

HOW TO COMPLETE THE – Client Identification Form (CIF)



ABN: 12 676 939 467

The information requested in this form is required to enable The Public Trustee of Queensland to comply with Australian government and regulatory requirements to confirm the identity of clients.

Instructions for completing this form

- Complete all applicable sections of this form in BLOCK LETTERS IN BLACK PEN.
- Full Name, Address and Date of Birth, where shown on documents must be in English. Documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator.
- If an item is not applicable, please leave the boxes unmarked.
- If you make an error, please initial the change. Please do not use correction fluid.
- Please do not post original documents through the mail.

In addition to the information and documents requested in this form, we may require further information and documents from you.

When do I have to complete this form?

- If you have an existing account with The Public Trustee of Queensland and have not previously completed a Client Identification Form.
- If you **do not** have any existing account with The Public Trustee of Queensland.
- If you do have existing account with The Public Trustee of Queensland, but want to open an additional account:
 - ☐ That will be in a **different name** to the existing account (for example, in your family company's name or a joint account with someone else); or
 - ☐ That will be in a **different capacity** to the existing account (for example, as trustee for a trust, a deceased estate or a person under the age of 18, or on behalf of an unincorporated association).

Investor identification documents

In addition to completing this *Client Identification Form*, you will need to also provide us with **certified copies** of certain identification documents (as in the CIF).

A document can be certified by any of the people identified below. If the document has more than one page please ensure that the certification identifies the number of pages (for example, 'I certify this document of [x] pages to be a true copy of the original').

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

1. 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);
2. a judge of a court;
3. a magistrate;
4. a chief executive officer of a Commonwealth court;
5. a registrar or deputy registrar of a court;
6. a Justice of the Peace;
7. a notary public (for the purposes of the Statutory Declaration Regulations 1993 (C'wlth));
8. a police officer;
9. an agent of the Australian Postal Corporation who is in charge of supplying postal services to the public;
10. 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;
11. an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955 (C'wlth));
12. an officer with 2 or more continuous years of service with one or more financial institutions (for the purpose of the Statutory Declaration Regulations 1993 (C'wlth));
13. a finance company officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993 (C'wlth));
14. 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;
15. a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership;
16. if the certification occurs in New Zealand: a person before whom a statutory declaration may be made under the law of New Zealand.



Which Client Identification Form (CIF) do I use?

Investor Type	Client identification Form (CIF)
Individual	Individual or Sole Trader
Sole Trader A sole trader is a single person operating a business under their own name eg John Brown or with a registered business name Brown Exporting	Individual or Sole Trader
Trusts Charitable Trusts, Informal, testamentary, Family –(Discretionary and Unit), Deceased Estates, for people under the age of 18 and Nominee/Custody arrangements.	Trusts
Partnerships Partnerships created pursuant to a partnership agreement	Partnerships
Associations Incorporated and Unincorporated Associations	Associations
Government Bodies Local Councils, Public Utilities, Universities and State and Federal Government Departments	Government Bodies
Registered co-operatives	Registered co-operatives
Australian/foreign companies All company types including some charities	Australian/foreign companies

Who do I contact to get More Information?

The Public Trustee of Queensland

– if you have any queries please contact your local office or call the Investor Hotline on 1800 066 774.

Australian Government

– Attorney Generals Department

Customer information line: 1800 021 037

www.australia.gov.au/crimeandmoney

E-mail: customers@austrac.gov.au

What if I do not provide a Client identification Form (CIF)

The Public Trustee will not be able to process any transaction until all your identification requirements have been received and are satisfactory to The Public Trustee of Queensland.

At a glance – Anti-Money Laundering and Counter-Terrorism Financing Legislation

Australia has implemented the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (C'wlth) to meet international standards and to help protect businesses from being misused for money laundering and terrorism financing.

As a client seeking certain services you may be asked to verify your identity.

By verifying your identity you are helping to protect Australian businesses from being misused for the purposes of criminal activity.

If you require any assistance completing this form, please contact your local office of The Public Trustee of Queensland or the Investment Hotline on 1800 066 774.

