

Application For Reissue Of Documents

Upon successful completion of courses, AIST issues a Certificate and Statement of Attainment within 15 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 by submitting this completed form to training@aist.asn.au. AIST will apply a \$30 (incl. GST) fee for reissue within 20 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
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First name	Other name				
<input type="text"/>	<input type="text"/>				
Postal Address					
<input type="text"/>					
Suburb	State	Postcode			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
City	Country				
<input type="text"/>	<input type="text"/>				
Telephone (BH)	Email				
<input type="text"/>	<input type="text"/>				
Organisation	Job title/occupation				
<input type="text"/>	<input type="text"/>				
Are you an AIST Member?	Membership number (if known)				
<input type="checkbox"/> YES <input type="checkbox"/> No	<input type="text"/>				

2. REISSUE OPTIONS

- Standard reissue - document received within 20 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.

AIST's full privacy policy is available at <http://www.aist.asn.au/misc/privacy-policy/aist-privacy-policy.aspx>

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

I authorise AIST to debit my credit card with the above 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: 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: training@aist.asn.au

SUBMIT APPLICATION

This form becomes a tax invoice upon completion.

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