



Business banking individual identification requirements.

Mail: ME Business Account Services, Reply Paid 1345, Melbourne VIC 8060
Any questions? Call ME on **1300 658 108** or visit **mebank.com.au**

Section 1 – individual identification requirements.

To comply with our obligations under the Anti-Money Laundering and Counter Terrorism Financing Act 2006, the following individuals on a business deposit account need to have their identity verified:

- Each account holder who is a natural person
- Authorised representatives
- Designated users
- Individuals who own or control 25% or more of the applicant or the trustee company
- Beneficiaries with an interest of 25% or more in the trust

Please complete one of the following two options.

Option a for identification – Australia Post.

An individual can attend any participating post office.

To find the nearest participating post office, please call **13 13 18** or go to **auspost.com.au/locate/me-bank**

Option b for identification – documents certified by an approved person.

Individuals can complete the identification requirements by taking required original document(s) together with a photocopy of the original to an approved person who will verify your original identification document(s) and certify the photocopy.

The following approved persons can certify a document as a true copy of an original.

- Medical Practitioner
- Nurse
- Minister of religion
- Pharmacist
- Bailiff
- Police officer
- Justice of the Peace
- Legal practitioner
- Sheriff or Sheriff's officer
- Bank officer**
- Registrar or Deputy Registrar of a court
- Officer or authorised representative of a holder of an Australian financial services licence
- Judge, Master or Clerk of a court
- Australian consular or diplomatic officer
- Veterinary surgeon
- Physiotherapist
- Member of:
 - CPA Australia
 - the Institute of Public Accountants
 - Chartered Accountants Australia and New Zealand
 - Engineers Australia (other than the grade of student)
- Employee of the Commonwealth or Australian Trade Commission in a country or place outside Australia
- Senior Executive Services employee, permanent employee*, or parliament member of the Commonwealth, the Parliament of a State Territory legislature or local government authority of a State or Territory
- Australian Defence Force officer, non-commissioned officer* or warrant officer
- Australia Postal Corporation agent in charge of a postal office, or permanent employee in a post office**
- Permanent full-time or part-time teacher at a school or tertiary education institution, school principal or dean

* with two or more years of continuous service

** with five or more years of continuous service

Section 2 – individual details.

Individual 1.

Title (Mr/Mrs/Miss/Ms/other)	Family name
<input type="text"/>	<input type="text"/>
Given name(s)	
<input type="text"/>	
Date of birth	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Residential address (we can't accept post office box addresses)	
<input type="text"/>	
<input type="text"/>	<input type="text"/>
State	Postcode
Signature	
<input type="text"/>	
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"/>	

Individual 2.

Title (Mr/Mrs/Miss/Ms/other)	Family name
<input type="text"/>	<input type="text"/>
Given name(s)	
<input type="text"/>	
Date of birth	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Residential address (we can't accept post office box addresses)	
<input type="text"/>	
<input type="text"/>	<input type="text"/>
State	Postcode
Signature	
<input type="text"/>	
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"/>	

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.

Section 3 – steps to complete identification.

Step 1:

Please provide the approved person with documents from either of the three options listed below:

Option 1.

(supply one primary photographic identification document)

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

Option 2.

(supply one primary non-photographic identification & one secondary identification document)

Primary non-photographic identification document:

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

Option 3.

(supply two primary non-photographic identification documents)

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)

*An Australian passport that has expired in the preceding two years is acceptable. A foreign passport may be used if it is current and contains a permanent residency visa.

Step 2:

The approved person must sight each original identification document and compare the original with the photocopy. The approved person must be satisfied the photocopy is a true and correct copy of the original.

If so, the approved person is to write the following on the photocopy:

“I certify that this is a true and correct copy of the original”.

The approved person must also write their full name as well as their qualification/profession and sign and date the photocopy.

Step 3:

Post the certified photocopy of the identification document(s) together with the completed application or change of business details form, or provide details of the applicant or the account holder to: ME Business Account Services, Reply Paid 1345, Melbourne VIC 8060