

Identification and Verification Reference



This form may be lodged with Uniting Financial Services or posted to:

Uniting Financial Services
 PO Box A2178
 Sydney South NSW 1235



Helpful hints for completing this application

- This form must be completed for all new applicants and signatories (including attorneys appointed under a Power of Attorney by an applicant), and must be signed by an 'authorised certifier'. Additional signatories must each complete a separate copy of this form.
- In order for a document certification to be accepted, the certifier must sight the original document, and a copy of the document. If there are multiple pages to the document, each page must be certified and signed by the certifier. The investor/borrower must then attach the certified copies to this document and provide them to Uniting Financial Services (via mail or in person). **Facsimile and emailed copies are not acceptable.**

List of authorised certifiers (must be currently serving as):

- Justice of the Peace;
- 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;
- Judge of a court;
- Magistrate;
- Chief Executive Officer of a Commonwealth Court;
- Registrar or Deputy Registrar of a court;
- Notary Public (for the purposes of the *Statutory Declaration Regulations (1993)*);
- Police officer;
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
- Permanent employee of the Australian Postal Corporation with two or more years continuous service who is employed in an office supplying postal services to the public;
- Australian consular officer or an Australia diplomatic officer;
- Officer with two or more continuous years of service with one or more financial institutions;
- Finance company officer with two or more continuous years of service with one or more finance companies;
- Officer with, or authorised representative of, a holder of an Australian Financial Services Licence, having two or more continuous years of service with one or more licences; and
- 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.



Need help or have a question?

Call us on **1300 133 673** Visit us at unitingfinancial.com.au Email us at contactus@unitingfinancial.com.au

Please use **BLOCK LETTERS** in **BLACK OR BLUE PEN ONLY** and tick required choices

STEP 1 – TRUSTEE 1: INDIVIDUALS ONLY



Complete this section only if you are a trustee individual

Title	Full name		
<input type="text"/>	<input type="text"/>		
Occupation	<input type="text"/>		Date of birth
<input type="text"/>			<input type="text"/> DD / <input type="text"/> MM / <input type="text"/> YYYY
Nationality	<input type="text"/>		
Do you have multiple citizenships?		Are you a resident of Australia for tax purposes?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No Specify country of residence for tax purposes
Citizenship 2	<input type="text"/>	<input type="text"/>	
Citizenship 3	<input type="text"/>	<input type="text"/>	

DETAILS OF APPLICANT OR SIGNATORY CONTINUED ON NEXT PAGE ▶

STEP 1 CONTINUED – TRUSTEE 1: INDIVIDUALS ONLY

Residential address

Suburb

State

Postcode

Postal address (if different from above)

Suburb

State

Postcode

Telephone

Mobile

Fax

Email

Do you or an immediate family member hold a Public Office Position (see below for information about a Public Office Position)*

Yes (please specify position e.g. Politician/Diplomat) No (If "No", please go to Step 2)

By signing this form you confirm that you have, or you will, inform any member of your family referred to above of the information about him or her provided by you in this application form.



*A **Public Office Position (PEP)** is someone who performs important public functions, for example:

- Heads of state, government and cabinet ministers;
- Influential functionaries in nationalised industries and government administration;
- Senior judges;
- Senior party functionaries;

- Senior and/or influential officials, functionaries and military leaders and people with similar functions in international or supranational organisations;
- Members of ruling royal families;
- Senior and/or influential representatives of religious organisations (if these functions are connected with political, judicial, military or administrative responsibilities).

To be signed in the presence of the authorised certifier.

SIGN HERE

Print full name

Date

STEP 1 – TRUSTEE 2: INDIVIDUALS ONLY



Complete this section only if there is more than one trustee individual

Title Full name

Occupation Date of birth DD / MM / YYYY

Nationality

Do you have multiple nationalities?

No Yes

Nationality 2	<input type="text"/>
Nationality 3	<input type="text"/>

Are you a resident of Australia for tax purposes?

Yes No Specify country of residence for tax purposes

Residential address

Suburb State Postcode

Postal address (if different from above)

Suburb State Postcode

Telephone Mobile Fax

Email

Do you or an immediate family member hold a Public Office Position (see below for information about a Public Office Position)*

Yes (please specify position e.g. Politician/Diplomat) No (If No, please go to Step 2)

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- Members of ruling royal families;
- Senior and/or influential representatives of religious organisations (if these functions are connected with political, judicial, military or administrative responsibilities).

To be signed in the presence of the authorised certifier.



