

IDENTIFICATION REQUIREMENTS FOR A SIGNATORY TO AN ACCOUNT

OPTION 1	PRIMARY PHOTOGRAPHIC IDENTIFICATION DOCUMENTATION When using Option 1, you must confirm your full name, as well as your date of birth and/or residential address, using an original or certified copy of one of the documents in the table below.	
Driver's Licence/Permit containing your photo	Australian Passport that has not expired by more than 2 years	State Identification Card containing your photo and age/date of birth
OPTION 2	PRIMARY NON-PHOTOGRAPHIC IDENTIFICATION DOCUMENTATION PLUS SECONDARY NON PHOTOGRAPHIC DOCUMENTATION When using Option 2, you must confirm your full name, as well as your date of birth and/or residential address, using an original or certified copy of one of the documents listed in Step 1 below AND at least one of the documents listed in Step 2 below.	
Step 1 use an original or certified copy of ONE of the following	<ul style="list-style-type: none"> * Birth Certificate or Birth Extract: <input type="checkbox"/> * Citizenship Certificate: <input type="checkbox"/> * Pension Card issued by Centrelink: <input type="checkbox"/> (Accompanied by an accredited translator's translation, if not written in English) 	
Step 2 AND use an original or certified copy of ONE of the following	<ul style="list-style-type: none"> * Financial Benefits Statement issued to you by the Commonwealth, or a State or Territory within the last 12 months: <input type="checkbox"/> * Income Tax Assessment Notice issued by the Australian Taxation Office within the last 12 months: <input type="checkbox"/> * Rates or utility notice issued by a local government body or Utilities provider within the last 3 months: <input type="checkbox"/> 	
Extra identification requirements for Companies	In the case of an Australian registered company, the following information needs to be verified: <ul style="list-style-type: none"> * The full name of the company as registered by ASIC; * The ACN issued to the company; * Whether the company is registered by ASIC as a proprietary company or a public company. 	
Official Company identification document	<ul style="list-style-type: none"> * Current Company Extract 	
Official identification Of directors include	<ul style="list-style-type: none"> * Driver's Licence/Permit containing the directors photo; * Australian Passport not expired by more than 2 years; * State Identification Card containing the directors photo and age/date of birth 	
Extra identification requirements for Trusts	An original or certified copy of the trust deed, together with any amended Trust deeds	
Extra identification requirements for Minors	An original or certified copy of a Birth Certificate, Passport or other Acceptable ID (Specify)	

Approved certifiers list (as at March 2013)

The following is a list of persons authorised to certify a copy. Unless it is specified that the Authorised Person may be overseas, an Authorised Person must be either an Australian Citizen or Permanent Resident of Australia.

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 in Australia or overseas;
3. A magistrate in Australia or overseas;
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) in Australia or overseas;
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 service with one or more Australian financial institutions (for the purposes of the Statutory Declaration Regulations 1993) or overseas financial institutions with which ANZ has an existing correspondent banking relationship;
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;
16. A pharmacist.

Please note: The certification of the document must have an original signature and NOT be a photocopy or scanned version of a certified document.

The certification is to be on the face of the document itself, stating the name of the certifying person & in what capacity (from the above lists) they have certified the document (e.g. as a judge, CPA member of more than 2 years standing, etc.) & it must be dated within the last 3 months.

The following wording should be used when certifying all documents.

I John Smith (Your Name) Justice of the Peace (Signing capacity eg J P)

certify this to be a true copy of the original document that I have sighted.

Signed Dated