

## ABN-DSC Account Check List for: Stage 1 – Step 2

Please print and complete this checklist before submitting your documentation to VeriSign.  
After completing the checklist mail the documentation to:

Gatekeeper Validation  
VeriSign Australia Pty Ltd  
PO Box 3092  
South Melbourne VIC 3205

Enter your Contact Details:	
Name:	
Organisation:	
Contact Phone No:	
Date:	

Evidence of Identity (EOI) Documentation:	Complete
EOI Document matches your entity name as listed on the ABR <a href="http://www.abr.gov.au">www.abr.gov.au</a> .	
Check the Document is one of the Acceptable Documents; see Stage 1 – Step 2: <a href="http://www.verisign.com.au/gatekeeper/validation.shtml">www.verisign.com.au/gatekeeper/validation.shtml</a>	
Check the document has been certified by a third party who is eligible to sign Statutory Declarations (the applicant cannot certify the document, it must be certified by someone else). For further information see: <a href="http://www.verisign.com.au/gatekeeper/statutory-declaration.pdf">www.verisign.com.au/gatekeeper/statutory-declaration.pdf</a>	

Subscriber agreement:	Complete
Check the “Organisation” Name listed on Agreement matches your entity name as listed on the ABR.	
Correct LEGAL name provided for Nominated AO (To be checked by Australia Post during 100 point ID check).	
Full residential address provided for nominated AO <b>including Post Code</b> . (To be checked by Australia Post during 100 point ID check).	
Director or company secretary signed agreement.	
Copy of agreement made and stored.	

Payment:	Complete
Credit Card – no action required.	
Cheque – provide signed cheque.	
Purchase Order – provide copy of Purchase order.	

Mail:	Complete
Mail Completed Checklist.	
Mail ORIGINAL Subscriber Agreement.	
Mail ORIGINAL certified EOI.	