



Certified Copies Identification Form

Purpose of this form

The Commonwealth Bank of Australia is collecting your personal information in order to comply with its regulatory obligations, including the Anti-Money Laundering and Counter-Terrorism Financing Act 2006. This form will assist the Bank to verify your identity and may be used where you are not able to present original identification documents to the Bank. This form is not intended to be used as an application for any of the Bank's products or services.

For more information about how we collect and handle personal information, including how you can access, or seek correction of, your information or contact us with any feedback, please see our Privacy Policy available on www.commbank.com.au.



Instructions for completion

- You must arrange for a prescribed person to complete Section 3 of this form
- This prescribed person is a person described in Section 6 commencing on page 2.
- You must show the prescribed person original identification documents, as well as the copies to be certified
- Return this completed form along with the **original** certified copies of the identification document(s) to your Bank Representative or your nearest branch
- If your identification cannot be verified using this form you are requested to visit a branch of the Commonwealth Bank of Australia to be identified
- Please note that the Bank will not accept scanned or photocopies of the certified documents

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

Section 1 – Customer Details

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other	<input type="text"/>	Occupation	<input type="text"/>
Employment type					Employers name			Start Date
<input type="text"/>					<input type="text"/>			<input type="text"/>
Full name (including any middle names)				Other name(s) known by (if any)			Date of birth	
<input type="text"/>				<input type="text"/>			<input type="text"/>	
Residential address (PO Box is not acceptable)								
<input type="text"/>								
			State	Postcode		Country (if not Australia)		
			<input type="text"/>	<input type="text"/>		<input type="text"/>		

Section 2 – Are you a resident of Australia

Yes No

▶ If No, What is the purpose of operating an account with the Commonwealth Bank of Australia?

Section 3 – Details of prescribed person

Prescribed person's full name			Prescribed person's day time phone number	<input type="text"/>
<input type="text"/>			<input type="text"/>	
Prescribed person's category (refer listing in Section 6 on page 3)	Prescribed person's business name			
<input type="text"/>	<input type="text"/>			
Prescribed person's business or workplace address				
<input type="text"/>				
			State	Postcode
			<input type="text"/>	<input type="text"/>
Signature of prescribed person	Date document(s) certified	Authenticating stamp		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Notes of guidance for completing this form: To be an acceptable prescribed person you must be a person listed overleaf. Please complete all information in black ink. You (being the prescribed person) need to examine the person's original identification documents and certify the copy of the document by writing: **'I certify this to be a true and correct copy of the original document'**, then record your signature, print your full name and date.

▶ Form continues on next page

Section 4 – Authenticate Prescribed Person (Bank use only)

I confirm the Prescribed Person has been authenticated via the following:

Listed Prescribed Person Authenticating stamp/seal Business Letterhead confirming authority

Bank Officer name

Staff number

Bank Officer signature

Date

Section 5 – Acceptable identification standard (personal customer)

To comply with identification standards you can choose to provide documents described and listed under Option A **OR** Option B. Documents must be current/not expired unless specified otherwise.

If your identification documents are not in English then a translation of each document is required. All translations must be completed by a translator who is accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI) or an equivalent.

Option A: 1 x Primary Photographic Identification (is sufficient ID by itself)

- Australian Passport (which has not been expired for 2 years or more)
- Australian or New Zealand drivers licence
- Proof of Age card - Australian State or Territory
- NSW Birth Card or NSW / WA Photo Card
- International Passport/ Travel Document/ National Identity card*
- Australian Government issued Firearms licence (all States)

Option B: Choose from 2 x Primary non photographic ID or 1 x Primary non photographic ID and 1 x Secondary ID

- Australian drivers licence (without photo)
- Australian or foreign birth certificate or extract
- Australian or foreign citizenship certificate
- Centrelink pension or healthcare card **OR**

Secondary Identification

- A notice from the Commonwealth / State or Territory issued to the person and containing their name and residential address, and records the provision of financial benefits to that person (issued within the proceeding 12 months)
- Australian Tax Office (ATO) notice containing name and residential address (issued within the proceeding 12 months)
- A utilities notice from a local government body (e.g. council rates bill) or utility (e.g. gas, electricity or water bill) provider showing name and residential address, and records provision of services to that person (issued within the preceding 3 months)
- Overseas drivers licence
- Commonwealth / State or Territory security guard / crowd safety officer identity card

* issued by a foreign government, the United Nations (UN) or an agency of the UN

Section 6 – Prescribed person's categories (occupation or other persons)

Who is a prescribed person?

