



Identification Form

Individuals & Sole Traders

This form is used to identify an individual receiving a designated service from KeyInvest Ltd (KeyInvest). The details in Section 1 and 2 must exactly match your identification documents for verification to be approved.

Please complete sections 1 to 6 noting the options below to have your identification verified.

Options to have your form verified:

– **Financial Adviser**

If you are investing through a Financial Adviser your Adviser will accept original or certified copies of customer identification documents

OR

– **KeyInvest office over the counter verification**

KeyInvest will accept original or certified copies of customer identification documents

OR

– **Mailed verification**

KeyInvest will accept certified copies of customer identification documents*

* Refer Section 8 for Authorised persons.

1. Personal Details

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Dr	<input type="checkbox"/> Other	<input type="text"/>
Surname/Company/ Trust Name	<input type="text"/>						
Given Names	<input type="text"/>						
Date of Birth	<input type="text"/>			Place of Birth	<input type="text"/>		
Contact Number	<input type="text"/>						

2. Residential Address

Unit Number	<input type="text"/>	Street No	<input type="text"/>		
Street Name	<input type="text"/>			Suburb	<input type="text"/>
State	<input type="text"/>	Postcode	<input type="text"/>	Country	<input type="text"/>

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3. Complete if Individual is Sole Trader

Full Business Name	<input type="text"/>	ABN	<input type="text"/>
Business Street Name	<input type="text"/>	Suburb	<input type="text"/>
State	<input type="text"/>	Postcode	<input type="text"/>
		Country	<input type="text"/>

4. FATCA Information (US Foreign Account Tax Compliance Net)

Is the individual a US citizen or resident of the US tax purposes?

Yes If 'Yes', provide the individual's US Taxpayer Identification Number (TIN):

No

5. Customer Identification Procedures

KeyInvest must verify your:

- Full Name;
- Date of Birth; and
- Residential Address.

To verify this information:

- You **MUST** supply **ONE** primary identification document from the list opposite.
- Does your primary identification document contain **BOTH** a photo **AND** your current residential address?

Yes *No additional information is required*

No *You must supply one secondary document that contains your current residential address OR another Primary document different to that chosen in part (a) above.*

Primary

Photographic

- Australian Driver's Licence (current)
- Australian Passport (not expired more than 2 years)
- International Passport (current)
- Proof of age card (current and government issued)

Non-Photographic ID

- Birth Certificate
- Citizenship Certificate
- Centrelink Pension Card (current)

Secondary

- Utility Bill or Council rates Notice (less than 3 months old)
- Taxation Notice or Centrelink Statement (less than 12 months old)

If you are unable to meet the above requirements, please contact KeyInvest.

6. Declaration by Applicant

I declare that the information on this form is true and correct and that the details have been completed by me.

Signature

Date

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7. Authorised Person Use Only

Customer Identification Verified

Customer Identification Documentation Attached

By signing this section, I acknowledge and confirm that I have identified the client(s) in accordance with applicable 'Know Your Customer' requirements.

Authorised Person Signature

Authorised Person Stamp

Authorised Person Name

8. Authorised Persons That Can Certify Identification Documents

Your photocopied identification should be signed as a certified true copy by one of the following:

Authorised Persons Who Can Certify Identification Documents

A nominated employee of KeyInvest	A registrar or deputy registrar of a court
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 (e.g. financial adviser)	An Australian consular officer or an Australian diplomatic officer
A lawyer	A judge of a court
A magistrate	A Chief Executive Officer of a Commonwealth court
A notary public	A Justice of the Peace
An authorised Australian Post Office permanent employee	An accountant (member of the ICA or CPA)
An officer with 2 or more continuous years of service with one or more finance institutions	A finance company officer with 2 or more continuous years of service with one or more finance companies

9. Contact Details

Street Address:

KeyInvest
Level 5, 49 Gawler Place
Adelaide SA 5000

Postal Address:

KeyInvest
PO Box 3340
Rundle Mall SA 5000

Phone 1300 658 904
Email info@keyinvest.com.au
Web www.keyinvest.com.au
Hours 8.30am – 5.00pm (CST)