

## Guidance Notes for Certified Copies

Certified copy means a document that has been certified as a true copy of an original document by one of the Authorised persons.  
To produce a certified copy, you should make a photocopy of the original document and take the original and the copy to an Authorised person.

### Instructions for completion

1. You must show an Australian Authorised person the original identification documents and copies of the documents.  
The copies must be certified by the Authorised person (Australian Authorised persons are listed below)
2. All parts of this form must be completed - Part A, Part B and Part C
3. You must be in the presence of the Authorised person when signing Part A of this form
4. Part C must be completed by the Authorised person
5. Post the completed form and certified copies of identification documents to Esanda

## Australian Authorised Persons

The following is a list of persons authorised to certify copies of identification documents. An Authorised person must be either an Australian Citizen or Permanent Resident of Australia.

1. 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 judge of a court;
3. A magistrate;
4. A chief executive officer of a Commonwealth court;
5. A registrar or deputy registrar of a court;
6. A Justice of the Peace;
7. A notary public (for the purposes of the Statutory Declaration Regulations 1993);
8. A police officer;
9. An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955);
10. An officer with 2 or more continuous years of service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993);
11. A finance company officer with 2 or more continuous years of service with one or more finance companies (for the purposes of the Statutory Declaration Regulations 1993);
12. An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more continuous years of service with one or more licensees;
13. A member of the Institute of Chartered Accountants in Australia, CPA Australia or the National Institute of Accountants with 2 or more years of continuous membership

## Acceptable Documents for Individuals

### Two identification documents must be provided by either:

- Two Primary Photographic Identification Documents OR
- One Primary Photographic Identification Document and one Secondary Identification Document.

**Please note:** Primary Photographic Identification Documents must have at least one given name plus surname in full (not initials).

### Primary Photographic Identification Documents:

- Current photographic Australian drivers licence (showing current address) OR
- Current passport (Australian passports may be expired within the last 2 years) OR
- Current photographic ID card

### Secondary Identification Documents:

- Birth certificate OR
- Australian Citizenship certificate (or a Citizenship certificate issued by a foreign government that, if it is written in a language that is not understood by the person carrying out the verification, is accompanied by an English translation prepared by an accredited translator) OR
- Current Medicare card OR
- Centrelink pension card OR
- Notice issued within last 12 months by Commonwealth, State or Territory, recording provision of financial benefits to person at the stated address eg. Pension or family tax benefit, Medicare statement OR
- Notice issued within last 12 months by ATO, recording debt payable to/by the person at the stated address eg. Tax assessment OR
- Notice issued within last 3 months by local government body or utility provider, recording provision of services to the person at the address eg. gas bill, electricity bill, phone bill, water bill OR
- School attendance letter issued on school letterhead and signed by Principal or delegate within last 3 months for person under 18, recording person's residential address.

## Part A: Individual's Details

### Full Name of Individual (no initials)

_____	_____
Title	Surname
_____	_____
First name	Middle Name
____/____/____	_____
Date of birth	Occupation

### Residential address (PO Box not acceptable)

_____	_____	_____	_____
Unit number	Street number	Street name	
_____	_____	_____	_____
Suburb	State	Postcode	Country

If the residential address is not an Australian address, please state the reason for seeking a banking relationship in Australia.

I have attached certified copies of the acceptable identification documents

**X**  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

To be signed in the presence of the Authorised Person

## Part B: Documents Certified

### Primary Photographic Identification Document

\_\_\_\_\_  
Type of Document

### Primary/Secondary Identification Document

\_\_\_\_\_  
Type of Document

**Warning:** It is an offence under Part 12 of the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth) to produce false or misleading information, produce a false or misleading document or forge a document for use in an applicable customer identification procedure.

## Part C: Details of Authorised Person

### Full Name of Authorised Person

_____	_____
Title	Surname
_____	_____
First name	Middle name
_____ Name of Organisation	
_____ Address of Organisation	
_____	_____
Phone number	Professional membership number
<b>X</b> _____ Signature	_____ Date

Please call us on 1800 040 729 between 8am and 8pm, (AEST), Monday to Friday if you have any questions regarding this form.

### Please send the completed form to:

Esanda Term Deposit  
Reply Paid 65398  
Collins Street West  
Melbourne VIC 8007

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