

STEP 1: DETAILS OF PERSON BEING IDENTIFIED

A Verification of Identity Form must be completed for each person falling within the below categories:

Person being identified (tick category)*: Borrower Guarantor Beneficiary (25% or more for trust or company)
 Trustee Settlor (\$10k) Attorney

Full name _____ Other/former names _____

Residential address _____ Postcode _____

Country of citizenship: _____ Date of birth _____

STEP 2: SIGHT AND CERTIFY

YOU MUST SIGHT AND CERTIFY EACH ORIGINAL DOCUMENT BY WRITING "This document is a true copy of the original.", ALONG WITH YOUR SIGNATURE, NAME AND DATE.

Please start with Category 1. If the person cannot provide all documents in Category 1, move to Category 2 and so on. All documents must be originals and current other than Australian passports which may be expired by no more than two (2) years. Foreign passports must contain a signature or a unique identifier of the person in whose name the document is issued.

CATEGORY	IDENTIFICATION DOCUMENT TYPES (FOR PERSONS WHO ARE AUSTRALIAN CITIZENS OR RESIDENTS)
<input type="checkbox"/> 1	A. Australian Passport or Foreign Passport; AND B. Australian Drivers Licence or Proof of age card/Photo card (issued by the Commonwealth or any State or Territory); AND if applicable** C. Marriage Certificate or Change of Name Certificate.
<input type="checkbox"/> 2	A. Australian Passport or Foreign passport; AND B. Full Birth Certificate* or Citizenship Certificate or Descent Certificate; AND C. Medicare or Centrelink or Department of Veterans' Affairs card; AND if applicable** D. Marriage Certificate or Change of Name Certificate.
<input type="checkbox"/> 3	A. Australian Drivers Licence or Proof of age card/Photo card (issued by the Commonwealth or any State or Territory); AND B. Full Birth Certificate* or Citizenship Certificate or Descent Certificate; AND C. Medicare or Centrelink or Department of Veterans' Affairs card; AND if applicable** D. Marriage Certificate or Change of Name Certificate.
<input type="checkbox"/> 4(a)	A. Australian Passport or Foreign Passport; AND B. Another form of Australian or Foreign government issued photographic identity document; AND if applicable** C. Marriage Certificate or Change of Name Certificate.
<input type="checkbox"/> 4(b)	A. Australian Passport or Foreign Passport; AND B. Full Birth Certificate*; AND C. Another form of Australian or Foreign government issued identity document; AND if applicable** D. Marriage Certificate or Change of Name Certificate.

* Certificate must be issued by the Registry of Births, Deaths and Marriages. Birth extracts are not acceptable. Foreign birth certificate not in English must be accompanied by a NAATI translation certificate.
** Only required if the person being identified has a former name. Certificate must be issued by the Registry of Births, Deaths and Marriages. Documents issued by a celebrant are not acceptable.

STEP 3: IDENTITY VERIFIER'S DECLARATION

Member: FBAA MFAA CAFBA _____ Member No. _____

Name of Licence Holder _____ ACL/Reg No. _____

If you are an Authorised Credit Representative of the Licensee you must complete the below:

Full name of ACR _____ ACR No. _____

I accept my appointment as The Lender's Identity Verifier for the sole purpose of verifying the identity of the Person Being Identified under ARNECC's Model Participation ("Rules"). By signing below I hereby certify that:

- I have conducted the verification of identity in compliance with the Rules;
- I am not a party to this transaction;
- The original current identification documents listed above were produced to me, and copies of these documents signed, dated and endorsed by me as true copies are attached to this certificate;
- I have given The Lender no reason to believe that I am not a reputable and competent person;
- I have professional indemnity insurance and fidelity insurance; or professional indemnity insurance which provides cover for third party claims arising from dishonest and fraudulent acts; and that insurance covers the verification of identity;
- Face to face verification was carried out by me;
- All photographic identification is a reasonable likeness to the individual;
- Nothing in my dealings with the Person Being Identified has raised any suspicion concerning their identity or proposed transaction.

Signature of Identity Verifier _____ Date _____

Full Name of Identity Verifier _____

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