

Identification verification

 Please staple all relevant material together.

What you need to do:

- 1. Complete sections 1 and 5 if you are providing verification of your identity
- 2. Complete sections 2, 4 and 5 if you are providing confirmation of a change to your name

To have your identity verified:

Take this form together with your original document(s) of identity to your AMP representative or present them to one of the persons able to certify copies of documents. A list of persons, other than an AMP representative, able to certify copies of documents is on page 4 of this form.

The certifier should take a clear and legible copy of the identification document and should record on the copy of the original document:

This is a true and accurate copy of the original sighted by me this (day) of (month) (year).

Name (print), signature, phone number and type of approved person (as per list on page 4).

Attach the copy(ies) of your identity documents to this form and mail the completed form together with any new account application form, and any other attachments (change of name, cheque, etc) if applicable to:

AMP Bank, Customer Transaction Services
Reply Paid 79702, PARRAMATTA NSW 2124
(no stamp required)

Please note: Any certified documents of your identity must be clear and legible to be accepted.

Please print in CAPITAL LETTERS and place a cross in any applicable boxes.

1. Identification documents

Identification to be verified by one Primary Photographic Document. If you are unable to provide a Primary Photographic Document, please provide one Primary Non-photographic Document and one Secondary Identification Document. A list of acceptable documents is shown on page 4 of this form.

Applicant 1

Personal details

Account number – if an existing AMP Bank customer

Title

Surname (Last name)

First name

Middle name(s)

Date of birth

Gender

Male Female

Contact/Residential address details

Contact phone number

Mobile number

Residential address (must not be a PO Box)

Suburb

State

Postcode

Applicant 2

Personal details

Account number – if an existing AMP Bank customer

Title

Surname (Last name)

First name

Middle name(s)

Date of birth

Gender

Male Female

Contact/Residential address details

Contact phone number

Mobile number

Residential address (must not be a PO Box)

Suburb

State

Postcode

1. Identification documents (continued)

Applicant 1 (continued)

Country of Residence If Other, please specify
 Australia Other

Country of Citizenship If Other, please specify
 Australia Other

Applicant 2 (continued)

Country of Residence If Other, please specify
 Australia Other

Country of Citizenship If Other, please specify
 Australia Other

All applicants must be included in the **Identification Verification** form. Copy this form if additional space is required.

2. Confirmation of change of name

This section is for existing customers who have changed their name through marriage, change of name certificate or deed poll.

Applicant 1

Account number

Previous name

Surname (Last name)

First name Middle name(s)

New name details

Surname (Last name)

First name Middle name(s)

Do you need to update any contact details? Yes No

If yes, please provide your new residential address:

Address (must not be a PO Box)

Suburb State Postcode

Contact phone number Mobile number

Email address

Mailing address

Same as above

or

Address

Suburb State Postcode

Applicant 2

Account number

Previous name

Surname (Last name)

First name Middle name(s)

New name details

Surname (Last name)

First name Middle name(s)

Do you need to update any contact details? Yes No

If yes, please provide your new residential address:

Address (must not be a PO Box)

Suburb State Postcode

Contact phone number Mobile number

Email address

Mailing address

Same as above

or

Address

Suburb State Postcode

Please attach evidence of your change of name. See section 5, page 3 for details.

3. Privacy Collection Statement

Privacy Collection Notice:

AMP Bank collects personal information from the applicant(s) named in this form and the certified copies provided as part of your request, which will be used (along with any other information we already hold) to verify your identity. If we do not receive the personal information requested in this form and/or certified copies of identity documents, we will not be able to process your request.

We are required or authorised to collect this personal information under various laws including those relating to taxation and Anti-Money Laundering and Counter-Terrorism Financing Laws.

Some of the entities we might share your personal information with are listed in our privacy policy, and include:

- with the account holder, where necessary
- other members of the AMP group and external service providers that we need to deal with for the purposes described above
- courts, tribunals or government agencies as required by law or regulations
- persons or third parties authorised by you (including others named in this application), or if required or permitted by law.

Some external service providers we need to deal with can be located or host information outside Australia. A list of countries where these providers may be located can be obtained via the AMP Privacy Policy.

