



Investment & Financial Services Association Ltd

# IDENTIFICATION FORM REGISTERED CO-OPERATIVE



### GUIDE TO COMPLETING THIS FORM

- o Complete the following in **BLOCK LETTERS**
- o Contact your licensee if you have any queries.

## SECTION 1A: REGISTERED CO-OPERATIVE DETAILS

### 1.1 General Information

Full name of registered co-operative

Provide ID number issued by relevant registration body (if any)

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

	Full given name(s)	Surname
Chairman	<input type="text"/>	<input type="text"/>
Secretary	<input type="text"/>	<input type="text"/>
Treasurer	<input type="text"/>	<input type="text"/>

### 1.2 Address Information (select ✓ and provide ONE of the following)

**Principal place of operations**

Address (PO Box is NOT acceptable)

Street

Suburb  State  Postcode  Country

**Go to Section 1B**

**Registered office**

Address (PO Box is NOT acceptable)

Street

Suburb  State  Postcode  Country

**Go to Section 1B**

**Name & 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  State  Postcode  Country

**Go to Section 1B**

**SECTION 1B: REGISTERED CO-OPERATIVE IDENTIFICATION PROCEDURE**

Verify the following:

- Full name of the registered co-operative
- ID number issued by relevant registration body (if any).

Tick ✓	Verification options (select one or more of the following options used to verify the Registered Co-Operative)
<input type="checkbox"/>	Information provided by ASIC or the relevant registration body responsible for the registration of the co-operative.
<input type="checkbox"/>	An original or certified copy or certified extract of the register maintained by the co-operative.

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

**SECTION 1C: RECORD OF VERIFICATION PROCEDURE****IMPORTANT:**

- **Attach** a legible copy of the ID documentation used to verify the Registered Co-Operative.
- **Alternatively, if agreed** between your licensee and the product issuer, complete the ID Document Details below, and **DO NOT** attach copies of the ID Documents.

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

**SECTION 1D: FINANCIAL PLANNER DETAILS – identification and verification conducted by:**

Date Verified (dd/mm/yyyy)

Financial Planner's Name

Phone No.

AFS Licensee Name

AFSL No.