

Step 3. New address details

New residential address

Suburb

State

Postcode

New postal address

Suburb

State

Postcode

Step 4. Complete preservation declaration

Complete this section if your circumstances that affect the Preservation status of your super have changed.

The preservation portion of your super cannot be released to unpreserved status until one of the following conditions have been met:

- you are at least 65 years of age;
- you are at least 60 years of age and have ceased gainful¹ employment since attaining age 60, even if you are not permanently retired

OR

- you have reached **preservation age** (refer to the table below), have ceased employment and permanently retired² from the workforce.

Date of birth	Preservation age
Before 1 July 1960	55
1 July 1960 to 30 June 1961	56
1 July 1961 to 30 June 1962	57
1 July 1962 to 30 June 1963	58
1 July 1963 to 30 June 1964	59
1 July 1964 or after	60

¹**Gainfully employed** means employed or self-employed for gain or reward in any business, trade, profession, calling, occupation or employment. This can also include acting as a director of a company, employment under a labour hire contract but does not include voluntary work for charity.

²**Permanently retired** means you have retired from work after reaching your preservation age, with no intention of returning to full-time or part-time work.

I declare that I: (select an option)

- have reached my preservation age and I am no longer gainfully employed. I am not intending to rejoin the workforce either full-time or part-time at any time in the future.
- am at least 60 years of age and I have ceased gainful employment since turning 60, even if I am not retired.
- am at least 65 years of age.

Step 5. Sign the form

I authorise you to make the changes noted on this form in respect to the information provided in Steps 2, 3 and 4.

I have read and understand the **Privacy Collection Statement** and consent to my personal information being collected, disclosed and used as described in that Statement.

Signature

Date / /

Please return your completed form to:

**NGS Super
GPO Box 4303
Melbourne, VIC 3001.**



PRIVACY COLLECTION STATEMENT

If you are a member of NGS Super, or you are applying for membership

We may collect your personal information from you or from third parties such as:

- your employer
- a previous super fund
- your financial adviser
- our related entities
- publicly available sources.

We may be required or authorised by law to collect your personal information. Relevant laws include the Australian Securities and Investments Commission Act 2001, Corporations Act 2001, Family Law Act 1975 and laws relating to superannuation, taxation and anti-money laundering/counter-terrorism financing.

If we are unable to collect all the personal information we have asked for, we may not be able to administer your NGS Super account or take action on a particular request you have made.

We will use your personal information to:

- manage your NGS Super account (NGS *Accumulation, Transition to Retirement or Income account*)
- give you information about your NGS Super account
- supply you with information about other products and services offered by us or our related companies
- include your relevant account data in statistics and market research.

We will disclose your personal information to various organisations (but only as required to manage your NGS Super account or the Fund generally), including:

- our administrator, Mercer Outsourcing (Australia) Pty Ltd (Mercer)
- our insurer
- our professional advisers
- your employer
- other service providers that provide services or products relevant to your NGS Super account
- any relevant government authority that requires your personal information to be disclosed.

In managing your super your personal information may be disclosed to service providers in another country, most likely to Mercer's processing centre in India. Our [Privacy Policy](#) lists any other relevant offshore locations.

Our [Privacy Policy](#) sets out in more detail

- how we deal with your personal information
- how to access and seek correction of the information we hold about you
- how you may lodge a complaint if we breach an Australian Privacy Principle
- how we will handle any complaint.

You can view our [Privacy Policy](#) at ngssuper.com.au/privacy-policy or obtain a copy by contacting us on **1300 133 177**.

If you have any other queries in relation to privacy issues, or if you do not wish to receive marketing material, you may contact us on **1300 133 177**. You may also write to the NGS Super Privacy Officer at:

NGS Super
PO Box 21236
World Square NSW 2002

or online at ngssuper.com.au/contact-us.

If you are not a member of NGS Super, and you are not applying for membership

We will use your personal information only to enable us to take action on the particular matter you have contacted us about. In most instances we will not need to collect any further personal information from any other source. We will disclose your personal information only to those organisations mentioned above as are necessary to take action on the matter in question or for the management of the Fund generally.

Issued by NGS Super Pty Limited ABN 46 003 491 487 AFSL No 233154 the trustee of NGS Super ABN 73 549 180 515

**ngs
Super**



Incorporating **qjecs**super division

