



## Information for the applicant

### Why do I have to prove my identity?

Victoria Teachers Mutual Bank is required by law to verify an individual's identity prior to providing access to its products and services. It is an offence under the Anti-Money Laundering and Counter Terrorism Financing Act (Cth) 2006 to provide false or misleading information about your identity.

### When do I use this form?

This form must be completed if you are applying to become a Member or signatory to an account held with Victoria Teachers Mutual Bank but are unable to attend one of our Member Service Centres in person.

### What is the purpose of this form?

This form has two purposes.

Firstly, it provides you with a choice of documents that you can use to prove your identity. Secondly, where you are unable to present the original documents at one of our Member Service Centres you must arrange for copies of the documents to be certified. Information and instructions for Certifiers are overleaf.

### What documents can I use?

The easiest way to prove your identity is by providing a certified copy of a valid **passport or driver licence**. If your driver licence does not show your current address, you will be required to provide an additional document showing your current address.

If you do not have a current passport or driver licence, you can provide a certified copy of one document from List A and one document from List B.

#### List A (any one of the following)

- Birth certificate.
- Citizenship certificate.
- Pension card.

#### List B (any one of the following)

- A notice issued by a local government or utilities provider within the previous 3 months which must show **both** your name and current address.
- A notice issued by the Australian Tax Office within the previous 12 months which must show **both** your name and current address.
- A notice issued by the Commonwealth, State or Territory within the previous 12 months which must show **both** your name and current address.

### I am under 18, what documents can I use?

You can provide a certified copy of a valid **passport or learner permit**. If your learner permit does not show your current address, you will be required to provide an additional document showing your current address. If you don't have either of these documents you must provide your **birth certificate and any one of the following**;

- Medicare card.
- A notice issued by a School Principal within the previous 12 months which must show your name and current address.
- A card or notice issued by the Commonwealth, State or Territory which must show both your name and address (e.g. Baby Bonus or Family Tax Benefit).

### What if I don't have any of the documents listed?

Please contact one of our friendly Member Service Consultants on **1300 654 822** to discuss alternative documents you can use. You can also visit a Member Service Centre located in Hawthorn East or Moonee Ponds.

### What am I required to do with my documents?

You must take a copy of each identification document and provide both the original and the copy to a suitable Certifier (see list overleaf). The Certifier must certify the copied documents as shown in the example and also complete the form overleaf. The completed form and the certified copies of your identification documents should then be forwarded to Victoria Teachers Mutual Bank. This form and the certified copies of your documents cannot be faxed to the Bank.

## What are suitable categories of Certifiers?

Please note that documents can only be certified by a person on this list.

1. Legal Practitioner.
2. Full Time Teacher.
3. Medical Practitioner or Dentist.
4. Nurse.
5. Justice of the Peace.
6. Police Officer.
7. Pharmacist.
8. Officer, Employee or authorised representative of an Australian Financial Services Licensee (2 or more years continuous service, e.g. Bank Manager, Financial Planner).
9. Accountant (2 or more years membership with Institute of Chartered Accountants, CPA Australia or National Institute of Accountants).
10. Permanent employee of Australia Post (2 or more years continuous service and employed in a post office) or Australia Post agent who is in charge of a post office.

## Information for the Certifier

### How to certify documents

The Certifier must check that the copies they are certifying have been made from the original documents. They must then add the following statement and information to each page of the copied document:

**I certify that this is a true copy of the original which I have sighted.**

Name:

Signed:

Date:

Certifier Type:

Registration Number (if applicable):

#### Example:

I certify that this is a true copy of the original which I have sighted.

Date dd/mm/yyyy

Name John Smith

Signed *JSmith*

Certifier Type Police Officer

Registration Number (if applicable) 1 2 3 4 5 6

The Certifier must complete the following sections

### Details of the person whose documents are being certified

Title: Mr  Mrs  Miss  Ms  Mx

Full Name: Surname  Given names

Residential Address (PO Box not acceptable)

Postcode

Date of Birth  /  /

### Certifier's contact details

In some cases, Victoria Teachers Mutual Bank may need to contact the Certifier. For this reason, the Certifier is required to provide their contact details.

Title: Mr  Mrs  Miss  Ms  Mx

Full Name: Surname  Given names

Business or Residential Address (PO Box not acceptable)

Postcode

Occupation  Category of Certifier  Daytime contact number

### Certifier's signature

It is an offence under the Anti-Money Laundering and Counter Terrorism Financing Act 2006 (Cth) to give false and misleading information. I have examined the original documents and I have certified each copy accordingly.

Certifier's signature

Date  /  /