

VERIFICATION OF IDENTITY AUSTRALIAN COMPANIES

BELL POTTER

STEP 1 – DIRECTORS TO COMPLETE

COMPANY DETAILS

Full Name (as registered with ASIC)	ACN
-------------------------------------	-----

FULL ADDRESS OF COMPANY'S REGISTERED OFFICE IN AUSTRALIA (PO Box is not acceptable)

Number and Street

Suburb	State	Postcode	Country
--------	-------	----------	---------

FULL ADDRESS OF COMPANY'S PRINCIPAL PLACE OF BUSINESS IN AUSTRALIA (PO Box is not acceptable)

Number and Street

Suburb	State	Postcode	Country
--------	-------	----------	---------

REGISTERED WITH ASIC: as a Public Company OR as a Proprietary Company

If a Proprietary Company, list full names of each Director

Full Name	Full Name
Full Name	Full Name

IS THE COMPANY REGULATED? Yes No

Name of Regulator	Licence Number
-------------------	----------------

SHAREHOLDERS OWNING OR CONTROLLING MORE THAN 25% OF THE ISSUED CAPITAL OF THE COMPANY

Full Name and Residential Address

IS THE COMPANY A MAJORITY-OWNED SUBSIDIARY OF AN AUSTRALIAN LISTED COMPANY? Yes No

If yes, name of Exchange on which it is listed

Name

IS THE COMPANY ITSELF A LISTED COMPANY? Yes No

If yes, name of Exchange/Market on which it is listed

Name

I/WE CERTIFY THAT THE ABOVE DETAILS ARE TRUE AND CORRECT

Signature	Date (dd/mm/yyyy) / /
Signature	Date (dd/mm/yyyy) / /

VERIFICATION OF IDENTITY AUSTRALIAN COMPANIES

BELL POTTER

STEP 2 – ESTABLISH YOUR IDENTITY VERIFICATION DOCUMENT AND PHOTOCOPY

IDENTITY VERIFICATION DOCUMENTS ATTACHED AS ANNEXURE “A”

Certified copy of Certificate of Registration issued by ASIC, or if not readily available, a search of the ASIC Database costing approximately \$16.00 for Client’s Account.

STEP 3 – ENDORSE THE CERTIFICATION DOCUMENT ON THE PHOTOCOPY

CERTIFICATION OF ANNEXURE “A”

“I certify that I have seen the original documentation and that this copy is a complete and accurate copy of that original”

STEP 4 – HAVE AUTHORISED PERSON CERTIFY YOUR IDENTITY VERIFICATION DOCUMENT

DETAILS AND SIGNATURE OF CERTIFIER (Authorised Certifiers cannot certify their own identity documents)

Title/Full Name of Certifier

Signature of Certifier

RESIDENTIAL ADDRESS (PO Box is not acceptable)

Number and Street

Suburb

State

Postcode

Country

Capacity to Certify

Daytime Contact Number (not mobile number)

PERSONS WHO CAN CERTIFY

that a photocopy or scanned copy is a true copy of the original document:

LEGAL

- A solicitor or barrister (that is, 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 Notary Public (for the purposes of the Statutory Declaration Regulations 1993);

JP

A Justice of the Peace;

POLICE

A Police Officer;

ACCOUNTANT

A member of the Institute of Chartered Accountants in Australia, Certified Practising Accountants of Australia or the National Institute of Accountants with two (2) or more years of continuous membership;

POST OFFICE

- 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 (2) or more years of continuous service who is employed in an office supplying postal services to the public;

DIPLOMATIC SERVICE

- An Australian Consular Officer (Consul-General; Consul; Vice-Consul; Trade Representative or Consular Agent);
- An Australian Diplomatic Officer (Ambassador; High Commissioner; Minister; Head of a Mission; Commissioner; Charge d’Affaires; or Counsellor; Secretary or Attaché at an Embassy, High Commissioner’s office, Legation or other post) within the meaning of the Consular Fees Act 1955;

FINANCIAL CORPORATIONS (BANK, BUILDING SOCIETY, CREDIT UNION AND AFSL HOLDERS)

- An Officer with two (2) 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 (2) 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; or a holder of an Australian Financial Services License, having two (2) or more continuous years service with one or more Licensees.