

**i** Guide to completing this form

This form applies to Companies.

It does not apply to Trusts, Individual Customers, Sole Traders/Joint Traders /Incorporated Associations, Body Corporate/Incorporated Limited Partnerships, Unincorporated Associations, Partnerships, Registered Co-Operatives, Government Bodies, Trading Organisations.

- All Sections except Section 4 are mandatory. Only complete Section 4 if you settle into a Commonwealth Direct Investment Account (CDIA) or have a CommSec Margin Loan)

This form uses JavaScript for optimal performance. Please ensure you have this enabled if completing electronically.

**Section 1. General Organisation Information**

All sections/fields marked with '\*\*' are mandatory to complete

Full name of organisation\*

Full business name – *If any*

**i** You must complete these sections using an approved Industry Category and Industry Type. For the list of categories and types, see [Appendix 1](#).

Industry category\*

Industry type\*

**Registered office address\* - PO Box is not acceptable**

Street address

Suburb

State

Postcode

Country

**Principal place of business\* - PO Box is not acceptable**

☐ Same as registered office address

Street address

Suburb

State

Postcode

Country

**Postal address\***

Must be the postal address of the Company and not a third party address

☐ Same as registered office address

☐ Same as principal place of business address

Street address

Suburb

State

Postcode

Country

Is the organisation Not For Profit? - *Select the box that is applicable*

<input type="radio"/> Yes	<input type="radio"/> No
If yes, please provide industry/sector	

Is the organisation operating as a charity? - *Select the box that is applicable*

<input type="radio"/> Yes	<input type="radio"/> No
If Yes, please confirm the following:	
1. What is the purpose/mission of your organisation and who does your charity support? (e.g. vocational training for people with a disability, assistance for tsunami victims, building fund for a particular school or institution etc.)	
2. Is your Charity registered with ACNC, if not please provide reason.	
3. Please advise the source of funds for your charity.	

## Section 2. Company Details

All sections/fields marked with '\*\*' are mandatory to complete

Was the company established in Australia?\*

<input type="radio"/> Yes	<input type="radio"/> No
If No, please specify country where organisation was established/incorporated/registered	

Company Type\*

<input type="radio"/> Public unlisted	<input type="radio"/> Proprietary/Private	<input type="radio"/> Public listed
<input type="radio"/> Other - Please specify		
<input type="radio"/> Australian Company Number (ACN)*	<input type="radio"/> Australian Business Number (ABN)	

Company Directors\*

How many directors are there?*	
Full given name/s – including any Middle Names	Surname

If there are more directors, please provide details on a separate attached sheet.

 Full name must match records with ASIC.

## Director 1 Details\*

If there are more directors, please provide details on a separate attached sheet.

Title*	First name*	Middle name – <i>If any</i>	Surname*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other name/s known by – *If any*  Date of birth\* – DD / MM / YYYY  /  /  Gender ☐ Male ☐ Female

**i** You **must** complete these sections using an approved Job Category and Job Type. For the list of categories and types, see [Appendix 2](#).

Job category*	Job type*
<input type="text"/>	<input type="text"/>

Residential address\* – *PO Box is not acceptable*

Suburb	State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Postal address\* – *Must not be a third party address*  
*If left blank, your residential address will be used*

Suburb	State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Identification\* – Please select and complete ONE of the following options below

☐ **Option A** – I have an existing **CommSec Client ID or Share Trading account**.  
Please note that for identification purposes the personal and contact details that you have provided **MUST match** the details on your existing CommSec Client ID or Share Trading Account.

Client ID/Account Number	<input type="text"/>
--------------------------	----------------------

OR

☐ **Option B** – I have a **Commonwealth Bank account**.  
Please note that for identification purposes the personal and contact details that you have provided **MUST match** the details on your existing bank account.

Bank State Branch (BSB)	<input type="text"/>	Account Number	<input type="text"/>	Account Name	<input type="text"/>
-------------------------	----------------------	----------------	----------------------	--------------	----------------------

OR

☐ **Option C** – I do not have a CommSec Share Trading account or Commonwealth Bank account.  
I will attach clear, legible **photocopy(s) of acceptable Identification document(s)** and I:

- confirm I am authorised to provide CommSec the information in the identity document;
- consent to my information being checked with the document issuer or official record holder via third party systems; and
- consent to my information being disclosed to a credit reporting body and checked against information held by the credit reporting body.

If you are authorised to provide the identity documents on behalf of another person, you consent on that person's behalf.  
You do not have to consent to electronic verification. If you do not want to be verified electronically, you have the option of attending a branch to be identified. This may still involve your information being checked with the document issuer or official record holder via third party systems.  
Section 3 'Privacy' of this form provides further information on how we handle your identity information.  
For a complete list of acceptable documents, persons allowed to certify and how to certify documents please refer to the DOCUMENT CERTIFICATIONS INSTRUCTIONS booklet available at [https://www2.commsec.com.au/media/68016/formsofid\\_and\\_eligiblecertifiers.pdf](https://www2.commsec.com.au/media/68016/formsofid_and_eligiblecertifiers.pdf)

## Director 2 Details

Title*	First name*	Middle name – <i>If any</i>	Surname*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other name/s known by – <i>If any</i>	Date of birth* – <i>DD / MM / YYYY</i>	Gender
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="radio"/> Male <input type="radio"/> Female

**i** You **must** complete these sections using an approved Job Category and Job Type. For the list of categories and types, see [Appendix 2](#).

