

i Guide to completing this form

This form applies to Individuals who hold a CommSec product

- Section 1 – Personal details
- Section 2 – Privacy
- Section 3 – Declaration

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

i For the list of eligible Job category and Job Types, see [Appendix 1](#).

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*

Same as Residential address

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

Identification*

Please provide clear, legible **photocopy/s of acceptable Identification document/s** and **consent to the electronic verification to be performed**.

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.comsec.com.au/media/68016/formsofid_and_eligiblecertifiers.pdf

Individual Tax Residency

- If you hold either a Margin Loan or Commonwealth Direct Investment Account (CDIA) or Accelerated Cash Account (ACA) or a combination of these accounts, please provide all countries where you are a resident for tax purposes; and Tax Identification number (TIN) for each country of tax residency.
- If TIN is not available, please select one of the following reasons:
 - My country of tax residency does not issue TINs
 - I have not been issued with a TIN by my country of tax residency
 - My country of tax residency does not require disclosure of a TIN (use this if providing Australia)
 - TIN information will be provided later (If this reason is selected, account operations might be impacted until TIN is provided)

Note: If you are a resident or citizen of the US, it is mandatory to include US as a country of tax residency and provide a TIN.

Country/ies of Tax Residency		Tax Identification Number (TIN) or Reason for no TIN			
Please list country/ies of tax residency		Please provide a TIN for each country of tax residency or select one of the reasons for no TIN (Refer to options A, B, C, D above)			
1		TIN:		OR Reason Code:	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
2		TIN:		OR Reason Code:	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
3		TIN:		OR Reason Code:	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D

Section 2. Privacy

CommSec is collecting your personal information to identify you in accordance with the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* and in connection with your role as an account authority. For more information about how we collect, handle personal information, including how you can access, or seek correction of, your information or contact us with any feedback, please refer to our Privacy Policy available on www.commbank.com.au/privacy.

Section 3. Declaration

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 document 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). I declare that the details as shown on this form are complete and correct and that I will advise CommSec if these details change.

CommSec is required by the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* to collect and verify information your identity before CommSec can provide you with the services or products for which you've applied. By ticking this box on this form:

I consent to having electronic identification performed using personal details and identification documents I have provided, and understand that providing false or misleading information about my identity/s is an offence under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*.

- I consent to having my personal details and identification documents matched to information held by the issuer or Official Record Holder via third party systems
- I understand that my personal information will be exchanged with external organisations including: credit reporting agencies, Commonwealth and State government departments, independent and private sector organisations and outsourced providers who coordinate the electronic identification process and who may conduct additional matches against public or proprietary databases
- As part of the electronic identification process, I permit these external organisations to record, use and disclose my information in accordance with their own privacy policies

and legal obligations. I understand that CommSec and its outsourced providers will access records held about me/us by these external organisations only for the purpose of matching the identifying information I have chosen to provide

- I consent to providing my/our name/s, address/es and date of birth to selected credit reporting agencies to match this information against their records. I understand that this is done only for identity verification purposes as required by the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*.

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. **Note:** E-signatures are not accepted.

Full name* Date* – 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
- Stewards
- Other
- Ships Pilots And Crew

Clerks

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

Commonwealth Bank Staff

- Commonwealth Bank Staff

Engineers / Technicians

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

Government Officials

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

Home Duties

- Home Duties

Labourers and Related Workers

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

Machine Operators / Drivers

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

Managers

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

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)

Unemployed / Other

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