

# Customer ID form



## Broker / Mortgage Manager to complete.

Where NextGenID or IDVerse has not been used to complete the applicant/s identity (including any director or beneficial owner identity), this form must be completed.

### Identification document details

#### Customer 1

First name

Middle name (mandatory if you have a legal middle name)

Surname

Date of birth:

Residential address

Suburb State Postcode

#### Customer 2

First name

Middle name (mandatory if you have a legal middle name)

Surname

Date of birth:

Residential address

Suburb State Postcode

#### Document 1

Document type

Issuer

Issue date (if any) Expiry date (if any)

Document number (if any)

Card number

Full name as it appears on the document

#### Document 1

Document type

Issuer

Issue date (if any) Expiry date (if any)

Document number (if any)

Card number

Full name as it appears on the document

#### Document 2

Document type

Issuer

Issue date (if any) Expiry date (if any)

Document number (if any)

Card number

Full name as it appears on the document

#### Document 2

Document type

Issuer

Issue date (if any) Expiry date (if any)

Document number (if any)

Card number

Full name as it appears on the document

## Verification checks undertaken

Documentation provided is current or within acceptable time frames.  Yes  No

Photographic documentation is of 'reasonable likeness' of the individual.  Yes  No

Face-to-face verification was carried out by me.  Yes  No

a) If No, provide reason:

b) I have received a copy of the certified identity documents.  Yes  No

## Interviewer verification

Full name of interviewer

Address where interview was completed

Signature

Date of interview:

## Applicable to all loan applicants (borrowers and guarantors), substantial shareholders and authorised parties under a Power of Attorney.

### Identification requirements include:

- Clear copies of the identification documents used must accompany this form.
- If the applicant has a middle name, please ensure at least one form of identity information collected and verified includes the middle name.
- 1x primary photographic and 1x secondary; OR, 1x primary photographic and 1x primary non-photographic.

If the applicant has a middle name, please ensure the identity information collected and verified includes the middle name.

### Primary photographic identification

- Current Australian Driver's Licence or current identification document issued by an Australian State's Motor Registry (i.e. NSW Transport, Roads and Maritime Services - formerly Roads and Traffic Authority). **Copies of front and back are required.**
- Current Australian Passport (or not expired by more than 2 years).
- Commonwealth, State or Territory officially issued identification card.
- National identity card.

### Primary non-photographic identification

- Birth certificate.
- Citizenship certificate.
- Pension or health care card issued by Centrelink.
- Medicare card.

### Secondary identification

- Financial benefits statement issued by the Commonwealth, State or Territory within the last 12 months.
- Rates notice issued by a local government body within the last 12 months.
- Utility notice issued by a utilities provider within the last 3 months.
- Statement issued by a financial institution within the last 3 months.

### Foreign nationals

- Current foreign passport with acceptable Australian residency status.
- Current Driver's Licence.
- Current national identity card.

## Additional information and identification requirements

All beneficial owners (e.g. shareholders) owning at least 25% of the borrower and settlor of a Trust (if the settlor contributed AUD\$10,000 or more to the trust) must be identified and identification documents verified.

### Companies and company trusts

- Collect the names of all directors (proprietary company only), shareholders owning 25% or more of the company.
- Collect and verify the identification of all directors.
- Collect and verify the identification information of all shareholders owning 25% or more of the company, or other shareholders (as required).
- Collect the following information on the company:
  - ✓ Full name of company as registered by ASIC
  - ✓ ACN
  - ✓ Full address of registered office
  - ✓ Full address of principal place of business

### Trust

- For all types of trust (e.g. family, unit, superannuation fund, managed investment scheme etc.).
- Collect the name of each beneficiary of the trust.
- Collect and verify the identification information of the trustee.
- Collect and verify the identification information of all individuals owning 25% or more of the trust.
- Collect and verify full name of settlor of the trust, if the settlor contributed AUD\$10,000 or more to the trust (as shown on the trust deed).
- Collect business names (if any) of the trustees in respect of the trust.

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## Acceptable list of certifiers

**1. A person who, under a law in force in a State, Territory or Commonwealth is currently licensed or registered to practice the following occupations.**

- |                      |                        |                   |                       |
|----------------------|------------------------|-------------------|-----------------------|
| • Chiropractor       | • Medical practitioner | • Patent attorney | • Psychologist        |
| • Dentist            | • Nurse                | • Pharmacist      | • Trademarks attorney |
| • Legal practitioner | • Optometrist          | • Physiotherapist | • Veterinary surgeon  |

**2. A person who is enrolled on the roll of Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described).**

**3. An Australian Consular Officer or Australian Diplomatic Officer**

**4. The following if they have two or more years of continuous service or time with licenses:**

- An officer with, or an authorised representative of, the holder of an Australian Financial Services Licence.
- An officer with, or a credit representative of, the holder of an Australian Credit Licence.
- Justice of the Peace.
- Employee of Australia Post.
- Chartered Accountant or Certified Practising Accountant (CPA).
- Police Officer.
- Teacher (full time employed as such).
- A person authorised as a notary public in a foreign country.