



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

DD / MM / YY YY YY

Male

Female

Given name(s)

Family name

Residential address

Suburb/town

State

Postcode

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

Suburb/town

State

Postcode

Postal address (if different to residential address)

Suburb/town

State

Postcode

Email (providing your email means you give permission for us to use it)

Home phone

Mobile

()

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

Mr Mrs Miss Ms Other

Date of birth

DD / MM / YY YY YY

Given name(s)

Family name

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:

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

DD / MM / 20 YY

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</i> form 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.

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