

# BURRELL

## Identification

### VERIFYING YOUR IDENTITY

## WHAT WE NEED FROM YOU

This information sheet explains why we ask you for identification documents before opening an account. We try to make the process as simple as possible, however, for complex structures the requirements can be extensive. Below is a summary of the documents we will ask you to provide, and the people who can certify your documents authenticity. The documents you need to provide will differ depending on the structure of the account you wish to open with Burrell.

Under the Anti-Money Laundering and Counter Terrorism Financing Act (AML/CTF Act), we are required to formally identify you. If you complete an application in the presence of a Burrell Advisor, you will only need to produce the documents needed to verify your identity. Otherwise, certified copies of each document must be returned to us with a completed application.

#### What type of account are you opening?

The documents we require from you depend on what type of account you are opening. Please see below and the attached table for a summary of requirements.

**Individual and joint accounts:** For each individual we need to sight and record on file, the original or a certified copy of photo identification confirming each applicant's:

- Name;
- Address (residential);
- Date of birth and
- Signature.

The following are suitable from the different categories:

#### Category A

- Driver's Licence (Australian/Foreign);
- Card issued under a law of a State or Territory containing a photo, date of birth, address and signature

**Category B:** if A is unavailable, you can provide one document from this category and one document from **Category C**

- Passport (Australian/Foreign)

In the event you do not have photographic identification, we require a:

- Birth certificate;
- Citizenship certificate;
- Pension Card issued by Centerlink; or
- Health Card issued by Centrelink

**Category C:** In addition to above (Category B) one of the below document should also be supplied:

- A utilities bill (e.g. electricity) that is less than 3 months old; or
- A notice, no more than 12 months old, that is issued by the Commonwealth, State or Territory that records the provision of financial benefits (e.g. Centrelink document); or
- A notice from the Australian Taxation Office that records a tax refund or amount payable that is less than 12 months old.

**Superannuation funds and SMSF:** Please provide a certified copy of the Trust Deed. We are required to collect the name, address and date of birth of the trustees. The trust deed is required to have details of the name of the fund, settlor, appointor, and all beneficiaries/members. Please also provide identification documents for each person authorised to operate the account (including at least two trustees where not a single member fund).

**Trusts:** Please provide a certified copy of the Trust Deed. We are required to collect the name, address and date of birth of the trustees. The trust deed is required to have details of the name of the fund, settlor, appointor, and all beneficiaries.

Please also provide identification documents for each person authorised to operate the account (including at least two trustees). You will also need to provide:

- A notice (such as a notice of assessment) issued by the Australian Taxation Office in the past 12 months; or
- A letter from a solicitor or qualified accountant verifying the name of the Trust.

**Companies:** If the account is being opened in a company name, please provide a certified copy of the Certificate of Incorporation or a recent ASIC statement/database search. Please also provide identification documents for each person authorised to operate the account (including at least two directors and shareholders). You will also need to provide:

- A copy of the company's most recent ASIC annual statement and any amendments; or
- A copy of the ASIC database search showing company officers and shareholders (note you will be charged \$18.00 if Burrell performs this search)

**Partnerships:** Please provide a copy of the partnership agreement and either minutes of a partnership agreement; or membership details of a relevant professional association; or a search of the relevant ASIC or other regulators database; or a notice issued by the ATO within the last 12 months.

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Additionally, we need identification as required for 'An Individual' for all account signatories. We are also required to collect the name and residential address of every partner.

**An Incorporated Association:** Please provide a copy of the Certificate of Incorporation or signed meeting minutes showing which officers can operate the account And an original or certified copy of the Constitution or Rules of the association. We also require identification for the Chair, Secretary, Treasurer and all account signatories.

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Please note: Additional documentation may be required in some circumstances. Burrell reserves the right to vary the below requirements at any time.

Account type:	Certified copies of documentation required:
<b>Individual</b>	<ul style="list-style-type: none"> <li>➤ Australian/foreign drivers licence; or</li> <li>➤ Card issued under a law of a State or Territory containing a photo, date of birth, address and signature</li> </ul> <p>If you cannot satisfy the above, then:</p> <ul style="list-style-type: none"> <li>➤ Australian Passport; or</li> <li>➤ Australian Birth Certificate; or</li> <li>➤ Australian citizenship certificate; or</li> <li>➤ Pension card issued by Centrelink; or</li> <li>➤ Health card issued by Centrelink</li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>➤ An original notice issued by Commonwealth, State, Territory or a Local Government Body containing your name and residential address</li> <li>➤ Utilities bill (e.g.) that is less than 3 months old containing your name and residential address</li> <li>➤ A notice from the Australian Taxation Office (ATO) that records a tax refund or amount payable, that is less than 12 months containing your name and residential address</li> </ul>
<b>Company</b>	<ul style="list-style-type: none"> <li>➤ A copy of the company's most recent ASIC annual statement and any amendments; or</li> <li>➤ A copy of the ASIC database search showing company officers and shareholders (note you will be charged \$18.00 if Burrell performs this search)</li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>➤ Identification as required for 'An Individual' for at least two directors (alternative company secretary)</li> <li>➤ Identification as required for 'An Individual' for each person authorised to operate the account</li> </ul>
<b>Superannuation funds/SMSFs</b>	<ul style="list-style-type: none"> <li>➤ A search of the relevant ASIC or other regulators database (Burrell can perform this search for you); and</li> <li>➤ A copy of the trust deed</li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>➤ Identification as required for 'An Individual' for at least two trustees</li> </ul>
<b>Trusts</b>	<ul style="list-style-type: none"> <li>➤ A copy of the trust deed</li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>➤ A search of the relevant ASIC or other regulators database; or</li> <li>➤ A notice (such as a notice of assessment) issued by the Australian Taxation Office in the past 12 months; or</li> <li>➤ A letter from a solicitor or qualified accountant verifying the name of the Trust;</li> </ul> <p><b>And</b></p> <ul style="list-style-type: none"> <li>➤ Identification as required for 'An Individual' for at least two trustees.</li> </ul>

