

JBWere Client Identification Documents

December 2016

JBWere

To comply with legal and regulatory requirements to confirm the identity of clients before providing financial services to them, JBWere may be required to ask you for identity verification documents.

If identity verification documents are required from you, you will need to provide a current, originally certified copy of these documents.

These documents must satisfy one of the identification combinations below such that they add up to a minimum of 100 points:

Identification combinations	Pictorial reference		
2 x Primary photographic documents		+	
1 x Primary photographic document AND 1 x Primary non-photographic document		+	
1 x Primary photographic document AND 1 x Secondary document		+	
1 x Primary non-photographic document AND 1 x Secondary document		+	

Primary photographic documents

Valid documents description	Notes	Points value for each document
Driver's licence	Government issued licence. Must have photo. Licence cannot be expired. Licence must show current residential address and date of birth.	70
Passport	Must have photo. Australian passports may be expired within the preceding two years but not cancelled. Other passports must be current.	
Identity card/permit other – Australian Government issue	Document cannot be expired	

Primary non-photographic documents

Valid documents description	Notes	Points value for each document
Birth certificate/extract	Document must be current and valid.	70
Citizenship certificate		
Pension card/Health Care Card/Senior's Health Card/Other equivalent card	Document must be current and valid and issued by an Australian Government Agency.	

Secondary documents

Valid documents description	Notes	Points value for each document
Australian Taxation Office – notice	Less than 12 months old from date of issue. Must contain individual's name and residential address and records a tax debt payable to or by the individual	30
Commonwealth, State or Territory notice	For example Centrelink Benefit notice. Must be less than 12 months old from date of issue. Contain individual's name and residential address	
Licence – other (international/foreign)	Document cannot be expired	
Licence – paper – Australian Government issue	Document cannot be expired	
Medicare card	Document cannot be expired	
Rates notice	Issued by a local government, must be under three months old from date of issue and contain the individual's name and residential address	
Utility bill	Must record the provision of services to the individual. Must be less than three months old from date of issue and contain the individual's name and residential address	

Please note that if a name change has occurred after these documents were issued you will need to provide a current certified copy of your name change documents.

Issued by: JBWere Limited (JBWere)

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jbwere.com

How to certify client identification documents

How is a document certified?

A document can be independently certified by one of the persons listed below inspecting the original document and then signing and writing on the copy:

- I certify this document of [XX] pages to be a true copy of the original as sighted by me¹.
- The certifier must indicate in which capacity the document is certified.
- The certifier must print their name, sign, and write their registration number (where applicable).
- Date of certification must be written on the document (dated within the previous 6 months).

Who can certify a document?

A document can be certified by any of the people identified below¹:

- a chiropractor;
- a dentist;
- a medical practitioner;
- a nurse;
- an optometrist;
- a pharmacist;
- a physiotherapist;
- a psychologist;
- a veterinary surgeon;
- 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);
- a judge of a court;
- a magistrate;
- a chief executive officer of a Commonwealth court;
- a registrar or deputy registrar of a court;
- a Justice of the Peace;
- a notary public (for the purposes of the *Statutory Declaration Regulations 1993*);
- a police officer;
- an agent of the Australian Postal Corporation who is in charge of supplying postal services to the public;
- a permanent employee of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public;
- an Australian Consular Officer or an Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955);
- a foreign public notary whose appointment is lawful and their status as a notary public can be verified;
- a finance company officer with two or more continuous years of service with one or more financial institutions (for the purposes of the *Statutory Declaration Regulations 1993*);
- a member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants; or
- any other person who, under a law in force in a State or Territory, is currently licensed or registered to practise in an occupation listed in Part 1 of Schedule 2 of the *Statutory Declaration Regulations 1993* or a person outlined in Part 2 of Schedule 2 of the *Statutory Declaration Regulations 1993*.

¹ Please note that if documents are being certified outside of Australia, only a subset of these people will be permitted. Please contact us for further details.

Important notice about privacy

JBWere collects and holds your personal information for the purposes of providing you with products and services, and in circumstances where the collection of that information is required by law. If you do not provide your personal information, we may not be able to provide you with products or services.

JBWere is part of the National Australia Bank Limited group of companies (NAB Group), and we may disclose your personal information to others both within and outside the NAB Group.

Further details about how your personal information is collected, used, disclosed and handled is set out in our full Privacy Notification and Privacy Policy, which include information on how you may access or correct your personal information, the countries to which your personal information may be sent, and how you may make a complaint about a privacy issue.

You should read our Privacy Policy and full Privacy Notification, which are available at www.jbwere.com.

You can also request a copy from the Privacy Officer, JBWere Limited, Level 16, 101 Collins Street, Melbourne, Vic 3000.

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