Job category*	Job type*
<input type="text"/>	<input type="text"/>

Residential address\* – *PO Box is not acceptable*

Suburb	State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Postal address\* – *Must not be a third party address*

*If left blank, your residential address will be used*

Suburb	State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Identification\* – Please select and complete ONE of the following options below

<input type="radio"/>	<b>Option A – I have an existing CommSec Client ID or Share Trading account.</b> Please note that for identification purposes the personal and contact details that you have provided <b>MUST match</b> the details on your existing CommSec Client ID or Share Trading Account.
	Client ID/Account Number <input type="text"/>

OR

<input type="radio"/>	<b>Option B – I have a Commonwealth Bank account.</b> Please note that for identification purposes the personal and contact details that you have provided <b>MUST match</b> the details on your existing bank account.
	Bank State Branch (BSB) <input type="text"/> Account Number <input type="text"/> Account Name <input type="text"/>

OR

<input type="radio"/>	<b>Option C – I do not have a CommSec Share Trading account or Commonwealth Bank account.</b> I will attach clear, legible <b>photocopy(s) of acceptable Identification document(s)</b> and I: <ul style="list-style-type: none"> <li>confirm I am authorised to provide CommSec the information in the identity document;</li> <li>consent to my information being checked with the document issuer or official record holder via third party systems; and</li> <li>consent to my information being disclosed to a credit reporting body and checked against information held by the credit reporting body.</li> </ul> If you are authorised to provide the identity documents on behalf of another person, you consent on that person's behalf. You do not have to consent to electronic verification. If you do not want to be verified electronically, you have the option of attending a branch to be identified. This may still involve your information being checked with the document issuer or official record holder via third party systems. Section 3 'Privacy' of this form provides further information on how we handle your identity information. For a complete list of acceptable documents, persons allowed to certify and how to certify documents please refer to the DOCUMENT CERTIFICATIONS INSTRUCTIONS booklet available at <a href="https://www2.commsec.com.au/media/68016/formsofid_and_eligiblecertifiers.pdf">https://www2.commsec.com.au/media/68016/formsofid_and_eligiblecertifiers.pdf</a>
-----------------------	---

If there are more directors, please provide details on a separate attached sheet.

## Beneficial Owners\*

A. Are there any individuals who own 25% or more of the shares in the company, either directly or indirectly?

☐ Yes - Provide details of all individuals below

☐ No - Please answer Question B

B. Are there any individuals who control 25% or more of the shares in the entity, either directly or indirectly, for example through voting rights?

☐ Yes - Provide details of all individuals in the section below

☐ No - In that case, in the section below provide details of any individuals who are responsible for the strategic or financial decisions of the company (that is, the individual who exercises primary control over the company because of the position they hold, e.g. the CEO, Managing Director or equivalent).

If there are more directors, please provide details on a separate attached sheet.

## Beneficial Owner 1\*

☐ Same as Director 1

If 'Beneficial Owner 1' is the same as 'Director 1', do not complete details for Beneficiary Owner 1 below.

Title*	First name*	Middle name – <i>If any</i>	Surname*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other name/s known by – <i>If any</i>	Date of birth* – DD / MM / YYYY	Gender
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="radio"/> Male <input type="radio"/> Female

 You must complete these sections using an approved Job Category and Job Type. For the list of categories and types, see [Appendix 2](#).

Job category*	Job type*
<input type="text"/>	<input type="text"/>

Residential address\* – *PO Box is not acceptable*

Suburb	State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Postal address\* – *Must not be a third party address*

*If left blank, your residential address will be used*

Suburb	State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Identification\*** – Please select and complete ONE of the following options below

☐ **Option A** – I have an existing **CommSec Client ID or Share Trading account**.  
Please note that for identification purposes the personal and contact details that you have provided **MUST match** the details on your existing CommSec Client ID or Share Trading Account.

Client ID/Account Number

OR

☐ **Option B** – I have a **Commonwealth Bank account**.  
Please note that for identification purposes the personal and contact details that you have provided **MUST match** the details on your existing bank account.

Bank State Branch (BSB)

Account Number

Account Name

OR

☐
**Option C** – I do not have a CommSec Share Trading account or Commonwealth Bank account.  
I will attach clear, legible **photocopy(s) of acceptable Identification document(s)** and I:

- confirm I am authorised to provide CommSec the information in the identity document;
- consent to my information being checked with the document issuer or official record holder via third party systems; and
- consent to my information being disclosed to a credit reporting body and checked against information held by the credit reporting body.

If you are authorised to provide the identity documents on behalf of another person, you consent on that person's behalf.  
You do not have to consent to electronic verification. If you do not want to be verified electronically, you have the option of attending a branch to be identified. This may still involve your information being checked with the document issuer or official record holder via third party systems.  
Section 3 'Privacy' of this form provides further information on how we handle your identity information.  
For a complete list of acceptable documents, persons allowed to certify and how to certify documents please refer to the DOCUMENT CERTIFICATIONS INSTRUCTIONS booklet available at [https://www2.commsec.com.au/media/68016/formsofid\\_and\\_eligiblecertifiers.pdf](https://www2.commsec.com.au/media/68016/formsofid_and_eligiblecertifiers.pdf)

## Beneficial Owner 2

☐ Same as Director 2

If 'Beneficial Owner 2' is the same as 'Director 2', do not complete details for Beneficiary Owner 2 below.

Title*	First Name*	Middle Name – If any	Surname*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other name/s known by – If any	Date of birth* – DD / MM / YYYY	Gender
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="radio"/> Male <input type="radio"/> Female

Job Category*	Job Type*
<input type="text"/>	<input type="text"/>

***i** You **must** complete these sections using an approved Job Category and Job Type. For the list of categories and types, [Appendix 2](#).*

Residential address\* – PO Box is not acceptable

<input type="text"/>			
Suburb	State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Postal Address\* – Must not be a third party address

☐ If left blank, your residential address will be used

<input type="text"/>			
Suburb	State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Identification\*** – Please select and complete ONE of the following options below

☐
**Option A** – I have an existing **CommSec Client ID or Share Trading account**.  
Please note that for identification purposes the personal and contact details that you have provided **MUST match** the details on your existing CommSec Client ID or Share Trading Account.

Client ID/Account Number	<input type="text"/>
--------------------------	----------------------

OR

☐
**Option B** – I have a **Commonwealth Bank account**.  
Please note that for identification purposes the personal and contact details that you have provided **MUST match** the details on your existing bank account.

