

# PORTFOLIO LENDING IDENTITY CERTIFICATION REQUIREMENTS



**BELL POTTER CAPITAL LIMITED**

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## Identity Verification Document Requirements

### Option A

- Australian Passport
- Foreign Passport
- Australian Driver's Licence

**OR**

### Option B

- Australian or foreign birth certificate or,
- Australian or foreign citizenship certificate

**AND**

- One of a recent (i.e. current) commonwealth, state, or territory financial benefit letter or,
- 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 individuals name and residential address (to verify residential address)

**AND**

- Document containing signature
- For overseas clients, proof of residential address

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## BELL POTTER

### List of persons who can certify that a photocopy or scanned copy is a true copy of the original document:

<b>LEGAL</b>	<ul style="list-style-type: none"><li>- 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)</li><li>- A Judge of a Court</li><li>- A Magistrate</li><li>- A Chief Executive Officer of a Commonwealth Court</li><li>- A Registrar or Deputy Registrar of a Court</li><li>- A Notary Public (for the purposes of the Statutory Declaration Regulations 1993)</li></ul>
<b>JP</b>	<ul style="list-style-type: none"><li>- A Justice of the Peace</li></ul>
<b>POLICE</b>	<ul style="list-style-type: none"><li>- A Police Officer</li></ul>
<b>ACCOUNTANT</b>	<ul style="list-style-type: none"><li>- 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</li></ul>
<b>POST OFFICE</b>	<ul style="list-style-type: none"><li>- An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public</li><li>- 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</li></ul>
<b>DIPLOMATIC SERVICE</b>	<ul style="list-style-type: none"><li>- An Australian Consular Officer (Consul-General; Consul; Vice-Consul; Trade Representative or Consular Agent)</li><li>- 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</li></ul>
<b>FINANCIAL CORPORATIONS (BANK, BUILDING SOCIETY, CREDIT UNION AND AFSL HOLDERS)</b>	<ul style="list-style-type: none"><li>- 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)</li><li>- 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)</li><li>- 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</li></ul>

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## How should the document(s) photocopy be certified:

DOCUMENT TYPE	EXAMPLE TEXT
Documents that contain a photograph of the signatory	<i>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</i>
Documents that contain no photograph of signatory	<i>I certify that I have seen the original documentation and that this copy is a complete and accurate copy of that original</i>

## DETAILS TO BE INCLUDED OF THE AUTHORISED CERTIFIER (Authorised certifiers cannot certify their own identity documents)

- Title and Full Name
- Signature
- Business Address (PO box is not acceptable)
- Capacity to certify
- Contact Number
- Certification Date