

# Certified Copies Identification Form

## Purpose of this form:

The Commonwealth Bank of Australia is collecting your personal information including your name, date of birth, address, occupation and residency status in order to comply with its regulatory obligations. These obligations include the Anti-Money Laundering and Counter-Terrorism Financing Act 2006, and the Privacy Act 1988. This form will assist the Bank to verify your identity and may be used where you are not able to present original identification documents to the Bank. To identify you, the Bank and its service providers will collect and verify your identification document details with the document issuer via a third party provider for the purpose of verifying your identity. This form is not intended to be used as an application for any of the Bank's products or services.

For more information about how we collect and handle personal information, including how you can access, or seek correction of, your information or contact us with any feedback, please see our Privacy Policy available on [www.commbank.com.au](http://www.commbank.com.au).



## Instructions for completion:

- Complete this form in black or blue pen only.
- You must arrange for a prescribed person to complete Section D of this form.
- This prescribed person is a person described in Section G commencing on page 6.
- The Prescribed Person should not be a family member or an affiliate to the application
- You must show the prescribed person original identification documents, as well as the copies to be certified.
- Return this completed form along with the original certified copies of the identification document(s) to your Bank Representative or your nearest branch.
- If your identification cannot be verified using this form you are requested to visit a branch of the Commonwealth Bank of Australia to be identified.
- Please note that the Bank will not accept scanned or photocopies of the certified documents.

**It is an offence under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 for you or the prescribed person to make a false or misleading statement.**

## Section A – Personal details

Title      Mr      Mrs      Miss      Ms      Other  
First name(s)      Middle name(s)

Surname      Other name(s) known by (if any)

Date of birth (DD/MM/YYYY)      Gender      Are you an existing customer?  
Male      Female      Yes      No

Residential address (PO Box is not acceptable)

State	Postcode	Country

Postal address (Note: This will not be applied to account addresses. To update account addresses contact Bank Representative)

State	Postcode	Country

Daytime phone      Evening phone      Fax number      Mobile number

Email address

Employers name

Occupation      Income range

## Employment category

Employed Public Servant      Employed Public Authority      Employed All Other  
Employer or Self-Employed      Not Employed      Non-Resident Customer

## Employment frequency

Full Time      Part Time      Temporary      Contract      Seasonal      Commission

## Bank use only

*The information against the checkbox indicates field must be verified against an acceptable identification document or data source.*

Verified

Verified\*

*\* Verify either the Date of Birth or the Address*

## Are you a resident of Australia?

Yes No

▶ If No, What is the purpose of operating an account with the Commonwealth Bank of Australia?

## Tax Residency Information (mandatory)

- Please provide all countries where you are a resident for tax purposes; and Tax Identification Number (TIN) for each country of tax residency; or
- Select one of the below reasons;
  - a. My country of tax residency does not issue TINs
  - b. I have not been issued with a TIN by my country of tax residency
  - c. My country of tax residency does not require disclosure of a TIN (use this if providing Australia)

Note: If you are a resident or citizen of the US, it is mandatory to include US as a country of tax residency (Tick (✓) the box that is applicable)

Australia Only

Australia and/or Other Countries ▶ Please complete below

Country(ies) of Tax Residency Please list country(ies) of tax residency.	Tax Identification Number (TIN) or Reason for no TIN Please provide a TIN for each country of tax residency or select one of the reasons for no TIN (Refer to options a, b, c above)

## Section B – Privacy

The Commonwealth Bank of Australia (the Bank) is collecting your personal information to identify you in accordance with the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*.

To identify you, the Bank, and its service providers, will collect and verify details from your identification documents with the Australian Government's Document Verification Service to assess whether they match information held by the issuers or official record holders of those documents.

For more information about how the Bank handles personal information, including how you can access, or seek correction of, your information or contact us with any feedback, please see the Bank's Privacy Policy available on [www.commbank.com.au](http://www.commbank.com.au).

## Section C – Declaration

## Customer Declaration

I understand and acknowledge that the law requires applicants to provide true and correct information and state all the names by which they are commonly known. I also understand that the law prohibits the use of false names, as well as the giving, use or production of false or misleading information or documents in connections with the provision of financial services and the making, possession or use of a false document in connection with an identification procedure.

I have obtained the consent of any individual(s) whose personal information is provided in this application. I confirm that I have authority to act on the person's behalf and my authority to act on behalf of the person has not been revoked, forfeited, or varied by Court Order or any other means. They have authorised the collection, use or exchange of their information in accordance with our Privacy Policy. They have also consented to their ID being verified with the document issuer or record holder via a third party provider to confirm their identity.

I confirm I have made them aware that this information and information relating to the account may be provided to the tax authorities.

I declare that the details as shown on this form are complete and correct and that I will advise the Commonwealth Bank of Australia if these details change.