Bank State Branch (BSB)	<input type="text"/>	Account Number	<input type="text"/>	Account Name	<input type="text"/>
-------------------------	----------------------	----------------	----------------------	--------------	----------------------

OR

☐
**Option C** – I do not have a CommSec Share Trading account or Commonwealth Bank account.  
I will attach clear, legible **photocopy(s) of acceptable Identification document(s)** and I:

- confirm I am authorised to provide CommSec the information in the identity document;
- consent to my information being checked with the document issuer or official record holder via third party systems; and
- consent to my information being disclosed to a credit reporting body and checked against information held by the credit reporting body.

If you are authorised to provide the identity documents on behalf of another person, you consent on that person's behalf.  
You do not have to consent to electronic verification. If you do not want to be verified electronically, you have the option of attending a branch to be identified. This may still involve your information being checked with the document issuer or official record holder via third party systems.  
Section 3 'Privacy' of this form provides further information on how we handle your identity information.  
For a complete list of acceptable documents, persons allowed to certify and how to certify documents please refer to the DOCUMENT CERTIFICATIONS INSTRUCTIONS booklet available at [https://www2.commsec.com.au/media/68016/formsofid\\_and\\_eligiblecertifiers.pdf](https://www2.commsec.com.au/media/68016/formsofid_and_eligiblecertifiers.pdf)

## Section 3. Privacy

Providing false or misleading information about your identity is an offence under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*. We collect information from your identity documents (e.g. a driver's licence or passport) to verify your identity. We collect this information for the purposes of the *Anti-Money Laundering and Counter-Terrorism Act 2006(Cth)*. We may disclose this information to credit reporting bodies, Commonwealth and state government departments and other verification partners who match your information with the information held by the issuer or official record holder via third party systems. You can find out more information about the operation and management of these services at the IDMatch website <https://www.idmatch.gov.au/>.

We may also disclose your personal information (such as your name, residential address and date of birth) to credit reporting bodies who tell us whether your information matches in whole or in part the information they may hold about you and other individuals.

Our Group Privacy Statement available at [commbank.com.au](http://commbank.com.au) contains details about:

- how you may exercise your rights to access and seek correction of your information; and
- how to make a complaint about the way we handle your identity information.

## Section 4. Tax Residency Information – Company – *If applicable*

*i* You **must** complete this section if your account is settling into a Commonwealth Direct Investment Account (CDIA) or a CommSec Margin Loan.

### Tax Residency Information - Company

#### Instructions for completion:

- List all your organisation's countries of tax residency and your TIN for that country or 'Reason Code' if no TIN is available.
- Where the organisation has no residence for tax purposes, please provide the country in which key management decisions are made or the location of the principal office.
- You are not required to complete the below if the organisation is a Publicly Listed Company.

If Australia is a country of tax residence, you can choose reason code C as this is optional for Australia.  
The below information is required for all Beneficial Owners/Controlling Persons. If the entity has more than 5 Beneficial Owners/Controlling Persons then please append an additional page containing the details for all other Beneficial Owners/Controlling Persons.

Country/ies of Tax Residency		Tax Identification Number (TIN)				
List all country/ies of tax residency.		1. Provide either TIN; OR 2. Select a 'Reason Code' if no TIN: A. The organisation's country of tax residency does not issue TINs B. The organisation has not been issued with a TIN by my country of tax residency C. The organisation's country of tax residency doesn't require disclosure of a TIN				
1		TIN:		OR	Reason Code:	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C
2		TIN:		OR	Reason Code:	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C
3		TIN:		OR	Reason Code:	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C
4		TIN:		OR	Reason Code:	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C
5		TIN:		OR	Reason Code:	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C

## Organisation Income Sources

Does the organisation earn 50% or more of its total income from investment activities (e.g. dividends, interest or rent) or 50% or more of the organisation's assets produce or are held for producing this investment income.

☐ Yes - categorised as a Passive Organisation, complete the following section - Beneficial Owners & Controlling Person Tax Residency Information

☐ No - categorised as an Active Organisation

## Beneficial Owners & Controlling Person Tax Residency Information – *If applicable*

### Instructions for completion:

Complete details for all Beneficial Owners and Controlling Persons (there must be at least one Beneficial Owner/Controlling Person in the table)

For an Unlisted Company – list ALL Shareholders whose shareholding is 25% or greater in the Organisation (such as shares).

**Note:** Where a Trustee, Beneficiary, Settlor or Protector is itself a Company or Trust, you must list the actual person(s) who are the ultimate beneficial owner(s) or controlling person(s).

If a Beneficial Owner/Controlling Person is a US citizen or resident, you are required to declare the US as a country of tax residence and provide a US TIN for that Beneficial Owner/Controlling Person.

For more information please visit US State Department's Joint FATCA FAQs at <https://travel.state.gov/content/travel/en/international-travel/while-abroad/Joint-Foreign-Account-Tax-Compliance-FATCA-FAQ.html>

**"Beneficial Owner and Controlling Person"** means any individual:

- Directly or indirectly owns an interest of 25% or more in the Organisation (such as shares), or if no such person, an individual who:
- Exercises control of the Organisation through other means (e.g. voting rights), or if no such person, an individual who:
- Holds the position of senior managing official (e.g. CEO, Managing Director, Managing Partner).

If Australia is a country of tax residence, you can choose reason code C (My country of tax residency does not require disclosure of a TIN) as this is optional for Australia.

The below information is required for all Beneficial Owners/Controlling Persons. If the entity has more than 5 Beneficial Owners/Controlling Persons then please append an additional page containing the details for all other Beneficial Owners/Controlling Persons.

