



Identification Reference – Individual

Know Your Customer

1 Date

2 Applicant Details

Full Name *(Surname last)*

Residential Address

Date of Birth

Phone Number

Email Address

3 Are you a sole trader?

No

Yes

Full Business Name *(If any)*

Principal Place of Business

(If same as Residential Address write 'as above')

ABN *(If any)*

4 Identification Document/s Type *(Select one)*

Original or certified copy of one Primary Photographic Identification Document

Original or certified copy of one Primary Non-Photographic Identification Document and one Secondary Identification Document

5 Is your name as shown on any of the Identification Document(s) provided different to that supplied above?

No

Yes *(Please provide a brief explanation)*

6 Declaration

The details contained in this form are true, complete and correct.

Signature of Applicant

No further details are required, end of form.

Primary Photographic Identification Document

Must contain photograph and signature/unique identifier of person in whose name the document is issued.

1. Driving licence or permit (Australian or foreign)
2. Passport or similar document issued for international travel (Australian or foreign)
3. National ID card (foreign only)
4. Proof of age card (Australian only)

Primary Non-Photographic Identification Document

1. Birth certificate (Australian or foreign)
2. Birth extract (Australian only)
3. Citizenship certificate (Australian or foreign)
4. Pension card issued by Centrelink

Secondary Identification Document - Australian only

1. Government financial benefits notice (issued within the preceding 12 months)
2. Australian Taxation Office notice (issued within the preceding 12 months)
3. Local government or utilities bill (issued within the preceding 3 months)
4. For a person under 18, a notice from a school principal recording the period of time the person attended the school (issued within the preceding 3 months)

Notes:

- a. Expired documents will not be accepted other than in the case of an Australian passport (within the preceding 2 years).
- b. Any foreign documents not written in English must be accompanied by an English translation prepared by an accredited translator.

People who can certify a document as a true copy of an original

1. Legal practitioner enrolled on the roll of the Supreme Court of a State or Territory or the High Court of Australia
2. Judge of a court
3. Magistrate
4. CEO of a Commonwealth court
5. Registrar or Deputy Registrar of a court
6. Justice of the Peace
7. Notary public
8. Police officer
9. Agent of Australia Post who is in charge of a post office
10. Permanent employee of Australia Post employed in a post office*
11. Australian consular/diplomatic officer
12. Officer of a financial institution*
13. Officer of a finance company*
14. Officer/authorised representative of a holder of an Australian Financial Services licence*
15. Member of the Institute of Chartered Accountants in Australia, CPA Australia or National Institute of Accountants*
16. Public employees - current full-time employees of Commonwealth Government or Statutory Authorities, who have been employed for at least 5 years[^]
17. A person in a foreign country who is authorised by law in that jurisdiction to administer oaths or affirmations or to authenticate documents

* Must have 2 or more continuous years of service/membership.

[^] Only for Australian Government accounts.

Notes:

- a. If you ask someone to certify your documents you must make sure that:
 - The person certifying is on the above list.
 - They use the wording 'CERTIFIED TRUE COPY'.
 - They sign and date the copy.
 - They print their name and profession or qualification.

Bank Use Only

OPTION 1 Primary Photographic Identification Document

Verification

Name on Document	<input type="text"/>	<input type="checkbox"/>
Type of Document	<input type="text"/>	<input type="checkbox"/>
Issued by	<input type="text"/>	<input type="checkbox"/>
Date of Issue	<input type="text"/>	and/or Expiry Date <input type="text"/>
Date of Birth	<input type="text"/>	<input type="checkbox"/>
Address	<input type="text"/>	<input type="checkbox"/>
Document Number	<input type="text"/>	<input type="checkbox"/>
Unique Identifier of Person	<input type="text"/>	(If same as Document Number write 'as above') <input type="checkbox"/>
Signature	No <input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/>

Expired documents must not be accepted other than in the case of an Australian passport (within the preceding 2 years).

OPTION 2 Primary Non-Photographic Identification Document

Verification

Name on Document	<input type="text"/>	<input type="checkbox"/>
Type of Document	<input type="text"/>	<input type="checkbox"/>
Issued by	<input type="text"/>	<input type="checkbox"/>
Date of Issue	<input type="text"/>	and/or Expiry Date <input type="text"/>
Date of Birth	<input type="text"/>	<input type="checkbox"/>
Address	<input type="text"/>	<input type="checkbox"/>
Document Number	<input type="text"/>	<input type="checkbox"/>
Unique Identifier of Person	<input type="text"/>	(If same as Document Number write 'as above') <input type="checkbox"/>
Signature	No <input type="checkbox"/> Yes <input type="checkbox"/>	<input type="checkbox"/>

Expired documents must not be accepted.

Plus Secondary Identification Document

Verification

Name on Document	<input type="text"/>	<input type="checkbox"/>
Type of Document	<input type="text"/>	<input type="checkbox"/>
Issued by	<input type="text"/>	<input type="checkbox"/>
Date of Issue	<input type="text"/>	and/or Expiry Date <input type="text"/>
Date of Birth	<input type="text"/>	<input type="checkbox"/>
Address	<input type="text"/>	<input type="checkbox"/>
Document Number	<input type="text"/>	<input type="checkbox"/>
Unique Identifier of Person	<input type="text"/>	(If same as Document Number write 'as above') <input type="checkbox"/>

Documents must have been issued within the preceding 12 months (Australian Government State or Territory financial benefits notice, Australian Taxation Office notice) or issued within the preceding 3 months (local government/utilities bill, notice from school principal).

Processed	Signature <input type="text"/>	Date <input type="text"/>	Checked	Signature <input type="text"/>	Date <input type="text"/>
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