

# IDENTIFICATION FORM FOREIGN 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: FOREIGN COMPANY DETAILS

### 1.1 General Information

Full name (must complete)	<input type="text"/>		
Country of formation / incorporation / registration	<input type="text"/>	Contact Phone No.	<input type="text"/>
<input type="checkbox"/> Select <input checked="" type="checkbox"/> if registered by a foreign body and provide name of body <input type="text"/>			

### 1.2 Is the foreign company registered with ASIC? (select ONE of the following)

<input type="checkbox"/> <b>Yes</b>	Provide ARBN <input type="text"/>						
Provide <b>EITHER</b> <input type="checkbox"/> principal place of business address in Australia <b>OR</b> <input type="checkbox"/> local agent name and address details (Tick one box)							
Address (PO Box is NOT acceptable)							
Street	<input type="text"/>						
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>	Country	<input type="text"/>
Name of local agent in Australia		<input type="text"/>					
<input type="checkbox"/> <b>No</b>	Provide company identification number (if any) issued by the foreign registration body <input type="text"/>						
Principal place of business in the company's country of formation or incorporation (PO Box is NOT acceptable)							
Street	<input type="text"/>						
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>	Country	<input type="text"/>

### 1.3 Registered Address of Company

Provide the registered address as registered with ASIC. If the company is NOT registered with ASIC, provide the registered address in the country of formation, incorporation or registration (if any).

#### Registered office address (PO Box is NOT acceptable)

Street	<input type="text"/>						
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>	Country	<input type="text"/>

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

Street	<input type="text"/>						
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>	Country	<input type="text"/>

### 1.4 Regulatory/ Listing Details (select the following categories which apply to the company and provide the information requested)

<input type="checkbox"/> <b>Regulated company</b> (licensed by an Australian Commonwealth, State or Territory statutory regulator)	<input type="text"/>						
Regulator name	<input type="text"/>						
Licence details	<input type="text"/>						
<input type="checkbox"/> <b>Listed company as defined in the IFSA/FPA Guidelines</b>	<input type="text"/>						
Name of market / exchange	<input type="text"/>						
<input type="checkbox"/> <b>Majority-owned subsidiary of an Australian listed company</b>	<input type="text"/>						
Australian listed company name	<input type="text"/>						
Name of market / exchange	<input type="text"/>						

**1.5 Company Type** (select ✓ only ONE of the following categories and provide any information requested)

- Public** Go to Section 1.6 below.
- Private/Proprietary** Go to Section 1.6 below.
- Other** Go to Section 1.6 below.

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

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

	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 1.4 above) or has no direct or indirect shareholders who are individuals go to Section 2 below. Otherwise, for all other private, proprietary or other companies continue to Section 1.7 below.

**1.7 Shareholders** (complete for all companies other than public, listed or regulated companies)

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)	<input type="text"/>				Surname	<input type="text"/>	
Residential address (PO Box is NOT acceptable)							
Street	<input type="text"/>						
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>	Country	<input type="text"/>

**Shareholder 2**

Full given name(s)	<input type="text"/>				Surname	<input type="text"/>	
Residential address (PO Box is NOT acceptable)							
Street	<input type="text"/>						
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>	Country	<input type="text"/>

**Shareholder 3**

Full given name(s)	<input type="text"/>				Surname	<input type="text"/>	
Residential address (PO Box is NOT acceptable)							
Street	<input type="text"/>						
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>	Country	<input type="text"/>

**SECTION 2: FOREIGN COMPANY VERIFICATION PROCEDURE**

**Standard verification procedure for Foreign Companies registered with ASIC:** 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 ARBN of the company as registered by ASIC (2) whether the company is registered by a foreign registration body and if so, whether it is registered as a private or as a public company **DO NOT SEND AN ORIGINAL OF THE COMPANY'S CERTIFICATE OF REGISTRATION**

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"/>	Perform a search of the relevant foreign registration body.
<input type="checkbox"/>	If the ASIC or foreign registration body database is not reasonably available, a certified copy of the certification of registration issued by ASIC or by the relevant foreign registration body.

**Standard verification procedure – for Foreign Companies NOT registered with ASIC 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 of the company (2) whether the company is registered by a foreign registration body and if so, (A) whether it is registered as a private or as a public company, and (B) the identification number issued to the company.

Tick ✓	Verification options (select one of the following options used to verify the Company)
<input type="checkbox"/>	Perform a search of the relevant foreign registration body.
<input type="checkbox"/>	If the foreign registration body database is not reasonably available, a certified copy of the certification of registration issued by the relevant foreign registration body.
<input type="checkbox"/>	Where the above means are unavailable, a disclosure certificate from the company given by an individual acting as agent of the company (where the agent has been verified). <i>Contact Abacus for other disclosure certificate requirements.</i>

**Alternative verification procedure**

For a company which is a 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).

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.

**SECTION 3: TRUST DETAILS****COMPLETE THIS PART IF COMPANY IS INVESTING IN THE CAPACITY OF TRUSTEE OF A TRUST**

Full name of trust	<input type="text"/>
Full business name (if different) and ABN (if any)	<input type="text"/>
ARSN or registration / licensing details	<input type="text"/>

**OFFICE USE ONLY**

ID DOCUMENT DETAILS	Document 1	Document 2
Key Information verified	<input type="checkbox"/> Name <input type="checkbox"/> ARBN <input type="checkbox"/> Public/ private	<input type="checkbox"/> Name <input type="checkbox"/> ARBN <input type="checkbox"/> Public/ private
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	<input type="text"/>	<input type="text"/>
Public Document Type	<input type="text"/>	<input type="text"/>
Issue date / Search date	<input type="text"/>	<input type="text"/>
Document number	<input type="text"/>	<input type="text"/>
Accredited English Translation	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted

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 of Australia, or the High Court of Australia, as a legal practitioner (however described));</li> <li>○ a judge of an Australian court;</li> <li>○ a magistrate of an Australian local court;</li> <li>○ a chief executive officer of a Commonwealth court;</li> <li>○ a registrar or deputy registrar of an Australian court;</li> <li>○ a notary public registered as such in Australia</li> </ul>
JP	a Justice of the Peace registered as such in Australia
Police	An Australian 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*]