

CHANGE DETAILS ADVICE

Both forms can be accessed on the NGS Super website www.ngssuper.com.au. Should you require assistance please call NGS Super Customer Service Team on **1300 133 177**.

If you need help

For assistance call NGS Super Customer Service Team on **1300 133 177**.

If you wish to advise your Tax File Number (TFN) please complete the **Providing your tax file number** form.

If you wish to update your preferred beneficiaries please complete the **Nominating your beneficiaries** form.

Step 1. Advise details of new address (if applicable) Please print in black or blue pen, in uppercase, one character per box.



New residential address

Suburb

State

Postcode

New postal address

Suburb

State

Postcode

Step 2. Complete your personal details

Membership number

Date of birth

Given names

Surname

Daytime telephone

Mobile

E-mail

Comments (if applicable)

Effective date of change

for details in Steps 2, 3 or 4



Step 3. Advise details of new name (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.

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 employment since attaining age 60

OR

- You are between 55 and 60 years old, have ceased employment and have permanently retired from the workforce.

Permanently retired is defined as never being gainfully employed again for more than 10 hours per week. Gainful employment means employed or self-employed for gain or reward in any business, trade, profession, calling, occupation or employment.

If you are eligible, please complete one of the following declarations and **attach proof of age** to allow your benefit payment to be processed (e.g. certified photocopy of your driver's licence, passport or birth certificate).

(select an option)

- Yes, I am at least 65 years of age.
- Yes, I am at least 60 years of age and I have ceased employment since attaining age 60.
- Yes, I am at least 55 years of age, have ceased employment and permanently retired from the workforce.

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 (superannuation or income stream)
- 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 www.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 PO Box 21236 World Square NSW 2002 or online at www.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.