



## Step 3 – Advise details of new address (if applicable)

☐ **Postal address** – attach a **certified** copy of a recent bill, mail item or driver's licence that displays your new postal address.

New postal address

Suburb

State

Postcode

Daytime telephone

Mobile

Email

If you wish to advise your Tax File Number (TFN) please complete the *Providing your TFN* form.

If you wish to update your preferred beneficiaries please complete the *Nominating your Beneficiaries* form.

All forms are available on our website [www.mercysuper.com.au](http://www.mercysuper.com.au).

## Your Privacy

The Fund is administered by us along with our service provider, Mercer Outsourcing (Australia) Pty Ltd. We collect, use and disclose personal information about you in order to manage your superannuation benefits and give you information about your super. We may also use it to supply you with information about the other products and services offered by us and our related companies. If you do not wish to receive marketing material, please contact us on 1300 368 891.

Our Privacy Policies are available to view at [www.mercysuper.com.au](http://www.mercysuper.com.au) or you can obtain a copy by contacting us on 1300 368 891.

If you do not provide the personal information requested, we may not be able to manage your superannuation.

We may sometimes collect information about you from third parties such as your employer, a previous super fund, your financial adviser, our related entities and publicly available sources.

We may disclose your information to various organisations in order to manage your super, including your employer, our professional advisors, insurers, our related companies which provide services or products relevant to the provision of your super, any relevant government authority that requires your personal information to be disclosed, and our other service providers used to assist with managing your super.

In managing your super your personal information will be disclosed to service providers in another country, most likely to Mercer's processing centre in India. Our Privacy Policies list all other relevant offshore locations.

Our Privacy Policies set out in more detail how we deal with your personal information and who you can talk to if you wish to access and seek correction of the information we hold about you. It also provides detail about how you may lodge a complaint about the way we have dealt with your information and how that complaint will be handled.

If you have any other queries in relation to privacy issues, you may contact us on 1300 368 891 or write to our Privacy Officer, PO Box 8334, Woolloongabba Queensland 4102

## Step 4 – Sign the form

By signing this form:

- I authorise you to make the changes noted on this form in respect to the information provided in Steps 1, 2 and 3
- I understand and consent to my information being collected, disclosed and used in the manner set out in this form.

Signature

Date

**Please return your completed form to Mercy Super, PO Box 8334, Woolloongabba, QLD, 4102.**

