



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 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 the address on the bottom of the page.

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

LIST OF AUTHORISED CERTIFIERS

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