



**THE
PERTH MINT
AUSTRALIA**

**DEPOSITORY ONLINE REFERENCE
GUIDE**

**REQUIRED SUPPORTING DOCUMENTATION
FOR DEPOSITORY ONLINE APPLICATIONS**



THE PERTH MINT DEPOSITORY

GOLD CORPORATION

ABN 98 838 298 431

A STATUTORY AUTHORITY OF

THE GOVERNMENT OF WESTERN AUSTRALIA

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INTRODUCTION

The information contained in this reference booklet serves as a guide to determine which documents are required to open an online account with The Perth Mint's Depository Service.

Under Australian legislation The Perth Mint is required to identify clients before transacting.

Please refer to page 8 for information regarding Certification or Notarisation of documents.

If an account application is not completed correctly, or does not include the required documentation, the account cannot be validated.

The required documentation will be determined by the applicable category.

1. INDIVIDUAL, JOINT, SOLE TRADER
2. COMPANY
3. TRUST
4. PARTNERSHIP
5. ASSOCIATION OR REGISTERED CO-OPERATIVE
6. GOVERNMENT BODY

Please refer to the following pages for further information regarding the applicable category.

IMPORTANT CONSIDERATIONS

A copy of a passport is the preferred ID document, however, if a passport is not available, then we will require a **certified** photocopy of one of the following documents:

- Driver's Licence – front and back
- National Identity Card - with photo and signature
- Proof of Age Card - with photo and signature
- Each person listed as an operating authority is required to provide ID and proof of address.
- Passport may be expired, but not cancelled, by no more than 2 years
- If using a driver's licence as proof of address only, it does not need to be certified.
- At least one document must be photographic ID and contain your signature.
- The Bank Account Statement or Bank Confirmation Letter will need to show the full bank Account Name, Account Number/IBAN (in full), BSB Number (if applicable), Swift Code (if applicable) & your residential address. If the statement or letter does not display the bank account number or IBAN in full, an additional document will be required such as a screen shot from internet banking or a copy of a cheque.
- All persons named in a bank account must be identified even if they are not listed as an operating authority. One form of uncertified ID will be accepted – passport or driver's licence.
- Please ensure that the ID provided matches names on the application.
- If the names do not match, a certified copy of a linking document is required i.e. change of name certificate or marriage certificate.
- If any documentation is in a language other than English, it must be accompanied by an English translation prepared by an accredited translator.
- Additional documentation may be required at The Perth Mint's discretion.

INDIVIDUAL / JOINT / SOLE TRADER

The Perth Mint Depository is required to collect the following information:

- Full name of all authorised persons
- Date of Birth of all authorised persons
- Residential address of all authorised persons
- Bank details of bank account client will use to fund depository account
- Sole trader – Trading As Name, ABN and business address (if applicable)

Documents that can be provided to verify this information:

- Passport
- Bank Statement or Bank Confirmation Letter
- Driver's Licence (certified copy if using as sole ID)
- Utility Bill

MINOR

For accounts in the name of a **MINOR** we require the following documentation:

- Passport for Parent/Guardian operating the account
- Bank Statement that contains the name of the minor
- Proof of address document for the Parent/Guardian
- Passport or Birth Certificate for the minor

The minor will have a User Profile, however, they will have viewing access only. This means that they cannot transact on the account. When the minor turns 18 years of age their user profile can be updated to allow them full access to their account.

COMPANY

The Perth Mint Depository is required to collect the following:

AUSTRALIAN COMPANY

- Full company name
- ACN – Australian Company Number
- Type of company (public listed company, private company etc)
- Registered business address
- Principal place of business address
- Full name for each director
- Date of birth for each director
- Residential address for each director
- Full name, Date of birth & residential address for any individual who owns 25% or more of the issued shares in the company or company details for any company who owns 25% or more of the issued shares

- Bank details of company bank account that will be used to fund depository account

Documents that can be provided to verify this information:

- Passport
- Bank Statement or Bank Confirmation Letter for nominated bank account
- Driver's Licence (certified copy if using as sole ID)
- Utility Bill
- ASIC Company Statement or Extract
- Certificate of Registration

FOREIGN COMPANY

The Perth Mint Depository is required to collect the following information:

- Full registered name of the company.
- The country in which the company was formed, incorporated or registered.
- Whether the company is registered by the relevant registration body and if so, any identification number issued to the company by the relevant registration body upon the company's formation, incorporation or registration.
- The full address of the company in its country of formation, incorporation or registration as registered by the relevant registration body.
- Whether it is registered as a private or public company or some other type of company by the relevant foreign registration body.
- List of current company directors/managers showing full name.
- Date of birth of all directors.
- Residential address of all directors.
- Information on persons or companies or entities (e.g trusts) that own 25% or more of issued shares in the company.
- In some circumstances a list of Shareholders or Members.
- Bank details of company bank account that will be used to fund depository account.

Documents that can be provided to verify this information:

- Certificate of Registration/Incorporation
- Certificate of Formation
- Operating Agreement
- Company Statement
- Articles of Incorporation/Memorandum of Association
- Share Certificate/s
- Bank statement or bank confirmation letter for nominated company bank account
- Passport
- Driver's Licence (certified copy if using as sole ID)
- Utility Bill

- Company signatory list

LIMITED LIABILITY COMPANY (LLC)

The Perth Mint Depository is required to collect the following information:

- Full registered name of the LLC.
- Country and State of formation.
- Registered business address.
- Principal business address.
- Name, date of birth and residential address of Manager.
- Names of member/s of the LLC who own more than 25%.
- Bank details for the LLC bank account that will be used to fund the depository account.