Full Name	Residential Address	Date of Birth	Position	Country/ies of tax residency <i>Please provide all country/ies of tax residency.</i>	Tax Identification Number (TIN) or Reason for no TIN <i>(refer to table above for Reason Codes)</i>
<input type="checkbox"/> Same as Director 1					
<input type="checkbox"/> Same as Director 2					



## Section 5. Declaration

- This declaration is to be signed by the company director (or a person authorised by the company).
- I confirm that the above information is true and correct and that I will promptly advise CommSec if any of the information changes.
- I certify that I am authorised by, and have the consent of the organisation and all Beneficial Owners and Controlling Persons to provide this information.
- I understand that the law prohibits the use of false names, as well as the giving, use or production of false or misleading information or documents in connection with the provision of financial services and making, possession or use of a false documents in connection with an identification procedure.
- I am authorised by each Beneficial Owner and Controlling Person to provide the information on their behalf and they have confirmed to me that the information provided about them is true and correct. I confirm I have made them aware that this information and information relating to the account may be provided to the tax authorities.
- I have obtained the consent of any individual/s whose personal information is provided in this application. They have authorised the collection, use or exchange of their information in accordance with our Privacy Policy.
- I confirm I have made them aware that this information and information relating to the account may be provided to the tax authorities and in order to comply with taxation laws and Australian Government global standard on the automatic exchange of financial information known as Common Reporting Standard (CRS) and it follows on from the Foreign Account Tax Compliance Act (FATCA).

We collect information from your identity documents (e.g. a driver's licence or passport) to verify your identity. We collect this information for the purposes of the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth)*. We may disclose this information to credit reporting bodies, Commonwealth and state government departments and other verification partners who match your information with the information held by the issuer or official record holder via third party systems. You can find out more information about the operation and management of these services at the IDMatch website <https://www.idmatch.gov.au/>.

Full name

Date signed – DD / MM / YYYY

 /  / 

Signature – *Must be signed pen to paper*

We may disclose your personal information (such as name, residential address and date of birth) to credit reporting bodies who tell us whether your information matches in whole or in part the information they may hold about you.

Our Group Privacy Statement available at [commbank.com.au](http://commbank.com.au) contains details about:

- how you may exercise your rights to access and seek correction of your information; and
- how to make a complaint about the way we handle your identity information.

If you do not want to be verified electronically, please contact us for alternative options of confirming your identity. This may still involve your information being checked with the document issuer or official record holder via third party systems.

By signing this box on this form, you:

- acknowledge you understand that providing false or misleading information about your identity is an offence under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*;
- confirm you are authorised to provide us the information in the identity document;
- consent to your information being checked with the document issuer or official record holder via third party systems; and
- consent to your information being disclosed to a credit reporting body and checked against information held by the credit reporting body.

If you are authorised to provide the identity documents on behalf of another person, you consent on that person's behalf.

You do not have to consent to electronic verification. If you do not want to be verified electronically, you have the option of attending a branch to be identified. This may still involve your information being checked with the document issuer or official record holder via third party systems.

## Industry Category and Industry Type Classification for Companies and Trusts

**i** The list of eligible Industry Category and Industry Types are provided below. Industry Categories are in bold with their associated Industry Types listed underneath.

### Agriculture, Forestry And Fishing

- |                                    |   |                           |                                 |
|------------------------------------|---|---------------------------|---------------------------------|
| • Aerial Agricultural Services     | • Deer Farming                          | • Kiwi Fruit Growing      | • Rock Lobster Fishing          |
| • Apple And Pear Growing           | • Finfish Trawling                      | • Line Fishing            | • Services To Agriculture N.E.C |
| • Aquaculture                      | • Forestry                              | • Livestock Farming N.E.C | • Services To Forestry          |
| • Beef Cattle Farming              | • Fruit Growing N.E.C                   | • Logging                 | • Shearing Services             |
| • Cotton Ginning                   | • Grain Growing                         | • Marine Fishing N.E.C    | • Sheep Farming                 |
| • Cotton Growing                   | • Grain-Sheep/Grain-Beef Cattle Farming | • Pig Farming             | • Sheep-Beef Cattle Farming     |
| • Crop And Plant Growing N.E.C     | • Grape Growing                         | • Plant Nurseries         | • Squid Jigging                 |
| • Cut Flower & Flower Seed Growing | • Horse Farming                         | • Poultry Farming (Eggs)  | • Stone Fruit Growing           |
| • Dairy Cattle Farming             | • Hunting & Trapping                    | • Poultry Farming (Meat)  | • Sugar Cane Growing            |
|                                    |   | • Prawn Fishing           | • Vegetable Growing             |

### Mining

- |                                       |                                     |                                |                                       |
|---------------------------------------|-------------------------------------|--------------------------------|---------------------------------------|
| • Bauxite Mining                      | • Gold Ore Mining                   | • Mineral Exploration Services | • Petroleum Exploration (Own Account) |
| • Black Coal Mining                   | • Gravel & Sand Quarrying           | • Mineral Sand Mining          | • Petroleum Exploration Services      |
| • Brown Coal Mining                   | • Iron Ore Mining                   | • Mining N.E.C                 | • Silver-Lead-Zinc Ore Mining         |
| • Construction Materials Mining N.E.C | • Metal Ore Mining N.E.C            | • Nickel Ore Mining            | • Other Mining Services               |
| • Copper Ore Mining                   | • Mineral Exploration (Own Account) | • Oil & Gas Extraction         |                                       |

