

## Identification Documentation and Certification Guide

As part of your application, we need to obtain identification information as required by law, including 'know your customer' requirements under anti-money laundering and counter terrorism financing legislation. For example, for an individual this will include documents that verify information such as name, residential address and date of birth.

### Documentation required

Individual ID documents
<p><b>One primary photographic identification document:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Australian driver's licence (current)</li> <li><input type="checkbox"/> Australian or foreign passport (current, or Australian Passport expired within preceding 2 years)</li> <li><input type="checkbox"/> State or Territory issued proof of age card</li> <li><input type="checkbox"/> Foreign national identity card</li> </ul>
<p><b>OR</b></p> <p><b>One primary non-photographic identification document:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Australian birth certificate or foreign birth certificate</li> <li><input type="checkbox"/> Birth extract issued by an Australian State or Territory</li> <li><input type="checkbox"/> Australian citizenship certificate or foreign citizenship certificate</li> <li><input type="checkbox"/> Pension or Government Health Care card issued by Centrelink or Department of Veterans' Affairs</li> </ul>
<p><b>AND</b></p> <p><b>One secondary identification document:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Notice less than 12 months old issued by a Commonwealth, State or Territory Department which records provision of financial benefit (e.g. Centrelink statement). Must contain the individual's name and residential address</li> <li><input type="checkbox"/> Notice less than 12 months old issued by the Australian Tax Office of debt or assessment that contains the name of the individual and residential address</li> <li><input type="checkbox"/> Notice less than 3 months old issued by a Local Government Body or Utilities Provider that notes the provision of services to that address and/or that person (e.g. Council Rates, Water Rates, Electricity Bill, Gas Bill and Telephone Landline Bill). Must contain the name of the individual and residential address</li> </ul>

**Each identification document must be certified by an acceptable certifier. We will not accept photocopies or electronic transmissions of a certification. Please contact us if the documentation will not be certified in Australia.**

A certified copy means a document that has been certified as a true copy of an original document by any one of the eligible certifiers listed below. The person certifying the documents must include a statement that "this is a true and complete copy of an original document which I have sighted", then print and sign their name, date, qualification number (if applicable), state category of certifier (refer to list below), years of service (if applicable) and a contact telephone number.

- a) A lawyer – a person who is enrolled on the roll of the Supreme Court of a State or Territory or High Court of Australia, as a legal practitioner (however described);
- b) A judge of a court of the Commonwealth of Australia;
- c) A magistrate of the Commonwealth of Australia;
- d) A Chief Executive Officer of a Commonwealth Court of Australia;
- e) A registrar or deputy registrar of a court of the Commonwealth of Australia;
- f) A Justice of the Peace in an Australian State or Territory;
- g) A Notary Public (for the purposes of the Statutory Declaration Regulations 1993);
- h) A police officer (Australian State or Territory or Commonwealth of Australia);
- i) A postal agent – an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
- j) A post office employee – a permanent employee of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public;
- k) An Australian Consular Officer or an Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955);
- l) An officer with two or more years continuous service with one or more financial institutions regulated in Australia (for the purposes of the Statutory Declaration Regulations 1993);
- m) A finance company officer with two or more years of continuous service with one or more financial companies regulated in Australia (for the purposes of the Statutory Declaration Regulations 1993);
- n) An officer with, or authorised representative of, a holder of an Australian Financial Services License having two or more years of continuous service with one or more licensees;
- o) A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years continuous membership;
- p) Commissioner for Affidavits or Declaration of Oaths; or
- q) A Pharmacist (within the meaning of the Statutory Declarations Regulations 1993)