

# Completing your Application Form

To apply for a Macquarie Bank Term Deposit, please follow the steps below.

## 1. Fill in the Application Form

- Decide your application type and complete the individual's or entity's details. Use the table below and the Application Form Checklist as a guide on how to apply correctly;
- Provide the individual's or entity's TFN or reason for exemption. This is optional, however if you do not supply these details we are obliged to deduct tax at the highest marginal tax rate;
- Complete the investment details;
- Nominate a bank account for your principal and interest payments; and
- Sign the application.

## 2. Complete the applicable Macquarie Identification Form

Please ensure you also complete the applicable Macquarie Identification Form.

## 3. Include Proof of Identification Documents (for each applicant)

Please, provide original or certified copies of identification documents as listed in the application form checklist. This will also be required for any Authorised Representative(s) that you have nominated in the Application Form.

Your application cannot be processed without all the required identification documents.

## 4. Send us your application form and attach the required documentation

Once you have completed the application form and have attached:

- The mandatory proof of identification documentation;
- A copy of your bank statement or deposit slip for the Nominated Bank Account; and
- A cheque to the value of your initial deposit (if applicable).

Please return to:

Macquarie Bank Term Deposit  
PO Box 192  
Australia Square  
NSW 1214

If you are investing for:	...your account must be in the name of:	Example:	The account designation could be:
<b>an individual</b>	the full given and last name of the individual.	Mrs Mary Elizabeth Brown	None required
<b>joint applicants</b>	the full names of the individuals.	Mrs Mary Elizabeth Brown and Mr James Anthony Brown	None required
<b>a company</b>	the company name.	ABC Pty Ltd	None required
<b>an unincorporated body</b>	name of the unincorporated body.	Hurstville Soccer Club	None required
<b>a partnership</b>	the partners.	Mrs Mary Elizabeth Brown and Mrs Jesse Johnson	Brown Johnson & Assoc
<b>a trust</b>	the trustee(s), rather than the name of the trust <sup>1</sup> .	Mrs Mary Elizabeth Brown and Mr James Anthony Brown	Family Fund A/C
<b>a corporate trust</b>	the corporate trustee, rather than the name of the trust.	ABC Pty Ltd	Staff Super Fund A/C
<b>a superannuation fund</b>	the trustee(s) of the superannuation fund <sup>1</sup> . Use "S/F" to abbreviate for "Super Fund".	Mrs Mary Elizabeth Brown and Mr James Anthony Brown or ABC Pty Ltd	Brown Corp S/F or ABC S/F
<b>a minor</b>	the trustees, rather than the name of the minor.	Mrs Mary Elizabeth Brown and Mr James Anthony Brown	Miss Louise Brown (name of the minor)
<b>a deceased estate<sup>2</sup></b>	the executors of the estate.	Mrs Mary Elizabeth Brown	Estate of Agnes Johnson

<sup>1</sup> Applications in the name of a trust, rather than the trustee, will not be accepted.

<sup>2</sup> Two certified copies of Probate must accompany the completed application.

# Anti-Money Laundering Counter-Terrorism Financing (AML/CTF) Act 2006

On 12 December 2006, the AML/CTF Act 2006 was passed. These new laws were introduced in Australia to meet higher international standards and to protect Australian business from being used for Money Laundering and Terrorism Financing activity. To meet our regulatory obligations as a reporting entity offering designated services, we are required to collect and verify minimum 'Know Your Customer' (KYC) information which will vary by investor type. In some instances we may be required to conduct enhanced due diligence before being able to proceed with your application.

## Guidance notes for certification and verification

### 1. What is a certified copy?

A certified copy is a document that has been certified as a true and accurate copy of the original document by one of the following persons listed below. The authorised person should also print their name and position and if possible affix an official stamp.

- An officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having 2 or more continuous years of service with one or more licensees.
- Finance company officer with 2 or more continuous years of service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993).
- An officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993).
- A permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public.
- An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public.
- A Justice of the Peace.
- A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described).
- A judge of a court.
- A magistrate.
- A chief executive officer of a Commonwealth court.
- A registrar or deputy registrar of a court.
- An Australian police officer.

- An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955).
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership.
- A notary public (for the purposes of the Statutory Declaration Regulations 1993).
- Persons prescribed under the Statutory Declarations Regulations 1993.

