

# ClearView Identification Form - Individuals and Sole Traders

## Guide to completing this form

- Complete one form for each individual.
- Complete all applicable sections of this form in block letters.

## Section 1A: Personal details

Title Mr  Mrs  Miss  Ms  Other

Surname (please print)

Full given name(s)

Occupation (if retired, please specify)

Residential address (PO Box is NOT acceptable)

Postcode

Daytime phone number

Mobile number

Date of birth

 /  / 

Sex

Male

Female

## Complete this part if individual is a sole trader

Full business name (if any)

ACN/ARBN/ABN (please circle)

 :  :  :  :  :  :  :  :  : 

Principal place of business (if any, PO Box is NOT acceptable)

Postcode

## Section 1B: Verification Procedure

The verification procedure differs depending on whether the verification is performed by a ClearView Financial Adviser or not.

Where the verification is performed by a ClearView Financial Adviser, the ClearView Financial Adviser will need to:

- Verify the individual's full name; and **either** their date of birth or residential address.
- Complete Part I (or if the individual does not own a document from Part I, then complete either Part II or III.)
- Attach certified copies of the verified documents to this form and send through to ClearView.

Where the verification is **not** performed by a ClearView Financial Adviser, the individual will need to:

- Locate someone that is able to certify their documents (see Section 2 for the list of people able to do this).
- That person will then need to:
  - Verify the individual's full name; and **either** their date of birth or residential address.
  - Complete Part I (or if the individual does not own a document from Part I, then complete either Part II or III.)
- The individual will then need to attach certified copies of the verified documents to this form and send through to ClearView along with their application form.

## Part I - Acceptable primary ID documents

Please tick **one** valid option from this section only

- Australian State/Territory driver's licence containing a photograph of the person.
- Australian passport (a passport that has expired within the preceding two years is acceptable).
- Card issued under a State or Territory for the purpose of proving a person's age containing a photograph of the person.
- Foreign passport or similar travel document containing a photograph and the signature of the person.\*

\*Documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator.

## Part II - Acceptable secondary ID documents

**Should only be completed if the individual does not own a document from Part I**

Please tick **one** valid option from this section:

- Australian birth certificate
- Australian citizenship certificate
- Pension card issued by Centrelink
- Health card issued by Centrelink

And tick **one** valid option from this section:

- 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.
- 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.*
- A document issued by a local government body or utilities provider within the preceding 3 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).
- If under the age of 18, 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.

## PART III - Acceptable foreign ID documents

**Should only be completed if the individual does not own a document from Part I**

**Both** documents from this section must be presented

- Foreign driver's licence that contains a photograph of the person in whose name it was issued and the individual's date of birth.\*
- National ID card issued by a foreign government containing a photograph and a signature of the person in whose name the card was issued.\*

*\*Documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator.*

## Section 1C: Record of Verification Procedure

### Important:

- Attach a legible copy of the ID documentation used to verify the individual (and any required translation).
- Complete the ID document details below.

### ID document details - Document 1

Verified from  Original  Certified copy

Document issuer

Issue date

Expiry date

Document number

Accredited English Translation  N/A  Sighted

### ID document details - Document 2

Verified from  Original  Certified copy

Document issuer

Issue date

Expiry date

Document number

Accredited English Translation  N/A  Sighted

## Section 1D: ClearView Financial Adviser details

Identification and verification conducted by:

Date verified

Financial Planner's Name

Phone number

AFS Licensee Name

AFSL No.

## Section 2: Certifier details

(excluding ClearView Financial Advisers)

Identification and verification conducted by:

Date verified

Certifier's name

Phone number

**Certifier category** (see below)

A certified copy is a document that has been certified as a true copy of the original document by one of the following:

1. (A lawyer) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or High Court of Australia, as a legal practitioner (however described);
2. A judge of a court;
3. A magistrate;
4. A chief executive officer of a Commonwealth court;
5. A registrar or deputy registrar of a court;
6. A Justice of Peace;
7. A notary public (for the purposes of the Statutory Declaration Regulations 1993);
8. A police officer;
9. (A postal agent) an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
10. (The post office) 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;
11. An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955);
12. An officer with two or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993);
13. A finance company officer with two or more continuous years of service with one or more financial companies (for the purposes of the Statutory Declaration Regulations 1993);
14. 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; and
15. (An accountant) a member of the institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years of continuous membership.

## Section 3: Declaration

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 (if required);
- may be used in connection with any products, services or benefits I/we hold, apply for, request or obtain; and
- subject to their privacy obligations, may be disclosed to and used by the providers of such products, services or benefits to facilitate compliance with anti-money laundering and counter-terrorist financing legislation.

I/We acknowledge that it is a criminal offence to knowingly provide:

- false or misleading information on this form, or
- false documents in support of any information on this form.

These declarations are given by the customer and by any signatories signing this form.

Any individual authorised to sign or transact on behalf of the customer must be appointed in accordance with the relevant application form, product disclosure statement or other relevant disclosure document.

Signature	
X	DATE / /



This form can be posted (no stamp required) to:

ClearView Retirement Solutions  
Client Administration  
Reply Paid 3382  
Sydney NSW 2001



If you have any questions about this form,  
please call us on

**132 977**