

## Know your client

### Individual, Joint Investors and Sole Trader

#### When to use this form

Use this form to provide the information we need to verify your identity and to meet our legal obligations (including those under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 and the collection of information required regarding your tax status in accordance with the United States Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standards (CRS)).

#### Verifying an investor's identity

We need to verify or confirm your identity by checking that certain details you provide in this form **match** the details that are in certain documents you need to attach to this form.

If you are signing this form under Power of Attorney or as the investor's legal or nominated representative (agent), we also need to verify your identity.

Please send us **original certified copies** of your original documents - don't send us the original documents. If the document is not written in English, then you must also attach an English translation prepared by an accredited translator. An accredited translator is any person who is currently accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI) at the level of Professional Translator or above. Please refer to [www.naati.com.au](http://www.naati.com.au) for further information.

#### Getting your copies certified

A copy of a document must be certified to be a true and correct copy of the original document. Only certain people can certify copies including:

- police officer or sheriff
- justice of the peace or notary public
- legal practitioner, magistrate, judge or registrar/deputy registrar of a court
- member of any of the following: Chartered Accountants Australia and New Zealand, the Association of Taxation and Management Accountants, CPA Australia or the Institute of Public Accountants.

You can see the full list of people who can certify documents or extracts at [amp.com.au/identification-investments](http://amp.com.au/identification-investments).

#### Example

I certify that this is a true and correct copy of the original document

*John Citizen*

John Citizen, Justice of the Peace

Registration Number

10 Other Street

Suburb NSW 2000

02 9999 9999 30 May 2016

#### Documents for an individual/sole trader

So we can verify the identity of an individual/sole trader, you need to send us the documents shown under option A or B:

##### Option A

One of these:

- current Australian state or territory driver licence that has your photo
- Australian passport that is current or expired within the last two years
- card issued under a state or territory law to prove your age that has your photo
- current foreign government passport (or similar international travel document) that has your photo and signature
- current foreign driver licence that has your photo
- current national identity card that has your photo.

##### Option B

One of these:

- Australian or foreign birth certificate
- Australian or foreign citizenship certificate
- birth certificate extract
- pension card issued by Department of Human Services
- health card issued by Department of Human Services
- an indigenous community identity card
- a name change certificate
- Australian or foreign marriage certificate.

##### Plus

One of these (**must** include the client's full name and residential address):

- a document issued by the Commonwealth or a state or territory within the last 12 months that shows financial benefits paid to you
- a document issued by the ATO within the last 12 months that shows money to be paid to you or that you need to pay to them (make sure you cross out your TFN)
- a document issued by a local government body or utility provider within the last three months that shows the services provided to you at your address
- if you're under 18 years old, a notice issued by a school principal within the last three months that shows how long you attended that school.

**Please note:** Where any document relied on as part of this procedure is in a language that is not English, it must be accompanied by an English translation prepared by an accredited translator.

## Section 1 - Investor details

Complete this document if you are investing as or on behalf of:

- an individual investor
- joint investors (all joint investors must provide details), or
- a sole trader.

### 1A. Investor 1 (all investors must complete)

#### Personal details

Title  Surname

Given name(s) (including all given names)

Alternative name(s) if any

Date of birth (dd/mm/yyyy)  Gender Male  Female  Other

Occupation  Industry

#### Residential address (a PO Box is **not** acceptable)

Unit number  Street number  Street name

Suburb/Town  State  Postcode

Country

### 1B. Sole Trader only

Full business name (if any) under which you carry on your business

ABN (if applicable)

#### Principal place of business (please tick)

- Same as residential address in **part A** above
- Other - please provide address (a PO Box is **not** acceptable)

Unit number	Street number	Street name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb/Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	<input type="text"/>	

### 1C. Investor 2 (joint investors only)

#### Personal details

Title	Surname
<input type="text"/>	<input type="text"/>
Given name(s) (including all given names)	
<input type="text"/>	
Alternative name(s) if any	
<input type="text"/>	
Date of birth (dd/mm/yyyy)	Gender
<input type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
Occupation	Industry
<input type="text"/>	<input type="text"/>

#### Residential address (a PO Box is **not** acceptable)

Unit number	Street number	Street name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb/Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 1D. Joint Investor only

Please indicate who will sign to authorise transactions on your investment account. If no selection is made, both signatures will be required for all transactions.

