

Change my name



As part of the identification process you will need to complete Step 1 and Step 2 mentioned below:

Step 1. **One document from option A or two documents option B** (Please refer to the attached Identification requirements at the end of this form), **and**

Step 2. **A certified copy of what is called a 'linking document'**. A linking document is a document that proves a relationship exists between two (or more) names:

- Marriage Certificate
- Divorce Certificate
- Deed poll or change of name certificate from the Registry of Births, Deaths and Marriages
- Notice of assessment from the Australian Taxation Office (less than 24 months old). Document does not need to be certified if provided through the MyGov portal.

Given names

Surname

Change my date of birth



As part of the identification process you will need to verify your identity by providing **one certified document confirming your date of birth from the list below.**

- Birth Certificate
- Drivers licence
- Passport

Note: only the one verification document is required in this instance

Update my date of birth to:

Change my gender



Please provide either of the following:

1. statement from a Registered Medical Practitioner or Registered Psychologist verifying your gender
2. valid Australian Government travel document, such as a valid passport specifying your preferred gender
3. State or Territory Birth Certificate which specifies your preferred gender or
4. State or Territory Gender Recognition Certificate or Recognised Details Certificate showing a State or Territory Registrar of Birth, Death and Marriages has accepted a change in sex.

We will not be able to update your gender details if you have not provided one of these documents.

Update my gender to: Male Female Intersex/Indeterminate/Unspecified

4 Change of preferred beneficiary(ies).

You can nominate more than four beneficiaries by attaching extra names to this form. You are able to nominate dependents (ie. spouse, child, financial dependent, interdependent) or your legal personal representative as the person(s) you would prefer to receive your superannuation benefits in the event of your death. Under the Hostplus trust deed the trustee decides who receives your death benefit. However, the trustee will consider your nomination and other information on dependents obtained when any claim is lodged.

Please nominate who you would prefer your benefits to be paid to in the case of your death.

1	Given names* <input type="text"/>	Share %* <input type="text"/> <input type="text"/> <input type="text"/> %
	Surname* <input type="text"/>	
	Nature of dependency (spouse, child, etc.) * <input type="text"/>	
2	Given names* <input type="text"/>	Share %* <input type="text"/> <input type="text"/> <input type="text"/> %
	Surname* <input type="text"/>	
	Nature of dependency (spouse, child, etc.) * <input type="text"/>	
3	Given names* <input type="text"/>	Share %* <input type="text"/> <input type="text"/> <input type="text"/> %
	Surname* <input type="text"/>	
	Nature of dependency (spouse, child, etc.) * <input type="text"/>	
4	Given names* <input type="text"/>	Share %* <input type="text"/> <input type="text"/> <input type="text"/> %
	Surname* <input type="text"/>	
	Nature of dependency (spouse, child, etc.) * <input type="text"/>	
		Total <input type="text"/> <input type="text"/> <input type="text"/> %

i Shares must total to 100%.

It is your responsibility to inform your beneficiaries that you have provided Hostplus with their personal information. You should refer them to Hostplus privacy policy at: www.hostplus.com.au/privacy

Binding death nominations

A binding death benefit nomination provides you with greater certainty about who will receive your benefit in the event of your death. In general, a binding nomination legally binds (instructs) the Hostplus trustee to pay your death benefit to the person(s) nominated as your beneficiary(ies). It is your responsibility to inform your beneficiaries that you have provided Hostplus with their personal information. You should refer them to the Hostplus privacy policy at: www.hostplus.com.au/privacy

Your Privacy

Hostplus is seeking to collect personal information from you today so that it may change your name, date of birth, gender, or beneficiaries on your Hostplus account. The personal information we are seeking to collect from you is your name, address, date of birth, gender, contact details, your beneficiaries and your relationship with them. We need to collect the requested personal information to update your details on your Hostplus account. If you do not provide this information, we will be unable to update your details.

