

Certification form

How to submit the certification form:

 info@bankvic.com.au

Visit a branch



Fax (03) 9268 9268

The person providing this form to you has applied for membership and services at BankVic and requires you to certify the copy/ies of the document/s they are providing to you as a true and correct copy of the original document. This information is required to verify the identity of the person in compliance with the Anti-Money Laundering and Counter Terrorism-Financing Act 2006 (Cth). We remind you that it is an offence under the Anti-Money Laundering/ Counter Terrorism-Financing Act 2006 to give false and misleading information. Any personal information you provide (your name and contact details) in undertaking this task will only be used by BankVic to contact you should we need to verify your certification of the documents noted below. BankVic as a reporting entity in collecting any personal information is subject to and will abide by the obligations of the Privacy Act 1988 which regulates the collection, use, disclosure, quality and security of personal information.

Before proceeding with this application, we recommend that you read BankVic's Privacy Policy available at bankvic.com.au/privacy which sets out key information about why we're collecting your personal information, and how we use, disclose and secure it.

Certifier. Refer to the list of acceptable certifiers on the BankVic website under Get Help.

Title	☐ Ms ☐ Miss ☐ Mrs ☐ Mr ☐ Dr ☐ Other		
Surname		First name/s	
Email address		Company name (if applicable)	
Business or Residential Address (PO Box not acceptable)		Contact Number	
		Occupation	
Postcode			

Please note it is a requirement that the certifier leave at least one contact detail either telephone number or email

Person for whom documents are being certified.

Name as per photo identification

Title	☐ Ms ☐ Miss ☐ Mrs ☐ Mr ☐ Dr ☐ Other		
Surname		First name/s	

Documents certified. Please refer to the ID Document categories overleaf for each document that is certified

Type of Document

Category

Certifier acknowledgment.

I have examined the original identification documents listed above and I have endorsed each copy of the identification document.

Name

Registration Number (if applicable)

☐ The details provided by me on this form are true and correct and understand that it is an offence under the Anti-Money Laundering and Counter Terrorism-Financing Act 2006 to give false and misleading information.

Certifier's Signature

 / /

Date

List of acceptable documents and instructions on how to complete.

Under the Anti-Money Laundering and Counter Terrorism Financing Act 2006 (Cth) BankVic must verify an individual's identity before it provides them with services and products.

Use this form if you are unable to go to the branch in person to submit the required documents.

Individuals who can certify.

Please view a comprehensive list of acceptable certifiers on the BankVic website.

Required Documents

This means that when an individual applies to be a customer of BankVic, they must show BankVic:

- 1 document from Category A; or
- 1 document from Category B and 1 document from Category C.

Category A Documents (primary photographic identification)

- A current driver's licence or permit issued by an Australian State or Territory that contains the person's photograph;
- A current passport issued by the Australian government (or one that has expired within last 2 years);
- A card issued by an Australian State or Territory for the purpose of proving the person's age, which contains a photograph of the person in whose name the document is issued;
- A current national identity card for the purpose of identification, which contains a photograph and signature of the person.

Category B Documents (primary non-photographic identification)

- a birth certificate or birth extract issued by a State or Territory;
- a pension card issue by Department of Human Services that entitles the person in whose name the card is issued, to financial benefits;
- Citizenship Certificate issued by the Commonwealth government or a foreign government.

Category C Documents (secondary identification)

- A notice that was issued to an individual by a local government body or utilities provider within the preceding three months that contains the name of the individual and their residential address and records the provision of services to that address or to that person;
- A notice of assessment issued to an individual by the Australian Taxation Office within the last 12 months that contains the name of the individual and their residential address;
- A notice issued to an individual by the Australian government, a State or Territory within the last 12 months that contains the name of the individual and their residential address and records the provision of financial benefits to the individual.

Individuals in particular circumstances

A person's particular circumstances may mean that they are unable to show BankVic the documents (or the combination of documents) set out in Categories A, B and C. If this is the case, please contact BankVic on 13 63 73 to discuss other options.

Minors (under 18 years of age)

If the child has its own passport, this will suffice as verification of their identity. If the child is 16 years of age or older and holds a current Learner's Permit as issued by Vic Roads or their interstate equivalent, this will suffice to verify their identity.

If the child does not hold a passport or a Learner's Permit, please provide a birth certificate or extract of birth certificate AND one other approved document as listed below:

- Medicare card; or
- Government issued document containing name, address and date of birth, ie. Centrelink or ATO Child Support Office notice or correspondence; or
- A document listed in Categories A or B and not already presented; or If child is of school age:
- Notice issued by School Principal within last 3 months, showing name and residential address of child and which records the period of time the minor attended the school; or
- Concession card issued by a government body, eg. as issued by Public Transport Commission; or
- School identification card, containing a photograph of the person in the name it was issued and the contact details of the institution who issued it (ie. school name).

Non-Resident of Australia

If you are a non-resident of Australia, you may be asked to provide additional information, such as:

- A notice issued to the individual by the Commonwealth within the preceding 12 months that records the provision of visa status to the individual and contains the name of the individual and their residential address; and / or
- A workplace employment contract, issued within the preceding 12 months that records the offer of employment, including term, where the employer is from within BankVic's core membership (i.e. police, health, government).

Independent and reliable documentation

These lists are not exhaustive, other documents verifying your identity may be used if BankVic determines that those documents are reliable and independent. Please contact BankVic for further information.

If any of the documents are in a previous name, you must provide an additional document that shows how your name was changed (for example a marriage certificate).

Certified Documents

If a person is to rely on a certified copy, the following requirements must be satisfied.

Certified copies of previously certified copies will not be accepted. A properly certified copy of the ORIGINAL document must be provided.

The person certifying the document must have sighted the ORIGINAL.

Proper certification must appear on each page to be certified, and should show:

- the date;
- the signature of person certifying the document; and the name of the person certifying the document, this should be clearly printed or evident in any official stamp that is used; and
- the title of the person certifying the document; and where relevant
- the registration number of the person certifying the document (for example a Justice of the Peace must include their registration number when certifying a document).