



Qvalent – Roles and Responsibilities for Verifying Officers.

Verifying Officers are instrumental to the efficient and effective operation and administration of the organisation's Qvalent Platform. It is imperative that organisational representatives undertaking these positions are comprehensively briefed on their roles and responsibilities.

Verifying Officer.

Verifying Officers play an important role in the Qvalent Platform. The Verifying Officer's primary role is to identify a new user in accordance with the requirements of the *Anti-Money Laundering and Counter-Terrorism Financing Act & Rules*.

To identify a user the Verifying Officer must collect and provide to Westpac:

1. The full name of the user
2. Position held with employer
3. Date of Birth of user
4. Residential address of user
5. Any other names known by
6. A copy of the user's signature
7. Evidence of the user's authority to act as agent on behalf of the organisation (e.g. User Establishment Form)

Upon completion of the user application, the Verifying Officer is required to provide Westpac the signed User Establishment Form.

Nomination of a Verifying Officer.

To nominate a Verifying Officer, a Verifying Officer Nomination/Removal Form is completed.

The form includes the following details:

- Name and address of nominee
- Any other names known by
- Date of Birth
- Organisation details
- Nominee's role
- Specimen signature

All nominees must be identified by Westpac in accordance with the *Anti-Money Laundering and Counter-Terrorism Financing Act & Rules*. This identification may be carried out at any Westpac Branch or by sending certified copies of identification documents to your Westpac representative.

All documentation relating to the establishment of Verifying Officers will be retained on file.