



Change of Personal Details Form

Complete this form using **black pen** – Print in clear **CAPITAL LETTERS**

Change of name - Complete sections 1, 2 and 4

Change of contact details - Complete sections 1, 3 and 4

Questions? Please call our Customer Service department on 1800 009 008, 7am to 7pm (AEST) Monday to Friday.

Contract Number:

Vehicle Registration Number:

1. Borrower Details

Title

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐

Date Of Birth dd/mm/yyyy

First Name

Middle Name

Last Name

2. Change of Name

Title

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐

New First Name

New Middle Name

New Last Name

Old Signature

New Signature

The reason for the change:

- ☐ Using a new name due to Marriage (original certified copy* of Marriage Certificate^ must be attached)
- ☐ Using a former name (certified copy* of original Birth Certificate and a copy of one of the following certified* document must be attached: Marriage Certificate^ OR Change of Name Certificate OR Decree Nisi/Divorce Certificate)
- ☐ Using a new name (certified copy* of original Change of Name Certificate must be attached)

^ Marriage certificate must be issued by the state registry office i.e. Births, Deaths and Marriages. Ceremonial certificate will not be accepted.

*Certified Copies

Certified copy means a document that has been certified as a true copy of an original document by one of the following persons:

- Justice of the Peace
- Police Officer
- Solicitor or Barrister
- Australia Post worker who is in charge or has 5 years continuous service
- Accountant who is a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
- Dentist or Medical Practitioner
- Pharmacist
- Vet

A complete list of acceptable certifiers can be found at www.austrac.gov.au/glossary#certified-copy

3. Change of contact details

New Residential Address

Unit number

Street Number

Street Name

Suburb

Postcode

New Mailing Address

Same as residential address ☐

Unit number

Street Number

Street Name

Suburb

Postcode

New Contact Details

Mobile Number

Other Phone

☐ Home ☐ Work

Email Address

4. Signature

I acknowledge it is an offence under the Anti- Money Laundering and Counter Terrorism Financing Act 2006 to provide false or misleading statements or produce misleading documents.

Signature

Date

Submit the Form

Once all relevant sections have been completed in full, please submit this form with any supporting documents required to:

- Mail **Locked Bag 7000, Mount Waverley, Victoria 3149**
- Fax **03 9797 4408**
- Email rfs_csc@renault.com.au