



Personal Customer/Beneficial Owner Identification - Certified Copies

Certified identification documents must be attached

Details of Applicant/Beneficial Owner

Full Name (no initials)	<input type="text"/>	Date of Birth	<input type="text"/>
Residential Address	<input type="text"/>	Country	<input type="text"/>
Alternate Address	<input type="text"/>		
Phone (home)	<input type="text"/>	Phone (work)	<input type="text"/>
		Mobile	<input type="text"/>
Occupation	<input type="text"/>	Employer	<input type="text"/>

Identification details:

A certified copy of your identification documents must be attached to this document. The documents that you provide must be current and must also capture your name and either address or date of birth.

Document combinations:

You must provide the Bank with certified copies of specific identification documents. The acceptable combinations are as set out below: **If you are the named account holder that is being identified and you are not an Australian resident, you must provide a Passport that meets the visa requirements set out in the schedule below as one of your identification documents.**

- | | |
|---|---|
| <input type="checkbox"/> Two (2) A documents (A+A) or | <input type="checkbox"/> Two (2) B documents (B+B) or |
| <input type="checkbox"/> One (1) A document AND one (1) B document (A+B) or | <input type="checkbox"/> One (1) B document AND two (2) C documents (B+C+C) |
| <input type="checkbox"/> One (1) A document AND one (1) C document (A+C) or | |

Indicate which form of identification has been certified and attached to this form by ticking the relevant box

A Documents (Primary Photographic)

- Photo driver's licence** issued by an authority of an Australian State or Territory or by an equivalent authority of a foreign country for the purpose of driving a road vehicle (interim documents are not acceptable as an 'A' document but may satisfy the requirements for a 'C' document). Both sides of licence are required.
- National identity card** issued for the purpose of identification that:
- (a) contains a photograph and signature of the person in whose name the document is issued;
 - (b) is issued by a foreign government, the United Nations or an agency of the United Nations; and
 - (c) if it is written in a language that is not understood by the person carrying out the verification, is written in English or be accompanied by an English translation prepared by an accredited translator.
- Card** issued by an Australian State or Territory for the purpose of **proving the person's age** which contains a photograph of the person in whose name the card is issued (i.e. Adult Proof of Age Card or 18+ card).
- Passport**
- For **Domestic Individuals ONLY**:
- (a) issued by the Commonwealth of Australia or New Zealand Government which includes the photograph and signature of the person to which it was issued.
- For **Foreign Individuals (where the individual is the customer)**:
- (a) that contains a photograph and signature of the person in whose name the document is issued;
 - (b) is issued by a foreign government, the United Nations or an agency of the United Nations;
 - (c) if it is written in a language that is not understood by the person carrying out the verification, is written in English or be accompanied by an English translation prepared by an accredited translator; and
 - (d) contains a valid Australian issued visa permitting them to work and/or permanently reside in Australia (Visa length must be minimum 12 months with at least 6 months remaining from the date of account opening).
- For **Foreign Individuals (where the individual is a signatory or beneficial owner of an entity) ONLY**:
- (a) that contains a photograph and signature of the person in whose name the document is issued;
 - (b) is issued by a foreign government, the United Nations or an agency of the United Nations; and
 - (c) if it is written in a language that is not understood by the person carrying out the verification, is written in English or be accompanied by an English translation prepared by an accredited translator.

B Documents (Primary Non-Photographic)

- Australian or New Zealand Birth Certificate or Birth Extract or extract from the Register of Citizenship by Descent. Important: A commemorative Birth Certificate is not acceptable.
- Citizenship certificate issued by the Commonwealth of Australia or New Zealand.
- Citizenship certificate issued by a foreign government that, if it is written in a language that is not understood by the person carrying out the verification, is written in English or be accompanied by an English translation prepared by an accredited translator.
- Pension or health care card issued by the Department of Human Services that entitles the person issued with the card to concessions

C Documents (Secondary) only Australian Commonwealth, State or Territory documents will be accepted

- Financial benefits notice issued by the Commonwealth, a State or a Territory within the last 12 months containing the customer's name and residential address.
- Tax assessment notice issued by the Australian Taxation Office within the last 12 months containing the customer's name and residential address.
- Rates or utilities notice issued by a local government or utilities provider within the last 3 months containing the customer's name and residential address.
- If under the age of 18, notice issued by the principal of a school in Australia within the last 3 months on school letterhead containing the customer's name, residential address and period of time the customer attended at the school.