I consent to the Bank verifying the identification information with the document issuer or record holder via a third party provider.

I understand that this consent is valid for 21 business days, or for how long the verification process takes.

Name

Signature

Date (DD/MM/YYYY)



### Section C – Declaration (continued)

Beneficial Owner (if applicable)

Signature

Date (DD/MM/YYYY)

X

Additional Information (if applicable)

### Section D – Details of prescribed person

Prescribed person's full name

Prescribed person's  
day time phone number

Prescribed person's category (refer to listing in Section G on page 4)    Prescribed person's business name

Prescribed person's business or workplace address

State

Postcode

Signature of prescribed person

Date document(s) certified  
(DD/MM/YYYY)

Authenticating stamp

X

**Notes of guidance for completing this form:** To be an acceptable prescribed person you must be a person listed overleaf.

Please complete all information in black ink. You (being the prescribed person) need to examine the person's original identification documents and certify the copy of the document by writing: **'I certify this to be a true and correct copy of the original document'**, then record your signature, print your full name and date.

For customers located within Australia, please visit your local branch.

## Section E – Authenticate Prescribed Person (Bank use only)

I confirm the Prescribed Person has been authenticated via the following:

Listed Prescribed Person

Authenticating stamp/seal

Business Letterhead confirming authority

Bank Officer name

Staff number

Bank Officer signature

Date (DD/MM/YYYY)

X

## Section F – Acceptable Identification Standard (personal customer)

To comply with the identification standards you can choose to provide documents described and listed under the options below, Documents must be current/not expired unless specified otherwise.

If your identification documents are not in English then a translation of each document is required. All translations must be completed by a translator who is accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI) or an equivalent.

### Choose from the following options:

- 1 x Primary Photographic Identification Document; or
- 2 x Primary Non-Photographic Identification Document; or
- 1 x Primary Non-Photographic Identification Document and 1 x Secondary Identification Document

### Primary Photographic Identification Documents

- Australian Passport (current or expired within the last 2 years)
- Australian or New Zealand Driver Licence
- Proof of Age card – Australian State or Territory
- International Passport or Travel Document
- National Identity card\*
- Firearms Licence Issued by Australian State or Territory

### Primary Non-Photographic Identification Documents

- Australian Birth Certificate/Extract
- Foreign Birth Certificate
- Australian or Foreign Citizenship Certificate
- Centrelink Pension or Health Care Card

### Secondary Identification Documents:

- A notice from the Commonwealth / State or Territory issued to the person and containing their name and residential address, and records the provision of financial benefits to that person (issued within the proceeding 12 months)
- Australian Tax Office (ATO) notice containing name and residential address (issued within the proceeding 12 months)
- A utilities notice from a local government body (e.g. council rates bill) or utility (e.g. gas, electricity or water bill) provider showing name and residential address, and records provision of services to that person (issued within the preceding 3 months)
- Foreign Driver Licence
- Commonwealth / State or Territory security guard / crowd safety officer identity card

\* issued by a foreign government, the United Nations (UN) or an agency of the UN

