

# EISS Pension

## Change of membership details

Please complete this form to advise us of a change to your personal details. Please write (in block letters using a black or blue pen) or type your details into this form. To be valid, this form must be fully completed, signed and dated. Please send the completed form to EISS Super PO BOX N835 Grosvenor Place NSW 1220.

### 1. Your current details on record

Member number











Date of birth









Mr/Mrs/Ms/Miss/Dr

Surname

Given name(s)

### 2. Your new details

Change of name

If changing your name you must provide a certified copy of official documentation such as a marriage certificate or deed poll document. For more information refer to the 'Certification of documents' information in section 3 of this form.

Mr/Mrs/Ms/Miss/Dr

Surname

Given name(s)

New signature

Previous signature

Change of contact details

Residential address (must not be a PO Box)

Suburb/town

State




Postcode





Postal address (if different to above)

Suburb/town

State




Postcode

Mobile

Telephone (business hours)

Email address

**Change to pension payment**

Please change my pension payment:

as soon as possible; or

effective from

Payment frequency (please select one):

Bi-monthly  Monthly  Quarterly  Half-yearly  Annually

Amount of pension required each year (please select one):

Minimum pension income

Specific pension income (per year) \$

Maximum pension income (only relevant to Transition to Retirement Pensions)

If 'Maximum pension income' has been selected, please select one of the below:

Pro-rata of annual pension over the remainder of the financial year (reduced)

Full annual pension to be paid in remaining months (not reduced)

**Please Note:** Request to change your pension payments must be received at least five business days before the due date of the next pension payment or your request may not be completed before the next payment has been processed.

Pension payments are normally made around the 20th of the relevant month, an additional payment is made around the 6th of each month for bi-monthly payments.

If you wish to change the way in which your pension payments are drawn from the investment options you have selected, you will need to complete a 'Changing Investment Strategy and Pension Drawdown Options' form.

**Change of bank account details** (You can only nominate a bank account which is held in your name.)

Please change my bank account details:

as soon as possible; or

effective from

Name of financial institution

Branch name

Branch number (BSB)

 - 

Account number

Name of account holder

### 3. Other information

#### Certification of documents (acceptable certified documents)

##### Change of name:

- deed poll document; or
- marriage certificate; or
- divorce certificate/decrees absolute.

##### Update of recorded birth date:

- birth certificate; or
- current driver's licence; or
- current passport; or
- certificate of Australian citizenship (if it contains your date of birth).

##### How to certify a document:

- take a photocopy of the original document;
- take both your original document and the photocopy to an authorised person such as a Justice of the Peace (JP);
- get the authorised person to stamp or write on all pages 'I certify this is a true and correct copy of the original document before me', followed by their signature, full name, qualification (e.g. JP), registration number (if applicable) and the date; and
- attach the certified copy of your document to this form.

For further information including who can certify, please refer to the 'Providing proof of identity' fact sheet available from [eisuper.com.au](http://eisuper.com.au). For a full list of Australian authorised witnesses visit [www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx](http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx).

#### Protecting your privacy

We are required to comply with relevant privacy laws. The personal information that we collect is used to process your application, administer your account(s), provide you with services and conduct research about how to improve our services and products. Unless required or authorised by law, we will only provide your personal information to authorised service providers who use the information to administer your account and provide services to you on our behalf. For more information, please refer to our Privacy Policy available at [eisuper.com.au/privacy](http://eisuper.com.au/privacy) or from Member Services.

### 4. Member declaration

I confirm and acknowledge that:

- I have fully read this form and the information I have provided in this form is true and correct; and
- I have read the 'Protecting your privacy' section and understand how EISS Super will use my personal information.

Signature

Date

**We are  
here to help**

You can call our dedicated Member Services team on **1300 369 901** from Monday to Friday, 8.30am to 5.00pm (AEST).

@ [info@eisuper.com.au](mailto:info@eisuper.com.au) [eisuper.com.au](http://eisuper.com.au) [PO Box N835, Grosvenor Place, NSW 1220](mailto:info@eisuper.com.au)

Prepared by Energy Industries Superannuation Scheme Pty Limited ABN 72 077 947 285 (the Trustee), RSE Licensee L0001373 and AFS Licence 441877 as trustee for Energy Industries Superannuation Scheme Pool A ABN 22 277 243 559, RSE R1004861 - Pool B ABN 64 322 090 181, RSE R1004878 (the Scheme). Throughout this document the Trustee may be referred to as 'EISS', 'EISS Super', 'EISS Advice', 'EISS Financial Planning', 'we', 'us' or 'our'.