

# IDENTIFICATION FORM AUSTRALIAN PUBLIC 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 PUBLIC 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/ Listing Details (if applicable) (select ✓ any of the following categories which apply and provide the information requested)

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

Regulator name

Licence details

- Australian listed company**

Name of market / exchange

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

Australian listed company name

Name of market / exchange

## 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)

ARSN or registration / licensing details

Name of legislation establishing the Trustee (if relevant)

## 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 public 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 certificate of registration issued by ASIC.

### Alternative verification procedure

For a company which is an Australian listed company, 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), alternatively you can send us originals or certified copies of the following documents that show:

- That the company is an Australian listed company (if applicable)
- That the company is a majority owned subsidiary of an Australian listed company (if applicable)
- That the company is a regulated company (if applicable). **We will complete the 'Office Use Only' section.**

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 market/exchange.
<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"/> Public	<input type="checkbox"/> Name <input type="checkbox"/> ACN <input type="checkbox"/> Public
Verified from	<input type="checkbox"/> Search <input type="checkbox"/> original <input type="checkbox"/> Certified copy	<input type="checkbox"/> 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)

Date Verified  
(dd/mm/yyyy)

Signature

**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 (within the meaning of the <i>Consular Fees Act 1985</i>)</li> </ul>
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*]