The Hostplus privacy policy is available on the Hostplus website at www.hostplus.com.au/privacy and includes information about overseas disclosure of personal information, how you may access and seek correction of your personal information as well as how you can make a complaint about a breach of your privacy. You can access the MetLife privacy policy available at www.metlife.com.au/privacy/index.html

Hostplus usually discloses your personal information to our administrator, mail houses, our insurer Metlife Ltd and the ATO. Australian Administration Services Pty Ltd (AAS) - (Member of the Link group of companies), may disclose your personal information to overseas recipients. Please see the Superpartners Privacy Policy at www.aas.com.au/privacy-policy.html for further information.

A commercial organisation may be used to independently verify your identification details. All documents provided to us will be stored securely and will only be used for the purpose of proving your identity in relation to this claim.

Declarations

I, whose signature appears below, declare that:

General – relating to your Hostplus account

- I declare that all details given in this application form are accurate and complete and that I have the power to invest in Hostplus.
- I undertake to provide the trustee with any further information it may request relating to my Hostplus membership and I will update the trustee if any of the information provided changes.

Privacy declarations

- I have read and understood the Hostplus privacy policy.
- I understand that it is my responsibility to inform my beneficiaries that I have provided Hostplus with their personal details and I should refer them to the Hostplus privacy policy.
- I consent to receiving information on new products, special offers and promotions from Hostplus, Hostplus industry parties and associations (direct marketing) unless advised otherwise by me.

If applicable, please tick and provide the following:

I am signing on behalf of a member.

The representative will need to verify their identity by providing:

1. **Supporting documentation for verifying identity** as outlined in Part A in the Identification requirements guide, **and**
2. A certified copy of any one of the following documents:
 - Power of Attorney
 - Guardianship papers

I am signing on behalf of a minor.

If the member is under the age of 18 the parent or legal guardian will need to sign the application on the members behalf **and** verify their identity by providing:

1. **One document from the parent or legal guardian from List 1 or two documents List 2** provided in Part A in the Identification requirements guide, **and**
2. A certified copy of any one of the following documents:
 - Birth certificate
 - Power of Attorney
 - Guardianship paper

Signature of applicant*



Date*

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i Each application must have your original signature on it. Faxed, scanned or photocopied signatures cannot be processed.

When you have completed this form please send it to: **Locked Bag 5046, Parramatta NSW 2124**

If you have any questions: Call **1300 467 875**, 8am–8pm AEST weekdays, fax **1800 467 875**, visit hostplus.com.au or email info@hostplus.com.au



Important: please don't send original identification documents to Hostplus

Identification requirements.

i If you are of Aboriginal or Torres Strait Island descent, please contact us as there are alternative identification requirements applicable.

Part A. Supporting documentation for verifying identity.

Certified copies of any one of the documents from List 1 and a certified copy of one of the document from List 2:

Option A (one document required)	OR	Option B (two documents required)
<ul style="list-style-type: none"> • Current drivers licence or learners permit issued by a State or Territory of Australia with your photograph (both sides) • Current passport issued by the Commonwealth of Australia that has not expired within the past two years (Information and photo page) • Foreign passport or similar travel document containing a photograph and the signature of the person that has not expired within the past 2 years (documentation not written in English must be accompanied by an English translation prepared by an accredited translator (National Accreditation Authority for Translators and Interpreters (NAATI)) • Card issued under a State or Territory containing a photograph of the person: <ul style="list-style-type: none"> - Proof of age card or Key pass - Dept. of Defence ID - Police ID - Firearms / shooting licence - Waterways / boat licence - Working with children licence 		<p>List 1</p> <ul style="list-style-type: none"> • Birth certificate or birth extract issued by a State or Territory of Australia • Citizenship certificate issued by Commonwealth of Australia; Foreign Citizenship Certificate (translated into English if required by a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI)) • Australian Visa • Medicare Card • Immigration Card – Permanent Residence Evidence Card (PRE), Evidence of Immigration Status Card (EIS) Certificate of Identify (COI) – Certificate of Evidence of Residential Status (Form 283) issued by the department of Immigration and Citizenship (DIAC) • Foreign drivers licence (both sides and translated into English if required by a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI)) • Employee ID card issued by a government authority or public service • One of the following Centrelink Pension Cards: <ul style="list-style-type: none"> - Health Care Card - Commonwealth Seniors Health Card - Pensioner Concession Card - Interim Concession Card <p>List 2</p> <ul style="list-style-type: none"> • Government benefits notice (less than 12 months old) • Utility bill (less than 3 months old) • A current debit/credit card • Car registration notice (less than 12 months old) • Rates notice from local council (less than 12 months old) containing your name and residential address • Notice issued by Federal, State or Territory government or local council (within the past 12 months) containing your name and residential address • For members under the age of 18: <ul style="list-style-type: none"> - Learners permit - Student Card (Photo ID) - A notice issued by a school principal that records the period of time the individual attended the school (issued within the last 3 months)

