

**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?  YES  No Membership number (if known)

**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**

**Payment Options**

Credit Card     EFT     Cheque

**Credit Card**

MasterCard     Visa     AMEX    *Please note: A surcharge of 1.5% applies to Visa and MasterCard, and 2.75% for AMEX*

I authorise AIST to debit my credit card with the above amount including the nominated surcharge.

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](mailto:info@aist.asn.au)**

**ACC Name:** AIST Business Management  
**BSB:** 083-004  
**ACC Number:** 86-569-8137  
**Bank:** National Australia Bank

**Cheque**

**Please make cheques payable to:**  
 Australian Institute of Superannuation Trustees  
 Ground Floor . 215 Spring Street . Melbourne . VIC 3000

**Helpdesk:** 61 3 8677 3800  
**Fax:** 61 3 8677 3801  
**Email:** [info@aist.asn.au](mailto:info@aist.asn.au)

**Submit application**

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