

# Identification and Verification Reference form (Individuals)

#### **IMPORTANT INFORMATION FOR INVESTORS - PLEASE READ**

Anglican Financial Services (ANFIN) is owned and operated by The Corporation of the Synod of the Diocese of Brisbane ("Anglican Church Southern Queensland"). Neither the Anglican Church Southern Queensland nor ANFIN is prudentially supervised by the Australian Prudential Regulation Authority ("APRA"). Contributions to ANFIN do not obtain the benefit of the depositor protection provisions of the *Banking Act 1959* (Cth). The normal protections that would apply under the *Corporations Act* do not apply. ANFIN's investment products have not been examined or approved by the Australian Securities and Investments Commission ("ASIC"). Investors should be aware that ANFIN is not subject to the normal requirement to have a disclosure document or Product Disclosure Statement and be registered or have a trust deed under the *Corporations Act*. ANFIN is designed for investors who wish to promote the charitable purposes of the Anglican Church Southern Queensland and for whom the considerations of profit are not of primary relevance in the investment decision. ANFIN recommends that you obtain your own financial advice before making an investment with ANFIN.

## This form may be lodged by:

Post In Person

GPO Box 421 Brisbane QLD 4001 373 Ann Street, Brisbane QLD 4000

## Helpful hints for completing this application:

- This form must be completed for all Individuals who will be Authority to Operate Signatories and must be signed by an 'Authorised Certifier'.
- An 'Authorised Certifier' is required to provide their details on this form. Without this information ANFIN are unable to accept this form.
- In order for document certification to be accepted by ANFIN, the Authorised Certifier must sight the original document. If there are multiple pages, each must be certified and signed by the certifier. The investor should attach the certified copies to this form and provide them to ANFIN (via post or in person). Facsimile or scanned copies will not be accepted.
- An Authority to Operate Signatory is an individual, nominated by an organisation and approved by existing Authority to
  Operate Signatories, who can authorise ANFIN to initiate transfers, make enquiries and make changes relating to the
  organisation's ANFIN investments.

#### **List of Authorised Certifiers:**

- 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
- Police Officer
- Justice of the Peace
- Judge of a Court
- Registrar or Deputy Registrar of a court
- Notary Public (for the purposes of the Statutory Declaration Regulations (1993))
- · Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Permanent employee of the Australian Postal Corporation with two or more years continuous service who is employed in an office supplying postal services to the public
- · Australian consular officer or an Australia diplomatic officer
- Officer with two or more continuous years of service with one or more financial institutions
- Finance company officer with two or more continuous years of service with one or more finance companies
- Officer with, or authorised representative of, a holder of an Australian Financial Services Licence, having two or more continuous years of service with one or more licencees
- Member of the Institute of Chartered Accountants in Australian, CPA Australia or the National Institute of Accountants with two or more years of continuous membership.



Please use BLOCK LETTERS in BLACK OR BLUE PEN ONLY and 🗹 tick required choices STEP 1 - YOUR DETAILS Title Given names Surname Date of birth Occupation Yes Is Australia your country of residence? No Please specify Residential address Suburb State Postcode Postal address (if different from above) Suburb State Postcode Fax number Mobile number Home phone Business phone Email STEP 2 - AUTHORISED AND ACKNOWLEDGEMENT OF APPLICANT By signing this form, I acknowledge that I have been provided with, and have read and understood, the ANFIN Terms and Conditions. The Terms and Conditions may be viewed at any time by visiting www.anfin.com.au and clicking on 'Resources'. I undertake to provide ANFIN with such additional information or documentation as ANFIN may request in the future to ensure compliance with the Anti-Money Laundering and Counter-Terrorism Financing Act 2006. To be signed in the presence of the Authorised Certifier (Refer to Step 3 and 4) Applicant's signature Print full name Date

### **STEP 3 - DOCUMENTS EXAMINED BY AUTHORISED CERTIFIERS**

All supporting documents attached to this application must be:

- Issued on letterhead of the issuing authority;
- Include the applicants names;
- Be written in english; and
- Certified by an authorised certifier. A vertified copy is a document that has been approved as a true copy of an original document. The following certification requirements must appear on each page of the copy:
  - Full printed name of the approved certifier
  - The approved certifier's capacity eg. Justice of the peace and the registration number (if applicable)
  - · Signature of the approved certifier
  - Date of certification
  - The text "This is to certify that this is a true copy of the original sighted by me"



Please provide:

Primary Identification document - photo identification	AND	Secondary Identification document - non-photo identification
Please tick and provide CERTIFIED COPIES of AT LEAST ONE of the following forms of photo identification:  Driver's license (current address)  Passport  Proof of age card issued under a State or Territory Law  National identity card		Please tick and provide CERTIFIED COPIES of AT LEAST ONE of the following forms of non-photo identification:  Utilities bill (issued within preceding 3 months)  Tax assessment notice (issued within the previous 12 months)  Australian Government issued concession card  Medicare card
Important Notes:		
All documents examined by Authorised Certifier must be sent to ANFIN		
Driver's license must display current address – front and back of driver's license to be certified and sent to ANFIN		
One form of identification must display a current address.		
STEP 4 – DETAILS OF AUTHORISED CERTIFIER		
Title Given names Sum	ame	
Address		
Suburb	Sta	te Postcode
Contact number Category/occupation of authorised certifier		
STEP 5 - APPLICATION CHECKLIST  Have you signed step 2 - Authorisation and acknowledgement of applicant?  Has the Authorised Certifier completed their details in Step 4 and signed each copy of the identification documents?		
Office Use Only		
Applicant identified and verified Applicant RA given Welcome pack letter sent to client Verified authorised certifier ASIC Business name printout Create applicant in the system Original document filed in storage room Filed electronically		RIM DATE DOC TYPE: NEW ACCOUNT ACCOUNT REFERENCE INITIAL
Processed by: Date:	R€	eviewed by: Date:
Processed by: Date:	Re	eviewed by: Date: