



ANZ Australian Staff Superannuation Scheme

Change details advice

For assistance call ANZ Staff Super on 1800 000 086.

Step 1 – Complete your personal details

Please print in black or blue pen, in uppercase, one character per box.



I authorise you to make the changes noted in Steps 2 and 3 in respect to the following information.

Membership number

Date of birth

Given Names

Surname

Daytime Telephone

Mobile

E-mail

Comments (if applicable)

Effective date of change

Step 2 – Advise details of new name (if applicable)

Insert new surname

Insert new given names if (changed)

Select new Title (if changed)

Mr Mrs Ms Miss Other

I have attached a certified copy of my Marriage Certificate, Deed Poll or change of name certificate from Births, Deaths and Marriages Registration office to support my name change.



Step 3 – Advise details of new address (if applicable)

Address

Insert new residential address

Suburb

State

Postcode

Insert new postal address

Suburb

State

Postcode

If you wish to advise your Tax File Number (TFN) please complete the **Providing your tax file number** form.

If you wish to update your preferred beneficiaries please complete the **Nominating your beneficiaries** form.

Both forms can be accessed on the website www.anzstaffsuper.com

Protecting members' privacy

The Trustee, ANZ Staff Superannuation (Australia) Pty Limited, seeks to take all reasonable steps to protect members' privacy and the confidentiality of members' personal information.

The Scheme Administrator, Mercer, collects (on behalf of the Trustee) personal information directly from members and their employers. Sometimes information about you may be collected from other third parties such as a previous superannuation fund, your financial adviser or publicly available sources. We collect, use and disclose personal information about you to provide and manage your account in the Scheme and give you information about your super, or as required by super and tax laws.

If you do not provide the personal information requested or it is incomplete or inaccurate, we may not be able to manage your account properly and processing of transactions to, from or in relation to your account may be delayed.

Members' personal information is kept confidential, but may be disclosed by the Trustee or Scheme Administrator to third parties, such as the Scheme's actuary, insurer, medical consultants, underwriter, legal adviser and auditor and other external service providers who are contracted to assist with administering members' benefits. It may also be disclosed where expressly authorised or required by law, for example to government agencies such as the Australian Taxation Office and Australian Financial Complaints Authority. Members' personal information may also be disclosed to the Group Superannuation Department of ANZ for the purposes of administering members' benefits or resolving members' inquiries or complaints.

Members' personal information may be disclosed to related entities of the Scheme Administrator located overseas (in particular, its wholly owned Global Operations Shared Services function in India) as part of the day-to-day provision of administration services.

The Trustee's Privacy Policy Statement contains more detail about how we deal with your personal information and information about how you can access and seek correction of information we hold about you. It also includes information about how you can lodge a complaint about how we've dealt with your personal information and how that complaint will be handled.

If you have any queries in relation to privacy issues, please contact:

ANZ Staff Super
GPO Box 4303
Melbourne VIC 3001
Telephone: 1800 000 086
Facsimile: 03 9245 5827
Email: anzstaffsuper@superfacts.com

The Trustee's Privacy Policy Statement is available on the Scheme's website www.anzstaffsuper.com or from ANZ Staff Super by calling 1800 000 086. You can also access the Scheme Administrator's privacy policy on the Scheme's website.



Step 4 – Sign the form

I authorise you to make the changes noted on this form in respect to the information provided in Steps 1, 2 and 3.

I consent to my information being collected, disclosed and used in the manner set out in this form.

Signature

X

Date

/ /

Please return your completed form to:

**ANZ Staff Super,
GPO Box 4303,
Melbourne, VIC 3001.**

