



## Certified Identification (ID) and Personal Details Requirements

The Anti-Money Laundering (AML) and Counter-Terrorism Financing (CTF) Act 2006 requires that financial institutions collect and verify specific information about their clients. Below is a **guideline** to the ID requirements of Australian Moneymarket (AMM). At AMM's discretion we may ask for additional documentation or information to what is detailed on the guide. Certified copies of ID must be clear and legible. For a **guideline** regarding who is authorised to certify and how this should be done, please refer to page 4 of this document.

### Identification Guide For Individuals

Minimum Acceptable Identification Required:

- One item from 'Primary Photo ID' or
- One item from 'Primary Non-Photo ID' and one from 'Secondary ID'

Information Required	Primary Photo ID	Primary Non-Photo ID	Secondary ID
<ul style="list-style-type: none"> <li>• <b>Required for verification</b> <ul style="list-style-type: none"> <li>• Full Name</li> <li>• Date of Birth</li> <li>• Residential Address</li> </ul> </li> <li>• <b>Required for collection</b> <ul style="list-style-type: none"> <li>• Occupation</li> <li>• Industry of Occupation</li> <li>• Citizenship</li> <li>• Nationality</li> <li>• Country of Birth</li> <li>• Town of Birth</li> <li>• Foreign Tax Status</li> <li>• Foreign Tax Identification</li> <li>• Number (if applicable)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Australian Drivers Licence or Learners Permit (current) scan front and back</li> <li>• Australian Passport (current or expired within last 2 years)</li> <li>• International Passport (current) (in English or with NAATI* translation)</li> <li>• Australian Proof of Age Photo ID (Current)</li> </ul> <p><i>*NAATI = National Accreditation Authority for Translators and Interpreters</i></p>	<ul style="list-style-type: none"> <li>• Australian Birth Certificate</li> <li>• Foreign Birth Certificate (in English or with NAATI* translation)</li> <li>• Australian Citizenship Certificate</li> <li>• Pensioner Concession Card</li> <li>• Government Issued Health Care Card</li> </ul>	<ul style="list-style-type: none"> <li>• ATO Notice (less than 12 months old)</li> <li>• Centrelink Statement (less than 12 months old)</li> <li>• Council Rates Notice (less than 3 months old)</li> <li>• Utility Bill (less than 3 months old)</li> <li>• Approved Australian Aged Care facility notice (less than 12 months old)</li> </ul>

*Note: Certified statutory declarations addressing name variances may be accepted at AMM's discretion where legal identifying documentation cannot be sourced ie. marriage certificate, change of name certificate. Please contact our team for details.*

