

APPLICATION FOR AUSTRALIAN COMPANY ACCOUNT

Prior to opening a company account, you **must** complete this application in full, provide all documents and all proof of identification documents for all nominated registered persons.

Your application will be reviewed by our office and you will be contacted within 5 business days to organise a time to come to the office to complete the opening of your account or provision of further documentation. An establishment fee of \$50 is charged above our standard price list on company account rental fees [*first year only*].

If you have a general question regarding a company account, please contact us by email at melbourne@guardianvaults.com.au for the Melbourne Offices or sydney@guardianvaults.com.au for the Sydney office.

Your information must be valid and current and will be verified every 12 months as per our ongoing due diligence. Should your information change or require an update, please ensure to notify us via email or upon your next visit to our office.

The completion and submission of this application and the required documents, does not form a contract between your business account and Guardian Vaults. We reserve the right to decline the opening of an account due to our internal processes without further explanation.

Company Classification Checklist
(If you are defined as a business in Table A)

Australian Business Proprietary (PTY) Company/Limited (LTD).

Please select your business type:

Sole Trader

Business with 1 Director

Business with 2 or more Directors

Guardian Vaults Holdings Pty Ltd, its officers, agents, representatives and employees do not hold an Australian Financial Services Licence (AFSL). If you require advice about a financial product, you should contact a licensed or authorised financial advisor.

Checklist of Required Documents to Establish a Company Account
(Only applicable if you are defined as a business in the above table)

- This Application Form Completed. **(Page 1 & 2).**
- Letter of Authority authorising the opening of the account on behalf of the company signed by the sole trader or two Directors or executive officers. The letter should also detail who will be using the box and on behalf of the business. [*only required if all directors are not present at the time of account establishment*].
- Australian Securities & Investments Commission (ASIC) recent company extract.
- Provide Full Name, Date of Birth and Residential Address of all shareholders who are beneficial owners through one or more (direct/indirect) shareholdings of 25% or more. This includes identity documents for all authorising Directors/ Executives and/or any other parties registered to the account. **For accepted personal identity documents, please see 'Proof of Identification Documents' (page 3).**

SELECT YOUR PREFERRED LOCATION:

MELBOURNE | 100 William St 55 Collins St

SYDNEY | 151 Castlereagh St

SELECT YOUR ACCOUNT TYPE: All Accounts can only have up to 4 Nominated Registered Persons.

CORPORATE TRUSTEE Other: _____

JOINT ACCOUNT *Held in the name of Nominated Registered Person's (1) and (2).*

Please tick this box if you would like this application to be used to establish a Guardian Gold purchasing account.

LEASE or REFERENCE _____ SAFE DEPOSIT BOX/ SAFE SIZE _____

Please complete Page 2

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COMPANY CONTACT INFORMATION

Company Name as registered with ASIC:	
Registered Company address:	
Principal place of business address:	
ACN:	ABN:
What is the nature of your Business?	

Provide Full Name, Date of Birth and Residential Address of all shareholders who are beneficial owners through one or more (direct/indirect) shareholdings of more than 25%.

1.
2.
3.
4.

NOMINATED REGISTERED PERSON (1)

Please complete all fields - Residential Address cannot be a PO BOX.

Surname:	Given Name:	
Middle Name(s):	Date of Birth: / /	
Residential Address:		
Suburb:	State:	Post Code:
Mobile Phone:	Other Phone:	
Email:		

SIGNATURE (1) _____ DATE _____

NOMINATED REGISTERED PERSON (2)

Please complete all fields - Residential Address cannot be a PO BOX.

Surname:	Given Name:	
Middle Name(s):	Date of Birth: / /	
Residential Address:		
Suburb:	State:	Post Code:
Mobile Phone:	Other Phone:	
Email:		

SIGNATURE (2) _____ DATE _____

AUTHORISED TO COMMUNICATE (No Access)

Surname:	Given Name:
Date of Birth: / /	Email:
Mobile PH:	Relationship to the business:

AUTHORISED TO COMMUNICATE (No Access)

Surname:	Given Name:
Date of Birth: / /	Email:
Mobile PH:	Relationship to the business:

OFFICE USE ONLY:

Received by: _____ Date _____

PROOF OF IDENTIFICATION DOCUMENTS

You are required to provide a minimum of 2 types of documentation when opening or maintaining an account with Guardian Vaults Melbourne or Guardian Vaults Sydney. Present one document from Table A and one document from Table B.

Table A documents must be presented in person. If not provided in person, you may provide a colour photocopy of the front and back of the I.D, certified in the last 3 months, returned to our office by email or Registered Post.

**Please notify our office of the registered tracking number, if you return your documents via registered post.*

TABLE A – Proof of Identification 1 Document required.	Important Notes
<ul style="list-style-type: none"> <input type="checkbox"/> Current Australian Passport. <input type="checkbox"/> Current Australian Drivers Licence. <input type="checkbox"/> Current Australia Post Keypass ID Card. <input type="checkbox"/> Current Australian Proof of Age Card 	<p>Australian Drivers licence may be used as proof of your identification, provided this is not also being used as your proof of address.</p> <p>Passports that are 6 months from expiry will also not be accepted.</p> <p>Proof of your identity documents must be valid, not expired and contain a colour photograph, date of birth and/or your residential address.</p>

TABLE B – Proof of Your Residential Address 1 Document required	Important Notes
<p>Statement</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bank, Credit Card, Mortgage etc. <p>Utility Household Bill</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gas, Electricity, Water, Telephone, Internet. <p>Local Authority</p> <ul style="list-style-type: none"> <input type="checkbox"/> Rates Notice issued by local council. <p>Government</p> <ul style="list-style-type: none"> <input type="checkbox"/> Financial Benefits Statement issued by the Commonwealth/State or Territory to you. <input type="checkbox"/> Australian Tax Office (ATO) notice issued to you. 	<p>Must show full name and residential address</p> <p>Statements must be dated within the last 6 months</p> <p>Bills must be dated within the last 6 months</p> <p>Local authority notices must be dated within the last 6 months</p> <p>Government or Tax notices must be dated within the last 6 months.</p>

Note: Any other type of documentation (including overseas documents) will only be accepted at the discretion of the General Manager or Compliance Officer.