Change of Details Form

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Complete this form if you need to update Verve Super about a change in your personal details.

This form and accompanying documents can be posted to **GPO Box 2753, Brisbane QLD 4001** or scanned and emailed to **hello@vervesuper.com.au**. If you have any questions or need assistance in completing this form, please contact us on **1300 799 482** or **hello@vervesuper.com.au**.

CHECKLIST — If you're updating your name, please ensure you include:

- ☐ This completed Change of Details form.
- ☐ A certified copy* of your ID, e.g., licence or passport.
- ☐ A certified copy* of a document showing your change in name, e.g., Marriage Certificate, Deed Poll, Change of Name Certificate. Do not send the original document, only the certified copy.

*For more information, see the **Providing Certified ID Factsheet** available from **www.vervesuper.com.au**.

Section 1: Personal Details

Please provide the details that would match our current records.

GIVEN NAME

SURNAME

MEMBER NUMBER

DATE OF BIRTH (DD/MM/YYYY)

MOBILE PHONE

EMAIL ADDRESS*

RESIDENTIAL ADDRESS

SUBURB

STATE

POSTCODE

*By providing your email address, you consent and authorise us to send you communications, including information required by law, in electronic format (email or similar technologies) whenever possible. You can elect to receive communications by post at any time by contacting Verve Super on **1300 799 482** or by email at **hello@vervesuper.com.au**.

Section 2: Change of Details

A. If you are changing your name, please set out the details of your new name below:

NEW SURNAME

AND/OR

NEW GIVEN NAME(S)

Please provide a certified copy of a document showing your change in name, e.g. Marriage Certificate, Deed Poll, Change of Name Certificate. Do not send the original document, only the certified copy.

B. If you are changing your contact details, please set out your new contact details below:

RESIDENTIAL ADDRESS

SUBURB

STATE

POSTCODE

MOBILE PHONE

EMAIL ADDRESS*

*By providing your email address, you consent and authorise us to send you communications, including information required by law, in electronic format (email or similar technologies) whenever possible. You can elect to receive communications by post at any time by contacting Verve Super on **1300 799 482** or by email at **hello@vervesuper.com.au**.

C. If there are other details you would like to update, please provide details below:

Please note: Depending on the details that you are requesting be updated, we may need to request proof documents before we are able to make the change. To confirm, please contact us at **hello@vervesuper.com.au** or **1300 799 482.**

Section 3: Declarations and Signature

By completing this form, I declare that:

- All the details that I have provided are true and correct.
- I am authorising Verve Super to update my account details as per the information submitted on this form.
- I have attached all additional documents as requested in this form that are applicable to my application.
- I have read the Privacy Statement (below) and consent to Verve Super using my personal information for the purposes as stated.

Signature*

* If you are requesting a change of name, please ensure that this is an original signature. We are unable to accept electronic signatures for name change requests. All other requests to update details can be made using an electronic signature.

PRINT NAME

DATE

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PRIVACY STATEMENT: By signing this form you consent to Verve Super collecting and using your personal information in order to establish and administer your super account, improve our products and services, keep you informed, and comply with the relevant legislation. Your personal information is generally collected from you but sometimes it may be collected from third parties like your employer or another Australian super fund with whom you have an account. Your personal information may be disclosed to other parties, including the Trustee, the Fund Promoter, the Fund's Administrator, the Fund's Insurer and professional advisers, government bodies and the trustee of any other fund to which you transfer, in order to administer your account. For more information about how your personal information is handled, please view our Privacy Policy at **www.vervesuper.com.au**, phone **1300 799 482** or email us at **hello@vervesuper.com.au**. The Trustee's privacy statement can be found at **stewarda.com.au/privacy-policy**