

Name change request

- ▶ To change your name on your account, **two (2) forms of identification are required**. Please provide details of your **Driver Licence, Passport and Medicare Card in your new name** so we can verify your identity electronically.
- ▶ Please ensure all sections of this form are completed.
- ▶ If you don't have a Driver Licence or Passport in your new name, or have any other questions please call, 13 12 21 8am to 8pm, weekdays or 9am to 3pm, Saturdays.

What are your previous details?

Title	Mr	Mrs	Ms	Miss	Other		Member no.
Previous first names							Previous surname
Previous signature							

What are your new details?

Title	Mr	Mrs	Ms	Miss	Other		Member no.
Given names							Last name
Country of birth*							Countries of citizenship*
Occupation*							
Address							
Postal Address (if different from residential address)							
Home phone				Work phone		Mobile phone	
Email						Verbal Password	
Current Signature					Date		

Identification details (please complete so we can verify your identity electronically):

- ▶ At least two (2) forms of identification are required.

1. Driver licence details:

Full name as shown on Driver licence		
Driver Licence no.	State of issue	Licence card no.

2. Passport details:

Passport no.	Issuing country	Full name as shown on passport
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3. Medicare card details:

Full name as shown on Medicare card	
Medicare card number (10 digit number)	
Individual reference number (single digit number beside your name)	*Card expiry date (MM/YYYY)

Acknowledgement and consent for electronic verification of identity

I confirm that I am authorised to provide the personal information presented and consent to my information being disclosed to:

- ▶ a credit reporting body and
- ▶ relevant government record issuers and record holders for the purposes of verifying my identity.

for the purposes of verifying your identity electronically (if verification fails we will contact you to obtain further information).

What access do you have?

Credit Card

Visa debit card

Pay ID

Any item ticked above will be automatically ordered in your new name. You can continue to use your old card until you receive a replacement.

What other services do you have?

Please tick.

Safe custody

Zurich Ezicover Life Insurance and/or Income Protection Insurance with Teachers Mutual Bank Limited

Note: If you hold any Allianz insurance policies with Teachers Mutual Bank Limited, please contact Allianz on 1300 082 560 to update your name.

Privacy Notice

Collecting personal information about you

Generally, we collect personal information directly from you. We do so when you open a membership, open an account, or perform a transaction with us.

We collect, use, hold and disclose personal information about you so that we can:

- ▶ establish your identity as required by the *Anti-Money Laundering and Counter Terrorism Financing Act*
- ▶ assess your eligibility for membership
- ▶ process applications for products and services, including loans
- ▶ manage our risks and help identify and investigate inappropriate and illegal activity, such as fraud
- ▶ comply with our legal obligations (including to assist law enforcement agencies or regulators where we are required to do so)
- ▶ inform you about products or services that we think maybe of interest to you, including those of our business partners.

What happens if you do not provide us with sufficient personal information about you?

If you do not provide us with the personal information we need, we may not be able to provide you with the products or services you are seeking.

To whom do we disclose personal information?

The types of people and entities we disclose personal information about you to include:

- ▶ people and entities with whom we have outsourcing or service arrangements, including statement production and delivery, card production, identity confirmation and verification, loan origination, verifying loan applications, auto credit decisioning, payment processing and systems, banking services, data and transaction processing, information technology support, document storage, legal and accounting services
- ▶ brokers, agents and advisers acting for you
- ▶ lenders' mortgage insurers and valuers
- ▶ persons and organisations who assist us in monitoring recorded calls for the purposes of quality assurance, training and acknowledgement
- ▶ our auditors, insurers and re-insurers
- ▶ employers or former employers (to verify employment in the case of loan applications)
- ▶ government and law enforcement agencies or regulators
- ▶ credit reporting bodies and other credit providers
- ▶ organisations that help identify and investigate inappropriate or illegal activity, such as fraud and
- ▶ Consumer Data Right accredited data recipients where you have consented to the accredited data recipient collecting the personal information from us and we disclosing the personal information to the accredited data recipient (see our [Consumer Data Right Policy](#) which is available on our website and on request for more information).

Electronic verification of identity

► Section A

We are required under the Anti-Money Laundering and Counter-Terrorism Financing Act to collect and verify information relating to your identity. Subject to your consent, we will disclose your name, address and date of birth in order to access identification information electronically held by credit reporting bodies, the government's Documentation Verification Service (DVS)¹ And other public records.

To access such information, we use a service provider registered under the DVS. The service provider, may, for verification purposes on our behalf:

- request that a credit reporting body provide us with an assessment as to whether your personal information matches that held in their credit information files. (In preparing this assessment, the credit reporting body may use the personal information of other individuals);
- disclose your personal information to the DVS;
- search other public records.

► Section B

We are also required under the State based real property laws to collect personal information and verify the identity of mortgagors for mortgages (VOI). These laws are: the Electronic Conveyancing (Adoption of National Law) Act 2012 (NSW), Electronic Conveyancing (Adoption of National Law) Act 2013 (Victoria), Electronic Conveyancing National Law (Queensland) Act 2013 (Queensland), Electronic Conveyancing Act 2014 (Western Australia), Electronic Conveyancing National Law (South Australia) Act 2013 (South Australia), Electronic Conveyancing (Adoption of National Law) Act 2013 (Tasmania), Electronic Conveyancing (National Uniform Legislation) Act 2013 (Northern Territory) and Electronic Conveyancing National Law (ACT) Act 2020 (Australian Capital Territory).

In this sub-section, "you" or "your" mean the proposed mortgagor(s). Subject to your consent, our identity verification is performed by a service provider, OCR Labs Pty Ltd (ACN 603 823 276) trading as IDVerse. To verify your identity, information about you, including data from your identity document(s), your biometric data and information about your device and location will be provided to IDVerse. For further details about how IDVerse may collect, hold, use or disclose your personal and sensitive information please refer to [IDVerse's privacy policy](#).

If you do not consent to these processes, alternative forms of verifying your identity are available on request.

If we are unable to verify your identity using the above methods, you will be provided with a notice to that effect. You may then be asked to provide further evidence of your identity. If we are unable to verify your identity to our satisfaction, we will not be able to admit you to membership or provide you with the services or products you seek.

Our Privacy and Credit Reporting Policy

Our Privacy and Credit Reporting Policy is available on our website. It contains information about:

- how we collect, use, hold and disclose your personal information
- how you may complain if you think we may have breached your privacy
- how you can access personal information about you
- how we will deal with your complaint and
- how you can seek correction of that personal information
- how we manage credit information.

Sending information overseas

Depending on our commercial arrangements, we may disclose personal information about you to business partners with operations overseas or who store personal information overseas (e.g. providers of Lenders' Mortgage Insurance ("LMI")).

How to contact us

If you have any queries regarding privacy, use any of the methods set out below:

Teachers Mutual Bank Limited

Address: Level 7, 10 Shelley St SYDNEY NSW 2001

Phone: **13 12 21**

Email: **privacy@tmbl.com.au**

Post: GPO Box 5313 Sydney NSW 2001

Office use only	Operator no	
	Date actioned	
	Sig verified by	

Returning this form



mso@tmbl.com.au



Teachers Mutual Bank Limited, GPO Box 5313 Sydney NSW 2001

¹ The DVS is a national online system that allows personal identifying information about individuals to be compared against government records. Your information will be matched against that held by the relevant government department or agency. You can find out more about the DVS on their website.