For persons based in Australia:

1. A person who, under a law in force in a State or Territory, is currently licensed or registered to practise in one of the following occupations: Architect; Chiropractor; Dentist; Financial adviser of financial planner; Legal practitioner; Medical practitioner; Midwife; Nurse; Occupational therapist; Optometrist; Patent attorney; Pharmacist; Physiotherapist; Psychologist; Trademarks attorney; Veterinary surgeon
2. 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);
3. An officer with, or authorised representative of, a holder of an Australian financial services licence (AFSL), having 2 or more years of continuous service with one or more licensees;
4. An officer with, or a credit representative of, a holder of an Australian credit licence (ACL), having 2 or more years of continuous service with one or more licensees;
5. Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
6. Australian Public Service employee engaged on an ongoing basis with 2 or more years of continuous service who is otherwise not specified in this section;
7. Bailiff;
8. Bank officer with 2 or more continuous years of service;
9. Building society officer with 2 or more years of continuous service;
10. Chief Executive Officer of a Commonwealth Court;
11. Clerk of a Court;
12. Commissioner for Affidavits;
13. Commissioner for Declarations;
14. Credit union officer with 2 or more years of continuous service;
15. Employee of a Commonwealth Authority engaged on a permanent basis with 2 or more years of continuous service who is otherwise not specified in this section;
16. Employee of the Australian Trade and Investments Commission who is:
 - a. in a country or place outside Australia; and
 - b. authorised under paragraph 3(d) of the Consular Fees Act 1955; and
 - c. exercising his or her function in that place

Section 6 – Prescribed person’s categories (occupation or other persons) (continued)

17. Employee of the Commonwealth who is:
 - a. in a country or place outside Australia; and
 - b. authorised under paragraph 3(c) of the Consular Fees Act 1955; and
 - c. exercising his or her function in that place
18. Engineer who is:
 - a. a Registered Professional Engineer of Professionals Australia; or
 - b. registered as an engineer under a law of the Commonwealth, a State or Territory; or
 - c. registered on the National Engineering Register by Engineers Australia
19. Fellow of the National Tax Accountants’ Association;
20. Finance company officer with 2 or more years of continuous service;
21. Holder of a statutory office not specified in another item on this list;
22. Judge of a Court;
23. Justice of the Peace;
24. Magistrate;
25. Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961;
26. Master of a Court;
27. Member of Engineers Australia, other than at the grade of student;
28. Member of the Association of Taxation and Management Accountants;
29. Member of the Australian Defence Force who is:
 - a. an officer;
 - b. a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 2 or more years of continuous service; or
 - c. a warrant officer within the meaning of the Defence Force Discipline Act 1982
30. Member of the Governance Institute of Australia Ltd;
31. Member of the Institute of Chartered Accountants in Australia and New Zealand, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants;
32. Member of: the Parliament of the Commonwealth; the Parliament of a State; a Territory legislature; or a local government authority of a State or Territory.
33. Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
34. Notary public, including a notary public (however described) exercising functions at a place outside the Commonwealth and the external Territories of the Commonwealth;
35. 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;
36. Permanent employee of:
 - a. the Commonwealth or a Commonwealth authority;
 - b. a State or Territory or a State or Territory authority; or
 - c. a local government authority, with 2 or more years of continuous service and the person is not already specified in another item on this list
37. Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made;
38. Police officer;
39. Registrar, or Deputy Registrar, of a Court;
40. Senior Executive Service employee of:
 - a. the Commonwealth or a Commonwealth authority; or
 - b. a State or Territory or a State or Territory authority
41. Sheriff;
42. Sheriff’s officer;
43. Teacher employed on a full-time basis at a school or tertiary education institution;
44. Member of the Australasian Institute of Mining and Metallurgy;
45. For customers located outside Australia, a person in a foreign country who is authorised by law in that jurisdiction to administer oaths or affirmations or to authenticate documents.

For persons based overseas:

Only person(s) in a foreign country who is authorised by law in that jurisdiction to administer oaths or affirmations or to authenticate documents, are authorised to certify a document as a true copy of an original identification document for customers located outside Australia.

Below are examples of offshore certifiers by jurisdiction:

China

Notarial Office

Hong Kong

Appointed insurance agent

Auditor

Authorised broker

Authorised financial institution

Authorised insurer

Certified public accountant

Chartered secretary

Estate agent

Justice of the Peace

Lawyer

Licensed corporation

Member of the Judiciary

Notary public

Officer of an Embassy, Consulate or High Commission of the country of issue of documentary verification of identity

Tax advisor

Trust or company service provider licensee

Indonesia

Notary

New Zealand

Chartered Accountant

Commonwealth representative

New Zealand (cont...)

Honorary Consul at a New Zealand Consular Office

Justice of Peace

Kaumātua

Lawyer

Member of Parliament

Member of the police who holds the office of constable

Minister of religion

Notary public

Registered medical doctor

Registered teacher

Singapore

CPA

Lawyer

Notary public

United Kingdom

Bank official

Building society official

Chartered Accountant

Councillor

Dentist

Minister of religion

Notary

United States of America

Notary

If you reside in a country outside of the above list please contact your local CBA Branch to confirm a suitable certifier.