

Macquarie Associations New Zealand Identification Form



The purpose of this form is to identify an Association.

In addition to this form, each signatory on the account must complete an Individual / Sole Trader Identification form and provide the supporting identification documentation.

Complete **Section 1** before presenting this form to Macquarie, attaching all supporting documentation.

Options to have your form(s) verified.

- **Macquarie office over the counter verification** will accept original or certified copies of identification documents OR
- **Mailed verification** – Macquarie will accept certified copies of identification documents.

Please refer to Section 5 for a list of the Authorised Persons who can certify identification documents.

1. ASSOCIATION DETAILS

1.1 General Information

Full name of Association

Full name of the following (or equivalent in each case):

	Full Given Name (s) of officer (if applicable)	Surname
Chairman	<input type="text"/>	<input type="text"/>
Secretary	<input type="text"/>	<input type="text"/>
Treasurer	<input type="text"/>	<input type="text"/>

Provide an ID number issued on incorporation (if any)

1.2 Association Type (Select ✓ only ONE of the following categories)

- Incorporated Association ► **Go to Section 1.3 below.**
- Unincorporated Association ► **Go to Section 1.4 below.**

1.3 Incorporated Association (Select ✓ and provide ONE of the following)

Principal place of administration

Address (PO Box is NOT acceptable)

Street

Suburb Postcode Country

You do not need to complete Section 1.4
Go to Section 2

Registered office

Address (PO Box is NOT acceptable)

Street

Suburb Postcode Country

You do not need to complete Section 1.4
Go to Section 2

Name and Residential address of the public officer (or president, secretary or treasurer if there is no public officer)

Full Given Name(s) of officer (if applicable)	Surname	Position
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address (PO Box is NOT acceptable)

Street

Suburb Postcode Country

You do not need to complete Section 1.4. Go to Section 2

1.4 Unincorporated Association

Principal place of administration (PO Box is NOT acceptable)

Street

Suburb Postcode Country

Go to Section 2

2. ASSOCIATION VERIFICATION PROCEDURE

If 'Incorporated Association' is selected in section 1.2 above, verify:

- Full name of the association
- ID number issued on incorporation (if any)

Tick ✓	Verification options (select one or more of the following options used to verify the Incorporated Association)
<input type="checkbox"/>	An original, certified copy or certified extract of the Constitution or Rules of the association.
<input type="checkbox"/>	Information provided by the government responsible for the incorporation of the association.

If "Unincorporated Association" is selected in section 1.2 above, verify:

- Full name of the association

Tick ✓	Verification options (use the following to verify the Unincorporated Association)
<input type="checkbox"/>	An original, certified copy or certified extract of the Constitution or Rules of the association.

Documents that are written in a language that is not English, must be accompanied by an English translation prepared by an accredited translator

3. RECORD OF VERIFICATION PROCEDURE

Important

- **Attach** a legible certified copy of the identification documentation used to verify the Association

ID DOCUMENT DETAILS	Document 1	Document 2
Verified From	<input type="checkbox"/> Original <input type="checkbox"/> Certified copy <input type="checkbox"/> Performed search	<input type="checkbox"/> Original <input type="checkbox"/> Certified copy <input type="checkbox"/> Performed search
Document Issuer		
Issue date		
Accredited English Translation	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted	<input type="checkbox"/> N/A <input type="checkbox"/> Sighted

4. CHECKING OFFICER USE ONLY

Checking officer's name

Checking officer's signature

Date

Macquarie Office

Comments

5. AUTHORISED PERSONS THAT CAN CERTIFY ID DOCUMENTS

Your photocopied identification should be signed as a certified true copy by one of the following:

Authorised persons that can certify identification 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 registrar or deputy registrar of a court	A Justice of the Peace
A notary public (for purposes of Statutory Declaration Regulations 1993) (Australia)	A police officer
An agent of Australia Post who is in charge of an office supplying postal services to the public	A permanent employee of Australia Post with 2 or more years of continuous service who is employed in an office supplying postal services to the public
An officer with 2 or more continuous years of service with one or more finance institutions (for purposes of Statutory Declaration Regulations 1993) (Australia)	A finance company officer with 2 or more continuous years of service with one or more finance companies (for purposes of Statutory Declaration Regulations 1993) (Australia)
An officer with, or authorised representative of, a holder of an Australian Financial Services License, having 2 or more continuous years of service with one or more licensees	A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership
An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)	A member of the Institute of Chartered Accountants in New Zealand with 2 or more years continuous service
A person who is enrolled on the roll of the High Court of New Zealand, as a legal practitioner	A member of the New Zealand Institute of Financial Advisers, who is known to Macquarie Investment Management Limited or Macquarie Investment Services Limited

6. MACQUARIE CONTACT DETAILS

New Zealand

Freepost 55997, PO Box 2006

Shortland Street

Auckland, New Zealand 1140

Level 17, Lumley Centre

88 Shortland Street

Auckland, New Zealand

Hours of operation: 8.30am – 5.00pm

For product specific contact phone numbers refer to your Investment Statement or Product Disclosure Statement or visit www.macquarie.co.nz