Both to sign  Either to sign

## 1E. Other information

### Source of funds

Select how you have sourced these funds to invest with NMFM (choose the **one** most relevant response).

- |  |   |
|--|---|
| <input type="checkbox"/> Business income                                 | <input type="checkbox"/> Borrowed funds   |
| <input type="checkbox"/> Investment income (eg rent, dividends, pension) | <input type="checkbox"/> Windfall (eg gift, lottery winnings, gambling)                                     |
| <input type="checkbox"/> Income from employment - regular and/or bonus   | <input type="checkbox"/> Government benefits (eg childcare rebate, family tax benefit)                      |
| <input type="checkbox"/> Sale of assets (eg property, company)           | <input type="checkbox"/> One-off payment (eg matured investment, court settlement, redundancy, inheritance) |
| <input type="checkbox"/> Other   | <input type="text"/>  |

### Source of wealth

Select how you have built your wealth in order to invest with NMFM (choose the **one** most relevant response).

- |   |
|---|
| <input type="checkbox"/> Business income  |
| <input type="checkbox"/> Investment income (eg rent, dividends, pension)                                    |
| <input type="checkbox"/> Sale of assets (eg property, company)  |
| <input type="checkbox"/> Income from employment - regular and/or bonus                                      |
| <input type="checkbox"/> Windfall (eg gift, lottery winnings, gambling)                                     |
| <input type="checkbox"/> One-off payment (eg matured investment, court settlement, redundancy, inheritance) |
| <input type="checkbox"/> Other  |

**What is the nature and purpose of your business relationship with NMFM?** (Choose the **one** most relevant option)

- |   |
|---|
| <input type="checkbox"/> Building wealth (eg a large initial deposit, using investment returns to grow your wealth over time) |
| <input type="checkbox"/> Business income (eg regular deposits and withdrawals for expenses - mostly for non-individuals)      |
| <input type="checkbox"/> Savings (eg regular deposit with few withdrawals, earning interest to grow your balance)             |
| <input type="checkbox"/> Everyday savings (eg frequent deposits and withdrawals)  |

## Section 2 - Tax information

### Collection of tax status in accordance with United States Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standard (CRS).

Tax residency rules differ by country. Whether an individual is a tax resident of a particular country is often (but not always) based on the amount of time a person spends in a country, the location of a person's residence or place of work. For the United States (US), tax residency can be as a result of citizenship or residency.

**Any investor who is a tax resident of a country other than Australia, is required to provide their tax identification number (TIN) or equivalent below for each foreign country in which they are a tax resident.**

*A TIN is the number assigned by each country for the purposes of administering tax laws. This is the equivalent of a Tax File Number in Australia or a Social Security Number in the US. If a TIN is not provided, please list one of the three reasons specified (A, B or C) for not providing a TIN.*

#### Investor 1 (including Sole Traders)

Please answer **both** tax residency questions:

(a) Is the individual a tax resident of Australia?  Yes  No

No

(b) Is the individual a tax resident of another country?  Yes  No

No

If 'Yes' to (b), please provide details below.

1. Country

TIN

If no TIN, list reason A, B or C (see below)

2. Country

TIN

If no TIN, list reason A, B or C (see below)

3. Country

TIN

If no TIN, list reason A, B or C (see below)

#### Investor 2 (if applicable)

Please answer **both** tax residency questions:

(a) Is the individual a tax resident of Australia?  Yes  No

No

(b) Is the individual a tax resident of another country?  Yes  No

No

If 'Yes' to (b), please provide details below.

1. Country

TIN

If no TIN, list reason A, B or C (see below)

2. Country

TIN

If no TIN, list reason A, B or C (see below)

3. Country

TIN

If no TIN, list reason A, B or C (see below)

If there are more countries, provide details on a separate sheet and tick this box.

**Reason A** The country of tax residency does not issue TINs to tax residents.

**Reason B** The country of tax residency issues TINs, but I currently cannot provide it.

**Reason C** The country of tax residency does not require the TIN to be disclosed.

All investors (or their agents or attorneys if applicable) must complete this section.

