



# CSS and PSS Employer Services Online authorised approving officer details form

## For employer use

This form should be completed to nominate, remove or change an existing nomination for an authorised approving officer/s who will supply us with any notice and information required to facilitate the administration of the Employer Services Online (ESO) system. This form will ensure that we will continue to protect your data by only accepting ESO requests for access and deletions by the person/s nominated below.

If you need any help to complete this form, phone **1300 338 240** or email [data.admin@contact.csc.gov.au](mailto:data.admin@contact.csc.gov.au)

If you require access to ESO, please refer to the Employer services online registration request amendment to user details form (ESOR) at [csc.gov.au](http://csc.gov.au)

The details listed in this form will overwrite any details previously provided to us.

## How to use this form

Complete **Sections A** and **B** of this form. Please use CAPITAL LETTERS and a black or blue pen.

Mark boxes like this  with a cross (X) then fill out the next question or section.

## Privacy

We're committed to protecting your privacy. We collect, hold and disclose your personal information so that we can provide superannuation services to you, improve our products, and keep you informed. We will only share your personal information where necessary and as permitted under our privacy policy. This may include disclosing your personal information to our scheme administrator, service providers or government or regulatory bodies. Your personal information may be accessed overseas by our service providers. Please see our privacy policy for full details.

Your personal information will not be otherwise used or disclosed unless required or permitted under law. A full copy of our privacy policy as well as the privacy complaint process is available at [csc.gov.au/privacy](http://csc.gov.au/privacy)

## A Employer details

Employer/agency name

Employer/agency ID

Please select **one** of the options below. Are you:

- Option 1:** Nominating an authorised approving officer. Please complete **Sections A** and **B**.
- Option 2:** Amending existing authorised approving officer details. Please complete **Sections A** and **B**.
- Option 3:** Deleting an existing authorised approving officer. Please complete **Sections A** and **B**.



Commonwealth  
Superannuation  
Corporation

The information provided in this form is general advice only and has been prepared without taking account of your personal objectives, financial situation or needs. Before acting on any such general advice, you should consider the appropriateness of the advice, having regard to your own objectives, financial situation and needs. You may wish to consult a licensed financial adviser. You should obtain a copy of the relevant Product Disclosure Statement (PDS) and consider its contents before making any decision regarding your super.

Commonwealth Superannuation Corporation (CSC) ABN: 48 882 817 243 AFSL: 238069 RSEL: L0001397 | Commonwealth Superannuation Scheme (CSS) ABN: 19 415 776 361 RSE: R1004649: 64 250 674 722 | Public Sector Superannuation Scheme (PSS) ABN: 74 172 177 893 RSE: R1004595



### Authorised approving officer three

Title  Mr  Mrs  Ms  Miss  Other

Surname

Given name(s)

Position

APS level (if applicable)

Date of birth  /  /

Work email

Phone  Business hours  After hours

Mobile number

 Sign  Signature  Date signed  /  /

### Authorised approving officer four

Title  Mr  Mrs  Ms  Miss  Other

Surname

Given name(s)

Position

APS level (if applicable)

Date of birth  /  /

Work email

Phone  Business hours  After hours

Mobile number

 Sign  Signature  Date signed  /  /



### How can I get more information?

Email: [employer.service@contact.csc.gov.au](mailto:employer.service@contact.csc.gov.au)  
Phone: 1300 338 240  
Mail: Employer Service, GPO Box 2252, Canberra ACT 2601



### For more information visit [csc.gov.au](http://csc.gov.au)

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