

## Vendor Certificates

New information required.

\*A = Australian | \*N = Non-Australian  
I = Incorporated in Australia | NI = Not Incorporated in Australia

Field Name	Description	Individual		Non-individual	
		A	N	I	NI
Date of Birth	The date of birth of each individual selling the property.	✓	✓		
Tenancy Type	The tenancy type of each of the entities selling the property. Where a property is owned by one entity sole owner should be selected. Where an entity owns a percentage of a property you must select whether it is held as joint tenants or tenants in common.	✓	✓	✓	✓
Percentage of Ownership	The percentage of ownership the entity has on the property being transferred. This must be entered as a percentage to two decimal places.	✓	✓	✓	✓
Name of Trust	Where the land is held in trust the trust name must be entered. Where there are multiple trusts each should be entered with the applicable trustees.	✓	✓	✓	✓
Trust Type	Where the land is held in trust the type of trust must be entered i.e. Unit trust, discretionary trust, fixed trust, super fund, other.	✓	✓	✓	✓
Other trust type	Where the trust type of other is selected, enter type of trust.	✓	✓	✓	✓
Country of Tax Residence	The entities country for tax purposes.	✓	✓	✓	✓
Country of Citizenship (now mandatory for individuals)	Where an entity is an individual the country of citizenship must be entered. Where an individual has dual citizenship and one is Australian, Australia should be entered. Where neither is Australian, either can be entered.	✓	✓		
Is the individual ordinarily a resident of Australia?	Select yes/no to show if the individual is ordinarily resident in Australia.*		✓		
Is the entity a Foreign Person as defined under the Foreign Acquisitions and Takeover Act 1975?	Select yes/no to indicate if the company or government organisation is a foreign person			✓	✓
FIRB Application Number	The Foreign Investment Review Board (FIRB) application number must be entered where one exists. The number is the application number received when originally purchasing the property. The number should be entered regardless of whether an exemption was given.		✓		✓
Passport Number*	Where a citizenship other than Australia is entered and you have a passport you must enter a passport number. This may be shown as a document ID or passport number on your passport.		✓		
Visa Number	Where a passport number is entered, any visa number allowing entry to Australia must be entered. The visa number will be recorded in the individual's passport.		✓		
Visa Sub-class	The visa sub-class relating to the visa number as per above.		✓		
Visa Expiry Date	The date the visa shown above expires.		✓		

Field Name	Description	Individual		Non-individual	
		A	N	I	NI
Overseas Identifier	If an individual is not an Australian citizen, the unique identifier allocated to an individual in their country of tax residence for identification purpose, e.g. tax identification number (TIN) must be entered if they have one.		✓		
Address at time of Transfer	The clients address for service of notice at the time the transfer is taking place.	✓	✓	✓	✓
Address for Future Notices	The clients address for service of notice after the transfer has been lodged.	✓	✓	✓	✓
Contact Name	The contact name for the vendor i.e. the company property manager, director or public officer, vendor, solicitor, landowner.	✓	✓	✓	✓
Contact Type	The type of contact to be entered. i.e. Accountant, landowner, solicitor, club secretary, company director, other.	✓	✓	✓	✓
Contact Type Other	Where other is selected at contact type (above) enter the type of contact.	✓	✓	✓	✓
Contact Phone Number – Country Code & Area Code	The country code of the telephone number for the nominated contact person.	✓	✓	✓	✓
Contact – Area Code	The area code for the telephone number for the nominated contact person.	✓	✓	✓	✓
Contact Phone Number	The phone number of the nominated contact person.	✓	✓	✓	✓
Contact Email Address	The email address for the nominated contact person.	✓	✓	✓	✓
Country of Incorporation	A non individual must enter the country of incorporation or where they were formed.			✓	✓
ABN	The Australian Business Number for a non-individual entity.			✓	✓
ACN	The Australian Company number for the non-individual entity.			✓	✓
ARBN	The Australian Registered Body Number for a non-individual entity.			✓	✓
Overseas Registration Number	If the non-individual entity is not incorporated in Australia, the registration number used overseas must be entered.			✓	✓
Other Overseas Identifier	Allows for entry of an unique identifier for an individual or non-individual entity not provided under Overseas entity identifier or Overseas entity registration number. Only the identifier needs to be entered, not the name of the identifier.	✓	✓	✓	✓

\* An individual is ordinarily resident in Australia if the individual has been in Australia during 200 days or more days in the period of 12 months preceding that time and is not subject to any limitation as to time for their continued presence in Australia.