### Anti-Money Laundering and Counter-Terrorism Financing Law (AML/CTF), Sanctions Law (Sanctions) United States Foreign Account Tax Compliance Act (FATCA) and Common Reporting Standard (CRS) Obligations

By applying to invest you warrant that:

- you comply and will continue to comply with all applicable AML/CTF, Sanctions and regulations, FATCA and CRS obligations, including but not limited to the law and regulations of Australia in force from time to time (AML/CTF and Sanctions, FATCA and CRS obligations)
- you are not aware and have no reason to suspect that:
  - the moneys used to fund your investment have been or will be derived from or related to any money laundering, terrorism financing or similar activities that would be illegal under applicable laws or regulations or otherwise prohibited under any international convention or agreement ('illegal activity'), or
  - the proceeds of your investment will be used to finance any illegal or sanctioned activities
- you, your agent or your nominated representative will provide us with all additional information and assistance that we may request in order to comply with any AML/CTF, Sanctions, FATCA and CRS obligations
- you will notify us if you are or become:
  - a 'politically exposed' person or organisation for the purposes of any AML/CTF
  - a 'proscribed person or entity' for the purposes of the Sanction, or
  - commonly known by a name other than the name provided in the form you complete at the time of applying for an investment, and
- you will notify us as soon as possible of any changes to your name or business name, address (residential or business), occupation or core business activity, or ownership including any beneficial owners changes or controlling persons changes where applicable.

By applying to invest you also acknowledge that we may:

- decide to delay or refuse any request or transaction, including by suspending the issue or redemption of units, if we are concerned that the request or transaction may breach any obligation of, or cause us to commit or participate in an offence under any AML/CTF, Sanctions, FATCA and CRS obligations, and we will incur no liability to you if we do so
- request further information from you which we reasonably believe is necessary for us to comply with AML/CTF, Sanctions, FATCA and CRS. Failing to provide us with this information in a reasonable time may result in restrictions on your account (including closure) in regard to any investment you have with us
- take other action we reasonably believe is necessary to comply with AML/CTF, Sanctions, FATCA and CRS obligations, including disclosing any information held about you to any of our related bodies corporate or service providers whether in Australia or outside Australia, or to any relevant Australian or foreign regulator, and
- collect additional information about you from time to time, from you or from third parties, for the purposes of satisfying AML/CTF, Sanctions, FATCA and CRS obligations, and that any such information may be used and disclosed as described in the AMP Privacy Policy available online at [amp.com.au/privacy](http://amp.com.au/privacy) or by contacting us.

## Declaration

All investors, agents acting as legal or nominated representative for investors and attorneys acting under power of attorney must sign this declaration.

I/We:

- agree to the anti-money laundering, counter-terrorism financing, FATCA and CRS statement above
- declare and agree that any information and documents relevant to and provided with or separate to this data collection form are complete and correct, and if they are about another person, have been provided with the consent of that person
- acknowledge that it is a criminal offence to knowingly provide false or misleading information or documents, and
- if a certified copy of a document containing a photograph of an individual is submitted with this form, I/we warrant that I/we have advised the certifier of their responsibility to be satisfied that the photograph in the original document is a true likeness of the individual named in that document
- agree to notify AMP as soon as possible when my tax residency changes.

**Signature(s) - The signatories must be the same as the application or subscription form which is being submitted.**

### Signatory 1

Title  Surname  First name

Signing as (please tick):

Individual  Sole trader  Joint investor  Agent  Attorney

Signature

Date (dd/mm/yyyy)

X

### Signatory 2 - Joint investor

Title  Surname  First name

Signing as (please tick)

Joint investor  Agent  Attorney (if more than 2 attorneys, please provide names and signatures)

Signature

Date (dd/mm/yyyy)

X

## Know your client form checklist

### The investor/agent/attorney has:

- Completed all relevant sections of the form
- Read and understood the obligations and declaration in Section 3 and signed and dated this section
- Attached original certified copies of documents to verify their identity as set out on page 1

## Contact details

### Mailing address

National Mutual Funds Management Ltd - Unit Registry  
GPO Box 804  
Melbourne VIC 3001

### Client Services

**T:** 133 267  
8.30am - 5.30pm Sydney time, Monday to Friday  
**F:** 1800 188 267  
**E:** [ampinvestments@amp.com.au](mailto:ampinvestments@amp.com.au)  
**W:** [amp.com.au/investments](http://amp.com.au/investments)