

# Reissue of Certificate Request Form



## Section 1: Information about the student (please print clearly and complete all details)

ASFA ID		Pre-fix	
First name		Surname	
Job title		Date of birth	
Organisation name			
Email address			
Work phone number		Home phone number	
Fax number		Mobile number	
Please send any changes of personal details to <a href="mailto:learning@superannuation.asn.au">learning@superannuation.asn.au</a>			

## Section 2: Information about the Certificate

Qualification/subject completed name	
Completion date (year)	
Name at time of completion (maiden name)	
Employer at the time of completion	

## Section 2: Information about the Certificate

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## Section 4: Payment Details - a fee of \$80 (inc gst) applies for reissuing certificates

Certificate will not be reissued until full payment is received.

Non-refundable fee: (including GST)		Cheque made payable to ASFA enclosed. Cheque number:	
Credit card payment (please tick):	<input type="checkbox"/> Visa <input type="checkbox"/> Diners <input type="checkbox"/> Master Card <input type="checkbox"/> AMEX		
Security code			
Personal credit card:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Corporate credit card:	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Cardholder name:</b>	
<b>Cardholder signature:</b>	
<b>Card number</b>	
<b>Electronic Funds Transfer</b> <b>Name of Account: The Association of Superannuation Funds of Australia Ltd</b> <b>BSB No: 032 000 Account No: 12-1167</b> <b>Bank: Westpac</b> <b>Branch: Sydney Office, 341 George Street, Sydney NSW 2000</b>	Conducted on this date ____ / ____ / ____  Payment reference: _____  (Your payment reference should be either your Student ID or the initial of your first name followed by your surname)

## Section 5: Privacy notice

### Your privacy

#### *Collection and use of personal information*

ASFA collects, holds and uses personal information about you that is reasonably necessary for, or directly related to, our functions or activities as set out on the ASFA website and in our privacy policy (see below).

As we are a Registered Training Organisation and provider of Government-subsidised training, if you register for a learning course conducted by us or on our behalf, we will be required under State and Commonwealth law to collect some information that is considered "sensitive" under the Privacy Act. This includes:

- whether you speak a language other than English at home;
- whether you are of Aboriginal or Torres Strait Islander origin; and
- whether you consider yourself to have a disability, impairment or medical condition.

We will only collect this "sensitive" information from you directly, or with your consent. If you do not provide this information, we will not be able to enrol you in any Government accredited course that leads to a qualification.

#### *Disclosure of personal information*

We will only disclose your personal information where reasonably necessary for, or directly related to, provision of ASFA functions or activities, as set out on the ASFA website and in our privacy policy. In the course of normal business we may provide personal information to service providers including, for example, organisations that assist us in delivering training services, conferences, seminars and other events to you, and mailing houses and market research companies specifically to undertake ASFA business. If you register for an ASFA event, we may provide personal information about you to sponsors of the events, unless you ask us not to do so.

We are also required under State and Commonwealth law to provide certain information about participants in learning courses to a number of Government departments.

#### *Our privacy policy*

Our privacy policy sets out our approach to the management of personal information. Subject to the Privacy Act 1998 (Cth), you can have access to and seek correction of your personal information. Our privacy policy contains information about how you can do this. Our privacy policy also contains information about how you can make a complaint about a breach of privacy.

Privacy policy: [www.superannuation.asn.au/about-asfa/privacy-policy](http://www.superannuation.asn.au/about-asfa/privacy-policy)

**Return forms by mail to PO Box 1485 Sydney NSW 2001, fax to 1300 926 484 or scan and e-mail to [learning@superannuation.asn.au](mailto:learning@superannuation.asn.au)**