

# Identification Certification Form

## Categories of Certifiers

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

Category of Referee  Insert relevant number (see list above)

## Certifier's Details

Surname	
Given Names	
Occupation	
Residential or Business Address (not PO Box)	
State	Postcode
Telephone	

(Current Australian Business Hours Telephone No.)

## Document to be Certified

(See list of acceptable documents and how to complete, which can be found on the following page)

Full Name of Person to whom it relates
Category
Document Details
Type Document & Reference No. (if applicable)

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## Certifier Statement

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.

Date / /

# Customer Identification

Under the *Anti-Money Laundering and Counter Terrorism Financing Act 2006* (Cth) Tasmanian Perpetual Trustees 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 Tasmanian Perpetual Trustees, they must show Tasmanian Perpetual Trustees:

- 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

- A current drivers 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); **or**
- A current 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 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 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.

## Category B Documents

- A birth certificate or birth extract issued by a State or Territory;
- A citizenship certificate issued by the Australian Government;
- A pension card issue 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;
- A document held by Tasmanian Perpetual Trustees 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 another Financial Institution other than Tasmanian Perpetual Trustees; **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 Tasmanian Perpetual Trustees 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 Tasmanian Perpetual Trustees the documents and where relevant answering the questions listed under that category.

## A Child under 18 years of age

The following documents:

- A birth certificate or birth extract issued by a State or Territory; **and** (at least one of the three following options)
- 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**
- A document issued by a 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; **or**
- If the child presents at a Branch to open an account with a parent who is an existing Tasmanian Perpetual Trustees customer, a Medicare Card can be accepted if the child's name appears on the same Medicare Card as the parent, and the parent's identity has been verified.

## Independent and reliable documentation

These lists are not exhaustive, other documents verifying your identity may be used if Tasmanian Perpetual Trustees determines that those documents are reliable and independent. Please contact Tasmanian Perpetual Trustees 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 (issued and recorded by an Australian State or Territory; for example a Certificate of Marriage recorded by the Registry of Birth, Deaths and Marriages).

## Certified Documents

An individual who is applying to become a new Tasmanian Perpetual Trustees customer 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.

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;
- 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).

The persons who may certify a document are:

- 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 Justice of the Peace;
- a Notary Public (for the purposes of the Statutory Declaration Regulations 1993 (Cth));
- a police officer;
- 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 2 or more years of continuous service who is employed in an office supplying postal services to the public;
- an Australian consular officer or an Australian diplomatic officer (within the meaning of the *Consular Fees Act 1955* (Cth));
- an officer with two or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993 (Cth));
- a finance company officer with 2 or more continuous years of service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993 (Cth));
- an officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees; **or**
- a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership.