



CUSTOMER IDENTIFICATION CHECKLIST (NON FACE-TO-FACE)

Know Your Customer Identification Check – Witness Certificate

(For use where a business writer is unable to meet with a remote borrower, mortgagor or guarantor)

Note – This form cannot be used for MasterCard Applications, please use FTRA 100-point check form

You have two options when obtaining documentation from your customer:

- Option A – Provide 1 document from Group A, C, D and E Or Option B – Provide 1 document from Group B, D and E, and 2 documents from Group C

- * Make copies of all documents and certify that they are true and correct copies of the originals
- * Attach certified copies of identification documents to this form
- * For foreign documentation, where the documents are not written in English, it must be accompanied by an English translation prepared by an accredited translator

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| Name of signatory (Applicant) | |
| Account Name | |
| Account number (if issued) | |

Group A – Primary Photographic Identification Documents

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| <p>Australian Documentation Primary photographic documents are original federal or state government, or agencies thereof, issued documents with a photograph and which contain at a minimum the customer name and date of birth</p> <ul style="list-style-type: none"> <input type="checkbox"/> An Australian Passport (current or if expired not for more than two years) <input type="checkbox"/> A current drivers license or permit issued in Australia or a foreign country containing a photograph of the person whose name the document is issued <input type="checkbox"/> A Proof of Age card issued under a law of a state or territory in Australia which contains a photograph of the person in whose name the document is issued | <p>Foreign Documentation Primary photographic documents are original issued by a foreign government, the United Nations or an agency of the United Nations and is written in English</p> <ul style="list-style-type: none"> <input type="checkbox"/> A current Passport or similar documents issued for the purpose of international travel which must contains a photo and signature of the person in whose name the document is issued <input type="checkbox"/> A current drivers license or permit issued in Australia or a foreign country containing a photograph of the person whose name the document is issued <input type="checkbox"/> A national identity card issued for the purpose of identification, which must contain a photo and signature of the person in whose name, the document is issued |
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Group B – Primary Non Photographic Identification Documents

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| <p>Australian Documentation Primary non -photographic documents are originals or <u>certified copies</u> of federal or state government, or agencies thereof, issued documents that contain at a minimum, customer name</p> <ul style="list-style-type: none"> <input type="checkbox"/> A birth certificate or birth extract issued by a state or territory <input type="checkbox"/> A citizenship certificate issued by the Commonwealth <input type="checkbox"/> A pension card issued by Centrelink that entitles the person in whose name the card is issued to financial benefits | <p>Foreign Documentation Primary non-photographic documents are originals is <u>certified copies</u> of documents issued by a foreign government and written in English</p> <ul style="list-style-type: none"> <input type="checkbox"/> A birth certificate <input type="checkbox"/> A citizenship certificate |
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Group C – Secondary Identification Documents

Secondary documents are notices issued to an individual by government bodies or utilities provider. These documents must contain the name of the individual and their residential address

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| <ul style="list-style-type: none"> <input type="checkbox"/> A notice issued by the Commonwealth, a state or territory within the last 12 months which records the provision of financial benefits to the individual <ul style="list-style-type: none"> - Centrelink notice or statement - Medicare notice or statement <input type="checkbox"/> A Notice issued by the Australian Taxation Office within the last 12 months which records: <ul style="list-style-type: none"> - A debt payable by or to the individual | <ul style="list-style-type: none"> <input type="checkbox"/> A notice issued by a local government body or utilities provider within the last 3 months which records the provision of services by the government body or utilities provider to the individual <ul style="list-style-type: none"> - Rates Notice (must show more detailed title than initial and surname ie John Smith not J Smith) - Water rates account - Electricity account - Gas account - Telephone account; - Bank Account |
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Group D – Mandatory Requirements (1 item from this list)

Notices or credit/debit cards issued by other recognizable financial institutions. This items must contain the name of the individual

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| <ul style="list-style-type: none"> <input type="checkbox"/> Financial Institution statements must contain a residential address and have been issued within the last three months (online/ internet bank statements are not acceptable) | <ul style="list-style-type: none"> <input type="checkbox"/> Financial Institution credit/debit card (must be current) |
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Group E – Mandatory Requirement (where the applicant is a citizen or permanent resident of Australia)

- Medicare card

Witness Declaration

The mortgage appoints the Witness as its agent to conduct identity verification of each mortgagor, borrower and guarantor. The Witness may be a Solicitor, Justice of the Peace, Commissioner of Declarations, Notary Public or Magistrate (witness type below).

“I certify that I have sighted the original identification documents supplied to me by the Applicant at the time this form was completed.”

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| Name of Witness | Address of Witness | Witness Type |
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| Signature | Date | Mortgagee |