

## Guidance on Certifying Identification Documents

### (For Australian registered/resident customers only)

If you are not able to present original identification documents, XYLO Foreign Exchange can instruct you to provide certified copies of the identification documents. A certified copy means an identification document that has been certified as a true and correct copy of an original document by an approved certifier (refer below for approved certifiers).

The approved certifier must certify that the photocopy is a true and correct copy of the original by writing on and signing the photocopy as follows:

**I, [full name of approved certifier], a/an [select appropriate from list of approved persons below], certify that this [name of document] is a true and correct copy of the original. [Signature and date]**

#### Example:

I, John Citizen, a Justice of the Peace, certify that this driver's licence is a true and correct copy of the original.

*John Citizen*

1/1/2015

### Approved Certifiers

The following persons are approved by the Bank to certify identification documents:

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 services to the public
11. An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
12. A bank or building society officer with 2 or more continuous years of service
13. A finance company officer with 2 or more continuous years of service
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
16. A Commissioner for Declarations
17. A Commissioner for Affidavits

**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.**

### Acceptable Identification Documents for Organisations

Organisation Type	Document
Trust	Trust deed/Settlement deed, or extract, where the names of the trust, trustees, beneficiaries, settlor(s) and the execution page are evident
Partnership	Partnership agreement, or extract, where the full name of the partnership, names of the partners and execution page are evident
Association	Constitution or rules or minutes of a meeting of the association or relevant extract where the full name and registration number (if applicable) of the association are evident

## Acceptable Identification Documents for Individuals

- Either **ONE primary photographic identification document** or **ONE primary non-photographic identification document AND ONE secondary identification document** are to be certified.
- The combination of identification documents must contain the individual's **full name and date of birth**.
- All documents **must be current unless specified otherwise**.
- If any document is written in a language other than English, it must be accompanied by an English translation prepared by an accredited translator.

<b>Primary Photographic Identification Document</b>
<b>Australian Documents</b>
<ul style="list-style-type: none"> <li>• Australian passport (can either be current or expired within the last 2 years but must not be cancelled, defaced or mutilated)*</li> <li>• Australian licence/permit (can either be a driver's licence, learner's permit)*</li> <li>• Proof of age card issued by a State or Territory (or equivalent)*</li> </ul>
<b>Foreign Documents</b>
<ul style="list-style-type: none"> <li>• Foreign passport issued by a foreign government, the United Nations or an agency of the United Nations (must not be cancelled, defaced or mutilated)*</li> <li>• Foreign travel document issued by a foreign government, the United Nations or an agency of the United Nations*</li> <li>• Foreign driver's licence which contains a photograph**</li> <li>• National identity card issued by a foreign government, the United Nations or an agency of the United Nations **</li> </ul>

<b>Primary Non-Photographic Identification Document</b>
<b>Australian Documents</b>
<ul style="list-style-type: none"> <li>• Full Australian birth certificate (or extract) issued by State/Territory Registry of Births, Deaths and Marriages</li> <li>• Australian citizenship certificate</li> <li>• Centrelink pension card (Australian)</li> </ul>
<b>Foreign Documents</b>
<ul style="list-style-type: none"> <li>• Full foreign birth certificate issued by a foreign government, the United Nations or an agency of the United Nations</li> <li>• Citizenship certificate issued by a foreign government</li> </ul>

<b>Secondary Identification Document</b>
<b>Australian Documents</b>
<ul style="list-style-type: none"> <li>• A financial benefits notice issued by the Commonwealth or a State/Territory within the last 12 months and includes the customer's name and residential address (e.g. a notice from Centrelink)</li> <li>• Australian Taxation Office (ATO) notice issued within the last 12 months and includes the customer's name and residential address</li> <li>• Utilities notice issued by a local government or utilities provider within the last 3 months and includes the customer's name and residential address</li> <li>• Department of Veterans' Affairs concession card (Australian)</li> <li>• A current tenancy/lease agreement (must not be cancelled or expired)</li> <li>• Medicare card</li> <li>• Australian marriage certificate issued by State/Territory Registry of Births, Deaths and Marriages</li> <li>• Identification card issued to a student at an Australian higher education institution (TAFE or University)**</li> <li>• A current card issued under a Commonwealth, State or Territory law for the purpose of identification, for a government service or as a licence</li> </ul>
<b>Foreign Documents</b>
<ul style="list-style-type: none"> <li>• Foreign driver's licence which does not contain a photograph</li> <li>• Utilities notice issued by a local government or utilities provider within the last 3 months and includes the customer's name and residential address</li> <li>• A current tenancy/lease agreement (must not be cancelled or expired)</li> </ul>

\*must contain photograph and signature

\*\*must contain photograph and/or signature