

# ANZ IDENTIFICATION BY CERTIFIED COPY FOR INDIVIDUAL (INCLUDING SIGNATORIES AND AGENTS) FORM



This form must be signed by a Person Authorised to Certify as listed overleaf.  
To complete this form, complete Part A, Part B and Part C and attach the certified copies.  
Upon instruction from ANZ, this form may be used where the customer is unable to present their original documents to the bank in person.  
All information on this form must be completed in English and clear block letters.

## PART A: INDIVIDUAL'S DETAILS

Full Name of Individual (no initials)

Title

First name

Do you have any Middle name(s)?

Yes  No If yes, please fill out the below field.

Middle name(s)

Last name(s)

Gender

Date of Birth (DD/MM/YYYY)

Email address

Country of Citizenship

Other Country of Citizenship (if applicable)

Occupation

Employment Type (e.g. Full-Time)

Signature (to be signed in the presence of the Certifier)

Residential address (PO Box is not acceptable)

Street (No. & Name)

Suburb

State

Postcode

Country

Is your mailing address the same as your residential address?

Yes  No If no, please fill out the below field.

Mailing Address

Street (No. & Name)

Suburb

State

Postcode

Country

Verbal Security Code

*Your Verbal Security code is used by ANZ to authenticate you at our Branches or when contacting us via phone. Please keep your Verbal Security Code confidential to safeguard your accounts and personal information from unauthorised access.*

If the residential address is not an Australian address, please state the reason for seeking a banking relationship in Australia

## PART B: DOCUMENTS CERTIFIED – ENSURE CERTIFIED COPIES ARE ATTACHED TO THIS FORM

Acceptable Documents for Individuals and Acceptable Linking Documents are listed overleaf.

**Warning:** It is an offence under Part 12 of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth) to produce false or misleading information, produce a false or misleading document or forge a document for use in an applicable customer identification procedure.

### Guidance Notes for Certified Copies

Certified copy means a document that has been certified as a true copy of an original document by one of the authorised persons.

To produce a certified copy, you should make a photocopy of the original document and take the original and the copy to an authorised person.

If any document is written in a language other than English, it must be translated into English by an accredited translator. An 'accredited translator' is defined as a person currently accredited by the National Accreditation Authority for Translators and Interpreters Ltd. (NAATI) at the level of Professional Translator, or above, to translate from a language other than English into English.

Primary Identification Document or Secondary Identification Document 1 of 2 (Type of Document)

Secondary Identification Document 2 of 2, if any (Type of Document)

Linking Document (If either or both identification documents are in a different name to Individual's details)

## PART C: DETAILS OF PERSON AUTHORISED TO CERTIFY

Acceptable Persons Authorised to Certify are listed overleaf

Job title of certifier

Given name(s) of certifier

Last name(s) of certifier

Business phone number

Professional Membership Number (if applicable)

Signature of certifier

Date Day/Month/Year

Name of Organisation

Address of Organisation

Suburb

State/Region

Postcode/ZIP Code

Country

Declaration of certifier

- I have examined the original of all the individual's identification documents listed above
- The copy of the individual's identification documents attached are true and correct copies of the original documents that I have examined and certified
- The individual has signed this form in my presence

## PERSONS AUTHORISED TO CERTIFY

The following is a list of Authorised persons who can certify a copy of the individual's identification documents.

Unless it is specified that the Authorised Person may be overseas, an Authorised Person must be either an Australian Citizen or Permanent Resident of Australia.

### Authorised Persons where the Authorised Person is an officer who holds position within Australia

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);
2. Judge;
3. Magistrate;
4. Chief executive officer 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 the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
10. Permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office providing postal services to the public;
11. Australian Consular Officer or an Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955);
12. Officer with 2 or more continuous years' service with one or more Australian financial institutions (for the purposes of the Statutory Declarations Regulations 2018) or overseas financial institutions with which ANZ has an existing correspondent banking relationship;
13. Finance company officer with 2 or more continuous years of service with one or more finance companies (for the purposes of the Statutory Declarations Regulations 2018);
14. 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;
15. Member of the Chartered Accountants Australia & New Zealand, CPA Australia or the Institute of Public Accountants;
16. Pharmacist.

### Authorised Persons where the Authorised Person is an officer who holds position overseas

1. Notary public;
2. Australian Consular Officer or an Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955);
3. Officer with 2 or more continuous years' service with one or more Australian financial institutions (for the purposes of the Statutory Declarations Regulations 2018) or overseas financial institutions with which ANZ has an existing correspondent banking relationship;
4. Employee of the Australian Trade and Investment Commission (AUSTRADE) 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;
5. A person in a foreign country who is authorised by law in that jurisdiction to administer oaths or affirmations or to authenticate documents.

## INSTRUCTIONS AND CHECKLIST FOR CERTIFIER

- You are an acceptable person authorised to certify within a specified class defined above in "Persons Authorised To Certify".
- All identification documents are current.
- All pages of the copies has been certified with "This is a true copy of the original document" followed by the certifier's signature, full name, position and date.
- The combination of identification documents certified meets the Acceptable document combinations and linking documents.
- The individual has signed this ANZ Identification by Certified Copy for Individual Form in your presence.
- The certified copies of the identification documents are attached to this ANZ Identification by Certified Copy for individuals (including signatories and agents) Form.

## SIGNATORIES/AGENT AND VERIFYING OFFICERS: ACCEPTABLE AUTHORISING DOCUMENT

This section lists the different types of acceptable authorising documents for Signatories/Agents and Verifying Officers, and any other information that needs to be recorded.

