

IDENTIFICATION FORM – INDIVIDUALS & SOLE TRADERS



Please ensure all applicable fields are completed in full

Section 1: Personal Details

Surname		Full Given Name(s)	
<input type="text"/>		<input type="text"/>	
Date of Birth (dd/mm/yyyy)	Nationality	Occupation	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Residential Address including country (PO Box is not acceptable)

Street

Suburb	State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 2: Complete this part if individual is a sole trader

Full Business Name (if any)	ABN (if any)		
<input type="text"/>	<input type="text"/>		
Principal Place of Business (if any) (PO Box is not acceptable)			
<input type="text"/>			
Suburb	State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Officer / Authorised Representative: Verification Procedure

Verify the individual's full name; and **EITHER** their date of birth or residential address.

Complete Part I or if the individual does not own a document from Part I, then complete Part II.

PART I - Acceptable Primary Photographic ID Documents

Select ONE (or more) from this section

- Current driver's licence with photo and signature (Australia & Foreign Issued), must include name and date of birth
- Current Australian Passport with photo and signature
- Valid current passport with photo (foreign issued)
- Current Australian Proof of identity/age/birth card with photo and signature (Australian only), must include name and date of birth
- Current defence forces identification card with photo (Australia & Foreign Issued)
- National identification card/document containing photo and signature (foreign issued)

If only ONE is captured in PART I above, select ONE from the section below

- A valid current Australian Medicare Card
- Australian Taxation Office (ATO) Notice of Assessment issued within the preceding 12 months
- Utility bill/Council Rates with name and address of the customer (eg water, electricity, gas, telephone)
- Current bank statement issued in the past 180 days
- Valid credit card/debit card issued by an approved deposit taking institution (non-Citi)
- Centrelink notice - issued within the preceding 12 months
- Vehicle registration document
- Firearms or Security Licence
- Professional/trade licence with a photograph
- Land Title certificate
- Tertiary institution photo ID card and a current academic transcript
- Credit card statement issued by a recognised financial institution within the preceding 3 months
- Computer printed payslip or employee ID card from a recognised company that bears the name and photograph

* Documents that are written in a language other than English must be accompanied by an English translation prepared by an accredited translator.

PART II - Acceptable Primary Non-Photographic ID Documents Should only be completed if the individual does not own a document from Part I

Select ONE (or more) from this section

- Birth Certificate (Australia & Foreign Issued)
- Certificate of Citizenship (Australia & Foreign Issued)
- Centrelink Health Care Card or Pensioner Concession Card or Commonwealth Seniors Health Card
- Change of Name or Marriage certificate (if applicable)

If only ONE is captured in PART II above, select TWO from the section below

Officer / Authorised Representative: Record of Identification and Verification Procedure

Type of document			
Document number			
Full name appearing on document			
Address on document (if shown)			
Date of birth	/ /	/ /	/ /
Place of issue/issuing institution			
Date of issue	/ /	/ /	/ /
Date of expiry	/ /	/ /	/ /

By completing and signing this Record of Identification and Verification Procedure I declare that I have verified the identify of the Customer and Sole Trader (as applicable) as required by AML/CTF requirements. I confirm that I have sighted the originals and/or original certified copies of the identification documents detailed above submitted to Citigroup Pty Ltd (Citi) and, have not made any unauthorised alterations. I have checked the likeness of the customer against the photo identification provided and am satisfied the customer is a reasonable likeness to the person depicted in the photo identification document.

Name of Officer/Authorised Representative

Signature of Officer/Authorised Representative

Date Verification Completed