

Certified copies identification form



Bankwest, a division of Commonwealth Bank of Australia
ABN 48 123 123 124 AFSL/Australian credit licence 234945

! Purpose of this form

Bankwest is required by the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 to verify your identity. This form will assist Bankwest to verify an applicant's identity and may be used where an applicant is not able to present original identification documents to the Bank.

! Important information

- The copy must have been certified against the original document no later than three months previously
- You must arrange for a prescribed person to complete Section 2 of this form.
- This prescribed person is a person described in Section 4 of this form.
- You must show the prescribed person original identification documents.
- Return the completed form and certified copies to the Bank.

It is an offence under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 for you or the prescribed person to make a false or misleading statement.

Section 1 – Details of person being identified

Full legal name (include all given names including first names, middle names, etc.)

Date of birth

Other name(s) known by (if any)

Occupation

Permanent residential address (note: PO Box, RMB and Locked Bag addresses are not acceptable)

Suburb

State

Postcode

Country

Postal address

Suburb

State

Postcode

Country

Contact number (preference mobile)

Email

Section 2 – Details of prescribed person

Prescribed person's full name

Prescribed person's daytime phone number

Prescribed person's category (refer to listing in Section 4)

Prescribed person's occupation

Prescribed person's business name

Prescribed person's business or workplace address (note: PO Box, RMB and Locked Bag addresses are not acceptable)

Suburb

State

Postcode

Country

Signature of prescribed person

Date document(s) certified

Authenticating stamp

Prescribed Person – How to complete this form and certify the documents

- To be an acceptable prescribed person, you must be a person listed overleaf.
- Please complete all information in black ink.
- You (being the prescribed person), need to examine the applicant's original identification documents and certify the copy of the document/s by writing on the document/s the following:

Single Page Document:

- 'I certify this to be a true and correct copy of the original document sighted by me on (insert date the original is sighted)', then record your signature, print your full name, state your occupation and any registration number associated with your occupation (if applicable).

Multiple Page Document:

- 'This is a true and correct copy of pages (refer to the page numbers of the original document that has been sighted) of the original document sighted by me on (insert date the original is sighted)', then record your signature, print your full name, state your occupation and any registration number associated with your occupation (if applicable) on the first page of the document
- Sign or initial each page of the document that has been sighted (other than the first page).

Privacy Collection Notice

Bankwest is collecting your personal information to identify you in accordance with the Anti-Money Laundering and Counter-Terrorism Financing Act 2006, meet the requirements of the Taxation Administration Act 1953 and comply with our international tax reporting obligations. This information may be shared with relevant law enforcement agencies, tax authorities and other regulatory bodies. Our Privacy Statement at bankwest.com.au/privacy explains the other ways we may collect, use, and share your personal information, how to access your personal information and correct it when it's wrong, how to make a privacy related complaint and how we deal with it. Sometimes we update our Privacy Statement, and you can always find the most up to date version at bankwest.com.au/privacy or you can obtain a copy by calling 13 17 19 anytime. If you give us information about others you must have their authority and tell them what is in this Privacy Collection Notice.

Section 3 – Acceptable identification (personal customer)

To comply with identification standards you can choose to provide documents described and listed under Option A OR Option B. Documents must be current/not expired unless specified otherwise.

Option A: 1 x Primary Photographic Identification (is sufficient ID by itself)

- Australian Passport, which has not been expired for more than two years
- Australian or New Zealand Driver's licence that includes a photograph of the person in whose name the document is issued
- Australian Government issued Proof of Age Cards (all States) that contains a photograph of the person in whose name the document is issued
- NSW Birth Card and/or NSW Photo Card or a WA Photo Card
- International Passport issued for the purposes of international travel which:
 - contains a photograph of the person in whose name the document is issued;
 - is issued by a foreign government, the United Nations (UN) or an agency of the United Nations (UN); and
 - if written in a language other than English, accompanied by an English translation from an accredited translator.

Option B: Choose from 2 x Primary non photographic ID or 1 x Primary non photographic ID and 1 x Secondary ID

Primary Non Photographic Identification

- Australian Driver's licence (without photo)
- Australian Birth Certificate or extract
- Birth certificate issued by a foreign government, the United Nations (UN) or an agency of the UN
 - If written in a language other than English accompanied by an English translation from an accredited translator
- Australian Government issued Citizenship certificate
- Citizenship certificate issued by a foreign government
 - If written in a language other than English accompanied by an English translation from an accredited translator
- A Pension or Health Care Card issued by Centrelink/Department of Human Services that entitles the person whose name the card is issued to financial benefits

Secondary Identification

- A notice issued by the Australian Taxation office to the individual within the last 12 months which contains the name of the individual and his or her residential address and records a debt payable to or by the individual or to the Commonwealth under a Commonwealth law relating to taxation
- A notice that was issued to the individual within the last 3 months by a local government body or public utilities provider e.g. gas, electricity, water, rates and contains:
 - the name and residential address of the individual; and
 - records the provision of services by the local government body or utilities provider to that address or to that person
- Drivers licence issued by a foreign government
- Australian Government issued Security Guard/Crowd Safety Officer identity card (All States)

ⓘ *These persons MUST be licensed or registered to practice in this occupation under Australian State or Territory law. Additional categories of prescribed persons can be obtained from our Customer Service Representatives by calling **13 17 19**.

For customers within Australia:

1. Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
2. Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
3. Building Society officer with 2 or more years of continuous service
4. Chiropractor*
5. Dentist*
6. Finance industry officer (including Bank, Credit Union or Finance Company) with 2 or more years of continuous service.
7. An officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having 2 or more years of continuous service with one or more licensees
8. Justice of the Peace
9. Judge or Master of a Federal, State or Territory court
10. Legal practitioner*
11. Magistrate
12. Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
13. Medical practitioner*
14. Member of Chartered Secretaries Australia
15. Member of Engineers Australia, other than at the grade of student
16. Member of Parliament (Commonwealth, State or Territory legislature or Local government)
17. Member of the Australian Defence Force who is:
 - an officer; or
 - a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 2 or more years of continuous service; or
 - a warrant officer within the meaning of the Defence Force Disciplinary Act 1982.
18. Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
19. Notary public
20. Nurse*
21. Optometrist*
22. Patent attorney*
23. Permanent employee of the Australian Postal Corporation supplying postal services to the public with 2 or more years of continuous service.
24. Permanent employee of:
 - the Commonwealth or a Commonwealth authority; or
 - a State or Territory or a State or Territory authority; or
 - a local government authority with 2 or more years of continuous service.
25. Pharmacist*
26. Physiotherapist*
27. Police officer
28. Psychologist*
29. Teacher employed on a full-time basis at a school or tertiary education institution
30. Trademarks attorney*
31. Veterinary surgeon*

For overseas customers:

1. A legal practitioner who holds a current practicing certificate under a law in force in a State or Territory in Australia
2. Commonwealth Bank of Australia officers at offshore branches with 2 or more years of continuous service with the Commonwealth Bank of Australia
3. Officers of any other Australian bank or other Australian financial institution that holds either an AFSL or ACL (being either a bank, building society or credit union) or Australian finance company with offices outside Australia where the officer has 2 or more years service with the relevant Australian financial institution or the relevant Australian finance company
4. A judge, magistrate, registrar or deputy registrar of an overseas court
5. An Australian consular or diplomatic officer who holds one of the following positions:
 - 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 or similar.
6. A member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accounts with 2 or more years of continuous membership
7. A person authorised as a notary public in a foreign country
8. 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
9. 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