Signatory/Agent	Verifying Officer
<p>One of:</p> <ul style="list-style-type: none"> <li>Power of Attorney</li> <li>Agent's Authority (Individual and Joint Accounts)</li> <li>Company Account Authority</li> </ul> <p>Also <b>required</b>:</p> <ul style="list-style-type: none"> <li>The name of the person or organisation issuing the signing or agent's authority</li> </ul>	<p>One of:</p> <ul style="list-style-type: none"> <li>Power of Attorney</li> <li>Company Account Authority</li> </ul> <p>Also <b>required</b>:</p> <ul style="list-style-type: none"> <li>Full name of the customer - i.e. company as registered by ASIC, or other entity</li> </ul> <p>If the customer is a company:</p> <ul style="list-style-type: none"> <li>Full address of the company's registered office (only applies to company entity types)</li> <li>ACN/ARBN issued to the company (only applies to company entity types)</li> </ul>

## KNOW YOUR CUSTOMER (KYC): IDENTIFICATION VERIFICATION DOCUMENTS FOR INDIVIDUALS

**MUST** provide identification as per the following options:

- At least ONE Primary identification document type, **OR**
- At least TWO different types of Secondary identification documents
- Each identification document that is accepted **MUST** have **Name and Date of Birth or Residential Address** (except Medicare Card)
- No document type can be used more than once
- Documents must be current unless otherwise specified
- Where you are giving us information that is different or has changed from that shown on identification documents, you must provide us with appropriate linking documents that explain the difference
- Utility Bill is not accepted as an identification document, but is accepted as a linking document to explain an address change

Category	Verification Document
<b>Primary</b> Identification Document Types	<ul style="list-style-type: none"> <li>Australian photographic driver's licence or learner's permit</li> <li>Australian Passport (current, or one that has expired within the past two years)</li> <li>Foreign Passport*</li> <li>Australian State/Territory Government issued Proof of Age card/Photo Identification card</li> <li>Foreign Government issued National Identification card*</li> <li>Australian Firearms/Shooting Licence</li> <li>Australian Explosives Licence</li> </ul>
<b>Secondary</b> Identification Document Types	<p>Maximum of ONE of each Document type:</p> <ul style="list-style-type: none"> <li>Birth certificate, birth card, birth extract issued by an Australian State or Territory, or Foreign Government*</li> <li>Australian Medicare card</li> <li>Foreign driver's licence*</li> <li>Australian or Foreign citizenship certificate*</li> <li>Australian Government card or notice issued by Centrelink to concession holder. Includes any ONE of:                             <ul style="list-style-type: none"> <li>DHS Commonwealth Seniors Health Card or Health Care Card</li> <li>DHS or DVA Pensioner Concession card</li> <li>Benefits Notice (less than 12 months old)</li> </ul> </li> <li>Australian ImmiCard. Includes any ONE of:                             <ul style="list-style-type: none"> <li>Evidence of Immigration Status (EIS) ImmiCard</li> <li>Permanent Resident Evidence (PRE) ImmiCard</li> <li>Residence Determination ImmiCard (RDI)</li> </ul> </li> <li>Australian School attendance letter issued by principal to person under 18, recording residential address and period of attendance (less than 3 months old)</li> <li>Australian Tax Office (ATO) assessment notice (less than 12 months old) with name and residential address</li> <li>Notice issued by approved Australian Aged Care facility (less than 12 months old) with name and residential address</li> <li>Letter issued by the Australian Electoral Commission (less than 3 months old) with name and residential address</li> </ul>

\*If your identification document is written in a language other than English, you must provide a translation into English by a translator who is accredited by the National Accreditation Authority for Translators and Interpreters.

<b>Alternative Primary</b> Identification Document Types	<p>If the customer identifies as Aboriginal and/or Torres Strait Islander heritage and not otherwise able to provide other forms of identification, ONE of the following may be used;</p> <ul style="list-style-type: none"> <li>Aboriginal and/or Torres Strait Islander (ATSI) Community ID Card <b>OR</b></li> <li>Statement by Referee (Refer to the below List of Acceptable Referees)                             <ul style="list-style-type: none"> <li>An official from an Aboriginal and Torres Strait Islander organisation, or a board member of a local Aboriginal land council; or</li> <li>Community Leader or recognised Elder (who is not a parent, sibling, or child of the customer); or</li> <li>School principal or School counsellor; or</li> <li>Health Professional such as a general practitioner, nurse practitioner, psychologist, Aboriginal or Torres Strait Islander health worker or counsellor; or</li> <li>The customer's current employer or manager; or</li> <li>Police officer; or</li> <li>A religious leader; or</li> <li>Manager or warden of a refuge or shelter accommodation or homeless shelter; or</li> <li>Financial counsellor or financial capability worker; or</li> <li>A legal aid or community lawyer; or</li> <li>Other social support services such as family violence workers, social workers or youth services; or</li> <li>Services Australia (Centrelink) Staff; or</li> <li>A person qualified to witness a statutory declaration, e.g., Justice of the Peace, Pharmacist, Permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office providing postal services to the public</li> </ul> </li> </ul>
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Acceptable Linking Documents			
<b>Name</b>	Adoption Papers	Birth Certificate with Endorsement	Change of Name Certificate (Deed Poll)
	Court Order	Marriage Certificate	Certificate of Divorce (Decree Nisi)
<b>Address</b>	Lease/Rental Agreement	Change of Address label on back of Driver's Licence	Utility Bill (no more than 3 months old)