

Attach certified
copies here



Certified Copy Certificate – *Customer Identification Documents* (To be used for Individuals only)

Upon instruction from the Bank, this form may be used where the customer is not able to present their original identification documents to the Bank in person.

Part A: Customer Details

Full name Date of birth / /

Residential address

Suburb State Postcode Country

Signature of customer *(to be signed in the presence of the certifier)*

Part B: Certifier Details

Please complete Part B to enable the Bank to contact you if necessary to confirm any information provided on this form.

Full name Occupation

Place of employment Business phone number ()

Employment address

Suburb State Postcode Country

Category of certifier *(see list on page 3 – insert relevant number)*

Where the name on the identification documents differs from the name used by the customer, provide an explanation given by the customer or sight and record documentation which identifies the customer in their former name e.g. marriage certificate or deed poll.

Signature of Certifier

- I have examined the originals of all the documents which are set out in **Part C** of this form.
- The copy documents attached are true and correct copies of the original documents examined by me.
- The customer signed this form in my presence.

Privacy Statement: The Bank is collecting your personal information in order to assist in the identification of the Customer named in Part A.

Signature Date / /

Part C: Details of Documents Certified

- At least **two identification documents** must be certified with at least one being a **primary identification document**.
- The combination of identification documents certified must contain the customer's **full name, residential address** and **date of birth**.
- Certify the first page of the document(s) with "This is a true copy of the original document" followed by the Certifier's signature and the date. Initial any subsequent pages.
- All documents **must be current unless specified otherwise**.
- If any document is written in a language other than English, it must be accompanied by an English translation prepared by an accredited translator.

Primary identification documents – please tick (✓) which document(s) are certified.

Document	Certified
Birth certificate – Australian (full birth certificate or extract birth certificate)	<input type="checkbox"/>
Birth certificate – Foreign (issued by a foreign government, the United Nations or an agency of the United Nations; must be a full birth certificate)	<input type="checkbox"/>
NSW birth card*	<input type="checkbox"/>
Citizenship certificate – Australian	<input type="checkbox"/>
Citizenship certificate – Foreign (issued by a foreign government)	<input type="checkbox"/>
Driver's licence – Australian*	<input type="checkbox"/>
Learner's driver's licence – Australian*	<input type="checkbox"/>
Passport – Australian (can either be current or expired within the last 2 years; must not be cancelled, defaced or mutilated)*	<input type="checkbox"/>
Passport – Foreign (issued by a foreign government, the United Nations or an agency of the United Nations; must not be cancelled, defaced or mutilated)*	<input type="checkbox"/>
Travel document – Foreign (issued by a foreign government, the United Nations or an agency of the United Nations)*	<input type="checkbox"/>
Boat licence – Australian*	<input type="checkbox"/>
Taxi licence – Australian *	<input type="checkbox"/>
Pension card – Centrelink	<input type="checkbox"/>
Pension card – Department of Veterans' Affairs	<input type="checkbox"/>
KEYPASS photo ID card*	<input type="checkbox"/>
18+ Proof of age card*	<input type="checkbox"/>
National identity card (issued by a foreign government, the United Nations or an agency of the United Nations)*	<input type="checkbox"/>
NSW RTA photo card or Proof of age card*	<input type="checkbox"/>

* must contain a photograph and signature

Secondary identification documents – please tick (✓) which document(s) are certified.

Document	Certified
Driver's licence – Foreign*	<input type="checkbox"/>
Security guard's licence*	<input type="checkbox"/>
Shooter's/firearms licence*	<input type="checkbox"/>
Blind Citizens Australia ID card*	<input type="checkbox"/>
Multiple Sclerosis Society photo ID card*	<input type="checkbox"/>
Public Service employee ID card – Australian*	<input type="checkbox"/>
Student ID card – Australian higher education (TAFE or University)*	<input type="checkbox"/>
Working With Children check card (Blue card) QLD, VIC, WA*	<input type="checkbox"/>
Australian Taxation Office (ATO) notice issued within the last 12 months and includes the customer's name and residential address.....	<input type="checkbox"/>
Financial benefits notice issued by a Commonwealth, State or Territory government issued within the last 12 months and includes the customer's name and residential address (e.g. a notice from Centrelink)	<input type="checkbox"/>
Financial institution passbook (Australian) which must be current and have a black light signature	<input type="checkbox"/>
Utilities notice issued by a local government or utilities provider within the last 3 months and includes the customer's name and residential address...	<input type="checkbox"/>
Health care card – Centrelink.....	<input type="checkbox"/>
Health care card – Department of Veterans' Affairs.....	<input type="checkbox"/>
Marriage certificate – Australian	<input type="checkbox"/>
Medicare card	<input type="checkbox"/>
Commonwealth seniors health card or State seniors card.....	<input type="checkbox"/>

* must contain a photograph and/or signature

Checklist for Certifier (must be completed *in full* by the Certifier)

Please tick (✓)

- All parts of this form have been completed.
- You are a person within a specified class of accepted certifiers defined below in "Category of Certifiers".
- All identification documents are certified as a true copy of the original document.
- At least two identification documents are certified with at least one being a primary identification document.
- The combination of identification documents certified contains the customer's full name, residential address and date of birth.
- This form was signed by the customer in your presence.
- The certified copies are attached to this form.

NOTE : It is an offence under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 to knowingly provide false or misleading information or knowingly produce a false or misleading document. **Penalty: Imprisonment for 10 years.**

Category of Certifiers

(Note: Overseas customers can ONLY use category 11 or 16 below)

- 1. A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described)
- 2. A judge of a court
- 3. A magistrate
- 4. A chief executive officer of a Commonwealth court
- 5. A registrar or deputy registrar of a court
- 6. A Justice of the Peace
- 7. A notary public (for the purposes of the Statutory Declaration Regulations 1993)
- 8. A police officer
- 9. An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- 10. A permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- 11. An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
- 12. An officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993)
- 13. A finance company officer with 2 or more continuous years of service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993)
- 14. An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees
- 15. 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
- 16. An international bank employee authorised by their institution to open accounts, where the international bank is acceptable to the Bank

Bank use only

Bank officer's name	Salary number	
<input type="text"/>	<input type="text"/>	
Branch/Department	BSB	Customer IDV Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date	
<input type="text"/>	<input type="text"/>	