

Document certification statement

The law requires us to verify your identity when you open an account, change your name, update your signature or when you become a signatory to an account. The process is easy:

- Determine which identification type you can provide from the **acceptable identification types** list overleaf.
- If you are mailing **a copy** of your acceptable identification documents (photocopies accepted), have the document/s certified by a person on the **certifier categories** list. The certifier will need to complete this form. Follow the instructions in the **certifier endorsement** section below.
- **The certifier cannot be related to you.**
- If you are presenting an **original** document directly to a Teachers Credit Union staff member, then the document does not need to be certified.
- If you are bringing identification documents on behalf of another person the identification must be certified.
- When presenting identification directly to office staff, the owner of the identification must be present.
- Do not use correction fluid on this form. Any alteration should be crossed out and initialled.

Account holder's details

Account name

Certifier's details (not member details)

Title Mr Mrs Ms Miss Other

First name Middle name

Surname

Occupation

Business name

Residential or Business address (PO Box not acceptable)

Unit/Floor/Street no Street

Suburb/Town State Postcode

Mobile phone Work phone

Documents to be certified - see overleaf for category descriptions

List: A B C

Document type

Person to whom it relates

List: A B C

Document type

Person to whom it relates

List: A B C

Document type

Person to whom it relates

Certifier endorsement

The certifier must ensure the following instructions are adhered to on our behalf

- I have examined the original identification documents listed above.
- I have enclosed all certified copies of each document for Teachers Credit Union.
- I have endorsed each copy of the identification document with the following statement:

'This is to certify that this is a true copy of the original which I have sighted. Date, Name, Signed, Title, Registration Number (if applicable)'

It is an offence under the Anti-Money Laundering and Counter Terrorism Financing Act 2006 (Cth) to give false and misleading information.

Certifier's signature Date Print name

Please return this form
By mail to: Teachers Credit Union, Reply Paid 7501, Silverwater NSW 2128
As we require your original signature, we cannot accept a faxed copy of this form.

Certifier categories

Listed below are acceptable certifiers who can certify documents

Tick the category you, as the certifier, belong to:

- 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);
- a judge of an Australian court;
- an Australian magistrate;
- a chief executive officer of an Australian Commonwealth court;
- a registrar or deputy registrar of an Australian court;
- an Australian Justice of the Peace; JP registration no
- an Australian notary public;
- an Australian police officer;
- an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955);
- 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;
- a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership.

Acceptable identification types

You are required to provide the following identification with your application:

1. One document from List A - Photographic Identification **OR** (if no Photo ID available from List A)
2. One document from List B **and** one from List C (2 forms of non-photographic ID must be provided)
These documents will need to be certified. See overleaf.

List A

Primary Photographic Identification Documents

- current photo driver's licence or permit issued by a State, Territory or foreign government
- photo ID Proof of Age card issued by State or Territory government excluding NSW. For NSW - NSW photo card
- current passport (or expired within last 2 years) issued by the Commonwealth
- passport, with photo of the person, issued by a foreign government, the United Nations, or a UN agency - if not in English - accompanied by an English translation prepared by an accredited translator
- national ID card, with photo and signature of the person, issued by a foreign government, the United Nations, or a UN agency - if not in English - accompanied by an English translation prepared by an accredited translator

List B

Non-photographic Identification Documents

- birth certificate issued by a State or Territory
- birth extract issued by a State or Territory
- citizenship certificate issued by the Commonwealth
- pension card issued by Centrelink
- birth certificate issued by a foreign government or the UN if not in English accompanied by an English translation prepared by an accredited translator
- citizenship certificate issued by a foreign government if not in English accompanied by an English translation prepared by an accredited translator

List C

Secondary Identification Documents

- a notice that:
 - > was issued to an individual by the Commonwealth, a State or Territory within the preceding twelve months e.g Social Security Notice, Taxation Notice
 - > contains the name of the individual and his or her residential address
 - > records the provision of financial benefits to the individual under a law of the Commonwealth, State or Territory (as the case may be)
- a notice that:
 - > was issued to an individual by the Australian Taxation Office within the preceding 12 months e.g Heccs statement, Income Tax statement
 - > contains the name of the individual and his or her residential address
 - > records a debt payable to or by the individual by or to (respectively) the Commonwealth under a Commonwealth law relating to taxation
- a notice that:
 - > was issued to an individual by a local government body or utilities provider within the preceding three months e.g. Jury Duty Notice, Water, Electricity, Phone, Rates Notice
 - > contains the name of the individual and his or her residential address
 - > records the provision of services by that local government body or utilities provider to that address or to that person
- a notice that:
 - > was issued to a minor by a school principal within the last 3 months e.g. school report, letter from principal
 - > contains the name of the minor and their residential address
 - > records the period of time the minor attended the school