

# 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 \_\_\_\_\_

Account Name \_\_\_\_\_

Bank account \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

IBAN\* \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Swift code\* [BIC] (if known) \_\_\_\_\_

*\*non-domestic accounts only*

# 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 signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**The completed form must be signed by the member 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. 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](http://www.gsfa.govt.nz).

Government Superannuation Fund Authority  
PO Box 3390  
Wellington 6140

Datacom Employer Services Limited  
PO Box 3614  
Wellington 6140