



**CHANGE OF DETAILS FORM**  
Consolidated Group of Companies  
People & HR Administration

**F35**  
Change of Details  
Form  
Version 2.0

**A — EMPLOYEE DETAILS**

FULL NAME

DATE

POSITION / ROLE

Entity: ☐ Consolidated Group (CG) ☐ Jakarli Group (JG) ☐ CTS

**B — DETAILS TO BE UPDATED**

*Tick the box next to each item you are updating and provide the new details clearly in the space below. Leave unticked sections blank.*

☐ **ADDRESS**

New Address:

Suburb / State / Postcode:

☐ **CONTACT NUMBER**

New Mobile Number:

New Home / Alt Number:

☐ **EMERGENCY CONTACT**

Name:

Relationship:

Phone Number:

☐ **BANK ACCOUNT DETAILS**

Bank Name:

BSB:

Account Number:

Account Name:

☐ **SUPERANNUATION ACCOUNT**

Fund Name:

Member Number:

USI (Unique Superannuation Identifier):

☐ **EMAIL ADDRESS**

New Personal Email:

New Work Email (if applicable):

☐ **OTHER CHANGE (SPECIFY)**

Type of change:

New details:

**C — EMPLOYEE DECLARATION**

*I confirm the above information is true and correct. I authorise Consolidated Group of Companies to update my employment records accordingly.*

| EMPLOYEE NAME (PRINT) | SIGNATURE   | DATE        |
|-----------------------|-------------|-------------|
| <div></div>           | <div></div> | <div></div> |

#### D — SUBMISSION INSTRUCTIONS

Submit this completed form to the relevant HR contact for your entity:

- **CG:** leah@consolidatedgroup.com.au
- **JG :** kimberley@consolidatedgroup.com.au
- **CTS:** ctransport@consolidatedgroup.com.au

#### E — OFFICE USE ONLY

| ACTION COMPLETED                | UPDATED BY | DATE | INITIALS |
|---------------------------------|------------|------|----------|
| Updated in payroll system       |            |      |          |
| Updated in HR file / cloud      |            |      |          |
| Payroll system changes verified |            |      |          |
| Employee notified of update     |            |      |          |

#### F35 — Change of Details Form

Consolidated Group of Companies  
| ISO-FRM-035

Version 2.0 |  
Issued:  
25.06.2026

Prepared: K. Tsorvas |  
Approved: T. Tsorvas