

4. IDENTIFICATION PROCEDURES

KeyInvest must verify:

- the full name of the Company as registered by ASIC;
- the registered office address;
- the Company registration as a Proprietary Company (i.e. Pty Ltd); and
- ACN.

To verify this information you must provide to KeyInvest the following documents listed at A or B:

Please mark **x** to indicate the type of documentation that you are providing

A - original or certified copy of a certificate of registration issued by ASIC

OR

B - current Company search of the ASIC database

5. DECLARATION BY APPLICANT

NOTE: This form must be signed in front of the verifying officer. This will either be your Financial Adviser, KeyInvest staff member or an authorised person listed in section 8.

I/We declare that the information in this form including each supporting document:

- is complete and correct;
- if it is about another person has been provided with the authority of that person;
- may be used in connection with any products and services I/We hold, apply for, request or obtain; and
- subject to KeyInvest's privacy policy, may be disclosed to and used by KeyInvest to facilitate compliance with the anti-money laundering and counter-terrorist financing legislation.

These declarations are given by the Directors of the Company named in section 1 and any signatories signing this form.

Important: By signing on behalf of a Company you hereby confirm that you have the full authority to do so.

Name

Signature

Director

Secretary

Name

Signature

Director

Secretary

6. FINANCIAL ADVISER USE ONLY

- Customer Identification verified
- Customer identification documentation attached

By signing this section, I acknowledge and confirm that I have identified the client(s) in accordance with applicable 'Know Your Customer' requirements.

Financial Adviser Signature :

Financial Adviser Stamp :

Financial Adviser Name :

7. OFFICE USE ONLY

Member No:

Policy No:

Customer identification verified by:

- Originals Certified copies Register search
- Customer identification documentation attached

Checking Officer's Name

Checking Officer's Signature

Date

Comments

8. AUTHORISED PERSONS THAT CAN CERTIFY IDENTIFICATION DOCUMENTS

Your photocopied identification should be signed as a certified true copy by one of the following:

AUTHORISED PERSONS THAT CAN CERTIFY IDENTIFICATION DOCUMENTS

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| A nominated employee of KeyInvest | A registrar or deputy registrar of a court |
| An officer with, or authorised representative of, a holder of an Australian Financial Services Licence, having 2 or more continuous years of service with one or more licensees (e.g. financial adviser) | An Australian consular officer or an Australian diplomatic officer |
| A lawyer | A judge of a court |
| A magistrate | A Chief Executive Officer of a Commonwealth court |
| A notary public | A Justice of the Peace |
| An authorised Australian Post Office permanent employee | An accountant (member of the ICA or CPA) |
| An officer with 2 or more continuous years of service with one or more finance institutions | A finance company officer with 2 or more continuous years of service with one or more finance companies |

9. CONTACT US

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Hours of operation: 8.30am - 5.00pm Adelaide (CST)