

Customer Identification Form (Certified Copies)

1. DETAILS OF SIGNATORY BEING IDENTIFIED

PERSONAL DETAILS

Surname Full Name(s) (No initials) Date of Birth / /

CARD NUMBER

RESIDENTIAL ADDRESS (NO PO BOX ADDRESSES)

Unit/Street Number Street Suburb/City State Postcode

MAILING ADDRESS (IF DIFFERENT)

Unit/Street Number Street Suburb/City State Postcode

TELEPHONE NUMBER

Home Business Mobile

EMAIL ADDRESS

OCCUPATION

EMPLOYER

2. IDENTIFICATION DETAILS

We need to verify the identity of each person who will sign on the account. To do this, we need to see a certified photocopy of your original identification documents. The documents you provide must be valid and clearly show your full name and either your residential address and/or your date of birth plus your signature and photograph (as applicable to the document type). Indicate which form of identification has been certified and attached to this form by ticking the relevant box.

PRIMARY ID WITH PHOTO

- Current Australian Vehicle Drivers License
- Current Govt. issued ID to specifically verify age
- Current Australian/Foreign passport
- Expired Australian passport (<2 years)

OR

PRIMARY ID NO PHOTO

- Australian Birth Certificate/Extract
- Commonwealth Citizenship Certificate
- Foreign Birth Certificate (not extract)
- Pension Card Issued by Centrelink for Benefits

PLUS SECONDARY ID

- Rating Authority (<12mths old)
- ATO Tax Advice Letter (<12mths old)
- Australian Utilities Provider – Bill/Letter of Service (<3mths old)

3. CUSTOMER SIGNATURE

SIGNATURE

I certify that the above particulars are true and correct

DATE / /

4. DETAILS OF CERTIFIER

Please ensure that the details of the certifier of your identification documents have been listed below

Surname Full Name(s) (No initials)

ADDRESS (NO PO BOX ADDRESSES)

Unit/Street Number Street Suburb/City State Postcode

TELEPHONE NUMBER – DAYTIME CONTACT (NOT A MOBILE)

PLEASE NOTE – WE RESERVE THE RIGHT TO CONTACT THE CERTIFIER OR REQUEST ADDITIONAL DOCUMENTARY EVIDENCE FROM YOU.

Customer Identification Form (Certified Copies)

If you are a new customer to EMerchants Limited you will need to provide ID documents to prove your identity.

Your identity is unique and worth protecting. This is why we make a point of getting to know customers – even before they open an account. We have good reasons for doing this. Criminals and terrorists often try to launder money by opening accounts using false identity details. By providing us with the information that we need, you will be helping us to make sure that we know exactly who we are dealing with and comply with stringent money laundering legislation.

Certifying your documents

Incorrect certification of documents is one of the main reasons for delays in getting accounts up and running. This checklist will take you through exactly how your documents have to be certified.

All documents you supply must be:

- A clear certified copy showing relevant page(s)
- Certified in English
- The date of certification must be no older than 3 months ago
- The 'original' certified copy (we will not accept copies of copies) as signed by the Certifier

Who Can Certify?

The person who certifies your documents must be independent of your application and from one of the following professions:

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 (for the purposes of the Statutory Declaration Regulations 1993);
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 service to the public;
11. an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1995);
12. an officer with 2 or more years continuous service with one or more financial institutes (for the purposes of the Statutory Declaration Regulations 1993);
13. a finance company officer with 2 or more continuous years of service with one or more finance companies (for the purpose of the Statutory Declaration Regulations 1993);
14. an officer with, or authorised representative of, a holder of an Australian financial services 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.

How to Certify Checklist

The Certifier must:

a) Write the following wording, or similar, on your documents:

Example, for identity verification documents that contain a photograph of the signatory

"I certify that I have seen the original documentation and this copy is a complete and accurate copy of that original."

Example, for other identity verification documents

"I certify that I have seen the original documentation and this copy is a complete and accurate copy of that original."

b) Sign and date the photocopy.

c) Add their name in block capitals along with their position/capacity, address and daytime telephone number.

d) Add the official stamp of their office, if possible.

Once this form is completed please follow one of the below steps:

1. **Scan and send** – Please scan a clear and legible copy of this form and the certified copies of the identification documents used and email them through to support@emerchants.com.au
2. **Copy and send** – Please send the certified copies of the identification documents used along with this form to:

EMerchants Limited
Locked Bag 5
FORTITUDE VALLEY BC QLD 4006
AUSTRALIA

If you are having difficulties completing this form, please contact us on **1300 739 889** or **07 3607 0100**