

# Completing proof of identity



4 December 2024

---

## Contact details

### Postal Address

GPO Box 263  
Collins Street West  
Melbourne VIC 8007

### Enquiries

#### Investor services

1800 806 362

#### Adviser services

1800 333 657

#### Email

[enquiry@genlife.com.au](mailto:enquiry@genlife.com.au)

# Required certified copy documents

- The table below lists the applicable required certified copy documents from investors.
- **All foreign language documents must be accompanied by a certified copy of an English translation prepared by an accredited translator.**

## Investor type

---

### a) Individual

- acting for themselves
- acting as sole trader
- acting as trust with an individual trustee
- acting as director of a company
- acting as a beneficial owner of a company
- acting as a Key Beneficial Owner of a trust

#### Option 1

##### Please provide at least one of the following documents

- Australian driver's licence containing your photograph (front and back)
- Australian passport (current or expired in the last 2 years)
- Proof of age card issued under a Commonwealth, state or territory law, containing your photograph
- Foreign passport, or similar document bearing your signature and photograph
- National identity card issued by a foreign government bearing your signature and photograph

---

#### Option 2

##### Please provide at least one primary non-photographic document AND one secondary non-photographic document

###### Primary non-photographic identity document

- Australian birth certificate
- Australian citizenship certificate
- Foreign birth certificate
- Foreign citizenship certificate
- A Centrelink Pension card
- A Centrelink Health Care card
- Medicare card

###### AND

###### Secondary non-photographic identity document

- A notice issued to an individual (such as tax notice within last 12 months or utilities bill within last 3 months) that contains your residential address and records the provision of financial benefits or services or the debt owed by the individual
  - In relation to a minor (under 18 years of age) a notice issued by a school principal within the last 3 months
-

# Required certified copy documents

## Investor type

---

### b) Company

**Please provide at least one of the following documents**

- Certificate of registration issued by ASIC
- Current company search from the ASIC database

**AND**

- All directors and beneficial owners - Provide identity documents in accordance with the requirements for individual investor type in section (a)
- 

### c) Trust

**Please provide the following documents**

- Extracts of the trust deed showing the name of the trust, name and address of the settlor, amount of the initial settled sum, name(s) and address(es) of the trustee(s), the beneficiaries / unitholders names / class(es) and the trust's execution page.
- Key Beneficial Owner(s) of the trust
  - Individual - Provide identity documents in accordance with the requirements for individual investor type in section (a)
  - Company - Provide identity documents in accordance with the requirements for company investor type in section (b)

**AND**

- Individual trustee - Provide identity documents in accordance with the requirements for individual investor type in section (a)
  - Company trustee - Provide identity documents in accordance with the requirements for company investor type in section (b)
- 

### d) Deceased estate

**Please provide the following documents**

- Death certificate
- Grant of probate

**AND**

**For the executor or administrator**

- Individual - Provide identity documents in accordance with the requirements for individual investor type in section (a)
  - Company - Provide identity documents in accordance with the requirements for company investor type in section (b)
-

## Have you changed your name or are you signing on behalf of another person?

If you have changed your name or are signing on behalf of the applicant, you will need to provide a certified linking document. A linking document is a document that proves a relationship exists between two (or more) names.

The following table contains information about suitable linking documents.

Purpose	Suitable linking document
Change of name	Marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office
Signed on behalf of the applicant	Guardianship papers or Power of Attorney  <b>AND</b>  A certified copy of the proof of identity for the holder of the Guardianship or Power of Attorney

## How to certify documents

All copied papers of original proof of identification documents (including any linking documents) need to be certified as true copies by an individual approved to do so (refer to list below).

The person who is authorised to certify documents must sight the original and the copy and make sure both documents are identical, then make sure all pages have been certified as true copies by writing or stamping 'certified true copy' followed by their signature, printed name, qualification (for example, Justice of the Peace or Bailiff), address and date.

Example of acceptable certification:

**'I certify this document of [x] pages to be a true and correct copy of the original.'**

*John Citizen*

John Citizen, Justice of Peace  
 1 Sample Street  
 Melbourne VIC 3000  
 1 January 2020

## Persons who may certify documents

### Occupation

- Chiropractor
- Dentist
- A legal practitioner, who is enrolled on the roll of the Supreme Court of a State or Territory or the High Court of Australia
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade marks attorney
- Veterinary surgeon

### Other persons:

- 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 two or more continuous years of service
- Building society officer with two 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 two or more years of continuous service
- Employee of the Australian Trade Commission who is:
  - a) in a country or place outside Australia
  - b) authorised under paragraph 3(d) of the Consular Fees Act 1955
  - c) exercising his or her function in that place
- Employee of the Commonwealth who is:
  - a) in a country or place outside Australia
  - b) authorised under paragraph 3(c) of the Consular Fees Act 1955
  - c) exercising his or her function in that place
- Fellow of the National Tax Accountants' Association
- Finance company officer with two or more years of continuous service

## Persons who may certify documents

### Other persons: (continued)

- 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
  - b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with two or more years of continuous service
  - 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
  - b) the Parliament of a State
  - c) a Territory legislature
  - 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 within Australia or a person authorised as Notary Public in a foreign country
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more years of continuous service with one or more licences
- 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
- Permanent employee of:
  - a) the Commonwealth or a Commonwealth authority
  - b) a State or Territory or a State or Territory authority
  - c) a local government authority with two 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
  - b) a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution

**If you require further assistance in providing the above proof of identity requirements, or if you would like more information, please contact us using the details below.**



Outthinking today.

## Contact details

Postal Address	Enquiries	Email	genlife.com.au
GPO Box 263 Collins Street West Melbourne VIC 8007	<b>Investor services</b> 1800 806 362 <b>Adviser services</b> 1800 333 657	enquiry@genlife.com.au	