

Client Services contact details  
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## IDENTIFICATION FORM – INDIVIDUALS

**Please complete this form if you have not previously invested in a Kaplan Funds Management fund. A separate form is required for each investor in the case of joint holdings. If you make an error while completing this form, do not use correction fluid. Cross out your mistakes and initial your changes.**

**If you are an individual trustee, do NOT complete this form. Complete the Identification form – Trusts & Trustees instead.**

1. Please complete this identification form in block letters and using a black pen.
2. Make copies of your ID document(s) and arrange for them to be certified. Please refer to the 'Instructions' page for more information on getting your documents certified.
3. Include this identification form and certified copies of your ID documents with your initial application form when you send it to us.

### 1. PERSONAL DETAILS

Title  Full given names

Surname

Date of birth (DD/MM/YYYY)  
 /  /

Usual occupation

#### Please indicate the source of funds being invested:

- savings,
- investment,
- superannuation contributions,
- commission,
- donation/gift,
- inheritance,
- normal course of business,
- asset sale, **OR**
- other – write the source of funds below:

### 2. VERIFICATION PROCEDURE – INDIVIDUAL INVESTOR

Please provide a certified copy of one document from Group 1 or if you can't, a certified copy of one document from Group 2, **AND** one document from Group 3 **for each individual applicant.**

#### Group 1

Provide a certified copy of one of these:

- valid Australian driver's licence**  
please copy the front and back. If your licence does not show your current residential address, please attach an additional document such as a utility bill showing your current address. **OR**
- Australian passport**  
a passport that has expired within the preceding two years is acceptable. Please copy the pages that identify you **OR**
- foreign passport**  
showing your signature and photo, and please copy the pages that identify you **OR**
- Australian State or Territory Government issued ID card**  
showing your date of birth, signature and photo **OR**
- foreign Government issued ID card**  
showing your date of birth, signature and photo.

If you are unable to provide any of the documents from Group 1, please provide a certified copy of one document from Group 2, **AND** one document from Group 3:

#### Group 2

- Australian or foreign government issued birth certificate **OR**
- Australian or foreign government issued citizenship certificate **OR**
- Centrelink pension or health card  
please copy the front and back.

#### Group 3

- a Government issued notice**  
one that shows your name and residential address, not more than 12 months old **OR**
- a rates or utilities notice**  
one that shows your name and residential address, not more than 3 months old **OR**
- ATO notice**  
one that shows any debt owing to the ATO, your name and residential address, not more than 12 months old.

### 3. Signature

Signature

Date (DD/MM/YYYY)  
 /  /