



Personal Customer/Beneficial Owner Identification-Certified Copies

Details of Applicant/Beneficial Owner

Given name Middle name(s) Family name Date of birth

Residential Address: Country

Postal Address (if different to the above)

Phone (home) Phone (work) Mobile

Occupation Employer

Identification details:

A certified copy of your identification documents (see list below) must be attached to this document. The documents that you provide must be current (Except for an Australian Passport which may be accepted if expired for less than 2 years) and must also capture your full name and either residential address or date of birth.

Select your document type:

You must provide us with certified copies of one of the below identification documents.

Primary Photographic Documents

Photo driver's licence issued by an authority of an Australian State or Territory or by an equivalent authority in New Zealand for the purpose of driving a road vehicle (interim documents are not acceptable as a Primary Photographic document but may satisfy the requirements for a Secondary document). Both sides of licence are required.

Passport

- (a) issued by the Commonwealth of Australia; or New Zealand Government; or a foreign Government, the United Nations or an agency of the United Nations;
- (b) contains a photograph and signature of the person in whose name the document is issued;
- (c) is written in English or be accompanied by an English written translation prepared by an accredited translator*;
- (d) for Foreign Individuals, the passport contains a valid Australian issued visa permitting them to work and/or permanently reside in Australia (Visa length must be minimum 12 months with at least 6 months remaining from the date of account opening).

Permissible Certifier categories: *(must be currently working in the capacity of)*

Please select the applicable category as listed below

1. A person who is enrolled on the roll of a Supreme Court of an Australian State or Territory, or the High Court of Australia, as a legal practitioner (however described)
2. A judge of an Australian court
3. A magistrate of an Australian court
4. A chief executive officer of a Commonwealth Court
5. A registrar or deputy registrar of an Australian court
6. An Australian registered Justice of the Peace or Commissioner for Declarations
7. An Australian registered notary public (for purpose of the Statutory Declaration Regulations, 2018)
8. A police officer with an Australian Police Force
9. An agent of the Australian Postal Corporation who is in charge of an office supplying postal service to the public
10. An officer with two (2) or more continuous years of service with one or more Australian Financial Services Licensees
11. A member of the Institute of Chartered Accountants in Australia, CPA Australia or the Australian National Institute of Accountants with two (2) or more years of continuous membership



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Note: Where you are a customer based overseas, documents can be certified overseas by a person in categories 12 to 20. However, where the certifier is based in a country that is listed on the **Banned and High Risk Countries** list, documents can ONLY be certified by persons in categories 12 and 13.

12. An Australian Consular Officer or Australian Diplomatic Officer who holds one of the following positions within the meaning of the Consular Fees Act, 1955: Consul-General, Consul, Vice-Consul, Trade Representative, Consular Agent, Ambassador, High Commissioner, Minister, Head of a Mission, Commissioner, Charge d'Affaires, Counsellor, Secretary or Attache at an Embassy, High Commissioner's office, Legation
13. An overseas registered notary public for the purpose of the Statutory Declaration Regulations 2018
14. Officers of any other Australian bank or other Australian financial institution (bank, building society or credit union) or Australian finance company with offices offshore where the officer has 2 or more years' service with Australian financial institutions or Australian finance companies
15. A judge, magistrate, registrar, deputy registrar or clerk of an overseas court
16. A police officer of an overseas country
17. A legal practitioner who holds a current practicing certificate under a law in force in a State or Territory of Australia
18. member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership
19. Employee of the Australian Trade and Investment Commission who is: in a country or place outside Australia; and authorised under paragraph 3(d) of the Consular Fees Act 1955; and exercising his or her function in that place
20. Employee of the Commonwealth who is: in a country or place outside Australia; and authorised under paragraph 3(c) of the Consular Fees Act 1955; and exercising his or her function in that place.

Certifier checklist:

1. Write the following wording, on the copies of documents provided to you: - must be in English
On a single-page document, the certifier must write or stamp, **'This is a certified true copy of the original as sighted by me'** or something similar as required by their accreditation.
On documents with more than 1 page, the certifier must write or stamp **'I certify this and the following [number of pages] pages to be a true copy of the original as sighted by me'** or something similar as required by their accreditation on the first page and initial all other pages
2. Sign and date photocopy of identification documents
3. Add your name in block capitals along with your position/capacity, Professional Registration (if applicable), address and daytime telephone number. You may be contacted by the Bank as part of the certifier verification process.
4. Add the official stamp of your office, if possible.

Details of certifier:

Full Name (no initials)

Profession

Business Address

(for Justice of the Peace, please provide address registered with the Justice Department)

Signature

Professional Registration No.

Date

Contact Phone No.

Bank Use Only

Preparer

Signature

Received

Authoriser

Signature

Actioned