

## Change of personal details form

Please complete details below to allow us to update personal information Circle holds in order for us to maintain your Membership.

PLEASE FAX FORM TO 1300 553 523 OR RETURN TO CIRCLE VIA MAIL

### Personal details

First Name \_\_\_\_\_  
 Middle Name \_\_\_\_\_  
 Surname \_\_\_\_\_  
 Circle member no. \_\_\_\_\_

### Joint account holder details

Joint account holder's details (your name in full) \_\_\_\_\_  
 Do you require the details below to be updated for the joint account holder?  
 Yes  No

**Both account holders must sign below if contact information requires updating for each account holder**

### Current contact information

Home phone no. AREA CODE \_\_\_\_\_  
 Mobile no. \_\_\_\_\_  
 Mailing address \_\_\_\_\_  
 Suburb \_\_\_\_\_  
 State \_\_\_\_\_ Post Code \_\_\_\_\_  
 Email \_\_\_\_\_

### New contact information (Only complete details that have changed)

Home phone no. AREA CODE \_\_\_\_\_  
 Mobile no. \_\_\_\_\_  
 Mailing address \_\_\_\_\_  
 Suburb \_\_\_\_\_  
 State \_\_\_\_\_ Post Code \_\_\_\_\_  
 Email \_\_\_\_\_

### Change of name request

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
 New Surname \_\_\_\_\_

**IMPORTANT:** For your change of name to be registered on our records you must attach or provide to our staff a certified copy of your Marriage Certificate, or other legal name change documents.

Persons authorised to certify a document.

- (1) 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);
- (2) a judge of a court;
- (3) a magistrate;
- (4) a chief executive officer of a Commonwealth court;
- (5) a registrar or deputy registrar of a court;
- (6) a Justice of the Peace;
- (7) a notary public;
- (8) a police officer;
- (9) an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
- (10) a permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public;
- (11) an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955);
- (12) an officer with 2 or more continuous years of service with one or more financial institutions;
- (13) a finance company officer with 2 or more continuous years of service with one or more finance companies;
- (14) an officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees.
- (15) a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership.

### Signature(s)

Signature of primary member \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of secondary joint member \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY:

Effective Date: / / Comp: Initials: Date Actioned: / /