

## HOW TO USE THIS FORM

Your identity must be verified before you become a member. Follow the instructions on this form to have your identity verified.

**Option 1:** Present the required original identification document(s) (see page 2) in person at one of our NSW Financial Services Stores. **You do not need to complete this form.**

**Option 2:** Take your original identification document(s) along with an exact photocopy to an Authorised Certifier (see page 3) who will endorse them as a true copy of the originals. The Authorised Certifier must complete and sign **sections 1-4** below.

Please return this form via mail, along with the photocopy of your ID document(s) that include the Authorised Certifier's original signature, to:

Community First Credit Union Ltd  
Reply Paid 98  
Lidcombe NSW 1825

## 1. CERTIFIER'S DETAILS

Title:  Surname:

First name(s):

Residential or business street address (PO Box not acceptable):

Suburb:  State:  Postcode:

Occupation:

Place of work:

Work phone:  Registration/Reference number:

## 2. PERSON TO WHICH CERTIFIED DOCUMENTS RELATE

Title:  Surname:

First name(s):

Date of birth:  /  /

## 3. DOCUMENTS TO BE CERTIFIED

Refer to page 2 for list of acceptable document types

List: A  B  C  Document type:

List: A  B  C  Document type:

List: A  B  C  Document type:

## 4. CERTIFIER ENDORSEMENT STATEMENT

- I have examined the original identification documents listed above.
- I have endorsed each copy of the identification documents in the following manner:

"This is to certify that this is a true copy of the original which I have sighted.  
Date, Name, Signed, Title, Registration Number"

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

Signature of Certifier:

Date:  /  /



# Acceptable Identification Types

The first time you open an account with Community First Credit Union, you'll be required to provide us with identification to verify your name, and either your address or date of birth. This is the Credit Union's first line of defence against identity theft and money laundering. We are also required by law to positively identify all members wishing to open an account.

To open the account you'll need to bring along some original identification (ID) documents. The types of documents that can be used to open an account are comprehensive enough to allow the majority of people to easily meet the identification requirement.

You will need:

- **ONE** document from List A; or
- **TWO** documents – one from **List B** and one from **List C**

<b>List A</b>	Photo driver's licence issued by a State or Territory or foreign government
	Photo proof of age card issued by a State or Territory (student cards not accepted)
	Passport, current (or expired within the last 2 years)
	Photo national ID card issued by a foreign government (with accredited English translation)
	Birth certificate for any minor (below age 18)
<b>List B</b>	Birth certificate or extract issued by a state or territory or by a foreign government (with accredited English translation) for an adult aged 18 years and over
	Citizenship certificate issued by the Commonwealth or a foreign government (with accredited English translation)
	Pension card issued by Centrelink
<b>List C</b>	A notice issued by the Commonwealth, a State or Territory within the preceding 12 months containing your name and residential address and recording the provision of financial benefits
	A notice issued by the Australian Taxation Office within the preceding 12 months containing your name and residential address and recording a debt payable to or by the individual
	A notice issued by a local government body or utilities provider within the preceding 3 months containing your name and residential address and recording the provision of services to that person



