

Macquarie Registered Co-Operative Identification Form



MACQUARIE

The purpose of this form is to provide identification documents for a registered co-operative.

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. REGISTERED CO-OPERATIVE DETAILS

1.1 General Information

Full name of registered co-operative

Provide ID number issued by relevant registration body (if any)

Full name of the following (or equivalent in each case):

	Full Given Name(s) of officer (if applicable)	Surname
Chairman	<input type="text"/>	<input type="text"/>
Secretary	<input type="text"/>	<input type="text"/>
Treasurer	<input type="text"/>	<input type="text"/>

1.2 Address Information (Select only ONE of the following categories)

Principal place of operations

Address (cannot be a PO Box)

Street

Suburb State Postcode Country

[Go to Section 2](#)

Registered office

Address (cannot be a PO Box)

Street

Suburb State Postcode Country

[Go to Section 2](#)

1. REGISTERED CO-OPERATIVE DETAILS CONTINUED

Name and Residential address of the public officer (or president, secretary or treasurer if there is no public officer)

Full Given Name(s) of officer (if applicable)

Surname

Position

Address (cannot be a PO Box)

Street

Suburb

State

Postcode

Country

Go to Section 2

2. REGISTERED CO-OPERATIVE IDENTIFICATION PROCEDURE

Tick ✓	Please provide ONE of the following identification documents:
<input type="checkbox"/>	An original, certified copy or certified extract of the registered maintained by the co-operative.
<input type="checkbox"/>	Information provided by ASIC or the relevant registration body responsible for the registration of the co-operative.

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