

**IDENTIFICATION FORM  
AUSTRALIAN PROPRIETARY COMPANIES**

**GUIDE TO COMPLETING THIS FORM**

- Complete all applicable sections of this form 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 US ORIGINAL DOCUMENTS, ONLY CERTIFIED COPIES** unless otherwise specified

**SECTION 1: AUSTRALIAN PROPRIETARY COMPANY DETAILS**

**1.1 General Information**

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

**1.2 Regulatory Details** (select ✓ the following categories which apply to the company and provide the information requested)

- Regulated company** (licensed by an Australian Commonwealth, State or Territory statutory regulator)

Regulator name

Licence details

- Majority-owned subsidiary of an Australian listed company**

Australian listed company name

Name of market / exchange

**1.3 Directors**

How many directors are there?  provide full name of each director

	Full given name(s)	Surname
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>

*If there are more directors, provide details on a separate sheet*

**If the company is a regulated company (as selected in Section 1.2 above) or there are no direct or indirect shareholders who are individuals, go to Section 2 below. Otherwise, for all other proprietary companies complete Section 1.4 below.**

**1.4 Shareholders** (only needs to be completed for proprietary companies that are not regulated companies as selected in Section 1.2)

Provide details of **ALL individuals** who are beneficial owners through one or more shareholdings of more than 25% of the company's issued capital

**Shareholder 1**

Full given name(s)  Surname

Residential address (PO Box is NOT acceptable)

Street

Suburb  State  Postcode  Country

**Shareholder 2**

Full given name(s)					Surname		
Residential address (PO Box is NOT acceptable)							
Street							
Suburb		State		Postcode		Country	

**Shareholder 3**

Full given name(s)					Surname		
Residential address (PO Box is NOT acceptable)							
Street							
Suburb		State		Postcode		Country	

**SECTION 2: TRUST DETAILS****COMPLETE THIS PART IF COMPANY IS INVESTING IN THE CAPACITY OF TRUSTEE OF A TRUST**

Full name of Trust		
Full business name (if different) and ABN (if any)		
Registration / licensing details		

**SECTION 3: VERIFICATION PROCEDURE**

**Standard verification procedure:** with this form you need to send us originals or certified copies of one or more of the documents below that show: (1) The full name and ACN of the company as registered by ASIC (2) That the company is registered as a proprietary company **DO NOT SEND AN ORIGINAL OF THE COMPANY'S CERTIFICATE OF REGISTRATION** We will complete the 'Office Use Only' section.

Tick ✓	Verification options (select one of the following options used to verify the Company)
<input type="checkbox"/>	Perform a search of the relevant ASIC database.
<input type="checkbox"/>	If the ASIC database is not reasonably available, a certified copy of the certification of registration issued by ASIC.

**Alternative verification procedure**

For a company which is a majority owned subsidiary of an Australian listed company or is a regulated company (ie licensed by an Australian Commonwealth, State or Territory statutory regulator) you need to send us originals or certified copies of one or more of the documents below that show:

- That the company is a majority owned subsidiary of an Australian listed company (if applicable)
- That the company is a regulated company (if applicable).

Tick ✓	Verification options (select one or more of the following options used to verify the Company)
<input type="checkbox"/>	Perform a search of the relevant ASIC database.
<input type="checkbox"/>	Perform a search of the licence or other records of the relevant Commonwealth, State or Territory statutory regulator.
<input type="checkbox"/>	A public document issued by the relevant company.

**OFFICE USE ONLY**

ID DOCUMENT DETAILS	Document 1	Document 2
Key Information verified	<input type="checkbox"/> Name <input type="checkbox"/> ACN <input type="checkbox"/> Pty	<input type="checkbox"/> Name <input type="checkbox"/> ACN <input type="checkbox"/> Pty
Verified From	<input type="checkbox"/> Performed search <input type="checkbox"/> Original <input type="checkbox"/> Certified copy	<input type="checkbox"/> Performed search <input type="checkbox"/> Original <input type="checkbox"/> Certified copy
Document Issuer/Website		
Public Document Type		
Issue date / Search date		
Document Number		

Verified by (Print Name)	<input type="text"/>	Date Verified (dd/mm/yyyy)	<input type="text"/>
Signature	<input type="text"/>		

**WHO CAN CERTIFY COPIES OF DOCUMENTS**

Legal	<ul style="list-style-type: none"> <li>○ 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));</li> <li>○ a judge of a court;</li> <li>○ a magistrate;</li> <li>○ a chief executive officer of a Commonwealth court;</li> <li>○ a registrar or deputy registrar of a court;</li> <li>○ a notary public</li> </ul>
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"> <li>○ an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public</li> <li>○ 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</li> </ul>
Diplomatic service	<ul style="list-style-type: none"> <li>○ an Australian consular officer</li> <li>○ an Australian diplomatic officer</li> </ul> <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"> <li>○ 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>);</li> <li>○ 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>);</li> <li>○ 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.</li> </ul>

**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*]