



# Identification Reference - Individual

(Know Your Customer)

## Applicant

**1** Full Name of Applicant  
Family Name

Given Names

**2** Residential Address  
  
Postcode

**3** Date of Birth  
 /  /

**4** Are you supplying an original or certified copy of one Primary Photographic Identification Document?  
Yes   
No  Are you supplying an original or certified copy of one Primary Non-Photographic Identification and one Secondary Identification Document?  
Yes

**5** Are you known by any other name?  
*Note: Is the name shown on any of the document(s) supplied different from the name used by the applicant.*  
No   
Yes  Give details

**6** Signature of Applicant

### Primary Photographic Identification Document

- must contain photograph and signature of person in whose name the document is issued.

1. Driving licence or permit (Australian or foreign)
2. Passport or similar document issued for international travel (Australian or foreign)
3. National ID card (foreign only)
4. Proof of age card (Australian only)

### Primary Non-Photographic Identification Document

1. Birth certificate (Australian or foreign)
2. Birth extract (Australian only)
3. Citizenship certificate (Australian or foreign)
4. Pension card issued by Centrelink

### Secondary Identification Document - Australian only

1. Government financial benefits notice (issued within the preceding 12 months)
2. Australian Tax Office notice (issued within the preceding 12 months)
3. Local government or utilities bill (issued within the preceding 3 months)
4. For a person under 18, a notice from a school principal recording the period of time the person attended the school (issued within the preceding 3 months)

### Notes:

1. Expired documents will not be accepted other than in the case of an Australian passport (within the preceding 2 years)
2. Any foreign documents not written in English must be accompanied by an English translation prepared by an accredited translator

### People who can certify a document as a true copy of an original

1. Legal practitioner enrolled on the roll of the Supreme Court of a State or Territory or the High Court of Australia
2. Judge of a court
3. Magistrate
4. CEO of a Commonwealth court
5. Registrar or Deputy Registrar of a court
6. Justice of the Peace
7. Notary public
8. Police officer
9. Agent of Australia Post that is in charge of a post office
10. Permanent employee of Australia Post employed in a post office\*
11. Australian consular/diplomatic officer
12. Officer of a financial institution\*
13. Officer of a finance company\*
14. Officer/authorised representative of a holder of an Australian Financial Services licence\*
15. Member of the Institute of Chartered Accountants in Australia, CPA Australia or National Institute of Accountants\*
16. Public employees - current full-time employees of Commonwealth Government or Statutory Authorities, who have been employed for at least 5 years^

\* must have 2 or more continuous years of service/membership

^ only for Australian Government accounts

If you ask someone to certify your documents you must make sure that the person certifying is on the above list, they use the wording "CERTIFIED TRUE COPY", they sign and date the copy and they print their name and profession or qualification.

# Bank Use Only

## Primary Photographic Identification Document

	Verification
Type of Document <input type="text"/>	<input type="checkbox"/>
Issued by <input type="text"/>	<input type="checkbox"/>
Name on Document <input type="text"/>	<input type="checkbox"/>
Date of Birth (if shown) <input type="text" value="/ /"/>	<input type="checkbox"/>
Address of Person (if shown) <input type="text"/>	<input type="checkbox"/>
Identifying Number of Document (if any) <input type="text"/>	
Date of Issue or Expiry Date (if any) <input type="text" value="/ /"/>	<input type="checkbox"/>

*Expired documents must not be accepted other than in the case of an Australian passport (within the preceding 2 years).*

## Primary Non-Photographic Identification Document

	Verification
Type of Document <input type="text"/>	<input type="checkbox"/>
Issued by <input type="text"/>	<input type="checkbox"/>
Name on Document <input type="text"/>	<input type="checkbox"/>
Date of Birth (if shown) <input type="text" value="/ /"/>	<input type="checkbox"/>
Address of Person (if shown) <input type="text"/>	<input type="checkbox"/>
Identifying Number of Document (if any) <input type="text"/>	
Date of Issue or Expiry Date (if any) <input type="text" value="/ /"/>	<input type="checkbox"/>

*Expired documents must not be accepted.*

and

## Secondary Identification Document

Type of Document <input type="text"/>	<input type="checkbox"/>
Issued by <input type="text"/>	<input type="checkbox"/>
Name on Document <input type="text"/>	<input type="checkbox"/>
Date of Birth (if shown) <input type="text" value="/ /"/>	<input type="checkbox"/>
Address of Person (if shown) <input type="text"/>	<input type="checkbox"/>
Identifying Number of Document (if any) <input type="text"/>	
Date of Issue or Expiry Date (if any) <input type="text" value="/ /"/>	<input type="checkbox"/>

*Documents must have been issued within the preceding 12 months (Australian Government, State or Territory financial benefits notice, Australian Taxation Office notice) or issued within the preceding 3 months (local government/utilities bill, notice from school principal).*

TRIM

Checked

Accepted