



Office use only

Change of member details.

Please ensure you complete both your existing member details and your new member details on this form and provide supporting documents, including certified Identification. Refer to the Identification requirements guide on how to submit correctly certified ID documents.

Complete all fields marked with an asterisk (*).

When you have completed this form please send all documents to: **Locked bag 5046, Paramatta, NSW 2124.**

1 Provide your existing member details

Title Mr Mrs Ms Dr Other Gender Male Female Intersex/Indeterminate/Unspecified

Membership number (if known) Date of birth*

Phone number* Mobile phone*

Given names*

Surname*

Current address*

Suburb State P/C

Email address*

If you'd like to change your contact details, proceed to Step 2. To change your name, date of birth or gender proceed to step 3. Don't forget to sign the form over the page.

Change my residential address

 No PO BOX address allowed/accepted

Street address

Suburb

State

P/C

Change my postal address (if different from your residential address)

Street address

Suburb

State

P/C

Change my email

My new email:

Change my phone number

My new phone number/s:

Home phone

Mobile phone

Work phone

Change my name

As part of the identification process you will need to enclose certified copies of identification outlined below:

1. One primary document, or two secondary documents of identification.

Refer to the Identification requirements guide attached at the end of this form for types of acceptable documents.

AND

2. One of the following 'linking documents'.

A linking document is a document that proves a relationship exists between two (or more) names:

- Marriage Certificate from the Registry of Births, Deaths, and Marriages
- Divorce Certificate/decreed from the Federal Circuit and Family Court of Australia
- Deed poll or change of name certificate from the Registry of Births, Deaths and Marriages
- Notice of Tax assessment from the Australian Taxation Office issued within the previous 12 months (if you are correcting your name ONLY).

We will not be able to update your details if you have not provided the required documents as per above.

Update my name to:

Given names

Surname

Change my date of birth

As part of the identification process you will need to enclose **one certified document** confirming your date of birth from the list below:

- Birth certificate
- Drivers licence
- Passport.

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

Update my date of birth to:

Change my gender

As part of the identification process you will need to enclose **a certified document** of either one of the following:

- Statement from a Registered Medical Practitioner or Registered Psychologist verifying your gender
- Valid Australian Government travel document, such as a valid passport specifying your preferred gender
- State or Territory Birth Certificate which specifies your preferred gender
- 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 details if you have not provided one of these documents.

Update my gender to:

 Male Female Intersex/Indeterminate/Unspecified

Your Privacy

Hostplus collects personal information in order to administer your superannuation account and provide you with services and support. If you do not provide us with information requested, we may not be able to carry out instructions or provide the services or assistance you may require. The Hostplus privacy policy is available on the Hostplus website at hostplus.com.au/privacy. It explains how we handle your personal information, how you can access and/or seek correction of your personal information and how you can make a complaint about a breach of your privacy.

Hostplus usually discloses your personal information to our administrator (Australian Administration Services Pty Limited (AAS)), mail houses, our insurer(s). AAS (a company within the LINK Group of companies) may also disclose your personal information to overseas recipients.

Please see the LINK Group’s Privacy Policy at www.linkgroup.com/docs/Link_Group_Privacy_Policy.pdf for further information.

Privacy declarations

- I have read and understood the Hostplus Privacy Policy.

Declarations

I, whose signature appears below, declare that:

- All details given in this application form are accurate and complete.
- 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.

If applicable, please tick and provide the following:

I am signing on behalf of a member.

If you have been **nominated** to represent the member by power of attorney or guardianship you will need to provide the below:

1. **One identity documentation to verify the nominee** as outlined in Step 1 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** provide the below:

1. One identity documentation for verifying identity of the parent or legal guardian as outlined in Step 1 in the Identification requirements guide, and
2. To verify the link between the member and signatory, a certified copy of any one of the following documents:
 - Birth certificate from the Registry of Births, Deaths, and Marriages
 - Power of Attorney
 - Guardianship paper

Signature of applicant*

Date*

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Faxed or scanned forms cannot be processed. However photocopied forms can be processed if signed with an original signature.

If you have any questions contact us on **1300 467 875**, 8am–8pm AEST weekdays or visit hostplus.com.au