



# Customer Identification Form (Certified Copies)

## 1. DETAILS OF SIGNATORY BEING IDENTIFIED

### Personal Details

Mr  Mrs  Miss  Ms  Other

Surname

Full Names(s) (No initials)

Date of Birth  DD /  MM /  YYYY

Residential Address (no PO Box addresses)

Suburb  State  Postcode

Mailing Address (if different)

Suburb  State  Postcode

Home Number  Business Number  Mobile

Occupation

Employer

## 2. IDENTIFICATION DETAILS

We need to verify the identity of each person who will sign on the account.

To do this, we need to see a certified photocopy of your identification documents. The documents you provide must be valid and clearly show your full name and either or both of your residential address and/or date of birth plus your signature and photograph (as applicable to the document type). Indicate which form of identification has been certified and attached to this form by ticking the relevant box.

### Primary ID with Photo

- Current Australian vehicle drivers license
- Current Govt issued ID to specifically verify age
- Current Australian / Foreign passport
- Expired Australian passport (<2 years)

Attached:

### Primary ID no photo

- OR**
- Australia Birth Certificate/Extract
  - Commonwealth citizenship certificate
  - Foreign citizenship certificate
  - Foreign birth certificate (not Extract)
  - Pension card issued by Centrelink for benefits

Attached:

### Secondary ID

- Commonwealth Govt. letter of financial benefit (<12 months old)
- ATO Tax Advice Letter (<12 months old)
- Australian utilities provider – Bill / Letter of service (< 3 months old)

Attached:

## 3. CUSTOMER SIGNATURE:

I certify the above particulars are true and correct.

### Signature

### Date

DD /  MM /  YYYY

X

## 4. DETAILS OF CERTIFIER

Please ensure that the details of the certifier of your identification documents have been listed below.

Mr  Mrs  Miss  Ms  Other

Surname

Full Names(s) (No initials)

Address (no PO Box addresses)

Suburb  State  Postcode

Capacity to certify

Telephone Number – Daytime contact number (not mobile)

Please note: **We reserve the right to contact the certifier or request additional documentary evidence from you.**

### If you are a new Customer to BWA Managed Investments you will need to provide ID documents to prove your identity.

Your identity is unique and worth protecting. This is why we make a point of getting to know our customers – even before they open an account.

We have good reason for doing this. Criminals and terrorists often try to launder money by opening accounts using false identity details. By providing us with the information we need, you will be helping us to make sure that we know exactly who we are dealing with and ultimately, to comply with stringent money laundering legislation. You can visit your local Bankwest Customer Service Centre in person to be identified or alternatively obtain certified copies of your identification documents and return them with your application.

### Certifying your documents

Incorrect certification of documents is one of the main reasons for delays in getting accounts up and running. This checklist will take you through exactly how your documents have to be certified.

All documents you supply must be:

- A clear photocopy showing relevant page(s) or front & back of document as applicable to document type
- Certified in English
- The date of certification must be no older than 3 months ago
- The 'original' certified copy (we will not accept copies of a copy) as signed by the Certifier

### Who can certify?

The person who certifies your documents must be independent of your application and from one of the following professions:

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. a judge of a court;
3. a magistrate;
4. a chief executive officer of a Commonwealth court;
5. a registrar or deputy registrar of a court;
6. a Justice of the Peace;
7. a notary public (for the purposes of the Statutory Declaration Regulations 1993);
8. a police officer;
9. an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
10. 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;
11. an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955);
12. 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);
13. 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);
14. 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.
15. 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.

## How to certify checklist

The certifier must:

Tick box

**a. Write the following wording, or similar, on your documents:**

*Example, for identity verification documents that contain a photograph of the signatory*

**'I certify that I have seen the original documentation and that the photograph is a true likeness and this copy is a complete and accurate copy of that original.'**

*Example, for other identity verification documents*

**'I certify that I have seen the original documentation and this copy is a complete and accurate copy of that original.'**

**b. Sign and date the photocopy.**

**c. Add their name in block capitals along with their position/capacity, address and daytime contact telephone number (not a mobile phone). The certifier may be contacted by the Bank.**

**d. Add the official stamp of their office, if possible.**