THE PUBLIC TRUSTEE OF QUEENSLAND IDENTIFICATION FORM

– Australian Companies



ABN: 12 676 939 467

GUIDE TO COMPLETING THIS FORM

- o Complete all applicable sections of this form in BLOCK LETTERS IN BLACK PEN
- o If you have any queries please contact your local Office of the Public Trustee of Queensland or call the Investor Hotline on 1800 066 774.
- o You can Provide Original ID Documents or Certified Copies of the ID Documents.

SECTION 1A: AUSTRALIAN COMPANY DETAILS

Are you currently a client of The Public Trustee of Queensland?

☐ Yes ☐ No If yes, what is your client number? _____

1.1 General Information

Full name as registered by ASIC

ACN

Registered office address (PO Box is NOT acceptable)

Street

Suburb

State

Postcode

Country

Principal place of business (if any) (PO Box is NOT acceptable)

Street

Suburb

State

Postcode

Country

1.2 Regulatory / Listing Details (select ✓ the following categories which apply to the company and provide the information requested)

☐ **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

1.3 Company Type (select ✓ only ONE of the following categories)

☐ **Public** Go to Section 1B below.

☐ **Proprietary** Go to Section 1.4 below.

1.4 Directors *(only needs to be completed for proprietary companies)*

This section does NOT need to be completed for public and listed companies.

How many directors are there? provide full name of each director

	Full given name(s)	Surname
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>

If there are more directors, provide details on a separate sheet

***If the company is a regulated company (as selected in Section 1.2 above) go to Section 1B below.
Otherwise, for all other proprietary companies continue to Section 1.5 below.***

1.5 Shareholders *(only needs to be completed for proprietary companies that are not regulated companies as selected in Section 1.2)*

Provide details of ALL individuals who are beneficial owners through one or more shareholdings of more than 25% of the company's issued capital

Shareholder 1

Full given name(s)		Surname	
<input type="text"/>		<input type="text"/>	
Residential address <i>(PO Box is NOT acceptable)</i>			
Street <input type="text"/>			
Suburb	State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Shareholder 2

Full given name(s)		Surname	
<input type="text"/>		<input type="text"/>	
Residential address <i>(PO Box is NOT acceptable)</i>			
Street <input type="text"/>			
Suburb	State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Shareholder 3

Full given name(s)		Surname	
<input type="text"/>		<input type="text"/>	
Residential address <i>(PO Box is NOT acceptable)</i>			
Street <input type="text"/>			
Suburb	State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION 1B: VERIFICATION PROCEDURE

Complete Part I or Part II to tell us what documents you are sending us or the verification method we should perform.

If your proof of identity has not been provided or accepted previously, the identification documentation required is listed below:

PART I – STANDARD VERIFICATION PROCEDURE

Tick ☒ Select one of the following options

- ☐ Perform a search of the relevant ASIC database.
☐ If the ASIC database is not reasonably available, an original or certified copy of the certification of registration issued by ASIC.

OR

PART II – ALTERNATIVE VERIFICATION PROCEDURE

Tick ✓ Select one or more of the following options

- ☐ Perform a search of the relevant market/exchange.
- ☐ Perform a search of the relevant ASIC database.
- ☐ Perform a search of the licence or other records of the relevant Commonwealth, State or Territory statutory regulator.
- ☐ A public document issued by the relevant company.

SECTION 1C: RECORD OF VERIFICATION PROCEDURE – Office Use Only

IMPORTANT: Verify the Company's full name as registered by ASIC, whether it is proprietary or public and the ACN issued to company (standard verification).
Verify that the Company is Australian listed, that is a majority owned subsidiary and that is a regulated company (if applicable, (alternative verification)).

ID DOCUMENT DETAILS	Document 1		Document 2		
Verified From	<input type="checkbox"/> Performed search <input type="checkbox"/> Original <input type="checkbox"/> Certified copy		<input type="checkbox"/> Performed search <input type="checkbox"/> Original <input type="checkbox"/> Certified copy		
Document Issuer / Website					
Public Document Type					
Issue date / Search date					
Checking Officer's Name		Signature		Date Verified	
Authorising Officer's Name		Signature		Date Verified	