

**IDENTIFICATION FORM  
INDIVIDUALS & SOLE TRADERS**

**GUIDE TO COMPLETING THIS FORM**

- Complete one form for each investor (eg two forms in total for two joint unitholders). 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**

**SECTION 1: PERSONAL DETAILS**

Surname (must complete) Date of Birth dd/mm/yyyy

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Full Given Name(s) (must complete) Contact Phone No.

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Residential Address (PO Box is NOT acceptable)  
Street

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Suburb	State	Postcode	Country

**COMPLETE THIS PART IF INDIVIDUAL IS A SOLE TRADER**

Full Business Name (if any) ABN (if any)

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Principal Place of Business (if any) (PO Box is NOT acceptable)  
Street

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Suburb	State	Postcode	Country

**SECTION 2: TRUST DETAILS**

**COMPLETE THIS PART IF INDIVIDUAL 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**

**You need to send us certified copies of documents that show:** your full name and **EITHER** your date of birth or residential address.  
Complete Part I (or if you cannot send us a certified copy of a document from Part I, then complete either Part II or III) to tell us what documents you are sending us.  
Contact us if you are unable to provide the required documents. **DO NOT SEND ORIGINALS** We will complete the 'Office use only' section.

**PART I – ACCEPTABLE PRIMARY ID DOCUMENTS**

Tick ✓	Select ONE valid option from this section only
<input type="checkbox"/>	Certified copy of an Australian State / Territory driver's licence containing a photograph of the person
<input type="checkbox"/>	Certified copy of an Australian passport (a passport that has expired within the preceding 2 years is acceptable)
<input type="checkbox"/>	Certified copy of a Card issued under a State or Territory for the purpose of proving a person's age containing a photograph of the person
<input type="checkbox"/>	Certified copy of a Foreign passport or similar travel document containing a photograph and the signature of the person*

**PART II – ACCEPTABLE SECONDARY ID DOCUMENTS – should only be completed if you do not send a certified copy of a document from Part I**

Tick ✓	Select ONE valid option from this section
<input type="checkbox"/>	Certified copy of an Australian birth certificate
<input type="checkbox"/>	Certified copy of an Australian citizenship certificate
<input type="checkbox"/>	Certified copy of a Pension card issued by Centrelink

<input type="checkbox"/>	Certified copy of a Health card issued by Centrelink
<b>Tick ✓</b>	<b>AND ONE</b> valid option from this section
<input type="checkbox"/>	Certified copy of a document issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits to the individual and which contains the individual's name and residential address
<input type="checkbox"/>	Certified copy of a document issued by the Australian Taxation Office within the preceding 12 months that records a debt payable by the individual to the Commonwealth (or by the Commonwealth to the individual), which contains the individual's name and residential address. <i>Block out the TFN before scanning, copying or storing this document.</i>
<input type="checkbox"/>	Certified copy of a document issued by a local government body or utilities provider within the preceding 3 months which records the provision of services to that address or to that person (the document must contain the individual's name and residential address)
<input type="checkbox"/>	If under the age of 18, certified copy of a notice that: was issued to the individual by a school principal within the preceding 3 months; and contains the name and residential address; and records the period of time that the individual attended that school

**PART III – ACCEPTABLE FOREIGN ID DOCUMENTS** – *should only be completed if you do not send a certified copy of a document from Part I*

<b>Tick ✓</b>	<b>BOTH</b> documents from this section must be presented
<input type="checkbox"/>	Certified copy of a Foreign driver's licence that contains a photograph of the person in whose name it issued and the individual's date of birth*
<input type="checkbox"/>	Certified copy of a National ID card issued by a foreign government containing a photograph and a signature of the person in whose name the card was issued*

*\*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**

ID DOCUMENT DETAILS	Document 1	Document 2
Key Information verified	<input type="checkbox"/> Name <input type="checkbox"/> DOB <input type="checkbox"/> Resid Address	<input type="checkbox"/> Name <input type="checkbox"/> DOB <input type="checkbox"/> Resid Address
Document Issuer		
Issue Date		
Expiry Date		
Document Number		
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)		Date Verified (dd/mm/yyyy)	
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Signature	
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**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*]