



BT Verifying Officer Certification of Agent/Signatory*

* A person who is authorised to act for or on behalf of a customer in relation to a designated service.

Verifying Officer to complete this form to certify the identity of a person(s) authorised to be an agent of any accounts/facilities the organisation has with BT.

SECTION 1: CUSTOMER DETAILS

Full legal name of organisation

ACN/ABN/ARBN (if any)

Name of account(s)

Account number(s)

SECTION 2: AUTHORISED AGENT/SIGNATORY DETAILS

Please provide the details of the person(s) authorised to be an agent on all accounts/facilities in the name of the organisation (listed in Section 1 above) with BT at the date of this form or at any time in the future.

Agent/Signatory 1 – Individual's name

Given name(s)

Surname

Are you known by any other name(s)?

Yes (insert below) No

Residential address (cannot be a PO Box)

State Postcode

Country, if not Australia

Position/Role within the organisation

Occupation

Date of Birth (DD/MM/YYYY)

Signature of Agent/Signatory 1

Date (DD/MM/YYYY)

Agent/Signatory 2 – Individual's name

Given name(s)

Surname

Are you known by any other name(s)?

Yes (insert below) No

Residential address (cannot be a PO Box)

State Postcode

Country, if not Australia

Position/Role within the organisation

Occupation

Date of Birth (DD/MM/YYYY)

Signature of Agent/Signatory 2

Date

Agent/Signatory 3 – Individual's name

Given name(s)

Surname

Are you known by any other name(s)?

Yes (insert below) No

Residential address (cannot be a PO Box)

State Postcode

Country, if not Australia

Position/Role within the organisation

Occupation

Date of Birth (DD/MM/YYYY)

Signature of Agent/Signatory 3

Date (DD/MM/YYYY)



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Agent/Signatory 4 – Individual's name

Given name(s)

Surname

Are you known by any other name(s)?

Yes (insert below) No

Residential address (cannot be a PO Box)

State Postcode

Country, if not Australia

Position/Role within the organisation

Occupation

Date of Birth (DD/MM/YYYY)

Signature of Agent/Signatory 4

Date (DD/MM/YYYY)

Agent/Signatory 5 – Individual's name

Given name(s)

Surname

Are you known by any other name(s)?

Yes (insert below) No

Residential address (cannot be a PO Box)

State Postcode

Country, if not Australia

Position/Role within the organisation

Occupation

Date of Birth (DD/MM/YYYY)

Signature of Agent/Signatory 5

Date (DD/MM/YYYY)

Agent/Signatory 6 – Individual's name

Given name(s)

Surname

Are you known by any other name(s)?

Yes (insert below) No

Residential address (cannot be a PO Box)

State Postcode

Country, if not Australia

Position/Role within the organisation

Occupation

Date of Birth (DD/MM/YYYY)

Signature of Agent/Signatory 6

Date (DD/MM/YYYY)

Agent/Signatory 7 - Individual's name

Given name(s)

Surname

Are you known by any other name(s)?

Yes (insert below) No

Residential address (cannot be a PO Box)

State Postcode

Country, if not Australia

Position/Role within the organisation

Occupation

Date of Birth (DD/MM/YYYY)

Signature of Agent/Signatory 7

Date (DD/MM/YYYY)



Agent/Signatory 8 – Individual's name

Given name(s)

Surname

Are you known by any other name(s)?

 Yes (insert below) No

Residential address (cannot be a PO Box)

State

Postcode

Country, if not Australia

Position/Role within the organisation

Occupation

Date of Birth (DD/MM/YYYY)

Signature of Agent/Signatory 8

Date (DD/MM/YYYY)

Note: if there are more than 8 agents, please provide details on a separate sheet and tick this box **SECTION 3: VERIFYING OFFICER DETAILS**

I certify that the person(s) listed in Section 2 above is/are authorised to be a signatory/agent on all accounts/facilities.

Note: 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. Penalty: Imprisonment for 10 years.**Verifying Officer 1****Name**

Given name(s)

Surname

Signature of Verifying Officer 1

Date (DD/MM/YYYY)

Verifying Officer 2 (if applicable)**Name**

Given name(s)

Surname

Signature of Verifying Officer 2

Date (DD/MM/YYYY)

SECTION 4: VERIFICATION PROCEDURE

Information to be verified by the Verifying officer:

- Full name (given name/s and family name) of agent
- Date of birth OR full permanent residential address, including country

PART I – ONE Primary Photographic Identification Document

Tick	Select ONE document from this section only
<input type="checkbox"/>	Australian driver's licence/learner's permit.
<input type="checkbox"/>	Australian passport (a passport that has expired within the preceding 2 years is acceptable).
<input type="checkbox"/>	Australian proof of age card issued by a State or Territory.
<input type="checkbox"/>	Foreign passport or travel document issued by a foreign government, the United Nations or an agency of the United Nations (must not be cancelled, defaced or mutilated) which contains either a signature OR a unique identifier of the person.*
<input type="checkbox"/>	Foreign driver's licence/permit that contains a photograph of the person in whose name it issued and the individual's date of birth.*
<input type="checkbox"/>	National identity card issued by a foreign government, the United Nations or an agency of the United Nations which contains either a signature OR a unique identifier of the person.*

