



Signatory Identification Form

Why you need to be identified:

The Glebe Administration Board (GAB) is required to comply with the Anti-Money Laundering and Counter Terrorism Financing (AML/CTF) Act 2006 by obtaining and verifying certain identification about a signatory to an account.

Two ways you can be identified:

1. Send a completed Signatory Identification form with copies of identification documents certified by a valid certifier to GAB, or
2. Visit our office with original or certified copies of identification documents where the check can be performed by a GAB Representative.

PLEASE NOTE: Fax or email copies of identification documents will not be accepted. Please do not send original documents through the mail.

If you require assistance to complete this form, please contact Glebe Income Accounts on 1800 636 134.

Identification Documents:

In order to have your identity verified, you will need to produce an original or certified copy of the following documents:

- a) A primary photographic identification document or
- b) A primary non-photographic identification document and a secondary identification document.

Filling out this Form:

- Step 1:* Fill out your personal details
- Step 2:* Select which identification documents have been used and attach a copy.
- Step 3:* If you are using certified copies of identification documents as part of the identification process, this section must be completed by the certifier.
- Step 4:* Attach copies of your identification documents or the certified copies used and return this form to Glebe Income Accounts.

Step 1: Details of signatory

Title:	Surname:	Given Name:		
Residential Address:				
Suburb:		State:	Postcode:	
Postal Address (If same, write AS ABOVE)				
Suburb:		State:	Postcode:	
Account name / title:			Account Number:	
Gender:	Male / Female	Date of Birth:	/ /	Email:
Home Phone:	Work Phone:	Mobile:		

I certify the above particulars to be correct and have attached certified copies of Identification Documents or presented original Identification Documents to a representative of GAB.

Signature	Date
<input type="text"/>	<input type="text"/>

Step 2: Identification Document Used - Complete either A or B. Use section C as applicable

Please ensure that all documents produced **have not expired** (other than a passport that has expired within the preceding two years).

A) When using a Primary Photographic Document, please select only **one document type and ensure a copy has been attached.**

Primary Photographic Document:

Driver Licence

Passport

Proof of Age Card

B) If using a Primary Non-photographic Document & Secondary Document, please select **one primary non-photographic document and **one** secondary document and ensure a copy has been attached.**

Primary Non-Photographic Document:	Secondary Document:
<input type="radio"/> Birth Certificate	<input type="radio"/> Notice from the Commonwealth State or Government
<input type="radio"/> Citizenship Certificate	<input type="radio"/> Notice from Australian Taxation Office
<input type="radio"/> Pension Card	<input type="radio"/> Notice from local Government or Utilities provider
	<input type="radio"/> Notice from School Principal (Minors)

C) If a change of name has occurred, please select a change of name document and ensure a copy has been attached.

Change of Name:

Marriage Certificate

Change of Name Certificate

PLEASE TURN OVER

If a certified copy of an Identification Document was used in Step 2, please ensure Step 3 is completed before posting.

Step 3: Certifiers Details

Title:	Surname:	Given Name:
Certifier Category:		Date
Daytime Contact Number:	/...../.....

CATEGORIES CERTIFIERS

A certified copy is a document that has been certified as a true copy of the original document by an authorised person. The categories of persons who are authorised to certify documents are as follows:

- | | |
|--|--|
| <ol style="list-style-type: none"> 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 an office supplying postal services to the public; | <ol style="list-style-type: none"> 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 Declaration 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. 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. |
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Step 4: Glebe Authorisation (Office use only)

Title:	Surname:	Given Name:
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I have examined the identification documents details of which are shown in Step 2, consisting of (tick one):

- A **primary photographic** document in the name shown in Step 1
- | | | |
|---|--------------------------|--|
| Original Copy | <input type="checkbox"/> | |
| Certified Copy (<i>Refer to list of certifiers</i>) | <input type="checkbox"/> | |
- A **primary non-photographic and secondary** document in the name shown in Step 1
- | | |
|---|---|
| <u>Primary non-photographic</u> | <u>Secondary</u> |
| Original Copy | Original Copy |
| Certified Copy (<i>Refer to list of certifiers</i>) | Certified Copy (<i>Refer to list of certifiers</i>) |

Is the name on the identification documents different from the name used by the signatory? Yes No

If yes, please complete the next question

A certified copy / original document that proves "change of name" is provided? (E.g. marriage certificate) Yes No

If yes, please complete the next question

Type of Document:	Document No.
Name on Document:	
Issue By:	
Date of Issue: / /	
Signature of GAB Representative	Date
/...../.....

Post this form together with certified copies of identification document to:

*Glebe Income Accounts
Reply Paid
PO Box Q190
QVB Post Office, NSW 1230*

OR attend our office at Level 2, St Andrew's House, SYDNEY