Print full name

Date DD / MM / YYYY

STEP 2 – COMPANIES



Complete this section only if you are a company

1. General information

Company Name

Registered office address (must not be a PO Box)

State

Postcode

Principal place of Business address (must not be a PO Box)

As above, or

Mailing address

As above, or

Telephone

Mobile

Fax

Email

2. Regulatory/listing details

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

IDENTIFICATION DETAILS CONTINUED ON NEXT PAGE ▶

STEP 1 STEP 2 STEP 3 STEP 4 STEP 5 STEP 6

STEP 2 CONTINUED – COMPANIES



You do not have to complete this section if your company is a public company or a listed company. For other types of companies, please complete for **all** directors of the company. (If more than four directors, please copy this page and attach as a separate sheet.)

3. Director details

How many directors does the company have?

Director 1

Full name

Residential address

Postal address (if different from above)

Date of Birth

Director 2

Full name

Residential address

Postal address (if different from above)

Date of Birth

Director 3

Full name

Residential address

Postal address (if different from above)

Date of Birth

Director 4

Full name

Residential address

COMPANIES DETAILS CONTINUED ON NEXT PAGE ►

STEP 1 STEP 2 STEP 3 STEP 4 STEP 5 STEP 6

STEP 2 CONTINUED – COMPANIES

Postal address (if different from above)

Date of Birth

 / /

IDENTIFICATION FORM



Provide details of **all** individuals who own, through one or more shareholdings, more than 25% of the issued capital of the company. (If more than four major shareholders, please copy this page and attach as a separate sheet.)

4. Major shareholder details (only needs to be completed for proprietary companies that are not regulated as outlined in Step 2 section 3)

Shareholder 1

Full name

Residential address (must not be a PO Box)

Postal address (if different from above)

Shareholder 2

Full name

Residential address (must not be a PO Box)

Postal address (if different from above)

Shareholder 3

Full name

Residential address (must not be a PO Box)

Postal address (if different from above)

Shareholder 4

Full name

Residential address (must not be a PO Box)

Postal address (if different from above)

TRUST DETAILS CONTINUED ON NEXT PAGE ►

STEP 1 STEP 2 STEP 3 STEP 4 STEP 5 STEP 6

STEP 3 – TRUST DETAILS



Complete only if applicable

1. General information

Full name of Trust

Full business name of Trustee

Type of Trust (e.g. unit, discretionary)

Country where Trust established

Objective of Trust

2. Type of Trust (select one of the following only)

SMSF Trust regulated by the ATO

Registered managed investment scheme

Provide Australian Registered Scheme Number

Registered Trust

Name of regulator (e.g. ASIC, APRA, ATO)

Trust's ABN or registration/licensing details

Government superannuation fund

Name of legislation establishing the fund

Other Trust type

Trust description (e.g. Family, Unit, Estate)

3. Trustee details (complete only if applicable)

Company Trustee – complete Step 2

Individual Trustee – complete Step 1

TRUST DETAILS CONTINUED ON NEXT PAGE ►

STEP 1 STEP 2 **STEP 3** STEP 4 STEP 5 STEP 6

STEP 3 CONTINUED – TRUST DETAILS



Do not complete this section if the Trust is a registered managed investment scheme, regulated Trust or government superannuation fund. (If more than 4 beneficiaries, please copy this page and attach as a separate sheet. Note all beneficiaries must provide identification documents as directed in step 5.

4. Trust beneficiary details (complete only if applicable)

Do the terms of the Trust identify the beneficiaries by reference to membership of a class?

Yes Provide beneficiary class details

No How many beneficiaries are there?

Full given name (s)

Surname

Full given name (s)

Surname

Full given name (s)

Surname

Full given name (s)

Surname

If more than 4 beneficiaries are required, please copy this page and attach as a separate sheet. Note all beneficiaries must provide identification documents as described in Step 5.

STEP 4 – AUTHORISATION



All parties to complete this section

PRIVACY

I/We acknowledge and consent to the collection, use and disclosure of my/our personal information as detailed in the Privacy Acknowledgement & Consent Form provided with this application, the Privacy Policy, *Financial Services Guide*, *Product Disclosure Statement* and the *Product Information Brochure*. I/We acknowledge receipt of the Privacy Policy which is also available on unitingfinancial.com.au

MARKETING OPTIONS

From time to time, we may contact you to notify you about, or seek feedback on, our products and services. If you don't want us to contact you, or to receive communication items, simply tick here: No thanks

SIGNATURE OF APPLICANT/SIGNATORY

I undertake to provide Uniting Financial Services with such additional information or documentation as Uniting Financial Services may request at any future time to ensure compliance with the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*.

