

1. ACCOUNT OWNER(S) DETAILS

Full Given Name/s and Surname	<input type="text"/>		
Residential or Business Address (not PO Box)	Street <input type="text"/>		
	Suburb/Town <input type="text"/>	State <input type="text"/>	P/code <input type="text"/>
Email	<input type="text"/>		
Phone No.	<input type="text"/>		

2. DOCUMENTS TO BE CERTIFIED (SEE ATTACHED LIST OF ACCEPTABLE DOCUMENTS AND INSTRUCTIONS ON HOW TO COMPLETE)

Category	<input type="text"/>
Document details	<input type="text"/>
Type of Document & Reference No. (if applicable)	<input type="text"/>
Full Name of Person to whom it relates	<input type="text"/>

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Type of Document & Reference No. (if applicable)	<input type="text"/>
Full Name of Person to whom it relates	<input type="text"/>

3. CATEGORIES OF CERTIFIERS

1. Legal Practitioner	9. Agent of Australia Post
2. Judges	10. Employee of Australia Post (2 years service)
3. Magistrates	11. Australian Consular or Diplomatic Officer
4. CEO of a Federal Court	12. Officer of Financial Institution (2 years service)
5. Registrar or Deputy Registrar of a court	13. Finance Company Officer (2 years service)
6. Justice of the Peace	14. Officer of authorised representative of AFS licensee
7. Notary Public	15. Accountants (member of a recognised accounting body)
8. Police Officer	16. Australian Credit Licence Holder or Authorised representative

Category of Referee – Insert relevant number (see list above)

Please refer to your State or Territory based legislation for a comprehensive list of who can certify documents

4. CERTIFIER'S DETAILS

Full Given Name/s and Surname

Occupation

Residential or Business Address (not PO Box)

Street

Suburb/Town

State

P/code

Phone No. (current Australian Business Hours Telephone No.)

5. 'CERTIFIER STATEMENT' TO BE INCLUDED ON THE CERTIFIED IDENTIFICATION

I have examined the original identification document/s listed above. I have attached a copy of each identification document and endorsed each copy of the identification document in the following manner:

"This is to certify that this is a true copy of the original document/s which I have sighted.

Date:

Name:

Signed:

Title:

Registration Number (if applicable)"

I understand that it is an offence under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 to give false and misleading information.

Signature

Date

DOCUMENTS TO BE CERTIFIED (SEE ATTACHED LIST OF ACCEPTABLE DOCUMENTS AND INSTRUCTIONS ON HOW TO COMPLETE)

Under the *Anti-Money Laundering and Counter Terrorism Financing Act 2006 (Cth)* we must verify an individual's identity before we provide them with services and products. This means that when an individual applies to become our customer, they must show us:

- 1 document from the Category A list, **or**
- Both:
 - (i) 1 document from the Category B list; **and**
 - (ii) 1 document from the Category C list; **or**

Both:

- (iii) 1 document from the Category D list; **and**
- (iv) 1 document from either the Category B or C list.

Category A Documents

- Front & back of a current drivers licence or permit issued by a Australian State, Foreign or Territory authority that contains the person's photograph and full name;
- A current passport issued by the Australian government (or one that has expired within last 2 years);
- A card issued by an Australian 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; or
- A current passport or similar document issued for the purpose of international travel, that:
 - contains a photograph and the signature of the person whose name the document is issued;
 - is issued by a foreign government, the United Nations or an agency of the United States; 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
- when accepting foreign passports, please also request a document which provides the customers current residential address.

Category B Documents

- Birth certificate or birth extract issued by a Foreign Government Organisation, Australian State or Territory;
- A pension card issued by Centrelink that entitles the person in whose name the card is issued, to financial benefits;
- An electoral enrolment card or other evidence of enrolment not more than two years old;
- A current Medicare card, Department of Veteran's Affairs entitlement card or any other current entitlement card issued by the Commonwealth Government;

DOCUMENTS TO BE CERTIFIED CONTINUED

- A document held by MyState Bank conferring an interest by way of security over property of the Customer;
- Records relating to a mortgage or other instrument of security granted to the Customer by a Financial Institution other than us; or
- Records held under law relating to land titles

Category C Documents

- A notice issued to an individual by the Australian government, a State or Territory within the last 12 months that contains the name of the individual and their residential address and records the provision of financial benefits to the individual;
- A notice of assessment issued to an individual by the Australian Taxation Office within the last 12 months that contains the name of the individual and their residential address; or
- A notice that was issued to an individual by a local government body or utilities provider within the preceding three months that contains the name of the individual and their residential address and records the provision of services to that address or to that person

Category D Documents

- A current Tasmanian photographic Firearms Licence issued by the Department of Police and Public Safety;
- A current Tasmanian photographic Security Agent, Inquiry Agent, Crowd Control Agent or Commercial Agent Licence issued by the Department of Justice, Consumer Affairs and Fair Trading;
- A current photographic identity card for the member of an Australian Police Force or Australian Defence Force; or
- A current consular photographic identity card issued by the Department of Foreign Affairs and Trade.

INDIVIDUALS IN PARTICULAR CIRCUMSTANCES

A person's particular circumstances may mean that they are unable to show us the documents (or the combination of documents) set out in Categories A, B, C and D. If that person falls within one of the categories listed below that person may prove their identity by showing us the documents and where relevant answering the questions listed under that category.

A MINOR UNDER 16 YEARS OF AGE

If the Minor aged between 13 - 16 years cannot meet the above category A, or B, C and D combinations, the following documents can be used:

- Category B document: A birth certificate or birth extract issues by a State or Territory; **and** at least one of the two following options
- Category C document: A notice that was issued to a person by a school principal within the preceding three months that contains the name of the person and their residential address and records the period of time that the person attended at the school; or
- Category C document: A document issued by the Australian government, a State or Territory within the last 12 months showing a financial benefit, such as family tax part A or B payments, baby bonus, parenting payment, youth allowance, containing the child's name and date of birth or address;
- If the Minor is unable to provide the above Category B and Category C ID documents and presents at a branch with their parent/legal guardian to open a new customer profile, the following can be used;
 - Parent/legal guardian must be an existing customer, with their ID to be verified and recorded
 - Certified copy of the Minor's Birth Certificate
 - Certified copy of Medicare Card: only if the Minor and presenting parent/legal guardian are on the same Medicare

INDEPENDENT AND RELIABLE DOCUMENTATION

These lists are not exhaustive. Other documents verifying your identity may be used if we determine that those documents are reliable and independent. Please call our Service Centre on 138 001 if you require guidance.

If any of the documents are in a previous name, a customer must provide an additional document that shows how their name was changed, issued and recorded by an Australian State or Territory (for example a Certificate of Marriage recorded by the registry of Births, Deaths and Marriages).

CERTIFIED DOCUMENTS

An individual who is applying to become a new customer online or who is unable to visit a branch in person may have their identity verified by sending a copy of the required document (or combination of documents) that identifies the individual as set out above and that has been certified as a true copy to us.

If a person is to rely on a certified copy the following requirements must be satisfied.

Certified copies of previously certified copies will not be accepted. A properly certified copy of the ORIGINAL document must be provided.

The person certifying the document must have sighted the ORIGINAL.

Proper certification must appear on each page to be certified, and should show:

- the date
- the signature of the person certifying the document; and the name of the person certifying the document, this should be clearly printed or evident in any official stamp that is used; and
- the title of the person certifying the document; and where relevant the registration number of the person certifying the document (for example a Justice of the Peace must include their registration number when certifying a document)

Scan all documentation to Bizedocs and securely destroy all physical copies as per *Information Retention and Disposal Procedure*