

Customer Identification Checklist

Note: Only to be completed for face-to-face client verification
(Please complete a separate form for each Applicant, Guarantor and loan signatory)

1. INDIVIDUAL APPLICANTS AND / OR GUARANTORS

☐ Applicant	☐ Guarantor	☐ Mortgagor	☐ Other	
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2. CUSTOMER PERSONAL INFORMATION

Full Legal Name		Date of Birth	
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Have you been known by any other names? If Yes, please provide details below.

	Residential Address	
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3. VERIFICATION OF CUSTOMER IDENTITY

Satisfy one of the categories below

CATEGORY	IDENTIFICATION DOCUMENTS REQUIRED
☐ 1	Australian or Foreign Passport; PLUS Australian Drivers Licence or Photo Card; PLUS Change of Name or Marriage Certificate (if applicable)
☐ 2	Australian or Foreign Passport; PLUS Full Birth or Citizenship Certificate; PLUS Medicare or Centrelink or Department of Veterans Affairs Card; PLUS Change of Name or Marriage Certificate (if applicable)
☐ 3	Australian Drivers Licence or Photo Card; PLUS Full Birth or Citizenship Certificate; PLUS Medicare or Centrelink or Department of Veterans Affairs Card; PLUS Change of Name or Marriage Certificate (if applicable)
☐ 4	(a) Australian or Foreign Passport; PLUS Another form of government issued photographic identity; PLUS Change of Name or Marriage Certificate (if applicable) OR (b) Australian or Foreign Passport; PLUS Full Birth Certificate; PLUS Another form of government issued identity Document; PLUS Change of Name or Marriage Certificate (if applicable)

IMPORTANT

1. You must **sight** and **certify** each original document. The documents produced must be current, except for an expired Australian Passport that was current within the preceding 2 years.
2. The certification must state: "**I have sighted the original copy of this document**" and followed by broker's signature, legible name and date.
3. If documentation is not written in English, an original English Translation must be provided by an approved translation service.

4. BROKER DECLARATION

I

being an ORDE Financial accredited Broker accept appointment as ORDE Financial's Identity Agent for the sole purpose of verifying the identity of the person described in this document under ARNECC's Version 5 Model Participation ("Rules") and Verification of Identity ("Standard").

By signing below I hereby certify that I met with the customer face to face and performed a Verification of Identity (VOI) which took place at; On

- I am not a party to this transaction;
- The identification relates to the customer with details provided in section 2;
- The original identification documents as listed in section 3 of this certificate were produced to me and copies of these documents signed; dated and endorsed by me as true copies are attached to this form;
- The documentation provided is current or within acceptable time frames;
- All photographic identification is a reasonable likeness to the individual; and
- Nothing in my dealings with the person being identified has raised a suspicion concerning their identity or proposed transaction

Signature Date