

**Registered office of KeyInvest**

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**Please read these instructions carefully before completing this form:****Background**

Governments from around the world have agreed to introduce a Common Reporting Standard (CRS) to protect the integrity of global tax systems. The Australian Government has amended the Tax Administration Act 1953 giving effect to the introduction of new information gathering and reporting requirements for financial institutions from 1 July 2017.

**Why is this form needed?**

KeyInvest is required to determine the tax residency of individuals. If you are a tax resident outside of Australia you must complete this form. The information may need to be shared with the Australian Tax Office (ATO), your national tax authority and other countries' tax authorities including information about your accounts with KeyInvest.

If you are completing this form on behalf of another person make sure you tell them and let KeyInvest know in what capacity you are completing this form in Section 3.

**Tax advice**

If you have any questions on how to define your tax residency status, speak to a professional tax adviser as KeyInvest is not allowed to give tax advice.

**For more information**

The rules used by governments participating in the CRS were developed by the 'Organisation for Economic Co-operation and Development' (OECD). More information can be found on the OECD's 'Automatic Exchange of Information' (AEOI) website: [www.oecd.org/tax/automatic-exchange/](http://www.oecd.org/tax/automatic-exchange/)

You will find a list of definitions in the Appendix.

## 1) Identification of Individual Account Holder

### A. Name of Account Holder

Surname(s)	<input type="text"/>
Title	<input type="text"/>
First or Given Name	<input type="text"/>
Middle Name(s)	<input type="text"/>

### B. Current Residence Address

Unit no.	<input type="text"/>	Street no.	<input type="text"/>	PO Box	<input type="text"/>
Street name	<input type="text"/>			Suburb	<input type="text"/>
State	<input type="text"/>	Postcode	<input type="text"/>	Country	<input type="text"/>

### C. Mailing Address - (please only complete if different to the address shown in Section B)

Unit no.	<input type="text"/>	Street no.	<input type="text"/>	PO Box	<input type="text"/>
Street name	<input type="text"/>			Suburb	<input type="text"/>
State	<input type="text"/>	Postcode	<input type="text"/>	Country	<input type="text"/>

### D. Date of Birth (dd/mm/yyyy)

### E. Place of Birth

Town or City of Birth	<input type="text"/>
Country of Birth	<input type="text"/>

## 2) Country/Jurisdiction of Residence for Tax Purposes and Related Taxpayer Identification Number or Equivalent Number\* ("TIN") (see Appendix)

Please complete the following table indicating (i) where the Account Holder is tax resident and (ii) the Account Holder's TIN for each country/jurisdiction indicated. Countries/jurisdictions adopting the wider approach may require that the self certification include a tax identifying number for each country/jurisdiction of residence (rather than for each Reportable Jurisdiction).

If the Account Holder is tax resident in more than three countries/jurisdictions, please use a separate sheet.

If a TIN is unavailable please provide the appropriate reason A, B or C where indicated below:

**Reason A** - The country/jurisdiction where the Account Holder is resident does not issue TINs to its residents

**Reason B** - The Account Holder is otherwise unable to obtain a TIN or equivalent number (Please explain why you are unable to obtain a TIN in the below table if you have selected this reason)

**Reason C** - No TIN is required. (Note. Only select this reason if the domestic law of the relevant jurisdiction does not require the collection of the TIN issued by such jurisdiction)

	Country/Jurisdiction of tax residence	TIN	If no TIN available enter Reason A, B or C
1			
2			
3			

Please explain in the following boxes why you are unable to obtain a TIN if you selected Reason B above.

	Country/Jurisdiction of tax residence	TIN	If no TIN available enter Reason A, B or C
1			
2			
3			

## 3) Declarations and Signature

I understand that the information supplied by me is covered by the full provisions of the terms and conditions governing the Account Holder's relationship with KeyInvest Ltd setting out how KeyInvest may use and share the information supplied by me.

I acknowledge that the information contained in this form and information regarding the Account Holder and any Reportable Account(s) may be provided to the tax authorities of the country/jurisdiction in which this account(s) is/are maintained and exchanged with tax authorities of another country/jurisdiction or countries/jurisdictions in which the Account Holder may be a tax resident pursuant to intergovernmental agreements to exchange financial account information.

