



# Customer identification and broker declarations (face-to-face).

For any enquiries contact the credit hotline on **1300 728 154** or visit [mebank.com.au/broker](http://mebank.com.au/broker)

## Broker use only.

This form is used for:

- Face-to-face identity verification conducted in Australia either in person or via a digital platform. **Note:** If you cannot complete a face-to-face interview, please contact your Business Development Manager to discuss verification of the applicant(s) identity.
- Broker declarations.

## Identity verification.

Please complete the customer identification sections below for all applicants/guarantors.

**Step 1** Record the details of the person(s) being identified.

**Step 2** Sight the required original identification documents and record the verification method.

**Step 3** Record details of the **original** identification documents sighted by you and verify that the person's details match the identification documents.

**Step 4** Attach copies of the **original** identification documents to this completed form before submitting to ME.

## Person(s) being identified.

### Applicant 1.

Title (Mr/Mrs/Miss/Ms/other) Surname

Given name(s)

Date of birth

Residential address  
  
 State  Postcode

Date identification took place

### Applicant 2/Guarantor.

Title (Mr/Mrs/Miss/Ms/other) Surname

Given name(s)

Date of birth

Residential address  
  
 State  Postcode

Date identification took place

**Note** – it is an offence under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth) to provide false or misleading information or to produce false or misleading documents.

**Privacy** – the information provided by you on this form to verify your identity is collected in accordance with the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth). Information may be disclosed to the Australian Transaction Reports and Analysis Centre (AUSTRAC) or as other legislation allows or requires.

## Verification method.

### Applicant 1.

In person  
 Digital platform  
Platform used e.g. Facetime

### Applicant 2/Guarantor.

In person  
 Digital platform  
Platform used e.g. Facetime

## Identification document requirements.

**Option 1.** Supply one primary photographic identification document

**Option 2.** Supply one primary non-photographic identification & one secondary identification document

**Option 3.** Supply two primary non-photographic identification documents

### Primary photographic identification document:

- Driver's licence or permit (Australian only)
- Passport (Australian or foreign\*)
- Proof of Age card (Australian Only)
- National identity card issued by a foreign government or United Nations

### Primary non-photographic identification document:

- Birth certificate (Australian or foreign\*)
- Birth extract (Australian only)
- Pension card issued by Centrelink
- Citizenship certificate (Australian or foreign\*)

### Secondary identification document (must contain your full name and residential address):

- Government financial benefits notice (issued within the last 12 months)
- Australian Tax Office notice of assessment (issued within the last 12 months)
- Local government or utilities bill (issued within the last three months)

All documents must be original and current (with the exception of Australian passports expired within the last two years but not cancelled) and contain the applicant's full name, date of birth or current residential address.

\*Foreign documents must be in English.

## Record of identification document (copies to be attached).

### Applicant 1.

Document type (e.g. passport)	<input type="text"/>	Name verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Document number (if applicable)	<input type="text"/>	Date of birth verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Document issue date (if applicable)	<input type="text"/>	Residential address verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Place of issue (if applicable)	<input type="text"/>	Photograph verified?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Document expiry date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				

Document type (e.g. passport)	<input type="text"/>	Name verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Document number (if applicable)	<input type="text"/>	Date of birth verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Document issue date (if applicable)	<input type="text"/>	Residential address verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Place of issue (if applicable)	<input type="text"/>	Photograph verified?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Document expiry date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				

### Applicant 2/Guarantor.

Document type (e.g. passport)	<input type="text"/>	Name verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Document number (if applicable)	<input type="text"/>	Date of birth verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Document issue date (if applicable)	<input type="text"/>	Residential address verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Place of issue (if applicable)	<input type="text"/>	Photograph verified?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Document expiry date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				

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Place of issue (if applicable)	<input type="text"/>	Photograph verified?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Document expiry date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				

**Promo code.**

Please provide (if applicable)

**Additional details.**

Does the customer have multiple applications in progress? If yes, tick this box

Has the customer sold a property that will settle on or prior to the new purchase? If yes, tick this box

If yes, please specify the property address below.

	State	Postcode
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**Broker declarations.**

1. I declare that any information contained in this form is true and correct and obtained directly from the applicant(s).
2. I certify that I have provided the applicants with the **Customer Information Pack**.
3. I certify that:
  - I have interviewed all applicant(s) and any guarantor(s) (if applicable) face-to-face. The required original identification documents were produced to me and copies of these documents are attached to this form.
  - All photographic identification produced and sighted by me is a "reasonable likeness" to the individual(s). Nothing in my dealings with the individual(s) has raised any suspicions concerning the identification documents.

Broker name

Broker signature (digital signatures accepted)

ME broker identification number

Date

D	D	M	M	Y	Y	Y	Y
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