

Instruction sheet

Completing the identification form for Australian regulated trusts and trustees
(including self-managed super funds)

Identification and Verification

All clients applying for a new policy must complete the identification procedures for the purposes of Anti-Money Laundering and Counter-Terrorism Financing laws. In addition, in order to comply with the obligations of the Foreign Account Tax Compliance Act (FATCA) we are required to collect further information.

We have prepared this instruction sheet to assist you in filling out the attached form.

What do I need to complete?

The sections you complete of the attached form depend on what type of trust you are. The below table provides you with a guide to which sections you need to complete as identified by a solid dot (●) and also provides a brief explanation of each of the sections.

You need to identify what type of trust you are.

Are you a:

- Regulated trust eg a Self Managed Superannuation Fund ('SMSF') or a trust that is regulated by the Australian Securities and Investments Commission ('ASIC'), the Australian Taxation Office ('ATO') or the Australian Prudential Regulation Authority ('APRA')
- registered managed investment scheme (ie managed investment scheme that is registered by ASIC)
- Australian Government superannuation fund (ie a government superannuation fund established under Commonwealth or State/Territory legislation), or
- other regulated trust types.

FAQS

Will documents in a language other than English be accepted?

Documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator. An accredited translator is any person who is currently accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI) at the level of Professional Translator or above.

How do I get a document certified?

To be correctly certified, we need the document(s) to be certified as 'True copy of the original document' and signed by one of the following:

- Justice of the Peace
- Solicitor
- Police Officer
- Magistrate
- Notary Public (for the purposes of the Statutory Declaration Regulations 1993)
- Employee of Australia Post (with two or more years of continuous service)
- Your financial adviser (provided they have two or more years of continuous service)
- Your accountant (provided they hold a current membership to a professional accounting body)
- Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
- An officer of a bank, building society, credit union or finance company provided they have two or more years of continuous service.

The party certifying the ID document(s) will also need to state what position they hold and sign and date the document(s). If the certification does not appear on the document(s), you may be asked to send in new certified documents.

IDENTIFICATION AND VERIFICATION PROCEDURE FOR THE TRUST AND TRUSTEE

- If the trust has one trustee, you need to complete either Section 2.1 (for trustees that are individuals) or Section 2.2 (for trustees that are an Australian Company or Foreign Company).
- If the trust has more than one trustee, you need to provide us with information for ONLY ONE of the trustees.
- The Identity of the trust must be verified (not the trustee).

SECTION		
1	Regulated trust identification procedure	
1.1	General information	•
1.2	Type of regulated trust	•
2	Trustee identification procedure	•
2.1	Individual trustee	To be completed if the trustee is an individual (ie natural person)
2.2	Company trustee	To be completed if the trustee is an Australian Company. If the selected trustee is a Foreign Company, please complete the Foreign Company Identification Form in addition to this form.
2.2.1	Company Details	As above
2.2.2	Company type	As above
2.2.3	Directors	To be completed for proprietary companies only
3	FATCA information	To be completed, except for regulated super funds (e.g. SMSFs and APRA regulated super funds)
4	Regulated trust verification procedure	CommInsure will perform the trust verification procedure. However if we cannot access the information to complete this procedure we may ask you to provide us with further information.
5	Record of verification procedure	To be completed by the adviser.
6	Declaration	To be completed if you do not have an adviser.



SAVE FORM

PRINT FORM

GUIDE TO COMPLETING THIS FORM

- This form is for AUSTRALIAN REGULATED TRUSTS AND TRUSTEES only. Australian Regulated trusts include self-managed super funds, registered managed investment schemes, unregistered managed investment schemes, government superannuation funds or other trusts subject to the regulatory oversight of an Australian regulator. For trusts that are not subject to the oversight of an Australian regulator, complete the UNREGULATED TRUSTS AND TRUSTEES IDENTIFICATION FORM.
- Collect information about the trust and one trustee. The identity of the trust must be verified (not the trustee).
- Complete all applicable sections of this form in BLOCK LETTERS.

SECTION 1: REGULATED TRUST IDENTIFICATION PROCEDURE

1.1 General Information

Full name of the trust

Full business name of the trustee in respect of the trust (if any)

Country where trust established (if not established in Australia)

1.2 Type of Regulated trust

Select (✓) ONE of the following type of Regulated trust

Self-Managed Superannuation Fund

Provide the SMSF's ABN

Registered managed investment scheme

Provide Australian Registered Scheme Number (ARSN)

Unregistered managed investment scheme (Where the scheme is not registered by ASIC, only has wholesale clients and does not make small scale offerings to which section 1012E of the Corporations Act 2001 applies)

Government superannuation fund

Provide name of the legislation establishing the fund

Other regulated trust (A trust that is subject to the regulatory oversight of a Commonwealth, State or Territory statutory regulator such as an approved deposit fund, a pooled superannuation trust or an APRA-regulated superannuation fund)

Provide name of the regulator (eg ASIC, APRA, ATO)

Provide the trust's ABN or registration/licensing details

For other types of trusts (eg family, unit, charitable, estate) or trusts regulated by a foreign regulatory body, do not use this form but rather complete the UNREGULATED TRUSTS AND TRUSTEES IDENTIFICATION FORM.

