth on our records, tick the appropriate box below, complete sections 1, 2 and 3 and provide us with a recent, original certified copy² of the supporting document(s). Faxed copies cannot be accepted.

1. Old Details

Mr Ms Miss Mrs Dr Prof

Surname

Given name(s)

Residential address

Postcode

Postal address (if different from above)

Postcode

Date of birth / /

Super ID

Email¹

Telephone¹ (M)

(W)

(H)

Name of employer

Employee number

¹ 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.

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

Step by step guide

To change your address complete sections 1, 2 and 3. To change your name and/or date of birth on our records tick the relevant box(es), complete sections 1, 2 and 3 and provide us with an **original certified copy**² of the supporting document(s).

I would like to **change my name** on your records. I have attached an **original** and **recent certified copy**² (certified **within the last six months**) of one of the following **valid** documents:

New name adopted by marriage	A former name	A new name
<ul style="list-style-type: none"> - Marriage Certificate 	<ul style="list-style-type: none"> - Birth Certificate - Change of Name Certificate - Decree Nisi if divorce is not yet finalised - Divorce certificate - Marriage certificate showing maiden name and married name if reverting to maiden name 	<ul style="list-style-type: none"> - Change of name certificate

I would like to **change my date of birth** on your records. I have attached an **original** and **recent certified copy**² (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

² A certified copy is a copy of an original document that has been signed and certified by an authorised person. 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.

For a list of authorised certifiers see page 2 of this form or you can bring the document into the Super SA office to be witnessed by a Super SA staff member. The document must be valid and recently certified copy¹ (i.e. certified within the last six months)

For more information read the box-out section over the page or download the *Proof of Identity* fact sheet available from www.supersa.sa.gov.au.

2. New Details

Mr Ms Miss Mrs Dr Prof

Surname

Given name(s)

Residential address

Postcode

Postal address (if different from above)

Continued 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.

2. New Details (cont.)

Postcode _____

Date of birth / / _____

Super ID _____

Email¹ _____

Telephone¹
(M) _____

(W) _____

(H) _____

Name of employer _____

Employee number _____

Checklist

I have supplied the necessary original and recent certified copy of supporting document(s).

3. Member Declaration

I declare that the information I have provided on this form is true and correct.

Signature: **X** _____

Date: / / _____

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