

Update your Employer Contact Details with VicSuper

* Indicates that providing this information is mandatory. Not doing so may delay the processing of your request.

When completing this form, please ensure you use all capital letters eg A B C and check boxes with a cross eg x

Important information

- Please complete this form to update your Employer Contact details with VicSuper, including within the clearing house supplied by SuperChoice.^
- This form should only be used if no one in your organisation has access to update these details online via the clearing house or portal.
- A new clearing house user with full access will be created for your main contact to ensure you have access to the service, including updating employer details in the future, creating and managing other users as required.
- If you have not yet registered for the clearing house, the user will be created when you register the employer with SuperChoice.

Step 1:
 Complete your employer details

Employer name*

VicSuper employer number*

ABN*

Step 2:
 Complete your employer contact detail

Address*

Postcode*

Phone number*

Email address*

(can be a shared inbox)

Website

Step 3:
 Provide the main contact for your organisation

Primary contact name*

Position*

Phone number*

Email address*

(must be an individual's email)

^ SuperChoice Services Pty Limited (ACN 109 509 739), Authorised Representative (Number 336522) of PayClear Services Pty Limited (ACN 124 852 320) holder of Australian Financial Services Licence Number 314357. The *Superchoice Product Disclosure Statement (PDS)* will be provided by SuperChoice at the time of registration. You should consider the PDS before deciding to accept any offer made by PayClear Services to issue the product.

Step 4:
Authorise this Form

This form must be authorised by a senior manager, school principal, company director or company secretary.

I understand and certify that:

- The information provided on this form is true and correct.
- I am authorised to supply this information to the Fund and can certify its accuracy.
- I have read and understand that my information will be handled in accordance with the *Aware Super Privacy Policy* (and supplementary document) and the *SuperChoice Privacy Policy*.

Signature*

Date*

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Email address*

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Phone number*

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Step 5:
Return your form
to the Fund

Send your completed form to
VicSuper, GPO Box 89 Melbourne VIC 3001