

AML/CTF Verification Guidelines

Offers and applications

Application

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	

VERIFIED



<input type="text"/>
<input type="text"/>
<input type="text"/>

Registry Direct lets you record your AML/CTF checks on any investor using our offer functionality. You can request and keep copies of certified documentation using our online application form.

Additionally, online checks and PEP screening can be performed with GreenID* which reduces your requirement to collect ID documentation from your investors.

Registry Direct lets you choose how you want to perform your AML/CTF checks when you setup your application.

1. Using GreenID

If you choose to use GreenID, the application form will request the relevant data necessary from the investor so your verification checks can be done as soon as the application is submitted.

Once an investor submits an application you can instantly verify them.

Note that GreenID is intended to work for verifying Australian and New Zealand parties and using GreenID will incur a cost of \$10.00 (excluding GST) per individual lookup and a cost of \$17.00 (excluding GST) per company lookup (Additional fees may apply on AML checks on Directors and Owners).

2. Without GreenID

If you choose not to use GreenID and wish to verify investors yourself, you can choose what documentation you want your investors to provide in the application form.

Once an investor submits their application you can review and verify the documents they have uploaded and mark the application as verified.


Investor verification

Below we have outlined the different AML/CTF details depending if you'll be using GreenID or not.

It's important to note the when setting up an application you need to define if you'll be using GreenID since the form will request different data opposed to not using GreenID.

Applicant type: Individual/Joint	GreenID turned ON
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If using GreenID to verify individual/joint investors, the following details will be requested in the application form:

	Name	Address	Date of birth	ID number for either: Driver's licence, Passport
Individual/Joint investor:	✓	✓	✓	✓

Applicant type: Individual/Joint	GreenID turned OFF
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Without GreenID: If you won't be using GreenID and will verify individuals manually, you can choose to request any combination of the following documents in the application form:




	Certified copy of Driver's licence	Certified copy of Passport	Certified copy of other ID
Individual/Joint investor:	✓	✓	✓

Applicant type: **Company**






GreenID turned **ON**

If using GreenID to verify a Company, the following details will be requested in the application form:

Note: Companies will not be asked to submit Director details
(GreenID will provide these details upon verification of the company)

	Country where the business is registered	ACN (Australia) NZBN/NZCN (New Zealand)
Company investors:		

Additionally, when applying as a Company, the beneficial owner's/controller's details will need to be completed and the following details will be requested and used to perform a GreenID verification once the application is submitted:

	Name	Address	Date of birth	ID number for either: Driver's licence, Passport
Beneficial owners/ Controllers:				

If you won't be using GreenID and will verify Companies manually, you can choose to request any combination of the following documents in the application form.

	Regulator-issued certification of registration	Regulator-issued annual statement
Company investors:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additionally, when applying as a Company, the Director's details will need to be completed and you can choose to request any combination of the following documents in the application form:

	Copy of Driver's licence and number	Copy of Passport and number	Copy of Other ID and number
Directors:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additionally, when applying as a Company, the beneficial owner's/controller's details will need to be completed and you can choose to request any combination of the following documents in the application form:




	Copy of Driver's licence and number	Copy of Passport and number	Copy of Other ID and number
Beneficial owners/ Controllers:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Applicant type: **Trust investor with Corporate trustee**




GreenID turned **ON**

If using GreenID to verify a Trust (excluding Super funds), the following details will be requested in the application form:




Green ID can only verify the existence of the trust if it has an ABN

	ABN (Australia) NZBN (New Zealand)	An original copy on letterhead from a solicitor or qualified accountant confirming the name of the trust or; An extract of the trust deed that shows: a) The name of the trust and; b) The named beneficiaries of the trust or class of beneficiaries; c) Execution page(s)
Trust investors (Excluding Super funds):		






Trusts that are Super funds can be verified using our connectivity to the ATO Super Fund Lookup to ascertain if the fund is complying or not. You can also request the trust to provide a certified extract or certified copy of the trust deed if desired.

	ABN (Australia)	An extract of the trust deed that shows: a) The name of the trust and; b) The named beneficiaries of the trust or class of beneficiaries c) Execution page(s)
Trust investors (Super funds):		

Additionally, when applying as a Trust, the corporate trustee's information will need to be completed and the following details will be requested and used to perform a GreenID verification once the application is submitted:

	Country where the business is registered	ACN (Australia) NZBN/NZCN (New Zealand)
Corporate trustee:		

Additionally, when applying as a Trust, the Beneficial owner's information will need to be completed and the following details will be requested and used to perform a GreenID verification once the application is submitted:

	Name	Address	Date of birth	ID number for either: Driver's licence, Passport
Beneficial owner:				

Note: Corporate trustees will not be asked to submit Director details
 (GreenID will provide these details upon verification of the Company)


Applicant type: **Trust investor with Corporate trustee**

GreenID turned **OFF**

If you won't be using GreenID and will verify a Trust manually, you can choose to request any combination of the following documents in the application form.

