

# VERIFICATION OF IDENTITY INDIVIDUALS



## STEP 1 – CLIENT TO COMPLETE

### INDIVIDUAL'S PERSONAL DETAILS

Title and Surname	Date of Birth (dd/mm/yyyy) / /
Full Given Name(s) Exact Name as per Identification Document	

### RESIDENTIAL ADDRESS (PO Box is not acceptable)

Number and Street			
Suburb	State	Postcode	Country

### COMPLETE THIS PART ALSO IF INDIVIDUAL IS A SOLE TRADER (using this account for business transactions)

Business Name	ABN
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### PRINCIPAL PLACE OF BUSINESS (IF ANY) (PO Box is not acceptable)

Number and Street			
Suburb	State	Postcode	Country

### I CERTIFY THAT THE ABOVE DETAILS ARE TRUE AND CORRECT

Signature	Date (dd/mm/yyyy) / /
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## STEP 2 – ESTABLISH YOUR IDENTITY VERIFICATION DOCUMENT AND PHOTOCOPY

### IDENTITY VERIFICATION DOCUMENTS ATTACHED AS ANNEXURE "A"

Certified copy of a current Driver's Licence or Passport (Australian or foreign), containing signature and photograph of the Individual client

OR

Australian or foreign birth or citizenship certificate or Centrelink pension or health card

#### PLUS

One of a recent (ie. current) Commonwealth, State or Territory financial benefit letter, Tax Office Advice letter (less than 12 months old) or municipal or utilities bill or letter of advice (less than 3 months old) containing the Individual's name and residential address

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## BELL POTTER

### STEP 3 – ENDORSE THE CERTIFICATION DOCUMENT ON THE PHOTOCOPY

#### CERTIFICATION OF ANNEXURE “A”

Certification of identity verification documentation that contains a photograph of the signatory:

“I certify that I have seen the original documentation and that the photograph is a true likeness and this copy is a complete and accurate copy of that original”

Certification of identity verification documents that contain no photograph or signatory:

“I certify that I have seen the original documentation and that this copy is a complete and accurate copy of that original.”

### STEP 4 – HAVE AUTHORISED PERSON CERTIFY YOUR IDENTITY VERIFICATION DOCUMENT

#### DETAILS AND SIGNATURE OF CERTIFIER (Authorised Certifiers cannot certify their own identity documents)

Title/Full Name of Certifier

Signature of Certifier

#### RESIDENTIAL ADDRESS (PO Box is not acceptable)

Number and Street

Suburb

State

Postcode

Country

Capacity to Certify

Daytime Contact Number (not mobile number)

#### PERSONS WHO CAN CERTIFY

that a photocopy or scanned copy is a true copy of the original document:

##### LEGAL

- A solicitor or barrister (that is, a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described);
- A Judge of a Court;
- A Magistrate;
- A Chief Executive Officer of a Commonwealth Court;
- A Registrar or Deputy Registrar of a Court;
- A Notary Public (for the purposes of the Statutory Declaration Regulations 1993);

##### JP

A Justice of the Peace;

##### POLICE

A Police Officer;

##### ACCOUNTANT

A member of the Institute of Chartered Accountants in Australia, Certified Practising Accountants of Australia or the National Institute of Accountants with two (2) or more years of continuous membership;

##### POST OFFICE

- An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
- A permanent employee of the Australian Postal Corporation with two (2) or more years of continuous service who is employed in an office supplying postal services to the public;

##### DIPLOMATIC SERVICE

- An Australian Consular Officer (Consul-General; Consul; Vice-Consul; Trade Representative or Consular Agent);
- An Australian Diplomatic Officer (Ambassador; High Commissioner; Minister; Head of a Mission; Commissioner; Charge d’Affaires; or Counsellor; Secretary or Attaché at an Embassy, High Commissioner’s office, Legation or other post) within the meaning of the Consular Fees Act 1955;

##### FINANCIAL CORPORATIONS (BANK, BUILDING SOCIETY, CREDIT UNION AND AFSL HOLDERS)

- An Officer with two (2) or more continuous years of service with one or more Financial Institutions (for the purposes of the Statutory Declaration Regulations 1993);
- A Finance Company Officer with two (2) or more continuous years of service with one or more Finance Companies (for the purposes of the Statutory Declaration Regulations 1993);
- An Officer with, or Authorised Representative of; or a holder of an Australian Financial Services License, having two (2) or more continuous years service with one or more Licensees.