

# Identification Form - Power of Attorney/Deceased Estate/Bankruptcy Trustee

Please mail the completed form together with original certified copy of the relationship authority document and original certified identification documents to:

**Citibank, GPO Box 40, Sydney NSW 2000**

## Instructions

- All sections of this form need to be completed.
- Provide original or original certified copy of the relationship authority document (e.g. Will, Probate, Power of Attorney form etc.)
- Provide required identification documents as per section 4 of the form.
- Any documents that are written in a language that is not English must be accompanied by an English translation prepared by an accredited translator.

## Section 1: Access Type

Power of Attorney
  Executor of a Deceased Estate
  Bankruptcy Trustees

## Section 2: Account Holder Details

Title  Full Given Name(s)  Surname   
 Account Number(s)  Date of Birth (dd/mm/yyyy)  / /

## Section 3: Details of the Person Requesting Access

Title  Full Given Name(s)  Surname   
 Date of Birth (dd/mm/yyyy)  / / Mother's Maiden Name  Occupation   
 Nationality  Country of Birth   
 Residential Address including country (PO Box is not acceptable)  
 Street   
 Suburb  State  Postcode  Country   
 Phone Number  Mobile Number  Email Address   
 Do you require online banking access?  YES  NO

Signature of the Requestor  Date (dd/mm/yyyy)  / /

**Proceed to Section 4 on the next page.**

## Section 4: Required Identification Documents of the Person Requesting Access

### PART I - Acceptable Primary Photographic ID Documents

Tick  Select ONE (or more) valid option(s) from this section

- Current Australian Driver's License
- Valid passport (expired passport is not acceptable)
- Proof of Age card
- Foreign drivers license that contains a photograph and date of birth\*
- National ID card issued by a foreign government containing a photograph and a signature of the person\*

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

### PART II - Acceptable Primary Non—Photographic ID Documents

Should only be completed if the individual does not own a document from Part I

Tick  Select ONE (or more) valid option(s) from this section

- Australian birth certificate
- Australian citizenship certificate
- Centrelink Health Care Card or Pensioner Concession Card or Commonwealth Seniors Health Card
- Change of Name Certificate issued by an Australian Government Office

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

- A valid credit card/debit card issued by an approved deposit taking institution (non – Citi)
- A valid current Australian Medicare Card
- Australian Taxation Office (ATO) Notice of Assessment issued within the preceding 12 months
- Utility bill with name and address of the customer (e.g. water, electricity, gas) issued within the preceding 3 months
- Current bank statement issued in the past 180 days
- Credit card statement issued by a recognised financial institution within the preceding 3 months

### Privacy Consents and Notifications

By submitting this form, you consent as follows:

In this section, 'we/us/our' means Citigroup Pty Limited ("Citi") and our related companies that assist us to provide your services and 'you/your' means all individuals named in this form.

#### Purposes for which we collect, use and disclose your personal information

1) We collect, use and disclose your personal information:

- to provide and manage products, accounts and services and to manage your relationship and arrangements with us;
- to comply with applicable laws both in Australia and overseas (for more details about relevant Australian laws please see our Privacy Policy); and
- for other purposes as listed in our Privacy Policy.

If you do not provide us with the information or the information provided is incorrect or incomplete, we may not be able to provide or manage the products or services that you are (or if you are not the account-holder, that the account-holder is) seeking.

2) We usually collect your personal information directly from you. However, we may need to collect personal information about you from third parties for example, in order to assist us to locate or communicate with you.

3) Where you have provided information about another individual, you must make them aware of that fact and the contents of this Privacy Consent and Notification, and have obtained their consent to make this disclosure to us.

4) Your telephone calls and conversations with our representatives may be recorded and monitored for quality, training and verification purposes.

#### Disclosures of your personal information

5) We may disclose to, and obtain personal information about you from:

- our related companies, suppliers and organisations that carry out functions for us or on our behalf in Australia and overseas;
- any signatory to the product for which you or the account-holder are applying;
- any broker, financial, legal or other adviser acting in connection with the account-holder's product or application;
- regulatory and tax authorities in Australia and overseas;
- organisations wishing to acquire an interest in any part of Citi's business for assessing or implementing any such acquisition; and
- as further set out in our Privacy Policy.

#### Disclosures to overseas recipients

6) Some of the recipients to whom we disclose your personal information may be based overseas. It is not practicable to list every country in which such recipients are located but it is likely that such countries will include the United States of America, India, Malaysia, Hong Kong, the Philippines and Singapore. By consenting to us disclosing your personal information to overseas recipients, you agree that Australian Privacy Principle 8.1 shall not apply to the disclosure, meaning that Citi will not be obliged under the Privacy Act to ensure that an overseas recipient does not breach the Australian Privacy Principles and we will not be liable under the Privacy Act if the recipient does not act consistently with the Australian Privacy Principles. By completing this form you consent to such overseas disclosures.

#### Our Privacy Policy (including how to access and correct information and make a complaint)

7) You can view our Privacy Policy on our website at [citibank.com.au/privacy](http://citibank.com.au/privacy) or obtain a copy by calling us on 13 24 84. This policy includes information as to how you can access and/or seek correction of the personal information we hold about you. Our Privacy Policy also contains information as to how you can complain about a breach by us of the Privacy Act and how we will deal with such a complaint.