

How to complete this form

- Step 1** - Collect the details of the person being identified
- Step 2** - Collect the required identification documents (original only)
- Step 3** - