IDENTIFICATION FORM
INDIVIDUALS & SOLE TRADERS

Vasco
Fund Services

GUIDE TO COMPLETING THIS FORM
- Complete one form for each individual. Complete all applicable sections of this form in BLOCK LETTERS.
- Tax information must be collected from the individual
- Contact your licensee if you have any queries.

SECTION 1: PERSONAL DETAILS

Surname

Date of Birth dd/mm/yyyy

Full Given Name(s)

Residential Address *(PO Box is NOT acceptable)*

Street

Suburb	State	Postcode	Country

COMPLETE THIS PART IF INDIVIDUAL IS A SOLE TRADER

Full Business Name (if any)

ABN (if any)

Principal Place of Business (if any) *(PO Box is NOT acceptable)*

Street

Suburb	State	Postcode	Country

SECTION 2: TAX INFORMATION

Tax Residency rules differ by country. Whether an individual is tax resident of a particular country is often (but not always) based on the amount of time a person spends in a country, the location of a person's residence or place of work. For the US, tax residency can be as a result of citizenship or residency.

*Please answer **both** tax residency questions:*

Is the individual a tax resident of Australia?   Yes   No

Is the individual a tax resident of another Country?   Yes   No

If the individual is a tax resident of a country other than Australia, please provide their tax identification number (TIN) or equivalent below.
If they are a tax resident of more than one other country, please list all relevant countries below.

A TIN is the number assigned by each country for the purposes of administering tax laws. This is the equivalent of a Tax File Number in Australia or a Social Security Number in the US. If a TIN is not provided, please list one of the three reasons specified (A, B or C) for not providing a TIN.

	Country	TIN	If no TIN, list reason A, B or C
1	Country	TIN	If no TIN, list reason A, B or C
2	Country	TIN	If no TIN, list reason A, B or C
3	Country	TIN	If no TIN, list reason A, B or C

If there are more countries, provide details on a separate sheet and tick this box.   Yes   No

Reason A The country of tax residency does not issue TINs to tax residents
Reason B The Individual   has not been issued with a TIN
Reason C The country of tax residency does not require the TIN to be disclosed

SECTION 3: VERIFICATION PROCEDURE

Verify the individual's full name; and EITHER their date of birth or residential address.
- Complete Part I (or if the individual does not own a document from Part I, then complete either Part II or III.)
- Contact your licensee if the individual is unable to provide the required documents.

PART I – ACCEPTABLE PRIMARY PHOTOGRAPHIC ID DOCUMENTS

Tick ✓	Select ONE valid option from this section only
	Australian State / Territory driver's licence containing a photograph of the person
	Australian passport (a passport that has expired within the preceding 2 years is acceptable)
	Card issued under a State or Territory for the purpose of proving a person's age containing a photograph of the person
	Foreign passport or similar travel document containing a photograph and the signature of the person*

PART II – ACCEPTABLE SECONDARY ID DOCUMENTS – *should only be completed if the individual does not own a document from Part I*

Tick ✓	Select ONE valid option from this section only
	Australian birth certificate
	Australian citizenship certificate
	Pension card issued by Department of Human Services (previously known as Centrelink)
Tick ✓	**AND** ONE valid option from this section only
	A document issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits to the individual and which contains the individual's name and residential address
	A document issued by the Australian Taxation Office within the preceding 12 months that records a debt payable by the individual to the Commonwealth (or by the Commonwealth to the individual), which contains the individual's name and residential address. *Block out the TFN before scanning, copying or storing this document.*
	A document issued by a local government body or utilities provider within the preceding 3 months which records the provision of services to that address or to that person (the document must contain the individual's name and residential address)
	If under the age of 18, a notice that: was issued to the individual by a school principal within the preceding 3 months; and contains the name and residential address; and records the period of time that the individual attended that school

PART III – ACCEPTABLE FOREIGN PHOTOGRAPHIC ID DOCUMENTS – *should only be completed if the individual does not own a document from Part I*

Tick ✓	Select ONE valid option from this section only
	Foreign driver's licence that contains a photograph of the person in whose name it issued and the individual's date of birth*
	National ID card issued by a foreign government containing a photograph and a signature of the person in whose name the card was issued*

Documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator.

IMPORTANT NOTE:
→ Either attach a legible certified copy of the ID documentation used to verify the individual (and any required translation) OR
→ Alternatively, if agreed between your licensee and the product issuer, complete the Record of Verification Procedure section below and DO NOT attach copies of the ID Documents

SECTION 4: RECORD OF VERIFICATION PROCEDURE

ID DOCUMENT DETAILS	Document 1		Document 2 (if required)	
Verified From	Original	Certified Copy	Original	Certified Copy
Document Issuer				
Issue Date				
Expiry Date				
Document Number				
Accredited English Translation	N/A	Sighted	N/A	Sighted

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

- the tax information provided is reasonable considering the documentation provided.

AFS Licensee Name   AFSL No.

Representative/ Employee Name   Phone No.

                                                                                          Date
Signature   Verification
                                                                                          Completed