

Macquarie Australian Companies Identification Form



The purpose of this form is to provide identification documents for an Australian Company.

Identification requirements for signatories

In addition to this form, each signatory on the account must also provide their supporting identification documents. Please provide a certified copy of one primary document **OR** two secondary documents.

Primary documents

- Australian passport (current or expired less than two years)
- International passport (current)
- Government issued driver's licence (current)
- Card issued under a State or Territory for the purpose of proving your age and containing your photograph (current).

Secondary documents

Please provide one document from Group A **AND** one document from Group B

Group A

- Australian birth certificate
- Australian citizenship certificate
- Pension card issued by Centrelink
- Health card issued by Centrelink.

Group B

- A document issued by the Australian Tax Office within the preceding 12 months that contains your name and residential address (eg Notice of Assessment)
- A document issued by a local government body or utilities provider within the preceding 3 months that records the provision of services to your address or to you (eg water or electricity bill). The document must contain your name and residential address
- A document issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits to the individual. The document must contain your name and residential address.

How to provide your identification

You can provide your identification by post or in person at a Macquarie office. Our address details are provided at the end of this form. Please complete **Section 1** before providing this form to Macquarie.

- **Visit a Macquarie office** – bring this form and your original identification documents for us to verify. We can also accept certified copies* of your documents, **OR**
- **By mail** – send us this form and certified copies* of your identification documents.

* Please refer to Section 4 for details of Authorised Persons who can certify your identification documents.

1. AUSTRALIAN COMPANY DETAILS

1.1 General Information

Full name as registered by ASIC

ACN

Registered office address (cannot be a PO Box)

Street

Suburb State Postcode Country

Principal place of business (if any) (cannot be a PO Box)

Street

Suburb State Postcode Country

1.2 Regulatory / Listing Details (select ✓ the following categories which apply to the company and provide the information requested)

Regulated company (licensed by an Australian Commonwealth, State or Territory statutory regulator)

Regulator name

Licence details

Australian listed company

Name of market / exchange

Majority-owned subsidiary of an Australian listed company

Australian listed company name

Name of market / exchange

1. AUSTRALIAN COMPANY DETAILS CONTINUED

1.3 Company Type (Select ✓ only ONE of the following categories)

- Public** ▶ **Go to Section 2 below.**
- Proprietary** ▶ **Go to Section 1.4 below.**

1.4 Directors (only needs to be completed for proprietary companies)

This section does not need to be completed for public and listed companies.

How many directors are there? provide full name of each director

	Full given name (s)	Surname
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>

If there are more directors, provide details on a separate sheet

If the company is a regulated company (as selected in Section 1.2) go to **Section 2**

For all other proprietary companies continue to **Section 1.5**

1.5 Shareholders (only needs to be completed for proprietary companies that are not regulated companies as selected in Section 1.2)

Provide details of ALL individuals who are beneficial owners through one or more shareholdings of more than 25% of the company's issued capital.

Shareholder 1

Full given name (s)	Surname
<input type="text"/>	<input type="text"/>

Residential address (cannot be a PO Box)

Street	<input type="text"/>						
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>	Country	<input type="text"/>

Shareholder 2

Full given name (s)	Surname
<input type="text"/>	<input type="text"/>

Residential address (cannot be a PO Box)

Street	<input type="text"/>						
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>	Country	<input type="text"/>

Shareholder 3

Full given name (s)	Surname
<input type="text"/>	<input type="text"/>

Residential address (cannot be a PO Box)

Street	<input type="text"/>						
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>	Country	<input type="text"/>

2. AUSTRALIAN COMPANY VERIFICATION PROCEDURE

Tick ✓	Please provide ONE of the following identification documents:
<input type="checkbox"/>	An original or certified copy of the certification of registration issued by ASIC.
<input type="checkbox"/>	Perform a search of the relevant ASIC database.

2. AUSTRALIAN COMPANY VERIFICATION PROCEDURE CONTINUED

Alternative verification procedure

For a company which is an Australian listed company, a majority owned subsidiary of an Australian listed company or is a regulated company (i.e. licensed by an Australian Commonwealth, State or Territory statutory regulator) as selected in Section 1.2, verify:

- That the company is an Australian listed company (if applicable)
- That the company is a majority owned subsidiary of an Australian listed company (if applicable)
- That the company is a regulated company (if applicable).

Tick ✓	Verification options (select one or more of the following options used to verify the Company)
<input type="checkbox"/>	Perform a search of the relevant market/exchange.
<input type="checkbox"/>	Perform a search of the relevant ASIC database.
<input type="checkbox"/>	Perform a search of the licence or other records of the relevant Commonwealth, State or Territory statutory regulator.
<input type="checkbox"/>	A public document issued by the relevant company.

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

3. MACQUARIE USE ONLY

Checking officer's name

Position

Date

Macquarie Office

Checking officer's signature

Comments

4. CERTIFICATION OF IDENTIFICATION DOCUMENTS

A copy of the original documentation which has been signed as a true and correct copy by authorised person. This cannot be faxed. The authorised person should also print their name, date and position and if possible affix an official stamp. Authorised persons may include financial advisers, judges, magistrates, justices of the peace, lawyers/solicitors, police officers and chartered accountants or persons prescribed under the Statutory Declarations Regulations 1993.

5. CONTACT US

Queensland

Level 8, 12 Creek Street,
Brisbane QLD 4000

GPO Box 1459
Brisbane QLD 4001

Hours of Operation: 8.00am – 5.30pm

New South Wales

1 Shelley Street,
Sydney NSW 2000

PO Box 192
Australia Square NSW 1215

Hours of Operation: 8.00am – 6.00pm

Victoria

Level 26, 101 Collins Street,
Melbourne VIC 3000

GPO Box 5435CC
Melbourne VIC 3001

Hours of Operation: 8.00am – 5.00pm

South Australia

Level 2, 151 Pirie Street
Adelaide SA 5000

GPO Box 2632
Adelaide SA 5001

Hours of Operation: 8.00am – 5.00pm

Western Australia

Level 3, 235 St Georges Terrace
Perth WA 6000

PO Box 7306 Cloisters Square
Perth WA 6850

Hours of Operation: 8.00am – 5.00pm

Phone: 1800 806 310
Online: macquarie.com.au/personal
Email: transact@macquarie.com