



ZURICH®

# Change of details form

Insurance only

**Important: Please provide us with as much information as possible. Before returning to Zurich, ensure this form is signed and dated. To update details for a second policy owner, please complete a separate form.**

Policy number/s



## 1 Policy owner

Please complete this section using the details we currently hold for you.

Title	Surname	Given name(s)
Residential address (cannot be a PO Box)		
		State Postcode
Postal address (if different to residential address)		
		State Postcode
Contact details	Work ( )	Home ( )
	Mobile	Email

## 2 Updated name details (if different to above)

Please complete this section with your new details if you have changed your name. You must also sign below using your previous and new signature to allow Zurich to process your request.

Title	Surname	Given name(s)
Previous signature	X	New signature
X		X

Please note where there has been a change to your name, you must provide certified evidence of the name change (eg certified copy of your marriage certificate, divorce certificate or change of name certificate). Details of who can certify documents can be found in Section 5 of this form.

## 3 Updated contact details (if different to above)

Please complete this section with your new details if they have changed.

Residential address (cannot be a PO Box)		
		State Postcode
Postal address (if different to residential address)		
		State Postcode
Contact details	Work ( )	Home ( )
	Mobile	Email

## 4 Declaration

Please read and complete the following:

- I declare that all the details on this Change of details form are correct and authorise the changes to be made to my policy/ies.

Signature of policy owner

X

Date

/ /

## 5 Who can certify copies of documents

A person who, under a law in force in a State or Territory, is currently licensed or registered to practise in an occupation listed in Part 1 or 2 of Schedule 2 of the Statutory Declaration Regulations 1993 (Cth);

A **financial adviser** – or officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more continuous years of service with one or more licensees;

A **lawyer** – who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described);

An **accountant** – who is a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants;

An **officer of a financial institution** – with two or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993);

A **post office worker** – being a permanent employee of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public, OR agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;

A **police officer, Justice of the Peace, Magistrate or judge** of a court;

An **Australian consular officer** (within the meaning of the Consular Fees Act 1955) or an Australian diplomatic officer;

A **chief executive officer** of a Commonwealth court;

A **registrar or deputy registrar** of a court; or

A **notary public** (for the purposes of the Statutory Declaration Regulations 1993).

For a complete list of persons who can certify copies of documents, please contact Zurich's Client Service Centre on 131 551.

### How to certify a copy of a document

The law requires that we receive original certified copies of the identification documents you provide us. A certified copy is a document that has been certified as a true copy of an original document by certain persons.

#### An example of wording used to certify a document:

I, John Smith of 123 Park Street, Sydney NSW 2000 in the capacity of a Justice of the Peace certify that this copy is a true and accurate copy of the original.

Signature: *J. Smith*

Date: 1/7/2012

#### Please note:

- Any identification documents that are in a foreign language must be accompanied by an English translation from an accredited translator.
- If identification documents are being certified outside of the Commonwealth of Australia, generally speaking they may only be certified by an Australian consular officer (within the meaning of the Consular Fees Act 1955) or an Australian diplomatic officer. For further information on obtaining certification whilst overseas, please contact the Zurich Client Service Centre on 131 551 (when calling from Australia) or 61 2 9995 1111 (when calling from overseas).

### Privacy

Zurich is bound by the Privacy Act 1988 (Cth). In completing the forms or questions herein you will be providing us with your personal and, perhaps, sensitive information. The collection and management of this information is governed by the Privacy Act 1988. For a more detailed explanation of Zurich's Privacy Policy please visit our website at [www.zurich.com.au](http://www.zurich.com.au) or contact the Zurich Privacy Officer on 132 687 or email us at [privacy.officer@zurich.com.au](mailto:privacy.officer@zurich.com.au)

### Any questions? Call 131 551

Please return the completed form to us:

By post, to **Zurich Australia Limited Client Service Centre, Locked Bag 994 North Sydney NSW 2059**, or

By email, as a scanned attachment, to [client.service@zurich.com.au](mailto:client.service@zurich.com.au), or

By fax, to **02 9995 3797**.