

Individual Client Identification Form (KYC)

Registered Tax Agent

KYC verification for Individuals & Sole Traders

This form satisfies Know-Your-Customer (KYC) identification requirements for individual and sole trader clients engaging Creative Accounting Services Pty Ltd as their registered Tax Agent.

1. Type of Client

Individual

Sole Trader

2. Individual Identification Details

Surname / Family Name

First Name

Other / Middle Names

Date of Birth (DD/MM/YYYY)

Tax File Number (TFN)

Residential Address

Email Address

Contact Telephone Number

Occupation / Job Title

Medicare Card Entitled

Yes

No

3. Sole Trader Business Details – If Applicable

Business Name (Trading As)

Business ABN

Business Industry Code

GST Registered (Y/N)

Nature of Business

In accordance with AML/CTF and TPB client-verification obligations, please provide one primary form of photo identification.

4. Primary Photo Identification

Passport

Driver Licence

Photo ID Card

Other

ID / Licence / Passport Number

State / Country of Issue

Expiry Date

If 'Other', please specify document type

Verified by (staff use only):

Staff Name

Verification Method

Date Verified

5. Spouse / Partner Details – If Applicable

Partner's Full Name

Partner's Date of Birth

Partner's Taxable Income

6. Banking Details

Name on Bank Account

BSB

Account Number

7. Tax Types to be Managed by Agent

Income Tax

GST / BAS

PAYG Withholding

FBT

Superannuation

Instalment / IC Activity

Other

If 'Other', please specify

8. Privacy, Consent & Agent Authorisation Declaration

I/we hereby appoint Creative Accounting Services Pty Ltd as my/our registered Tax Agent and authorise them to prepare and lodge returns, activity statements and correspondence with the Australian Taxation Office and other relevant bodies on my/our behalf.

I/we confirm that the information and identification documents provided in this form are true, accurate and complete, and agree to notify Creative Accounting Services Pty Ltd promptly of any changes. I/we consent to the collection, use, storage and verification of this information for client identification (KYC/KYB), AML/CTF and taxation purposes, in accordance with the firm's Privacy Policy.

I/we agree to provide accurate supporting documentation. I/we acknowledge and agree that liability for Creative Accounting Services Pty Ltd's professional fees commences as soon as work on this engagement begins, and that fees are payable prior to lodgement regardless of the outcome of the engagement.

I/we consent to the above declaration and authorise Creative Accounting Services Pty Ltd accordingly.

Full Name of Signatory

Position / Capacity

Signature

Date

This form and any supporting identification documents will be retained securely by Creative Accounting Services Pty Ltd in accordance with its Privacy Policy and statutory record-keeping obligations.