### 2. Offshore certification

In the case of individuals and companies based offshore who cannot have documents certified by an Australian person as listed above, it is acceptable to accept certification completed by the international equivalent of the above listed person. However, where the applicant is based in a jurisdiction of extreme/high risk, we may request additional information and identification to ensure we are reasonably satisfied that an applicant is who they claim to be.

### 3. Verification through a Macquarie office or by mail

In order for us to process your application, we will need to verify your identity. To do this, you will need to:

- Provide original or certified copies of your proof of identification documents
  - (a) For individuals/joint applicants/sole traders and authorised signatories, refer to Section 8 of this application form for the list of documents **OR** For all other entity types, refer to the verification section in the relevant Macquarie Identification Forms\* for the list of documents.
  - (b) If you wish to **mail** your proof of identification documents, we will accept **certified copies** for verification by a Macquarie checking officer **OR** Alternatively, visit any **Macquarie office** that will accept **original or certified copies** of proof of identification documents and provide over the counter verification
- Provide us with the following:
  - the completed Macquarie Bank Term Deposit Application Form and
  - the relevant Macquarie Identification Form\* with the Details section (1) completed and
  - supporting proof of identification documents for verification.

\* Macquarie Identification Forms are available on [www.macquarie.com.au/idforms](http://www.macquarie.com.au/idforms)

# Application Form checklist

The table below summarises the sections of this application form and the Macquarie Identification Forms (available for downloading on [www.macquarie.com.au/idforms](http://www.macquarie.com.au/idforms)) that must be completed and any documentation required to support your application. Please select your applicant type and tick off the checkboxes when completed.



Foreign documentation — Where any documentation relied on as part of the procedure is in a language that is not English, it must be accompanied by an English translation prepared by an accredited translator. An accredited translator is a translator who is a member of NAATI or overseas equivalent. See [www.naati.com.au](http://www.naati.com.au)

Applicant Type	Sections to Complete	Whose name must the account be in	Who signs	Documentation Required for ID verification
<b>Individual Applicant</b>	<input type="checkbox"/> Section 1(a) of Application form <input type="checkbox"/> Section 4 to 8 of Application form	The individual	The individual e.g. Mrs Mary Elizabeth Brown	<input type="checkbox"/> Provide original or certified copies of the documentation listed in Section 8, page 19 of this application form. <input type="checkbox"/> If Attorney(s) – If you are signing under power of attorney, please also attach a certified copy of the power of attorney.
<b>Joint Applicants</b>	<input type="checkbox"/> Section 1(a) to 1(b) of Application form (as appropriate) <input type="checkbox"/> Section 4 to 8 of Application form	Each individual investor	All investors e.g. Mrs Mary Elizabeth Brown and Mr James Anthony Brown	<input type="checkbox"/> Provide original or certified copies of the documentation listed in Section 8, page 19 of this application form. <input type="checkbox"/> If Attorney(s) – If you are signing under power of attorney, please also attach a certified copy of the power of attorney.
<b>Sole Trader</b>	<input type="checkbox"/> Section 1(a) and 1(c) of Application form <input type="checkbox"/> Section 2 of Application form <input type="checkbox"/> Section 4 to 8 of Application form	The individual and the business name	The sole trader	<input type="checkbox"/> Provide original or certified copies of the documentation listed in Section 8, page 19 of this application form. <input type="checkbox"/> If sole trader – also provide certified copy of registration of business name.
<b>Investing for a child under 18 (minor)</b>	<input type="checkbox"/> Section 1(a) to 1(b) of Application form (as appropriate) <input type="checkbox"/> Section 4 to 8 of Application form	The parent or guardian (as trustees for the trust)	The parent or guardian e.g. Mrs Mary Elizabeth Brown and Mr James Anthony Brown	<input type="checkbox"/> Provide original or certified copies of the documentation listed in Section 8, page 19 of this application form. <input type="checkbox"/> If minor – the parent or guardian also needs to provide a certified copy of the minor's birth certificate.
<b>Deceased Estate</b>	<input type="checkbox"/> Section 1(a) to 1(b) of Application form (as appropriate) <input type="checkbox"/> Section 4 to 8 of Application form	The executors of the estate (as trustees for the trust)	The executor e.g. Mrs Mary Elizabeth Brown	<input type="checkbox"/> Provide original or certified copies of the documentation listed in Section 8, page 19 of this application form. <input type="checkbox"/> If deceased estate – the executor also needs to provide a certified copy of the grant of probate or letters of administration.

