

Verification of Identity Checklist

Documents provided must fully satisfy either one of Category 1-4

Category	Minimum Document Requirements
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For Persons who are Australian citizens or residents

- | | | | |
|---|--------------------------|---|--|
| 1 | <input type="checkbox"/> | Australian or foreign Passport, plus ; | |
| | <input type="checkbox"/> | Australian drivers licence or Photo Card, plus ; | |
| | <input type="checkbox"/> | Change of name or marriage certificate if necessary | |
| 2 | <input type="checkbox"/> | Australian or foreign Passport, plus ; | |
| | <input type="checkbox"/> | Full birth certificate or citizenship certificate or descent certificate, plus ; | |
| | <input type="checkbox"/> | Medicare or Centrelink or Department of Veterans' Affairs card, plus ; | |
| | <input type="checkbox"/> | Change of name or marriage certificate if necessary | |
| 3 | <input type="checkbox"/> | Australian drivers licence or Photo Card, plus ; | |
| | <input type="checkbox"/> | Full birth certificate or citizens certificate or descent certificate, plus ; | |
| | <input type="checkbox"/> | Medicare or Centrelink or Department of Veterans' Affairs card, plus ; | |
| | <input type="checkbox"/> | Change of name or marriage certificate if necessary | |
| 4 | a) | <input type="checkbox"/> | Australian or foreign Passport, plus ; |
| | | <input type="checkbox"/> | Another form of government issued photographic identity document, plus ; |
| | | <input type="checkbox"/> | Change of name or marriage certificate if necessary, or |
| | b) | <input type="checkbox"/> | Australian or foreign Passport, plus ; |
| | | <input type="checkbox"/> | Full birth certificate, plus ; |
| | | <input type="checkbox"/> | Another form of government issued photographic identity document, plus ; |
| | | <input type="checkbox"/> | Change of name or marriage certificate if necessary, or |
| | 5 | | If borrower does not have documents that satisfy any of the above categories, please contact Allstate Home Loans for further advice. |

For Persons who are not Australian citizens or residents

- | | | |
|---|----|---|
| 6 | a) | Foreign passport, plus ; |
| | | Another form of government issued photographic identity Document, plus ; |
| | | Change of name or marriage certificate if necessary |
| 6 | b) | Foreign passport, plus ; |
| | | Full birth certificate, plus ; |
| | | Another form of government issued identity Document, plus ; |
| | | Change of name or marriage certificate if necessary |

A : Customer - Individual

A1 : Personal Information of Individual Being Identified

Full Name (incl. middle names):

Date of Birth

Address

State

Postcode

Any Other Names Known By

A2 : Documentation to Verify Information

Option Used

Option 1 - Primary Photographic Documentation

(If it is written in a language that is not understood by the person carrying out the verification - is accompanied by an English translation prepared by an accredited translator).

Driver's licence (photographic)

Passport (not expired by more than two years)

State Issued

Licence Number

Country Issued

Passport Number

Issue Date

Expiry Date

Issue Date

Expiry Date

Other (insert details)

Other (insert details)

Individual under 18 years ONLY: A notice issued by a school principal within last 3mths stating the individual's name, residential address and how long the individual has attended the school.

A3 : Check Undertaken

The documentation provided is current or within acceptable time frame

All photographic identification is a "reasonable likeness" to the individual

Nothing in my dealings with the customer have raised any suspicions concerning the proposed transaction

Face to face verification of the customer was carried out by me (print your name)

Face to Face Verification Was Not Possible Because (state reason)

If Option 2 is Used: Verification Against Primary Photographic Documentation Was Not Possible Because (state reason)

B : Transaction Information

Location of assets being purchased / refinanced with the loan

Source of funds to complete purchase / refinance (provide bank a/c)

Address

State

Postcode

A : Customer - Individual

A1 : Personal Information of Individual Being Identified

Full Name (incl. middle names): Date of Birth

Address State Postcode

Any Other Names Known By

A2 : Documentation to Verify Information

Option Used

Option 1 - Primary Photographic Documentation

(If it is written in a language that is not understood by the person carrying out the verification - is accompanied by an English translation prepared by an accredited translator).

