

Change of Details Form

Please complete this form in CAPITAL letters.

Use this form to change or update your:

- name and/or title,
- address and contact details, or
- date of birth details in the fund's records.

If you are changing your name or date of birth, please attach:

- a certified copy of the relevant documentation providing evidence and verification of the change of name (either a certified copy of a marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office), and
- to update your date of birth, a certified copy of your driver's licence, birth certificate or passport.

Note: Certified copies of your proof of identity documents (ID) must contain an original signature. Email or scanned copies cannot be accepted.

If you need to know who can certify your ID or if you do not have these documents, download the *Identification requirements factsheet* from the Superhero Super Member Portal or from superhero.com.au.

1. Existing member details

Member number

Date of birth (DD/MM/YYYY)

Title

Given name(s)

Surname

2. Updated member details

Only complete the details that are **new** or have been **changed**.

Title

Given name(s)

Date of birth (DD/MM/YYYY)

Surname

Tax file number

Postal address

Suburb

State

Postcode

Residential address (if same as postal address, write 'as above')

Suburb

State

Postcode

Phone (home)

Phone (work)

Mobile

Email

I authorise the fund to update my address and contact details if the details provided above differ to the details currently held.

3. New name (if applicable)

Title

Given name(s)

Surname

To complete a name change request, we require evidence that you have changed your name - either a certified copy of a marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office. If you need to know who can certify your ID or if you do not have these documents, visit the Superhero Super Member Portal or superhero.com.au for *Identification requirements factsheet*.

I have attached my certified identification.

4. Member declaration and signature

Please read this declaration before you sign and date your form.

- I do declare that the information I have provided on this form is true and correct
- I consent to my personal information being used in accordance with the fund Privacy Policy.

Signature

Date (DD/MM/YYYY)

Please return completed and signed form and certified copies of your proof of identity documents via email to hello@superhero.com.au or via mail to PO Box R1055 Royal Exchange NSW 1225.

Note: Certified copies of your proof of identity documents (ID) must contain an original signature. Email or scanned copies cannot be accepted.

Privacy Policy

The collection of your personal information (PI) in this form is governed by the Privacy Act 1988. Diversa Trustees Limited uses your PI to administer your superannuation account (including insurance (if any)), improve our products and services and keep you informed. If we cannot collect this information, we may not be able to do these tasks. We may collect your PI from you, or from third parties such as your employer. We will only share your PI where necessary to perform our activities with our administrator, other service providers, as required by law or court/tribunal order or with your permission. Your PI may be accessed overseas by some of our service providers. For full details of how we use your PI, the countries where your PI may be accessed, how you can access and change your PI, and the privacy complaints process please read our [Privacy Policy](https://diversa.com.au/privacy) at diversa.com.au/privacy.

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