



Change of details form

Use this form to update us with your new details if you change your name, your address or contact details, or if you need to correct your date of birth or provide us with your TFN.

Please use black or blue pen and write in CAPITAL letters. Use an X in boxes where required.

Please advise your employer of your new details



Want to save time? Log into your account at cbussuper.com.au/login to update your address, contact details, investment options, and non-binding beneficiaries.

Step 1: Provide your existing details for us to validate

Cbus member number	Date of birth	Gender
<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Given name(s)		
<input type="text"/>		
Family name		
<input type="text"/>		
Residential address		
<input type="text"/>		
Suburb/town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 2: Provide your new details. Only complete the sections that have changed from what you've provided previously.

Part A: Change of address and contact details

Residential address
<input type="text"/>
Suburb/town
<input type="text"/>
State
<input type="text"/>
Postcode
<input type="text"/>
Postal address (if different to residential address)
<input type="text"/>
Suburb/town
<input type="text"/>
State
<input type="text"/>
Postcode
<input type="text"/>
Email (providing your email means you give permission for us to use it)
<input type="text"/>
Home phone
<input type="text"/>
Mobile
<input type="text"/>

Part B: Change of name or correct a date of birth You'll need to provide us with certified copies of your identification. Please see instructions over the page.

Title	Date of birth
<input type="text"/>	<input type="text"/>
Mr Mrs Miss Ms Other	<input type="text"/>
Given name(s)	
<input type="text"/>	
Family name	
<input type="text"/>	

Cbus may use the information from the documents in conjunction with the information on this form to verify your identity electronically using independent data sources.

Step 3: Consider giving us your tax file number (TFN)

You don't have to give us your TFN. But if you don't, you'll usually pay more tax and can't add to your super from your take home pay.

My TFN is:

We are authorised to collect, use and disclose your TFN under the *Superannuation Industry (Supervision) Act 1993*. Your TFN may be shared with another super provider, when your benefits are being transferred, unless you request in writing that your TFN is not shared. Visit cbussuper.com.au/tfn for details.

Tick the box if you want us to search for other super you might have. We'll get in touch to check your identity (so we can make sure the super belongs to you).

☐ Cbus may use my TFN for the purpose of a SuperMatch search to find lost super held by the ATO and super with other funds (including any insurance cover), then notify me of the results. Super held by the ATO will be rolled into my Cbus account. Super with other funds will be rolled over upon my request.

This permission will be ongoing and we will store it. You can change this permission at any time once you have set up your online account, or call us on **1300 361 784**.

Step 4: Declaration

If I return this form by email, I acknowledge and declare that I have read and accepted the terms and conditions of this *Change of details* form and I acknowledge that if I have not applied my physical or electronic signature:

- If Cbus is satisfied that this is a genuine application, Cbus will process the request, including making a payment from my account if I have requested one.
- In some cases, Cbus may request more information to be satisfied this is a genuine application.



Sign here:

Date

Privacy: Please refer to the *Cbus Privacy Policy* and *Personal Information Collection Statement* at cbussuper.com.au/privacy for details about how Cbus collects and discloses personal information or call **1300 361 784** for a copy.

Return your form and certified ID (if applicable) to Cbus, Locked Bag 5056 Parramatta NSW 2124. Or email it to us – visit cbussuper.com.au/cs/eform-guide to learn how.

How to prove your identity



When you make changes to your name or date of birth, you'll need to provide us with proof of your identity. This protects your account and ensures you're the only one who can make changes to your account.

Want to submit your form and ID electronically?

Visit cbussuper.com.au/cs/eform-guide to learn how. Otherwise, follow these instructions to submit certified proof of your ID.

1. Work out which documents you need to provide:

Purpose	Suitable identification document
Change of name	<p>One of the following connecting documents:</p> <ul style="list-style-type: none">■ marriage certificate;■ decree absolute (divorce certificate);■ deed poll;■ change of name certificate from the Births, Deaths and Marriage Registration Office. <p>AND</p> <p>One of the following ID documents:</p> <ul style="list-style-type: none">■ current driver's licence;■ current passport. <p><i>Certified evidence of a name change must be attached that proves a relationship exists between the two (or more) names. The name must be the same as your proof of identity. If you don't have the documents outlined above, please contact us to discuss an alternative.</i></p>
Correct date of birth	<p>One of the following ID documents:</p> <ul style="list-style-type: none">■ current driver's licence;■ current passport;■ birth certificate/extract.* <p>Alternatively, complete the <i>Electronic ID form</i> at cbussuper.com.au/forms</p>
Change of address or contact details	You don't need to provide identification documents for this request. Simply complete the form over the page.
Signing on behalf of another person	If you are signing on behalf of another person you'll need a certified copy of one of these: <ul style="list-style-type: none">■ guardianship orders, or■ a Power of Attorney.

* The name on your birth certificate/extract must match the name on your Cbus account. If your name doesn't match, you will need to supply documents to support your change of name on your Cbus account first.

2. How to certify your documents

Make copies of your identification and take these, along with the original documents, to the police station or post office†.

A couple of things to remember:

- If your identification is double-sided, make sure you copy both sides
- Make sure your identification is current
- If documents are written in a foreign language, you'll need to supply an English translation by an accredited translator.

If you can't get to a post office or police station, check who else can certify your documents below.

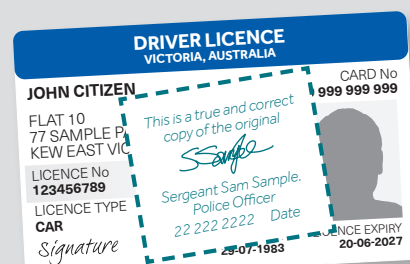
† Australia Post charges to certify identification (contact Australia Post for details). The certifier must be a permanent employee of Australia Post with at least five years of continuous service.

3. Ask them to certify your documents

The authorised person needs to:

1. Write or stamp in English on the photocopies words to the effect of *'This is a true and correct copy of the original'*, and
2. Write their name, qualification (for example, Justice of the Peace, Police Officer, Pharmacist, etc), address and registration number (if applicable), and
3. Sign and date the copy.

Example:



4. Send us your certified copies

You just need to send us the certified copies of your identification, not the originals, along with this form.

Who can certify your documents?

The following authorised people can certify your documents:

- police officer
- permanent employee or agent of Australia Post† with five or more years' continuous service (with one or more finance companies)
- officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), with two or more years' continuous service (with one or more licensees)
- notary public officer†
- registrar or deputy registrar of a court
- justice of the peace†
- member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- person enrolled as a legal practitioner on a State or Territory Supreme Court, or the High Court of Australia
- Australian consular officer or diplomatic officer†
- Judge, magistrate† or chief executive officer of a Commonwealth court.

In addition to the people listed above, the following can also certify identification – except if you're rolling over your account to a self-managed super fund:

- dentist
- medical practitioner
- optometrist, or
- pharmacist.

† These people can certify your identification if you're outside Australia.



Cbus
Locked Bag 5056
PARRAMATTA NSW 2124



1300 361 784
8am to 8pm (AEST/AEDT)
Monday to Friday



cbusenq@cbussuper.com.au
cbussuper.com.au
Log in to chat to us online



Visit Cbus in person in Adelaide, Brisbane, Melbourne, Perth and Sydney.
Details: cbussuper.com.au/contact