

VERIFICATION DOCUMENTS CHECKLIST

How to certify your documents

A certified copy is a document that has been certified as a true copy of an original document.

To certify a document, take the original document and a photocopy to one of the people listed in the categories below and ask them to certify that the photocopy is a true and correct copy of the original document. That person will need to print their name, date and the capacity in which they are signing (e.g postal agent, Justice of the Peace). Sample wording is provided below.

I, *[full name]*, as *[category of persons as listed below]*, certify that this *[name of document]* is a true and correct copy of the original *[signature and date]*.

Who can certify copies of documents

Legal	<ul style="list-style-type: none"> • a solicitor or barrister (that is, 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 • a notary public
JP	<ul style="list-style-type: none"> • a Justice of the Peace
Police	<ul style="list-style-type: none"> • a police officer
Accountant	<ul style="list-style-type: none"> • a member of the Institute of Chartered Accountants in Australia, Certified Practising Accountants Australia or the National Institute of Accountants with two or more years of continuous membership
Post office	<ul style="list-style-type: none"> • an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public • a 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
Diplomatic service	<ul style="list-style-type: none"> • an Australian consular officer • an Australian diplomatic officer (within the meaning of the Consular Fees Act 1985)
Financial corporations (bank, building society, credit union)	<ul style="list-style-type: none"> • an officer with two or more continuous years of service with one or more financial institutions (for the purposes of the <i>Statutory Declaration Regulations 1993</i>) • a finance company officer with two or more continuous years of service with one or more finance companies (for the purposes of the <i>Statutory Declaration Regulations 1993</i>) • an officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more continuous years of service with one or more licensees.

Verification procedure for Individuals, Joint investors, Sole Traders, Trustees, Shareholders and Controlling Parties

SECTION 1C: VERIFICATION PROCEDURE

Please send us certified copies of documents that show your full name and **either** your date of birth or residential address.

- Complete Part A to tell us what documents you are sending us.
- If you cannot send us a certified copy of a document from Part A, then complete either Part B or C.
- Contact us if you are unable to provide the required documents in Parts A, B or C.
- **Do not send original documents, only certified copies.** Please refer to the 'How to certify your documents' section for more information.

PART A – ACCEPTABLE PRIMARY ID DOCUMENTS

Cross <input checked="" type="checkbox"/>	Select ONE valid option from this section only.
<input type="radio"/>	Certified copy of an Australian State/Territory driver's licence containing a photograph of the person.
<input type="radio"/>	Certified copy of an Australian passport (a passport that has expired within the preceding two years is acceptable).
<input type="radio"/>	Certified copy of a card issued under a State or Territory for the purpose of proving a person's age containing a photograph of the person.
<input type="radio"/>	Certified copy of a foreign passport or similar travel document containing a photograph and the signature of the person.*

OR

PART B – ACCEPTABLE SECONDARY ID DOCUMENTS

Should only be completed if you do not send a certified copy of a document from Part A or Part C.

Cross <input checked="" type="checkbox"/>	Select ONE valid option from this section	Cross <input checked="" type="checkbox"/>	ONE valid option from this section
<input type="radio"/>	Certified copy of an Australian birth certificate	<input type="radio"/>	Certified copy of 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="radio"/>	Certified copy of an Australian citizenship certificate	<input type="radio"/>	Certified copy of 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="radio"/>	Certified copy of a Pension card issued by Centrelink	<input type="radio"/>	Certified copy of a document issued by a local government body or utilities provider within the preceding three 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="radio"/>	Certified copy of a Health card issued by Centrelink	<input type="radio"/>	If under the age of 18, certified copy of a notice that was issued to the individual by a school principal within the preceding three months; and contains the name and residential address; and records the period of time that the individual attended that school

OR

PART C – ACCEPTABLE FOREIGN ID DOCUMENTS

Should only be completed if you do not send a certified copy of a document from Part A or B.

Cross <input checked="" type="checkbox"/>	BOTH documents from this section must be presented
<input type="checkbox"/>	Certified copy of a Foreign driver's licence* that contains a photograph of you and your date of birth.
<input type="checkbox"/>	Certified copy of a National ID card* issued by a foreign government containing your photograph and your signature.

* Documents written in any other language but English must be accompanied by an English translation prepared by an accredited translator.

Verification procedure for Australian and Foreign Companies

SECTION 1B: AUSTRALIAN COMPANY VERIFICATION PROCEDURE

- Complete either Part A or Part B to tell us what document(s) you are sending us or the verification method BTIM should perform.
- Contact us if you are unable to provide the required document(s).
- **If instructed to provide certified copies of documents**, please refer to the 'How to certify your documents' section for information on how to do this.

PART A – ACCEPTABLE DOCUMENT

Cross ✕	Select ONE of the following options used to verify the company.
<input type="radio"/>	Certified copy of the certification of registration issued by ASIC.
<input checked="" type="radio"/>	Perform a search of the relevant database (BTIM to perform for direct customers).

OR

PART B – ALTERNATIVE ACCEPTABLE DOCUMENT

For a company which is an Australian listed company or majority owned subsidiary of an Australian listed company, or is a regulated company (i.e. licensed by an Australian, Commonwealth, State or Territory statutory authority).

Cross ✕	Select ONE of the following options used to verify the company.
<input type="radio"/>	Public document issued by the relevant company.
<input type="radio"/>	Perform a search of the relevant market/exchange (BTIM to perform for direct customers).
<input type="radio"/>	Perform a search of the relevant database (BTIM to perform for direct customers).
<input checked="" type="radio"/>	Perform a search of the licence or other records of the relevant Commonwealth, State or Territory statutory regulator (BTIM to perform for direct customers).

Verification procedure for Trusts

SECTION 1B: TRUSTS VERIFICATION PROCEDURE

- Select ONE of the following options used to verify the Trust (Note – option selected MUST confirm the Settlor of Trust name for trusts other than Testamentary Trusts).
- Contact us if you are unable to provide the required documents.
- **If instructed to provide certified copies of documents**, please refer to the 'How to certify your documents' section for information on how to do this.

PART A – ACCEPTABLE ID DOCUMENTS for a registered managed investment scheme, regulated trust (e.g. SMSF) or government superannuation fund as selected in Section 1.2.

Cross ✕	Select ONE of the following options used to verify the trust.
<input type="checkbox"/>	A copy or relevant extract of the legislation establishing the government superannuation fund sourced from a government website
<input type="checkbox"/>	Perform a search of the ASIC, ATO or relevant regulator's website (BTIM to perform for direct customers)

OR

PART B – ACCEPTABLE ID DOCUMENTS for 'Other trust type' as selected in Section 1.2.

Cross ✕	Select ONE of the following options used to verify the trust.
<input type="checkbox"/>	A certified copy of a notice issued by the Australian Taxation Office within the last 12 months (e.g. Notice of Assessment). Block out the TFN before scanning, copying or storing this document.
<input type="checkbox"/>	A letter from a solicitor or qualified accountant that confirms the name and existence of the trust and the settlor of trust full name – must be an original letter
<input type="checkbox"/>	A certified copy or certified extract of the trust deed showing the full name of the trust, deed issuer, issue date and settlor of the trust full name.

Documents written in any other language but English must be accompanied by an English translation prepared by an accredited translator.

For a registered managed investment scheme, regulated trust (e.g. SMSF) or government superannuation fund, as selected in Section 1.2, go to Section 3.