Applicant Type	Sections to Complete	Whose name must the account be in	Who signs	Documentation Required for ID verification
<b>Australian Companies</b>	<input type="checkbox"/> Section 1(a) to 1(b) of Application form (as appropriate) <input type="checkbox"/> Section 2 of Application form <input type="checkbox"/> Section 4 to 8 of Application form <b>AND</b> <input type="checkbox"/> Australian Company Details Section of Macquarie Identification Form for Australian Companies	The company	<input checked="" type="checkbox"/> Two officers (eg directors or a director and secretary) <b>OR</b> <input checked="" type="checkbox"/> As required by the constitution/rules of the company <b>OR</b> <input checked="" type="checkbox"/> One director (for a sole director company) e.g. ABC Pty Ltd	<input type="checkbox"/> Provide original or certified copies of the documentation listed in Australian Company Verification Procedure Section of the Macquarie Identification Forms for Australian Companies. <input type="checkbox"/> All authorised signatories/directors also need to provide documentation for verification of Individuals as listed in Section 8 of this application form.
<b>Non Corporate Trusts</b> (including super-annuation funds)	<input type="checkbox"/> Section 1(a) to 1(b) of Application form (as appropriate) <input type="checkbox"/> Section 3 of Application form <input type="checkbox"/> Section 4 to 8 of Application form <b>AND</b> <input type="checkbox"/> Details Section of Macquarie Trust Identification Form for Individual Trustee	The trustees of the trust	All trustees e.g. Mrs Mary Elizabeth Brown and Mr James Anthony Brown	<input type="checkbox"/> Provide original or certified copies of the documentation listed in the Verification Procedure section of Macquarie Trust Identification Form for Individual Trustee. (The certified copy/extract of the trust deed should show the trust name, trustee(s) names, trustee(s) signatures with witness' signatures). <input type="checkbox"/> All authorised signatories/executors also need to provide documentation for verification of Individuals as listed in Section 8 of this application form.
<b>Corporate Trusts</b> (including super-annuation funds)	<input type="checkbox"/> Section 1(a) to 1(b) of Application form (as appropriate) <input type="checkbox"/> Section 2 of Application form <input type="checkbox"/> Section 3 of Application form <input type="checkbox"/> Section 4 to 8 of Application form <b>AND</b> <input type="checkbox"/> Details Section of Macquarie Trust Identification Form for Company Trustee	The Corporate Trustee	<input checked="" type="checkbox"/> 2 directors <b>OR</b> <input checked="" type="checkbox"/> sole director <b>OR</b> <input checked="" type="checkbox"/> director and company secretary (as required by the constitution/rules of the company) e.g. ABC Pty Ltd	<input type="checkbox"/> Provide original or certified copies of the documentation listed in the Verification Procedure section of Macquarie Trust Identification Form for Company Trustee. (The certified copy/extract of the trust deed should show the trust name, trustee(s) names, trustee(s) signatures with witness' signatures). <input type="checkbox"/> All authorised signatories/executors also need to provide documentation for verification of Individuals as listed in Section 8 of this application form.

If you are wanting to apply as an Applicant type not listed in this application (i.e. Foreign Companies, Partnerships, Associations, Registered Cooperatives, Government Bodies) further information can be found at [www.macquarie.com.au/idforms](http://www.macquarie.com.au/idforms).

In addition to the above, please also provide:

-  A copy of your bank statement or deposit slip for the Nominated Bank Account.
-  A cheque to the value of your initial deposit.

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FSG Direct  
2443-1111



# Macquarie Bank Term Deposit Application Form

Complete this form using **BLACK INK** and print within the boxes in **CAPITAL LETTERS**. Mark answer boxes with a cross (X). Start at the left of each answer space and leave a one box gap between words.

Dated: April 2011

Please complete **ALL** questions and provide the required identification documentation as incomplete applications may cause delays in the application being processed.

**Investment amount**

\$

Cheque attached

Please ensure your cheque is made payable to "Macquarie Bank Limited - [Insert your full account name]"

Note: If you wish to transfer funds electronically you will require your new account number which you will receive once your application is processed

**Investment term**

months (maximum of 24 months)

**Interest payment frequency (if term is equal or greater than 12 months)**

Quarterly  Semi Annually  Annually  At Maturity (if no instructions are received interest payments will be paid in full at maturity)

## 1. Individual Applicants

### 1a. Applicant 1 Details (all applicants must complete this section)

Please specify your preferred contact person for correspondence (if applicable)  Applicant 1  Applicant 2

**Investor type**

Individual Applicant/Sole Trader/Joint Applicant  Individual Trustee  
 All Individual Trustees must also complete section 3.  
 Director of Corporate (if more than one director, complete section 1(b). All Corporates must also complete section 2.  Director of Corporate Trustee (if more than one director, complete section 1(b). All Corporate Trustees must also complete section 2 and 3.  Secretary of Corporate  
 All Corporates must also complete section 2.