**Who is a prescribed person?**

**For persons based in Australia:**

1. A person who, under a law in force in a State or Territory, is currently licensed or registered to practise in one of the following occupations: Architect; Chiropractor; Dentist; Financial adviser of financial planner; Legal practitioner; Medical practitioner; Migration agent registered under Division 3 of Part 3 of the Migration Act (Cth) 1958; Midwife; Nurse; Occupational therapist; Optometrist; Patent attorney; Pharmacist; Physiotherapist; Psychologist; Trademarks Attorney; or Veterinary surgeon
2. 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);
3. An officer with, or authorised representative of, a holder of an Australian financial services licence (AFSL), having 2 or more years of continuous service with one or more licensees;
4. An officer with, or a credit representative of, a holder of an Australian credit licence (ACL), having 2 or more years of continuous service with one or more licensees;
5. Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
6. Australian Consular Officer, within the meaning of the Consular Fees Act 1955. This includes a person appointed to hold or act in any of the following offices of the Commonwealth (of Australia) in a country or place outside Australia: a. Consul-General; b. Consul; c. Vice-Consul; d. Trade Representative; or e. Consular Agent;"
7. Australian Diplomatic Officer, within the meaning of the Consular Fees Act 1955. This includes a person appointed to hold or act in any of the following offices of the Commonwealth (of Australia) in a country or place outside Australia: Ambassador; High Commissioner; Minister; Head of a Mission; Commissioner; Charge d'Affaires; or Counsellor, Secretary or Attache at an Embassy, High Commissioner's office, Legation or similar"
8. Accountant who is: A fellow of the National Tax Accountants' Association; A member of any of the following: Chartered Accountants Australia and New Zealand; The Association of Taxation and Management Accountants; CPA Australia; or The Institute of Public Accountants."
9. Australian Public Service employee engaged on an ongoing basis with 2 or more years of continuous service who is otherwise not specified in this section;
10. Bailiff;
11. Bank officer with 2 or more continuous years of service;
12. Building society officer with 2 or more years of continuous service;
13. Chief Executive Officer of a Commonwealth Court;
14. Clerk of a Court;
15. Commissioner for Affidavits;
16. Commissioner for Declarations;
17. Credit union officer with 2 or more years of continuous service;
18. Employee of a Commonwealth Authority engaged on a permanent basis with 2 or more years of continuous service who is otherwise not specified in this section;
19. Employee of the Australian Trade and Investments Commission who is:
  - a. in a country or place outside Australia; and
  - b. authorised under paragraph 3(d) of the Consular Fees Act 1955; and
  - c. exercising his or her function in that place
20. Employee of the Commonwealth who is:
  - a. in a country or place outside Australia; and
  - b. authorised under paragraph 3(c) of the Consular Fees Act 1955; and
  - c. exercising his or her function in that place
21. Engineer who is:
  - a. A member of Engineers Australia, other than at the grade of the student;
  - b. Registered Professional Engineer of Professionals Australia; or
  - c. registered as an engineer under a law of the Commonwealth, a State or Territory; or
  - d. registered on the National Engineering Register by Engineers Australia
22. Finance company officer with 2 or more years of continuous service;
23. Holder of a statutory office not specified in another item on this list;
24. Judge of a Court;
25. Justice of the Peace;
26. Magistrate;
27. Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961;
28. Master of a Court;
29. Member of the Australian Defence Force who is:
  - a. an officer;
  - b. a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 2 or more years of continuous service; or
  - c. a warrant officer within the meaning of the Defence Force Discipline Act 1982
30. Member of the Governance Institute of Australia Ltd;
31. Member of the Institute of Chartered Accountants in Australia and New Zealand, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants;
32. Member of the Parliament of the Commonwealth; the Parliament of a State; a Territory legislative; or a local government authority of a State or Territory.
33. Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
34. Notary public, including a notary public (however described) exercising functions at a place outside the Commonwealth and the external Territories of the Commonwealth;
35. 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;

## Section G – Prescribed person's categories (occupation or other persons) (continued)

36. Permanent employee of:
- a. a State or Territory or a State or Territory authority; or
  - b. a local government authority, with 2 or more years of continuous service and the person is not already specified in another item on this list
37. Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made;
38. Police officer;
39. Registrar, or Deputy Registrar, of a Court;
40. Senior Executive Service employee of:
- a. the Commonwealth or a Commonwealth authority; or
  - b. a State or Territory or a State or Territory authority
41. Sheriff;
42. Sheriff's officer;
43. Teacher employed on a full-time basis at a school or tertiary education institution;
44. Member of the Australasian Institute of Mining and Metallurgy;
45. For customers located outside Australia, a person in a foreign country who is authorised by law in that jurisdiction to administer oaths or affirmations or to authenticate documents.

### For persons based overseas:

Only person(s) in a foreign country who is authorised by law in that jurisdiction to administer oaths or affirmations or to authenticate documents, are authorised to certify a document as a true copy of an original identification document for customers located outside Australia.

Below are examples of offshore certifiers by jurisdiction:

#### China

Notarial Office

#### Hong Kong

Appointed insurance agent

Auditor

Authorised broker

Authorised financial institution

Authorised insurer

Certified public accountant

Chartered secretary

Estate agent

Justice of the Peace

Lawyer

Licensed corporation

Member of the Judiciary

Notary public

Officer of an Embassy, Consulate or High Commission of the country of issue of documentary verification of identity

Tax advisor

Trust or company service provider licensee

#### Indonesia

Notary

#### New Zealand

Chartered Accountant

Commonwealth representative

#### New Zealand (cont...)

Honorary Consul at a New Zealand Consular Office

Justice of Peace

Kaumātua

Lawyer

Member of Parliament

Member of the police who holds the office of constable

Minister of religion

Notary public

Registered medical doctor

Registered teacher

#### Singapore

CPA

Lawyer

Solicitor

Notary Public

#### United Kingdom

Bank official

Building society official

Chartered Accountant

Councillor

Dentist

Minister of religion

Notary

#### United States of America

Notary

If you reside in a country outside of the above list, refer to your government website for a list of prescribed persons. Alternatively, you can visit the Australian Embassy or Consulate.

For further information on a suitable certifier, please contact your local branch or call **13 2221** from within Australia  
**+61 2 9999 3283** from outside Australia

Please complete this section if any discrepancy has been identified in KYC information and the way in which it has been resolved.

In the instance where changes or additions were made by me on this form, all such information was collected by me directly from the customer and all the changes or additions to this form have been initialled by me