

# Identification form



## How to complete this form

- Step 1** Record details of the person being identified
- Step 2** Collect the required identification documents (originals only)
- Step 3** Record the identification documents provided and verify that the person's details match the identification documents
- Step 4** Sign the form
- Step 5** Provide a copy of the identification documents and the completed Identification Form to ING

### Step 1: Applicant details

☐ Mr ☐ Mrs ☐ Ms ☐ Miss Other (please specify)

Surname

First name

Middle name

Date of birth (DD/MM/YYYY)

**Residential address**

Unit number

Street number

Street name

Suburb

State

Postcode

### Step 2: Collect the required identification documents

Choose 2 documents from the lists below. At least 1 must be from List A.

The documents must verify the following details as provided in Step 1:

- Applicant's full name; and
- Residential address or date of birth

List A	List B
<ul style="list-style-type: none"><li>Australian Drivers Licence (must be current, show current residential address and photograph)</li><li>Proof of Age Card / NSW Photo Card (must be current and show date of birth and photograph)</li><li>An Australian Passport (either a current passport or a passport that expired within the last 2 years)</li><li>International Passport (current, containing a photograph and a signature and accompanied by a translation from a Professional Translator accredited by the National Accreditation Authority for Translators and Interpreters if not in English)</li></ul>	<ul style="list-style-type: none"><li>Pension Card (must be current and issued by Centrelink entitling financial benefits)</li><li>Australian Tax Office Tax Assessment Notice (issued in the last 12 months and shows current residential address)</li><li>A water rates or council rates notice (issued by a local government body or utilities provider within the last 3 months showing current residential address)</li><li>A landline telephone, gas or electricity notice (issued by a utilities provider within the last 3 months and shows current residential address)</li><li>A bank statement (issued by an Australian bank in the last 12 months. Please note printouts of online statements are not accepted)</li><li>A government financial benefits notice; eg Centrelink (issued in the last 12 months and shows current residential address)</li><li>Medicare Card (must be current)</li><li>Birth Certificate or Birth Extract (issued by a State or Territory in Australia)</li><li>A Citizenship Certificate (issued by the Commonwealth of Australia)</li></ul>



### Step 3: Verification Information

Record details of each identification document viewed (COPIES OF ALL DOCUMENTS MUST BE PROVIDED TO ING)

#### LIST A DOCUMENT

Document type	<input type="text"/>	Name verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Document number	<input type="text"/>	Date of birth verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Document issue date	<input type="text"/>	Residential address verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Document expiry date	<input type="text"/>	Photograph verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

#### LIST A OR LIST B DOCUMENT

Document type	<input type="text"/>	Name verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Document number	<input type="text"/>	Date of birth verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Document issue date	<input type="text"/>	Residential address verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Document expiry date	<input type="text"/>	Photograph verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Step 4: Summary

Has verification been achieved? Yes ☐ No ☐

Is there a need to file a Suspicious Matter Report? Yes ☐ No ☐

Date identification took place (DD/MM/YYYY)  /  /

By signing this form I confirm that;

☐ I have interviewed the above mentioned applicant Face to Face and sighted the original identification documents outlined above; or

☐ I have interviewed the above mentioned Applicant via video technology and have sighted the Applicant and the identification documents outlined above using that technology. I further confirm that the identification documents in the video appear to be the same documents as the copies that have been provided to me and that the likeness of the Applicant is reasonably identical to the Applicant's image in those identification documents.

Signature of Introducer / Broker / ING employee

Name of Introducer / Broker / ING employee

Broker number

Date (DD/MM/YYYY)

 /  / 

**Note:** It is an offence under the Anti-Money Laundering / Counter-Terrorism Financing Act 2006 to provide a false or misleading statement, produce a false or misleading document, to receive an ING product in a false name or to fail to disclose any other name or names you are commonly known by.