

# Customer identification form

## Partnerships and partners

If you are not a partnership or partner, you must download and complete the relevant customer identification form from [www.perpetual.com.au/customer-id](http://www.perpetual.com.au/customer-id)

Alternatively, to order a form or if you have any questions, phone:  
Investor Services 1800 022 033  
Adviser Services 1800 062 725

If you have provided a customer identification form to Perpetual after 12 December 2007, then you do not need to complete another form unless your details have changed.

### About this customer identification form

This form has been designed to meet Perpetual's obligations under the Anti-Money Laundering and Counter Terrorism Financing Act (2006) (AML Act) to identify our customers.

The AML Act regulates financial services and transactions in a way that is designed to detect and prevent money laundering and terrorism financing.

Under the AML Act, we are required to:

- verify your identity before providing services to you, and to re-identify you if we consider it necessary to do so
- where you supply documentation relating to your identity, keep a record of this documentation for seven years after the end of your relationship with Perpetual.

### Checklist

You must complete the following steps to ensure your application is processed:

- complete ALL required sections in this customer identification form
- provide certified copies of document(s), as requested in this customer identification form, either to us or to your financial adviser
- enclose this completed form with your fully completed application form from the product disclosure statement and send to Perpetual.

**Please note that we CANNOT process your application unless the information requested in this form has been provided.**



## Section 2: Individual partner details (to be completed for ONE partner)

first name(s)

last name

date of birth

/

/

residential address (PO Box is NOT acceptable)

street

suburb

state

postcode

country

## Section 3: Partnerships and partners identification documents

- If you are applying directly with Perpetual – you will need to provide a certified copy of the document(s) with your application
- If you are lodging this application through a financial adviser – you may provide a certified copy of the document(s) with your application OR have your adviser sight an original or certified copy of your document(s).

### Section 3.1: Partnership identification documents

#### PART I – Primary ID documents

Provide ONE of the following:

- an original or a certified copy of the partnership agreement
- a certified copy of minutes of a partnership meeting
- a notice issued by the Australian Taxation Office within the last 12 months eg notice of assessment.
- an original or certified copy of a certificate of registration of business name issued by a government or government agency in Australia
- alternatively, if you have a financial adviser they may be able to perform a search of the relevant ASIC or other regulator's database.

OR

**IF the partnership is regulated by a professional association, also provide one of the following:**

Provide ONE of the following:

- an original or a certified copy of a current membership certificate (or equivalent)
- membership details independently sourced from the relevant association.

## Section 3.2: Individual Partner identification documents

### Primary ID documents

Provide ONE of the following:

- Australian State/Territory driver's licence containing your photograph (must be current)
- Australian passport (current or a passport that has expired within the preceding two years is acceptable)
- card issued under a State or Territory law for the purpose of proving a person's age containing your photograph (must be current)
- foreign passport or similar travel document containing your photograph and signature (must be current)

If the Partner listed in Section 2 does not have one of these primary ID documents, please refer to the customer identification form for INDIVIDUALS to determine secondary forms of identification that can be provided.

### How to certify your documents

A certified copy means a document that has been certified as a true and correct copy of a document by a person in one of the occupations listed below, including all persons described in the Statutory Declarations Regulations 1993.

To create a certified copy, one of the persons listed below must write the following on the copy of the document.

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

- A bank, building society, credit union or finance company officer with a minimum of 2 years continuous service
- A fellow of the National Tax Accountants' Association
- A judge of a court, Justice of the Peace or magistrate
- A legal practitioner
- A medical practitioner including dentist, nurse, optometrist, pharmacist, physiotherapist, psychologist or veterinary surgeon
- A permanent employee or agent of the Australian Postal Corporation with a minimum of 2 years continuous service
- A police officer
- A teacher employed on a full-time basis at a school or tertiary education institution
- An accountant who is a member of the Institute of Chartered Accountants in Australia, CPA Australia, the National Institute of Accountants or the Association of Taxation and Management Accountants
- An Australian Consulate or Diplomatic Officer
- An Australian Financial Services Licence holder or their authorised representative (includes any licensed financial advisor) with a minimum of 2 years continuous service

### **IMPORTANT: Please ensure that you have either**

- enclosed certified copies of your identity documents **OR**
- agreed that your adviser will complete the Adviser Record of Verification procedure overleaf.

## Section 4: Record of verification procedure (Adviser use only)

This section is to be used by Advisers when a record of verification is provided, rather than certified copies of identity documentation.

Please verify: 1. The existence of the partnership and if it is regulated by a professional association; AND  
2. The identity of the individual partner.

### 1. Verify partnership

ID document details	Document 1	Document 2 (if applicable)
Verified from	<input type="checkbox"/> performed search <input type="checkbox"/> original <input type="checkbox"/> certified copy	<input type="checkbox"/> performed search <input type="checkbox"/> original <input type="checkbox"/> certified copy
Document name / type	<input type="text"/>	<input type="text"/>
Document issuer / website	<input type="text"/>	<input type="text"/>
Issue date / search date	<input type="text"/>	<input type="text"/>
Accredited English translation	<input type="checkbox"/> N/A <input type="checkbox"/> sighted	<input type="checkbox"/> N/A <input type="checkbox"/> sighted

AND

### 2. Verify individual partner

ID document details	Document 1	Document 2 (if applicable)
Verified from	<input type="checkbox"/> original <input type="checkbox"/> certified copy	<input type="checkbox"/> original <input type="checkbox"/> certified copy
Document name / type	<input type="text"/>	<input type="text"/>
Document issuer / website	<input type="text"/>	<input type="text"/>
Issue date	<input type="text"/>	<input type="text"/>
Expiry date	<input type="text"/>	<input type="text"/>
Document number	<input type="text"/>	<input type="text"/>
Accredited English translation	<input type="checkbox"/> N/A <input type="checkbox"/> sighted	<input type="checkbox"/> N/A <input type="checkbox"/> sighted

By completing and signing this Record of Verification Procedure I declare that I have verified the identity of the Customer as required by AML/CTF Rules and that this identification procedure has been performed by an AFSL holder or an authorised representative of an AFSL holder.

AFS licensee name	<input type="text"/>	AFSL number	<input type="text"/>
representative/employee name	<input type="text"/>	phone number	<input type="text"/>
signature	<input type="text"/>	date verification completed	<input type="text"/>