

Notes on identity certification

Individuals/Company Directors/Trustee

Please provide certified copies of one Primary Photographic Documents (List A) OR one document from the Primary Non-Photographic list (List B) AND Secondary Identification list (List C) for EACH individual.

A Photographic identification

- Current photographic Australian driver's licence;
- Current Australian passport;
- Current State of Territory photo ID card;
- Current foreign passport; or
- Current foreign driver's licence with photograph and date of birth.

B Non Photographic Identification

- Birth certificate or birth extract issued by a State or Territory;
- Commonwealth citizenship certificate
- Centrelink Pension card;
- Health Care card issue by Centrelink; or
- Foreign citizenship certificate or birth certificate.

C Secondary Identification

- Commonwealth, State and Territory financial benefits notice (less than 12 months old);
- Local government or utilities provider bill (less than 3 months old) recording provision of services to the person at the address;
- Notice issued with the last 3 months by school principle for a person under 18, recording period of time person attended school and person's residential address; or
- ATO Tax notice (less than 12 months old).

Company

If you are an Australian company or Corporate Trustee, you need to provide the following documents:

- A full company search of the ASIC database showing:
 - a. Full name of the company;
 - b. The ABN/ACN;
 - c. Company type;
 - d. The registered office address of the company;
 - e. The principal place of business of a company;

- f. The name of each director of the company (only for a proprietary company); and
- g. The name and date of birth of each beneficial owner (non-listed company).

- If the company is a regulated company, a search of the licence or other records of the relevant Commonwealth, State or Territory regulator.
- If the company is listed, a search of the relevant financial market.
- Certified identification for each directors per requirement for individuals.
- Certified Identification for each beneficial owner as per requirement for individuals or Company (25% or more ownership).

If you are a Foreign company or Corporate Trust, you need to provide the following company documents showing:

- a. ARBN or foreign registration number;
 - b. The names of each director of the company (only for a proprietary company);
 - c. Registration of the company by a foreign registration body;
 - d. Whether the company is private or public; and
 - e. The name and date of birth of each beneficial owner (non-listed company).
- Certified Identification for each director as per requirement for Individuals.
 - Certified Identification for each beneficial owner as per requirement for individuals or Company (25% or more ownership).

Trust / Superannuation Fund

If you are a registered managed investment scheme, an unregistered managed investment scheme with wholesale clients only (which does not make small-scale offerings under section 1012E), a regulated trust (eg SMSF) or government superannuation fund provide the certified copy or certified extract of the trust deed, ATO or ASIC documents showing:

- a. Full name of the trust;
- b. That the trust is a registered scheme, regulated trust or superannuation fund;
- c. Type of trust;
- d. The country in which the trust was established; and
- e. The full business name (if any) of the trustee in respect of the trust.

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For other Trust types (eg family, unit, charitable, estate, etc) provide a certified copy or extract of Trust deed showing:

- a. Full name of the trust;
- b. The type of trust;
- c. The country in which the trust was established;
- d. The full business name (if any) of the trustee in respect of the trust;
- e. Full name of beneficial owners or trust membership class;
- f. Name of the Settlor of the trust; and
- g. Name of all the trustees.

Identification requirements:

- a. Information relating to all trustees as per 'individual' or 'company' identification procedure;
- b. Information relating to all beneficial owners as per 'individual' or 'company' identification procedure; and
- c. Information relating to settlor of the trust as per 'individual' or 'company' identification procedure.

Who can certify documents?

A certifying officer – who must be currently employed in one of the professional or occupational groups listed below and contactable by telephone during normal working hours.

The certifying officer must:

1. Write on the copy: "This is a true copy of the original documents sighted by me."
2. Sign and print their name;
3. Provide an address and a contact telephone number;
4. State their profession or occupation group (as below);
5. Write on the copy the date certified; and
6. Affix the official stamp or seal of the certifier's organisation on the copy (if applicable).

In addition, if the certifying officer is a justice of the peace, the certifying officer must:

- List registration number and state/territory of registration.

Who can certify documents within Australia?

- An officer or authorised rep of an Australian financial services licensee having more than 2 years' service;
- Accountant – member of a recognised professional accounting body or a registered tax agent;
- Manager of a bank or credit union, other than managers of bank travel centres;
- Manager of an Australian bank overseas;
- Barrister, solicitor or patent attorney;
- A police officer;
- Postal manager;
- Principal of an Australian secondary college, high school or primary school;
- A justice of the peace with a registration number;
- A dentist;
- A veterinary practitioner;
- A pharmacist;
- A registered medical practitioner within the meaning of the Medical Practice Act 1994 (Cth);
- A notary public; or
- A minister of religion authorised to celebrate marriages (not a civil celebrant).

Who can certify documents outside Australia?

- An authorised officer of an Australian overseas diplomatic mission;
- An authorised officer of an Australian education centre;
- A private representative of a university;
- A university or college registrar; or
- A school headmaster or other recognised examining authority.

Important note

1. **Non-English written documents must be translated by an accredited translator (eg National Accreditation Authority of Translators); and**
 2. **Please do not send original documents as we cannot guarantee their return. Any original documents sent to us will be returned by ordinary mail. We will not accept any responsibility for lost documents.**
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