



# Change of detail form

## For Super and Pension members

Complete information below to change your name or date of birth.

Read the Privacy Collection Statement (Super) at [australianethical.com.au/privacy-policy](https://australianethical.com.au/privacy-policy) to see how we use your personal information.

### Send your completed form to:

Australian Ethical Super, GPO Box 3117  
Brisbane QLD 4001

Or login to the member portal at [australianethical.com.au/login](https://australianethical.com.au/login) and upload your completed form under the 'We're here to help' section".

### Step 1: Member details (must be completed) (This section is used to verify your membership in the fund, not to update your details)

Your name and date of birth in this section should match exactly what is currently listed on your super account.

Account number

Surname

Date of birth (DD/MM/YYYY)

Full given name(s)

Phone number

Mobile

Email

Residential address

Suburb

State

Postcode

Country

### Step 2: Change of name

Please ensure that both Full Given Names(s) and Surname is completed below to ensure that the name on your account is updated correctly.

☐ Name Change ☐ Name Correction

Title

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other, please specify

First name

Middle name

Surname

If you are changing your legal name, you'll need to provide a certified copy of

- a Marriage Certificate, or
- Deed Poll, or
- Change of Name Certificate issued by the Births, Deaths and Marriages Registration Office.

If your request is to correct an incorrect name on your account (not a legal name change), please provide, in the correct name, a certified copy of either a

- driver's licence, or
- passport, or
- a birth certificate and
- utility bill

### Step 3: Change date of birth

Date of birth (DD/MM/YYYY)

You will need to provide a certified\* copy of one of the following:

- Birth certificate or birth card
- Passport
- Certificate of Australian Citizenship (if showing your DOB)
- Certificate of Evidence of Australian Residency (if showing your DOB)
- Current Australian or foreign driver's licence (including the back of the driver's licence if your address has changed).

If your identification is written in a language other than English, the identification must be accompanied by an English translation prepared by a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd. (NAATI) at the level of Professional Translator or higher (or an equivalent accreditation), to translate from a language other than English into English.

\* Details of how to certify documents and who can certify them can be found at the end of this form.

### Step 4: Change address

Postal address

Suburb

State

Postcode

Country

Residential address

Suburb

State

Postcode

Country

### Step 5: Signature

By signing this form:

- I acknowledge that I have read and understood this form. All the information provided in this form is true and correct.
- I understand that the information contained in this form will be handled by the Trustee to process my change of name and/or date of birth.
- I understand that, under Australian Taxation Office regulations, I must keep a copy of this form for five years from the date completed.
- I understand and consent to my information being collected, disclosed and used in the manner set out in this form.
- I have read, understood and agree to the above declaration.

 Please note if you are using an electronic signature, this must be signed using OneSpan, DocuSign, Annature, Adobe Acrobat Sign or FuseSign, and the forms will need to be accompanied by a time-stamped certificate.

Signature

Signatory's full name (please print)

Date form signed (DD/MM/YYYY)

 If you have any questions, please contact Australian Ethical Super on 1800 021 227.

Australian Ethical Superannuation Pty Ltd (ABN 43 079 259 733, RSE L0001441, AFSL 526 055),  
Trustee of the Australian Ethical Retail Superannuation Fund (ABN 49 633 667 743, USI/SPIN AET0100AU)

T 1800 021 227 | W [australianethical.com.au](http://australianethical.com.au)

## Who can certify documents?

### Who can certify documents in Australia?

- Permanent employee of the **Australian Postal Corporation** with two or more years of continuous service who is employed in an office supplying postal services to the public.
- Agent of the **Australian Postal Commission** who is in charge of an office supplying postal services to the public.
- **Architect**
- **Australian Consular Officer or Australian Diplomatic Officer** (within the meaning of the Consular Fees Act 1955)
- **Bailiff**
- **Bank Officer, Building Society Officer or Credit Union Officer** (with two or more continuous years of service)
- **Commissioner for Affidavits or Declarations**
- **Court Officer**, Registrar or Deputy Registrar of a Court, Judge, Clerk, Magistrate, Master of a Court, Chief Executive Officer of a Commonwealth Court
- **Fellow of the National Tax Accountant's Association**
- **Finance Company Officer** (with two or more continuous years of service with one or more finance companies)
- **Financial Adviser or Financial Planner**
- **Justice of the Peace**
- **Holder of a Statutory office not specified in another item**
- **Legal Practitioner**
- **Marriage Celebrant** (registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961)
- **Medical practitioner, Chiropractor, Dentist, Nurse, Optometrist, Physiotherapist, Psychologist, Midwife, Occupational Therapist**
- **Member of Chartered Secretaries Australia**
- **Member of Engineers Australia** (other than at the grade of student), a Registered Professional Engineer of Professionals Australia or registered under a law of the Commonwealth, a State or Territory or registered on the National Engineering Register by Engineers Australia
- **Member of the Australasian Institute of Mining and Metallurgy**
- **Member of the Australian Defence Force** (who is an officer; or a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with two or more years of continuous service or a warrant officer within the meaning of that Act)
- **Member of the Governance Institute of Australia Ltd**
- **Member of the Institute of Chartered Accountants in Australia and New Zealand**, the Australian Society of Certified Practising
- **Accountants**, Member of the Institute of Public Accountants or the Association of Taxation and Management Accountants

- **Member of Commonwealth Parliament, State Parliament, Territory Legislature or a Local Government Authority** (State or Territory)
- **Migration agent registered under Division 3 of Part 3 of the Migration Act 1958**
- **Minister of Religion** (under Subdivision A of Division 1 of Part IV of the Marriage Act 1961)
- **Notary Public**
- **Officer with, or Authorised Representative of an Australian Financial Services Licensee** (who has had at least two years of continuous service with one or more licensees)
- **Officer with, or a credit representative of, a holder of an Australian credit licence** (who has had at least two years of continuous service with one or more licensees).
- **Permanent employee of the Commonwealth** (or Commonwealth Authority) **or a State or Territory** (or State or Territory Authority) **or a Local Government Authority** with two or more years of continuous service
- **Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made**
- **Pharmacist**
- **Police Officer, Sheriff or Sheriff's Officer**
- **Senior Executive Service Employee of the Commonwealth** (or Commonwealth Authority) **or a State or Territory** (or State or Territory Authority)
- **SES Employee of the Commonwealth**
- **Teacher employed on a full-time basis at a school or tertiary education institution**
- **Trade marks attorney, Patent Attorney**
- **Veterinary surgeon**

### Who can certify documents outside of Australia?

- **an authorised staff member of an Australian Embassy, High Commission or Consulate**
- **an authorised employee of the Australian Trade Commission** who is in a country or place outside Australia
- **an authorised employee of the Commonwealth of Australia** who is in a country or place outside Australia
- **a Member of the Australian Defence Force** who is an officer or a non-commissioned officer with two or more years of continuous service
- **Notary Public from a country ranked 129 or below in the latest Transparency International Corruptions Perception Index: [www.transparency.org](http://www.transparency.org)**

## How to certify documents

After sighting the original and the copy and making sure both documents are identical, the certifier must include on EACH page:

1

  
IDENTIFICATION

2

Certified true copy

3

J. Sample

4

Mr John Sample  
Justice of Peace  
NSW  
0444 444 444  
Registration No. 123456789

5

Date: 01/01/2020

- 1 A clear copy of the document that identifies you (i.e. your driver's licence (front and back) or passport)
- 2 Write or stamp 'certified true copy' of the original document
- 3 The authorised person's signature
- 4 Full name, qualification, state, phone number and registration number (if applicable) of the authorised person
- 5 Date of certification (within 2 years of receipt)