

How to use this form

Step 1 complete either **Option A** or **Option B**

Step 2 provide the completed form and identification document(s) to an ME Bank staff member for verification

or

mail the completed form along with **certified** copies of identification document(s) to ME Bank

Option A (supply one primary photographic identification document)

or

Option B (supply one primary non-photographic identification & one secondary identification document)

Primary Photographic Identification Document:

- Driving licence or permit (Australian only)
- Passport or similar document issued for international travel (Australian or foreign*)
- Proof of age card (Australian only)

Primary Non-photographic Identification Document:

- Birth certificate (Australian only)
- Birth extract (Australian only)
- Citizenship certificate (Australian only)
- Pension card issued by Centrelink

Secondary Identification Document (Australian only):

- Government financial benefits notice (issued within the last 12 months)
- Australian Tax Office notice of assessment (issued within the last 12 months)
- Local government or utilities bill (issued within the last three months)
- For a person under the age of 18, a notice issued by a school principal that records the period of time the individual attended the school (issued within the last three months)

*Foreign documents **must** be in English.

All documents **must** be current (with the exception of Australian passports expired within the last two years but not cancelled) and contain the applicant's full name, date of birth or current residential address.

The following persons can certify a document as a true copy of an original:

- Medical practitioner
- Dentist
- Optometrist
- Pharmacist
- Chiropractor
- Physiotherapist
- Psychologist
- Nurse
- Notary public
- Minister of religion
- Marriage celebrant
- Trade marks attorney
- Bailiff
- Patent attorney
- Veterinary surgeon
- Police officer
- Justice of the Peace
- Legal practitioner
- Sheriff or Sheriff's officer
- Bank officer[#]
- Building society officer[#]
- Credit union officer[#]
- Finance company officer[#]
- Registrar or Deputy Registrar of a court
- Judge, Master or Clerk of a court
- Australian consular or diplomatic officer
- CEO of a Commonwealth court
- Commissioner for Affidavits or Declarations
- Member of:
 - CPA Australia
 - the National Institute of Accountants
 - the Institute of Chartered Accountants in Australia
 - the Association of Taxation and Management Accountants
 - Engineers Australia (other than the grade of student)
 - Chartered Secretaries Australia
 - the Australasian Institute of Mining and Metallurgy
- Legal practitioner (however described) enrolled on the roll of the Supreme Court of a State or territory, or the High Court of Australia
- Employee of the Commonwealth or Australian Trade Commission in a country or place outside Australia
- Senior Executive Services employee[#], permanent employee[#], or parliament member of the Commonwealth, the Parliament of a State Territory legislature or local government authority of a State or Territory
- Officer or authorised representative of a holder of an Australian financial services licence[#]
- Australian Defence Force officer, non-commissioned officer[#] or warrant officer
- Australia Postal Corporation agent in charge of a postal office, or permanent employee in a post office^{##}
- Fellow of the National Tax Accountants' Association
- Full-time teacher at a school or tertiary education institution

[#] with two or more years of continuous service

^{##} with five or more years of continuous service

Applicant 1

Title (Mr/Mrs/Miss/Ms/other) Surname

Given name(s)

Date of birth

Residential address

State Postcode

Signature

Date

Applicant 2

Title (Mr/Mrs/Miss/Ms/other) Surname

Given name(s)

Date of birth

Residential address

State Postcode

Signature

Date

Note - it is an offence under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 to provide false or misleading information or to produce false or misleading documents.

Privacy - the information provided by you on this form to verify your identity is collected in accordance with the Anti-Money Laundering and Counter-Terrorism Financing Act 2006. Information may be disclosed to the Australian Transaction Reports and Analysis Centre (AUSTRAC) or as other legislation allows or requires.

ME BANK USE ONLY

Verifying officer to complete Section 1 and 2

Section 1 - Record of identification document(s) received

Applicant 1

ID Record	Document 1	Document 2 (if applicable)
Full name verified:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of birth verified:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Residential address verified:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Verified from:	<input type="checkbox"/> Original <input type="checkbox"/> Certified copy	<input type="checkbox"/> Original <input type="checkbox"/> Certified copy
Copy of ID document:	<input type="checkbox"/> Attached (go to Section 2) <input type="checkbox"/> Not attached (complete details below)	<input type="checkbox"/> Attached (go to Section 2) <input type="checkbox"/> Not attached (complete details below)
Type of document: (e.g. passport)	<input type="text"/>	<input type="text"/>
Document number: (if applicable)	<input type="text"/>	<input type="text"/>
Date of issue: (if applicable)	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y
Place of issue: (if applicable)	<input type="text"/>	<input type="text"/>
Expiry date: (if applicable)	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y

Applicant 2

ID Record	Document 1	Document 2 (if applicable)
Full name verified:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of birth verified:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Residential address verified:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Verified from:	<input type="checkbox"/> Original <input type="checkbox"/> Certified copy	<input type="checkbox"/> Original <input type="checkbox"/> Certified copy
Copy of ID document:	<input type="checkbox"/> Attached (go to Section 2) <input type="checkbox"/> Not attached (complete details below)	<input type="checkbox"/> Attached (go to Section 2) <input type="checkbox"/> Not attached (complete details below)
Type of document: (e.g. passport)	<input type="text"/>	<input type="text"/>
Document number: (if applicable)	<input type="text"/>	<input type="text"/>
Date of issue: (if applicable)	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y
Place of issue: (if applicable)	<input type="text"/>	<input type="text"/>
Expiry date: (if applicable)	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y

Section 2 – Verifying officer details

Name of verifying officer	Mobile Banker details
<input type="text"/>	<input type="text"/>
Phone number ()	
<input type="text"/>	
Signature	Date
<input type="text"/>	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y