



Certified Copies Identification Form

Purpose of this form

The Commonwealth Bank of Australia is required by the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 to verify your identity before opening your new account or including you as a signatory to an existing account. This form is a method of verifying your identity.

Note: It is an offence under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 for the applicant or prescribed person to make a false or misleading statement.

Instructions for completion

- You must arrange for a prescribed person to complete this form.
- This prescribed person must be listed in Section 1.
- You will need to show the prescribed person the original identification documents, in conjunction with the copies to be certified.
- You must be in the prescribed person's presence when you sign this form.
- Return the completed form and certified copies to the Bank.
- If your identification cannot be verified using this form you are requested to visit a branch of the Commonwealth Bank of Australia to undertake the identification process.

Section 1 Who is a prescribed person?

- (1) 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); eg a solicitor or barrister with a current practising certificate.
- (2) a judge of a court;
- (3) a magistrate;
- (4) a chief executive officer of a Commonwealth court;
- (5) a registrar or deputy registrar of a court;
- (6) a Justice of the Peace;
- (7) a notary public (for the purposes of the Statutory Declaration Regulations 1993);
- (8) a police officer;
- (9) an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
- (10) a permanent employee of the Australian Post Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public;
- (11) an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
- (12) an officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993)
- (13) 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)
- (14) 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 eg someone who has worked for a bank, building society, credit union, fund manager, broker or financial planner for more than 2 years
- (15) 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

Section 2 How to complete this form - important information for Prescribed Person.

To be an acceptable prescribed person you must be a person listed in Section 1.

Please complete all information in black ink. You (being the prescribed person) need to examine the applicant's original identification documents and certify the copy of the document by writing: 'I certify this to be a true and correct copy of original document', complete Section 4 and declaration on the following page.

Section 3 Applicant to complete - Are you a resident of Australia?

- Yes
- No (complete the following statement)

What is the purpose of operating an account with the Commonwealth Bank of Australia?

Section 4 Prescribed person statement

Prescribed person full name	<input type="text"/>
Prescribed person occupation (Must be found in Section 1)	<input type="text"/>
Prescribed person business name	<input type="text"/>
Prescribed person business address	<input type="text"/>
	State <input type="text"/> Postcode <input type="text"/>

Declaration

I declare I have examined the original document(s) and certified as true and correct either:

- 1x Primary Photographic Identification **or** 2x Primary Non Photographic Identification **or**
 1x Primary Non Photographic and 1 Secondary Identification

	(Applicant's full name)	(Applicant's date of birth)
Belonging to	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
Who is also commonly known by the name(s) of	(Common other names, if relevant, e.g. maiden name, anglicised name etc.) <input type="text"/>	
and who resides at (PO Box is not acceptable)	<input type="text"/>	
	State	Postcode
	<input type="text"/>	<input type="text"/>
The person being identified signed this document in my presence on	<input type="text"/> / <input type="text"/> / <input type="text"/>	
Signature of person being identified	Signature of prescribed person	<input type="checkbox"/> I have attached certified copies of the acceptable identification document(s)
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

(Note: It is an offence under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 for the applicant or prescribed person to make a false or misleading statement.)

Prescribed persons authenticating stamp

Section 5 Acceptable Identification Standard (Personal Customer)

Primary Photographic Identification (sufficient ID by itself)

- Australian Passport, which has not been expired for more than two years
- Australian Drivers licence (current)
- Australian Govt issued Proof of Age Cards (All States)
- NSW Birth Card
- NSW Photo Card
- International Passport/Travel Document/National Identity Card issued for the purpose of identity which;
 - contains a photograph and signature of the person in whose name the document is issued;
 - is issued by a foreign government, the United Nations (UN) or an agency of the United Nations (UN); and,
 - If written in a language other than English accompanied by an English translation from an accredited translator
- Australian Govt issued Firearms licence (All States)
- Australian Defence Force Identity Card (excluding Spouse card)

Primary Non Photographic Identification

- Australian Drivers Licence (current) without photo
- Australian Birth Certificate or extract
- Birth certificate issued by a foreign government, the United Nations (UN) or an agency of the United Nations (UN)
 - If written in a language other than English accompanied by an English translation from an accredited translator
- Australian Government issued Citizenship certificate
- Citizenship certificate issued by a foreign government
 - If written in a language other than English accompanied by an English translation from an accredited translator
- A pension card issued by Centrelink that entitles the person whose name the card is issued, to financial benefits

Secondary Identification

- A notice that was issued by the Commonwealth, State or Territory which;
 - Contains the name of the person and his or her residential address: and,
 - Records the provision of financial benefits to the individual under a law of the Commonwealth, State or Territory
- Australian Tax Assessment Notice dated within the last 12 months which contains the name of the individual and his or her residential address
- A notice that was issued within the last 3 months by a local government or public utility bill eg. gas, electricity, water, rates and contains the applicants name and his or her residential address
- Drivers licence issued by a foreign government
- If a person is under 18 years of age a notice issued by their School Principal within the preceding 3 months, containing the person's full name, residential address and the period of time they attended the school. If not available we may consider alternative forms of identity documentation such as a Medicare Card, Health Card or similar document which contains the persons full name.
- Australian Govt issued Security Guard/Crowd Safety Officer identity card (All States)

Note: If the person is under the age of 16, the parent/guardian signatory and the child account holder must both be identified.

Branch use only

BSB number	Branch name		
To <input type="text"/>	<input type="text"/>		
Account number	In the name of:		
<input type="text"/>	<input type="text"/>		
<input type="checkbox"/> Verification has been performed for Prescribed Person			
Bank Officer's name	Bank Officer's signature	Staff number	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>