



## CERTIFICATE OF IDENTITY

I, the undersigned, in the capacity of Verifying Officer for Flinders University certify that the person detailed below, has been identified, and is authorised to sign in accordance with any Flinders University Account Authority Card, on which this person is listed as an Authorising Party or Signatory.

### SECTION 1: INDIVIDUAL DETAILS

Title	<input type="text"/>	First Name	<input type="text"/>	Middle Name	<input type="text"/>	Surname	<input type="text"/>
Residential Address	<input type="text"/>					Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
Suburb	<input type="text"/>	State	<input type="text"/>	Postcode	<input type="text"/>	Country	<input type="text"/>
Marital Status (optional)	<input type="text"/>		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female			
Occupation	<input type="text"/>			Commencement Date	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
Signature	<input type="text"/>						

Sight the required documentation (see overleaf) and complete the following:

IDENTIFICATION DOCUMENT DETAILS				
	Document 1 – From Table A (see overleaf)		Document 2 – From Table A or B (see overleaf)	
<b>Verified from</b>	<input type="checkbox"/> Original	<input type="checkbox"/> Certified Copy*	<input type="checkbox"/> Original	<input type="checkbox"/> Certified Copy*
Document Type: (e.g. Australian Passport)	<input type="text"/>		<input type="text"/>	
Issued By: (e.g. Local Government)	<input type="text"/>		<input type="text"/>	
Issued Date:	<input type="text"/>		<input type="text"/>	
Expiry Date:	<input type="text"/>		<input type="text"/>	
Document Number:	<input type="text"/>		<input type="text"/>	

### SECTION 2: VERIFYING OFFICER DETAILS

I confirm that I have sighted the original or a certified copy of original documents and verify that the above is true and correct. Any wilful breach of identification obligations are made punishable under the AML Act 2006. The NAB Privacy Policy is available online here: <https://www.nab.com.au/common/privacy-policy>. Original form is to be retained by the employer.

**Identification verified by:**

Verifying Officer Name	<input type="text"/>	Position	<input type="text"/>
Verifying Officer Signature	<input type="text"/>	Date Verified	<input type="text"/> / <input type="text"/> / <input type="text"/>

### SECTION 3: NAB USE ONLY

Verifying Officer Customer Number	<input type="text"/>	Checking Officer Name	<input type="text"/>
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\* Refer overleaf for a list of approved certifiers

# REFERENCE INFORMATION

## ACCEPTABLE DOCUMENTS

Verify the customer's full name **and** either date of birth **or** residential address by selecting **TWO** documents from the lists below.

**NOTE:** At least **ONE** document must be included from **Table A**.

### TABLE A: PRIMARY IDENTIFICATION

Australian driver's licence containing a photograph of the person
Australian passport (a passport that has expired within the preceding 2 years is acceptable)
Card issued under a State or Territory for the purpose of proving a person's age containing a photograph of the person
Foreign passport or similar travel document containing a photograph of the person**
Australian birth certificate
Australian citizenship certificate
Australian Government issued social security or pension card
Letters (2) of reference or equivalent provided by Aboriginal/Torres Strait Islanders Community Leaders (secondary identification <u>not</u> required)

### TABLE B: SECONDARY IDENTIFICATION

National identity card issued by a foreign government**
A document issued by the Commonwealth or a State or Territory within the preceding 12 months that records the provision of financial benefits and contains the individual's name and residential address
A document issued by the Australian Taxation Office within the preceding 12 months which contains the individual's name and residential address
A document issued by a local government body or utilities provider within the preceding 3 months which records the provision of services to that address or to that person (the document must contain the individual's name and residential address)
Foreign driver's licence that contains a photograph of the person in whose name it issued and the individual's date of birth**
Australian Government issued Medicare card
Australian Government issued ID or permit card, sealed in plastic
Australian drivers licence issued on paper
Identity card issued by tertiary institution
Student card or reference letter issued by educational institution containing school logo

**\*\* Documents presented in a language that is other than English must be accompanied by an English translation prepared by an accredited translator.**

## APPROVED CERTIFIERS

A **certified** copy means a document that has been certified as a true copy of an original document by one of the following persons:

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 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. An officer with 2 or more continuous years of service with one or more financial institutions (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 purposes of the Statutory Declarations 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 or
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.