I certify that I am the Account Holder (or am authorised to sign for the Account Holder) of all the account(s) to which this form relates.

I declare that all statements made in this declaration are, to the best of my knowledge and belief, correct and complete. I undertake to advise KeyInvest within 30 days of any change in circumstances which affects the tax residency status of the individual identified in section 1 of this form or causes the information contained herein to become incorrect or incomplete, and to provide KeyInvest with a suitably updated self-certification and Declaration within 90 days of such change in circumstances.

### Signature

### Print name

### Date

Note: If you are not the Account Holder please indicate the capacity in which you are signing the form. If signing under a power of attorney please also attach a certified copy of the power of attorney.

### Capacity

#### 4) Appendix - Summary Descriptions Of Select Defined Terms

Note: These are selected summaries of defined terms provided to assist you with the completion of this form. Further details can be found within the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information (the CRS), the associated commentary to the CRS, and domestic guidance. This can be found at the OECD automatic exchange of information portal.

If you have any questions then please contact your tax adviser or domestic tax authority.

##### **“Account Holder”**

The term Account Holder means the person listed or identified as the holder of a Financial Account. A person, other than a Financial Institution, holding a Financial Account for the benefit of another person as an agent, a custodian, a nominee, a signatory, an investment advisor, an intermediary, or as a legal guardian, is not treated as the Account Holder. In these circumstances that other person is the Account Holder. For example in the case of a parent/child relationship where the parent is acting as a legal guardian, the child is regarded as the Account Holder. With respect to a jointly held account, each joint holder is treated as an Account Holder.

##### **“Controlling Person”**

This is a natural person who exercises control over an entity. Where an entity Account Holder is treated as a Passive Non-Financial Entity (NFE) then a Financial Institution must determine whether such Controlling Persons are Reportable Persons. This definition corresponds to the term “beneficial owner” as described in Recommendation 10 and the interpretative note on recommendation 10 of the Financial Action Task Force Recommendations (as adopted in February 2012). If the account is maintained for an entity of which the individual is a Controlling Person, then the Controlling Persons CRS Self-Certification Form should be completed instead of this Form.

##### **“Entity”**

The term “Entity” means a legal person or a legal arrangement, such as a corporation, organisation, partnership, trust or foundation.

##### **“Financial Account”**

A Financial Account is an account maintained by a Financial Institution and includes: Depository Accounts; Custodial Accounts; Equity and debt interest in certain Investment Entities; Cash Value Insurance Contracts, Investment Bonds and Annuity Contracts.

##### **“Participating Jurisdiction”**

A Participating Jurisdiction means a jurisdiction with which an agreement is in place pursuant to which it will provide the information required on the automatic exchange of financial account information set out in the Common Reporting Standard and that is identified in a published list.

##### **“Reportable Account”**

The term Reportable Account means an account held by one or more Reportable Persons or by a Passive NFE with one or more Controlling Persons that is a Reportable Person “Reportable Jurisdiction” A Reportable Jurisdiction is a jurisdiction with which an obligation to provide financial account information is in place and that is identified in a published list.

##### **“Reportable Person”**

A Reportable Person is defined as an individual who is a tax resident in a Reportable Jurisdiction under the tax laws of that jurisdiction. Dual resident individuals may rely on the tiebreaker rules contained in tax conventions (if applicable) to solve cases of double residence for purposes of determining their residence for tax purposes.

##### **“TIN” (including “functional equivalent”)**

The term “TIN” means Taxpayer Identification Number or a functional equivalent in the absence of a TIN. A TIN is a unique combination of letters numbers assigned by a jurisdiction to an individual or an Entity and used to identify the individual or Entity for the purposes of administering the tax laws of such jurisdiction. Further details of acceptable TINs can be found at the OECD automatic exchange of information portal. Some jurisdictions do not issue a TIN. However, these jurisdictions often utilise some other high integrity number with an equivalent level of identification (a “functional equivalent”). Examples of that type of number include, for individuals, a social security/insurance number, citizen/personal identification/service code/number, and resident registration number.