

## Manual Identity Verification

If you are investing with us for the first time, or if you are an existing investor and have elected to create a new account rather than adding to an existing account, as part of the application process we are required by law to verify your identity before accepting your application. Please refer to the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF).

### Australian Residents

If you are an Australian resident and we were unable to verify your identity electronically, or you have elected not to verify your identity electronically, you are required to submit an original certified copy of the following with your printed application form:

- Australian Driver's Licence (current). Please copy the front and back

If you do not have a valid driver's licence, you must provide an original certified copy of one of the following:

- Australian Passport (can be up to 2 years expired) showing your name, date of birth, signature and photo
- Proof of Age Card (current) showing your name, date of birth, signature and photo

If you are not able to provide an original certified copy of any of the above, you must provide an original certified copy of an item from List A and an original certified copy of an item from List B.

### List A

- Australian Birth Certificate
- Australian Citizenship Certificate
- Pension Card (issued by Centrelink and current)
- Health Card (issued by Centrelink and current)

### List B

A Notice (showing the name and residential address) issued by:

- Commonwealth or State Government (within preceding 12 months)
- Australian Taxation Office (within preceding 12 months)
- Local government or Utilities Provider (within preceding 3 months)

### Non-Australian Residents

If you are a foreign resident, you are required to submit an original certified copy of the following with your printed application form:

- Foreign Drivers Licence showing your name, date of birth, signature and photo

If you do not have a valid driver's licence, you must provide an original certified copy of one of the following:

- Foreign Passport (or like travel document) showing your name, date of birth, signature and photo
- National Identity Card showing your name, date of birth, signature and photo

**For all non-English foreign documents, we require an English translation by an accredited translator**

## Who Can Certify?

### What is a certified copy?

A certified copy is a copy of a document which has been certified as being a true and accurate copy of the original by an authorised person, such as one of the following:

#### For Australian Residents

- A lawyer, being 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 (however described);
- 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 (for the purposes of the Statutory Declaration Regulations 1993);
- 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 two 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 (within the meaning of the Consular Fees Act 1955);
- An officer with two or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993);
- A finance company officer with two or more continuous years of service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993);
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more continuous years of service with one or more licensees;
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years of continuous membership.

#### Non-Australian Residents

- A police officer (including officer number and rank / position);
- A Justice of the Peace (including registration number (or equivalent));
- A judge of a court;
- A magistrate;
- A registrar or deputy registrar of a court;
- An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955).