

# Certify Identity - Adult

This form is to be used when an individual, due to a distance from a Teachers Mutual Bank Limited office, is not able to present their original identification documents to the Bank in person.

Please refer to the instructions and checklist on page 3 on how to complete this form.

Please note that the certifier must not be related to the individual being identified.

## What are your personal details?

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	Other	<input type="text"/>	Date of birth	<input type="text"/>
Given names	<input type="text"/>						Last name	<input type="text"/>
Also known as (if applicable)								

## Residential address (where you live)

No/Street	<input type="text"/>			Suburb/Town/City	<input type="text"/>
State/Territory	Postcode	<input type="text"/>		Country	<input type="text"/>
Signature of individual (to be signed in the presence of the certifier)					

## What are the details of the person certifying?

**Privacy Statement for Certifier** – please refer overleaf. Please complete to enable the Bank to contact you if necessary to confirm any information on this form.

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	Other	<input type="text"/>	Occupation	<input type="text"/>
Given names	<input type="text"/>						Last name	<input type="text"/>

## Contact details

Home phone	<input type="text"/>	Work phone	<input type="text"/>	Mobile phone	<input type="text"/>
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## Name and address of employer

Name of employer					
No/Street	<input type="text"/>			Suburb/Town/City	<input type="text"/>
State/Territory	Postcode	<input type="text"/>		Country	<input type="text"/>

## Capacity of certifier (refer overleaf and tick the number)

1  2  3  4  5  6  7  8  9  10  11  12  13

## Details of original identification documents sighted and photocopies attached (eg passport, driver's licence)

List: A  B  C  Document type: 1  2  3  4  5  6  (refer overleaf and tick type of document)

List: A  B  C  Document type: 1  2  3  4  5  6  (refer overleaf and tick type of document)

List: A  B  C  Document type: 1  2  3  4  5  6  (refer overleaf and tick type of document)

Where the names on the identification documents differs from the name used by the individual, please provide the explanation given by the individual or sight and record documentation which identifies the individual in their former name (eg marriage certificate, deed poll) as issued by Births, Deaths & Marriages.

<input type="text"/>
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## Declaration of certifier

- I am not related to the individual being identified.
- I have examined the originals of all the individual's identification documents selected above.
- The copies of the individual's identification documents attached are true and correct copies of the original documents that I have examined and certified
- The individual signed this form in my presence.

Signature of certifier	<input type="text"/>	Date	<input type="text"/>
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## Categories of Certifiers

- 1 Teacher employed on a full time basis at a school or tertiary education institution
- 2 Justice of the Peace
- 3 Permanent employee of Australia Post with 2 or more years of continuous service
- 4 Legal practitioner (eg solicitor or barrister)
- 5 Police officer
- 6 Pharmacist
- 7 Member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants
- 8 Permanent employee of the Commonwealth or of a State or Territory or a Local Government authority with 2 or more years of continuous service
- 9 Finance company officer, a bank, credit union or building society officer, with 2 or more years of continuous service
- 10 Member of the Commonwealth, State or Territory Parliaments or a Local Government authority of a State or Territory
- 11 Magistrate, judge of a court or chief executive officer of a Commonwealth Court
- 12 Clerk, registrar or deputy registrar of a court.
- 13 Australian notary public if overseas.

## Acceptable Identification Documents

### One document from List A

#### List A

##### Primary Photographic Identification Documents

- 1 Current photo driver's licence or permit issued by a State, Territory or foreign government.
- 2 Photo ID Proof of Age card issued by State or Territory government excluding NSW. For NSW – NSW photo card.
- 3 Current passport (or expired within last 2 years) issued by the Commonwealth.
- 4 Passport or similar document, 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.
- 5 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.

### OR one document from List B PLUS one document from List C

#### List B

##### Primary Non-Photographic Identification Documents

- 1 Birth certificate issued by a State or Territory.
- 2 Birth extract issued by a State or Territory.
- 3 Citizenship certificate issued by the Commonwealth.
- 4 Pension card issued by Centrelink.
- 5 Birth certificate issued by a foreign government or the UN if not in English accompanied by an English translation prepared by an accredited translator.
- 6 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

- 1 **A notice that:**
  - ▶ was issued to an individual by the Commonwealth, a State or Territory within the preceding 12 months (eg Social Security Notice, Taxation Notice)
  - ▶ contains the name of the individual and his or her residential address and
  - ▶ records the provision of financial benefits to the individual under a law of the Commonwealth, State or Territory (as the case may be).
- 2 **A notice that:**
  - ▶ was issued to an individual by the Australian Taxation Office within the preceding 12 months (eg HECS statements, Income Tax statement)
  - ▶ contains the name of the individual and his or her residential address and
  - ▶ records a debt payable to or by the individual by or to (respectively) the Commonwealth under a Commonwealth law relating to taxation.
- 3 **A notice that:**
  - ▶ was issued to an individual by a local government body or utilities provider within the preceding 3 months (eg water, electricity, phone, rates notice)
  - ▶ contains the name of the individual and his or her residential address and
  - ▶ records the provision of services by that local government body or utilities provider to that address or to that person.

