

Instruction sheet

Completing the identification form for a government body

Identification and Verification

Anti-Money Laundering & Counter-Terrorism Financing laws require Colonial First State Investments Limited (CFSIL) to establish the identity of its clients (and other persons associated with a client's account). **To do this, you need to complete the attached form and this instruction sheet will assist you in doing so.**

Verifying the information

All documents are required to be verified; there are a number of ways this can occur:

- If you have an adviser they are able to verify documents on our behalf and will need to complete section 3 of the form.
- If you **do not** have an adviser, you will need to get the documents stated in section 2 of the form correctly certified (see section 'How do I get a document certified?') in order for CFSIL to verify them on your behalf. Please then send the certified documents along with your completed identification form to us.

What do I need to complete?

The below table provides you with a guide to which sections you need to complete as identified by a tick (✓) and also provides a brief explanation of each of the sections. Where a cross (×) appears you do not need to complete this section.

How do I get a document certified?

To be correctly certified, we need the document(s) to be certified as 'True copy of the original document' and signed by a:

- Justice of the Peace
- Solicitor
- Police Officer
- Magistrate
- Notary Public (for the purposes of the Statutory Declaration Regulations 1993)

- Employee of Australia Post (with two or more years of continuous service)
- Your financial adviser (provided they have two or more years of continuous service)
- Your accountant (provided they hold a current membership to a professional accounting body)
- Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
- An officer of a bank, building society, credit union or finance company provided they have two or more years of continuous service.

The party certifying the ID document(s) will also need to state what position they hold and sign and date the document(s).

If the certification does not appear on the document(s), you may be asked to send in new certified documents. There are additional persons who can certify documents. A full list of the persons who can certify documents is available from our forms library at www.cfs.com.au.

Section	Government Body
1 Government body identification procedure	
1.1 General Information	✓
1.2 Government information	✓
1.3 Beneficial Ownership	✓
	A separate Individual identification form will need to be completed for each individual.
2 Government Body Verification procedure	×
	Colonial First State Investments Limited (CFSIL) will perform the Government Body identification procedure. However if we cannot access the information to complete this procedure we may ask you to provide us with further information. Documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator. An accredited translator is any person who is currently accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI) at the level of Professional Translator or above.
3 Record of verification procedure	✓
	If you have an adviser they will need to complete this section on your behalf. If you do not have an adviser, CFSIL will complete this section on your behalf once we have verified your certified documents.

GUIDE TO COMPLETING THIS FORM

- This form is for GOVERNMENT BODIES only. GOVERNMENT BODIES include governments of a country, an agency or authority of the government of a country, the government of part of a country or an agency or authority of the government of part of a country (including a state, province, county or municipality). To be considered a GOVERNMENT BODY, the earnings of any agency or authority must be credited to the account of the government, with no portion inuring to the benefit of any private person/s.
- Provide details for the Beneficial Owners of Foreign Government Bodies (Section 1.3) and provide separate INDIVIDUAL ID Forms for each of these Beneficial Owners.
- Complete all applicable sections of this form in BLOCK LETTERS.

1.1 General Information

Full name of Government Body

Principal place of operations (PO Box is NOT acceptable)

Street

Suburb State Postcode Country

1.2 Government Information (select ✓ only ONE of the following categories and provide the information requested)

Commonwealth of Australia Government Body

Australian State or Territory Government Body *please specify State or Territory*

Foreign (Non-Australian) Government Body *please specify Country*

If the Government Body is Australian, proceed to Section 2 (no need to provide Beneficial Ownership information).

1.3 Beneficial Ownership

For Foreign Government Bodies, provide the names of the individuals that directly or indirectly control the Government Body, such as the Chairman, President, Treasurer or Secretary of the Government Body.

Complete separate individual customer ID Forms for each of these individuals.

Full given name(s)	Surname	Role (such as Chairman, President, etc.)
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>

Please Note: Beneficial Owner/s must be listed above and individual ID Forms completed for all Beneficial Owners.

If there are more Beneficial Owners, provide details on a separate sheet and tick this box .

Government Body Verification procedure

Information to be verified:

- Full name of the government body
- Full address of the government body's principal place of operations
- That the government body is a body of the Commonwealth of Australia, a State or Territory of Australia or a foreign country

Tick ✓	Verification options (select one or more of the following options used to verify the Government Body)
<input type="checkbox"/>	Search of the relevant Commonwealth, State, Territory or Foreign government website for confirmation of the body's existence. *
<input type="checkbox"/>	Search of the relevant Commonwealth, State, Territory or Foreign Country register of government bodies. *
<input type="checkbox"/>	A copy or extract of the legislation establishing the body obtained from a reliable and independent source, such as a government website.*

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

IMPORTANT NOTE:

- **Ensure that individual customer ID Forms have been provided for Foreign Government Bodies as per 1.3 AND**
- **Attach a legible certified copy of the ID documentation used to verify the government body (and any required translation) OR**
- **Alternatively, if agreed between your licensee and the product issuer, complete the Record of Verification Procedure section below, and DO NOT attach copies of the ID Documents**

SECTION 3: RECORD OF VERIFICATION PROCEDURE

ID DOCUMENT DETAILS	
Verified From	<input type="checkbox"/> Performed search <input type="checkbox"/> Copy of legislation sighted
URL link / Full name of legislation	
Search date	
Date Verified	
Accredited English Translation	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted

By completing and signing this Record of Verification Procedure I declare that:

- an identity verification procedure has been completed in accordance with the AML/CTF Rules, in the capacity of an AFSL holder or their authorised representative;
- individual customer ID Forms have been provided for the Beneficial Owners (for Foreign Government Bodies)

AFS Licensee Name	<input type="text"/>	AFSL No.	<input type="text"/>
Representative/ Employee Name	<input type="text"/>	Phone No.	<input type="text"/>
Signature	<input type="text"/>	Date Verification Completed	<input type="text"/>