



LIFE INSURANCE

Identification for Individuals and Sole Traders

Policy number

Policy number

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You can also arrange for your financial adviser to identify you. If so, your adviser must complete the appropriate FSC Identification form.

We respect your privacy and handle your information in accordance with our privacy policy. The MLC Limited Privacy Policy is available at mlcinsurance.com.au/privacy-policy

Section 1: Personal details

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

First name

Middle name

Last name

Date of birth (DD/MM/YYYY)

Email

Home telephone

Business telephone

Mobile

For Sole Traders

Business name (if any)

Address of principal place of business (if different to residential address above). (PO Box is **not** acceptable)

Unit number

Street number

Street name

Suburb

State

Postcode

Country

Australian Business Number (ABN) (if any)

**Trustee**

Equity Trustees Superannuation Limited
ABN 50 055 641 757 AFSL 229757

Fund

Smart Future Trust
ABN 68 964 712 340

Insurer

MLC Limited
ABN 90 000 000 402 AFSL 230694

Insurance is issued by MLC Limited. MLC Limited uses the MLC brand under licence from the Insignia Financial Group. MLC Limited is part of the Nippon Life Insurance Group and is not a part of the Insignia Financial Group.

Section 2: FATCA – US Foreign Account Tax Compliance Act

If you identify yourself as a United States citizen or resident for tax purposes, MLCL is required to record this with the Australian Tax Office (ATO) which may, in turn, report you to the United States tax authority.

Are you a United States citizen or resident for tax purposes?

No ☐

Yes ☐ Please provide your **United States Tax Identification Number (TIN)**

For more information on FATCA go to ato.gov.au

Please go to **Section 3**.

Section 3: Proof of identity

Attach with this form, legible current **certified copies** of ID documentation from the options below.

Part 1 – Acceptable primary Australian and foreign ID documents

Tick (✓)	Provide ONE document from this section (if you do not own a document from this section, then provide documents from either Part 2
☐	Australian State/Territory or foreign driver's licence containing a photograph of the person
☐	Australian Passport (a passport that has expired within the preceding 2 years is acceptable)
☐	Australian State / Territory issued Proof of Age Card containing a photograph of the person
☐	Foreign passport or similar travel document containing a photograph and the signature of the person*

Part 2 – Acceptable secondary Australian ID documents. Provide TWO documents from this section

Tick (✓)	Provide ONE from these options
☐	Australian Birth Certificate
☐	Australian Citizenship certificate
☐	Australian Pension/Health Care card issued by the Department of Human Services/Centrelink

AND

Tick (✓)	Provide ONE from these options
☐	A document issued by the Australian Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits to the individual and which contains the individual's name and residential address. (Centrelink Benefits Notice)
☐	A document issued by the Australian Taxation Office within the preceding 12 months that records a debt payable by the individual to the commonwealth (or by the Commonwealth to the individual), which contains the individual's name and residential address. (ATO issued Notice of Assessment)
☐	A document issued by an Australian local government body or utilities provider within the preceding 3 months which records the provision of services to that address or to that person (the document must contain the individual's name and residential address. (Utilities Bill or Council Rates Notice)
☐	If under the age of 18, a notice that was issued to the individual by a school principal within the preceding 3 months and contains the name and residential address and records the period of time that the individual attended that school.

*If your identification document is written in a language other than English, you must provide a translation into English by a translator who is accredited by the National Accreditation Authority for Translators and Interpreters at the level of Professional Translator or above.

Please check the details of who can certify in **Section 4**.

Section 4: Who can certify?

A document is only accepted as a certified copy if it has been certified as a true copy of the original document by a person who is currently licensed or registered to practise in Australia, in an occupation below:

- 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 Justice of the Peace.
- A Judge of a court.
- A Magistrate.
- A Chief Executive Officer of a Commonwealth court.
- A Notary Public (for the purposes of the Statutory Declaration Regulations 2018).
- A Police officer.
- An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public.
- A permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public.
- An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955).
- An officer with 5 or more years of continuous service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 2018) (e.g. bank manager, bank officer).
- A finance company officer with 5 or more continuous years of service with one or more finance companies (for the purposes of the Statutory Declarations Regulations 2018).

- An officer or an authorised representative of, a holder of an AFSL, having 5 or more continuous years of service with one or more licensees (e.g. financial planner, advisor, broker).
- A member of the Institute of Chartered Accountants in Australia, CPA Australia, the Australian Association of Taxation and Management Accountants and the Institute of Public Accountants.
- Pharmacist.

Acceptable certification of ID documents

Each copy of the ID must be certified by an approved certifier as follows:

The approved certifier must write:

- Full printed name of the “Approved Certifier” (eg Michelle Helena Citizen).
- Date the document was certified.
- Signature of the approved certifier.
- The capacity in which they have certified the document, eg police officer, etc.
- The Registration number (if applicable) of the certifier.
- The following text:

If single page: This is to certify this is a true copy of the original which I have sighted.

If multiple page: I certify that this and the following (number of pages) are a true copy of the original which I have sighted.

Each following page must be initialled and dated.

Section 5: Send us your form

Please return your completed, signed and dated form to:

MLC Life Insurance - Operations

PO Box 23455

Docklands VIC 3008

Email: enquiries.retail@mlcinsurance.com.au

If you have any questions, please contact your financial adviser or call us on **136 525**, 8.30am to 6pm AEST, Monday to Friday.