### Manufacturing

- |  |  |   |  |
|--|--|---|--|
| • Agricultural Machinery Manufacturing             | • Biscuit Manufacturing                    | • Computer & Business Machine Manufacturing     | • Electrical Cable & Wire Manufacturing        |
| • Aircraft Manufacturing                           | • Boatbuilding                             | • Concrete Pipe & Box Culvert Manufacturing     | • Electrical Equipment Manufacturing N.E.C     |
| • Alumina Production                               | • Book & Other Publishing                  | • Concrete Product Manufacturing N.E.C          | • Electronic Equipment Manufacturing N.E.C     |
| • Aluminium Rolling, Drawing Extruding             | • Bread Manufacturing                      | • Concrete Slurry Manufacturing                 | • Explosive Manufacturing                      |
| • Aluminium Smelting                               | • Cake & Pastry Manufacturing              | • Confectionery Manufacturing                   | • Fabricated Metal Product Manufacturing N.E.C |
| • Architectural Aluminium Product Manufacturing    | • Cardigan And Pullover Manufacturing      | • Copper, Silver, Lead & Zinc Smelting Refining | • Fabricated Wood Manufacturing                |
| • Automotive Component Manufacturing N.E.C         | • Cement & Lime Manufacturing              | • Corrugated Paperboard Container Manufacturing | • Fertiliser Manufacturing                     |
| • Automotive Electrical & Instrument Manufacturing | • Ceramic Product Manufacturing            | • Cosmetic & Toiletry Preparation Manufacturing | • Flour Mill Product Manufacturing             |
| • Bacon, Ham And Small Good Manufacturing          | • Ceramic Product Manufacturing N.E.C      | • Cotton Textile Manufacturing                  | • Food Manufacturing N.E.C                     |
| • Basic Iron & Steel Manufacturing                 | • Ceramic Tile & Pipe Manufacturing        | • Dairy Product Manufacturing                   | • Food Processing Machinery Manufacturing      |
| • Basic Non-Ferrous Metal Manufacturing N.E.C      | • Cereal Food And Baking Mix Manufacturing | • Electric Light & Sign Manufacturing           | • Footwear Manufacturing                       |
| • Battery Manufacturing                            | • Chemical Product Manufacturing N.E.C     |   | • Fruit & Vegetable Product Processing         |
| • Beer And Malt Manufacturing                      | • Clay Brick Manufacturing                 |   | • Furniture Manufacturing N.E.C                |
|  | • Clothing Manufacturing N.E.C             |   |  |

## Manufacturing – continued

- |  |  |   |   |
|--|--|---|---|
| ● Glass & Glass Product Manufacturing                  | ● Metal Container Manufacturing                    | ● Plastic Injection Moulded Product Manufacturing         | ● Solid Paperboard Container Manufacturing                  |
| ● Hand Tool & General Hardware Manufacturing           | ● Milk And Cream Processing                        | ● Plastic Product Manufacturing                           | ● Spirit Manufacturing                                      |
| ● Hosiery Manufacturing                                | ● Mining & Construction Machinery Manufacturing    | ● Plastic Product Rigid Fibre Reinforced Manufacturing    | ● Spring & Wire Product Manufacturing                       |
| ● Household Appliance Manufacturing                    | ● Motor Vehicle Body Manufacturing                 | ● Plywood & Veneer Manufacturing                          | ● Steel Pipe & Tube Manufacturing                           |
| ● Ice Cream Manufacturing N.E.C                        | ● Motor Vehicle Manufacturing                      | ● Poultry Processing                                      | ● Structural Metal Product Manufacturing N.E.C              |
| ● Industrial Gas Manufacturing                         | ● Newspaper Printing Or Publishing                 | ● Prefabricated Building Manufacturing N.E.C              | ● Structured Steel Fabricating                              |
| ● Industrial Machinery & Equipment Manufacturing N.E.C | ● Non-Ferrous Metal Casting                        | ● Prefabricated Metal Building Manufacturing              | ● Sugar Manufacturing                                       |
| ● Ink Manufacturing                                    | ● Non-Ferrous Metal Rolling, Drawing, Extruding    | ● Prepared Animal & Bird Feed Manufacturing               | ● Synthetic Fibre Textile Manufacturing                     |
| ● Inorganic Industrial Chemical Manufacturing          | ● Non-Ferrous Pipe Fitting Manufacturing           | ● Printing  | ● Synthetic Resin Manufacturing                             |
| ● Iron & Steel Casting & Forging                       | ● Non-Metallic Mineral Product Manufacturing N.E.C | ● Professional & Scientific Equipment Manufacturing N.E.C | ● Telecomm, Broadcasting & Transceiving Equip Manufacturing |
| ● Jewellery & Silverware Manufacturing                 | ● Nut, Bolt, Screw & Rivet Manufacturing           | ● Pulp, Paper & Paperboard Manufacturing                  | ● Textile Finishing   |
| ● Knitting Mill Product Manufacturing N.E.C            | ● Oil & Fat Manufacturing                          | ● Pump & Compressor Manufacturing                         | ● Textile Floor Covering Manufacturing                      |
| ● Leather & Leather Substitute Product Manufacturing   | ● Organic Industrial Chemical Manufacturing N.E.C  | ● Railway Equipment Manufacturing                         | ● Textile Product Manufacturing N.E.C                       |
| ● Leather Tanning And Fur Dressing                     | ● Other Periodical Publishing                      | ● Recorded Media Manufacturing & Publishing               | ● Timber Resawing And Dressing                              |
| ● Lifting & Material Handling Equipment Manufacturing  | ● Paint Manufacturing                              | ● Rope, Cordage And Twine Manufacturing                   | ● Tobacco Product Manufacturing                             |
| ● Log Sawmilling                                       | ● Paper Bag & Sack Manufacturing                   | ● Rubber Product Manufacturing N.E.C                      | ● Toy & Sporting Good Manufacturing                         |
| ● Machine Tool & Part Manufacturing                    | ● Paper Product Manufacturing N.E.C                | ● Rubber Tyre Manufacturing                               | ● Transport Equipment Manufacturing N.E.C                   |
| ● Made-Up Textile Product Manufacturing                | ● Paper Stationery Manufacturing                   | ● Seafood Processing                                      | ● Wine Manufacturing  |
| ● Manufacturing N.E.C                                  | ● Pesticide Manufacturing                          | ● Services To Printing                                    | ● Womens' And Girls' Wear Manufacturing                     |
| ● Mattress Manufacturing (Except Rubber)               | ● Petroleum & Coal Product Manufacturing N.E.C     | ● Sheet Metal Furniture Manufacturing                     | ● Wood Chipping   |
| ● Meat Processing                                      | ● Petroleum Refining                               | ● Sheet Metal Product Manufacturing                       | ● Wood Product Manufacturing N.E.C                          |
| ● Medical & Surgical Equipment Manufacturing           | ● Photographic & Optical Good Manufacturing        | ● Shipbuilding  | ● Wooden Furniture & Upholstered Seat Manufacturing         |
| ● Medicinal & Pharmaceutical Product Manufacturing     | ● Plastic Bag & Film Manufacturing                 | ● Sleepwear, Underwear & Infant Clothing Manufacturing    | ● Wooden Structural Component Manufacturing                 |
| ● Mens' And Boys' Wear Manufacturing                   | ● Plastic Blow Moulded Product Manufacturing       | ● Soap & Other Detergent Manufacturing                    | ● Wool Scouring   |
| ● Metal Coating & Finishing                            | ● Plastic Extruded Product Manufacturing           | ● Soft Drink, Cordial & Syrup Manufacturing               | ● Wool Textile Manufacturing                                |
|  | ● Plastic Foam Product Manufacturing               |   |   |

