

Identification Procedure Form

If you do not currently hold an investment with the ASDF or you are not currently a listed signatory with the ASDF, then you will need to complete the form below.

The information requested is required under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (AML Act) and any related rules, regulations and other instruments in each case as in force from time to time. The information collected will be used to verify your identity. In accordance with the AML Act, if you **do not** provide the information or if we require additional information to be collected we will contact you and we may either delay the opening of your account until we are satisfied that the information received fully verifies your identity; or return your investment.

Each account holder / signatory must:

- Verify their full name; and **EITHER** their date of birth **or** residential address.
- Provide a document from **EITHER Option 1** or two documents from **Option 2**. (Note: Option 2 should only be completed if the individual **does not own a document from Option 1.**)
- Provide certified copies of the required documents to the Anglican Savings and Development Fund.

1. IDENTITY VERIFICATION DOCUMENTS

Documents that are written in a language other than English, must be accompanied by an English translation prepared by an accredited translator.

All copied documents must be certified on each page as a true copy. For persons who may certify a document refer to section 2 (right). **PLEASE DO NOT SEND ORIGINALS.**

OPTION 1

If you can provide **one** primary photo identification document then **no** further documents are required.

Primary Photo ID documents

- Driver's Licence
- Passport
- Proof of age card/
photo card (Government issued)

OPTION 2

If you **cannot** provide a document from Option 1 then **you must** provide **one** primary non-photo ID document and **one** secondary ID document.

Primary Non-Photo ID documents

- Birth Certificate
- Citizenship certificate
- Pension Card

Secondary ID documents

- Marriage Certificate
- Utilities Notice
- Council rates notice
- Bank or credit card statement
- Letter from school principal
(minors only)

2. PERSONS WHO MAY CERTIFY DOCUMENTS

A certified copy means a document that has been certified as a true copy of an original document by one of the following persons:

- Your Priest. (An Anglican Priest licensed by the Bishop of Newcastle.)
- A person who is on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described).
- A judge of a court or magistrate.
- A chief executive officer of a Commonwealth court.
- A registrar or deputy registrar of a court.
- A Justice of the Peace.
- A notary public. (For the purposes of Statutory Declaration Regulations 1993)
- A police officer.
- An agent of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public.
- An officer with two or more continuous years of service with one or more financial institution(s). (for the purposes of Statutory Declaration Regulations 1993)
- An officer with, or authorised representative of, a holder of an Australian financial service license, having two or more continuous years of service with one or more licensees.
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years of continuous membership.

THE CERTIFIER MUST:

- Write the following wording, or similar, on the copy of the documents:
Example for documents in Option 1 - "I certify that I have seen the original documentation and that the photograph is a true likeness and this copy is a complete and accurate copy of that original."
Example for documents in Option 2 - "I certify that I have seen the original documentation and this copy is a complete and accurate copy of that original."
- Sign and date each page of the photocopy
- Add their name in block letters along with their position/capacity, address and daytime contact phone number. The certifier may be contacted by the Anglican Savings and Development Fund.
- Add the official stamp of their office, if applicable.

3. SIGNATURE

Full Name

Date