

# Identification and Verification Reference



This form may be lodged with CCFS or posted to:

Churches of Christ Financial Services  
1st Floor 582 Heidelberg Road  
Fairfield Victoria 3078



## Helpful hints for completing this application

This form must be completed for all new applicants and signatories (including attorneys appointed under a Power of Attorney by an applicant), and must be signed by an 'authorised certifier'. Additional signatories must each complete a separate copy of this form.

In order for a document certification to be accepted, the certifier must sight the original document, and a copy of the document. If there are multiple pages to the document, each page must be certified and signed by the certifier. The investor/borrower must then attach the certified copies to this document and provide them to CCFS (via mail or in person). Facsimile copies are not acceptable.

## List of authorised certifiers:

- Marriage Celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961;
- Justice of the Peace;
- Person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia as a legal practitioner;
- Judge of a court;
- Magistrate;
- Chief Executive Officer of a Commonwealth Court;
- Registrar or Deputy Registrar of a court;
- Police officer;
- Notary Public (for the purposes of the Statutory Declaration Regulations (1993));
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
- Permanent employee of the Australian Postal Corporation with two or more years continuous service who is employed in an office supplying postal services to the public;
- Australian consular officer or an Australia diplomatic officer;
- Officer with two or more continuous years of service with one or more financial institutions;
- Finance company officer with two or more continuous years of service with one or more finance companies;
- 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 licences; and
- 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.



## Need help or have a question?

Call us on 1300 MY CCFS (1300 69 22 37) Visit us at [www.ccfsaustralia.org.au](http://www.ccfsaustralia.org.au) or Email us at [info@ccfsaustralia.org.au](mailto:info@ccfsaustralia.org.au)

Please use BLOCK LETTERS in BLACK OR BLUE PEN ONLY and  tick required choices

## STEP 1: YOUR DETAILS

> Title	Full name
<input type="text"/>	<input type="text"/>
Office/ position held	Date of birth
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Are you a CCFS signatory ? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide account number <input type="text"/>
If yes, how long have you been a signatory? <input type="checkbox"/> less than 1 year <input type="checkbox"/> 1 - 3 years <input type="checkbox"/> greater than 3 years	
DETAILS OF APPLICANT OR SIGNATORY CONTINUED NEXT PAGE >	

# STEP 1 CONTINUED: YOUR DETAILS

Address			
<input type="text"/>			
Suburb	State	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Postal address (if different from above)			
<input type="text"/>			
Suburb	State	Postcode	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Phone	Fax		
<input type="text"/>	<input type="text"/>		<input type="text"/>
Mobile			
<input type="text"/>	<input type="text"/>		
Email			
<input type="text"/>			

# STEP 2: AUTHORISATION

## PRIVACY

I/We consent to the collection, use and disclosure of our personal information as detailed in the Financial Information Guide Statement.

## COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Information is collected from you to administer and manage your investments and if some or all the information is not collected then it may not be possible to administer your investment. We may use your personal information to provide you with information and marketing material about other products and services provided by CCFS. We do not provide your information to any other organisation without your consent, other than those organisations that provide administrative or other services as part of the operation of our business. You can view and obtain our Privacy Policy from our website: [www.ccfsaustralia.org.au](http://www.ccfsaustralia.org.au)

## MARKETING OPTIONS

From time to time, we may contact you to notify you about, or seek feedback on, our products and services. If you don't want us to contact you, or to receive communication items, simply tick here:  No thanks

## SIGNATURE OF APPLICANT/SIGNATORY

I undertake to provide CCFS with such additional information or documentation as CCFS may request at any future time to ensure compliance with the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*.

<b>SIGN HERE</b>	To be signed in the presence of the authorised certifier.	
	<input type="text"/>	
	Print full name	
	<input type="text"/>	
Date		
<input type="text"/> / <input type="text"/> / <input type="text"/>		

## STEP 3: DOCUMENTS EXAMINED BY AUTHORISED CERTIFIERS



ALL supporting documents attached to this application must be:

- Issued on the letterhead of the issuing authority;
- Include the applicant's name;
- Be written in English; and
- Certified by an authorised certifier.

If you are unable to provide identification documentation to satisfy these requirements, please contact us on **1300 MY CCFS (1300 69 22 37)**

### OPTION 1

- If you have been a signatory for more than 3 years no more information is required and you can return this form.

Or please provide any of:

### OPTION 2

AT LEAST ONE Primary Identification Document (photo identification)

#### Primary Identification document – Photo Identification

Please provide CERTIFIED COPIES of AT LEAST ONE of the following forms of photo identification:

- Driver's licence (current address)
- Passport
- Government issued photo ID card

By providing certified copies of any of the above, no further documentation is required.

### OPTION 3

TWO Primary Identification Documents (non-photo)

#### Primary Identification document – Non-photo Identification

Please provide CERTIFIED COPIES of the following forms of non-photo identification:

- Citizenship certificate
- Birth certificate (if international, please provide a certified English translated copy)
- Pension card
- Medicare card

### OPTION 4

ONE Primary Identification Document (non-photo) PLUS TWO Secondary Identification Document (no photo).

#### Secondary Identification document

Please provide ONE CERTIFIED COPY of any Primary Identification Document – Non-photo identification plus ONE CERTIFIED COPY of any of the following forms of identification:

- Marriage certificate
- Utilities notice
- Council rates notice
- Bank/credit card statement

## STEP 4: DETAILS OF AUTHORISED CERTIFIER

> Title	Given Names	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Category/occupation of authorised certifier	
<input type="text"/>	<input type="text"/>	



### APPLICATION CHECKLIST

- Have you signed Step 2 – Authorisation?
- Has the authorised certifier completed their details in Step 4?
- Has the authorised certifier signed each copy/ies of identification documents?

### DISCLOSURE STATEMENT

Investors should be aware that investments made with the Properties Corporation of the Churches of Christ trading as Church of Christ Financial Services (CCFS) are not subject to the normal requirement to have a disclosure document or Product Disclosure Statement and be registered or have a trust deed under the Corporations Act 2001. The depositors' scheme is not required to be examined or approved by the Australian Securities and Investments Commission. Deposits lodged with the Properties Corporation are designed for investors who wish to promote the charitable purposes of the Churches of Christ Properties Corporation and for whom the consideration of profits are not of primary relevance in the investment decision. Neither the controlling entity nor the Fund is prudentially supervised by APRA. Contributions to the Fund do not obtain the benefit of depositor protection provisions of the Banking Act 1959.