

Nominate a Third Party Authority

When to use this form

You can use this form to provide a third party representative with permission to enquire or act on your behalf (subject to limitations).

A representative with **permission to enquire** can ask questions about your superannuation account. This can include queries about your account balance, your benefit/s and the status of any claims, reviews or other requests.

A representative with permission to act can enquire (as above). They can also:

- act on your behalf in dealings with CSC; and
- submit information to CSC on your behalf, convey instructions to CSC relating to your superannuation account and any claims you have—subject to any limitations you include below.

Your representative is required to act in your best interests.

- A representative appointed using this form cannot:
- sign documents on your behalf;
- make a beneficiary nomination;
- request a benefit payment;
- request to make an investment switch; or,
- make any changes to your account, such as updating contact details or bank details.

You can have **more than one** representative **permitted to enquire** on your behalf. You can **only have one** representative **permitted to act** on your behalf.

This form is only for members who have the legal capacity to manage their affairs. If a member is unable to manage their affairs, contact us at <u>csc.gov.au/Contact-us</u>.

Financial advisers, accountants and solicitors can use this form or submit their own form (signed by the member). Solicitors can alternatively submit a representation letter advising of their authority to act.

How to use this form

Please use CAPITAL LETTERS and a black or blue pen. Mark boxes like this \Box with a \checkmark or \clubsuit then fill out the next question or section.



Privacy

We're committed to protecting your privacy. We collect your personal information for the purposes of providing superannuation services to you, improve our products and to keep you informed. We will only share your personal information where necessary for providing superannuation services to you. 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 <u>csc.gov.au/privacy/</u>

Please note: If you're not a member yourself but applying to CSC for a benefit and would like someone to act on your behalf, put YOUR details in Section A.

Commonwealth Superannuation Scher ABN: 19 415 776 361 Military Superannu ne and Benefits Schem ABN: 50 925 523 12 RSE: R1000306

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What scheme* are you a member of? Defined Benefit PSS CSS MSBS DFRDB ADF Cover													*Please note: This information can be found on your latest Annual Statement.							
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My representative is a	Financial Adviser Accountant	Solicitor												
	Family member Professional Advoc	ate												
	Other (please specify)													
	Given name(s)													
Representative name														
	Surname													
		Section B continued on next page												

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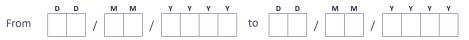
Communication

If you are providing your representative with permission to act, where possible, we will communicate with your representative as your primary point of contact. You should however note the following:

- we will continue to send general communication and scheme updates to you;
- there may be times where CSC needs to contact you directly and not through your representative; and
- we may need to contact you directly if we can't get hold of your representative or your representative is unresponsive.

If you would like a different communication arrangement, contact us at <u>csc.gov.au/Contact-us</u>.

How long do you want this third party arrangement to last?



(only specify an end date if applicable)

You can change your permissions or cancel the third party arrangement at any time, unless you have lost legal capacity.

To change or cancel your third party arrangement, contact us at csc.gov.au/Contact-us.

If you already have a third party arrangement in place for a representative to **act on your behalf**, this appointment will automatically cancel the existing arrangement with CSC.

CSC may review your third party arrangement from time to time. This is to ensure you are happy with the arrangement and that your representative is fulfilling their responsibilities. If you believe your representative arrangement is being misused, contact us at <u>csc.gov.au/Contact-us</u>.



Authorisation

I authorise CSC to deal with the person or organisation named on this form according to the arrangement shown on this form.







Returning this form

Signature

Return your completed form via email to:

CSS, PSS, DFRDB, MilitarySuper and ADF Cover members: formsandapplications@csc.gov.au

ADF Super members: formsandapplications@adfsuper.gov.au PSSap members: formsandapplications@pssap.com.au

CSCri members: formsandapplications@cscri.com.au

Please email this form to the correct area to ensure it is actioned ASAP. Your scheme details can be found on your Annual Statement.



Need more information?

For more information and your scheme contact details visit <u>www.csc.gov.au/Contact-us</u>