

# Verification of Identity (VOI) and AML/CTF Identification Form



The Anti Money Laundering & Counter Terrorism Financing Act 2006 and ARNECC Model Participation Rules requires the information in this form to be collected and verified for each Borrower and Guarantor.

Please complete a separate form for each applicant and ensure the following:

- All applicable sections of this form are to be completed
- Clear and legible certified copies of the ID documentation used to identify the individual are attached
- The form has been completed by a person eligible to certify documents for the lender

APPLICANT - INDIVIDUAL			
Full Name (including Middle Names)			
Known by Any Other Names			
Residential Address		Postcode	
Date of Birth			

TRANSACTION INFORMATION			
Security Property Address			
Suburb/City		Postcode	

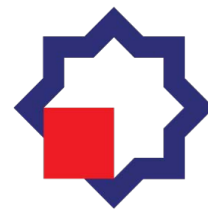
**The identifier must be satisfied that Category 1 cannot be satisfied before moving onto category 2.**

**Copies of the identity documents must be retained and certified as copies of original documents.**

**If Categories 1 or 2 cannot be met Category 3(a) may be used. If category 3(a) cannot be met, Category 3(b) may be used.**

Minimum Document Requirements			
Category 1			
Document	State/ Country/ Issued By	Number	Expiry
Australian Passport / Foreign Passport with an Australian visa grant notice evidencing an Australian resident visa			
Australian Driver's Licence / Photo Card			
(if necessary) Change of Name or Marriage Certificate			

Category 2			
Document	State/ Country/ Issued By	Number	Expiry
Australian Passport / Foreign Passport with an Australian visa grant notice evidencing an Australian resident visa / Australian driver's licence / Photo Card			
Birth certificate / citizenship certificate / descent certificate			
Medicare / Centrelink / Department of Veterans' Affairs card			
(if necessary) Change of Name or Marriage Certificate			



Certification by Identifier	Yes	No
I confirm that Face to Face verification was carried out by me	<input type="checkbox"/>	<input type="checkbox"/>
The original identification documents listed below were produced to me and copies of these documents endorsed by me as true copies are attached to this certification	<input type="checkbox"/>	<input type="checkbox"/>
All photographic identification is a "reasonable likeness" of the individual	<input type="checkbox"/>	<input type="checkbox"/>
All documents are current and not expired (except for an expired Australian Passport which has not been cancelled and was current within the preceding 2 years)	<input type="checkbox"/>	<input type="checkbox"/>
Has anything in my dealings with the customer raised any suspicions concerning the proposed transaction	<input type="checkbox"/>	<input type="checkbox"/>

IDENTIFIER VERIFICATION			
I certify the Verification of Identity has been conducted in accordance with the Verification of Identity standard in the ARNECC Model Participation rules and with paragraph 4.2.11 of the Anti-Money Laundering and Counter-Terrorism Financing Rules Instrument 2007 (No. 1).			
Full Name of Identifier:			
Contact Telephone Number:		Occupation of Identifier:	
Identification was carried out at (full address including country):			
Signature of Identifier:		Date of Identification:	

#### How to Provide Certified Documents

To complete the customer identification process under Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF), certified copies of customer identification documents must be provided. In order for documents to meet the certification requirements, a copy must be clearly authorised as a true copy of the original by an appropriate person. Each certified copy document must be certified separately and must show clearly:

- the words "certified true copy of the original";
- the signature of the certifying officer; and
- the name, address, telephone number, provider/registration number (if applicable) & profession of the certifying officer, legibly printed below the signature

#### Persons who may certify documents for the Lender include:

- a person who is enrolled on the roll of the Supreme Court of a State/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;
- an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
- a 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;
- an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955);
- 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);
- 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);
- 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;
- 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.
- Limited agents specifically appointed by the Lender to verify identity on behalf of the Lender.