

# Change of Personal Details Form



## What's this form for?

You can use this form to update your home address and other personal details.

## A few tips for you

- Use blue or black pen
- Print within the boxes in clear BLOCK LETTERS
- Faxed or emailed copies are not valid, as we can only accept original certified copies by post
- Please use  not
- Make sure you complete all relevant sections before sending us this application, otherwise we may not be able to process it
- Don't forget to include your autograph where required

## STEP 1 PERSONAL DETAILS

If you've changed your name or need to advise a correction in your date of birth, you must provide certified evidence - see below.

Name	Title	First	Last	
Virgin Super Member Number			Date of birth	/ /
Address	Unit/Level	Street No.	Street Name	
	Suburb		State	Postcode
Postal Address (if different from above)	Unit/Level	Street No.	Street Name	
	Suburb		State	Postcode
Email				
Telephone	Home ( )	Work ( )	Mobile	
Occupation		Residency status	<input type="checkbox"/> Australian Permanent Resident	<input type="checkbox"/> Visa - Australian Temp Resident/Work
			<input type="checkbox"/> US Citizen & Australian Permanent Resident	<input type="checkbox"/> US Citizen & Visa - Australian Temp Resident/Work
Please sign here:				
Signature				Date
			/	/

## STEP 2 CHANGE OF NAME OR BIRTH DATE

If you need to change your name or birth date, please send a certified copy of any of the following documents:

If you've changed your name, we require a certified\* copy of one of the following documents:

- Marriage certificate (from Registry of Births, Deaths & Marriages) OR
- Deed Poll document OR
- Change of name certificate OR
- Certificate of Divorce.

If you need to correct your date of birth, we require a certified\* copy of one of the following documents:

- Birth certificate or birth card OR
- Passport OR
- Certificate of Australian Citizenship (if showing your DOB) OR
- Certificate of Evidence of Australian Residency (if showing your DOB) OR
- Current RTA photo Driver's Licence.

\* Documents not written in English must be accompanied by an English translation prepared by an accredited translator.

**Return the completed form together with additional documentation to:**

Virgin Super  
PO Box 1489  
WOLLONGONG NSW 2500

# Change of Personal Details Form



## Eligible persons who can certify a document

### What is a certified copy?

Persons eligible to certify documents (see below) must sight the original document and the copy and make sure both documents are identical, then certify all pages as true copies by writing or stamping "certified true copy" followed by their signature, printed name, qualification (eg. Justice of the Peace, Australia Post employee, etc) and the date. Please note that certified documents remitted via facsimile are not acceptable.

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon
- a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described);
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3(d) of the Consular Fees Act 1955; and
  - (c) exercising his or her function in that place
- Employee of the Commonwealth who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3(c) of the Consular Fees Act 1955; and
  - (c) exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australian Defence Force who is:
  - (a) an officer; or
  - (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
  - (c) a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
  - (a) the Parliament of the Commonwealth; or
  - (b) the Parliament of a State; or
  - (c) a Territory legislature; or
  - (d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
  - (a) the Commonwealth or a Commonwealth authority; or
  - (b) a State or Territory or a State or Territory authority; or
  - (c) a local government authority;with 5 or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
  - (a) the Commonwealth or a Commonwealth authority; or
  - (b) a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution
- Member of the Australian Institute of Mining and Metallurgy
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service with one or more licensees



### Please post completed form to:

Customer Care Team  
Virgin Super, PO Box 1489  
Wollongong NSW 2500



1300 652 770  
8am – 6pm (EST)  
Monday – Friday  
if you need any help.