

Change of Membership Details



When completing this form, please use **black** pen and print in CAPITAL letters

Member Details

Member Number	Mr/Mrs/Miss/Ms	Given Names
<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	Date of Birth (dd/mm/yyyy)	
<input type="text"/>	<input type="text"/>	
Telephone Number	Email Address	
<input type="text"/>	<input type="text"/>	

Change required

Old Address			
Street Number / PO Box	Street Name		
<input type="text"/>	<input type="text"/>		
Suburb	State	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
New Address			
Street Number / PO Box	Street Name		
<input type="text"/>	<input type="text"/>		
Suburb	State	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Telephone Number	Email Address		
<input type="text"/>	<input type="text"/>		

Change of name or gender

Please only fill in the details that you want us to change

If you've made changes to your name and/or gender, or your date of birth is different from your current details, you need to provide evidence. To update your address or email, you don't need any supporting documents.

I'm changing my:

- Name:** I have attached my certified proof of identity to this application (e.g. marriage certificate or change of name certificate from the Births, Deaths and Marriages Registration Office).
- Name and gender:** I have attached my certified proof of identity to this application (newly issued birth certificate, and a letter of confirmation or verification that states both previous and current names, from the Births, Deaths and Marriages Registration office.)
- Date of birth:** I have attached my certified proof of identity to this application (e.g. driver licence, passport, birth certificate, or government-issued proof of age card).

See How to certify your documents outlined at the end of this form.

Last Name	Mr/Mrs/Miss/Ms
<input type="text"/>	<input type="text"/>
Given Name/s	Date of Birth (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>

How to certify your identity (ID) documents

1. Get your ID documents and photocopies ready for certification

Take both the ORIGINAL and a photocopy of your CURRENT driver licence, passport or government-issued proof of age card to someone who is authorised to certify ID (e.g. a pharmacist, a medical practitioner, a lawyer, a post office employee, a financial adviser or planner, or a police officer). If you are using your driver licence or government issued proof of age card, you'll need to photocopy BOTH sides.

All ID must have the same name and mailing address that we have for your account.

2. Ask them to certify your identification (ID)

An approved certifier must certify that each copy of an original document is true and correct, by:

- physically sighting the original document and the copies of the front and back
- stamping (if available), signing and annotating the copy of the document with wording similar to 'a true and correct copy of the original document sighted'
- providing the following details:
 - full name
 - location
 - telephone number
 - qualification with registration number (if relevant)
 - date of certification (must be within 6 months).

Undated documents will be rejected.

Privacy

CIRT will collect your personal information for the "primary purpose" of establishing and maintaining your redundancy account. We may at times collect information directly from your employer. CIRT will not misuse or change your information without your knowledge. If you would like to see CIRT's Privacy Policy, visit our Website at www.cirt.com.au

Declaration

I confirm to the best of my knowledge, the information I have provided on this form is accurate and complete.

I undertake to provide CIRT Administration with any further information that may be requested relating to my membership and I will provide an update if any of the provided information changes.

I confirm that I have read and understood the CIRT Privacy Policy, visit our Website at www.cirt.com.au

Applicant's Signature



Date



**Contracting Industry
Redundancy Trust**