	An original copy on letterhead from a solicitor or qualified accountant confirming the name of the trust or; An extract of the trust deed that shows: a) The name of the trust and; b) The named beneficiaries of the trust or class of beneficiaries; c) Execution page(s)
Trust investors (Excluding Super funds):	<input checked="" type="checkbox"/>

Trusts that are Super funds can be verified using our connectivity to the ATO Super Fund Lookup to ascertain if the fund is complying or not. You can also request the trust to provide a certified extract or certified copy of the trust deed if desired.

 Australian Government Australian Taxation Office	ABN (Australia)	An extract of the trust deed that shows: a) The name of the trust and; b) The named beneficiaries of the trust or class of beneficiaries c) Execution page(s)
Trust investors (Super funds):	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If you won't be using GreenID and will verify Corporate trustee's manually, you can choose to request any combination of the following documents in the application form.

	Regulator-issued certification of registration	Regulator-issued annual statement
Corporate Trustee:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additionally, when applying as a Trust with Corporate trustees, the Director's details of the Corporate trustee will need to be completed and you can choose to request any combination of the following documents in the application form:

	Copy of Driver's licence and number	Copy of Passport and number	Copy of Other ID and number
Directors:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additionally, the Beneficial owner's details will need to be completed and you can choose to request any combination of the following documents in the application form:




	Copy of Driver's licence and number	Copy of Passport and number	Copy of Other ID and number
Beneficial owners:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If using GreenID to verify a Trust (excluding Super funds), the following details will be requested in the application form:






Green ID can only verify the existence of the trust if it has an ABN

	ABN (Australia) NZBN (New Zealand)	An original copy on letterhead from a solicitor or qualified accountant confirming the name of the trust or; An extract of the trust deed that shows: a) The name of the trust and; b) The named beneficiaries of the trust or class of beneficiaries; c) Execution page(s)
Trust investors (Excluding Super funds):		






Trusts that are Super funds can be verified using our connectivity to the ATO Super Fund Lookup to ascertain if the fund is complying or not. You can also request the trust to provide a certified extract or certified copy of the trust deed if desired.

	ABN (Australia)	An extract of the trust deed that shows: a) The name of the trust and; b) The named beneficiaries of the trust or class of beneficiaries c) Execution page(s)
Trust investors (Super funds):		

Additionally, when applying as a Trust, the Individual trustee’s information will need to be completed and the following details will be requested and used to perform a GreenID verification once the application is submitted:

	Name	Address	Date of birth	ID number for either: Driver’s licence, Passport
Individual trustee:				


Additionally, when applying as a Trust, the Beneficial owner’s information will need to be completed and the following details will be requested and used to perform a GreenID verification once the application is submitted:

	Name	Address	Date of birth	ID number for either: Driver’s licence, Passport
Beneficial owners:				

If you won't be using GreenID and will verify a Trust manually, you can choose to request any combination of the following documents in the application form.

	An original copy on letterhead from a solicitor or qualified accountant confirming the name of the trust or; An extract of the trust deed that shows: a) The name of the trust and; b) The named beneficiaries of the trust or class of beneficiaries; c) Execution page(s)
Trust investors (Excluding Super funds):	<input checked="" type="checkbox"/>

Trusts that are Super funds can be verified using our connectivity to the ATO Super Fund Lookup to ascertain if the fund is complying or not. You can also request the trust to provide a certified extract or certified copy of the trust deed if desired.

	ABN (Australia)	An extract of the trust deed that shows: a) The name of the trust and; b) The named beneficiaries of the trust or class of beneficiaries c) Execution page(s)
Trust investors (Super funds):	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additionally, when applying as a Trust with Individual trustees, the trustee's details will need to be completed and you can choose to request any combination of the following documents in the application form:

	Copy of Driver's licence and number	Copy of Passport and number	Copy of Other ID and number
Directors:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additionally, the Beneficial owner's details will need to be completed and you can choose to request any combination of the following documents in the application form:

	Copy of Driver's licence and number	Copy of Passport and number	Copy of Other ID and number
Beneficial owners:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**For more instructions on how
to use Registry Direct:**

Visit help.registrydirect.com.au