

# Approved Certifiers List

## Australian Unity Banking

Below is a list of persons who may certify documents.

### General

- Commissioner for Affidavits
- Commissioner for Declarations
- Justice of the Peace
- A person who, under the law in force in a State or Territory, is currently licensed or registered to practise as:
  - Chiropractor
  - Dentist
  - Legal Practitioner
  - Medical Practitioner
  - Nurse
  - Optometrist
  - Pharmacist
  - Physiotherapist
  - Psychologist
  - Veterinary Surgeon

### Banking and Post Office Services

- Permanent employee of Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public
- Banking/Building Society/Credit Union/finance company officer with 2 or more years of continuous service

### Legal and Courts

- A person who is enrolled on the role of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner, (however described)
- Chief Executive Officer of a Commonwealth Court
- Clerk of a court
- Judge of a Court
- Magistrate
- Registrar, or Deputy Registrar, of a Court

### Accounting and Taxation Services

- Fellow of the National Tax Accountants' Association
- Member of Chartered Secretaries Australia
- Member of the Association of Taxation and Management Accountants
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

### Defence and Protection Services

- Member of the Australian Defence Force who is:
  - An Officer; or
  - Non-commissioned Officer within the meaning of the Defence Force Discipline Act of 1982 with 2 or more years of continuous service; or
  - A Warrant Officer within the meaning of the Act
- Police Officer
- Sheriff or Sheriff's Officer

### Other Services/Roles

- Marriage celebrant registered under Subdivision C of Division 1 of Part 4 of the Marriage Act 1961
- Member of Engineers Australia, other than at the grade of student
- Member of:
  - The Parliament of the Commonwealth; or
  - The Parliament of the State; or
  - A Territory legislature; or
  - A Local Government Authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 Part 4 of the Marriage Act of 1961
- Notary Public
- Member of the Australasian Institute of Mining and Metallurgy
- Teacher employed on a full-time basis at a school or tertiary education institution

### Approved Overseas Certifiers

- Employee of the Commonwealth who is in a country or a place outside of Australia and authorised under a paragraph 3 (c) of the Consular Fees Act 1955; and exercising his or her function in that place
- Employee of the Australian Trade Commission who is in a country or place outside Australia; and under paragraph 3 (d) of the Consular Fees Act of 1955; and exercising his or her function in that place
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- A person authorised as a notary public in a foreign country

## Identification documents

The Anti-Money Laundering and Counter Terrorism Financing Act 2006 requires us to verify your identity when you open an account with Australian Unity.

Documents that confirm your full name, date of birth and/or current residential address are required as indicated on the lists below (Note: we require original documents or original certified copies of identification. Documents must be current/not expired, unless noted otherwise below):

- Any one document from List A; or
- One document from List B and one document from List C; or
- Two documents from List B
- Refer to list D if a minor or List E for special provisions.

Refer to list A, B, C, D & E below:

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### LIST A

Primary Photographic ID Documents

- Current Australian drivers licence
- Passport (current or expired less than two years) issued by the Commonwealth
- Australian photo ID Card
- Current Foreign passport (if not in English accompanied by an English translation prepared by an accredited translator)
- National ID Card issued by a Foreign Government (if not in English accompanied by an English translation prepared by an accredited translator)

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### LIST B

Primary Non-photographic ID Documents

- Australian Birth Certificate or Extract
- Citizenship Certificate issued by the Commonwealth
- Pension card issued by Centrelink
- Health care card issued by Centrelink
- Birth Certificate issued by a Foreign Government (if not in English accompanied by an English translation prepared by an accredited translator)
- Citizenship Certificate issued by a Foreign Government (if not English accompanied by an English translation prepared by an accredited translator)

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### LIST C

Secondary ID documents

- A notice that contains your full name and current residential address and was issued in the last 12 months (unless otherwise stated) in the form of:
  - Tax Assessment Notice from the Australian Tax Office
  - Evidence of a financial benefit from the government e.g. family allowance
  - Council Rates Notice issued in the past three months
  - Utilities bill issued in the past three months e.g. water, power, phone etc

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### LIST D

Minors

- Birth Certificate or passport - confirm address from parent/guardian's customer details; or
- A letter from the School Principal within last three months stating:
  - Full name of the minor and their residential address; and
  - The time the minor attended school

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### LIST E

Special provision

Indigenous Australians (where list A, B & C Identification cannot be provided):

- A person who is recognised by the members of the community to be a community elder and is in the form of a letter on the community letterhead
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## Australian Unity Banking

Please use **BLOCK** letters and a black or blue pen to complete this Form.

Please make sure that all questions are answered. Please indicate using an 'X' where appropriate. If a section does not apply to you, please indicate using 'N/A'.

### Step 1 Customer details and identification

Title  Mr  Mrs  Ms  Miss

Surname

Given name(s)

Customer no.  Phone

### Identification

ID type

Name of person to whom it relates

ID type

Name of person to whom it relates

ID type

Name of person to whom it relates

### Step 2 Certifier's details (must not be related to applicant)

Title  Mr  Mrs  Ms  Miss

Surname

Given name(s)

Residential or Business address (not a PO Box)

Suburb  State

Postcode     Country

Phone  Mobile

Email

Occupation

### Step 3 Certifier statement

I have examined the original identification documents listed above. I have endorsed each copy of the identification document in the following manner: This is to certify that this is a true copy of the original which I have sighted: Title, Name, Date of Birth, Signature, and Registration Number (if applicable). I am not related in any way to the applicant.



It is an offence under the Anti-Money Laundering and Counter Terrorist Financing Act 2006 to give false and misleading information.


#### Certifier signature

Date  /  /

#### Contact us

 Australian Unity  
GPO Box 1801, Melbourne VIC 3001

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