

Individual Identification Form – Certified Copy

A separate form is to be completed for each individual being identified where the individual is unable to be identified in person by a RAMS representative. This form is only to be used for identification conducted within Australia.

An Acceptable Certifier (see SECTION 3) is to complete SECTION 4.

If the individual is acting in the capacity of an Attorney under a Power of Attorney, the *RAMS Power of Attorney Annexure* will also need to be completed and will form part of this identification.

It is an offence under the Anti-Money Laundering and Counter Terrorism Financing Act 2006 to knowingly provide false or misleading information or knowingly produce a false or misleading document. The penalty is imprisonment for 10 years.

PRIVACY STATEMENT The personal information we collect from you on this form will be used to identify you, or for Certifiers, to process the certification of identification documents. We will use and disclose your personal information to RAMS franchisees, other members of the Westpac Group, anyone we engage to do something on behalf of RAMS, and other organisations that assist us with our business. Our privacy policy is available at rams.com.au or by calling 13 7267 and contains information about how we handle your personal information.

SECTION 1: DETAILS OF THE PERSON BEING IDENTIFIED

Full given name(s) and surname

Date of birth

DD | MM | YYYY

Signature – sign in the presence of the Certifier

SECTION 2: VERIFICATION PROCEDURE AND ACCEPTABLE IDENTIFICATION DOCUMENTS

Information to be verified:

- ☐ Full name including all middle names
☐ Date of birth

Information must be verified by:

- ▶ TWO Primary Photographic Identification Documents from TABLE A; OR
- ▶ ONE identification document from TABLE A plus ONE identification document from TABLE B.
- The identification documents produced must be current, except for an Australian passport which can be current or expired within the last two years but must not be defaced, mutilated or cancelled.
- If any document is written in a language other than English, it must be accompanied by an English translation prepared by an accredited translator.

TABLE A: Primary Photographic Identification Documents – Any document used from this section must contain a photograph and signature.

- | | |
|--|---|
| <input type="checkbox"/> Australian passport | <input type="checkbox"/> Foreign travel document ¹ |
| <input type="checkbox"/> Australian driver's licence/permit (can include a learner's permit) | <input type="checkbox"/> Foreign driver's licence which contains a photograph ¹ |
| <input type="checkbox"/> Foreign passport ¹ | <input type="checkbox"/> National identity card issued by a foreign government ¹ |
| <input type="checkbox"/> Proof of age card issued by a State or Territory (or equivalent) | |

TABLE B: Secondary Identification Documents

- | | |
|--|---|
| <input type="checkbox"/> Full Australian birth certificate or extract | <input type="checkbox"/> A financial benefits notice issued by the Commonwealth or a State/Territory within the last 12 months and includes the customer's name and residential address (e.g. a notice from Centrelink) |
| <input type="checkbox"/> Full foreign birth certificate ¹ | <input type="checkbox"/> Australian Taxation Office (ATO) notice issued within the last 12 months and includes the customer's name and residential address |
| <input type="checkbox"/> Australian citizenship certificate | |
| <input type="checkbox"/> Citizenship certificate issued by a foreign government ¹ | |
| <input type="checkbox"/> Centrelink pension card (Australian) | |

¹ Must be accompanied by either an Australian visa grant notice evidencing an Australian resident visa or an Australian resident visa label

Change of Name:

If the name on the identification documents differs between documents, or differs from the name on the mortgage or the name on the application, evidence of the changed name is required from one of the following:

- ☐ Marriage certificate issued by a State/Territory Registry of Births, Deaths and Marriages; OR
- ☐ Divorce certificate; OR
- ☐ Deed poll; OR
- ☐ Change of name certificate; OR
- ☐ An endorsement of the change of name on a full Australian birth certificate issued by a State/Territory Registry of Births, Deaths and Marriages

SECTION 3: CATEGORY OF CERTIFIER – Persons who can certify identification documents in Australia

An acceptable certifier must be an adult who is not a party to the transaction and is not a relative of the person being identified:

- | | | |
|---|--|--|
| 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 legal practitioner (however described) | 5. A registrar or deputy registrar of a court | 8. A police officer |
| 2. A judge of a court | 6. Agent of the Australia Postal Corporation who is in charge of an office supplying postal services to the public | 9. A Justice of the Peace |
| 3. A magistrate | 7. A finance company officer with two or more continuous years of service (Broker excluded) | 10. A permanent employee of the Australia Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public |
| 4. A chief executive officer of a Commonwealth court | | |



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SECTION 4: VERIFICATION OF IDENTITY CERTIFICATE – Verifier (who is an acceptable certifier from Section 3) to complete

I (full given name and surname of Verifier)	<input type="text"/>	Occupation	<input type="text"/>
Name of employer	<input type="text"/>	Business phone	<input type="text"/>
Employment address (PO Box not acceptable)	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>		
Category of Certifier: see SECTION 3	<input type="text"/>		

I HEREBY CERTIFY THAT:

(a) This identification relates to the person named in SECTION 1

(b) This identification was carried out on

(c) The original identification documents were produced to me and copies of these documents have been signed, dated, and endorsed by me as true copies and are attached to this certification; and

(d) The person being identified has a reasonable likeness to the person in the photographs included in the original identity documents referred to at item (c) above.

Verifier's signature

SECTION 5: DECLARATION BY RAMS REPRESENTATIVE – RAMS use only

I HEREBY CERTIFY THAT:

(a) This identification relates to the person named in SECTION 1; and

(b) I have sighted and checked the original certified copies which are attached to this certification; and

(c) The Certifier is within a specified class of accepted Certifiers listed in SECTION 3; and

(d) The verification of identity has been conducted in accordance with RAMS policy.

RAMS representative name	<input type="text"/>	Loan Writer No.	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text" value="DD MM YYYY"/>