

i Guide to completing this form

This form applies to Individuals who hold a CommSec product

- All Sections except Section 3 are mandatory. Only complete Section 3 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. Personal Details

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

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

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

Job category*	Job type*		
<input type="text"/>	<input type="text"/>		
Residential address* – <i>PO Box is not acceptable</i>			
<input type="text"/>			
Suburb*	State*	Postcode*	Country*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal address* – <i>Must not be a third party address</i>			
<i>If left blank, your residential address will be used.</i>			
<input type="text"/>			
Suburb	State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Identification*

Please choose one of the two identification options below:

<input type="radio"/>	Option 1 – Passport or Australian Driver Licence Attach a copy of your Passport or Australian Driver Licence (front and back)
<input type="radio"/>	Option 2 – No Passport or Australian Driver Licence For a complete list of acceptable documents, persons allowed to certify and how to certify documents please refer to the DOCUMENT CERTIFICATION INSTRUCTION booklet. Please be advised we ONLY accept wet ink certified documents via post.

Section 2. Privacy

For details of how any personal information you may have provided is handled by us, please refer to the Group Privacy Statement on the CommBank website.

Section 3. Tax Residency Information – Individual/Joint Application – *if applicable*

i You **must** complete this section if you settle into a Commonwealth Direct Investment Account.

Tax Residency Information – Individual

Instructions for completion

- List all your countries of tax residency and your TIN for that country or 'Reason Code' if no TIN is available.
- If Australia is a country of tax residence, you can choose 'Reason Code C' as this is optional for Australia.
- For more information please visit <https://travel.state.gov/content/travel/en/international-travel/while-abroad/federal-benefits-and-obligations-abroad.html>.

Country/ies of Tax Residency		Tax Identification Number (TIN)				
Please list country/ies of tax residency		1. Provide either TIN; or 2. Select a 'Reason Code' if no TIN: A. My country of tax residency does not issue TINs B. I haven't been Issued with a TIN by my country of tax residency C. My 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

Section 4. Declaration

- I confirm that the above information is true and correct and that I will promptly advise CommSec if the information changes.
- I certify that I am the named person or am authorised to provide this information on their behalf.
- I understand and acknowledge that the law requires applicants to provide true and correct information and state all the names by which I am commonly known.
- I also 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 acknowledge and authorise the collection, use or exchange of my information in accordance with the Privacy Policy and that relevant information relating to the account(s) may be provided to the tax authorities in order to comply with taxation laws and Australian Government global standards on the automatic exchange of financial information known as Common Reporting Standard (CRS) and 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/>.

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 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.

Note: E-signatures are not accepted.

Full name

Date signed – DD / MM / YYYY

 / /

Signature – *Must be signed pen to paper*

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)