## Electricity, Gas and Water Supply

- |                            |                            |                                |                |
|----------------------------|----------------------------|--------------------------------|----------------|
| ● Electricity Distribution | ● Electricity Transmission | ● Sewerage & Drainage Services | ● Water Supply |
| ● Electricity Generation   | ● Gas Supply               |                                |                |

**Construction**

- |   |                                       |   |   |
|---|---------------------------------------|---|---|
| • Air Conditioning & Heating Services             | • Electrical Services                 | • Non-Building Construction N.E.C       | • Residential Building Construction N.E.C |
| • Bricklaying Services                            | • Fire & Security System Services     | • Non-Residential Building Construction | • Road & Bridge Construction              |
| • Carpentry Services                              | • Glazing Services                    | • Painting & Decorating Services        | • Roofing Services                        |
| • Commercial and Industrial Building Construction | • House Construction                  | • Plastering & Ceiling Services         | • Site Preparation Services               |
| • Concreting Services                             | • Institutional Building Construction | • Plumbing Services                     | • Structural Steel Erection Services      |
| • Constructions Services N.E.C                    | • Landscaping Services                |   | • Tiling & Carpeting Services             |

**Wholesale Trade**

- |  |   |   |   |
|--|---|---|---|
| • Book & Magazine Wholesaling            | • Dairy Produce Wholesaling                   | • Household Good Wholesaling N.E.C              | • Pharmaceutical & Toiletry Wholesaling |
| • Building Supplies Wholesaling N.E.C    | • Electrical & Electronic Equipment Wholesale | • Jewellery & Watch Wholesaling                 | • Photographic Equipment Wholesaling    |
| • Business Machine Wholesaling N.E.C     | • Farm & Construction Machinery Wholesaling   | • Liquor Wholesaling                            | • Poultry & Small Good Wholesaling      |
| • Car Wholesaling                        | • Farm Produce & Supplies                     | • Machinery & Equipment Wholesaling N.E.C       | • Professional Equipment Wholesaling    |
| • Cereal Grain Wholesaling               | • Fish Wholesaling                            | • Meat Wholesaling                              | • Textile Product Wholesaling           |
| • Chemical Wholesaling                   | • Floor Covering Wholesaling                  | • Metal & Mineral Wholesaling                   | • Timber Wholesaling                    |
| • Clothing Wholesaling                   | • Footwear Wholesaling                        | • Motor Vehicle Dismantling & Used Part Dealing | • Tobacco Product Wholesaling           |
| • Commercial Vehicle Wholesaling         | • Fruit & Vegetable Wholesaling               | • Motor Vehicle New Part Dealing                | • Toy & Sporting Good Wholesaling       |
| • Computer Wholesaling                   | • Furniture Wholesaling                       | • Paper Product Wholesaling                     | • Wholesaling N.E.C                     |
| • Confectionery & Soft Drink Wholesaling | • Grocery Wholesaling N.E.C                   | • Petroleum Product Wholesaling                 | • Wool Wholesaling                      |
|  | • Household Appliance Wholesaling             |   |   |

**Retail Trade**

- |                                      |   |  |  |
|--------------------------------------|---|--|--|
| • Antique & Used Good Retailing      | • Domestic Appliance (except Computer and Software) Retailing | • Furniture Retailing                              | • Recorded Music Retailing                                   |
| • Automotive Electrical Services     | • Domestic Appliance Retailing                                | • Garden Equipment Retailing                       | • Retailing N.E.C  |
| • Automotive Fuel Retailing          | • Domestic Hardware & Houseware Retailing                     | • Household Equipment Repair Services (Electrical) | • Smash Repairing  |
| • Automotive Repair & Services N.E.C | • Electronic Shopping and Mail-Order Houses                   | • Household Equipment Repair Services N.E.C        | • Specialised Food Retailing N.E.C                           |
| • Bread & Cake Retailing             | • Fabric & Other Soft Good Retailing                          | • Liquor Retailing                                 | • Sport & Camping Equipment Retailing                        |
| • Car Retailing                      | • Floor Covering Retailing                                    | • Marine Equipment Retailing                       | • Supermarkets and Other Grocery (except Convenience) Stores |
| • Clothing Retailing                 | • Flower Retailing  | • Milk Vending                                     | • Takeaway Food Retailing                                    |
| • Computer and Software Retailing    | • Footwear Retailing  | • Motor Cycle Dealing                              | • Toy & Game Retailing                                       |
| • Convenience Stores                 | • Fresh Meat, Fish & Poultry Retailing                        | • Newspaper, Book & Stationary Retailing           | • Trailer & Caravan Dealing                                  |
| • Department Stores                  |   | • Pharmaceutical, Cosmetic & Toiletry Retailing    | • Tyre Retailing   |
|                                      |   | • Photographic Equipment Retailing                 | • Watch & Jewellery Retailing                                |

**Accommodation, Cafes and Restaurants**

- |   |                       |                        |                       |
|---|-----------------------|------------------------|-----------------------|
| • Cafes & Restaurants                   | • Clubs (Hospitality) | • Motel Accommodation  | • Other Accommodation |
| • Caterers and Food Service Contractors | • Hotel Accommodation | • Pubs, Taverns & Bars |                       |

