



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. 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.



Instructions for completion

- This form is only required if you are **NOT** an existing Commonwealth Bank customer
- You must arrange for a prescribed person to complete Section 3 of this form
- This prescribed person is a person described in Section 5 on pages 2-3
- 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 the Bank 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(s)

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 1a – Customer Details

Title Mr Mrs Miss Ms Other

Full name (including any middle names) Other name(s) known by (if any) Date of birth

Residential address (PO Box is not acceptable)

State Postcode Country (if not Australia)

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

Prescribed person's category (refer listing in Section 5 on page 2) Prescribed person's business name

Prescribed person's business or workplace address

State Postcode

Signature of prescribed person Date document(s) certified Authenticating stamp

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 – 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.

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

- Australian Passport, which has not been expired for more than two years
- Australian or New Zealand Drivers licence
- Australian Government issued Proof of Age Cards (all States)
- NSW Birth Card and/or 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 Government issued Firearms licence (All States)
- Australian Defence Force Identity Card (excluding Spouse card) **or**

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

Primary Non Photographic Identification

- Australian or New Zealand Drivers licence (without photo)
- Australian Birth Certificate or extract
- Birth certificate issued by a foreign government, the United Nations (UN) or an agency of the 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 or healthcare 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 person 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 person and his or her residential address
- A notice that was issued within the last 3 months by a local government or public utility bill e.g. gas, electricity, water, rates and contains the person's name and his or her residential address
- Drivers licence issued by a foreign government
- Australian Government issued Security Guard/Crowd Safety Officer identity card (All States)

Section 5 – Prescribed person's categories (occupation or other persons)

Who is a prescribed person?

For persons based in Australia:

1. Accountant (where a member of a recognised association or institute)
2. Agent in charge of an Australian Post Office supplying postal services to the public.
3. Building Society employee with 2 or more years of continuous service.
4. *Chiropractor
5. *Dentist
6. Finance industry Employee (including Bank, Credit Union or Finance Company) with 2 or more years of continuous service.
7. Holder of an Australian Financial Services licence, having 2 or more years of continuous service with one or more licenses.
8. Justice of the Peace
9. Judge or Master of a Federal, State or Territory court
10. *Legal practitioner
11. Magistrate
12. Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
13. *Medical practitioner
14. Member of Chartered Secretaries Australia
15. Member of Engineers Australia, other than at the grade of student
16. Member of Parliament (Commonwealth, State or Territory legislature or Local government)
17. Member of the Australian Defence Force who is
 - an officer; or
 - a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 2 or more years of continuous service; or
 - a warrant officer within the meaning of that Act
18. Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
19. Notary public
20. *Nurse
21. *Optometrist
22. *Patent attorney
23. Permanent Employee of a Post Office supplying postal services to the public with 2 or more years of continuous service.
24. Permanent employee of:
 - the Commonwealth or a Commonwealth authority; or
 - a State or Territory or a State or Territory authority; or
 - a local government authority;with 2 or more years of continuous service.
25. *Pharmacist
26. *Physiotherapist
27. Police officer
28. *Psychologist
29. Teacher employed on a full-time basis at a school or tertiary education institution.
30. *Trademarks attorney
31. *Veterinary surgeon

Additional categories of prescribed persons can be obtained from our Customer Service Representatives by calling **13 2221**.



*These persons MUST be licensed or registered to practice in this occupation under Australian State or Territory law.

For persons based overseas:

Advise customers who are outside Australia that identification documents can be certified overseas by:

- CBA officers at offshore branches provided the officers have 2 or more years service with CBA or other Australian financial institutions
- Officers of any other Australian bank or other Australian financial institution (bank, building society or credit union) or Australian finance company with offices offshore where the officer has 2 or more years service with Australian financial institutions or Australian finance companies
- A judge, magistrate, registrar or deputy registrar of an overseas court
- An Australian consular or diplomatic officer who holds one of the following positions:
 - Consul-General
 - Consul
 - Vice-Consul
 - Trade Representative
 - Consular Agent
 - Ambassador
 - High Commissioner
 - Minister
 - Head of a Mission
 - Commissioner
 - Charge d’Affaires
 - Counsellor, Secretary or Attache at an Embassy, High Commissioner’s office, Legation or similar.
- A legal practitioner who holds a current practicing certificate under a law in force in a State or Territory in Australia
- A member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants with 2 or more years of continuous membership
- A person authorised as a notary public in a foreign country
- Employee of the Australian Trade and Investment Commission who is: In a country or place outside Australia; and authorised under paragraph 3 (d) of the Consular Fees Act 1955; and exercising his or her function in that place
- Employee of the Commonwealth who is: In a country or place outside Australia; and authorised under paragraph 3 (c) of the Consular Fees Act 1955; and exercising his or her function in that place