

PERTH MINT DEPOSITORY SERVICES



REFERENCE GUIDE

REQUIRED SUPPORTING DOCUMENTATION FOR PMDS APPLICATIONS

GOLD CORPORATION

ABN 98 838 298 431

A STATUTORY AUTHORITY OF THE GOVERNMENT OF WESTERN
AUSTRALIA

July 2015

INTRODUCTION

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

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

Due to the fluctuating nature of precious metal prices and providing all documentation is in order, Depository Services will accept scanned/faxed copies of Certified/Notarised documents in addition to the scanned Uncertified/Notarised ID documents to open an account and enable the initial purchase of metal, however the account **will be blocked for all subsequent transactions** until the original certified documents required (if required) on an account have been received. Therefore, Depository Services cannot release funds or metal, or allow additional purchases until the documentation requirement has been met.

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

Clients should identify their application with one of the following seven categories. The required documentation will be determined by the applicable category.

1. INDIVIDUALS
2. COMPANIES
3. TRUSTS
4. PARTNERSHIPS
5. ASSOCIATIONS
6. CO-OPERATIVES
7. GOVERNMENT BODIES

Please refer to the following sections for further information regarding the applicable category. Clients who wish to use the services of a Financial Advisor should refer to the last page of this document.

IMPORTANT INFORMATION

All photocopies of documents requiring Certification or Notarisation included in the application must also be Certified or Notarised on the photocopies. 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 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 (please note that the certification must be within 3 months of the application)
- The Certifier should write: "This is a true and exact copy of the original document as sighted by me".
- Position held – including the Certifier's registration number or stamp
- If possible their address and contact phone number should also be included. Depository Services cannot open an account for a customer who has not had their documents certified.
- 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
- Certified Practising Accountant
- Justice of the Peace
- Commissioner for Declarations
- Commissioner for Affidavits
- Notary public
- 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 can 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. Details of the certifier/notary as outlined on the previous page must be included.

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



INDIVIDUALS

The Perth Mint Depository requires the following documents to open the account in the name of an individual/s and recommends the following 2 documents:

- Passport
- Bank Statement

(Please Note this will need to show the account Name, Number, BSB and your residential address)

If the Passport is not available, please supply a Driver's License and one of the following documents

- Birth Certificate
- National Identity card (with photo and signature)
- Citizenship Certificate

(Please Note that both of these documents will need to be submitted as original Certified/Notarised copies)

Important Considerations

- At least one document must be photographic ID.
- All residential and business addresses must be verified. A P.O. Box is not acceptable unless it is in addition to a residential / business address. However, we are aware of some circumstances in which this will not apply.
- Please ensure the names on the documents are correct. Please do not supply documents in 2 different names. However, if the client has married or changed their name additional documents, such as a marriage certificate, will be required.
- Joint signatory accounts require that both parties be present for all transactions.
- Any person listed as an Operating Authority must supply all documentation for an 'Individual', as outlined above.

COMPANIES

The following information is required to open an account in the name of a company.

In addition to the company documents, a Resolution from the Board approving the opening of a Perth Mint account by the company is also required. The Resolution should be signed in accordance to the authorised signing protocol for that particular company. For example, some companies may require 2 Directors to sign and others only 1. A Resolution is the formal means by which decisions are made by a meeting of company members. It is always evidenced in the company minutes.

Documentation will vary from country to country. In Australia the Certificate of company registration and ASIC company statement contain all the required information. Clients outside Australia should review their documentation to ensure it provides the following:

- Full 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
- If the company is registered as a private company by the relevant foreign registration body - the name of each director of the company, and a list of shareholders.
- All Operating Authorities for the account must provide information as per INDIVIDUAL requirements.
- Newly registered Australian companies (i.e. less than a year old) may not possess an ASIC Statement. As such we require the Certificate of Company Registration in addition to the printout of the Company Extract.

Examples of documents that may include this information:

- Company Statement
- Articles of Incorporation

TRUST

Typically information regarding the Trust is provided in a Trust Deed. The information we require is as follows:

- Full name of the trust
- The type of the trust
- The country in which the trust was established
- If trustee is an individual please include the documentation as outlined for an Individual.
- If trustee is a company please include the documentation as outlined for a Company.
- The name of the beneficiary/beneficiaries.
- The signature and date page of the Trust

Please submit the full Trust or Super Fund Deed documentation. All pages in the document are considered necessary.

Accounts may only be opened in the name of a Trust as it appears on the Trust Deed.

We are unable to open the account in the names of both the Trust and the Trustee, or include additional information such as dates, numbers and so on.

These requirements will apply to Superannuation Funds and Pension Schemes.

Australian Superannuation Funds are required to provide supporting documentation for their Super Fund – the Australian Business Register (ABR) from the Australian Tax Office and the Super Fund Deed.

All Operating Authorities for the account must provide information as per INDIVIDUAL requirements.

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. If you are uncertain as to what documentation should be provided to open an account on the name of a Partnership, Association, Co-Operative or Government Body, please contact Depository Services.

All Operating Authorities for the account must provide information as per INDIVIDUAL requirements.

FINANCIAL ADVISORS

If a financial advisor is to operate on the account on behalf of the account owner, we require an original signed letter from the owner of the account specifying the name of the advisor and stating whether the nominated Financial Advisor has the ability to transact or is limited to administrative access. Accordingly, the documentation required under the category of 'Individual' must be provided. The bank account must be in the account owner's name. Financial Advisors are not permitted to collect physical metal on behalf of their client. Financial Advisors may audit a metal holding upon written permission by the account holder.

Financial advisors may be added to an account but limited to administrative information only. In this case, a letter from the client, advising the as such, is required.

