

## \* PROCEDURE FOR CERTIFICATION OF COPIES

“Certified copy” or “certified extract” means a document that has been certified as a true copy of an original of that document by a person within a category of persons set out below. The required certification will be effected by the person printing their name and signing and dating their signature alongside words to the following or like effect:-  
“I certify this to be a true copy of the original of this document.”

### Persons who can certify documents or extracts are:-

1. (a lawyer) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or High Court of Australia, as a legal practitioner (however described);
2. a judge of a court;
3. a magistrate;
4. a chief executive officer of a Commonwealth court;
5. a registrar or deputy registrar of a court;
6. a Justice of the Peace;
7. a notary public (for the purposes of the Statutory Declaration Regulations 1993);
8. a police officer;
9. (a postal agent) an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
10. (the post office) a permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public;
11. an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955);
12. an officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993);
13. a finance company officer with 2 or more continuous years of service with one or more financial companies (for the purposes of the Statutory Declaration Regulations 1993);
14. an officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees; and
15. (an accountant) a member of the institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership.



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**Richmond Mortgage Fund**

ARSN 097 151 883

## Identification Guidelines

Responsible Entity:  
Ballina Mortgage Management Ltd  
ABN 66 092 594 477  
AFSL No 241 094

**TYPE OF INVESTOR**

**IDENTIFICATION REQUIRED:- ORIGINALS TO BE SIGHTED OR CERTIFIED COPIES\* OF ORIGINALS TO BE PROVIDED TO BE RETAINED BY US**

**Individual or joint applicants**

At least one of the following ID documents in relation to each applicant:

- Current passport issued by Australian Commonwealth *(or current within the preceding two years provided not cancelled)*
- Current passport or similar document issued for the purpose of international travel that contains a photograph and signature of the person and is issued by a foreign government, UN or UN Agency *(accompanied where relevant by English translation by an accredited translator)*
- Driver's Licence (Australian State or Territory), or foreign country equivalent containing a photograph and signature of the holder *(accompanied where relevant by English language translation by an accredited translator)*

**Where unable to provide at least one of these documents please contact us to discuss alternative verification procedures permitted by law.**

**Company**

**A. Australian Incorporated Company** *(as alternative to category D or E below-where applicable)*

- ASIC database search in relation to the company *(Richmond Mortgage Fund can do this search)*

**B. Foreign Company registered with ASIC** *(as alternative to category D or E below-where applicable)*

- ASIC database search in relation to the company; *or*
- A search of the relevant foreign registration body or if not reasonably available, the certificate of registration (or equivalent) issued by the relevant foreign registration body *(with English translation by accredited translator if not in English)*

**C. Foreign Company not registered with ASIC**

- A current search in relation to the company issued by the relevant foreign registration body *or*, if not reasonably available, each of the following:
  - the certificate of registration (or equivalent) for the company issued by the relevant foreign registration body; *and*
  - evidence of public or private company status and ID number issued by foreign registration body*(Provide English language translation by accredited translator for documents not in English)*

**D. Listed company or majority owned subsidiary of an Australian listed company**

- Document issued by ASX or other relevant financial market operator verifying listing of company; *or*
  - (where a subsidiary of a listed company) document issued by ASX or other relevant financial market operator verifying listing of parent company and other record evidencing status as subsidiary of listed parent
- (Provide English language translation by accredited translator for documents not in English)*

**E. AFS licensed or APRA regulated company**

- ASIC or APRA search extract evidencing licensed or regulated status of company

**Partnership**

- Copy or relevant extracts of partnership agreement **and**
- Information in relation to one of the partners in accordance with the individual requirements above.

**Trust and superannuation fund**

- Copy or relevant extracts of the trust deed (not required for self-managed superannuation fund) **and**:
- for any trustee/s that are natural persons, ID in accordance with the individual verification requirements above
- if any of the trustees is a company, ID in accordance with the company verification requirements above
- if the trustees comprise individuals and companies then ID required as individual and company

**Unincorporated and incorporated associations**

- Constitution or rules of association **and**
- Copy of minutes of at least one recent meeting of the association **and**
- in respect of any member of the Association, the information required to be collected from an individual investor *(see individual investor above)*

**Registered co-operative**

- any register maintained by the co-operative **and**
- copy of minutes of recent meetings of the co-operative **and**
- information evidencing the existence of the co-operative issued by ASIC or by the State, Territory or overseas body responsible for regulation of the co-operative

**Power of attorney**

- applications submitted under Power of Attorney must be accompanied by an original Power of Attorney document and a specimen signature of the relevant attorney(s)