### **Identification and Personal Documents Checklist Template**

Purpose: Standard KYC/AML verification form pre-hire. Buyers complete and upload scans; ensures compliance before conveyancer engagement. s

Template Structure (Checklist Form for Platform Submission):

IDENTIFICATION VERIFICATION CHECKLIST

Conveyancers Marketplace – Pre-Hire Compliance

Applicant (Buyer) Name: [INSERT FULL NAME]

Date: [INSERT DATE]

Job ID: [AUTO-INSERT]

Required Documents (Upload Scanned Copies):

1. Primary Photo ID:
   * Australian Driver's License (front/back) OR Passport (photo page).
   * Expiry Date: [INSERT]. Issued By: [INSERT STATE/COUNTRY].
2. Proof of Address (Dated within 3 months):
   * Utility Bill (e.g., electricity/gas) OR Bank Statement OR Council Rates Notice.
   * Address Matches: [INSERT FULL ADDRESS]. Date: [INSERT].
3. Additional for Entities/Investors (If buying as company/trust):
   * ACN/ABN Certificate from ASIC/ATO.
   * Trust Deed or Company Constitution (excerpts).
   * Director/Trustee ID (as per items 1-2).
4. Income/Financial Verification (For finance clause):
   * Last 2 Payslips OR Tax Return Summary (if self-employed).

Declaration:

I, [INSERT FULL NAME], declare that the provided documents are true and correct. I authorize Conveyancers Marketplace and engaged conveyancers to verify my identity under AUSTRAC/AML/CTF Act 2006.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

System Verification:

* Admin/Conveyancer Review: [ ] Approved / [ ] Rejected (Reason: [INSERT]).
* Timestamp: [AUTO-INSERT].

Integration Note: Use this as a web form in the platform; auto-flag incomplete submissions. Store securely in encrypted database (e.g., via Identity Service).