i Important Information for Indigenous Australians

If you are a member with Indigenous Australians and/or Torres Strait Islander heritage and unable to meet the supporting document requirements mentioned in option A and B, please refer to hostplus.com.au/super/about-us/rap for alternative identification requirements.

Part B. How to certify a document.

What is a certified copy?

A certified copy is a copy of an original document, which has been certified and signed by a person who is authorised to certify that it is a true and correct copy of the original.

How do I obtain a certified copy of a document?

You will need to take your original document(s) and a clear and legible photocopy of both sides of the original document to a person who is authorised to certify proof of identity documents.

Find someone to certify your documents.

Only certain people are authorised to certify identification documents. For a complete list of people permitted to certify documents go to hostplus.com.au/id. A few common examples are:

- Police officer
- Agent of the Australian Postal Corporation who is in charge of, or a permanent employee with two or more years of continuous service with, an office supplying postal services to the public
- Pharmacist
- Legal practitioner
- Medical practitioner
- Justice of the Peace

Member residing overseas.

For members residing overseas, the persons who are authorised to certify identification documents are:

- An Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955).
- An employee of the Commonwealth or the Australian Trade Commission who is authorised and exercises his or her function in that place.
- A person authorised as a notary public in a foreign country.
- Any person who is in a country or place outside Australia and is currently licensed or registered in Australia (under a State or Territory law) to practise in an occupation listed in Part B.
- Members residing overseas must have their identification documents certified by a person who has an Australian connection (as set out above). Any documents certified by a person who is licensed or registered to practise in an occupation listed in Part B in a foreign country (and not in Australia), or who holds a position in a foreign country, will not be accepted by Hostplus (except for a foreign notary public).

What do the certifiers need to do?

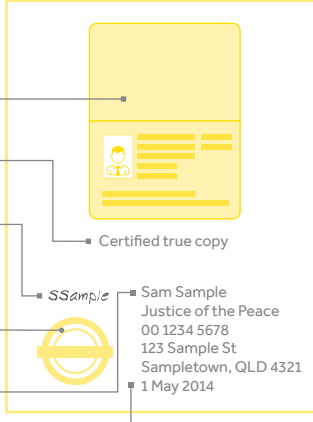
The certifier will need to compare your copy with the original, then stamp or write 'This is a true and correct copy of the original'.

On every page of your proof of identity the certifier must include all of the following:

- Signature
- Name
- Address
- Occupation
- Phone number
- Date of authorisation
- Authorised person's stamp and registration number (if applicable).

What does a certified identity document look like?

This is what a certified proof of identity document should look like:

- Copy of the document that identifies you (ie. your passport or driver's licence - front and back)
 - Write or stamp "certified true copy" of original document
 - Have the authorised person sign the document
 - Authorised person's stamp and registration number (if applicable)
 - Name, qualification, phone number and address of authorised person, and
 - Date of authorisation
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i Important note.

- All pages of your proof of identity documents must be certified.
- The certification must be on the copy of the document, not on the back of the page or a separate page attached to the document.
- The certified copies of your proof of identity documents must contain an original signature. Faxed or emailed copies will not be accepted.
- If any documents are written in a language other than English, they must be accompanied by an English translation prepared by an accredited translator.
- Documents certified more than 12 months ago will not be accepted.
- The person certifying your documents can not be the benefactor or be connected to any organisation you are using to assist you in obtaining access to your super, even if they are authorised to certify documents.

If these conditions are not met, Hostplus will be unable to process your request. If you need more information about certifying a document, simply call **1300 467 875**, 8am–8pm (AEST), Monday to Friday.