

Certification Form



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Note: Please see overleaf for guidance on completing the form.

PART A: DETAILS OF SIGNATORY

Full name of signatory

Title _____ Surname _____ Given name/s _____

Account name/title _____

X

Date _____

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

PART B: DOCUMENTS EXAMINED BY CERTIFIER (refer overleaf for a list of acceptable documents)

Primary photo identification document

Type of document _____ Document number _____

Full name on document _____ Date of birth _____

Residential address (if applicable) _____

Suburb _____ State _____ Postcode _____

Date of issue _____ Date of expiry _____

Office of issue (for a travel document, show country of issue) _____

OR

Primary non-photo identification document

Type of document _____ Document number _____

Full name on document _____ Date of birth _____

Date of issue _____ Date of expiry _____

AND

Secondary identification document

Type of document _____

Full name on document _____

Residential address (if applicable) _____

Suburb _____ State _____ Postcode _____

Date of issue _____

PART C: DETAILS OF CERTIFIER

Title _____ Surname _____ Given name/s _____

Residential or business address _____

Suburb _____ State _____ Postcode _____

Telephone number _____ Category Number of certifier (see list overleaf) _____

CERTIFIER STATEMENT

I have examined the original identification documents listed above. I have endorsed each copy of the identification document with the narration: *'This is to certify that this is a true copy of the original which I have sighted'*.

This narration should also include the date of certification and the name, signature title & registration number (if applicable) of the certifier.

X

Date _____

Signature

Categories of Certifiers

Part 1 — Occupations

101 Chiropractor	105 Nurse	109 Physiotherapist
102 Dentist	106 Optometrist	110 Psychologist
103 Legal practitioner	107 Patent attorney	111 Trade marks attorney
104 Medical practitioner	108 Pharmacist	112 Veterinary surgeon

Part 2 — Other persons

201 Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public	215 Holder of a statutory office not specified in another item in this Part	227 Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
202 Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)	216 Judge of a court	228 Notary public
203 Bailiff	217 Justice of the Peace	229 Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
204 Bank officer with 5 or more continuous years of service	218 Magistrate	230 Permanent employee of:
205 Building society officer with 5 or more years of continuous service	219 Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961	(a) the Commonwealth or a Commonwealth authority; or
206 Chief executive officer of a Commonwealth court	220 Master of a court	(b) a State or Territory or a State or Territory authority; or
207 Clerk of a court	221 Member of Chartered Secretaries Australia	(c) a local government authority;
208 Commissioner for Affidavits	222 Member of Engineers Australia, other than at the grade of student	with 5 or more years of continuous service who is not specified in another item in this Part
209 Commissioner for Declarations	223 Member of the Association of Taxation and Management Accountants	231 Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
210 Credit union officer with 5 or more years of continuous service	224 Member of the Australian Defence Force who is:	232 Police officer
211 Employee of the Australian Trade and Investment Commission who is:	(a) an officer; or	233 Registrar, or Deputy Registrar, of a court
(a) in a country or place outside Australia; and	(b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or	234 Senior Executive Service employee of:
(b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and	(c) a warrant officer within the meaning of that Act	(a) the Commonwealth or a Commonwealth authority; or
(c) exercising his or her function in that place	225 Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants	(b) a State or Territory or a State or Territory authority
212 Employee of the Commonwealth who is:	226 Member of:	235 Sheriff
(a) in a country or place outside Australia; and	(a) the Parliament of the Commonwealth; or	236 Sheriff's officer
(b) authorised under paragraph 3 (c) of the Consular Fees Act 1955; and	(b) the Parliament of a State; or	237 Teacher employed on a full-time basis at a school or tertiary education institution
(c) exercising his or her function in that place	(c) a Territory legislature; or	238 Member of the Australasian Institute of Mining and Metallurgy
213 Fellow of the National Tax Accountants' Association	(d) a local government authority of a State or Territory	
214 Finance company officer with 5 or more years of continuous service		

Guidance notes for completing this form

1. A Certification Form is to be completed and signed in the presence of an authorised certifier for each signatory to an account.
2. The certifier must set out the names used by the signatory in relation to the account and must have sighted the original and endorsed (as above) a copy of **one primary photo** identification document or the original of **one primary non-photo** identification document **and one secondary** identification document.
3. It is an offence under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 to give false and misleading information.

Primary photo identification documents are:

- a current drivers licence issued by an Australian State or Territory;
- a passport issued by the Australian government current within the preceding two years (not cancelled);
- a current photo ID card issued by an Australian State or Territory which contains a photograph of the person in whose name it was issued;
- a current Australian Immicard;
- a current (not cancelled) passport or similar document issued for the purposes of international travel, that contains a photograph and the signature of the person in whose name the document is issued*.

OR**Primary non-photo identification documents are:**

- a birth certificate or birth extract issued by an Australian State or Territory;
- a birth certificate or birth extract issued by a foreign government*;
- a citizenship certificate issued by the Australian government;
- a citizenship certificate issued by a foreign government*;
- a current Concession card as defined by the Social Security Act 1991.

AND**Secondary identification documents are:**

- a notice issued to the individual that contains the name of the individual and their residential address by:
 - the Australian Taxation Office within the preceding 12 months that records a debt relating to taxation;
 - a local government body or utilities provider within the preceding 3 months that records the provision of services to that address or to that person;
 - Commonwealth, State or Territory within the preceding 12 months showing a financial benefit.

SPECIAL CIRCUMSTANCES

For a person between the ages of 0-16 years old opening a WAY COOL SAVER account the following documentation is acceptable:

*** P&N Retail Policy, at minimum you must use a Birth Certificate to confirm parent/s or guardian/s.**

* Document accepted as identification must show the person's full name and their date of birth

ID Type	Important Notes
Australian Birth Certificate	Original document issued by Births, Deaths and Marriages (the decorative/commemorative Birth Certificate is not acceptable)
Foreign Birth Certificate	*

For a person aged 12 to 18 and in the absence of Primary Photographic Identification & Verification the following documentation is acceptable:

Primary Identification & Verification – Non-photo Documents

*Use only **ONE** of these documents along with **ONE Secondary document**

*Document accepted as identification must show the person's full name and their date of birth or their residential address

ID Type	Important Notes
Australian Birth Certificate or Birth Extract	Original document issued by Births, Deaths and Marriages (the decorative/commemorative Birth Certificate is not acceptable)
Foreign Birth Certificate	*
Australian Citizenship Certificate	
Foreign Citizenship Certificate	*

AND**Secondary Identification & Verification Documents**

*Use only **ONE** of these documents along with **ONE Primary Non-photo document**

*Document accepted as identification must show the person's full name and their date of birth or their residential address

ID Type	Important Notes
Letter from School Principal	Must be within the preceding 3 months

Certification Form: To be used only for persons unable to come to a branch. Certified copies of identification and verification documents as listed about can be accepted. Documents accepted as identification must show the person's full name and their date of birth or their residential address.

* Please ensure foreign documents (if not in English) are accompanied by an English translation prepared by a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

OFFICE USE ONLY

- loaded into verification on CBS
- form and all docs scanned to membership archive

Officer _____ Operator no. _____ Signature _____ Date _____