

**STEP 1 – DIRECTORS TO COMPLETE**

**SECTION 1A: FOREIGN COMPANY DETAILS**

**1.1 General Details**

Full Name of Company

Country of formation/incorporation/registration

If registered with a foreign body, provide name of foreign body

**1.2 Is the Foreign Company registered with ASIC?** Yes  No

If **YES** Provide ARBN

Name of Local Agent in Australia

Provide address of **EITHER** the Principal Place of Business in Australia **OR** the address of the Local Agent

Number and Street (PO Box is not acceptable)

Suburb  State  Postcode  Country

if **NO**: Provide Company identification number (if any) issued by the Foreign Registration body

Provide address of the Principal Place of Business in the Company's country of formation or incorporation

Number and Street (PO Box is not acceptable)

Suburb  State  Postcode  Country

**1.3 Registered Address of Company as registered with ASIC** (if not registered, registered address in country of registration)

Number and Street

Suburb  State  Postcode  Country

**1.4 Regulatory/Listing Details** Select each of the categories that apply to the Company and provide the information requested.

**Regulated Company:**

Regulator Name

Licence Details

**Listed Company:**

Name of Market on which Company is listed

**Majority-owned subsidiary of an Australian Listed Company:**

Australian Listed Company Name

Name of Market/Exchange on which it is listed

**1.5 Company Type:** Public (go to **section 1B**)  Private Corporation/Proprietary (go to **1.6**)  Other (go to **1.6**)

# Verification of Identity Foreign Companies

**1.6 Directors** (complete for all companies, other than public or listed companies)

How many Directors are there?

Provide full name of each Director below (if there are more, provide on a separate sheet)





**If the Company is a regulated company** (as selected in Section 1.4), go to Section 1B below.  
**For all other private, proprietary or other companies**, continue to Section 1.7 below.

**1.7 Shareholders** (Complete for all companies other than public, listed or regulated companies)

Individual shareholders owning or controlling more than 25% of the Issued Capital of the Company

Shareholder 1 - Full Name and Residential Address (PO Box is not acceptable)

Shareholder 2 - Full Name and Residential Address (PO Box is not acceptable)

Shareholder 3 - Full Name and Residential Address (PO Box is not acceptable)

**SECTION 1B: CERTIFICATION – I/We certify that the above details are true and correct**

Signature

Date (dd/mm/yyyy)

**AND SIGN**

\_\_\_\_\_ Director/Sole Director    /    /

\_\_\_\_\_ Director/Secretary    /    /

**STEP 2 – ESTABLISH YOUR IDENTITY VERIFICATION DOCUMENT AND PHOTOCOPY**

**IDENTITY VERIFICATION DOCUMENTS ATTACHED AS ANNEXURE “A”**

- Original or Certified copy of Certificate of Registration issued by ASIC or by the relevant foreign registration body;
- PLUS**
- A disclosure certificate from the company given by an individual acting as agent of the company (where the agent has been verified);  
**OR**  
a public document issued by the relevant company.

**STEP 3 – HAVE AUTHORISED PERSON CERTIFY YOUR IDENTITY VERIFICATION DOCUMENT**

**DETAILS AND SIGNATURE OF CERTIFIER** (authorised Certifiers cannot certify their own identity documents)

Title/Full Name of Certifier

Signature of Certifier

Residential Address (PO Box is not acceptable)

Number and Street

Suburb

State

Postcode

Country

Capacity to Certify

Daytime Contact Number (not mobile number)

**PERSONS WHO CAN CERTIFY that a photocopy or scanned copy is a true copy of the original document:**

<b>Legal</b>	<ul style="list-style-type: none"><li>▪ A solicitor or barrister (that is, 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));</li><li>▪ A Judge of a Court;</li><li>▪ A Magistrate;</li><li>▪ A Chief Executive Officer of a Commonwealth Court;</li><li>▪ A Registrar or Deputy Registrar of a Court;</li><li>▪ A Notary Public (for the purposes of the Statutory Declaration Regulations 1993);</li></ul>
<b>JP</b>	A Justice of the Peace;
<b>Police</b>	A Police Officer;
<b>Accountant</b>	A member of the Institute of Chartered Accountants in Australia, Certified Practicing Accountants of Australia or the National Institute of Accountants with two or more years of continuous membership;
<b>Post Office</b>	<ul style="list-style-type: none"><li>▪ An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;</li><li>▪ A permanent employee of the Australian Postal Corporation with two (2) or more years of continuous service who is employed in an office supplying postal services to the public;</li></ul>
<b>Diplomatic Service</b>	<ul style="list-style-type: none"><li>▪ An Australian Consular Officer (Consul-General; Consul; Vice-Consul; Trade Representative or Consular Agent);</li><li>▪ An Australian Diplomatic Officer (Ambassador; High Commissioner; Minister; Head of a Mission; Commissioner; Charge d'Affaires; or Counsellor; Secretary or Attaché at an Embassy, High Commissioner's office, Legation or other post) within the meaning of the Consular Fees Act 1955;</li></ul>
<b>Financial Corporations (Bank, Building Society, Credit Union &amp; AFSL holders)</b>	<ul style="list-style-type: none"><li>▪ An Officer with two or more continuous years of service with one or more Financial Institutions (for the purposes of the Statutory Declaration Regulations 1993);</li><li>▪ A Finance Company Officer with two or more continuous years of service with one or more Finance Companies (for the purposes of the Statutory Declaration Regulations 1993);</li><li>▪ An Officer with, or Authorised Representative of; or a holder of an Australian Financial Services License, having two or more continuous years service with one or more Licensees.</li></ul>