Are you or your partner a Macquarie staff member?  No  Yes Please provide Employee ID

**Title**  
 Mr  Mrs  Ms  Miss  Dr  Other

**First name**  **Middle name**

**Surname**

**Any other name you are known by (if applicable)**

**Residential address (this cannot be a PO Box)**

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

**Mailing address (please complete if different to residential address)**

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

Work phone number  Home phone number  Mobile phone number

Email address  Fax number

Driver's licence number  Expiry date  Date of birth

Passport number  Expiry date  Country of issue

Occupation (please complete)  Gender  Male  Female

Are you an Australian resident for tax purposes?  
 Yes  No If no, please specify your country of residence for tax purposes

Tax File Number  Or Exemption Details including expiry date (if applicable)  Expiry date

Do you have an Access Code for any Macquarie Online Services?  
 Yes Please specify Access Code

**1b. Applicant 2 Details (if applicable)**

Investor type  
 Joint Applicant  Second Director of Corporate/Secretary of Corporate (also complete section 2)  Second Director of Corporate Trustee (also complete section 2 and 3)  Additional Individual Trustee (also complete section 3)

Are you or your partner a Macquarie staff member?  No  Yes Please provide Employee ID

Title  
 Mr  Mrs  Ms  Miss  Dr  Other

First name  Middle name

Surname

Any other name you are known by (if applicable)

Residential address (this cannot be a PO Box)  
 Street number and name   
 Suburb  State  Postcode   
 Country

Mailing address (please complete if different to residential address)  
 Street number and name   
 Suburb  State  Postcode   
 Country

Work phone number  Home phone number  Mobile phone number

Email address  Fax number

Driver's licence number  Expiry date  Date of birth

Passport number  Expiry date  Country of issue

Occupation (please complete)  Gender  Male  Female

Are you an Australian resident for tax purposes?  
 Yes  No If no, please specify your country of residence for tax purposes

Tax File Number  Or Exemption Details including expiry date (if applicable)  Expiry date

Do you have an Access Code for any Macquarie Online Services?  
 Yes Please specify Access Code

**1c. Sole Trader Details**

If you are a Sole Trader, please complete the following questions.

Full Business Name (if any)  ABN (if any)

Principal Place of Business (if applicable) (this cannot be a PO Box)  
 Street number and name   
 Suburb  State  Postcode   
 Country

Nature of Business Activity (please complete)

**2. Non-Individual Applicants**

Investor type  
 Australian Company  Foreign Company  
 Public  Public  
 Private/Proprietary  Private/Proprietary

Please mark the appropriate box  Corporate  Corporate Trustee (also complete section 3)

Company Name

ACN (if applicable)  ABN (if applicable)  Tax File Number (if applicable)

Registered address (this cannot be a PO Box)  
 Street number and name   
 Suburb  State  Postcode   
 Country


Principal Place of Business (if applicable) (this cannot be a PO Box)  
 Street number and name   
 Suburb  State  Postcode   
 Country

**Mailing address (please complete if different to registered address)**

Street number and name														
Suburb											State		Postcode	
Country														

**Nature of Business Activity (please complete)**

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 Please proceed to fill in the applicable Macquarie Identification Form for an Australian Company at the back of this application booklet or on [www.macquarie.com.au/cash](http://www.macquarie.com.au/cash). Then continue with the relevant sections of this Application form as per the checklist.

### 3. Trust Applicants (if you are not applying as a trust, please proceed to section 4)

**Trust type**

Registered managed investment scheme
  Regulated trust (e.g. SMSF)
  Government superannuation fund
  Other trust type (e.g. Family, unit, charitable, estate)

**Name of the trust**

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**Trust/Super ABN (if applicable)**


**Trust/Super Tax File Number (if applicable)**

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**Nature of Business Activity (please complete)**

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 Please proceed to fill in the Trust Details Section and Trustee Details Section of the Macquarie Identification Forms for Trusts located at the back of this booklet or on [www.macquarie.com.au/cash](http://www.macquarie.com.au/cash). Then continue with the relevant sections of this Application form as per the checklist.

