

# 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)
<b>Individual</b>	<b>Individual or Sole Trader</b>
<b>Sole Trader</b> 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	<b>Individual or Sole Trader</b>
<b>Trusts</b> Charitable Trusts, Informal, testamentary, Family –(Discretionary and Unit), Deceased Estates, for people under the age of 18 and Nominee/Custody arrangements.	<b>Trusts</b>
<b>Partnerships</b> Partnerships created pursuant to a partnership agreement	<b>Partnerships</b>
<b>Associations</b> Incorporated and Unincorporated Associations	<b>Associations</b>
<b>Government Bodies</b> Local Councils, Public Utilities, Universities and State and Federal Government Departments	<b>Government Bodies</b>
<b>Registered co-operatives</b>	<b>Registered co-operatives</b>
<b>Australian/foreign companies</b> All company types including some charities	<b>Australian/foreign companies</b>

### 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](http://www.australia.gov.au/crimeandmoney)**

**E-mail: [customers@austrac.gov.au](mailto: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

## – Individuals & Sole Traders



ABN: 12 676 939 467

### GUIDE TO COMPLETING THIS FORM

- o Complete one form for each individual. 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.

*Note: Full Name, Address and Date of Birth, where shown on documents must be in English*

### SECTION 1A: PERSONAL DETAILS

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

- Yes If yes, what is your client number? \_\_\_\_\_
- No

Surname

Date of Birth dd/mm/yyyy

Full Given Name(s)

Residential Address (PO Box is NOT acceptable)

Street

Suburb

State

Postcode

Country

### COMPLETE THIS PART IF INDIVIDUAL IS A SOLE TRADER

Full Business Name (if any)

ABN (if any)

Principal Place of Business (if any) (PO Box is NOT acceptable)

Street

Suburb

State

Postcode

Country

Signature: \_\_\_\_\_

Date:                    /                    /

## SECTION 1B: VERIFICATION PROCEDURE

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

<b>OPTION 1 (Photographic ID)</b> – 2 documents are required:	<b>OPTION 2 (No Photographic ID)</b> – 3 Separate documents are required:
<ul style="list-style-type: none"> <li>– <b>One Primary ID Document from Part I</b></li> <li>– <b>And one Secondary ID Document from Part II A or B</b></li> </ul>	<ul style="list-style-type: none"> <li>– <b>One Secondary ID Document from Part II A</b></li> <li>– <b>And one Secondary ID Document from Part II B or one Foreign ID Document from Part III</b></li> <li>– <b>And one Secondary ID Document from either Part II A or B or Foreign ID Document from Part III</b></li> </ul>

### PART I – ACCEPTABLE PRIMARY ID DOCUMENTS

Tick ✓ **PART I** Select ONE valid option from this section only (Tick the Document ID being provided)

- A current Australian State / Territory driver's licence containing a photograph of the person
- A current Australian passport (or one which has expired within the preceding 2 years is acceptable)
- A current card issued under a State or Territory for the purpose of proving a person's age containing a photograph of the person
- A current foreign passport or similar travel document containing a photograph and the signature of the person\*

### PART II – ACCEPTABLE SECONDARY ID DOCUMENTS

Tick ✓ **PART II – A** (Tick the Document ID being provided)

- Australian birth certificate/extract
- Australian citizenship certificate
- A current Pension card issued by Centrelink
- A current Health card issued by Centrelink

Tick ✓ **PART II – B** (Tick the Document ID being provided)

- A document issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits to the individual and which contains the individual's name and residential address
- A document issued by the Australian Taxation Office within the preceding 12 months that records a debt payable by the individual to the Commonwealth (or by the Commonwealth to the individual), which contains the individual's name and residential address. Block out the TFN before scanning, copying or storing this document.
- A document issued by a local government body or utilities provider within the preceding 3 months which records the provision of services to that address or to that person (the document must contain the individual's name and residential address)
- If under the age of 18, a notice that: was issued to the individual by a school principal within the preceding 3 months; and contains the name and residential address; and records the period of time that the individual attended that school

### PART III – ACCEPTABLE FOREIGN ID DOCUMENTS

Tick ✓ **PART III** (Tick the Document ID being provided)

- Foreign driver's licence that contains a photograph of the person in whose name it issued and the individual's date of birth\*
- National ID card issued by a foreign government containing a photograph and a signature of the person in whose name the card was issued\*

\*Documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator.

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

IMPORTANT: Verify the individual's full name; and their date of birth and residential address.

ID DOC. DETAILS	Document 1	Document 2	Document 3
Verified From	<input type="checkbox"/> Original <input type="checkbox"/> Certified Copy	<input type="checkbox"/> Original <input type="checkbox"/> Certified Copy	<input type="checkbox"/> Original <input type="checkbox"/> Certified Copy
Document Issuer			
Issue Date			
Expiry Date			
Document Number			
Accredited English Translation	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted
Checking Officers Name:		Signature:	Date Verified: ( / / )
Authorising Officers Name:		Signature:	Date Verified: ( / / )