

Proof of Identify Annexure:

In order to ensure compliance with legislation and to reduce the risk of fraud relating to off-market transfers, RSD Chartered Accountant has implemented fraud detection measures for all off-market transfers.

Please choose one of the 'proof of identity' options below and send us a certified copy of the applicable document(s).

Option One - is **ONE** item from the Primary Photographic Identity documents list.

Option Two - is **ONE** item from the Primary Non Photographic Documents list **and** **ONE** item from the Secondary Non Photographic Documents list.

Primary Photographic	Primary Non-photographic	Secondary Non-Photographic
➤ Current Driver's License	➤ Australian Birth Certificate or Extract of Birth	➤ An income tax assessment notice issued within the past 12 months.
➤ Australia Passport (That has not expired within the last two years)	➤ Australian Citizenship Certificate	➤ A local government (rate) notice or a utilities notice (gas, electricity or telephone bill) issued within the past 3 months
➤ International Travel Documents/Foreign Passport (That has not expired within the last two years)	➤ Foreign Birth Certificate	➤ For minor (person under 18 years of age) a notice issued by a school principle within the last 3 months.
➤ Proof of Age Card	➤ Centrelink Pension Card or Centrelink Healthcare Card	
➤ National Identity Card		

Please DO NOT attach original documents as documents will not be returned.

Proof of Identity documents will not be held on file and must be provided with each transfer form.

How to have a documents correctly certified:

- Take the original and a photocopy to an authorised person (refer below for a list of authorised persons).
- The authorised person must write on every page of the photocopy documents: I have sighted the original documents and certify this to be a true copy of the original".
- Ensure that the authorised person writes their name, signed each statement and provides their designation (Police officer, pharmacist).
- Please note we can only accept correctly certified copies with original signatures (NOT faxes, emails or scanned documents)

List of Authorised persons:

You can have documents certified by people who are legally allowed to take statutory declarations, including the following professions:

- Principal of a registered school
- Lawyer
- Medical Practitioner
- Dentist
- Pharmacist
- Veterinarian
- Accountant
- Minister of religion authorised to celebrate marriages
- A justice of the peace or a bail justice
- Bank manager
- Financial Planner with more than 5 years experience
- Police officer

We will ask for a certified copy of identification documents for the seller, such as an Australian driver's license And passport.

Details and examples are shown below.

Holder Type	Holder Type Example	Required identification documents
Individual	Alfred Baggins OR Alfred Baggins <Baggins Family Trust>	Original certified copy of documents from either Option One or Two listed above.
Joint	Alfred Baggins + Jane Baggins OR Alfred Baggins + Jane Baggins <Baggins Family Trust>	For EACH joint holder, original certified copy of documents from either Option One or Two listed above.
Company	Grass Land Pty Ltd OR ABC Grassland Pty Ltd <Grasslands superannuation fund>	Original certified copy of the most recent Company Statement issued by ASIC and Original certified copy of documents from either Option One or Two listed above FOR Officeholder who has signed the transfer form. And Original certified copy of the trust deed. Please ensure that the Company Key on your Company Statement is masked so that it is not visible.

Important Note:

Where the transfer form has been signed under **Power of Attorney**, this document must have already been lodged with the register previously or an original certified copy must be provided with the Transfer Form. Additionally, ALL required Identification Documents outlined above must be provided for the seller(s).