



# Business verification documents

The required documents for business verification depend on the type of business you have

	Sole traders	Partnerships	Proprietary Companies and Unlisted Public Companies	Listed Public Companies	Subsidiaries of Listed Public Companies	Incorporated Association	Unincorporated Association
Proof of identity - see over page for accepted documentation	✓	✓	✓	✓	✓	✓	✓
Business Name Registration certificate (if operating under a Business or Trading Name)	✓	✓	✓	✓	✓	✓	✓
A Letter of Authorisation signed by a person with authority to appoint the primary user, e.g. a Director. The letter must use the template provided and be printed on business letterhead.		✓	✓	✓	✓	✓	✓
The Partnership Agreement		✓					
An annual report of the parent company or a certificate of incorporation for the subsidiary (if applicable)				✓	✓		
A Certificate of Incorporation issued on registration, containing the Unique Identification Number for the organisation, or a change of name certificate (if applicable), or an Annual Company Statement			✓			✓	
The Constitution or Rules of the Association							✓

# Proof of identity documents

Provide one from Group A and Group B (not using the same document twice)

## Group A – Proof of name and date of birth

- A current Australian or foreign driver's licence or permit (both sides)\*
- An Australian passport
- A current foreign/United Nations-issued passport
- A current Australian proof of age card issued by a State or Territory
- A current national identity card
- An Australian birth certificate
- An Australian citizenship certificate
- A citizen certificate issued by a foreign government (if not in English, accompanied by an English translation prepared by an accredited translator)

*The documents must show your full name and date of birth and these must match the information you entered in your PayPal account.*

## Group B – Proof of residential address

- A current Australian or foreign driver's licence or permit (both sides)\*
- A utility bill, e.g. electricity, gas, water or landline phone (issued within the last 3 months)
- A notice of council rates (issued within the last 3 months)
- A notice of tax assessment by the ATO (issued within the last 12 months)
- A Centrelink statement recording a financial benefit paid to the you (issued within the last 12 months)

*The document must show your full name and residential address and must match the information entered in your PayPal account.*