



1 Member details

Member number

Mr  Mrs  Miss  Ms  Other (please specify)

Surname (please print)

Given name(s)

Date of birth

Postal address

Street number and name

Town/Suburb

State

Postcode

Country

Home telephone

Work telephone

Facsimile

Mobile phone

Email address

2 Requirements

Certified copy of document (as explained in the Customer Identification Information section) as evidence of the registration of change of name from the Registry of Births, Deaths & Marriages.

3 Name details

Full former name

Title Surname

Given name(s)

New name

Title Surname

Given name(s)

Former signature

Present signature

Continued overleaf

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## 4 Customer identification information

### Important information

This information relates to the requirements for customer identification (ID) as governed by the Anti-Money Laundering and Counter Terrorism Financing Act 2006 and related rules and guidance notes issued by AUSTRAC (AML/CTF requirements).

**Please provide one certified document from the list below.**

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**For each client please provide one document from the list below.**

**i) Photographic primary ID documents (provide ONE valid document from this selection only)**

- Current driver's licence/permit issued by a State or Territory containing a photograph of the person.
- Australian passport (a passport that has expired within the preceding two years is acceptable).
- Card issued under a State or Territory for the purpose of providing a person's age containing a photograph of the person (eg proof of age card).
- Current foreign driver's licence, passport or similar travel document containing the photograph and the signature of the person in whose name the document was issued.\*
- National identity card issued by a foreign government containing a photograph of the person in whose name the card was issued.\*

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**If you CANNOT provide a document listed above, please provide a document for each client from Part ii (a) AND Part ii (b) below.**

**ii (a) Primary non-photographic ID documents (provide ONE valid document from this section)**

- Birth certificate or birth extract.\*
- Citizenship certificate issued by the Commonwealth.
- Citizenship certificate issued by a foreign government.\*
- Pension card issued by Centrelink.
- Health Care card issued by Centrelink.

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**AND**

**(b) Secondary ID documents (provide ONE valid document from this section)**

- A notice issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits to the individual and contains the individual's name and residential address.
- A notice issued by the Australian Taxation Office within the preceding 12 months that records a debt payable by the individual to the Commonwealth (or by the Commonwealth to the individual), which contains the individual's name and residential address.
- A notice issued by a local government body or utilities provider within the preceding three months, which records the provision of services to that address or to that person (the document must contain the individual's name and residential address).
- If under the age of 18 a notice that:
  - was issued to the customer by a school principal within the preceding three months, and
  - contains the customer's name and residential address, and
  - records the period of time that the customer attended the school.

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**Please refer overleaf to find out who can certify customer ID documents.**

## Change of name

### Who can certify customer ID documents?

Under the AML/CTF requirements the following 'authorised individuals' are able to certify documents:

- 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 (for the purposes of the Statutory Declarations Regulations 1993)
- 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 two 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 an officer with two or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993)
- 13 a finance company officer with two or more continuous years of service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993)
- 14 an officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more continuous years of service with one or more licensees, and
- 15 a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with two or more years of continuous membership.

### When certifying documents, the following process must be followed:

- All copied pages of original documents must be certified.
- The authorised individual must ensure that the original and the copy are identical; then write or stamp on the copied document 'certified true copy'. This must be followed by the date and signature, printed name and qualification of the authorised individual.
- In cases where an extract of a document is photocopied to verify customer ID, the authorised individual should write or stamp 'certified true extract'.

### Have you changed your name or are you signing on behalf of another person?

If you have changed your name or are signing on behalf of the applicant, you will need to provide a linking document. A linking document is a document that proves a relationship exists between two (or more) names.

All copied pages of original documents need to be certified as true copies by any individual approved to do so.

The following table contains information about suitable linking documents.

Purpose	Suitable linking documents
Change of name	Certified copy of Marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office.
Signed on behalf of the applicant	Certified copy of guardianship papers or Power of Attorney.