

This form may be used where a customer is not able to present their original customer identification documents in person.

## Part A Customer Details

Type of Customer (please tick ✓)

Company       Trust       Partnership       Association       Registered Co-operative

Full name of Customer (Registered name if applicable)

Address (Registered address if applicable)

Street

Suburb/Town/City

State

Postcode

Country

Australian Company Number (ACN) / Australian Business Number (ABN) / Incorporation Number (if applicable)

## 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 of Certifier

Occupation

Name of Certifier's employer

Business phone number

Certifier's employment address

Street

Suburb/Town/City

State

Postcode

Country

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

Qualification Number (if applicable)

## Declaration 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.

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

Signature of Certifier

Date

## Part C Details of Documents Certified

- Please tick (✓) which document(s) are certified.
- **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.
- If any document is written in a language other than English, it must be accompanied by an English translation prepared by an accredited translator.

Customer	Document	Certified
Company	ASIC Certificate of incorporation/registration or equivalent document issued by the relevant registration body outside Australia	<input type="checkbox"/>
Trust	Trust deed, or extract, where the names of the trust, names of the trustees, names of the beneficiaries and the execution page are evident; OR Notice issued by the Australian Taxation Office within the last 12 months e.g. notice of assessment; OR Letter from a solicitor or qualified accountant that confirms the name of the trust and all trust information required to be collected; OR Disclosure certificate, signed by a trustee of the trust, to verify any information relating to the trust other than the name of the trust and the trustees’ details	<input type="checkbox"/>
Partnership	Partnership agreement, or extract, where the full name of the partnership, names of the partners and execution page are evident; OR Minutes of a partnership meeting; OR Notice of Assessment issued by the Australian Taxation Office dated within the last 12 months; OR Current membership certificates (or equivalent) of a professional association; OR Certificate of registration of business name; OR Disclosure certificate signed by a partner, to verify the partnership’s membership of a professional association; OR Disclosure certificate signed by a partner, to verify any information relating to the partnership other than the name of the partnership and the partners’ details ; OR Letter from a solicitor or qualified accountant that confirms the name of the Unregulated Partnership	<input type="checkbox"/>
Association	Certificate of incorporation or equivalent document issued by the relevant registration body outside Australia	<input type="checkbox"/>
	Constitution or rules or minutes of a meeting of the association or relevant extract where the full name and registration number (if applicable) of the association are evident; OR Disclosure certificate from the association signed by the chairman, secretary or treasurer of the incorporated association to verify any information relating to the association other than the name of the incorporated association and the unique identifying number issued to the association or incorporation; OR Letter from a solicitor or qualified accountant that confirms the name of the Unincorporated Association	<input type="checkbox"/>
Registered Co-operative	Certificate of registration or equivalent document issued by the relevant registration body outside of Australia	<input type="checkbox"/>
	Register maintained by the co-operative or minutes of a meeting of the co-operative or relevant extract where the full name and registration number of the co-operative are evident; OR Disclosure certificate signed by the chairman or secretary or treasurer of the co-operative, to verify information other than the name and identification number of the registered co-operative	<input type="checkbox"/>
<b>Other documents -</b> please specify. <b>Note:</b> The Bank reserves the right to reject any document listed here.		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

## 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 "Categories of Acceptable Certifiers".
- All documents contain on the first page, a written statement, signed and dated by you, stating that "this is a true copy of the original document".
- All documents are written in English or an English translation prepared by an accredited translator is attached.
- The certified copies containing the Certifier's original signature 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.**

## Categories of Acceptable Certifiers

The following categories of persons are approved by the Bank to certify identification documents:

1. A person 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 notary public (for the purposes of the Statutory Declaration Regulations 1993).
7. A police officer.
8. An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955).
9. A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years of continuous membership.
10. An officer with two or more years of continuous service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993).
11. A Justice of the Peace.
12. An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public.
13. 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.
14. A finance company officer with two or more years of continuous service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993).
15. An officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more years of continuous service with one or more licensees.
16. Any person specifically appointed as our agent to certify identity.
17. Permanent employee of:
  - (a) the Commonwealth or a Commonwealth authority; or
  - (b) a State or Territory or a State or Territory authority; or
  - (c) a local government authority;with 5 or more years of continuous service

**Note: Non-residents** – certification by the following acceptable certifiers – categories numbered 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10 as equivalent within the certifier's country of residence.