PART II – ONE Primary Non-Photographic Identification Document AND ONE Secondary Identification Document (complete if the individual does not own a document from Part I)

Tick	Select ONE Primary Non-Photographic Identification Document from this section
<input type="checkbox"/>	Australian birth certificate (or extract).
<input type="checkbox"/>	Australian citizenship certificate.
<input type="checkbox"/>	Pension card issued by Department of Human Services.
<input type="checkbox"/>	Health card issued by Department of Human Services.
<input type="checkbox"/>	Foreign birth certificate issued by a foreign government, the United Nations or an agency of the United Nations.*
<input type="checkbox"/>	Citizenship certificate issued by a foreign government.*
Tick	And ONE Secondary Identification Document from this section
<input type="checkbox"/>	A notice issued by the Commonwealth or a State/Territory within the last 12 months that includes the individual's name and residential address and records the provision of financial benefits (e.g. Centrelink notice).
<input type="checkbox"/>	A notice issued by the Australian Taxation Office (ATO) within the last 12 months that includes the individual's name and residential address and records a debt payable by or to the individual (e.g. tax assessment).
<input type="checkbox"/>	Utilities notice issued by a local government or utilities provider within the last 3 months and includes the customer's name and residential address and records the provision of a service to that address or name.



<input type="checkbox"/>	If the individual is under the age of 18 years, notice issued by the principal of a school within the last 3 months, that includes the name of the individual, residential address and period of school attendance.
<input type="checkbox"/>	Foreign driver licence which does not contain a photograph.
<input type="checkbox"/>	Department of Veterans' Affairs pension concession card (Australian).
<input type="checkbox"/>	A current tenancy/lease agreement (must not be cancelled or expired).
<input type="checkbox"/>	Medicare card.
<input type="checkbox"/>	Australian Marriage certificate issued by State/Territory Registry of Births, Deaths and Marriages.
<input type="checkbox"/>	Identification card issued to a student at an Australian higher education institution (TAFE or University) which contains a photograph and signature.
<input type="checkbox"/>	A current card issued under a Commonwealth, State, or Territory law for the purpose of identification, for a government service, or as a licence.

* Documents that are written in a language that is not English must be accompanied by an English translation prepared by a National Accreditation Authority for Translators and Interpreters (NAATI) translator.

4.1 INFORMATION TO BE PROVIDED TO BT UPON COMPLETION OF THE VERIFICATION PROCEDURE

Information to be provided to BT when appointing an agent/signatory:

- The full name of the agent
- Any other name(s) the agent is known by (if any)
- The title of the position or role held by the agent
- A copy of the signature of the agent, and
- Evidence of the agent's authority to act on behalf of the organisation

APPENDIX A: PROOF OF IDENTIFICATION

A. HOW TO CERTIFY YOUR IDENTITY DOCUMENTS

The documents applicable to you (dependant on your borrower type) can be certified by either:

- Your financial adviser – where they have introduced you to BT, have an AFSL and 2 or more continuous years of service with one or more licensees. Your financial adviser must complete the appropriate Identification Form and attach it to your Application together with the original certified identification documents.
- Any other eligible certifier as listed in this Section. An original certified copy is a document that has been certified as a true copy of an original document.

To certify an identity document:

- Take the original identity document and a photocopy to one of the people listed below (eligible certifiers) and ask them to certify that the photocopy is a true and correct copy of the original document.
- That person will need to print their name, date and qualification/occupation which makes them an eligible certifier on the photocopy.
- The certifier must also include the following statement on the photocopy 'I certify that this is a true copy of the original document'
- Photocopies of certified documents will not be accepted.
- The original signature of the certifier must be visible.

LIST OF ELIGIBLE PERSONS WHO CAN CERTIFY YOUR IDENTITY DOCUMENTS

The following people can certify your identification documents, for a complete list of people who can certify your identification documents please refer to our website www.bt.com.au/personal/help/how-to-certify-id.html

Note:

- Customers can use certifiers in categories 1 to 17 where the certifier is an officer who holds these positions within Australia; or
- Where the certifier does not meet the above criteria, ONLY certifiers in category 11, 12 or 13 may be used.
 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 a legal practitioner (however described)
 2. A judge of a court
 3. A magistrate
 4. A chief executive officer of a Commonwealth court
 5. A registrar or deputy registrar of a court
 6. A Justice of the Peace
 7. A notary public
 8. A Police Officer
 9. An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
 10. A 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
 11. An Australian consular officer or an Australian diplomatic officer (within the meaning of the *Consular Fees Act 1955*)
 12. A bank or building society officer with 2 or more years continuous years of service (includes acceptable international bank)
 13. A finance company officer with 2 or more continuous years of service (includes acceptable international bank)
 14. An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees
 15. A member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
 16. A Commissioner for Declarations
 17. A Commissioner for Affidavits

