

# Identity Verification Form

For individuals only. Please use BLOCK LETTERS in black or blue pen only.

This form must be completed by all new applicants and signatories (including any attorneys appointed under a Power of Attorney). Additional signatories must each complete a separate copy of this form.

In order for a document to be accepted, the Authorised Certifier must sight the original document and a copy of the document. If there are multiple pages to the document, each page must be certified and signed by the Authorised Certifier. The certified copies of the identification document must be attached to this form and returned to UC Invest.

**Please return your completed form to our office:**

**In person:**  
Level 2, 212 Pirie Street  
Adelaide

**By mail:**  
GPO Box 2145  
Adelaide SA 5001

**Note that emailed copies of this document will not be accepted.**

**Need help or have a question?**

**Call:** 1300 274 151

**Email:** info@ucinvest.com.au

**Visit:** ucinvest.com.au

## STEP 1:

### Your Details & Authorisation

Title \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Surname \_\_\_\_\_

Date of Birth DD / MM / YYYY \_\_\_\_\_

Nationality \_\_\_\_\_

Occupation \_\_\_\_\_

Are you a resident of Australia for tax purposes?

Yes  No

If no, please specify your country of residence  
\_\_\_\_\_

#### Residential Address

Address \_\_\_\_\_

Suburb \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

**Postal Address** (if different to your residential address)

Address \_\_\_\_\_

Suburb \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

#### Contact Details

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Are you a Politically Exposed Person (PEP)?

(See definition in the Notice to Investors / Authorised Signatories overleaf.)

Yes  No

If yes please specify position (e.g. politician)  
\_\_\_\_\_

I agree to the terms contained in the Notice to Investors / Authorised Signatories overleaf.

My certified identification document(s) are attached.

Sign here

Date DD / MM / YYYY \_\_\_\_\_

## STEP 2:

### Authorised Certifier's Details

Your Authorised Certifier must verify the identification documents that you provide from either Option 1 or Option 2 detailed overleaf.

Title \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_

State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact Number \_\_\_\_\_

#### Category of Authorised Certifier

A full list of Authorised Certifiers that can verify your documents can be found overleaf.

#### IDENTIFICATION CHECKLIST

- Have you signed this authorisation?
- Has the Authorised Certifier signed each page of the identification documents supplied?
- Have you attached your certified identification documents to this form?

## Your Identification Documents

### OPTION 1 – Photo Identification

If you can provide **ONE** primary photo identification document then no further documents are required.

#### Accepted Primary Photo Identification Documents

- An Australian Driver's Licence
- Passport
- Proof of Age / Photo Card (Government Issued)

OR

### OPTION 2 – Non-Photo Identification

If you cannot provide a primary photo identification document then you must provide one primary non-photo document AND one secondary document.

#### Primary Non-Photo Identification Document

- Birth Certificate
- Citizenship Certificate
- Pension Card

PLUS ONE OF THE FOLLOWING

#### Secondary Non-Photo Identification Document

- Marriage Certificate
- Utilities Notice
- Council Rates Notice
- Bank or Credit Card Statement
- Letter from School Principal (For minors only)

## List of Authorised Certifiers

The following people are able to certify your identification documents.

1. A Justice of the Peace
2. An accountant who is a member of either Chartered Accountants Australia & New Zealand, CPA Australia or Institute of Public Accountants, with two or more years of continuous membership
3. A police officer
4. An agent of Australia Post who is in charge of an office supplying postal services to the public
5. A permanent employee of Australia Post with two or more years continuous service who is employed in an office supplying postal services to the public
6. A legal practitioner
7. A judge
8. A magistrate
9. A Chief Executive Officer of a Federal Court
10. A Registrar or Deputy Registrar of a court
11. An Australian Consular or Diplomatic Officer
12. An officer with, or authorised representative of, a holder of an Australian Financial Service Licence, having two or more continuous years of service with one or more licensees
13. A finance company officer with two or more continuous years of service with one or more finance companies
14. An officer with two or more continuous years of service with one or more financial institutions

### Notice to Investors / Authorised Signatories

**Privacy Notice:** The Privacy Act allows UC Invest to disclose personal information about you when related to the primary purpose of providing our products and services to you and managing our business. Personal information may include details to identify you and verify your identity, such as your name, date of birth and current address. If you do not provide us with the personal information that we request, we may not be able to consider your application or provide other services.

In some circumstances, we will need to provide your details to another organisation within Australia. They include external service providers to us, such as organisations which we use to verify your identity, payment systems operators, our lawyers and auditors, your representative for example, lawyer, financial advisor or attorney, as authorised by you, or government and regulatory authorities if required.

We will not disclose your personal information to third parties overseas. You represent that if at any time you supply us with personal information about another person, you are authorised to do so; and you agree to inform that person who we are, how to contact us, and how to obtain our Privacy Policy, and that we will use and disclose their personal information for the purposes set out in this Notice and that they can gain access to that information by contacting us.

We take all reasonable steps to ensure that all your personal information held by us, is protected from misuse, interference and loss, and from unauthorised access, disclosure or modification. Our Privacy Policy which is available at [ucinvest.com.au](http://ucinvest.com.au) provides additional information about how we handle your personal information.

**Anti-Money Laundering and Counter Terrorism Financing (AML/CTF) Act 2006:** By signing this application form you are providing your express consent to collect personal information from you as required by the AML/CTF Act and that UC Invest may take steps to verify the personal information it has collected. You consent to the collection, use, handling, disclosure and verification of information, including the use of on-line verification, as required by law. Where UC Invest utilises on-line verification, it will only use the assessment provided by the Reporting Body for the purpose of verifying your identity in accordance with the AML/CTF Act.

**Politically Exposed Person:** A Politically Exposed Person is an individual, family member or close associate of an individual who holds a prominent public position either domestically or internationally in a government body or international organisation. Examples include politicians, senior government or political party officials, judicial officers, senior military officers, or directors or senior executives from the public service or international organisations.

**UC Invest**

A trading name of Uniting Church SA Investment Fund Limited

ABN: 46 620 095 472 | AFSL: 501022

[ucinvest.com.au](http://ucinvest.com.au)

Received \_\_\_\_\_

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