

# VERIFICATION OF IDENTITY TRUSTS WITH INDIVIDUAL TRUSTEES

## BELL POTTER

### STEP 1 - TRUSTEE TO COMPLETE

#### THE TRUST

Full Name of the Trust

Type of Trust

Country in which Trust established

Full name(s) and/or class(es) of the Trust's beneficiaries (both the names and classes of beneficiaries must be provided if the Trust has both).  
Examples of a class may include unit holders, family members of named person, charitable organisations

Full Name of the Settlor of the Trust

#### THE INDIVIDUAL TRUSTEES FULL TITLE, NAME AND RESIDENTIAL ADDRESS OF EACH TRUSTEE (PO BOX IS NOT ACCEPTABLE)

**TRUSTEE 1** - Exact Name as per Identification Document and address

Date of Birth (dd/mm/yyyy)

**TRUSTEE 2** - Exact Name as per Identification Document and address

Date of Birth (dd/mm/yyyy)

**TRUSTEE 3** - Exact Name as per Identification Document and address

Date of Birth (dd/mm/yyyy)

**TRUSTEE 4** - Exact Name as per Identification Document and address

Date of Birth (dd/mm/yyyy)

#### BENEFICIAL OWNERS

(not required if the trust is a Regulated Schemes) Details of the individuals that directly or indirectly control the Trust (includes control by acting as Trustee; or by means of trusts, agreements, arrangements, understandings and practices; or exercising control through the capacity to direct the Trustee; or the ability to appoint or remove the trustees):

**PERSON 1** - Full Name and Residential Address (PO Box is not acceptable)

Date of Birth (dd/mm/yyyy)

**PERSON 2** - Full Name and Residential Address (PO Box is not acceptable)

Date of Birth (dd/mm/yyyy)

**PERSON 3** - Full Name and Residential Address (PO Box is not acceptable)

Date of Birth (dd/mm/yyyy)

**PERSON 4** - Full Name and Residential Address (PO Box is not acceptable)

Date of Birth (dd/mm/yyyy)

#### SOURCE OF FUNDS BEING INVESTED (Tick most relevant option)

Retirement income       Business activities       Inheritance/gift       Other, please list below  
 Employment income       Sale of assets       Financial investments

#### I/WE, BEING THE TRUSTEES OF THE FUND, CERTIFY THAT THE ABOVE DETAILS ARE TRUE AND CORRECT

Trustee 1 Signature

Date (dd/mm/yyyy)

Trustee 2 Signature

Date (dd/mm/yyyy)

Trustee 3 Signature

Date (dd/mm/yyyy)

Trustee 4 Signature

Date (dd/mm/yyyy)

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### STEP 2 – ESTABLISH YOUR IDENTITY VERIFICATION DOCUMENT AND PHOTOCOPY

#### IDENTITY VERIFICATION DOCUMENTS ATTACHED AS ANNEXURE “A”

Certified photocopy of Trust Deed cover, page 1, final page, signature page and any Schedule disclosing the name of the Trust, the date of the Trust Deed and the parties executing the Deed (do not forward full Trust Deed).

**PLUS**

Certified copy of a current Driver’s Licence or Passport (Australian or foreign), containing signature and photograph of the individual Trustees and each Beneficial Owner. (Beneficial owner ID is not required for Regulated Schemes).

**OR**

Australian or foreign birth or citizenship certificate or Centrelink pension or health card

**PLUS**

One of a recent (ie. current) Commonwealth, State or Territory financial benefit letter, Tax Office Advice letter (less than 12 months old) or municipal or utilities bill or letter of advice (less than 3 months old) containing the Trustee’s name and residential address.

**PLUS**

Certified copy of a current Driver’s Licence or Passport (Australian or foreign), containing signature and photograph of the Settlor of the Trust where the material asset contribution to the Trust by the Settlor at the time the Trust was established was greater than \$10,000.

### STEP 3 – ENDORSE THE CERTIFICATION DOCUMENT ON THE PHOTOCOPY

#### CERTIFICATION OF ANNEXURE “A”

Certification of identity verification documentation that contains a photograph of the signatory:

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

Certification of identity verification documents that contain no photograph or signatory:

“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.