

Use this form to advise us of a change to your details.

You can update your contact details anytime by using your online account in MemberAccess login at [rest.com.au/memberaccess](https://rest.com.au/memberaccess) or by using the Rest App.

Thanks for filling out this form – it should only take a few minutes. To help us clearly note your details, please write in **BLOCK LETTERS** and use a **BLACK** or **BLUE** pen. Don't forget to sign and date it before you email it (and any attachments) to us at [contact@rest.com.au](mailto:contact@rest.com.au) – without your signature and date this form won't be valid.

---

### Section 1: Current member details

---

Member number

Date of birth (dd/mm/yyyy)

Mr/Mrs/Ms/Miss

Surname

Given name(s)

---

### Section 2: Complete this section if your name and/or date of birth has changed

---

You must attach a certified copy of the required document as outlined in Section 4 and 5.

Mr/Mrs/Ms/Miss

Surname

Given name(s)

Date of birth (dd/mm/yyyy)

New signature

Old signature

---

### Section 3: Pension members only – change to banking and payment details

---

Name of Australian financial institution

Branch name

BSB number

 – 

Account number

Account holder(s) name

You must attach certified copies of your original identification documents. Refer to Section 5: Proof of identity – certification of documents.

Note: Please check that your bank account details shown above correspond with your latest bank statement. The bank account listed must be held in your name or jointly held in your name. Incorrect bank details will result in your pension payment being rejected by the bank, credit union or building society.

### Pension payment frequency and amount

We must receive this form at least three business days before the due date of your next payment for your requested change to take effect. If we do not receive your form in time, your requested change will take effect after your next scheduled payment.

If you would like to change the investment option that your pension payments are taken from, please complete the 'Application to make an investment choice Rest Pension' at [rest.com.au/forms](https://rest.com.au/forms)

---

**Section 3: Pension members only – change to banking and payment details (continued)**

---

**How often would you like your pension to be paid?**

fortnightly    monthly    quarterly    half-yearly    yearly

For half-yearly or yearly payments, please fill in the starting month for payment (eg January)

**How much would you like to be paid?**

Please select one of the following for the total amount (before tax) you would like to receive:

- the minimum amount allowed under government legislation
- the maximum amount allowed under government legislation  
(Note: This option is only applicable for members with a Transition to Retirement account.)

If you have selected to receive the maximum, please select one of the following options to receive:

- the full maximum this financial year
- the maximum for the remainder of this financial year on a pro-rata basis
- an amount of \$  for each payment\*
- a total amount of \$  for the remainder of the year\*

\* This amount must be between your annual minimum and maximum limits allowed by the government if you are using transition to retirement provisions. Please refer to the 'Your Rest Pension options' section of the Rest Pension PDS for further information.

---

**Section 4: Proof of identity**

---

**Have you changed your name? (including reverting to your maiden name)**

If you have changed your name you will need to provide a certified copy of a linking document that proves a relationship exists between two (or more) names.

The following are suitable linking documents:

- Birth Certificate    Marriage Certificate    Change of name certificate from Australian Births, Deaths and Marriages Registration Office
- Divorce Certificate    Citizenship Certificate

**Amend my date of birth or name due to error**

As part of the identification process you will need to enclose one certified document confirming your correct date of birth or name from the list below:

- Birth Certificate    Drivers licence    Passport    Australian Visa (foreign passport)

We will not be able to update your details if you have not provided one of these documents.

**Applicant signature**

(dd/mm/yyyy)

**Power of Attorney signature (if applicable)**

(dd/mm/yyyy)

**Your privacy is important to us**

When your personal details are provided to Rest, they are securely stored and are accessible only to authorised personnel for the purpose of maintaining your account and any insurance arrangements. If you would like to see Rest's Privacy Policy, visit [rest.com.au](http://rest.com.au) for a copy of the Policy.

## Section 5: Proof of identity – certification of documents

### \* Certifying your identify takes just three easy steps:

1. Make a photocopy of the original ID document that identifies you (eg your drivers license).
2. Take both your original ID document and the photocopy to an authorised person who can certify (eg your local police station, see 'Who can certify your identity' for a full list).
3. Get the authorised person to stamp or write 'I certify this to be a true copy of the document shown and reported to me as the original'. Followed by their signature, full name, qualification, registration number and the date.

The example to the right shows how a certified copy of your proof of identity should look.



### Who can certify?

- a Justice of the Peace
- a pharmacist, medical practitioner, nurse, dentist, optometrist, chiropractor, physiotherapist, psychologist or veterinary surgeon
- a teacher employed on a full-time basis at a school or tertiary education institution
- a police officer
- a notary public
- a bank, building society, credit union or finance company officer with two or more years of continuous service
- an officer with, or authorised representative of, a holder of an AFSL with two or more years of continuous service with one or more licensees
- a permanent employee of the Commonwealth or a Commonwealth authority, a State/Territory or a State/Territory authority or a local government authority, with two or more years of continuous service
- a Member of the Parliament of the Commonwealth, the Parliament of a State/Territory or local government authority of a State/Territory
- a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants
- a registrar or deputy registrar of a court
- a person enrolled as a legal practitioner on the roll of the Supreme Court of a State/Territory or the High Court of Australia
- a judge or magistrate of a court
- a Chief Executive Officer of a Commonwealth Court
- an Australian consular or diplomatic officer (within the meaning of the Consular Fees Act 1955)
- we're unable to accept any documents that have been certified by a family member or friend.

*This page has been left blank intentionally.*