

Proof of identity guide

For Managed Funds investors

As a requirement of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF legislation) we need to confirm your identity before we can accept your investment. If requested for identification documentation you will need to provide us with either: one certified primary Identification (ID) document or two certified secondary documents as listed below.

Once certified this documentation can be provided to investors@australianethical.com.au for processing.

YOUR PRIMARY ID DOCUMENT REQUIREMENTS

You **MUST** supply **ONE** primary document from this list:

- ☐ Australian Driver's Licence (current)
- ☐ Australian Passport (not expired more than 2 years)
- ☐ International Passport (current)
- ☐ Proof of Age Card/NSW Photo Card (current and government issued)

YOUR SECONDARY ID DOCUMENT REQUIREMENTS

Supply **ONE** of the following:

- ☐ Australian birth certificate, birth extract or citizenship certificate
- ☐ Foreign birth certificate or citizenship certificate
- ☐ Government issued concession card, such as a pensioner concession card, a health care card, or a seniors health care card


OR

AND supply **ONE** valid option that contains your current residential address;

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

How to certify documents

After sighting the original and the copy and making sure both documents are identical, the certifier must include on EACH page:



IDENTIFICATION

- 2 Certified true copy
- 3 J. Sample
- 4 Mr John Sample
Justice of Peace
NSW
0444 444 444
Registration No. 123456789
- 5 Date: 01/01/2020

- 1 A clear copy of the document that identifies you (i.e. your driver's licence (front and back) or passport)
- 2 Write or stamp 'certified true copy' of the original document
- 3 The authorised person's signature
- 4 Full name, qualification, state, phone number and registration number (if applicable) of the authorised person
- 5 Date of certification (within 2 years of receipt)

Who can certify documents in Australia?

- Permanent employee of the **Australian Postal Corporation** with two or more years of continuous service who is employed in an office supplying postal services to the public.
- Agent of the **Australian Postal Commission** who is in charge of an office supplying postal services to the public.
- **Architect**
- **Australian Consular Officer or Australian Diplomatic Officer** (within the meaning of the Consular Fees Act 1955)
- **Bailiff**
- **Bank Officer, Building Society Officer or Credit Union Officer** (with two or more continuous years of service)
- **Commissioner for Affidavits or Declarations**
- **Court Officer**, Registrar or Deputy Registrar of a Court, Judge, Clerk, Magistrate, Master of a Court, Chief Executive Officer of a Commonwealth Court
- Fellow of the National Tax Accountant's Association
- **Finance Company Officer** (with two or more continuous years of service with one or more finance companies)
- **Financial Adviser or Financial Planner**
- **Justice of the Peace**
- **Holder of a Statutory office not specified in another item**
- **Legal Practitioner**
- **Marriage Celebrant** (registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961)
- **Medical practitioner, Chiropractor, Dentist, Nurse, Optometrist, Physiotherapist, Psychologist, Midwife, Occupational Therapist**
- **Member of Chartered Secretaries Australia**
- **Member of Engineers Australia** (other than at the grade of student), a Registered Professional Engineer of Professionals Australia or registered under a law of the Commonwealth, a State or Territory or registered on the National Engineering Register by Engineers Australia
- **Member of the Australasian Institute of Mining and Metallurgy**
- **Member of the Australian Defence Force** (who is an officer; or a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with two or more years of continuous service or a warrant officer within the meaning of that Act)
- **Member of the Governance Institute of Australia Ltd**
- **Member of the Institute of Chartered Accountants in Australia and New Zealand**, the Australian Society of Certified Practising Accountants, Member of the Institute of Public Accountants or the Association of Taxation and Management Accountants
- **Member of Commonwealth Parliament, State Parliament, Territory Legislature or a Local Government Authority** (State or Territory)
- **Migration agent registered under Division 3 of Part 3 of the Migration Act 1958**
- **Minister of Religion** (under Subdivision A of Division 1 of Part IV of the Marriage Act 1961)
- **Notary Public**
- **Officer with, or Authorised Representative of an Australian Financial Services Licensee** (who has had at least two years of continuous service with one or more licensees)
- **Officer with, or a credit representative of, a holder of an Australian credit licence** (who has had at least two years of continuous service with one or more licensees).
- **Permanent employee of the Commonwealth** (or Commonwealth Authority) or a **State or Territory** (or State or Territory Authority) or a **Local Government Authority** with two or more years of continuous service
- **Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made**
- **Pharmacist**
- **Police Officer, Sheriff or Sheriff's Officer**
- **Senior Executive Service Employee of the Commonwealth** (or Commonwealth Authority) or a State or Territory (or State or Territory Authority)
- **SES Employee of the Commonwealth**
- **Teacher employed on a full-time basis at a school or tertiary education institution**
- **Trade marks attorney, Patent Attorney**
- **Veterinary surgeon**

Who can certify documents outside of Australia?

- **an authorised staff member of an Australian Embassy, High Commission or Consulate**
- **an authorised employee of the Australian Trade Commission** who is in a country or place outside Australia
- **an authorised employee of the Commonwealth of Australia** who is in a country or place outside Australia
- **a Member of the Australian Defence Force** who is an officer or a non-commissioned officer with two or more years of continuous service
- **Notary Public from a country ranked 129 or below in the latest Transparency International Corruptions Perception Index: www.transparency.org**

? If you have any questions, please contact Australian Ethical on 1800 021 227.