

IDENTIFICATION FORM AGENT

GUIDE TO COMPLETING THIS FORM

- Complete in **BLOCK LETTERS**. Where you have already put the required information in your application form, you can write 'SAME' - EXCEPT FOR FULL NAME.
- Contact Abacus on 1300 139 440 if you have any queries. **DO NOT SEND ORIGINAL DOCUMENTS, ONLY CERTIFIED COPIES** unless otherwise specified

SECTION 1A: AGENT DETAILS - INDIVIDUAL

Surname (must complete)

Date of Birth dd/mm/yyyy

Full Given Name(s) (must complete)

Contact Phone No.

Residential Address (PO Box is NOT acceptable)

Street

Suburb

State

Postcode

Country

SECTION 1B: AGENT DETAILS - AUSTRALIAN COMPANY

Full name as registered by ASIC
(must complete)

ACN

Contact Phone No.

Registered office address (PO Box is NOT acceptable)

Street

Suburb

State

Postcode

Country

Principal place of business (if any) (PO Box is NOT acceptable)

Street

Suburb

State

Postcode

Country

SECTION 1C: AGENT DETAILS - OTHER

Full name (must complete)

Contact Person

Contact Phone No.

Address (PO Box is NOT acceptable)

Street

Suburb

State

Postcode

Country

SECTION 2: PRINCIPAL'S DETAILS

Separate Form(s) must also be completed for Principal(s)

Full name of Principal(s)

Full business name (if different) and ABN (if any)

Registration / licensing details

Type of Agency Relationship (select ✓ only one of the following and provide the information requested)

Parent or Guardian of Child under 18 (the child is the Principal)

Please provide certified copy of

- child's birth certificate showing name of parent who is acting as agent, or
- evidence of adoption or other guardianship arrangements

- Custodian for registered managed investment scheme or Wholesale trust** (a managed investment scheme not registered by ASIC that only has wholesale clients (as defined by the Corporations Act 2001 (Cth)) and does not make small scale offerings to which section 1012E of the Corporations Act 2001 (Cth) applies)
- Custodian for superannuation scheme regulated by APRA**
(please provide letter on behalf of Custodian or trustee/ responsible entity of scheme confirming custody relationship)
- Agent under Power of Attorney from Principal** (please provide certified copy of Power of Attorney)
- Other: (please give details)** (please provide certified copy of evidence of appointment of agent) :

SECTION 3: VERIFICATION PROCEDURE

You need to send us certified copies of documents that evidence the agency relationship or have your financial adviser certify them.. Contact us if you are unable to provide the required documents. DO NOT SEND ORIGINALS We will complete the 'Office use only' section if it is not already completed by your financial adviser.

PARENT OR GUARDIAN ACTING AS AGENT FOR CHILD (the Principal)

Tick ✓	Select ONE valid option from this section only
<input type="checkbox"/>	Certified copy of child's Australian birth certificate showing names of agent(s) as parent(s)
<input type="checkbox"/>	Certified copy of adoption certificate showing names of agent(s) as adoptive parent(s)
<input type="checkbox"/>	Certified copy of evidence of appointment of agent(s) as guardian(s) of child

CUSTODIAN

Tick ✓	Select ONE valid option from this section
<input type="checkbox"/>	Letter from Custodian confirming custody relationship
<input type="checkbox"/>	Letter from Trustee or Responsible Entity confirming custody relationship

POWER OF ATTORNEY/ OTHER

Tick ✓	Select ONE valid option from this section only
<input type="checkbox"/>	Certified copy of Power of Attorney from Principal to Agent
<input type="checkbox"/>	Or, if no Power of Attorney, certified copy of documentation giving evidence of agency relationship

**Documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator.*

OFFICE USE ONLY

EVIDENCE OF AGENCY DETAILS	Document
Nature of Verification Document	
Document Issuer	
Issue Date	
Expiry Date	
Document Number	
Accredited English Translation	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted
Verified by (Print Name)	Date Verified (dd/mm/yyyy)
Signature	

WHO CAN CERTIFY COPIES OF DOCUMENTS

Legal	<ul style="list-style-type: none"> ○ 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
JP	a Justice of the Peace
Police	a police officer
Chartered Accountant	a member of the Institute of Chartered Accountants in Australia, Certified Practising Accountants Australia or the National Institute of Accountants with 2 or more years of continuous membership
Post Office	<ul style="list-style-type: none"> ○ 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 2 or more years of continuous service who is employed in an office supplying postal services to the public
Diplomatic service	<ul style="list-style-type: none"> ○ an Australian consular officer ○ an Australian diplomatic officer <p>(within the meaning of the <i>Consular Fees Act 1985</i>)</p>
Financial corporations (Bank, Building Society, Credit Union)	<ul style="list-style-type: none"> ○ an officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the <i>Statutory Declaration Regulations 1993</i>); ○ a finance company officer with 2 or more continuous years of service with one or more finance companies (for the purposes of the <i>Statutory Declaration Regulations 1993</i>); ○ an officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees.

What wording they must use

I certify this [and the following [*insert number*] pages] to be a true copy of the original page/ pages sighted by me today / on [*insert date*]
 [*insert signature*] [*Print name*] [*Print capacity in which you are certifying (see table above)*] [*insert date of signature*]