

VERIFICATION OF IDENTITY FOREIGN COMPANIES

BELL POTTER

STEP 1 – DIRECTORS TO COMPLETE

SECTION 1A: FOREIGN COMPANY DETAILS

1.1 General Details

Full Name of Company

Country of formation/incorporation/registration

If registered with a foreign body, provide name of foreign body

Full Name of Foreign body

1.2 Is The Foreign Company Registered With ASIC? Yes No

If **YES**, provide ARBN

Name of Local Agent in Australia

Provide address of **EITHER** the Principal Place of Business in Australia **OR** the address of the Local Agent

Number and Street (PO Box is not acceptable)

Suburb

State

Postcode

Country

If **NO** Provide Company identification number (if any) issued by the Foreign Registration body

Provide address of the Principal Place of Business in the company's country of formation or incorporation

Number and Street (PO Box is not acceptable)

Suburb

State

Postcode

Country

1.3 Registered Address of Company as registered with ASIC (if not registered, registered address in country of registration)

Number and Street (PO Box is not acceptable)

Suburb

State

Postcode

Country

1.4 Regulatory/Listing Details (Select each of the categories that apply to the Company and provide the information requested)

REGULATED COMPANY

Regulator Name

Licence Details

LISTED COMPANY

Name of Market on which Company is listed

MAJORITY-OWNED SUBSIDIARY OF AN AUSTRALIAN LISTED COMPANY

Australian Listed Company Name

Name of Market/Exchange on which it is listed

1.5 Company Type

Public (go to **section 1B**)

Private Corporation/Proprietary (go to **1.6**)

Other (go to **1.6**)

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1.6 Directors (complete for all companies, other than public or listed companies)

How many directors are there?

Director 1 – Full Name and Residential Address (PO Box is not acceptable)

Date of birth (dd/mm/yyyy)

Director 2 – Full Name and Residential Address (PO Box is not acceptable)

Date of birth (dd/mm/yyyy)

Director 3 – Full Name and Residential Address (PO Box is not acceptable)

Date of birth (dd/mm/yyyy)

Director 4 – Full Name and Residential Address (PO Box is not acceptable)

Date of birth (dd/mm/yyyy)

(if there are more, provide on a separate sheet)

If the Company is a regulated company (as selected in Section 1.4), go to Section 1B below.

For all other private, proprietary or other companies, continue to Section 1.7 below.

1.7 Beneficial Owners (Complete for all companies other than public, listed or regulated companies)

Persons who own 25% or more of the Issued Capital of the Company or can directly or indirectly control the operating and financial policies of the Company.

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)

1.7 PRINCIPLE BUSINESS ACTIVITY

1.8 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

SECTION 1B: CERTIFICATION – I/WE CERTIFY THAT THE ABOVE DETAILS ARE TRUE AND CORRECT

Director/Sole Director Signature

Date (dd/mm/yyyy)

Director/Secretary 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”

Please note: Under certain circumstances, directors and/or major shareholders may also be required to complete individual verification of identity forms in addition to this form.

Original or Certified copy of Certificate of Registration issued by ASIC or by the relevant foreign registration body;	PLUS	A certified copy of the disclosure certificate from the company given by an individual acting as agent of the company (where the agent has been verified); OR a public document issued by the relevant company.	PLUS	A certified copy of a current Driver’s Licence or Passport (Australian or foreign), containing signature and photograph of the signing Director/Secretary and each Beneficial Owner.
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STEP 3 – 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
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Capacity to Certify	Daytime Contact Number (not mobile number)
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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.