

## Document Release Form

### Company

This is to request information or apply for release of documentation on behalf of a company.

#### Please:

1. Complete this form and read through **Note** below; and
2. Provide a current company search; and
3. Provide written instructions/authority signed by at least 2 Directors to release the company's requested documents; and
4. Provide certified copies totalling 100 points of identification of those said Directors from the list below:
  - Australian passport (expired no more than 2 years) - **70 points**
  - Birth certificate - **70 points**
  - Citizenship certificate – **70 points**
  - Current Australian drivers licence - **40 points**
  - Medicare card or pension card - **25 points**
  - Current credit card or ATM access card issued by a financial institution - **25 points**
  - Passbook or statement from a bank, building society or credit union (not more than 12 months old) - **15 points**
  - Telephone, gas or electricity account (not more than 12 months old) - **15 points**
  - Water or Council rate notice (not more than 2 months old) - **15 points**

#### Company Details:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Director's Full Name: \_\_\_\_\_

Director's Date of Birth: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Declaration:** I declare that this information is true and correct.

#### Information Required:

I request from Rennick & Gaynor the following (please tick):

Original	Copy	Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *Title for the property at _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lease/s for the property at _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Trust Deed/s for _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Court Orders for _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Other (please specify) _____

**Note:** Whilst you may request the above information, there is no certainty that we are able to comply with your request.  
 (a) It is recommended to collect the requested documents or provide us with your express post or registered mail envelope.  
 (b) \*For a Title: (i) if one of the director's is deceased, a certified copy of death certificate (for joint tenants) or Grant of Probate/Letters of Administration; (ii) LIV Verification of Identity will be required for all directors; (iii) the title can only be either collected in person by the Director/s or sent by prepaid express post or registered mail envelope supplied by you.