Where you are unable to present the C Documents (Secondary) listed above at the first instance of identification, you can present one of the C Documents (Secondary) listed below:

- Birth certificate issued by a foreign government, the United Nations or an agency of the United Nations that, if it is written in a language that is not understood by the person carrying out the verification, is written in English or be accompanied by an English translation prepared by an accredited translator. Important: A commemorative Birth Certificate is not acceptable.
- Australian Medicare or interim Medicare Card
- Debit or credit card issued by an Australian financial institution containing the customer's full name.
- Photo identification card issued to a student at an Australian Higher Education Institution (University or TAFE)
- Australian Defence Force Identification Card
- Australian Firearms Licence
- Rental or Lease Agreement showing name and address at which a customer lives or carries out business in Australia.
- Australian Gaming Licence
- Australian Health Card issued by the Department of Veteran Affairs
- Australian ImmiCard issued by the Department of Immigration and Border Protection
- Interim driver's licence along with the expired driver's licence issued by an Australian State or Territory where the customer is renewing their driver's licence and the interim driver's licence contains all of the details that normally appear on a driver's licence.

Permissible Certifier categories: (must be currently working in the capacity of)

Please select the applicable category as listed below

1. A person who is enrolled on the roll of a Supreme Court of an Australian State or Territory, or the High Court of Australia, as a legal practitioner (however described)
2. A judge of an Australian court
3. A magistrate of an Australian court
4. A chief executive officer of a Commonwealth Court
5. A registrar or deputy registrar of an Australian court
6. An Australian registered Justice of the Peace or Commissioner for Declarations
7. An Australian registered notary public (for purpose of the *Statutory Declaration Regulations, 1993*)
8. A police officer with an Australian Police Force
9. An agent of the Australian Postal Corporation who is in charge of an office supplying postal service to the public
10. An officer with two (2) or more continuous years of service with one or more Australian Financial Services Licensees
11. A member of the Institute of Chartered Accountants in Australia, CPA Australia or the Australian National Institute of Accountants with two (2) or more years of continuous membership

Note: Where you are a customer based overseas, documents can be certified overseas by a person in categories 12 to 20. However, where the certifier is based in a country that is listed on the **Banned and High Risk Countries** list, documents can ONLY be certified by persons in categories 12 and 13.

12. An Australian Consular Officer or Australian Diplomatic Officer who holds one of the following positions: Consul-General, Consul, Vice-Consul, Trade Representative, Consular Agent, Ambassador, High Commissioner, Minister, Head of a Mission, Commissioner, Charge d'Affaires, Counsellor, Secretary or Attache at an Embassy, High Commissioner's office, Legation
13. An overseas registered notary public for the purpose of the Statutory Declaration Regulations 1993
14. Officers of any other Australian bank or other Australian financial institution (bank, building society or credit union) or Australian finance company with offices offshore where the officer has 2 or more years' service with Australian financial institutions or Australian finance companies.
15. A judge, magistrate, registrar, deputy registrar or clerk of an overseas court.
16. A police officer of an overseas country.
17. A legal practitioner who holds a current practicing certificate under a law in force in a State or Territory of Australia.
18. A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership.
19. Employee of the Australian Trade and Investment Commission who is: in a country or place outside Australia; and authorised under paragraph 3 (d) of the Consular Fees Act 1955; and exercising his or her function in that place.
20. Employee of the Commonwealth who is: in a country or place outside Australia; and authorised under paragraph 3 (c) of the Consular Fees Act 1955; and exercising his or her function in that place.

Personal Customer/Beneficial Owner Identification - Certified Copies

Details of certifier

Full Name (no initials)	<input type="text"/>		
Business Address	<input type="text"/>		
	<i>(for Justice of the Peace, please provide address registered with the Justice Department)</i>		
Signature	<input type="text"/>	<input type="text"/>	Contact Phone No. <i>(Land Line Only)</i>
Date	<input type="text"/>		

Certifier checklist:

1. Write the following wording, on the copies of documents provided to you: - must be in English
"I certify that I have seen the original documentation and that this photocopy is a true likeness, complete and accurate copy of that original"
2. Sign and date photocopy of identification documents
3. Add your name in block capitals along with your position/capacity, address and daytime telephone number (not a mobile phone). You may be contacted by the Bank as part of the certifier verification process.
4. Add the official stamp of your office, if possible.

Bank Use Only / / **Received** / / **Actioned**

Obtained confirmation that the certifier currently holds position as stated above.

Preparer	<input type="text"/>	<input type="text"/>	Authoriser
Signature	<input type="text"/>	<input type="text"/>	Signature