### 4. Authorised Representative

Would you like to appoint an Authorised Representative for your Term Deposit Account who has authority to act on your account in all matters as if they were you (excluding any instructions to alter your personal information)?

Yes  No
 If yes, please complete details below.  
If no, proceed to section 5.

**Title**

Mr  Mrs  Ms  Miss  Dr  Other
 

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**First name**

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**Middle name**

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**Surname**

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**Any other name you are known by (if applicable)**

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**Residential address (this cannot be a PO Box)**

Street number and name														
Suburb											State		Postcode	
Country														

**Mailing address (please complete if different to residential address)**

Street number and name														
Suburb											State		Postcode	
Country														

**Work phone number**

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**Home phone number**

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**Mobile phone number**

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Email address  Fax number

Driver's licence number  Expiry date  Date of birth

Passport number  Expiry date  Country of issue

Occupation (please complete)  Gender  Male  Female

I (the "Authorised Representative") agree that I have read and understood the Macquarie Bank Term Deposit Terms & Conditions and agree to comply with them.

Signature of Authorised Representative

Do you wish to give your Authorised Representative access to online services for this account?  Yes  No If yes, does your Authorised Representative have a Macquarie Access Code (MAC)?  Yes  No If yes, please provide their MAC here

Note: Authorised Representatives also need to provide proof of identification outlined in Section 8.

### 5. Nominated Bank Account

Your Nominated Bank Account is the account to which we will credit your principal and interest payments, in accordance with the Terms and Conditions. This account must be an Australian bank account and must be in exactly the same name as your Macquarie Bank Term Deposit. If your account name is not in the same name as your Macquarie Bank Term Deposit you will not be able to receive payments.

If you have a Macquarie CMA in the same name as your Macquarie Bank Term Deposit, you may elect to use this as your Nominated Bank Account.

**Note: Supplying a Nominated Bank Account is mandatory. If you do not supply a Nominated Bank Account and a statement for this account, there will be delays in opening your Account.**

Name of financial institution

Account Name/Macquarie CMA Account Name

Branch Number (BSB)  Account Number/Membership Number/Macquarie CMA Account Number

**Note: You must attach a copy of a recent statement or deposit slip for this account.**

### 6. Direct Debit Request (DDR)

You only need to complete this section if you wish to authorise Macquarie Bank Limited to debit your Nominated Bank Account specified in section 5 above for amounts payable by you to Macquarie Bank Limited.

By completing this Direct Debit Request and ticking this box, you authorise Macquarie Bank Limited (User ID 077379) to directly debit funds from your Nominated Bank Account specified in section 5 above, through the Bulk Electronic Clearing System, on the terms set out in the DDR Service Agreement in the Terms and Conditions. You agree that this includes, but is not limited to your initial investment amount specified at the start of the application form.

Note: Direct Debiting is not available on the full range of accounts. If in doubt, please ask the financial institution which holds the account for you.

**By selecting the Direct Debit option, we are able to finalise your Term Deposit investment sooner to help you maximise your returns.**

7. Declaration and authority

By signing below you:

- 1. Acknowledge that this application form was obtained and signed while in Australia;
- 2. Acknowledge that you have read and understood the Macquarie Bank Term Deposit Terms and Conditions and agree to be bound by them;
- 3. Represent that all information you have given in this application is true and correct;
- 4. If you do not provide us with information as requested, or there is a delay in providing us with this information, we may not be able to open your account. We are not liable for any loss incurred by you as a result of any action taken by us which either delays an account being opened or results in an application being declined, when these actions are necessary for us to comply with our obligations under AML/CTF Laws and/or Macquarie internal policies and procedures (as defined on page 5, Section 12 of the Terms and Conditions.) We may require further information from you from time to time in order to meet our obligations under AML/CTF Laws and/or Macquarie internal policies and procedures and you agree to provide us with whatever additional information is reasonably required in order for us to meet our obligations under AML/CTF Laws and/or Macquarie internal policies and procedures. If your signature does not match that on the Identification documents supplied, there may be delays in opening your account.

