GOVERNMENT SUPERANNUATION FUND
CHANGE IN PERSONAL DETAILS

This form should be used to notify Datacom, GSF Schemes Administration of any changes to your Name, Address, Phone Number or Bank Account details. **You must sign the form in all cases (*see overleaf*).**

SECTION **1**
To be completed in all cases

Full Name _____ Mr / Mrs / Ms / Miss / Other _____
(This is the name currently held by Datacom, GSF Schemes Administration) (please circle one or insert other)*

GSF Number _____ Date of Birth _____ / _____ / _____

Email Address *(see overleaf)* _____

New/Current Postal Address _____

_____ Postcode _____

New/Current Home Phone ( ) _____ Mobile Phone ( ) _____

Old Postal Address* _____

_____ Postcode* _____ Old Home Phone* ( ) _____

*only required if advising a change of address

☐ I am a member of the Government Superannuitants Association (GSA) and authorise GSF to forward my change of address details to the GSA. *(tick if relevant)*

SECTION **2**
To be completed only for changes in name

New Surname _____ New Given Name _____

(When notifying us of a name change you must attach the appropriate legal documentation, such as a Marriage Certificate or Deed Poll)

SECTION **3**
To be completed only for changes in bank account details

New Bank _____ Branch _____

Name of Account Holder _____

Bank account __ __ – __ __ __ __ – __ __ __ __ __ __ __ – __ __ __

In addition, for international bank accounts:

IBAN __ – __ – __ – __ – __ – __ – __ – __

Swift code [BIC] (if known) _____

Bank Address _____

_____

SECTION **4**

Alternative contact details

To be completed if alternative contact details have not already been provided, or for a change in alternative contact details.

This information will only be used if Datacom, GSF Schemes Administration, lose contact with you for any reason. Your alternative contact should be someone who **does not live at the same address as you.**

Full Name _____ Relationship to you *(if any)* _____

Postal Address _____

_____ Postcode _____

Contact Phone Number (   ) _____

Member or Authorised Person signature _____ Date _____ / _____ / _____

The completed form must be signed by the member, or an authorised person, and forwarded, along with any supporting documentation to

Datacom, GSF Schemes Administration,
PO Box 3614,
Wellington 6140.

Privacy Act Statement

The personal information you supply by completing this form is being collected by Datacom Employer Services Limited (**Datacom**), as administrator of the schemes on behalf of the Government Superannuation Fund Authority (the **Authority**). The schemes are governed by the Government Superannuation Fund Act 1956 (the **Act**). The information collected in this form will be held by Datacom and will be stored electronically within New Zealand. It will be used to process your election under this form and/or update your member record. It may also be used to contact you in the future.

The information may be exchanged between the Authority and Datacom. It may be disclosed to third parties such as Annuitas Management Limited (provider of executive office/secretariat service to the Authority) or agents of the Authority or Datacom, in accordance with the Privacy Act 1993, for the purpose of the ongoing management and administration of GSF and the schemes and to enable the Authority to fulfil its statutory or legal obligations, such as for tax reporting or anti-money laundering requirements. If you do not provide the information requested, we may not be able to process any election and/or update your member record, as set out in this form.

By providing your **email address** you consent to Datacom and/or the Authority contacting you by email regarding your entitlements under the schemes governed by the Act and other information about services, as appropriate. You also agree, pursuant to the Unsolicited Electronic Messages Act 2007, that the person sending any such message need not include a functional unsubscribe facility in the message.

You are entitled to access and request correction of the personal information collected in this form in accordance with the Privacy Act 1993. For more detailed information about the Privacy Act you can refer to the Privacy Commissioner's Guide to the Privacy Act 1993. The Authority's Privacy Policy can be viewed at *www.gsfa.govt.nz.*

Government Superannuation Fund Authority   Datacom Employer Services Limited
PO Box 3390   PO Box 3614
Wellington 6140   Wellington 6140