



BT Customer Identification and Verification Form Verifying Officer

SECTION 1: CUSTOMER DETAILS (MANDATORY)

Full legal name of organisation

Name on account(s)

Account number(s)

Organisation type (select ONE only)

- Company Partnership
 Incorporated Association Trust
 Registered Co-operative Government Body

SECTION 2: VERIFYING OFFICER IDENTIFICATION PROCEDURE (MANDATORY)

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

Date of Birth (DD/MM/YYYY)

Occupation

Employment Type:

- Full time Part time
 Self employed Casual
 Temporary Retired
 Student Social security recipient
 Unemployed Other (home duties/
 Dependent contractor work compensation/etc.)
 Independent contractor

SECTION 3: TAX INFORMATION (MANDATORY)

Are you a resident of a country other than Australia for tax purposes?

- Yes (complete section 3)
 No (proceed to section 4)

Country/ies outside of Australia in which the individual is a resident for tax purposes and country's associated Tax Identification Number (TIN)*

* A TIN is an identifying number or equivalent used for tax purposes. If a 'TIN' is not available, please specify the reason against the appropriate country.

Note: If the individual has more than 3 countries in which they are a tax resident, please provide the details on a separate form.

Country 1

Foreign TIN 1

Reason (if TIN not applicable)

- Foreign TIN not issued by this country
 Foreign TIN pending issue by the country's tax authority

Country 2

Foreign TIN 2

Reason (if TIN not applicable)

- Foreign TIN not issued by this country
 Foreign TIN pending issue by the country's tax authority

Country 3

Foreign TIN 3

Reason (if TIN not applicable)

- Foreign TIN not issued by this country
 Foreign TIN pending issue by the country's tax authority



SECTION 4: CUSTOMER AUTHORISATION OF VERIFYING OFFICER

I/we declare that the above verifying officer is an employee, agent or contractor of the entity (listed in Section 1 of this form) and is duly authorised to act as a verifying officer for the account(s) above in the name of this entity. Westpac Group may continue to act on any notification from nominated Verifying Officer until it receives written notification of the revocation of their authority to act as Verifying Officer of the entity. Westpac Group may continue to accept and act on instructions from any agents authorised to operate the entity's accounts and/or facilities listed above as notified by a Verifying Officer until it receives written notification of the revocation of that authority.

1. Signature of Director/Secretary/Trustee/Partner or other person authorised to sign on behalf of the entity

	Date (DD/MM/YYYY) / /
--	--------------------------

Role of authorised person

--

2. Signature of Director/Secretary/Trustee/Partner or other person authorised to sign on behalf of the entity

	Date (DD/MM/YYYY) / /
--	--------------------------

Role of authorised person

--

SECTION 5: DECLARATION BY VERIFYING OFFICER (MANDATORY)

I agree to:

- a) Identify the agents or signatories of the above customer in accordance with requirements of the Anti-Money Laundering and Counter-Terrorism Financing (AML/CTF) Act and Rules and will provide the product issuer with the full name and signature of each agent or signatory.
- b) Collect the following details from each agent or signatory:
 - (1) Full name of agent/signatory;
 - (2) Title of the position/role held by the agent/signatory with the customer;
 - (3) A copy of the agent/signatory's signature; and
 - (4) Evidence of the agent/signatory's authorisation to act on behalf of the customer.
- c) Make a record of the above details for each agent/signatory which will be retained by the customer.

Signature of Verifying Officer

	Date (DD/MM/YYYY) / /
--	--------------------------

SECTION 6: DOCUMENT VERIFICATION PROCEDURE (MANDATORY)

Individual to provide the relevant documentation identified in ONE of the below verification procedures.

- Complete Part I OR Part II

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 – 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 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's 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 National Accreditation Authority for Translators and Interpreters (NAATI) translator.

IMPORTANT NOTE:

- Attach a legible certified copy of the ID documentation used to verify the individual (and any required translation)

SECTION 7: RECORD OF VERIFICATION PROCEDURE (OFFICE USE ONLY)

- Verify the individual's full name; and EITHER date of birth OR full permanent residential address, including country using the documents provided in Part I OR Part II
- Contact your licensee if the individual is unable to provide the required documents.

ID DOCUMENTS DETAILS Document 1

Verified From	<input type="checkbox"/> Original	<input type="checkbox"/> Certified Copy
Document Issuer		
Issue Date	/ /	
Expiry Date	/ /	
Document Number		
Accredited English Translation	<input type="checkbox"/> N/A	<input type="checkbox"/> Sighted

ID DOCUMENTS DETAILS Document 2 (if required)

Verified From	<input type="checkbox"/> Original	<input type="checkbox"/> Certified Copy
Document Issuer		
Issue Date	/ /	
Expiry Date	/ /	
Document Number		
Accredited English Translation	<input type="checkbox"/> N/A	<input type="checkbox"/> Sighted

By completing and signing this Record of Verification Procedure I declare that:

- An identity verification procedure has been completed in accordance with the AML/CTF Rules, in the capacity of an AFSL holder or their authorised representative and
- The Foreign Tax information provided is reasonable considering the documentation provided.

AFS Licensee Name (if applicable)

AFSL Number (if applicable)

Representative/Employee Name and Staff ID

Phone Number

Signature

Date (DD/MM/YYYY)



APPENDIX A: PROOF OF IDENTIFICATION

A. HOW TO CERTIFY YOUR IDENTITY DOCUMENTS

The documents applicable to you 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 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



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

