

VERIFICATION OF IDENTITY AGENTS OF CLIENTS



STEP 1 – AGENT TO COMPLETE

AGENT(S) DETAILS

AGENT 1

Full Given Name and Residential Address (PO Box is not acceptable)

Relationship to the Client

AGENT 2

Full Given Name and Residential Address (PO Box is not acceptable)

Relationship to the Client

CLIENT ACCOUNT NAME

CLIENT ACCOUNT NUMBER (IF KNOWN)

I CERTIFY THAT THE ABOVE DETAILS ARE TRUE AND CORRECT

Agent 1 Signature	Date (dd/mm/yyyy)
	/ /
Agent 2 Signature	Date (dd/mm/yyyy)
	/ /

STEP 2 – ESTABLISH YOUR IDENTITY VERIFICATION DOCUMENT AND PHOTOCOPY

IDENTITY VERIFICATION DOCUMENTS ATTACHED AS ANNEXURE "A"

You must provide evidence of the Agent's authority to act on behalf of the customer (eg. a signed letter, a signed authorisation form, signed power of attorney)

PLUS

Certified copy of a current Driver's Licence or Passport (Australian or foreign), containing signature and photograph of the individual Agents

OR

Australian or foreign birth or citizenship certificate or Centrelink pension or health card

PLUS

One of a recent (ie. current) Commonwealth, State or Territory financial benefit letter, Tax Office Advice letter (less than 12 months old) or municipal or utilities bill or letter of advice (less than 3 months old) containing the Agent's name and residential address

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STEP 3 – ENDORSE THE CERTIFICATION DOCUMENT ON THE PHOTOCOPY

CERTIFICATION OF ANNEXURE “A”

Certification of identity verification documentation that contains a photograph of the signatory:

“I certify that I have seen the original documentation and that the photograph is a true likeness and this copy is a complete and accurate copy of that original”

Certification of identity verification documents that contain no photograph or signatory:

“I certify that I have seen the original documentation and that this copy is a complete and accurate copy of that original.”

STEP 4 – HAVE AUTHORISED PERSON CERTIFY YOUR IDENTITY VERIFICATION DOCUMENT

DETAILS AND SIGNATURE OF CERTIFIER (Authorised Certifiers cannot certify their own identity documents)

Title/Full Name of Certifier

Signature of Certifier

RESIDENTIAL ADDRESS (PO Box is not acceptable)

Number and Street

Suburb

State

Postcode

Country

Capacity to Certify

Daytime Contact Number (not mobile number)

PERSONS WHO CAN CERTIFY

that a photocopy or scanned copy is a true copy of the original document:

LEGAL

- A solicitor or barrister (that is, 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);
- A Judge of a Court;
- A Magistrate;
- A Chief Executive Officer of a Commonwealth Court;
- A Registrar or Deputy Registrar of a Court;
- A Notary Public (for the purposes of the Statutory Declaration Regulations 1993);

JP

A Justice of the Peace;

POLICE

A Police Officer;

ACCOUNTANT

A member of the Institute of Chartered Accountants in Australia, Certified Practising Accountants of Australia or the National Institute of Accountants with two (2) or more years of continuous membership;

POST OFFICE

- An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
- A permanent employee of the Australian Postal Corporation with two (2) or more years of continuous service who is employed in an office supplying postal services to the public;

DIPLOMATIC SERVICE

- An Australian Consular Officer (Consul-General; Consul; Vice-Consul; Trade Representative or Consular Agent);
- An Australian Diplomatic Officer (Ambassador; High Commissioner; Minister; Head of a Mission; Commissioner; Charge d’Affaires; or Counsellor; Secretary or Attaché at an Embassy, High Commissioner’s office, Legation or other post) within the meaning of the Consular Fees Act 1955;

FINANCIAL CORPORATIONS (BANK, BUILDING SOCIETY, CREDIT UNION AND AFSL HOLDERS)

- An Officer with two (2) or more continuous years of service with one or more Financial Institutions (for the purposes of the Statutory Declaration Regulations 1993);
- A Finance Company Officer with two (2) or more continuous years of service with one or more Finance Companies (for the purposes of the Statutory Declaration Regulations 1993);
- An Officer with, or Authorised Representative of; or a holder of an Australian Financial Services License, having two (2) or more continuous years service with one or more Licensees.