

AML/CTF – List of Acceptable Identification Documents for Individuals

The Australian Anti-Money Laundering and Counter Terrorism Act 2006 ('AML/CTF') requires Equity Trustees Limited to obtain from you either an original or certified copy of identification documentation. Please note that only specific persons are able to certify documents for AML/CTF purposes.

You will need to provide certified copies of documents
EITHER photographic or non-photographic as described below.

Photographic

Provide a certified copy of any **ONE** of the following photographic identification

Passport

- Australian (as long as the expiry date is not greater than 2 years the passport is not required to be current).
- Non Australian must be a current (not expired) contain a photograph and signature and accompanied by an English translation prepared by an accredited translator if the passport language is not English.

Identity Card

- Australian and issued by a State or Territory for the purpose of proving the persons age and must contain a photograph.
- Non Australian must be a current (not expired) contain a photograph and signature and accompanied by an English translation prepared by an accredited translator if the passport language is not English.

Drivers Licence/ Permit

- Australian or non Australian the licence must be current and contain a photograph and be issued by a State or Territory or equivalent authority of a foreign country for the purpose of driving a vehicle.

OR

Non-photographic

Any **ONE** of these Primary Documents

Birth Certificate

- Australian issued by a State or Territory (Australian birth extracts are allowed)
- Non-Australian and accompanied by an English translation prepared by an accredited translator if the language is not English.

Pension Card

- Issued by Centrelink.

Citizenship Certificate

- Australian issued by the Commonwealth
- Non-Australian and accompanied by an English translation prepared by an accredited translator if the language is not English.

PLUS

Any **ONE** of these Secondary Documents

Notice issued by Commonwealth or State or Territory

Must be issued to the individual within preceding 12 months and contain:

- name and residential address details, and
- records the provision of financial benefits under the law of the Commonwealth, State or Territory.

Notice issued by Australian Taxation office ('ATO')

Must be issued to the individual within preceding 12 months and contain:

- name and residential address details

Notice issued by local government body or utilities provider

Must be issued to the individual within preceding 3 months and contain:

- name and residential address details, and
- records the provision of services by that local government body or utilities provider.

AML/CTF – Persons Authorised to Certify Identification Documents

Legal
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 a court
a magistrate
a Chief Executive Officer of a Commonwealth court
a Registrar or Deputy Registrar of a court
Trade marks attorney (currently licensed or registered to practise)
Patent attorney (currently licensed or registered to practise)
Clerk of a court
Master of a court
Bailiff
Sheriff or Sheriff's officer
Commissioner for Affidavits
Commissioner for Declarations
Public Notary
JP
a Justice of the Peace (please include registration number (or equivalent))
Police
police officer (please include registration number (or equivalent))
Accountant
a member of the Institute of Chartered Accountants in Australia
a member of the Certified Practising Accountants Australia
a member of the National Institute of Accountants
Fellow of the National Tax Accountants' Association
Occupations (must hold a current licence or be registered to practise)
Medical Practitioner
Dentist
Pharmacist
Veterinary surgeon
Physiotherapist
Optometrist
Chiropractor
Psychologist
Nurse
Post Office
an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
a permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public

AML/CTF – Persons Authorised to Certify Identification Documents (cont.)

Diplomatic
an Australian Consular Officer within the meaning of the <i>Consular Fees Act 1985</i>
an Australian Diplomatic Officer within the meaning of the <i>Consular Fees Act 1985</i>
Employee of the Commonwealth who is in a country or place outside Australia and authorised under paragraph 3(c) of the <i>Consular Fees Act 1995</i> and exercising his or her function in that place.
Employee of the Australian Trade Commission who is in a country or place outside Australia and authorised under paragraph 3(d) of the <i>Consular Fees Act 1995</i> and exercising his or her function in that place.
Financial corporations (bank, building society, credit union)
A bank / building society/credit union/finance company officer with 2 or more continuous years of service
an officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service with one or more licensees
Professional associations
Member of Chartered Secretaries of Australia
Member of Engineers Australia other than the grade of student
Member of the Association of Taxation and Management Accountants
Member of the Australasian Institute of Mining and Metallurgy
Government/Aust Defence Force
Member of the Parliament of the Commonwealth
Member of the Parliament of a State
Member of a Territory Legislature
Member of a local government authority of a State or Territory
Member of the Australian Defence Force who is an officer
Member of the Australian Defence Force who is a non-commissioned officer within the meaning of the <i>Defence Force Discipline Act 1982</i> with 2 or more years of continuous service
Member of the Australian Defence Force who is a warrant officer within the meaning of the <i>Defence Force Discipline Act 1982</i>
Senior Executive Service employee of the Commonwealth or a Commonwealth authority
Senior Executive Service employee of a State or Territory or a State or Territory authority
Permanent employee of the Commonwealth or a Commonwealth authority with 2 or more years of continuous service who is not specified in another item in Part 2 of Schedule 2 of the <i>Statutory Declarations Regulations 1993</i>
Permanent employee of a State or Territory or a State or Territory authority with 2 or more years of continuous service who is not specified in another item in Part 2 of Schedule 2 of the <i>Statutory Declarations Regulations 1993</i>
Permanent employee of a local government authority with 2 or more years of continuous service who is not specified in another item in Part 2 of Schedule 2 of the <i>Statutory Declarations Regulations 1993</i>
Other
Marriage celebrant registered under Subdivision C of Div 1 of Part IV of the <i>Marriage Act 1961</i>
Minister of religion registered under Subdivision A of Div 1 of Part IV of the <i>Marriage Act 1961</i>
Teacher employed on a full-time basis at a school or tertiary education institution
Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
Holder of a statutory office not specified in another item in Part 2 of Schedule 2 of the <i>Statutory Declarations Regulations 1993</i>