

Identity Verification

Verification documents required to accompany lodgement of applications

- **Identification required:- originals to be sighted or certified copies* of originals to be Provided and to be retained by us**

- **Individual or joint applicants**

At least one of the following ID documents in relation to each applicant:

- Current passport issued by Australian Commonwealth (or current within the preceding two years provided not cancelled)
- Current passport or similar document issued for the purpose of international travel that contains a photograph and signature of the person and is issued by a foreign government, UN or UN Agency (accompanied where relevant by English translation by an accredited translator)
- Driver's Licence (Australian State or Territory), or foreign country equivalent containing a photograph and signature of the holder (accompanied where relevant by English language translation by an accredited translator)

Where unable to provide at least one of these documents please contact us to discuss alternative verification procedures permitted by law.

- **Australian Incorporated Company**

- ASIC database search in relation to the company (East Coast Mortgage Trust can do this search).

and

- For each Director ID in accordance with the individual verification requirements above

Where unable to provide these documents please contact us to discuss alternative verification procedures permitted by law.

- **For any other incorporated Company – please contact us.**

- **Partnership**

- Copy or relevant extracts of partnership agreement

and:

- Information in relation to all of the partners in accordance with the individual requirements above.

Where unable to provide these documents please contact us to discuss alternative verification procedures permitted by law.

- **Trust and Superannuation fund**

- Copy or relevant extracts of the trust deed

and:

- for any trustee/s that are natural persons, ID in accordance with the individual verification requirements above
- if any of the trustees is a company, ID in accordance with the company verification requirements above.
- if the trustees comprise individuals and companies then ID required as individual and Company

Where unable to provide these documents please contact us to discuss alternative verification procedures permitted by law.

- **Unincorporated and incorporated associations**

- Constitution or rules of association

and

- Copy of minutes of at least one recent meeting of the association

and

- in respect of any member of the Association, the information required to be collected from an individual investor (see individual investor above)

Where unable to provide these documents please contact us to discuss alternative verification procedures permitted by law.

- **Registered co-operative**

- any register maintained by the co-operative

and

- copy of minutes of recent meetings of the co-op

and

- information evidencing the existence of the co-op issued by ASIC or by the State, Territory or overseas body responsible for regulation of the co-operative

Where unable to provide these documents please contact us to discuss alternative verification procedures permitted by law.

- **Power of attorney**

- applications submitted under Power of Attorney must be accompanied by either an original or certified Power of Attorney document and a specimen signature of the relevant attorney(s)

***PROCEDURE FOR CERTIFICATION OF COPIES**

“Certified copy” or “certified extract” means a document that has been certified as a true copy of an original of that document by a person within a category of persons set out below. The required certification will be effected by the person printing their name and signing and dating their signature alongside words to the following or like effect:- “I certify this to be a true copy of the original of this document.”

Example of Persons who can certify documents or extracts are:-

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) and
8. a police officer.