

Reference by an Acceptable Referee

(Commonwealth Government requirement)

Account title

Account no.

or description

Card

application date

Card

PART A : Signatory

To be signed in the presence of the referee

Surname

Signature of
signatory to an
account

Given name(s)

PART B : Acceptable Referee Statement

Surname

Given name(s)

Address

State

Postcode

Occupation

Category of
referee

See list over
– Insert relevant number

☐ I have known the signatory for a period of (minimum period 12 months)

☐ The signatory has been commonly known to me by the above name for a period of

☐ I have examined both primary and secondary identification documents the details of which are set out in **Part C** of this statement

- Documents are in the above name – Primary ☐ Secondary ☐
- Document is in former name – Primary ☐ Secondary ☐

☐ Where the name on the primary identification document differs from name used by the signatory in relation to the account, state the explanation given by the signatory or sight and record documentation which identifies the customer in their former name eg. marriage certificate or deed poll.

Signature of Acceptable Referee ☐ The signatory signed this Identification Reference in my presence.

Date

PART C : Details of document examined

Birth Certificate

Name
on certificate

Date of birth

Date of issue

Office of issue

Citizenship Certificate

Name
on certificate

Date of birth

Date of issue

Office of issue

Passport

Name
on passport

Passport no.

Date of
birth

Country of
issue

Date of issue

Expiry date

Secondary identification document (current name only)

Name
on document

Date of birth

Address

Type
of document

Document no.

Issued by

Date of issue

Date of expiry

See reverse for guidance notes

Notes for guidance of acceptable referee

An **identification reference** is to be provided by each signatory to an account and comprises a **written and signed reference by a person within a specified class of acceptable referees** as defined in the Financial Transaction Reports Act 1988 regulations (see list below), stating that:

- the referee has known the signatory for a specified period (minimum 12 months);
- that the signatory has been commonly known by the relevant name; and
- that they have examined both
 - ☐ a primary identification document for the signatory in that name or a former name, and
 - ☐ a secondary identification document for the signatory in that name.

Primary identification documents are:

- birth certificate
- citizenship certificate
- current passport or passport which has expired only within the last 2 years

Secondary identification documents are:

- a document (other than a primary identification document) which establishes the identity of the signatory eg current driver's licence, current credit/debit card, Medicare card.

An identification reference must be signed by the signatory in the presence of the referee.

NOTE: It is an offence under the Financial Transaction Reports Act to knowingly or recklessly make a false or misleading statement in this reference, or to knowingly or recklessly omit anything from this reference without which the reference is misleading. **Penalty: Imprisonment for 4 years.**

Category of acceptable referees:

(Note: Overseas customers can *only* use category 4 below)

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Accountants (members of the Institute of Chartered Accountants, the Australian Society of Accountants or the National Institute of Accountants) | 17. Member of the Institute of Engineers, Australia, other than a member with the grade of student |
| 2. Aldermen or Councillors of Municipal or Shire Councils | 18. Members of an aboriginal community council and recognised community elders of an aboriginal community |
| 3. Bank, Building Society & Credit union employees and agents authorised by their institution to open accounts. | 19. Medical practitioners |
| 4. International Bank employees authorised by their institution to open accounts, where the International Bank engages in a transaction with a cash dealer | 20. Members of Federal or State Parliament |
| 5. Bailiffs | 21. Members of the Legislative Assembly of the ACT, Northern Territory or Norfolk Island |
| 6. Barristers | 22. Ministers of Religion who are authorised Marriage Celebrants |
| 7. Clerks of Courts | 23. Notaries public |
| 8. Clerks of petty sessions | 24. Nursing sisters |
| 9. Commissioned officers currently serving in the defence forces | 25. Pharmacists |
| 10. Dentists | 26. Police officers in charge of Police Stations |
| 11. Diplomatic or consular officers of an Australian Embassy, High Commission or Consulate, either in Australia or overseas | 27. Police officers of the rank of Sergeant and above |
| 12. Fellow member of the National Tax and Accountants' Association Ltd. | 28. Postal managers |
| 13. Holders of statutory offices for which an annual salary is payable | 29. Public employees - current full-time employees of Commonwealth, State, Territory or Local Governments or Statutory Authorities, who have been employed for at least 5 years by one or more of those employers |
| 14. Insurance Company full-time employees who have been employed continuously for at least 5 years by such company | 30. Registrars of Federal or State Courts |
| 15. Judges and Masters of Federal, State and Territory Courts | 31. Sheriffs |
| 16. Justices of the Peace | 32. Solicitors |
| | 33. Stipendiary magistrates |
| | 34. Teachers full-time, who have been teaching for more than 5 years at schools or tertiary institutions |
| | 35. Veterinary surgeons |