

Information for the applicant

Why do I have to prove my identity?

Victoria Teachers Credit Union is required by Law to verify an individual's identity prior to providing access to its products and services. This is required for new Members and signatories. It is an offence under the Anti-Money Laundering and Counter Terrorism Financing Act (*Cth*) 2006 to provide false or misleading information about your identity.

When do I use this form?

This form must be completed if you are applying to become a Member of, or a signatory to an account held with Victoria Teachers Credit Union but are unable to attend one of our Member Service Centres in person. Signatories that have already been identified through an existing Victoria Teachers Credit Union account are not required to complete this form.

What is the purpose of this form?

This form has two purposes.

Firstly, it provides you with a choice of documents that you can use to prove your identity. Secondly, where you are unable to present the original documents at one of our Member Service Centres you must arrange for copies of the documents to be certified. Information and instructions for Certifiers are overleaf.

What documents can I use?

The easiest way to prove your identity is by providing a certified copy of your **Passport** or **Driver's Licence**. These documents must be valid and must display your name and current residential address or date of birth. Foreign passports must be current and be provided with an official translation.

If you do not have either of these documents then you can provide a certified copy of one document from the list entitled **List A** and one from the list entitled **List B**.

List A (any one of the following)

- Birth certificate or extract of birth certificate.
- A pension card issued by Centrelink.
- A Medicare card, Department of Veteran's Affairs card or any other entitlement card issued by the Australian Government.
- Current mortgage records of another Australian financial institution.
- An identification card issued to a student at a tertiary education institution, which contains a photograph of the person in whose name it was issued.

List B (any one of the following)

- Confirmation letter from Centrelink confirming entitlements within the last 12 months.
- Tax assessment notice issued by the Australian Tax Office within the last 12 months containing name and current residential address (*not PO Box*).
- Council rates notice or utilities bill issued within the last 3 months.
- A current periodic statement sent to you by a financial institution other than Victoria Teachers Credit Union.

I am under 18, what documents can I use?

You can provide a certified copy of your current **Passport** or **your Australian Learner Driver's Permit**. If you don't have either of these documents you must provide your **Birth Certificate** and any one of the following:

- An identification card issued to a student, which contains a photograph of the person in whose name it was issued.
- Notice issued by school Principal within the last 3 months (*containing students name and residential address and period of attendance at school*).
- A Government document containing your name, address, and date of birth (*eg. Baby Bonus or Family Tax Benefit*).
- Medicare card.

What if I don't have any of the documents listed?

Please contact one of our friendly Member Service Consultants on **1300 654 822** to discuss alternative documents you can use. You can also visit a Member Service Centre located in Camberwell or Moonee Ponds.

What am I required to do with my documents?

You must take a copy of each identification document and provide both the original and the copy to a suitable Certifier (*see list overleaf*). The Certifier must certify the copied documents as shown in the example and also complete the form overleaf. The completed form and the certified copies of your identification documents should then be forwarded to Victoria Teachers Credit Union. This form and the certified copies of your documents cannot be faxed to the Credit Union.

What are suitable categories of Certifiers?

Please note that documents can only be certified by a person on this list.

1. Legal Practitioner.
2. Full Time Teacher.
3. Medical Practitioner.
4. Nurse.
5. Justice of the Peace.
6. Police Officer.
7. Dentist.
8. Pharmacist.
9. Officer, employee or authorised representative of Australian Financial Services Licensee (2 or more years service, eg. Bank Manager, Financial Planner).
10. Accountants (2 or more years membership with Institute of Chartered Accountants, CPA Australia or National Institute of Accountants).

Information for the Certifier

How to certify documents

The Certifier must check that the copies they are certifying have been made from the original documents. They must then add the following statement and information to each page of the copied document:

I certify that this is a true copy of the original which I have sighted.

Name:

Signed:

Date:

Certifier Type:

Registration Number (if applicable):

Example:

I certify that this is a true copy of the original which I have sighted.

Date *1/2/2009*

Name *John Smith*

Signed *J Smith*

Certifier Type *Police Officer*

Registration Number (if applicable) *123456*

The Certifier must complete the following sections

Details of the person whose documents are being certified

Title: Mr Mrs Miss Ms

Full Name: Surname Given names

Residential Address (PO Box not acceptable)

Postcode

Date of Birth / /

Certifier's contact details

In some cases, Victoria Teachers Credit Union may need to contact the Certifier. For this reason, the Certifier is required to provide their contact details.

Title: Mr Mrs Miss Ms

Full Name: Surname Given names

Business or Residential Address (PO Box not acceptable)

Postcode

Occupation Category of Certifier Daytime contact number

Certifier's signature

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

Certifier's signature

Date / /