

Customer Identification Procedure - Individuals

INSTRUCTIONS FOR VERIFICATION

To meet our obligations under Australian Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act), we need to verify your identity before we can open a trading account for you.

Please provide a certified copy of either:

- one **PRIMARY PHOTOGRAPHIC ID DOCUMENT**; or
- one **PRIMARY NON-PHOTOGRAPHIC ID DOCUMENT** and one **SECONDARY ID DOCUMENT**

from the list below.

A PRIMARY PHOTOGRAPHIC IDENTIFICATION DOCUMENT

- Drivers licence Australian
- Drivers licence Foreign
- Passport Australian (a passport that has expired within the preceding two years is acceptable)
- Passport Foreign (issued by a foreign government, the United Nations or an agency of the United Nations)
- National identity card (issued by a foreign government, the United Nations or an agency of the United Nations)
- Proof of age card Australian

OR

A PRIMARY NON-PHOTOGRAPHIC IDENTIFICATION DOCUMENT

- Birth certificate or birth extract Australian
- Birth certificate Foreign (issued by a foreign government, the United Nations or an agency of the United Nations)
- Citizenship certificate Australian
- Citizenship certificate Foreign (issued by a foreign government)
- Pension card issued by Centrelink

AND

A SECONDARY IDENTIFICATION DOCUMENT

- Utility notice (e.g. phone, water, gas or electricity bill) issued within the last 3 months showing name and residential address
- Council rates notice issued within the last 3 months showing name and residential address
- Australian Taxation Office notice issued within the last 12 months showing name and residential address

NOTE: Documents written in a language other than English must be accompanied by an English translation prepared by an accredited translator.

All copies of documents submitted **must** section below for more information.

Certification of Documents

You can send us copies by mail, email or fax.

Mail to:

Market Punter Pty Ltd

PO Box Q 1585

Sydney NSW 1230

Australia

Scan and email to: support@marketpunter.com.au

Fax to: +61 2 8212 9041

CERTIFICATION OF DOCUMENTS

WHAT IS A CERTIFIED COPY?

A certified copy of a document is a copy that has been certified as a true copy of an original document by one of the persons listed below.

HOW DO I GET MY DOCUMENTS CERTIFIED?

- 1) To certify a document, take the original document and a photocopy to one of the persons listed below.
- 2) All certified copies must contain the statement *"I certify that this is a true copy of the original document"*.
- 3) The certifier must also include the following information on the copy they are certifying:
 - a) Signature
 - b) Date
 - c) Full name
 - d) Address
 - e) Qualification or occupation which makes them eligible to certify documents
 - f) Registration number (if applicable)

WHO CAN CERTIFY DOCUMENTS?

1) Australian customers may use the following persons to certify documents in Australia:

- (a) a person who is currently licensed or registered to practise in one of the following occupations in Australia:
- Chiropractor
 - Dentist
 - Legal practitioner
 - Medical practitioner

- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon

(b) 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); or

(c) a person who is in the following list:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- Bailiff
- Bank officer with 2 or more continuous years of service
- Building society officer with 2 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 2 or more years of continuous service
- Employee of the Australian Trade Commission who is:
 - a) in a country or place outside Australia; and
 - b) authorised under paragraph 3(d) of the Consular Fees Act 1955; and
 - c) exercising his or her function in that place
- Employee of the Commonwealth who is:
 - a) in a country or place outside Australia; and
 - b) authorised under paragraph 3(c) of the Consular Fees Act 1955; and
 - c) exercising his or her function in that place
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- Finance company officer with 2 or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court

- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:
 - a) an officer; or
 - b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
 - c) a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
 - a) the Parliament of the Commonwealth; or
 - b) the Parliament of a State; or
 - c) a Territory legislature; or
 - d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary public
- 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
- Permanent employee of:
 - a) the Commonwealth or a Commonwealth authority; or
 - b) a State or Territory or a State or Territory authority; or
 - c) a local government authority;
 with 2 or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
 - a) the Commonwealth or a Commonwealth authority; or
 - b) a State or Territory or a State or Territory authority

- Sheriff
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- Teacher employed on a full-time basis at a school or tertiary education institution

2) Foreign customers residing outside of Australia may use the following persons to certify documents overseas:

- Australian Consular Officer or an Australian Diplomatic Officer
- Chief executive officer of a Commonwealth court
- Judge, Registrar, or Deputy Registrar of a court
- Justice of the Peace
- Legal practitioner holding a current practising certificate (or equivalent) in the customer residence
- Magistrate
- Notary public
- Officer with a financial services company, which is licensed to provide financial services by the relevant government regulatory body in the customer residence, with 2 or more years of continuous service with one or more licensed financial services companies.
- Police officer