# Authorised Certifier

## List of persons who can certify copies

The applicant providing photocopied ID documents must obtain certification from the following category of 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);	24. Member of Engineers Australia, other than at the grade of student												
2. A person who, under a State or Territory law, is currently licensed or registered to practise in one of the following occupations: <table border="0"><tr><td>┆ Chiropractor</td><td>┆ Patent attorney</td></tr><tr><td>┆ Dentist</td><td>┆ Pharmacist</td></tr><tr><td>┆ Legal practitioner</td><td>┆ Physiotherapist</td></tr><tr><td>┆ Medical practitioner</td><td>┆ Psychologist</td></tr><tr><td>┆ Nurse</td><td>┆ Trade marks attorney</td></tr><tr><td>┆ Optometrist</td><td>┆ Veterinary surgeon</td></tr></table>	┆ Chiropractor	┆ Patent attorney	┆ Dentist	┆ Pharmacist	┆ Legal practitioner	┆ Physiotherapist	┆ Medical practitioner	┆ Psychologist	┆ Nurse	┆ Trade marks attorney	┆ Optometrist	┆ Veterinary surgeon	25. Member of the Association of Taxation and Management Accountants
┆ Chiropractor	┆ Patent attorney												
┆ Dentist	┆ Pharmacist												
┆ Legal practitioner	┆ Physiotherapist												
┆ Medical practitioner	┆ Psychologist												
┆ Nurse	┆ Trade marks attorney												
┆ Optometrist	┆ Veterinary surgeon												
3. Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public	26. Member of the Australian Defence Force who is: <table border="0"><tr><td>a. an officer; or</td></tr><tr><td>b. a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 2 or more years of continuous service; or</td></tr><tr><td>c. a warrant officer within the meaning of that Act</td></tr></table>	a. an officer; or	b. a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 2 or more years of continuous service; or	c. a warrant officer within the meaning of that Act									
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b. a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 2 or more years of continuous service; or													
c. a warrant officer within the meaning of that Act													
4. Australian Consular Officer or Australian Diplomatic Officer within the meaning of the Consular Fees Act 1955)	27. Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants												
5. Bailiff	28. Member of: <table border="0"><tr><td>a. the Parliament of the Commonwealth; or</td></tr><tr><td>b. the Parliament of a State; or</td></tr><tr><td>c. a Territory legislature; or</td></tr><tr><td>d. a local government authority of a State or Territory</td></tr></table>	a. the Parliament of the Commonwealth; or	b. the Parliament of a State; or	c. a Territory legislature; or	d. a local government authority of a State or Territory								
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b. the Parliament of a State; or													
c. a Territory legislature; or													
d. a local government authority of a State or Territory													
6. Bank officer with 2 or more continuous years of service	29. Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961												
7. Building society officer with 2 or more years of continuous service	30. Notary public												
8. Chief executive officer of a Commonwealth court	31. 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												
9. Clerk of a court	32. Permanent employee of: <table border="0"><tr><td>a. the Commonwealth or a Commonwealth authority; or</td></tr><tr><td>b. a State or Territory or a State or Territory authority; or</td></tr><tr><td>c. a local government authority;</td></tr></table> with 2 or more years of continuous service who is not specified in another item in this Part	a. the Commonwealth or a Commonwealth authority; or	b. a State or Territory or a State or Territory authority; or	c. a local government authority;									
a. the Commonwealth or a Commonwealth authority; or													
b. a State or Territory or a State or Territory authority; or													
c. a local government authority;													
10. Commissioner for Affidavits	33. Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made												
11. Commissioner for Declarations	34. Police officer												
12. Credit union officer with 2 or more years of continuous service	35. Registrar, or Deputy Registrar, of a court												
13. Employee of the Australian Trade Commission who is: <table border="0"><tr><td>a. in a country or place outside Australia; and</td></tr><tr><td>b. authorised under paragraph 3(d) of the <i>Consular Fees Act 1955</i>; and</td></tr><tr><td>c. exercising his or her function in that place</td></tr></table>	a. in a country or place outside Australia; and	b. authorised under paragraph 3(d) of the <i>Consular Fees Act 1955</i> ; and	c. exercising his or her function in that place	36. Senior Executive Service employee of: <table border="0"><tr><td>a. the Commonwealth or a Commonwealth authority; or</td></tr><tr><td>b. a State or Territory or a State or Territory authority</td></tr></table>	a. the Commonwealth or a Commonwealth authority; or	b. a State or Territory or a State or Territory authority							
a. in a country or place outside Australia; and													
b. authorised under paragraph 3(d) of the <i>Consular Fees Act 1955</i> ; and													
c. exercising his or her function in that place													
a. the Commonwealth or a Commonwealth authority; or													
b. a State or Territory or a State or Territory authority													
14. Employee of the Commonwealth who is: <table border="0"><tr><td>a. in a country or place outside Australia; and</td></tr><tr><td>b. authorised under paragraph 3(c) of the <i>Consular Fees Act 1955</i>; and</td></tr><tr><td>c. exercising his or her function in that place</td></tr></table>	a. in a country or place outside Australia; and	b. authorised under paragraph 3(c) of the <i>Consular Fees Act 1955</i> ; and	c. exercising his or her function in that place	37. Sheriff									
a. in a country or place outside Australia; and													
b. authorised under paragraph 3(c) of the <i>Consular Fees Act 1955</i> ; and													
c. exercising his or her function in that place													
15. Fellow of the National Tax Accountants' Association	38. Sheriff's officer												
16. Finance company officer with 2 or more years of continuous service	39. Teacher employed on a full-time basis at a school or tertiary education institution												
17. Holder of a statutory office not specified in another item in this Part	40. Member of the Australasian Institute of Mining and Metallurgy												
18. Judge of a court	41. 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												
19. Justice of the Peace	42. An officer with, or a credit representative of, a holder of an Australian credit licence, having 2 or more years of continuous service with one or more licensees												
20. Magistrate													
21. Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the <i>Marriage Act 1961</i>													
22. Master of a court													
23. Member of Chartered Secretaries Australia													