VERIFICATION OF INVESTORS

Verification Procedure Form – Individuals

Note: This form, or any other document which captures the same information, is used by the SHSL for the purposes of identifying Customer information required under the AML/CTF Act.

Section 1 Customer identification details

Surname

Date of birth
/ /

First name(s)

Middle name(s)

Occupation

Residential street address (Do not use a PO Box or c/o address)

Line 1

Line 2

Line 3

Line 4

Suburb/Town/City

State/Territory/County/Region

Post/Zip code

Country (if not Australia)

Section 2 Customers Agent or Power of Attorney or Person Acting on behalf of a Minor

Full name of person acting on behalf of the Individual

Residential address (Do not use a PO Box or c/o Address)

Phone number

Date appointed as agent or POA
/ /

Proof of identity and Authorisation to Act on the Customers behalf

Agent	☐	Attach Certified Copy of Agent's drivers licence, passport or other photo ID issued by a Government Agency which confirms my details above and contains my signature; and
Power of Attorney	☐	Attach Certified Copy of attorney's authorisation to act on behalf of the Customer (Tick from list over page)
Parent or Guardian	☐	In the case of a minor, attach a Certified Copy of the minor's birth certificate or extract of birth

Authorisation – In relation to a person authorised to act for the Individual	
Tick ✓	Please **DO NOT** attach original documents.
	Authority to act as the Customer's Agent
	Power of attorney
	Minor(s) Statement and Indemnity

Section 3 Identification documents – to be completed for the Customer

Please complete either Option 1 or Option 2 and attach the applicable document(s). Send only **Certified Copies** of original documents. Documents will not be returned.

Option 1 – Please attach at least one document

Tick ✓ 1	Primary photographic identity document
	Drivers Licence
	Australian Passport (that has not expired within the last two years)
	International Travel Document – foreign passport or driver's licence with photograph and signature of person
	Proof of Age Card
	National Identity Card

OR Option 2 – Please attach at least one primary non-photographic document and one secondary non-photographic document

Tick ✓ 1	Primary non-photographic identity document; AND
	Australian Birth Certificate or Extract of Birth
	Australian Citizenship Certificate
	Foreign Citizenship Certificate
	Foreign Birth Certificate
	A Centrelink Pension card or Centrelink Healthcare card

Tick ✓ 1	Secondary non-photographic identity document
	A financial benefit notice issued by a Government Agency of the Commonwealth of Australia or its States or Territories within the last 12 months which contains the individual's name and residential address
	An income tax assessment notice issued by the ATO in the last 12 months which contains the individual's name and residential address
	A local government notice (e.g. council rates) or utilities notice (e.g. power, gas or phone bill) issued within the last three months which contains the individual's name and residential address
	In relation to a minor (under 18 years of age) a notice issued by a school principal within the last three months which contains the individual's name, residential address and records the period of time that Customer attended that school

All foreign language documents must be accompanied by an English translation prepared by an accredited translator

Name and signature of the checking officer:

Name

Signature

Date

/ /