Driver's licence (photographic) Passport (not expired by more than two years)

State Issued Licence Number Country Issued Passport Number

Issue Date Expiry Date Issue Date Expiry Date

Other (insert details) Other (insert details)

Individual under 18 years ONLY: A notice issued by a school principal within last 3mths stating the individual's name, residential address and how long the individual has attended the school.

A3 : Check Undertaken

The documentation provided is current or within acceptable time frame All photographic identification is a "reasonable likeness" to the individual Nothing in my dealings with the customer have raised any suspicions concerning the proposed transaction

Face to face verification of the customer was carried out by me (print your name)

Face to Face Verification Was Not Possible Because (state reason)

If Option 2 is Used: Verification Against Primary Photographic Documentation Was Not Possible Because (state reason)

B : Transaction Information

Location of assets being purchased / refinanced with the loan Source of funds to complete purchase / refinance (provide bank a/c)

Address State Postcode

C : Customer - Sole Trader

Collect information and Verify the identity of the individual as per **Part A1, A2, and A3** above

Collect the Transaction Information as per **Part B** above

AND Collect and Verify the following:

Full name of business

Principal place of business

ABN issued to the business

D : Customer - Company (Proprietary and Limited, but not publicly listed companies)

Collect the names of ALL directors

Collect information and Verify the identity of ALL directors as per **Part A1, A2, and A3** above

Collect the Transaction Information as per **Part B** above

Collect & Verify personal information in **A1** for ALL shareholders owning >25% of the company

AND Collect and Verify the following:

Full name of company as registered by ASIC

ACN issued to the company

Is company registered by ASIC as:

Proprietary Company, or; Limited Company

Full address of the company's registered office

State

Postcode

Full address of the company's principal place of business

State

Postcode

E : Customer - Trust

If the trustee(s) is a company, collect information as per **Part D**

Collect the Transaction Information as per **Part B** above

If the trustee(s) is an individual, collect information and verify the identity as per **Part A1, A2, and A3** above for EACH individual trustee

In respect of each entity having the power to change the trustee, collect and verify the information in **Part A1** or **Part D** as appropriate

AND Collect and Verify the following:

Full name of trust

Full business name (if any) of the trustee

Full name and address of all trustees

State

Postcode

Type of trust (e.g. unit, discretionary, hybrid)

Country in which the trust was established

The full name of each beneficiary in respect of the trust.
If beneficiaries are identified by reference to a class - details of the class (attach separately if required)

For Sole trustees and Multiple trustees collect information and verify as per appropriate Individual or Company identification procedures described at **Part A1, A2, A3** and **Part D** (attach separately if required)

F : Customer - Partnership

Collect information as per **Part A1** for ALL partners Verify the identity as per **Part A1, A2, and A3** for ALL partners Collect the Transaction Information as per **Part B** above

AND Collect and Verify the following:

Full name of partnership Country in which the partnership was established

Full business name as registered with any State or Territory business name authority

Full address of the partnership's principal place of business State Postcode

Full name and address for ALL partners in the partnership

Partner 1 Full Name

Partner 1 Address State Postcode

Partner 2 Full Name

Partner 2 Address State Postcode

G : Guarantors

Collect information as per **Part A1** for ALL partners Verify the identity as per **Part A1, A2, and A3** for ALL partners Collect the Transaction Information as per **Part B** above

AND Collect and Verify the following:

Full name of partnership Country in which the partnership was established

Full business name as registered with any State or Territory business name authority

Full address of the partnership's principal place of business State Postcode

Full name and address for ALL partners in the partnership

Partner 1 Full Name

Partner 1 Address State Postcode

Partner 2 Full Name

Partner 2 Address State Postcode

H : Confirmation by Person Verifying the Customer Identification Check List

I confirm that I have completed and verified the information detailed in the Customer Identification Check List.

Broker Signature

Broker Name

Date