

Under the Anti Money Laundering and Counter-Terrorism Financing Act we are obligated to verify the information you have provided to us on your application form. To ensure your application is processed as quickly as possible, please follow the directions outlined below.

- Step 1**            Review the table below and gather all required forms of documentation in accordance with your specific account type.
- Step 2**            Ensure all supporting documents have been certified by an eligible person.
- Step 3**            Mail ALL required documentation to HC Securities.

Account Type	Acceptable Forms of Identification	
Individual or Joint	1 document listed under <b>CATEGORY A</b>	
Company (Australian or Foreign Registered)	1 document listed under <b>CATEGORY A</b> (for each director) + ALL documents listed under <b>CATEGORY B</b>	
Trust or Superannuation Fund	Individual or Joint Trustee(s)	Corporate Trustee(s)
	1 document listed under <b>CATEGORY A</b> (for each trustee) + Trust Deed (full)	1 document listed under <b>CATEGORY A</b> (for each director) + ALL documents listed under <b>CATEGORY B</b> + Trust Deed (full)
Minor*	1 document listed under <b>CATEGORY A</b> + Birth Certificate/Passport of Minor	

*\*This account type is not offered by all of our service providers. Please contact HC Securities for more details.*

**Category A Documents**

- A current driver’s licence, containing the applicant’s photograph and current residential address.
- A current Passport, Birth Certificate or Pension Card AND two utility bills or bank statements (less than 3 months old).
- A government issued proof of age card containing a photograph of the person in whose name the document is issued as well as a current residential address.

**Category B Documents**

- A certificate of incorporation, containing the ACN and business name of the applicant.
- Proof of principle place of business.
- Proof of principle place of registered office.
- Two utility bills or bank statements which are less than 3 months old.

## What is a certified document?

A certified document is a true copy of an original document certified by an eligible person. To have your documents certified, you will need to give both the original and the copy to the eligible person certifying the documents. The eligible person who certifies the document must state their full name, their capacity in which they are authorised to certify documents and the date the document was certified.

## Who is eligible to certify documents?

The following people are authorised to certify your documents:

- A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner;
- A judge of a court;
- A magistrate;
- A chief executive officer of a Commonwealth Court;
- A Justice of the Peace
- An Australian Consular Officer or an Australian Diplomatic Officer
- A registrar or deputy registrar of a court;
- A notary public (for the purpose of the Statutory Declarations Act 1993);
- A police officer;
- A postal manager of the Australian Postal Corporation
- An accountant registered as a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more consecutive years of membership.
- An officer with an Australian Financial Services License having 2 or more continuous years of service with one or more licenses.

## PLEASE SEND CERTIFIED IDENTIFICATION TO:

HC Securities  
GPO Box 5392  
Sydney NSW 2001