

## IDENTIFICATION FORM (RE CERTIFICATION)

In complying with money laundering legislation, Stewards requires that you provide ID documents to prove your identity when you open an account, change your name or become a signatory to an account. The process is as follows:

1. Determine which document/s you can provide from the Identification List (*see back of form*)
2. Find a Certifier (*see list of authorised certifiers on the back of form*)
3. The Certifier must sight the original identification document/s, then sign and date a clear photocopy of the document with wording similar to "I certify that I have seen the original documentation and this copy is a true and accurate copy of that original."
4. Have form filled in correctly by yourself and the certifier.
5. Return the signed form and photocopy to Stewards Foundation at PO Box 230, South Hurstville 2221

### Account Holder'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

### 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.

### Documents to be Certified

A copy of the following document/s, signed and endorsed by the Certifier is/are enclosed:

One document from List A \_\_\_\_\_

**OR** two documents from List B **OR** one from List B and one from List C

1. \_\_\_\_\_ 2. \_\_\_\_\_

### 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: / /

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

Please Note: We reserve the right to contact the certifier or request additional documentary evidence from you.

Office use only

Account Holder's Details

Account Name

#### Street Address

Cnr Joffre & Derwent Streets  
South Hurstville NSW 2221

Phone (02) 9547 3110 Fax (02) 9547 3116

Email: admin@stewardsfoundation.com.au

www.stewardsfoundation.com.au

ABN 57 246 942 907

#### Postal Address

PO Box 230  
South Hurstville NSW 2221

## LIST OF AUTHORISED CERTIFIERS

- |  |  |
|--|--|
| 1. Justice of the Peace  | 8. A Magistrate  |
| 2. Australian Post Officer, permanent employee with at least 2 years continuous service              | 9. Chief Executive Officer of a Federal Court  |
| 3. Agent of Australia Post in charge of a post office  | 10. Notary Public  |
| 4. Legal Practitioner/Solicitor  | 11. Australian consular/diplomatic officer   |
| 5. Accountants (members of a recognised accounting body with at least 2 years continuous membership) | 12. Officer of a financial institution with at least 2 years continuous service  |
| 6. Registrar or Deputy Registrar of a court  | 13. Officer/authorised representative of a holder of an Australian Financial Services licence with 2 years continuous service. |
| 7. Judge of a court  | 14. Police Officer   |

## IDENTIFICATION DOCUMENTS

**Individual Applicants** are required to provide the following **certified identification documents**.

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

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

**Note there are three options:**

**One document only** from List A – Primary ID with Photo

LIST A PRIMARY ID with Photo	
A1	Current photo driver's licence or learner's permit (Australian or Foreign)
A2	Australian Passport (current or expired within the last 2 years)
A3	Foreign Passport (must be current)
A4	Proof of age card (Australian only)
A5	Student identity card—Australian higher education (TAFE or University)
A6	Working with Children check card (Blue card) QLD, VIC, WA

**OR Two documents** from List B – Primary ID no Photo

**OR One document** from List B – Primary ID no Photo **AND one document** from List C Secondary ID

LIST B PRIMARY ID no Photo	
B1	Birth Certificate—Australia (full birth certificate or extract birth certificate)
B2	Birth Certificate—Foreign (issued by a foreign Government or the United Nations)
B3	Citizenship Certificate—Australian
B4	Citizenship Certificate—Foreign (issued by a foreign Government)
B5	Pension Card—Centrelink or Department of Veteran Affairs

LIST C SECONDARY ID - AUSTRALIAN ONLY	
C1	Australian Taxation Office notice (issued within the preceding 12 months)
C2	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)
C3	Medicare Card
C4	Commonwealth seniors health card or State seniors card
C5	Financial institution statement (bank or credit card) which contains the applicants name and residential address (issued within the preceding 3 months)
C6	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)