Documents that can be provided to verify this information:

- LLC Operating Agreement
- Certificate of Filing or Certificate of Formation
- Resolution of Members
- Bank Statement or bank confirmation letter for the LLC bank account
- Passport
- Driver's Licence (certified copy if using as sole ID)
- Utility bill
- Member documents – ID if individual/s, company documents or Trust deed if entity
- LLC Tax filing document

TRUSTS

Australian Self-Managed Superannuation Funds, Pension Schemes, Foundations and Trusts (Family, Revocable, Irrevocable, Discretionary and Testamentary etc.)

AUSTRALIAN SELF MANAGED SUPER FUNDS

The Perth Mint Depository is required to collect the following information:

- Full name of the SMSF.
- Trustee/s – individual/s or Corporate.
- Beneficial owners of the SMSF.
- Full name, date of birth and residential address of trustee/s.
- Australian Business Number (ABN) for the SMSF.
- Bank details in the name of the Super Fund that will be used to fund the depository account.

Documents that can be provided to verify the information:

- Passport
- Driver's Licence (certified copy if using as sole ID)
- Utility bill
- ASIC Company Statement or Extract
- ABN
- Cover Page, Schedule Page & Execution Page of the Super Fund Deed
- Bank statement or confirmation letter for SMSF bank details

OTHER TRUSTS (Family, Discretionary, Revocable, Irrevocable, Testamentary)

The Perth Mint Depository is required to collect the following information:

- Full name of Trust
- Type of Trust
- Country in which Trust was established
- Date of Trust
- Trustee/s – individual/s or corporate – and then identify accordingly
- ABN (if Trust has one)
- Beneficial owners of the Trust
- Full name of Appointor or Grantor of Trust
- Full name of Settlor of trust (unless the initial trust contribution was less than \$10K or settlor is deceased)
- Bank account details for Trust bank account being used to fund the depository account

Documents that can be provided to verify this information:

- Trust Deed (certified copy)
- ASIC company Statement or Extract
- ABN (if applicable)
- Passport
- Driver's Licence (certified copy if using as sole ID)
- Utility bill
- Bank statement or confirmation letter for Trust banking details
- Certificate of Trust (revocable or irrevocable trusts – USA)
- Certified/Notarised copy of the death certificate, Probate and Last Will and Testament (Testamentary Trust).

FOUNDATION

The Perth Mint Depository is required to collect the following information:

- Full name of Foundation
- Country in which Foundation was established
- Full name, date of birth and residential address for Protector/Manager of Foundation
- Beneficiaries of the Foundation
- Bank details for Foundation bank account being used to fund the depository account

Documents that can be provided to verify this information:

- Foundation Deed/Document -The foundation documents should detail the operating rules of the Foundation and should provide the address of the foundation and advise who has been appointed as the manager/director.
- Document listing the specific beneficiaries
- Registration of the Foundation
- Bank Statement in the name of the Foundation
- Passport
- Driver's Licence (certified copy if using as sole ID)
- Utility bill

PARTNERSHIPS, ASSOCIATIONS, CO-OPERATIVES, GOVERNMENT BODIES

The documentation to open an account for these entities will vary, however, it should provide evidence that the entity is legitimate and current.

All Operating Authorities for the account must provide ID and proof of residential address.

PARTNERSHIPS

- The full name of the partnership / ABN
- The country in which the partnership was established
- An original certified or notarised copy of the Executed Partnership Agreement

ASSOCIATIONS

- The full name of the association
- Any unique identifying number issued to the association upon its incorporation by the State, Territory or overseas body

CO-OPERATIVES

- The full name of the co-operative
- Any unique identifying number issued to the co-operative upon its registration by the State, Territory or overseas body responsible for the registration of the co-operative.

GOVERNMENT BODIES

- The full name of the government body.
- Whether the government body is an entity or emanation, or is established under legislation, of the Commonwealth.

CERTIFICATION AND NOTARISATION

In some circumstances, The Perth Mint Depository department will require certified or notarised copies of documents. Certification or Notarisation will depend upon the geographic location of the client. For Australian residents, or residents in countries in which certification is applicable, a Certified copy is a document that has been photocopied and certified as a true copy of an original document by an authorised person.

The Certifying person must include:

- Their full name, signed and printed.
- The date of the Certification.
- Position held – including the Certifier's registration number or stamp (if applicable).
- If possible their address and contact phone number should also be included.
- All documentation not in English must be translated by an accredited translating service.
- Documents can only be certified once.

For clients residing within Australia, the following occupations are currently licensed or registered to certify documentation:

Legal practitioner
Medical practitioner
Pharmacist
Justice of the Peace
Commissioner for Declarations
Commissioner for Affidavits
Police officer
Member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants
Australian Consular Officer or Australian Diplomatic Officer (*within the meaning of the Consular Fees Act 1955*)

For persons not residing in Australia, the certification/notarisation requirements may be different. The Perth Mint Depository Services office are able to provide guidance if required.

Clients that reside outside Australia have the following options:

- Australian Consular Officer or Australian Diplomatic Officer (*within the meaning of the Consular Fees Act 1955*)
- Alternatively, documents should be Notarised or certified by an acceptable authority in the country in which the client resides. For example: A Notary Public. Details of the certifier/notary as outlined above must be included.

All documents requiring certification should be certified/notarised by an independent person not connected to the account in any way.