

APPLICATION FOR REISSUE OF DOCUMENTS

Upon successful completion of courses, AIST issues a certificate and Statement of Attainment within 21 business days. It is the student's responsibility to supply correct contact details and preferred name to appear on the documents.

Any request to reprint or reissue a document must be made in writing. AIST reserves the right to apply a **\$30** (incl. GST) fee for reissue within 21 business days. For urgent requests for reissue within 3 business days, AIST applies a **\$50** (incl. GST) fee.

1. PERSONAL INFORMATION

Surname	Mr	Mrs	Ms	Miss	Other
First name	Other name				
Postal Address					
Suburb	State			Postcode	
City	Country				
Telephone (BH)	Email				
Organisation	Job title/occupation				
Are you an AIST Member?	Membership number (if known)				
YES					No

2. REISSUE OPTIONS

Standard reissue - document received within 21 business days of payment receipt: \$30.00 (incl.GST)

Urgent reissue - document received within 3 business days of payment receipt: \$50.00 (incl.GST)

Course name

Course commencement date (if known, this will assist a prompt response)

Original issue date (if known)

3. TERMS & CONDITIONS

Privacy Policy

AIST understands and respects the importance of protecting the privacy of individuals and is committed to complying with the Australian Privacy Principles contained in the Privacy Act 1988. The way AIST handles your personal information is in accordance with the Privacy Act.

Use of Personal Information

Details of how we collect, use and disclose your personal information you provide to us via this form are available at:

<http://www.aist.asn.au/misc/privacy-policy-and-disclaimer/privacy-collection-statements.aspx#education>

By submitting this application form, I agree to the terms and conditions above.

4. PAYMENT DETAILS

Credit Card

EFT

Cheque

Payment Options

Credit Card

MasterCard

Visa

AMEX

I authorise AIST to debit my credit card with the total amount.

Card number

CCV

Name on Card:

Expiry date

/

Signature (please type your full name for electronic application)

Date:

/

/

EFT

Please email a remittance advice citing the invoice number as the reference to info@aist.asn.au

ACC Name: AIST Business Management

BSB: 83-004

ACC Number: 86-569-8137

Bank: National Australia Bank

Cheque

Please make cheques payable to:

**Australian Institute of Superannuation Trustees
Level 23, 150 Lonsdale Street, Melbourne VIC 3000**

Phone: 61 3 8677 3800

Fax: 61 3 8677 3801

Email: info@aist.asn.au

Please tick this box if you DO NOT wish to receive electronic communications from AIST

This form becomes a tax invoice upon completion.

Please note that payment must be received in order for AIST to reissue documents