

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

## 1. Contact Details

Beneficial Owner     
  Additional Trustee     
  Third party mortgagor

Mr     
  Ms     
  Mrs     
  Miss     
  Dr     
  Other

First name      Middle name/s      Surname      Date of birth – DD / MM / YYYY

/  /

Other name/s commonly known by – *If applicable*      Account designation – *If applicable*

      Male       Female

Street address – *Cannot be a PO Box*

Suburb      State      Postcode      Country – *If not Australia*

          

Contact number      Email address

    

## 2. Tax Residency Information

### 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 you list Australia as a country of tax residency, select 'Reason Code' C in the TIN column.
- If you are a US citizen or resident you must include USA as a country of tax residency.
- Tax residency information is not required for Publicly Listed Companies or Company Trustees except where lodging managed funds as collateral.

For further instructions on how to complete this section see [explanatory notes #1](#) at the end of this application.

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. 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	<input type="text"/>	TIN:	<input type="text"/>	<b>OR</b>	Reason Code: <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C
2	<input type="text"/>	TIN:	<input type="text"/>	<b>OR</b>	Reason Code: <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C
3	<input type="text"/>	TIN:	<input type="text"/>	<b>OR</b>	Reason Code: <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C

### 3. Identification

<input type="checkbox"/>	<p><b>Passport or Australian Driver Licence</b></p> <p>Please attach a copy of two of the following items to this application: Australian Driver Licence, Passport or Medicare Card.</p> <p>By ticking this box and providing copies of your ID, you consent to the electronic verification of your ID documents as outlined in the Declaration Section of this form.</p>
<input type="checkbox"/>	<p><b>No Passport or Australian Driver Licence</b></p> <p>Please fill out the above sections and ask your adviser to contact us for alternative options of confirming your identity.</p>

### 4. Declaration and Signature/s

1. The information I provided to you in this form is complete and correct.
2. The name of individual persons given in this form are true and correct and the law prohibits the use of false names, as well as the giving or use of false documents in connection with an identification procedure.
3. That I consent to the collection, use and exchange of my personal information as set out in the Customer Information and Privacy sections of the Terms and Conditions for each product I am applying for.
4. CommSec Adviser Services is required by the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* to collect information about you and verify your identity before we can provide you with the services or products for which you've applied. If you selected 'Passport or Australian Driver Licence' as the method of ID in this form the following applies to you:
  - a. 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 is an offence under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*.
  - b. 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.
  - c. 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.
  - d. 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 Adviser Services and its outsourced providers will access records held about me by these external organisations only for the purpose of matching the identifying information I have chosen to provide.
  - e. I consent to providing my name, address and date of birth to selected credit reporting agencies to match this information against their records.
  - f. 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, please contact us for alternative options of confirming your identity.

Full name  Date – DD / MM / YYYY  
 /  /

Signature – *Must be signed pen to paper*

## Explanatory Notes

### 1. Tax Identification Number (TIN)

If you are a tax resident of another country, you will be asked for your Tax Identification Number (TIN) issued to you in that country, if you have one.

TIN is an international term which may have a different name in some countries.

A compilation of links to information about TINs for many countries can be found here: <http://www.oecd.org/>

**Return to:** [Section 2: Tax Residency Information](#)

Examples are Tax File Number (TFN) in Australia, Social Insurance Number (SIN) in Canada, Unique Taxpayer Reference (UTR) or National Insurance Number (NINO) in United Kingdom, Permanent Account Number (PAN) in India, IRD Number in New Zealand, and Tax Reference Number (TRN) in Malaysia.

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## How to submit your documents

### Clients

Please provide your completed and signed form with relevant supporting documents to your adviser.

If you are required to send Original Certified Copies of documents please send via post to:

📍 **CommSec Adviser Services, Locked Bag 22, Australia Square NSW 1214**

📞 13 15 20    ✉ [CommSecAdviserServices@cba.com.au](mailto:CommSecAdviserServices@cba.com.au)    🌐 [CommSecAdviserServices.com.au](http://CommSecAdviserServices.com.au)

### Advisers

Send this form and all supporting documents to the e-mail or postal address listed below.