



Certification form

Contact us:

@ info@bankvic.com.au

13 63 73



Reply Paid 90210, MELBOURNE VIC 8060
GPO Box 2074, Melbourne, Vic 3001



Visit a branch

Categories of Certifiers

1. Police Officer
2. Legal Practitioner
3. Judge
4. Magistrate
5. CEO of a Federal/Commonwealth Court
6. Registrar or Deputy Registrar of a court
7. Justice of the Peace
8. Notary Public (person appointed by the court to sign legal documents)
9. Australian consular officer or an Australian diplomatic officer
10. Officer of a bank, credit union or building society (with 2 or more continuous years of service)
11. Officer of a finance company (with 2 or more continuous years of service)
12. Officer with, or authorized representative of, a holder of an Australian Financial Services License, (having 2 or more continuous years of service with one or more licensees)
13. Accountants with membership of the Institute of Chartered Accountants in Australia, CPA Australia or the Institute of Accountants)

Category of referee Insert relevant number (see list above)

The person providing this form to you has applied for membership and services at BankVic and requires you to certify the copy/ies of the document/s they are providing to you as a true and correct copy of the original document. This information is required to verify the identity of the person in compliance with the Anti-Money Laundering and Counter Terrorism-Financing Act 2006 (Cth). We remind you that it is an offence under the Anti-Money Laundering/ Counter Terrorism-Financing Act 2006 to give false and misleading information.

Any personal information you provide (your name and contact details) in undertaking this task will only be used by BankVic to contact you when we verify your certification of the documents noted below. BankVic as a reporting entity in collecting any personal information is subject to and will abide by the obligations of the Privacy Act 1988 which regulates the collection, use, disclosure, quality and security of personal information. A copy of our Privacy Policy is available from BankVic's website or by calling our offices during business hours.

Certifier's details

Title Ms Miss Mrs Mr Dr Other

Surname Given name/s

Business Name (if applicable)

Residential or Business Address (PO Box not acceptable) Postcode

Contact Number Email

Occupation

Person for whom documents are being certified

Title Ms Miss Mrs Mr Dr Other

Surname Given name/s

Documents certified

Please refer to the ID Document categories overleaf for each document that is certified

Type of Document	Category
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Certifier Statement

- > I have examined the original identification documents listed above.
- > I have endorsed each copy of the identification document in the following manner:

Date	eg 22.6.2014	Title	eg Dr. or Mr. or Mrs
Name	John Citizen	Registration Number (if applicable)	1234
Signed	<i>J Citizen</i>		

I acknowledge tht i believe the details provided by me on this form to be true and correct and 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

List of acceptable documents and instructions on how to complete

Under the Anti-Money Laundering and Counter Terrorism Financing Act 2006 (Cth) BankVic must verify an individual's identity before it provides them with services and products.

Required Documents

This means that when an individual applies to be a customer of BankVic, they must show BankVic:

- > 1 document from Category A;
- or
- > 1 document from Category B and 1 document from Category C.

Category A Documents (primary photographic identification)

- > A current driver's licence or permit issued by an Australian State or Territory that contains the person's photograph;
- > 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;
- > A current national identity card for the purpose of identification, which contains a photograph and signature of the person.

Category B Documents (primary non-photographic identification)

- > a birth certificate or birth extract issued by a State or Territory;
- > a pension card issue by Department of Human Services that entitles the person in whose name the card is issued, to financial benefits;
- > Citizenship Certificate issued by the Commonwealth government or a foreign government.

Category C Documents (secondary identification)

- > 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;
- > 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;
- > 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.

Individuals in particular circumstances

A person's particular circumstances may mean that they are unable to show BankVic the documents (or the combination of documents) set out in Categories A, B and C. If this is the case, please contact BankVic on 13 63 73 to discuss other options.

Minors (under 18 years of age)

If the child has its own passport, this will suffice as verification of their identity. If the child is 16 years of age or older and holds a current Learner's Permit as issued by Vic Roads or their interstate equivalent, this will suffice to verify their identity.

If the child does not hold a passport or a Learner's Permit, please provide a birth certificate or extract of birth certificate AND one other approved document as listed below:

- > Medicare card; or
- > Government issued document containing name, address and date of birth, ie. Centrelink or ATO Child Support Office notice or correspondence; or
- > A document listed in Categories A or B and not already presented; or

If child is of school age:

- > Notice issued by School Principal within last 3 months, showing name and residential address of child and which records the period of time the minor attended the school; or
- > Concession card issued by a government body, eg. as issued by Public Transport Commission; or
- > School identification card, containing a photograph of the person in the name it was issued and the contact details of the institution who issued it (ie. school name).

Non-Resident of Australia

If you are a non-resident of Australia, you may be asked to provide additional information, such as:

- > A notice issued to the individual by the Commonwealth within the preceding 12 months that records the provision of visa status to the individual and contains the name of the individual and their residential address; and / or
- > A workplace employment contract, issued within the preceding 12 months that records the offer of employment, including term, where the employer is from within BankVic's core membership (i.e. police,

health, government).

Independent and reliable documentation

These lists are not exhaustive, other documents verifying your identity may be used if BankVic determines that those documents are reliable and independent. Please contact BankVic for further information.

If any of the documents are in a previous name, you must provide an additional document that shows how your name was changed (for example a marriage certificate).

Certified Documents

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 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).