

## AML Identification check

Before we can open any new account, All signatories to the account must be verified. If you are unable to attend our offices you are required to return a certified copy to our office. To certify the document(s), please ensure the authorised person signs, dates and indicates their authority from the list below. These documents must be provided for each signatory and must verify (in total) the signatory's full name, date of birth and residential address. Additional identification may be requested where necessary.

### The 3 categories of acceptable documents are;

- Category A – Primary Photo ID
- Category B – Non Photo Primary ID
- Category C – Secondary ID

Details of acceptable identity documents within each category are shown below

Acceptable combinations of documents for a Normal Individual and one of these must include photo ID with current residential address.

- 1 Category A document and 1 Category B document  
Or
- 2 Category B documents and 1 Category C documents

### Category A Documents

- Drivers Licence issued by an Australian State or Territory
- Passport issued by the Australian Government current or less than 2 years expired
- Current Foreign Passport
- International Travel Document (having the same characteristics as a passport)
- Current Proof of Age Card issued by an Australian State or Territory
- National ID (Photo) Card issued by an Australian State or Territory
- Firearms Licence With Photo issued by an Australian State or Territory
- Security Industry Licence issued by an Australian State or Territory

### Category B Documents

- Birth Certificate or extract issued by Australian State or Territory
- Change of Name Certificate issued by Australian State or Territory
- Citizenship Certificate issued by Australian Government
- Pension Card issued by the Commonwealth Australian State or Territory
- Current Foreign/International Drivers Licence
- Interim Drivers Licence issued by Australian State or Territory
- Firearms Licence Without Photo issued by an Australian State or Territory
- Aboriginal person or a Torres Strait islander – Verify their identity by having their full name and date of birth and address confirmed by community leaders at the community to which they belong
- Non-Australian Residents – Citizenship certificate issued by a foreign government (with English translation as required)
- Non – Australian Residents – Birth Certificate issued by a foreign government (with English translation as required)

### Category C Documents

- Benefit notice issued by Australian, State or Territory Government within last 12 months
- Tax assessment notice issued by the ATO within last 12 months
- Council rates notice or utilities bill issued within last 3 months (with residential address)
- Australian Bank Statement (Must be less than three months old and not electronically generated)
- Public Utility Records – Bill Sighted (Must be less than three months old)
- Current photo identity card for Australian Defence Forces or State Police
- A current consular photo identity card issued by the Department of Foreign Affairs and Trade
- Electronic Sources
- CRAA Record Search – subject to Privacy Act 1988

Collins Securities will require additional identification from individuals who are not Australian citizens or wish to do the following:

- Increase their Internet Banking transaction limit.
- Operate the account for business purposes.

Prospective borrowers may wish to contact Collins Securities on 1800 265 546 for additional ID requirement information.

Each of the above documents MUST be certified by one of the following person(s);

(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; (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 2 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 2 or more continuous years of service with one or more financial institutions; (13) a finance company officer with 2 or more continuous years of service with one or more financial companies; (14) an officer with, or authorised representative of, a holder of an Australian financial service licence, having 2 or more continuous years of service with one or more licensees; (15) 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.

**NOTE:** If a document is written in a language that is not understood by the person carrying out the identification procedure, then it has to be accompanied by an English translation prepared by an accredited translator.