Account holder 1 signature

Date

Print name

If a company officer or trustee, specify your corporate title

Director  Secretary  Sole Director or Sole Secretary

Other

Account holder 2 signature

Date

Print name

If a company officer or trustee, specify your corporate title

Director  Secretary  Sole Director or Sole Secretary

Other

Please now complete the relevant Identification Forms. For further information on what you will need to complete, refer to the Application Form checklist on page 10.

## 8. Internal Use Only

### VERIFICATION PROCEDURE (Individuals/Joint Applicants/Sole Traders/Authorised Signatories/Authorised Representatives)

Verify the individual's full name, their date of birth and residential address.

- Complete Part I (or if the individual does not own a document from Part I, then complete either Part II or III.)
- Contact your licensee if the individual is unable to provide the required documents.
- For joint applicants and authorised signatories, please tick the relevant box for the appropriate applicant (1-2). For individuals and sole traders, please tick Applicant 1.

#### Part I – Acceptable Primary ID Documents

App 1	App 2	Select ONE valid option from this section only
<input type="checkbox"/>	<input type="checkbox"/>	Australian State/Territory driver's licence containing a photograph of the person
<input type="checkbox"/>	<input type="checkbox"/>	Australian passport (a passport that has expired within the preceding 2 years is acceptable)
<input type="checkbox"/>	<input type="checkbox"/>	Card issued under a State or Territory for the purpose of proving a person's age containing a photograph of the person
<input type="checkbox"/>	<input type="checkbox"/>	Foreign passport or similar travel document containing a photograph and the signature of the person*

#### Part II – Acceptable Secondary Id Documents – should only be completed if individual does not own a document from Part I

App 1	App 2	Select ONE valid option from this section only
<input type="checkbox"/>	<input type="checkbox"/>	Australian birth certificate
<input type="checkbox"/>	<input type="checkbox"/>	Australian citizenship certificate
<input type="checkbox"/>	<input type="checkbox"/>	Pension card issued by Centrelink
App 1	App 2	AND ONE valid option from this section
<input type="checkbox"/>	<input type="checkbox"/>	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 and which contains the individual's name and residential address
<input type="checkbox"/>	<input type="checkbox"/>	A document issued by the Australian Taxation Office within the preceding 12 months that records a debt payable by the individual to the Commonwealth (or by the Commonwealth to the individual), which contains the individual's name and residential address. Block out the TFN before scanning, copying or storing this document.
<input type="checkbox"/>	<input type="checkbox"/>	A document issued by a local government body or utilities provider within the preceding 3 months which records the provision of services to that address or to that person (the document must contain the individual's name and residential address)
<input type="checkbox"/>	<input type="checkbox"/>	If under the age of 18, a notice that: was issued to the individual by a school principal within the preceding 3 months; and contains the name and residential address; and records the period of time that the individual attended that school

#### Part III – Acceptable Foreign ID Documents – should only be completed if the individual does not own a document from Part I

App 1	App 2	BOTH documents from this section must be presented
<input type="checkbox"/>	<input type="checkbox"/>	Foreign driver's licence that contains a photograph of the person in whose name it was issued and the individual's date of birth*
<input type="checkbox"/>	<input type="checkbox"/>	National ID card issued by a foreign government containing a photograph and a signature of the person in whose name the card was issued*

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

## Internal Use Only

### RECORD OF VERIFICATION PROCEDURE

#### IMPORTANT:

**Attach** a legible copy of the ID documentation used to verify the individual (and any required translation).

Applicant 1 ID Document Details	Document 1		Document 2	
Verified From	<input type="checkbox"/> Original	<input type="checkbox"/> Certified Copy	<input type="checkbox"/> Original	<input type="checkbox"/> Certified Copy
Document Issuer				
Issue Date				
Expiry date				
Document Number				
Accredited English Translation	<input type="checkbox"/> N/A	<input type="checkbox"/> Sighted	<input type="checkbox"/> N/A	<input type="checkbox"/> Sighted

Applicant 2 ID Document Details	Document 1		Document 2	
Verified From	<input type="checkbox"/> Original	<input type="checkbox"/> Certified Copy	<input type="checkbox"/> Original	<input type="checkbox"/> Certified Copy
Document Issuer				
Issue Date				
Expiry date				
Document Number				
Accredited English Translation	<input type="checkbox"/> N/A	<input type="checkbox"/> Sighted	<input type="checkbox"/> N/A	<input type="checkbox"/> Sighted

## Checking Officer Use Only

Checking Officer's Name

Checking Officer's Signature

SIGN HERE

Date

Macquarie Office

Comments