

**YOU MUST PERSONALLY MEET EACH INDIVIDUAL AND SIGHT EACH ORIGINAL DOCUMENT.**

### STEP 1: DETAILS OF PERSON BEING IDENTIFIED

A Verification of Identity Form must be completed for each person falling within the below categories:

Person being identified (tick category): ☐ Borrower ☐ Guarantor ☐ Beneficiary (25% or more for trust or company) ☐ Trustee ☐ Settlor (\$10k) ☐ Attorney

Full name  Other/former names

Residential address  Postcode

Country of citizenship:  Date of birth

### STEP 2: SIGHT AND CERTIFY

**YOU MUST SIGHT AND CERTIFY EACH ORIGINAL DOCUMENT BY WRITING "This document is a true copy of the original.", ALONG WITH YOUR SIGNATURE, NAME AND DATE.**

Please start with Category 1. If the person cannot provide all documents in Category 1, move to Category 2 and so on. All documents must be originals and current other than Australian passports which may be expired by no more than two (2) years. Foreign passports must contain a signature or a unique identifier of the person in whose name the document is issued.

CATEGORY	IDENTIFICATION DOCUMENT TYPES (FOR PERSONS WHO ARE AUSTRALIAN CITIZENS OR RESIDENTS)
<input type="checkbox"/> 1	A. Australian Passport or Foreign Passport; <b>AND</b> B. Australian Drivers Licence or Proof of age card/Photo card (issued by the Commonwealth or any State or Territory); <b>AND if applicable**</b> C. Marriage Certificate or Change of Name Certificate.
<input type="checkbox"/> 2	A. Australian Passport or Foreign passport; <b>AND</b> B. Full Birth Certificate* or Citizenship Certificate or Descent Certificate; <b>AND</b> C. Medicare or Centrelink or Department of Veterans' Affairs card; <b>AND if applicable**</b> D. Marriage Certificate or Change of Name Certificate.
<input type="checkbox"/> 3	A. Australian Drivers Licence or Proof of age card/Photo card (issued by the Commonwealth or any State or Territory); <b>AND</b> B. Full Birth Certificate* or Citizenship Certificate or Descent Certificate; <b>AND</b> C. Medicare or Centrelink or Department of Veterans' Affairs card; <b>AND if applicable**</b> D. Marriage Certificate or Change of Name Certificate.
<input type="checkbox"/> 4(a)	A. Australian Passport or Foreign Passport; <b>AND</b> B. Another form of Australian or Foreign government issued photographic identity document; <b>AND if applicable**</b> C. Marriage Certificate or Change of Name Certificate.
<input type="checkbox"/> 4(b)	A. Australian Passport or Foreign Passport; <b>AND</b> B. Full Birth Certificate*; <b>AND</b> C. Another form of Australian or Foreign government*** issued identity document; <b>AND if applicable**</b> D. Marriage Certificate or Change of Name Certificate.

\* Certificate must be issued by the Registry of Births, Deaths and Marriages. Birth extracts are not acceptable. Foreign birth certificate not in English must be accompanied by a NAATI translation certificate.

\*\* Only required if the person being identified has a former name. Certificate must be issued by the Registry of Births, Deaths and Marriages. Documents issued by a celebrant are not acceptable.

\*\*\* Documents issued outside Australia must be equivalent to an Australian document. Certificate of Identity or ImmiCard issued by the Australian Government to refugees and non Australian citizens for entry to Australia is acceptable.

### STEP 3: IDENTITY VERIFIER'S DECLARATION

Member: ☐ FBAA ☐ MFAA ☐ CAFBA  Member No.

Name of Licence Holder  ACL/Reg No.

If you are an Authorised Credit Representative of the Licensee you must complete the below:

Full name of ACR  ACR No.

I accept my appointment as La Trobe Financial's Identity Verifier for the sole purpose of verifying the identity of the Person Being Identified under ARNECC's Model Participation ("Rules"). By signing below I hereby certify that:

- I have conducted the verification of identity in compliance with the Rules;
- I am not a party to this transaction;
- The original current identification documents listed above were produced to me, and copies of these documents signed, dated and endorsed by me as true copies are attached to this certificate;
- I have given La Trobe Financial no reason to believe that I am not a reputable and competent person;
- I have professional indemnity insurance and fidelity insurance; or professional indemnity insurance which provides cover for third party claims arising from dishonest and fraudulent acts; and that insurance covers the verification of identity;
- Face to face verification was carried out by me;
- All photographic identification is a reasonable likeness to the individual;
- Nothing in my dealings with the Person Being Identified has raised any suspicion concerning their identity or proposed transaction.

Signature of Identity Verifier  Date

Full Name of Identity Verifier

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