## Transport and Storage

- |   |  |  |  |
|---|--|--|--|
| <ul style="list-style-type: none"> <li>Coastal Water Transport</li> <li>Customs Agency Services</li> <li>Freight Forwarding (Except Road)</li> <li>Grain Storage</li> <li>Inland Water Transport</li> <li>International Sea Transport</li> <li>Long Distance Bus Transport</li> </ul> | <ul style="list-style-type: none"> <li>Non-Scheduled Air &amp; Space Transport</li> <li>Parking Services</li> <li>Pipeline Transport</li> <li>Port Operators</li> <li>Rail Transport</li> <li>Road Freight Forwarding</li> <li>Road Freight Transport</li> <li>Scheduled Domestic Air Transport</li> </ul> | <ul style="list-style-type: none"> <li>Scheduled International Air Transport</li> <li>Services To Air Transport</li> <li>Services To Road Transport N.E.C</li> <li>Services To Transport N.E.C</li> <li>Services To Water Transport N.E.C</li> </ul> | <ul style="list-style-type: none"> <li>Short Distance Bus Transport (Incl Tramway)</li> <li>Stevedoring</li> <li>Storage N.E.C</li> <li>Taxi &amp; Other Road Passenger Transport</li> <li>Transport N.E.C</li> <li>Travel Agency Services</li> <li>Water Transport Terminals</li> </ul> |
|---|--|--|--|

## Communication Services

- |  |   |  |   |
|--|---|--|---|
| <ul style="list-style-type: none"> <li>Courier Services</li> <li>Internet Service Providers</li> </ul> | <ul style="list-style-type: none"> <li>Mobile Telecommunications Carriers</li> <li>Postal Services</li> </ul> | <ul style="list-style-type: none"> <li>Telecommunication Services</li> <li>Telecommunications Resellers</li> </ul> | <ul style="list-style-type: none"> <li>Wired Telecommunications Carriers</li> <li>Other Telecommunication Services</li> </ul> |
|--|---|--|---|

## Finance and Insurance

- |  |  |  |   |
|--|--|--|---|
| <ul style="list-style-type: none"> <li>Building Societies</li> <li>Cash Management Trusts</li> <li>Central Bank</li> <li>Credit Unions</li> <li>Deposit Taking Financiers N.E.C</li> <li>Finance Companies</li> <li>Financial Asset Broking Services</li> <li>Financial Asset Investors</li> </ul> | <ul style="list-style-type: none"> <li>Funds Management</li> <li>General Insurance</li> <li>Health Insurance</li> <li>Investment Advice</li> <li>Investment Banks / Securities Houses</li> <li>Life Insurance</li> <li>Money Market Dealers</li> <li>Mortgage Brokers</li> </ul> | <ul style="list-style-type: none"> <li>National and Regional Commercial Banks</li> <li>Other Financiers</li> <li>Overseas Banks – Non-OECD</li> <li>Overseas Banks – OECD</li> <li>Overseas Central Banks – Non-OECD</li> <li>Overseas Central Banks – OECD</li> </ul> | <ul style="list-style-type: none"> <li>Securities Brokerage and Investment Banking</li> <li>Services To Finance &amp; Investment N.E.C</li> <li>Services To Insurance</li> <li>State Central Borrowing Authorities</li> <li>Superannuation Funds</li> <li>Unit / Property Trusts</li> </ul> |
|--|--|--|---|

## Property And Business Services

- |   |   |  |  |
|---|---|--|--|
| <ul style="list-style-type: none"> <li>'A' Grade Office Property</li> <li>'B' Grade Office Property</li> <li>'C' Grade Office Property</li> <li>'D' Grade Office Property</li> <li>Accounting Services</li> <li>Advertising Services</li> <li>Architectural Services</li> <li>Business Administrative Services</li> <li>Business Management Services</li> <li>Business Services N.E.C</li> <li>Caravan Parks</li> <li>Cleaning Services</li> <li>Clubs</li> </ul> | <ul style="list-style-type: none"> <li>Commercial Art And Display Services</li> <li>Commercial Property Developer</li> <li>Commercial Property N.E.C</li> <li>Commercial Property Operators &amp; Developers</li> <li>Community Shopping Centre</li> <li>Computer Consultancy Services</li> <li>Computer Maintenance Services</li> <li>Consulting Engineering Services</li> <li>Contact Staff Services</li> </ul> | <ul style="list-style-type: none"> <li>Contract Packing Services N.E.C</li> <li>Data Processing Services</li> <li>Employment Placement Services</li> <li>Factory</li> <li>Heavy Industrial Estate</li> <li>High-Tech Industrial</li> <li>Hospitals &amp; Nursing Homes</li> <li>Hotels (Mainly Accommodation)</li> <li>Hotels (Mainly Drinking)</li> <li>Information Storage And Retrieval Services</li> <li>Legal Services</li> </ul> | <ul style="list-style-type: none"> <li>Market Research Services</li> <li>Motels</li> <li>Motor Vehicle Hiring</li> <li>Neighbourhood Shopping Centre</li> <li>Non-Financial Asset Investors</li> <li>Non-Integrated Shopping Centre</li> <li>Other Retail</li> <li>Other Transport Equipment Leasing</li> <li>Pest Control Services</li> <li>Plant Hiring Or Leasing</li> <li>Premium Grade Office Property</li> </ul> |
|---|---|--|--|

## Property And Business Services – *continued*

- |                                     |                                  |  |                              |
|-------------------------------------|----------------------------------|--|------------------------------|
| • Real Estate Agents                | • Residential Property Operators | • Scientific Research                                | • Technical Services N.E.C   |
| • Residential (4 Or More Dwellings) | • Resorts                        | • Secretarial Services                               | • Vacant Land                |
| • Residential Property Developer    | • Retirement Villages            | • Security And Investigative Service (Except Police) | • Very Large Shopping Centre |
|                                     | • Schools & Colleges             | • Surveying Services                                 | • Warehouse                  |