To be signed in the presence of the authorised certifier.

To be signed in the presence of the authorised certifier.

SIGN HERE

SIGN HERE

Print full name

Print full name

Date / /

Date / /

STEP 1 STEP 2 **STEP 3** STEP 4 STEP 5 STEP 6

STEP 5 – DOCUMENTS EXAMINED BY AUTHORISED CERTIFIERS



ALL supporting documents attached to this application must be:

- Issued on the letterhead of the issuing authority;
- Include the applicant's name;
- Be written in English; and
- Certified by an authorised certifier.

If you are unable to provide identification documentation to satisfy these requirements, please contact our friendly Service Team on **1300 133 673**.

Please provide any of:

OPTION 1

AT LEAST ONE Primary Identification Document (photo identification)

OR

OPTION 2

TWO Primary Identification Documents (non-photo)

OR

OPTION 3

ONE Primary Identification Document (non-photo) PLUS ONE Secondary Identification Document (no photo).

Primary Identification Document – Photo Identification

Please provide CERTIFIED COPIES of AT LEAST ONE of the following forms of photo identification:

- Driver's licence (current address)
- Passport
- Proof of Age/Photo card (Government issued)

By providing certified copies of any of the above, no further documentation is required.

Primary Identification Document – Non-photo Identification

Please provide CERTIFIED COPIES of the following forms of non-photo identification:

- Citizenship certificate
- Birth certificate (if international, please provide a certified English translated copy)
- Pension card

By providing TWO certified copies of any of the above, no further documentation is required. Alternatively, provide ONE certified copy of any of the above PLUS ONE certified copy of a Secondary Identification Document.

Secondary Identification Document

Please provide ONE CERTIFIED COPY of any Primary Identification Document – Non-photo identification plus ONE CERTIFIED COPY of any of the following forms of non-photo identification:

- Marriage certificate
- Utilities notice
- Council rates notice
- Bank/credit card statement
- Letter from school Principal (for minors)

Company requirements (acting in own capacity as a Trustee of a Trust)

- Certified copy of your Certificate of incorporation (Companies including Trustee Companies)
- A search of the ASIC database
- Identification for all beneficial owners with more than 25% issued share capital

Trust requirements

- For a registered scheme, regulated Trust or government superannuation fund — one of the following documents:
 - A search of the ASIC, ATO or relevant regulator database
 - A copy or relevant extract of the legislation establishing the government superannuation fund sourced from a government website.
- For all other Trusts — one of the following documents:
 - A certified extract of the front page of the Trust Deed, confirming:
 - full name of Trust
 - type of Trust
 - Country where Trust was established
 - Name of each beneficiary or class of beneficiary. If the Trust is a unit Trust, you will need to provide a certified extract of the Trust register to confirm the name of each beneficiary.
 - Certified copy of a notice issued by the ATO within the last 12 months OR
 - A notice (such as a notice of assessment) issued by the ATO within the last 12 months.

STEP 6 – DETAILS OF AUTHORISED CERTIFIER

Title	Given names	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential address		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone	Category/occupation of authorised certifier	
<input type="text"/>	<input type="text"/>	



APPLICATION CHECKLIST

- Have you signed Step 4 – Authorisation?
- Has the authorised certifier completed their details in Step 6?
- Has the authorised certifier signed each copy/ies of identification documents?
- Have you attached your certified identification documents to this form?

Financial services are provided by The Uniting Church (NSW) Trust Association Limited ACN 000 022 480, ABN 89 725 654 978, AFSL 292186 and by The Uniting Church in Australia Property Trust (NSW) ABN 77 005 284 605 pursuant to a s.911A Corporations Act 2001 (Cth.) authorisation and APRA Banking Exemption No. 2 of 2015 ("Uniting Financial Services"), for The Uniting Church in Australia, Synod of NSW and the ACT pursuant to ASIC Regulatory Guide 87 exemptions. Uniting Financial Services® is a registered trademark of The Uniting Church (NSW) Trust Association Limited and is used with permission by The Uniting Church in Australia Property Trust (NSW). Neither The Uniting Church in Australia, Synod of NSW and the ACT, The Uniting Church in Australia Property Trust (NSW) nor Uniting Financial Services is prudentially supervised by APRA. An investment with or contributions will not benefit from the depositor protection provisions of the Banking Act 1959. All financial services and products are designed for investors who wish to promote religious and charitable purposes and for whom profit considerations are not of primary importance in their decision to invest.

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