



# STEWARDS FOUNDATION OF CHRISTIAN BRETHREN

A Corporation Constituted in NSW by the Stewards Foundation of Christian Brethren Act 1989

Postal Address: PO Box 131 BURWOOD NSW 1805  
29 George Street East, BURWOOD NSW 2134  
Phone: 02 9747 1351 Fax: 02 9744 1145  
Email: stewardsfoundation@bigpond.com  
ABN 57 246 942 907

## CERTIFICATION FORM

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

- Determine which identification document /s you can provide from the **Identification Lists** (on back)
- Have the document/s certified by a recognised Certifier (see list). They need to sign a photocopy of the document stating it is a true copy of the original sighted by them. This copy is then to be attached to this form and posted to Stewards Foundation.
- All documents must be current unless specified otherwise.

### List of authorised Certifiers

- Justice of the Peace
- Australian Post Officer, permanent employee with at least 2 years continuous service
- Agent of Australia Post in charge of a post office
- Legal Practitioner/Solicitor
- Accountants (members of a recognised accounting body with at least 2 years continuous membership)
- Registrar or Deputy Registrar of a court
- Judge of a court
- A Magistrate
- Chief Executive Officer of a Federal Court
- Notary Public
- Australia consular/diplomatic officer
- Officer of a financial institution with at least 2 years continuous service
- Officer/authorised representative of a holder of an Australian Financial Services licence with 2 years continuous service.
- Police Officer

### Certifier's Details

Title:  Mr  Mrs  Miss  Ms  Other .....

Surname

Given names

Residential or Business Address (PO Box not acceptable)

Suburb /town State Postcode

Daytime Contact No Mobile

Insert relevant number from list of Authorised Certifiers. Clients residing overseas can only use category 11

### Documents to be Certified ... see back of form for acceptable identification document list

List: A  or B  and C

Item No  Document Type

Name of Person/Applicant

List: A  or B  and C

Item No  Document Type

Name of Person/Applicant

### Certifier Statement

I have examined the originals of the certifiable documents listed above. The copy documents **attached** are true and correct copies of the original documents examined by me.

Signature: \_\_\_\_\_ Date: / /

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)

Privacy: Stewards Foundation is collecting this information in order to assist with the identification of an applicant, signatory or account holder.

Stewards Foundation of Christian Brethren cannot accept this form if it is incomplete. ALL sections on this page are mandatory—mark N/A if any section is not applicable. Please ensure that the documents listed above are returned to Stewards Foundation PO Box 131 BURWOOD NSW 1805

Office use only **Account Holder's Details** Account Name

## IDENTIFICATION LISTS

The following is a list of acceptable documents that can be used to provide identification and verification to Stewards Foundation of Christian Brethren by account applicants, signatories (including any Power of Attorney) and/or account holders to meet the requirements of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006.

**Individual Applicants** are required to provide the following **certified identification documents** with the Certification Form. Note there are three options:

One document only from List A – Primary Photographic Identification Documents **OR**

Two documents from List B—Primary Non-Photographic Identification Documents **OR**

One document from List B **and** one document from List C

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

The document or combination of documents must contain the clients **full name, residential address and date of birth**.

LIST A	PRIMARY PHOTOGRAPHIC IDENTIFICATION DOCUMENTS
A1	Current photo driver's licence or learner's permit (Australian or Foreign)
A2	Passport—Australian (current or expired within the last 2 years)
A3	Passport—Foreign (issued by a foreign Government or the United Nations)
A4	National identity card (foreign only)
A5	Proof of age card (Australian only)
A6	Boat Licence—Australian
A7	KEYPASS Photo ID card
A8	Student identity card—Australian higher education (TAFE or University)
A9	Working with Children check card (Blue card) QLD, VIC, WA
LIST B	PRIMARY NON-PHOTOGRAPHIC IDENTIFICATION DOCUMENTS
B1	Drivers Licence—Australia (without photo)
B2	Birth Certificate—Australia (full birth certificate or extract birth certificate)
B3	Birth Certificate—Foreign (issued by a foreign Government or the United Nations)
B4	Citizenship Certificate—Australian
B5	Citizenship Certificate—Foreign (issued by a foreign Government)
B6	Pension Card—Centrelink or Department of Veteran Affairs
LIST C	SECONDARY IDENTIFICATION DOCUMENTS - AUSTRALIAN ONLY
C1	Government financial benefits notice (issued within the preceding 12 months)
C2	Australian Taxation Office notice (issued within the preceding 12 months)
C3	Local Government or public utility bill (eg gas, electricity, water, rates) that contains the applicants name and residential address (issued within the preceding 3 months)
	<b>A notice issued by the Commonwealth, State or Territory which:</b>
C4	- contains the name of the person and his or her residential address; or
C5	- records the provision of financial benefits to the individual under a law of the Commonwealth, State or Territory
C6	Marriage Certificate
C7	Medicare Card
C8	Commonwealth seniors health card or State seniors card
C9	Financial institution statement (bank or credit card) which contains the applicants name and residential address (issued within the preceding 3 months)
C10	For a person under 18, a notice from a School Principal recording the period of time the person attended the school (issued within the preceding 3 months)