

GUIDE TO COMPLETING THIS FORM

- Complete one for each individual.
- Tax information must be collected from the individual

SECTION 1: PERSONAL DETAILS

Surname

Full Given Name (s)

Residential address (PO Box is NOT acceptable)

Street

Suburb State Postcode Country

Country of Citizenship Date of Birth (dd/mm/yyyy)

1.2 Complete this part if the individual is a Sole Trader

Full Business Name (if any) ABN (if any)

Principal Place of Business (if any) (PO Box is NOT acceptable)

Street

Suburb State Postcode Country

SECTION 2: TAX INFORMATION

Tax Residency rules differ by country. Whether an individual is a tax resident of a particular country is often (but not always) based on the amount of time a person spends in a country, the location of a person's residence or place of work. For the US, tax residency can be as a result of citizenship or residency.

Please answer **both** tax residency questions:

- Is the individual a tax resident of Australia? Yes No
- Is the individual a tax resident of another Country? Yes No

If the individual is a tax resident of a country other than Australia, please provide their tax identification number (TIN) or equivalent below. If they are a tax resident of more than one other country, please list all relevant countries below.

A TIN is the number assigned by each country for the purposes of administering tax laws. This is the equivalent of a Tax File Number in Australia or a Social Security Number in the US. If a TIN is not provided, please list one of the three reasons specified (A, B or C) for not providing a TIN.

1. Country	<input type="text"/>	TIN	<input type="text"/>	If no TIN, list reason A, B or C	<input type="text"/>
2. Country	<input type="text"/>	TIN	<input type="text"/>	If no TIN, list reason A, B or C	<input type="text"/>
3. Country	<input type="text"/>	TIN	<input type="text"/>	If no TIN, list reason A, B or C	<input type="text"/>

If there are more countries, provide details on a separate sheet and tick this box.

- Reason A** The country of tax residency does not issue TINs to tax residents
Reason B The Individual has not been issued with a TIN
Reason C The country of tax residency does not require the TIN to be disclosed

SECTION 3: INDIVIDUAL VERIFICATION

Please provide ONE original certified copy of a document from Part 1, or if you are unable to do this, then a certified copy of documents from Part 2 or Part 3. For instructions on how to certify your documents please refer to section 4 below.

PART 1 – ACCEPTABLE PRIMARY PHOTOGRAPHIC ID DOCUMENTS

Tick ✓	Select ONE valid option from this section only
<input type="checkbox"/>	Australian State / Territory driver's licence containing a photograph of the person
<input type="checkbox"/>	Australian passport (a passport that has expired within the preceding 2 years is acceptable)
<input type="checkbox"/>	Card issued under a State or Territory for the purpose of proving a person's age containing a photograph of the person
<input type="checkbox"/>	Foreign passport or similar travel document containing a photograph and the signature of the person*

PART 2 – ACCEPTABLE PRIMARY NON- PHOTOGRAPHIC ID DOCUMENTS

Only complete this section if the individual does not own a document from Part 1

Tick ✓	Select ONE valid option from this section
<input type="checkbox"/>	Australian birth certificate
<input type="checkbox"/>	Australian citizenship certificate
<input type="checkbox"/>	Pension card issued by Department of Human Services (previously known as Centrelink)
Tick ✓	AND ONE valid option from this section
<input type="checkbox"/>	A document issued by the Commonwealth or a State or Territory within the last 12 months that records the provision of financial benefits to you and displays your name and residential address provided on the Application Form.
<input type="checkbox"/>	A document issued by the Australian Taxation Office within the last 12 months that records a debt payable by you to the Commonwealth (or by the Commonwealth to the individual), and displays your name and residential address provided on the Application Form.
<input type="checkbox"/>	A document issued by a local government body or utilities provider (water, gas, electricity) issued within the last 3 months which displays your name and residential address provided on the Application Form.

PART 3 – ACCEPTABLE FOREIGN PHOTOGRAPHIC ID DOCUMENTS

Only complete this section if the individual does not own a document from Part 1

Tick ✓	Select ONE valid option from this section only
<input type="checkbox"/>	Foreign driver's licence that contains a photograph of the person in whose name it issued and the individual's date of birth*
<input type="checkbox"/>	National ID card issued by a foreign government containing a photograph and a signature of the person in whose name the card was issued*

* Foreign Language Documents:

Documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator.

SECTION 4: THE CERTIFICATION PROCESS

4.1 How to certify

The below is a comprehensive list of individuals who can certify documents for the purposes of providing required identification for all new accounts.

An original certified copy of an identification document is a copy of an acceptable identification document that has been certified as a true copy of an original document. To obtain this properly, present the original document and a photocopy of that document to one of the allowable people listed below. The person conducting the certifying should include comparable wording to the following example:

*I certify that this is a true and correct copy of the original document.
{Insert Date}
{Insert Full name, occupation /qualification/ registration number (if applicable) of Certifier}
{Insert Signature of Certifier}*

4.2 Who can certify?

List of Persons/Occupations who can certify copies of documents:

- A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner;
- A judge of a court;
- A magistrate;
- A chief executive officer of a Commonwealth Court;

- A registrar or deputy registrar of a court;
- A Justice of the Peace;
- A notary public;
- A police officer;
- An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
- A permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public;
- An Australian consular officer or an Australian diplomatic officer;
- An officer with 2 or more continuous years of service with one or more financial institution;
- A finance company officer with 2 or more continuous years of service with one or more finance companies;
- An officer with, or authorised representative of, a holder of an Australian financial services licence (AFSL), having 2 or more continuous years of service with one or more licensees; and
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous service.