



KYC Identification Form for Individuals

(Any alterations should be crossed out and initialled. Do not use of correction fluid on this form)

1 Individuals Details

Title	Mr	Mrs	Ms	Miss	Other
Surname					Given Names (First and Middle Names)
Other names known by:					Date of Birth / /
Residential Address:					
Country of Residence:				Country of Citeznship:	
Occupation:				Employer Name:	
Contact Details:	Home:	Work:			Mobile:
Email:					

2 Additional KYC requirements for Individuals (sole trader)

Full Business name	
Principal place of business (address)	(i.e.Trading Address)
ABN	
Nature of Business	

3 Type of identification documents required to be provided by individual

Original copies of one Primary Photographic Documents from List A (**preferred**):

Please Note: If a document is not in English, it must be accompanied by an English translation prepared by an accredited translator. Also If the original documents are not available please provide certified copies (as per instructions in Section 4)

List A - Photographic Identification

- Current photographic Australian, foreign, or UN driver's licence showing individuals name
- Australian passport (current or expired by no more than 2 years)
- Current Foreign passport or similar travel document issued by the United Nations
- A current foreign, State or Territory photo ID card (NOT NSW Proof of Age Card, no longer valid)
- Current National or UN identity card with signature and photo

If Documents in 'List A' are unavailable: Then *one document from each (List B) and (List C) must be provided for each individual.*

List B - Non Photographic Identification

- Birth certificate or birth extract issued by a State or Territory or foreign department (if not in English, requires English translation prepared by an accredited translator).
- Citizenship certificate issued by the Commonwealth or foreign government (if not in English, requires English translation prepared by an accredited translator)
- Financial benefits notice (less than 12 months old)
- A concession card, as defined from time to time in the Social Security Act 1991, or an equivalent term which expresses the same concept in relation to concession holders e.g. Centrelink pension card, Health care card issued by Centrelink

List C - Secondary Identification

- Commonwealth, State or Territory Notice (less than 12 months old) containing name & residential address of the individual and records the provision of financial benefits to the individual
- Australian Taxation Office Notice (less than 12 months old) containing name & residential address of the individual and records a debt payable to or by the individual to the Commonwealth
- A local government notice or utilities provider notice (less than 3 months old) containing name & residential address of the individual and records the provision of services to that address or to that person
- In relation to a person under the age of 18, a notice by a School principal (within the preceding 3 months) containing name & residential address of the individual and records the period of time that the person attended the school

Special provisions for children 0-14y.o

- Birth Certificate

Special provisions for Foreign Nationals / Non-Residents

- Visa or Proof of Residency
- Proof of Address in Australia & Overseas
- Proof of Employment, or Academic Enrolment (for students)

- If you are providing a copy of your acceptable identification documents, you need to have the document/s certified by a person authorised to certify documents.
- **If you are presenting an original document** directly to a Bank of Sydney staff member, then the document does not need to be certified.

WHO CAN CERTIFY DOCUMENTS

The list below identifies those individuals deemed to be authorised certifiers

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 person who, under a law in force in a State, Territory or Commonwealth is currently licensed or registered to practise the following occupations :
 - Chiropractor
 - Dentist
 - Legal practitioner
 - Medical practitioner
 - Nurse
 - Optometrist
 - Patent attorney
 - Pharmacist
 - Physiotherapist
 - Psychologist
 - Trade Marks attorney
 - Veterinary surgeon
3. The following other persons:
 - Australian Consular Officer or Australian Diplomatic Officer
 - An officer with, or an authorised representative of, the holder of an Australian Financial Services Licence with 2 or more years of continuous service
 - An officer with, or a credit representative of, the holder of an Australian Credit Licence with 2 or more years of continuous service
 - Justice of the Peace
 - Employee of Australia Post
 - Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants in Australia
 - Police officer (in Australia)
 - Teacher (full time employed in Australia)
 - A person authorised as a notary public in a foreign country.
 - A bank officer with 2 or more continuous years of service with one or more licensees (in Australia)

WHAT DOES THE THIRD PARTY CERTIFIER HAVE TO DO?

To certify a document, the 'authorised certifier' must write the following wording or similar wording on the copy of the document or on a certificate relating to the document.

- For identity verification documents that contain a photograph of the individual:
"I certify that I have seen the original documentation and that the photograph is a true likeness and this copy is a complete and accurate copy of that original."
- For identity verification documents that do not contain a photograph of the individual:
"I certify that I have seen the original documentation and this copy is a complete and accurate copy of that original."

In each case **the 'authorised certifier' should also:**

- > sign and date the photocopy;
- > add their name in block capitals along with their position or capacity;
- > note their address, daytime telephone number (not a mobile phone) and any registration number; and
- > add the official stamp of their office (if possible).