

# Catholic Super

## Change of Membership Details

If you need help

For assistance call the Catholic Super Service Centre on **1300 655 002**.

### Step 1 – Complete your current personal details

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



Member number











Date of birth











Given names






















Surname






















Current postal address






















Suburb






















State




Postcode







Daytime Telephone

















Mobile

















E-mail






















### Step 2 – Advise new personal details (if applicable)

New surname






















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. Please refer to the *Proof of Identity* factsheet at [www.csf.com.au/factsheets](http://www.csf.com.au/factsheets) for further clarification.



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

**Postal address** – attach a copy of a recent bill, mail item or driver’s licence that displays your new postal address.

New postal address

Suburb

State

Postcode

Daytime telephone

Mobile

Email

If you wish to advise your Tax File Number (TFN) please complete the *Tax File Number (TFN) Notification* form.

If you wish to update your Binding Death Benefit Nomination, please complete the *Binding Death Benefit Nomination* form.

All forms are available on our website [www.csf.com.au](http://www.csf.com.au).

## Your Privacy

The Fund is administered by us along with our service provider, Mercer Outsourcing (Australia) Pty Ltd. We collect, use and disclose personal information about you in order to manage your superannuation benefits and give you information about your super. We may also use it to supply you with information and marketing material about the other products and services offered by us and our related bodies corporate. If you do not wish to receive marketing material, please contact us on **1300 655 002**.

Our Privacy Policy is available to view at [csf.com.au/privacy](http://csf.com.au/privacy) or you can obtain a copy by contacting us on **1300 655 002**.

When you become a member, we assume that you consent to this handling of your personal information. If you do not provide the personal information requested, we may not be able to manage your superannuation. We may sometimes collect information about you from third parties such as your employer, a previous super fund, your financial adviser, our related entities and publicly available sources.

We may disclose your information to various organisations in order to manage your super, including your employer, our professional advisors, insurers, our related companies which provide services or products relevant to the provision of your super, any relevant government authority that requires your personal information to be disclosed, and our other service providers used to assist with managing your super.

In managing your super your personal information will be disclosed to service providers in another country, most likely to Mercer’s processing centre in India. Our Privacy Policy lists all other relevant offshore locations.

Our Privacy Policy sets out in more detail how we deal with your personal information and who you can talk to if you wish to access and seek correction of the information we hold about you. It also provides detail about how you may lodge a complaint about the way we have dealt with your information and how that complaint will be handled.

If you have any other queries in relation to privacy issues, you may contact us on **1300 655 002** or write to the Privacy Officer, Catholic Super, GPO BOX 4303, Melbourne, VIC 3001.

## Step 4 – Sign the form

By signing this form I:

- authorise you to make the changes noted on this form in respect to the information provided in Steps 1, 2 and 3
- acknowledge that if I’ve provided my email address details and/or mobile number in this form, the Trustee may, at its discretion, use that email address and/or mobile number to send information, including any member and exit statements and notices of any material changes or the occurrence of significant events, by electronic means.
- understand and consent to my information being collected, disclosed and used in the manner set out in this form.

Signature

Date

**Please return your completed form to Catholic Super, GPO Box 4303, Melbourne, VIC 3001.**

