INVESTMENT GROWTH BOND IDENTIFICATION AND VERIFICATION FORM



INDIVIDUALS AND SOLE TRADERS ONLY

Please write in **BLOCK** letters and use a **black** ballpoint pen.

Please note: for joint owners a separate form is required for each investor.

All clients applying for a new Investment Growth Bond must complete the identification procedures (for the purposes of Anti-Money Laundering and Counter-Terrorism Financing laws). This form is to assist with those procedures for individuals and sole traders. If you are making an application for a non-individual (for example, a company or trust) you will be required to complete different forms to establish your identity, which can be obtained from our forms library at **commbank.com.au/igb** or by phoning our Customer Services Centre **1800 624 100** 8:30am – 6pm (Sydney time) Monday to Friday.

Financial advisers undertake identification and verification procedures by completing sections A to C of this form or by using other industry standard forms.

If you do not have a financial adviser you are required to complete section A of this form and provide certified copies of the ID documents (do not send original documents).

The list of parties who can certify copies of the documents is set out below. To be correctly certified we need the ID documents to be clearly noted 'true copy of the original document'. The party certifying the ID documents will also need to state what position they hold and sign and date the certified documents. If this certification does not appear, you may be asked to send in new certified documents.

List of persons who can certify documents:

- 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;
- 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);
- · A police officer;
- (Postal agent) an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
- (Post office) 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;
- An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955);
- An officer with two (2) or more 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 financial companies (for the purposes of the Statutory Declarations Regulations 1993);
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having two (2) or more continuous years of service with one or more licensees;
- A member of the Institute of Chartered Accountants in Australia, CPA Australia or the Institute of Public Accountants with two (2) or more years of continuous membership.

SECTION A — VERIFICATION PROCEDURE

Full name of Bond Owner
Complete Part 1 (or if the individual does not own a document from Part 1, then complete either Part 2 or Part 3)
Part 1 - Acceptable primary ID documents Select ONE valid option from this selection only Australian State/Territory driver's licence containing a photograph of the person
Australian passport (a passport that has expired within the preceding two years is acceptable) Card issued under a State or Territory for the purpose of proving a person's age containing a photograph of the person Foreign passport or similar travel document containing a photograph and the signature of the person ²
 For company, fund or trust applications, please complete the appropriate Anti-Money Laundering and Counter-Terrorism Financing forms which can be downloaded from commbank.com.au/igb or contact 1800 624 100 to request a copy. Documents written in a language that is not English must be accompanied by an English translation prepared by an accredited translator.

SECTION A — VERIFICATION PROCEDURE (CONTINUED)				
Part 2 - Acceptable secondary ID documents				
Select ONE valid option from this selection				
Australian birth certificate				
Australian citizenship certificate				
Pension card issued by Department of Human Services (previously known as Centrelink)				
Health card issued by Department of Human Services (previously known as Centrelink)				
AND ONE valid option from this selection A document issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of				
financial benefits to the individual and which contains the individual's name and residential address A document issued by the Australian Taxation Office within the preceding 12 months that records a debt payable by the individual				
to the Commonwealth (or by the Commonwealth to the individual), which contains the individual's name and residential address A document issued by a local government body or utilities provider within the preceding three months which records the provision				
of services of that address or to that person (the document must contain the individual's name and residential address				
If under the age of 18, a notice that was issued to the individual by a school principal within the preceding three months and contains the name and residential address; and records the time the individual attended that school				
Part 3 - Acceptable foreign ID documents Should only be completed if the individual does not own a do	ocument from Part 1			
Select either				
National ID card issued by a foreign government containing was issued ²	ing a photograph and a signature of t	the person in whose name the card		
Or select two valid options from this section:				
Foreign driver's licence that contains your photograph ar	nd date of hirth ²			
Foreign citizenship certificate	id date of Siltin			
Foreign government issued birth certificate				
SECTION B — RECORD OF VERIFICATION PROCEDUR	SECTION B — RECORD OF VERIFICATION PROCEDURE			
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Financial adviser use only				
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