## Government Administration and Defence

- |                                     |                                     |                                   |                                   |
|-------------------------------------|-------------------------------------|-----------------------------------|-----------------------------------|
| • Central Government Administration | • Foreign Government Representation | • Local Government Administration | • Overseas Governments – Non-OECD |
| • Defence                           | • Justice                           | • Overseas Governments – OECD     | • State Government Administration |

## Education

- |   |                       |                            |                                   |
|---|-----------------------|----------------------------|-----------------------------------|
| • Combined Primary/ Secondary Education | • Preschool Education | • Secondary Education      | • Technical And Further Education |
| • Higher Education                      | • Primary Education   | • Special School Education | • Other Education                 |

## Health and Community Services

- |                              |                                     |                                       |                                   |
|------------------------------|-------------------------------------|---------------------------------------|-----------------------------------|
| • Accommodation For The Aged | • Dental Services                   | • Non-Residential Care Services N.E.C | • Physiotherapy Services          |
| • Ambulance Services         | • General Practice Medical Services | • Nursing Homes                       | • Psychiatric Hospitals           |
| • Child Care Services        | • Health Services N.E.C             | • Optometry And Optical Dispensing    | • Residential Care Services N.E.C |
| • Chiropractic Services      | • Hospitals (Except Psychiatric)    | • Pathology Services                  | • Specialist Medical Services     |
| • Community Health Centres   |                                     |                                       | • Veterinary Services             |

## Cultural and Recreational Services

- |                                   |                                |                                  |                                       |
|-----------------------------------|--------------------------------|----------------------------------|---------------------------------------|
| • Casinos                         | • Horse And Dog Racing         | • Pay Television                 | • Sports And Services To Sports N.E.C |
| • Creative Arts                   | • Libraries                    | • Performing Arts Venues         | • Sports Grounds And Facilities N.E.C |
| • Film And Video Distribution     | • Lotteries                    | • Radio Services                 | • Television Services                 |
| • Film And Video Production       | • Motion Picture Exhibition    | • Recreational Parks And Gardens | • Zoological And Botanic Gardens      |
| • Free to Air Television Services | • Museums                      | • Services To The Arts N.E.C     | • Other Recreation Services N.E.C     |
| • Gambling Services N.E.C         | • Music And Theatre Production | • Sound Recording Studios        |                                       |

## Personal and Other Services

- |  |                                  |   |                                      |
|--|----------------------------------|---|--------------------------------------|
| • Business And Professional Associations       | • Hairdressing And Beauty Salons | • Personal And Household Goods Hiring N.E.C | • Political Parties                  |
| • Corrective Centres                           | • Individuals                    | • Personal Services N.E.C                   | • Private Households Employing Staff |
| • Fire Brigade Services                        | • Interest Groups N.E.C          | • Photographic Film Processing              | • Religious Organisations            |
| • Funeral Directors, Crematoria And Cemeteries | • Labour Associations            | • Photographic Studios                      | • Video Hire Outlets                 |
| • Gardening Services                           | • Laundries And Dry-Cleaners     | • Police Services                           | • Waste Disposal Services            |

### Job Category and Job Type Classification for Individuals

**i** The list of eligible Job Category and Job Type for individuals is provided below. Job Categories are in bold with their associated Job Types listed underneath.

#### **Air / Sea Trans Workers**

- Air Transport/Support Worker
- Aircraft Pilots
- Ships Pilots And Crew
- Stewards
- Other

#### **Clerks**

- Data Processing
- Dispatch/Purchasing
- Filing/Mail Sorters
- Numerical/Accounting/Statistics
- Receptionists
- Stenographers/Typists
- Other (Clerks)

#### **Commonwealth Bank Staff**

- Commonwealth Bank Staff

#### **Engineers / Technicians**

- Aircraft
- Architect
- Building Engineer
- Chemical
- Civil
- Electrical Engineer
- Marine
- Mechanical
- Other (Engineers/Technicians)

#### **Government Officials**

- Ambulance
- Fire Fighter
- Judges/Magistrates/Mediators
- Parliamentarians/Councillors
- Police

#### **Home Duties**

- Home Duties

#### **Labourers and Related Workers**

- Agricultural Labourers
- Cleaners
- Construction
- Factory Hands
- Farm Hands
- Fishing
- Mining
- Other (Labourers)

#### **Machine Operators / Drivers**

- Excavating/Earthmoving
- Mobile Plant/Equipment
- Rail/Tram/Road
- Stationary Plant/Equipment
- Other Machine Operators

#### **Managers**

- Farmers And Farm Managers
- Finance
- Personnel & Industrial Relations
- Production
- Sales And Marketing
- Other (Managers)



### Medical / Veterinarians

- Dental
- Doctor/General Practitioner
- Nurses
- Occupational Therapists
- Optometrists
- Pharmacists
- Physiotherapists
- Specialist
- Other (Medical/Veterinarians)

### Professionals

- Accountants
- Artists
- Computing
- Journalists
- Lawyers
- Minister Of Religion/Social Work
- Personnel
- Public Relations
- Other (Professionals)

### Retired

- Independent Means
- Pensioner (Dss)
- Pensioner (Vet Affairs)
- Private Superannuant
- Other (Retired)

### Salespersons / Careworkers

- Care Worker
- Cashier/Telling
- Investment/Insurance
- Real Estate
- Sales Assistant
- Sales Representative
- Travel
- Waiters/Waitresses
- Other (Salesperson/Care Workers)

### Scientists

- Geologist
- Physicist
- Research Chemist
- Other (Scientists)

### Sports Persons

- Sports Persons

### Students

- Austudy
- Other (Students)

### Teachers / Instructors

- Primary
- Secondary
- Tafe
- University
- Other (Teachers/Instructors)

### Tradespersons / Apprentices

- Building
- Electrical
- Food
- Horticultural
- Metal
- Printing
- Vehicle
- Other (Tradesperson/Apprentices)

### Other (including unemployed)

- Invalid Pensioner
- Unemployment Benefits
- Other (Unemployed/Other)