





## PROOF OF IDENTITY

In accordance with relevant Acts of Parliament, all financial institutions must prove your identity when you become a signatory of an account. These procedures will occur once only for each signatory and information provided will apply all accounts which are held by the applicant/s.

### Identity Verification Requirements

All account signatories are required to provide;

- ONE document from List A; or
- TWO documents, one from List B and one from list C

Documents must be either original documents, or certified copies (refer to List of persons who can certify copies)

### Category A List (Please tick ✓ )

- Photo driver's licence issued by a State or Territory
- Photo ID card issued by a State or Territory
- Current passport (or one that has expired within last 2 years) issued by the Commonwealth of Australia
- Current passport or national identity card, with photo of the person, issued by a foreign government, the United Nations, or a UN agency

### Category B List (Please tick ✓ )

- Birth certificate or birth extract issued by a state or territory
- Birth certificate issued by a foreign, government, accompanied by English translation by accredited translator
- Citizenship certificate issued by the Commonwealth of Australia
- Pension card, health care card issued by the Commonwealth of Australia

### Category C List (Please tick ✓ )

A notice that:

- was issued by the Australian Taxation Office within the last 12 months;
  - containing the name of the individual and his or her residential address; and
  - records a debt payable to or by the individual by or to the Commonwealth under a taxation law;
- was issued to an individual by a local government body or utilities provider within the last 3 months;
  - containing the name of the individual and his or her residential address; and
  - records the provision of services by that local government body or utilities provider to that address or to that person

In relation to a person under the age of 18, a notice that:

- was issued to a person by a school principal within the preceding three months,
- contains the name of residential address and
- record the period of that time the person attended at the school

### LIST OF PERSONS WHO CAN CERTIFY COPIES OF IDENTITY DOCUMENTS (Please tick ✓ )

- Legal Practitioner
- Court Judge or Magistrate
- Justice of the Peace
- Notary Public
- Police Officer
- Permanent employee of Australia Postal Corporation membership within 2 or more years service;
- An officer with 2 or more continuous years of service with one or more financial institutions;
- A member of the Institute of Chartered Accountants in Australia and New Zealand, CPA Australia or the National Institute of Public Accountants with 2 or more years of continuous service.

**D. RECORD OF IDENTIFICATION (Please tick ✓ )**

Specify The Customer Identification Procedures carried out to verify identity of the individu-

1st Committee Member

Documents produced for 1st Committee Member

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2nd Committee Member

Documents produced for 2nd Committee Member

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3rd Committee Member

Documents produced for 3rd Committee Member

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4th Committee Member

Documents produced for 4th Committee Member

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Identification Verified By

Date

OFFICE USE ONLY

Details Verified By

Date