SECTION 2: TRUSTEE IDENTIFICATION PROCEDURE (please complete EITHER section 2.1 OR section 2.2)

For Australian Regulated trusts, identification information is required for one of the trustees. This information is only required for one trustee, even if the trust has a number of trustees. Please provide identification information for either an individual trustee (section 2.1) or a corporate trustee (section 2.2).

2.1 Individual trustee (to be completed if the selected trustee is an individual)

Full given name(s) Surname Date of birth (dd/mm/yyyy)

Residential Address (PO Box is not acceptable)

Unit Number	Street Number	Street Name
Suburb/Town		State/Province
		Postcode/Zip
Country		

OR**2.2 Company trustee (to be completed if the selected trustee is an Australian Company. If the selected trustee is a foreign company then complete the FOREIGN COMPANY IDENTIFICATION FORM in addition to this form)****2.2.1 Company Details**

Full name as registered by ASIC ACN

Registered address (PO Box is not acceptable)

Unit Number	Street Number	Street Name
Suburb/Town		State/Province
		Postcode/Zip
Country		

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

Unit Number	Street Number	Street Name
Suburb/Town		State/Province
		Postcode/Zip
Country		

2.2.2 Company Type (select one of the following company types)

- Public** (companies whose name does NOT include the word Pty or proprietary; generally listed companies) Go to Section 3
 Proprietary (companies whose name ends with Proprietary Ltd or Pty Ltd; also known as private companies) Go to section 2.2.3

2.2.3 Directors (to be completed for proprietary companies, not required for public companies as per 2.2.2)

How many directors are there? Provide full name of each director

	Full given name(s)	Surname
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>

If there are more directors, provide details on a separate sheet and tick this box

SECTION 3: FATCA INFORMATION (US FOREIGN ACCOUNT TAX COMPLIANCE ACT)

Regulated super funds (Self-Managed Superannuation Funds, APRA regulated super funds, government super funds or pooled superannuation trusts) are not required to complete section 3 and can proceed to section 4.

3.1 FATCA Status

Provide the trust or trustee's Global Intermediary Identification Number (GIIN), if applicable

If neither the trust nor the trustee has a GIIN or has applied for one that has not been issued, please provide its FATCA status:

- Deemed Compliant Financial Institution
 Excepted Financial Institution
 Exempt Beneficial Owner
 Non Reporting IGA Financial Institution
 Non-participating Financial Institution
 Other (describe the FATCA status in the box provided below)

SECTION 4: REGULATED TRUST VERIFICATION PROCEDURE (ADVISER USE ONLY)

Regulated trust Verification procedure:

Information to be verified:

- Full name of the trust.
- That the trust is a Self-Managed super fund; registered managed investment scheme, unregistered managed investment scheme, government superannuation fund or other regulated trust, as applicable.

Verification options (select (✓) one of the following options used to verify the trust)

- Perform a search of the ASIC, ATO or relevant regulator's website (eg 'Super Fund Lookup' at www.abn.business.gov.au).
- A copy of an offer document of the managed investments scheme (eg a copy of a Product Disclosure Statement).
- A copy or relevant extract of the legislation establishing the government superannuation fund sourced from a government website.

Important note:

- Either attach a legible certified copy of the ID documentation used to verify the trust **OR**
- Alternatively, if agreed between your licensee and CommInsure, complete the Record of Verification Procedure section below and **DO NOT** attach copies of the ID Documents.

SECTION 5: RECORD OF VERIFICATION PROCEDURE (ADVISER USE ONLY)

ID document details	Document 1	Document 2 (if required)
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 issuer/Website		
Public document type		
Issue date/Search date		

By completing and signing this Record of Verification Procedure I declare that:

- an identity verification procedure has been completed in accordance with the AML/CTF Rules, in the capacity of an AFSL holder or their authorised representative and
- (if applicable) the FATCA information provided is reasonable considering the documentation provided.

AFS Licensee name

AFSL No.

Representative/Employee name

Phone No.

Signature

Date verification completed

SECTION 6: DECLARATION

You are required to complete this section if you do not have an adviser.

By completing and signing this form I/we declare that:

- (if applicable) All the information/documentation required under the Foreign Account Tax Compliance Act (FATCA) has been completed;
- I/we confirm the information provided is true and correct and further understand there may be penalties for providing false or misleading information;
- I am authorised to sign on behalf of/for the entity/organisation as an authorised signatory/authorised officer (for entity/Organisation only);
- I/we will promptly advise Commlnsure if any of this information changes.

