

Retirement Scheme and Defined Benefit Scheme

Change of Bank Account

About this form

You should use this form to change the bank account into which your current lifetime pension payments are being made.

We're here to help

If you need assistance completing this form, you can call us on 1300 369 901, Monday to Friday from 8am to 8pm (AEST).

Please complete all sections of this form as applicable, sign and return the completed form by either; uploading it into your online account or posting it to:
EISS Super GPO Box 7039, Sydney, NSW 2001.

Step 1. Your personal details

We will use this information to verify your membership in the Defined Benefit Scheme or Retirement Scheme.

Member Number

Mr / Mrs / Ms / Miss / Other

Given name(s)

Surname

Date of birth / /

Residential address (must be advised)

Suburb

State

Postcode

Postal address (if different from above)

Suburb

State

Postcode

If we have any questions about this form we will contact you on the details you provide below:

Telephone

Mobile

Email

You can change your personal details online by logging into your account at eisuper.com.au/login or you can call us on 1300 369 901.

Step 2. Complete your new bank details

Please pay my pension payment into the following bank account:

Name of financial institution

BSB

Account Number

Account name

Note: The account nominated above must be in your name and must be an account for which you can sign to withdraw, either solely, or with another person.

Step 3. Providing proof of identity

For identification purposes, you MUST attach a certified copy of either your Driver's Licence or Passport (or acceptable alternatives). See the 'Providing Proof of Identity' section for details of certification and acceptable alternative documents. Failure to provide appropriate proof of identification may result in delays in the processing of your payment(s).

I have provided proof of my identification

Your privacy is important to us

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 the Fund and provide services on our behalf.

The EISS Super Privacy Policy is available to view at eisuper.com.au/privacy or you can obtain a copy by contacting us on 1300 369 901.

Step 4. Sign the form

By signing this form I:

- acknowledge that I have read and understood this form;
- understand that the information contained in this form will be handled by the Trustee to process my bank account change;
- understand that, under Australian Taxation Office (ATO) regulations, I must keep a copy of this form for five (5) years from the date completed; and
- understand and consent to my information being collected, disclosed and used in the manner set out in this form.

Member Signature

Date

Sign here

Print, sign and return this form to the fund along with your certified documents by either:

Posting it to us OR Uploading it to your online account

EISS Super
GPO Box 7039
Sydney NSW 2001

Visit eisuper.com.au/login

Providing Proof of Identity

How to certify ID documents

1. Organise original document(s)

Organise the acceptable ID document(s) and make clear and full photocopies.

2. Certify ID

Take the original document(s) and the photocopies and have them certified by an authorised person.

3. Post the documents

Post the signed and certified ID document(s) back to us, attached with your form.

Acceptable documents

You will need to supply a certified copy of one of the following:

- a current Australian driver's licence (photocopy both sides);
- Australian passport (which may be expired within 2 years);
- a state or territory card issued which contains your photograph;
- a current foreign driver's licence with your photograph, date of birth and a translation if necessary;*
- a national identity card with your photograph and signature;
- a foreign passport issued by a foreign Government;* or
- pension card issued by the Department of Human Services (Centrelink) that entitles you to financial benefits.

Or, if you do not have one of the documents listed above, you will need to supply two other certified forms of ID, listed below.

One of the following:

- an Australian birth certificate or birth extract;
- an Australian citizenship certificate;
- a birth certificate issued by a foreign country*; or
- pension card issued by the Department of Human Services (Centrelink) that entitles the person to financial benefits.

And, one of the following which contains your name and address:

- a Centrelink letter regarding a Government assistance payment; or
- a notice issued within the last 3 months by the Commonwealth Government, state or territory Government, a local council or a utilities provider.

Who can certify your ID documents?

- Justice of the Peace (JP);
- Permanent employee of Australia Post with at least five (5) years continuous service;
- Legal practitioner (e.g. solicitor or barrister);
- Police officer;
- An officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL) having two (2) or more years of continuous service with one or more licensees;
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants;
- A finance company officer, a bank, credit union or building society officer, with two or more years of continuous service;
- A member of the Commonwealth parliament or a state or territory parliament;
- A diplomatic or consular officer of an Australian embassy or high commission;
- A magistrate, judge of a court or chief executive officer of a Commonwealth court;
- A notary public officer; or
- A registrar or deputy registrar of a court.

*If the document is not written in English it must be accompanied by an English translation from an accredited translator. That person must be currently accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI) at the level of professional translator or above.

Have you changed your name?

If you have changed your name you will need to supply certified ID in your current name and a certified copy of one of the following documents that supports your name change:

- a marriage certificate;
- a deed poll; or
- a change of name certificate from the Births, Deaths and Marriages Registration Office.

Are you acting on behalf of another person?

If you are acting on behalf of another person you will need a certified copy of:

- guardianship papers or a power of attorney; or
- your ID and the member's ID.

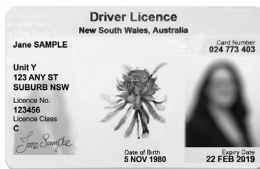
Has your ID been correctly certified?

You will need to show your original ID and the photocopy to an authorised person. They will:

- compare the copy and the original; and
- write or stamp on all pages 'This is a true and correct copy of the original' followed by their signature, printed name, qualification (e.g. JP, Police Officer) and the date.

I certify that this is a true and correct copy of the original document before me.

Lisa Blank
..... J.P.
LISA BLANK
Justice of the Peace Reg No: 000000
Date: 2-3-2018



You will need to provide the original certified ID to us.

How long is your certified ID valid for?

Certified documents showing ID and date of birth are valid for two (2) years from the certification date.

We may request additional documentation if your documents are not correctly certified, out of date or we are having difficulty in verifying that we are dealing with the right person.