## Instructions and Checklist for Certifier

- You must not be related to the individual being identified.
- All parts of the Certified Copy Certificate have been completed.
- You are a person within a specified class of acceptable certifiers defined in the Categories of Certifiers above.
- All identification documents are current and the first page of the copies has been certified with 'This is a true copy of the original document before me' followed by the certifiers signature, full name, position and date. All subsequent pages have been initialled.
- All identification documents are certified with at least one being from List A (ie primary photographic identification document) **OR** one document from List B (ie primary non-photographic identification document) **PLUS** one document from List C (ie secondary identification document).
- The combination of identification documents certified confirms the individual's full name, residential address and date of birth.
- The individual has signed the Certified Copy Certificate in your presence.
- The certified copies of the identification documents are attached to this Certified Copy Certificate.

### Note:

It is an offence under the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* to knowingly provide false or misleading information or knowingly produce a false or misleading document. Penalty: Imprisonment for 10 years.

If any document is written in a language other than English, it must be accompanied by an English translation prepared by an accredited translator.

## Privacy Notice

### Collecting personal information about you

Generally, we collect personal information directly from you. We do so when you open a membership, open an account, or perform a transaction with us.

We collect, use, hold and disclose personal information about you so that we can:

- ▶ establish your identity as required by the Anti-Money Laundering and Counter Terrorism Financing Act
- ▶ assess your eligibility for membership
- ▶ process applications for products and services, including loans
- ▶ manage our risks and help identify and investigate inappropriate or illegal activity, such as fraud
- ▶ comply with our legal obligations to assist law enforcement agencies or regulators
- ▶ inform you about products or services that we think may be of interest to you, including those of our business partners and our travel company subsidiary Tertiary Travel Service Pty Limited ABN 28 008 900 981 ('Tertiary Travel').

### What happens if you do not provide us with sufficient personal information about you?

If you do not provide us with the personal information we need, we may not be able to provide you with the products or services you are seeking.

### To whom do we disclose personal information?

We may exchange information about you with our travel company subsidiary Tertiary Travel.

The types of people and entities we disclose personal information about you to include:

- ▶ organisations which provide or confirm information to verify your identity
- ▶ contractors for statement production and delivery, card and cheque production
- ▶ brokers, agents and advisers acting for you
- ▶ persons and organisations who assist us in monitoring recorded calls for the purposes of quality assurance, training and acknowledgement
- ▶ lenders' mortgage insurers and valuers
- ▶ our auditors, insurers and re-insurers
- ▶ employers or former employers (to verify employment in the case of loan applications)
- ▶ government and law enforcement agencies or regulators
- ▶ credit reporting bodies and other credit providers and
- ▶ organisations that help identify and investigate inappropriate or illegal activity, such as fraud.

### Electronic verification of identity

As noted above, we are required under the Anti-Money Laundering and Counter-Terrorism Financing Act to collect and verify information relating to your identity. Subject to your consent, we will disclose your name, address and date of birth in order to access identification information electronically held by credit reporting bodies, the government's Documentation Verification Service (DVS)<sup>1</sup> and other public records.

To access such information, we use a service provider registered under the DVS. The service provider, may, for verification purposes on our behalf:

- ▶ request that a credit reporting body provide us with an assessment as to whether your personal information matches that held in their credit information files. (In preparing this assessment, the credit reporting body may use the personal information of other individuals);
- ▶ disclose your personal information to the DVS;
- ▶ search other public records.

If you do not consent to this process, alternative forms of verifying your identity are available on request.

If we are unable to verify your identity using the above methods, you will be provided with a notice to that effect. You may then be asked to provide further evidence of your identity. If we are unable to verify your identity to our satisfaction, we will not be able to admit you to membership or provide you with the services or products you seek.

### Our Privacy and Credit Reporting Policy

Our Privacy and Credit Reporting Policy is available on our website. It contains information about:

- ▶ how we collect, use, hold and disclose your personal information
- ▶ how you can access personal information about you
- ▶ how you can seek correction of that personal information
- ▶ how you may complain if you think we may have breached your privacy
- ▶ how we will deal with your complaint and
- ▶ how we manage credit information

<sup>1</sup> The DVS is a national online system that allows personal identifying information about individuals to be compared against government records. Your information will be matched against that held by the relevant government department or agency. You can find out more about the DVS on their website.

### Sending information overseas

Depending on our commercial arrangements, we may disclose personal information about you to business partners with operations overseas or who store personal information overseas (e.g. providers of Lenders' Mortgage Insurance ("LMI")).

One of our LMI insurers, QBE Lenders' Mortgage Insurance Limited ABN 70 000 511 071, sends personal information to its related companies and service providers in India and the Philippines. For more information on QBE LMI's privacy policy, visit their website, qbelmi.com.

### How to contact us

If you have any queries regarding privacy, use any of the methods set out below:

#### Teachers Mutual Bank Limited

Address: 28-38 Powell Street, HOMEBUSH NSW 2140

Phone: **13 12 21**

Email: **privacy@tmbl.com.au**

Post: PO Box 7501, SILVERWATER NSW 2128

V10.12019 08 07

## Acknowledgement and consent for electronic verification of identity

I confirm that I am authorised to provide the personal information presented and consent to my information being disclosed to:

- ▶ a credit reporting body and
  - ▶ relevant government record issuers and record holders
- for the purposes of verifying my identity.

Office use  
only

Operator no

Date actioned

Sig verified by

### Returning this form

(Faxed or scanned documents cannot be accepted)



Teachers Mutual Bank Limited, Reply Paid 7501, Silverwater NSW 2128