Signature of director/Company officer/trustee

Print name

If Entity/Organisation, your position

Date signed

Signature of director/Company officer/trustee

Print name

If Entity/Organisation, your position

Date signed

This form must be mailed to: **Commlnsure**, PO Box 320 Silverwater NSW 2128,
Contact phone number: 13 1056 (Guaranteed Annuities) and 1800 624 100 (Investment Growth Bond) between 8.30am and 6.00pm,
Monday to Friday (Sydney time).

Thank you for completing this form

GLOSSARY OF FOREIGN ACCOUNT TAX COMPLIANCE ACT (FATCA) TERMS

TERM	ACRONYM	DEFINITION
Custodial account	n/a	An account that holds any financial instruments or contracts held for investment for the benefit of another person. Exclusions include: retirement and pension accounts and non-retirement savings accounts (must meet certain requirements in respect of tax treatment and type or amount of contributions).
Custodian	n/a	A specialised Financial Institution responsible for safeguarding an Entity's or individual's financial assets. See also 'Custodial account'
Deemed Compliant FFI	DCFFI	A certain category of FFIs (eg local banks, local FFI members of PFFIs and certain investment vehicles) that can satisfy certain criteria set by the IRS without undertaking the full compliance steps required of a PFFI. The final FATCA regulation expanded on this definition and includes two main types – Registered Deemed Compliant (eg Local FFI, non-reporting member of an FFI, Qualified Collective Investment Vehicles and Restricted Funds); and Certified Deemed Compliant (eg non-registering local banks, retirement funds, not for profit organisations, and FFIs with only low value accounts).
Excepted FFI	EFFI	A class of NFFE that is exempt from being withheld or reported on. Includes companies listed on specified stock exchanges, entities that are engaged in active trade or business, and charitable organisations that are able to meet certain requirements. See also 'NFFE'
Exempt Beneficial Owner	EBO	Exempt Beneficial Owners are entities that are not subject to FATCA withholding. The types of entities that can be Exempt Beneficial Owners are listed in the US Regulations and in Annex II of the IGAs. In general, the following entities will ordinarily qualify as Exempt Beneficial Owners are Non-US Governments and governmental agencies, Non-US Central Banks, Retirement funds that meet certain requirements, International Organisations.
Financial Institution	FI	Any entity that: accepts deposits in the ordinary course of banking or similar business; or holds financial assets for the account of others as a substantial portion of its business; or is engaged primarily in the business of investing, reinvesting or trading securities, partnership interests, commodities or similar; or is a specified insurance company.
Foreign Financial Institution	FFI; FFIs	Any financial institution that is foreign to the United States.
Global Intermediary Identification Number	GIIN	Identification number assigned to a FFI that registers with the Internal Revenue Service. See also 'FFI'
Internal Revenue Service	IRS	US government agency responsible for tax collection and tax law enforcement.
Investment Entity	n/a	Any entity (which for the purposes of FATCA includes a legal arrangement such as a trust) that conducts, as a business, any of the following activities for or on behalf of a customer: 'trading in money market instruments' and other relevant instruments, 'individual and collective portfolio management' or 'investing, administering, or managing funds or money on behalf of other persons'. An entity is also an Investment Entity if it is managed by another entity that is an Investment Entity.
Non-Financial Foreign Entity	NFFE	An entity resident outside the United States (foreign entity) that is not a financial institution or engaged in business activities as a financial institution – usually a corporation or a company.
Non-Participating FFI	NPFFI	A FFI that has not entered into an 'FFI agreement' and does not undertake FATCA obligations. A Participating FFI can also become a NPFFI if it significantly fails to comply with its FATCA obligations. See also 'FFI agreement' and 'participating FFI'
Owner Documented FFI	ODFFI	Owner Documented Financial Institution apply to closely held Passive Investment Vehicles that are Investment Entities, where meeting the obligations under the Agreement would be onerous given the size of the entity. An Owner Documented Financial Institution must satisfy the following requirements: The Financial Institution must not maintain a Financial Account for any Non-Participating Financial Institution; The Financial Institution must not be owned by, nor be a member of a group of Related Entities with any Financial Institution that is a Depository Institution, Custodial Institution or Specified Insurance Company.
Participating FFI	PFFI	Any FFI that enters into an FFI agreement with the IRS under FATCA to undertake due diligence, withholding and reporting requirements for US account holders.
Passive Investment	n/a	An investment strategy involving limited ongoing buying and selling actions. Passive investors will purchase investments with the intention of long-term appreciation and limited maintenance. Any type of property income, earnings from a business that does not require direct involvement from the owner or merchant, rent from property, Interest from a bank account, dividend and interest income from owning securities, such as stocks and bonds etc.
Registered Deemed-Compliant FFI	RDCFFI	Is required to register with the Internal Revenue Service (IRS) and declare its status as deemed-compliant and attest to the IRS that it satisfies certain procedural requirements.
Tax Identification Number	TIN	Unique identification number for tax purposes which includes both Employer Identification number and Social Security number for US tax payers.