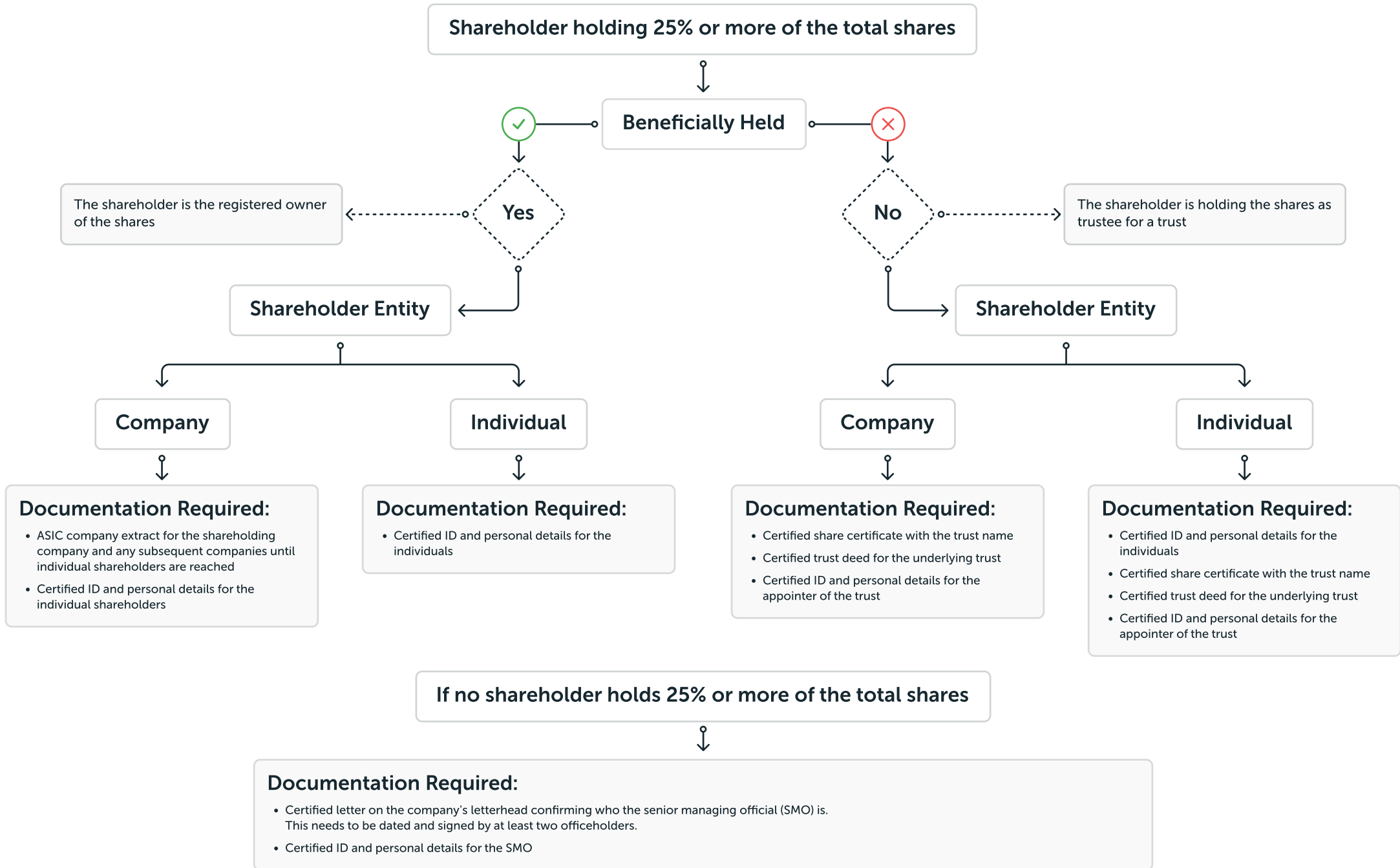
*\*Medicare Cards can be accepted by some of our providers that require two forms of ID. For this to be accepted the first form of ID on file must be a Primary Photo ID as listed above.*

Entity Type	Information Required	Documents Required
<p>Australian Proprietary Company/Corporate Trustee</p>	<ul style="list-style-type: none"> <li>• Full name of the company as registered by ASIC;</li> <li>• Full address of company's registered office</li> <li>• Full address of principal place of business</li> <li>• Australian Company Number (ACN)</li> <li>• Nature of business</li> <li>• Personal details of each director</li> <li>• Personal details of shareholders with 25% or more of the shares</li> <li>• If there are no individuals holding 25% or more of the shares, then personal details of the Senior Managing Official (SMO) is required*</li> </ul> <p><i>*Refer to the Company Beneficial Owners Guide on page 4 for further information</i></p>	<ul style="list-style-type: none"> <li>• ASIC Company Extract (less than 12 months old)</li> <li>• Certified ID for signing directors</li> <li>• Certified ID for individual shareholders</li> <li>• Certified ID for SMO (if applicable)</li> <li>• Certified letter on company letterhead confirming SMO (if applicable)</li> <li>• If shares are held non-beneficially a share certificate, certified trust deed (if applicable) and a certified ID for the controlling person of underlying entity are required*</li> </ul>
<p>Superannuation Fund</p>	<ul style="list-style-type: none"> <li>• ABN</li> <li>• Full name of Self Managed Superannuation Fund as registered</li> <li>• Full name of trustee(s)</li> <li>• Personal details of member(s) and individual trustee(s)</li> <li>• If corporate trustee, refer to company requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Certified ID for individual(s)</li> <li>• Certified trust deed</li> <li>• If corporate trustee, refer to company requirements</li> </ul>
<p>Unregulated Trust</p>	<ul style="list-style-type: none"> <li>• ABN (if applicable)</li> <li>• Full name of trust</li> <li>• Full name of trustee(s)</li> <li>• Type of trust</li> <li>• Full name of the Settlor. If settled sum is \$10,000 or &gt; personal details are required</li> <li>• Personal details of beneficiaries, individual trustee(s) and appointor(s)</li> <li>• If corporate trustee, refer to company requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Certified ID for individual trustee(s)</li> <li>• Certified ID for appointor(s)</li> <li>• Certified ID for settlor if settled sum is \$10,000 or more</li> <li>• If corporate trustee, refer to company requirements</li> <li>• Certified trust deed</li> <li>• Certified ID for appointor(s) or equivalent position</li> </ul>

