

# Third Party ID Form

If there are more than two people to be identified, an additional form should be sent.

The law requires people borrowing money to be identified. You should take this form to one of the 'approved' certifiers listed below and ask them to complete it. Then return this document to your broker.

## Who are eligible Third Party Certifiers:

- Chiropractor
- Dentist
- Legal practitioner (solicitor / barrister)
- Medical practitioner

## Plus, the following if they have two or more years of continuous service:

- Financial planner (an office with, or an authorised representative of, the holder of an Australian Financial Services Licence)
- Finance broker (an officer with, or a credit representative of, the holder of an Australian Credit Licence)
- Employee of Australia Post
- Chartered Accountant or Certified Practising Account (CPA)
- Police Officer
- Teacher (full-time employed as such)

## INSTRUCTION TO THIRD PARTY CERTIFIER

### Option 1 - Face to face by Broker / Manager - Photographic Identification (Preferred Method of Identification)

Face to face verification by reference to an original primary photographic identification. A current Driver's Licence or any current State Motor Registry identification document is acceptable as a sole form of identification provided the document displays the full name, date of birth and current residential address.

If the original primary document does not show the full name, date of birth and current residential address, another primary or secondary identification must be obtained which shows either full name and date of birth or full name and current residential address depending on what is missing from the original primary document.

### Option 2 - Face to face by Broker / Manager - Non-Photographic Identification (acceptable method if no photographic identification documents are available)

Face to face verification by reference to an original or certified copy of primary non-photographic identification plus one or more secondary identification documents. If the original primary document does not show the full name, date of birth and current residential address, another primary or secondary identification must be obtained which show either full name and date of birth or full name and current residential address depending on what is missing from the original primary document.

### Option 3 - Non face to face by Broker / Manager - Identification performed by external certifier

Identification Option 1 or 2 (above) may be used by an external certifier. The 'third party identification form' must accompany the certified identification in all cases.

**UNDER ALL OPTIONS, CLEAR COPIES OF THE IDENTIFICATION DOCUMENTS USED MUST ACCOMPANY THIS FORM**

#### Primary Photographic Identification:

- Current Australian Driver's Licence or current identification document issued by an Australian State's Motor Registry (i.e. NSW Transport, Roads and Maritime Services (formerly Roads and Traffic Authority)).
- Current Australian Passport (or not expired by more than 2 years)
- Commonwealth, State or Territory Officially issued Identification Card
- National Identity Card

#### Primary Non-Photographic Identification:

- Birth Certificate
- Citizenship Certificate
- Pension or Health Care Card issued by Centrelink

#### Secondary Identification:

- Financial Benefits Statement issued by the Commonwealth, State or Territory within the last 12 months
- Rates Notice issued by a local government body within the last 12 months
- Utility Notice issued by a utilities provider within the last 3 months
- Statement issued by a financial institution within the last 3 months

#### Foreign Nationals:

- Current Foreign Passport with acceptable Australian Residency Status
- Current Driver's Licence
- Current National Identity Card

# Third Party ID Form

## INDIVIDUALS

### Applicant 1 - Identification Document Details

Full name

Other names known by

Date of birth (DD/MM/YY):  /  /

Residential address

Suburb

State

Postcode

(yrs)  (mnths)

Time at address

Previous address (if less than 2 years)

Suburb

State

Postcode

**Document 1 - Verified from:**  Original  Certified Copy

Document type

Issuer

Issue date (if any) (DD/MM/YY):  /  /

Expiry date (if any) (DD/MM/YY):  /  /

Document number (if any)

**Document 2 - Verified from:**  Original  Certified Copy

Document type

Issuer

Issue date (if any) (DD/MM/YY):  /  /

Expiry date (if any) (DD/MM/YY):  /  /

Document number (if any)

### Applicant 2 - Identification Document Details

Full name

Other names known by

Date of birth (DD/MM/YY):  /  /

Residential address

Suburb

State

Postcode

(yrs)  (mnths)

Time at address

Previous address (if less than 2 years)

Suburb

State

Postcode

**Document 1 - Verified from:**  Original  Certified Copy

Document type

Issuer

Issue date (if any) (DD/MM/YY):  /  /

Expiry date (if any) (DD/MM/YY):  /  /

Document number (if any)

**Document 2 - Verified from:**  Original  Certified Copy

Document type

Issuer

Issue date (if any) (DD/MM/YY):  /  /

Expiry date (if any) (DD/MM/YY):  /  /

Document number (if any)

Does **Applicant 1** consider themselves to be a politically exposed person (PEP) or is related to a PEP?  Yes  No

Does **Applicant 2** consider themselves to be a politically exposed person (PEP) or is related to a PEP?  Yes  No

# Customer ID Form

## VERIFICATION CHECKS UNDERTAKEN

- Documentation provided is current or within acceptable time frames  Yes  No
  - Photographic documentation is 'reasonable likeness' of the individual  Yes  No
  - Face-to-face verification was carried out by me  Yes  No
- Option 2 used:** Verification against primary photographic documentation was not practical  Yes  No

[If No, provide reason]:  
\_\_\_\_\_  
\_\_\_\_\_

- Option 3 used:** Third party certified documents; face-to-face identification was not practical  Yes  No

[If No, provide reason]:  
\_\_\_\_\_  
\_\_\_\_\_

### Interviewer Verification

Full name of interviewer

State where interview was held

Address of interviewer

Signature

Date of interview:  /  /