

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 tax file number* form.

If you wish to update your beneficiaries please complete the *Nomination of beneficiaries* form.

All forms are available on our website www.qantassuper.com.au

Step 4 – Change to Preservation status

(To be completed by Transition to Retirement members only)

Complete this section if your circumstances that affect the preservation status of your pension have changed.

The preserved portion of your pension cannot be released to unpreserved status until one of the following conditions have been met:

- You are at least 65 years of age;
- You are at least 60 years of age and have ceased employment since attaining age 60;

OR

- You have reached your preservation age*, have ceased employment and have permanently retired from the workforce.

* If you were born on or before 30 June 1964, you have already reached your preservation age. If you were born on or after 1 July 1964, your preservation age is age 60. See the table below:

Date of birth	Preservation age
Before 1 July 1960	55
1 July 1960 to 30 June 1961	56
1 July 1961 to 30 June 1962	57
1 July 1962 to 30 June 1963	58
1 July 1963 to 30 June 1964	59
1 July 1964 or after	60

Permanently retired is defined as not intending ever again to be gainfully employed for 10 or more hours per week. Gainful employment means employed or self-employed for gain or reward in any business, trade, profession, calling, occupation or employment. If you are eligible, please complete one of the following declarations and **attach proof of age** to allow your benefit payment to be processed (e.g. certified photocopy of your driver's licence, passport or birth certificate).

(Select one option only)

- Yes, I am at least 65 years of age.
- Yes, I am at least 60 years of age and I have ceased employment since attaining age 60.
- Yes, I have reached preservation age*, have ceased employment and am permanently retired.



Step 5 – Privacy

The Trustee respects the privacy of your personal information and is committed to complying with the Australian Privacy Principles in the Privacy Act 1988 (Cth).

Our Privacy Policy sets out our approach to the management of personal information. Subject to the Privacy Act 1998 (Cth), you can have access to and seek correction of your personal information. Our Privacy Policy contains information about how you can access and seek correction of your personal information, how you may complain about a breach of your privacy and other important information about how your personal information is collected, used and disclosed.

Our Privacy Policy is available on Qantas Super's website, www.qantassuper.com.au or you can obtain a copy by contacting us on **1300 362 967**.

Step 6 – 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 2, 3 and 4
- understand my personal details cannot be updated unless the necessary supporting documentation is provided
- acknowledge that I have read and understood the Privacy Policy contained on our website www.qantassuper.com.au and agree to the Trustee handling my personal information in accordance with this policy.

Signature

Date

/ /

Please return your completed form to Qantas Super, GPO Box 4303, Melbourne, VIC 3001.