Entity Type	Information Required	Documents Required
Estate & Testamentary Trust	<ul style="list-style-type: none"> <li>• Full name of trust</li> <li>• Full name of trustee(s)</li> <li>• Personal details of beneficiaries, executor(s) or trustee(s) and appointor(s)</li> <li>• If corporate trustee refer to company requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Certified ID for individual trustee(s) or executor(s)</li> <li>• Certified ID for appointor(s)</li> <li>• If corporate trustee refer to company requirements</li> <li>• Certified probate with annexed will or trust deed</li> </ul>
Australian Public Company	<ul style="list-style-type: none"> <li>• Full name of the company as registered by ASIC;</li> <li>• Full address of company's registered office</li> <li>• Full address of principal place of business</li> <li>• Australian Company Number (ACN)</li> <li>• Personal details of signatories</li> <li>• Personal details of the Senior Managing Official (SMO)</li> </ul>	<ul style="list-style-type: none"> <li>• ASIC Company Extract (less than 12 months old)</li> <li>• Certified ID for signatories</li> <li>• Certified ID for SMO</li> <li>• Certified letter on company letterhead confirming SMO</li> <li>• Certified meeting minutes confirming signatories, if account signatories are not directors or listed as responsible people on ACNC (if Charitable)</li> </ul>
Association	<ul style="list-style-type: none"> <li>• ABN</li> <li>• Full name of association</li> <li>• Full address of principal place of business</li> <li>• Personal details of account signatories</li> <li>• Personal details of the Senior Managing Official (SMO)</li> <li>• Full names, Residential Addresses and Dates of Birth for the chairperson, secretary and treasurer or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Certified ID for signatories</li> <li>• Certified ID for SMO</li> <li>• Certified letter on association letterhead confirming SMO</li> <li>• Certified meeting minutes showing the intention to establish an AMM facility and which office bearers or authorised persons can operate the AMM facility</li> <li>• Certified constitution or rules document</li> </ul>

If account is to be opened under a Power of Attorney (POA) see below.

Power of Attorney	<ul style="list-style-type: none"> <li>• Personal details of attorney</li> </ul>	<ul style="list-style-type: none"> <li>• Certified ID for attorney</li> <li>• Certified power of attorney document</li> </ul>
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Unless it is specified that the Authorised Person may be overseas, an Authorised Person must be either a Notary Public Official or an Australian Embassy Officer when having documents certified overseas.

1	A finance company officer with 2 or more continuous years of service with one or more finance companies	8	A Registrar or Deputy Registrar of a court
2	A Justice of the Peace	9	A Police Officer
3	A Commissioner for Declarations	10	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
4	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 prescribed)	11	An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of service with one or more licensees
5	A Judge of a court in Australia	12	A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants
6	A Magistrate in Australia	13	A Notary Public (for the purpose of the Statutory Declaration Regulations 1993) in Australia or overseas
7	A chief executive officer of a Commonwealth Court	14	An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955) - position can be held overseas

## How To Certify ID

*Note: Certified copies of ID must be clear and legible.*

To certify a document, an 'authorised person' must clearly write:

*"I hereby certify this document is a true copy of the original document shown to me" or words to that effect confirming the original document has been sighted, and then add the following information:*

1. Certifier's signature
2. Date
3. Full Name (Printed)
4. Qualification (i.e. approved capacity under which they are certifying)
5. Applicable Registration Number (if any)

Individuals certifying documents need to certify every different document. If they only wish to certify the first page, they must clearly state that they are certifying the entire document (i.e. all pages). Please note, authorised certifier persons must be Australian Citizens and cannot be a party to the account, a relative of the account holder, sign on behalf of themselves (if they are an authorised certifier) or a member of the Defense Force.