

Now that you have been appointed as a bank signatory there are a few things we need to do to register you with your bank account access and internet banking.

Please bring the following with you to your appointment;

Australian Permanent Residents

- 2 valid physical forms of ID making up 100 points (refer to page 2)
- Australian Residential Address:
- Mobile Number:

Overseas Residents

- 2 valid physical forms of ID making up 100 points (refer to page 2)
- Copy of Visa (Min. 6 months validity left on visa—soft copy will be accepted)
- Overseas Residential Address:
- Australian Residential Address:
- Mobile Number:

Instructions:

- **100 Points (minimum)** of ID is required for each signatory (Refer to page 2 for points). All sources must be **original** or certified physical copies, not digital.
- All ID sources **must** contain the legal name of the customer/signatory being identified.
- All documents that are written in a language other than English must be accompanied by an English translation prepared by an accredited translator.

Certified Copy Requirements (for Overseas Residents only if you do not have a second form of identification to accompany your passport)

A **certified copy** is a document that has been approved as a true copy of an original document. The following certification requirements **must appear on each page of the copy**:

- **Full printed name** of the Approved Certifier, e.g. Michelle Helena Citizen
- Registration number (if applicable)
- Date that the document was certified
- The text: **“this is to certify that this is a true copy of the original document which I have sighted”**
- Signature of the Approved Certifier
- The capacity in which they have certified the document, e.g. **a police officer** etc.

Use the following guide to make up 100 points of ID

Chart Description

- 2 x **Primary photographic** documents , or
- 1 x **Primary photographic** document **AND** x 1 **Primary non-photographic** document, or
- 1 x **Primary photographic** document **AND** x 1 **secondary** document

Valid Documents Description	Notes	Points value for each document
Primary Photographic Documents		
Driver's Licence – Australian Government Issue	<ul style="list-style-type: none"> • Card must have photo and sealed in plastic; and • Cannot be expired. 	70
Passport Or Other International Travel Document	<p>Australian Passport:</p> <ul style="list-style-type: none"> • Must have photo; and • Can be expired within the preceding two years but not cancelled. <p>Foreign Passport:</p> <ul style="list-style-type: none"> • Must have photo; and • Cannot be expired. <p>ImmiCard:</p> <ul style="list-style-type: none"> • Must have photo; and • Cannot be expired . 	
Proof Of Age Card (Also known as Photo Identification Card in QLD)	<ul style="list-style-type: none"> • Must have photo; and • Cannot be expired. 	
Primary Non-Photographic Documents		
Birth Certificate		70
Citizenship Certificate		
Social Security / Pension Card – Australian Government Issue	Document cannot be expired	
Under 18 Years – Birth Certificate		
Under 18 Years – Citizenship Certificate		
Secondary Documents		
Identity Card – Tertiary Institution	Document must have date of birth and expiry date	30
Identity Card/Permit Other – Australian Government Issue		
Licence – Other (International/Foreign)	Document cannot be expired	
Medicare Card	Document cannot be expired	
Other Documents (Special Provisions)		
Recent Arrival – International Travel Document	International Travel Documents must be stamped on arrival in Australia by the Department of Immigration and Citizen Stamp must be no more than six weeks old. - e.g. A passport and stamped boarding pass combined.	100