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<b>Power of attorney and other agents</b>	<ul style="list-style-type: none"> <li>➤ Certified copy of the Power of Attorney document, or authority document</li> <li><b>And</b></li> <li>➤ Identification as required for 'An Individual' for all attorneys/each person authorised to operate the account</li> <li>➤ Identification as required for 'An Individual' for the Account Holder</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>➤ For other structures such as partnerships, incorporated or unincorporated associations, foreign entities, or government bodies, please contact us for requirements.</li> </ul>
<b>A Deceased Estate</b>	<ul style="list-style-type: none"> <li>➤ A certified copy of the grant of probate or Letters of Administration</li> <li><b>And</b></li> <li>➤ Identification as required for 'An Individual' for all executors/each person authorised to operate the account</li> </ul>
	<ul style="list-style-type: none"> <li>➤ If the trustee is a company, then identification as required for a 'Company'</li> <li>➤ Identification as required for 'An Individual' for each person authorised to operate the account</li> </ul>

\* Documents not in English must be accompanied by an English translation by an accredited translator

### What does a certified copy mean?

A certified copy means a document that has been certified as a true copy of an original document by an authorised person. The certified copy must include the statement 'I certify that this is a true copy of the original document' The Certifier must also include their full name, signature, date, registration number (if any) and qualification or occupation which makes them eligible to certify documents, on each of the photocopied identification documents.

#### The main authorised persons in Australia are:

- Justice of the Peace
- Commissioner for Declarations
- Commissioner for Affidavits
- Notary Public
- A Legal Practitioner (Solicitor, Barrister or Lawyer)

Many other persons can certify your identification. These persons must be currently registered or licensed in Australia. Some of these persons include:

- Medical practitioners
- Full-time Teachers
- Dentists
- Nurses
- Physiotherapists
- Chiropractors
- Optometrists
- Pharmacists
- Psychologists
- Veterinary surgeons

- Police Officers
- Officers of the Australian Defence Force
- An officer with, or authorised representatives of, a holder of an AFSL, or the holder of an ACL, having 2 or more years of continuous service with one or more licensees
- Members of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

*Note: some Bank and Postal Officers can also certify your identification*

#### Below is a list of Authorised persons outside of Australia who can certify documents are:

- Notary public
- A judge, Magistrate, registrar or deputy registrar of an overseas court
- An Australian Consular or Diplomatic Officer who holds one of the following positions: Consul-General, Consul, vice consul, consul Agent, Trade Representative, Ambassador, high commissioner, commissioner, Head of a Mission, Charges Affaires, Counsellor, Secretary or Attaché at an Embassy, Legation or similar
- A Police Officer of another country
- A member of the Institution of Chartered Accountants in Australia, CPA Australia or the National Institution of Accountants of Australia with 2 or more years of continuous membership
- A solicitor or barrister qualified in Australia and holding a current practicing certificate. This includes Migration Agents who are also solicitors or barristers qualified in Australia

## Identification

- Officers of any Australian bank or Australian financial institution ( bank, building society or credit union) or Australian finance company with offices offshore where the officers has 2 or more years of continuous service with the Australian financial institutions or Australian finance companies

### We require the physical certified copy to be mailed to us.

If we have not met with you, then we need the physical certified copy of your identification sent to us. We can also accept a photocopied, electronic or faxed version that is certified.

### What if my documents are issued in another country?

Most identification documents from other countries will be accepted, for example, foreign passports and birth certificates. However, if the documents are not in English an accredited translation is required.

### What if I do not have the types of identification mentioned?

If you do not have the types of identification outlined, please speak to your advisor or contact our office to determine other acceptable documentation.

### Will I need to provide a copy of my identification again after my account is set up?

Yes. We will require to re-verify you again when applying for other products like the Australian Money Market, cash accounts, ASX mFund and direct managed fund application if the ID we have on file is not current or additional ID may be required by the other party.

### Power of attorney?

If the account is to be opened under a Power of Attorney, please provide a certified copy of the Power of Attorney document, and identification for the attorney and beneficiary.

### Any questions?

If you have a question about what identification documents you need to provide to set up an account, please contact us.

### Contact us

To find out more about us and the ways in which we can help you, contact us at:

- p** 1300 4 BURRELL/1300 4 2877 355
- w** [www.burrell.com.au](http://www.burrell.com.au)
- e** [clientcare@burrell.com.au](mailto:clientcare@burrell.com.au)
- b** [www.burrell.com.au/news-and-events/the-burrell-blog](http://www.burrell.com.au/news-and-events/the-burrell-blog)

### General Advice Disclaimer

This document contains general information only and does not take into account your personal objectives, financial situation or needs. You should consider the appropriateness of the information in this document with regard to your objectives, situation and needs. You should obtain financial advice tailored to your circumstances. Contact us if you would like to speak to a qualified financial adviser.