

## Supporting Documentation

### Individual (including joint accounts)

1. Certified ID for each client.

We need 2 forms of ID, usually 1 photographic and 1 non-photographic e.g. Driver's Licence or Passport and Medicare Card.

**NB.** Name and address on drivers licence MUST be the same as the application

Click on the following link for a full list of documents that can be used to identify an individual

[Identification Documents for Individuals](#)

2. Bank Statement (less than 6 months old, showing account name, BSB and account number) of the account that initial deposit funds will be coming from.

Please ensure that this account will allow direct debits.

### Individual (Sole Trader)

1. Certified ID for the Principal as per individual requirements.
2. Copy of the certificate of registration of the business name showing the ABN.
3. Bank Statement (less than 6 months old, showing account name, BSB and account number) of the account that initial deposit funds will be coming from.

Please ensure that this account will allow direct debits.

### SMSF or Trust - Company as Trustee

1. Certified ID for ALL Directors of the Trustee Company as per individual requirements.

If the certified ID does not contain the residential address, please advise this by email.

2. Certified ID for ALL 'Beneficial Owners' of the Trustee Company (if different from Directors) as per individual requirements.

Beneficial Owners are individuals who ultimately own 25% or more of the Company's capital through direct or indirect shareholdings.

3. Identification details of all Beneficiaries of the Trust (if different from the Directors or Beneficial Owners of the Trustee Company)
  - a. Name
  - b. Date of Birth
  - c. Address (Cannot be a PO Box)
  - d. Nationality
  - e. Class of Beneficiary (if applicable)

Verification documents are NOT required for these identification details.

4. Copy of ASIC issued Company Statement showing the Trustee Company details, including Officeholders and Company share structure.
5. Certified copy of the trust deed or extracts showing:
  - a. Execution date
  - b. Trustees
  - c. Members or Beneficiaries as applicable
  - d. Settlor (not applicable for SMSF's)
  - e. Any amendments
  - f. Signatories

Certification only required on the Title page, **but must include wording that reflects that the certification is for the whole document.** For example:

*'This is to certify that this is a true copy of the original which I have sighted, **and is inclusive of all pages.**'*

6. Bank Statement (less than 6 months old, showing account name, BSB and account number) of the account that initial deposit funds will be coming from.

Please ensure that this account will allow direct debits.

## SMSF or Trust - Individual as Trustee

1. Certified ID for each of the Trustees as per individual requirements.
2. Certified copy of the trust deed or extracts showing:
  - a. Execution date
  - b. Trustees
  - c. Members or Beneficiaries as applicable
  - d. Settlor (not applicable for SMSF's)
  - e. Any amendments

f. Signatories

Certification only required on the Title page, **but must include wording that reflects that the certification is for the whole document.** For example:

*'This is to certify that this is a true copy of the original which I have sighted, and is inclusive of all pages.'*

3. Identification details of all Beneficiaries of the Trust (if different from the Individual Trustees)
  - a. Name
  - b. Date of Birth
  - c. Address (Cannot be a PO Box)
  - d. Nationality
  - e. Class of Beneficiary(if applicable)

Verification documents are NOT required for these identification details.

4. Bank Statement (less than 6 months old, showing BSB and account number) of the account that initial deposit funds will be coming from.

Please ensure that this account will allow direct debits.

## Estate

1. Certified ID for each Executor as per individual requirements.
2. Certified copy of the Will and Probate.
3. Bank Statement (less than 6 months old, showing account name, BSB and account number) of the account that initial deposit funds will be coming from.

Please ensure that this account will allow direct debits.

## Testamentary Trust

1. Certified ID for each Trustee as per individual requirements.
2. Certified copy of the Trust deed or Will and Probate showing beneficiaries if applicable.
3. Bank Statement (less than 6 months old, showing account name, BSB and account number) of the account that initial deposit funds will be coming from.

Please ensure that this account will allow direct debits.

## Private (Proprietary) Company

1. Certified ID for ALL Directors of the Company as per individual requirements.

If the certified ID does not contain the residential address, please advise this by email.

2. Certified ID for ALL 'Beneficial Owners' of the Company (if different from Directors) as per individual requirements.

Beneficial Owners are individuals who ultimately own 25% or more of the Company's capital through direct or indirect shareholdings.

3. Copy of ASIC issued Company Statement showing the Company details, including Officeholders and Company share structure.
4. Bank Statement (less than 6 months old, showing account name, BSB and account number) of the account that initial deposit funds will be coming from.

Please ensure that this account will allow direct debits.

## Public Company

1. Certified ID of signatories as per individual requirements.
2. Certified document showing that the signatories are authorised to do so. (For example: Authorised signatory list, constitution or rules of the company)

3. ASIC search document showing the ACN.

An ASIC issued Company Statement showing the Company details, including Officeholders and Company share structure is NOT required.

4. Bank Statement (less than 6 months old, showing account name, BSB and account number) of the account that initial deposit funds will be coming from.

Please ensure that this account will allow direct debits.

## Partnership

1. Certified ID for ALL Partners as per individual requirements.
2. Certified ID for ALL 'Beneficial Owners' of the Partnership (if different from Partners) as per individual requirements.

Beneficial Owners are individuals who ultimately own or control 25% or more of the Partnership either directly or indirectly.

3. Certified copy or extract of the Partnership Agreement showing the names of the Partners or Certified minutes of a partnership meeting showing the names of the Partners or Membership details of a relevant professional association or a search of the relevant ASIC database or other regulator's database or a notice issued by the ATO within the last 12 months.
4. Bank Statement (less than 6 months old, showing account name, BSB and account number) of the account that initial deposit funds will be coming from.

Please ensure that this account will allow direct debits.

### Association (Non-profit organisation)

1. Certified ID of three authorised signatories as per individual requirements. Usually President, Treasurer and Secretary or equivalent.
2. A copy of the Certificate of Incorporation (if Inc.)
3. Certified copy of the Articles of Association or the rules governing the Association.
4. Certified copy of the minutes of a meeting or equivalent showing that signatories are authorised to do so.
5. Bank Statement (less than 6 months old, showing BSB and account number) of the account that initial deposit funds will be coming from.

Please ensure that this account will allow direct debits.

### Government Body

1. Certified ID of all Controlling Persons and Signatories (if different) as per individual requirements.  
  
Controlling Persons are the people who directly or indirectly control the government body, such as the chairman, president, treasurer or secretary.
2. Certified copy of the minutes of a meeting or equivalent document showing that signatories are authorised to do so.
3. We must be able to verify the name of the government body; full address of the government body's principal place of operation; and whether the government body is a body of the Commonwealth of Australia or a State or Territory using one or more of the following methods:

- a. Search of the relevant Commonwealth, State or Territory website or confirmation of the government body's existence (screen print of search process).
  - b. Review the relevant Commonwealth, State, Territory or Foreign Country register of government bodies (where available).
  - c. If established under legislation, a copy or relevant extract of the legislation obtained from a reliable and independent source, such as government website.
4. Bank Statement (less than 6 months old, showing BSB and account number) of the account that initial deposit funds will be coming from.

Please ensure that this account will allow direct debits.