

Request for notation to be added to personal records under the *Freedom of Information Act 1989*

Notes for applicants

Please read these notes before you fill in the form.

The Superannuation Administration Corporation trading as Pillar Administration (Pillar) is the administrator of the following NSW public sector superannuation schemes: First State Super (FSS), State Superannuation Scheme (SSS), State Authorities Superannuation Scheme (SASS), State Authorities Non-contributory Superannuation Scheme (SANCS), Police Superannuation Scheme (PSS) and the Parliamentary Contributory Superannuation Scheme.

Consequently, Pillar holds records on behalf of the Trustees of those schemes, FSS Trustee Corporation, SAS Trustee Corporation and the Trustees of the Parliamentary Contributory Superannuation Fund.

A person who is a member of any one of those schemes may request from Pillar relevant documents under the provisions of the *Freedom of Information Act 1989* (the Act).

What is a notation?

If you have made an application to amend your personal records, and Pillar has refused this request, you can ask Pillar to note the details of your request on your records. Pillar must add a notation if you request one.

When can you request a notation?

Any time after you have been advised that Pillar has decided not to amend your records, you can request a notation. There is no time limit.

How do you make a request?

You must apply in writing to have a notation added to your records. You can use this form to make your request.

How much does it cost?

There is no fee or charge for this service.

How long do you have to wait?

Pillar must add a notation to your records and must notify you in writing when this has been done. This should be done within 28 days of receiving your request for notation.

Your privacy

The information you provide in this form is collected and held for the Schemes' Trustees by Pillar in accordance with NSW and Federal privacy legislation under which you have rights of access and correction. For further information about privacy, contact Pillar by writing to PO Box 1229, Wollongong DC NSW 2500.

For further information

Further information can be obtained from Pillar's Freedom of Information Co-ordinator, telephone (02) 4253 1478.

Applicant's details

Please print clearly in **BLACK** ink.

Title (eg Mr Mrs Ms Miss Dr)

Birth date

DD	MM	YY
/	/	

Daytime contact phone number

Family name

Superannuation membership number

from your statement

Given name/s

Scheme name

Postal address (please include postcode)

Suburb, Town, City

Postcode

* PSS members please also provide your registered number

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