Personal information is treated in accordance with the AMP Privacy Policy, which sets out how to access or update your personal information. It also contains information on how you can make a complaint about a breach or potential breach of our privacy obligations, and how we deal with such a complaint. You can view our Privacy Policy online at amp.com.au/privacy or contact us on 13 30 30 for a copy.

4. Previous signature(s) of applicant/account holder

If you are advising us of a change of name please sign below with your previous signature and in section 5 with your current signature:

Previous signature – applicant 1

X

Previous signature – applicant 2

X

5. Current signature(s) of applicant/account holder

Current signature – applicant 1

X

Current signature – applicant 2

X

Date

DDMMYYYY

Date

DDMMYYYY

1. Primary Photographic documents

Provide one of the following:

- Current Australian driver’s licence containing a photograph of the person, or
- Australian passport¹, or
- Current card issued under an Australian State or Territory law, for the purpose of proving a person’s age, containing a photograph of the person in whose name the card is issued, or
- Current foreign passport or similar document issued for the purpose of international travel, that contains a photograph and the signature of the person in whose name the document is issued.

Where any document relied on as part of the procedure is in a language that is not English, it must be accompanied by an English translation prepared by an accredited translator.

¹ A passport issued by the Commonwealth that expired less than two years ago is also an acceptable form of identification.

2. Primary Non-photographic documents

Provide one of the following **and** one secondary identification document:

- Australian birth certificate, or
- Australian citizenship certificate, or
- Pensioner concession card issued by Department of Human Services, or
- Health care card issued by Department of Human Services.

3. Secondary Identification documents

Provide one of the following **and** one Primary Non-photographic document:

An original notice issued to an individual, of a kind listed below, that contains the name of the individual and his or her residential address:

- issued by the Commonwealth or an Australian State or Territory within the preceding 12 months that records the provision of financial benefits, or
- issued by the Australian Taxation Office within the preceding 12 months, or
- issued by a local government body or utilities provider (eg electricity/gas bill, telephone bill, water rates notice) within the preceding three months that records the provision of services to that address or to that person, or

and

- In relation to a person under the age of 18, a notice that it:
 - a. was issued to a person by a school principal within the preceding three months;
 - b. contains the name of the person and his or her residential address; and
 - c. records the period of time that the person attended the school.

4. Documents to confirm change of name

Please provide a certified copy of one of the following:

- proof of change of name by deed poll
- change of name certificate issued by registry of birth, death and marriages
- marriage certificate.

‘**Certified copy**’ means a document that has been certified as a true copy of an original document by one of the persons described in paragraphs (1) to (18) following.

People who can certify documents include:
(Italics added for ease of comprehension)

1. (*A lawyer*) A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described).
2. A person who, under a law in force in an Australian State or Territory, is currently licensed or registered to practise one of the following occupations: Chiropractor, Dentist, Legal practitioner, Medical practitioner, Nurse, Optometrist, Patent attorney, Pharmacist, Physiotherapist, Psychologist, Trade marks attorney and Veterinary surgeon.
3. A Judge or Master of a court.
4. A Magistrate.
5. A Registrar, Deputy Registrar or Clerk of a court.
6. A Justice of the Peace.
7. An Australian police officer, sheriff or sheriff’s officer.
8. A finance company, credit union, bank, or building society officer with two or more years of continuous service.
9. An officer with, or authorised representative of, a holder of an Australian Financial Services Licence, having two or more continuous years of service with one or more licensees.
10. An officer with, or a credit representative of, a holder of an Australian credit licence, having two or more years of continuous service with one or more licensees.
11. (*An accountant*) A member of the Institute of Chartered Accountants in Australia, Australian Society of Certified Practising Accountants (CPA) or the National Institute of Accountants.
12. Teacher employed on a full-time basis at a school or tertiary education institution.
13. Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made.
14. Commissioner for Affidavits or Declarations.
15. A Bailiff.
16. Member of Chartered Secretaries Australia.
17. Member of Engineers Australia, other than at the grade of student.
18. Member of the Association of Taxation and Management Accountants.

A full list of people who can certify documents is available at amp.com.au/identification.

Note: Certification must include the name, telephone number and qualification of the person certifying.