

# Change of name or date of birth 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, Locked Bag 20013,  
Melbourne VIC 3001

Or login to the member portal at [australianethical.com.au/login](https://australianethical.com.au/login) and upload the completed forms under the 'Contact Us' tab

### Step 1: Member details (must be completed)

Member number

Surname

Date of birth (DD/MM/YYYY)

Full given name(s)

Phone number

Mobile

Email

### Step 2: Change of name

New name

Title

Mr  Mrs  Ms  Miss  Other, please specify

You will need to provide a certified copy of either a **Marriage Certificate, Deed Poll or Change of Name Certificate from the Births, Deaths and Marriages Registration Office.**

### 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: 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, or Adobe Acrobat Sign, and the forms will need to be accompanied by a time-stamped certificate.

Signature

Signatory's full name (please print)

Date (DD/MM/YYYY)

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

## 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

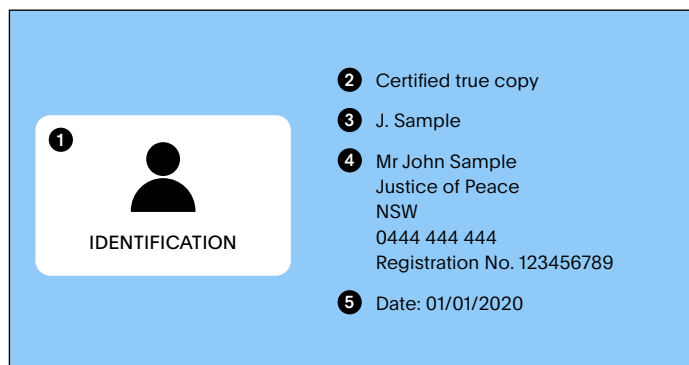
- **Member of Commonwealth Parliament, State Parliament, Territory Legislature or a Local Government Authority** (State or Territory)
- **Migration agent registered under Division 3 of Part 3 of the Migration Act 1958**
- **Minister of Religion** (under Subdivision A of Division 1 of Part IV of the Marriage 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 12 months of receipt)