

## **HOW TO COMPLETE THE APPLICATION FORM.**

Applications can be made by an individual, joint applicants, company, a trustee of a trust or a superannuation fund.

Depending on your applicant type, please provide the required certified documentation to support your application.

To ensure your application is processed as quickly as possible, please ensure you:

► Complete all relevant sections    ► Sign all signatory boxes    ► Use a black or blue pen    ► Write in block letters

If you have any queries, please call us on 02 9233 2433

<b>APPLICANT TYPE</b>	<b>FORMS TO COMPLETE</b>	<b>ACCOUNT NAME MUST BE</b>	<b>WHO SIGNS THE APP FORM</b>	<b>IDENTIFICATION VERIFICATION REQUIRED</b>
Individual	Application form	The Individual	The Individual	Identification documents for the Individual (Account Holder One).
Joint Applicants	Application form	Both Individuals	Each Individual	Identification documents for both Individuals (Account Holder One and Two).
Australian Companies (Pty Ltd & Ltd)	Application form	The Company	At least one Authorised Corporate Representative	Identification documents for each Account Holder.  A current company extract as detailed in 'Company Details'.
<b>TRUSTS (INCLUDING SUPERANNUATION FUNDS) - REFER BELOW</b>				
If Trust is an Individual (to open an account for a minor you must open an account in trust for the minor)	Application form	The Individual Trustee (Account Designation must be the full name of the Trust or minor)	The Individual Trustee	Identification documents for the Individual Trustee (Account Holder One).  A certified copy of the trust deed as detailed in the 'Trust Details' section,  The verification documents detailed in the 'Trust Details' section.
If trust is a Company	Application form	The Company Trustee (Account Designation must be the full name of the Trust)	At least one Authorised Corporate Representative	Identification documents for each Account Holder.  A certified copy of the Trust deed as detailed in the 'Trust Details' section.  The verification documents detailed in the 'Trust Details' section.  A current company extract as detailed in 'Company Details'.
If trust is both an individual and a company	Application form	The Company Trustees The Individual Trustee (Account Designation must be the full name of the Trust)	At least one Individual Trustee and at least one Authorised Corporate Representative	Identification documents for each Account Holder.  A certified copy of the Trust deed as detailed in the 'Trust Details' section  The verification documents detailed in the 'Trust Details' section.  A current company extract as detailed in 'Company Details'.

## **CERTIFICATION**

- Cannot be more than 3 months old
- Must confirm the applicants' full name and either date of birth or address. If the address on the Application Form does not match the identification document then the verification document must verify their date of birth
- Must appear on the same page as the identification document.

### **Non-photographic identification**

- When using non-photographic identification you must provide one of the following documents:
- Birth Certificate or Birth Extract Citizenship Certificate Pension Card issued by Centrelink
- If the Centrelink Certificate is not in English, an accredited translator's translation must be attached You must also provide at least one of the following documents to accompany the above:
- Financial Benefits Statement
- Income Tax Assessment Notice Rates or Utility Notice

The document must show the client's name and current residential address.

### **Authorised Persons who can verify your identity documents**

- Justice of the Peace
- Police officer
- Chiropractor
- Dentist
- Medical practitioner
- Nurse
- Optometrist
- Pharmacist
- Physiotherapist
- Permanent employee with 2 or more continuous years of service with one or more Australian financial institutions
- Permanent employee of the Australian Postal Corporation (Australia Post) with 2 or more years of continuous service
- Teacher employed on a full-time basis at a school or tertiary education institution
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants