

To comply with AML/CTF Act 2006, Proof of Identification is required before establishing a business relationship.

## Proof of Identification:

- a) An Australian Driver's License
- b) An Australian passport
- c) A passport or a similar document issued for the purpose of international travel, that:
  - contains a photograph and the signature of the person in whose name the document is issued;
  - is issued by a foreign government, the United Nations or an agency of the United Nations; and
  - if it is written in a language that is not understood by the person carrying out the verification - is accompanied by an English translation prepared by an accredited translator.
- d) A card issued under a law of a State or Territory for the purpose of proving the person's age which contains a photograph of the person in whose name the document is issued.
- e) A national Identity card issued for the purpose of identification, that;
  - contains a photograph and the signature of the person in whose name the document is issued;
  - is issued by a foreign government, the United Nations or an agency of the United Nations.
  - if it is written in a language that is not understood by the person carrying out the verification – is accompanied by an English translation prepared by an accredited translator.

**OR**

## 2. A Non-photographic identification document

- a) A birth certificate or birth extract issued by a State or Territory;
- b) A citizenship certificate issued by the Commonwealth;
- c) A citizenship certificate issued by a foreign government that, if it is written in a language that is not understood by the person carrying out the verification, is accompanied by an English translation prepared by an accredited translator;
- d) A birth certificate issued by a foreign government, the United Nations or an agency of the United Nations that, if it is written in a language that is not understood by the person carrying out the verification, is accompanied by an English translation prepared by an accredited translator;
- e) A pension card issued by Centrelink that entitles the person in whose name the card is issued, to financial benefits.

**AND**

## 3. A secondary identification document includes:

- a) a notice that:
  - was issued to an individual by the Commonwealth, a State or Territory within the preceding twelve months;
  - contains the name of the individual and his or her residential address; and
  - records the provision of financial benefits to the individual under a law of the Commonwealth, State or Territory (as the case may be);
- b) a notice that:
  - was issued to an individual by the Australian Taxation Office within the preceding 12 months;
  - contains the name of the individual and his or her residential address; and
  - records a debt payable to or by the individual by or to (respectively) the Commonwealth under Commonwealth law relating to taxation;
- c) a notice that:
  - was issued to an individual by a local government body or utilities provider within the preceding three months;
  - contains the name of the individual and his or her residential address; and
  - records the provision of services by that local government body or utilities provider to that address or to that person.
- d) in relation to a person under the age of 18, a notice that:
  - was issued to a person by a school principal within the preceding three months;
  - contains the name of the person and his or her residential address; and
  - records the period of time that the person attended at the school.

**Verification of documents can be done face to face; or by copies of documents provided that are certified by a trusted referee as below:**

## DOCUMENT CERTIFICATION

A trusted referee must be at least 16 years of age and one of the following:

- a) a Justice of the Peace
- b) a court judge
- c) a court magistrate
- d) a notary public
- e) a notary public in a foreign country
- f) a police officer
- g) an officer with 2 or more continuous years of service under an Australian financial services licence eg financial planner
- h) A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years continuous membership e.g. Accountant or CPA.

The trusted referee must **not** be:

- related to the customer; for example, a trusted referee cannot be their parent, child, brother, sister, aunt, uncle or cousin
- the spouse or partner of the customer
- a person who lives at the same address as the customer
- a person involved in the transaction or business requiring the certification.

Certification must:

- include a statement to the effect that the documents provided are a true copy and represent the identity of the named individual;
- include the name, occupation and signature of the employee, agent or trusted referee and the date of certification (Note: If completed by a trusted referee, the trusted referee must specify their capacity to act as a trusted referee from the selection above); and
- have been carried out in the three months preceding the presentation of the copied documents in the case of an agent or trusted referee.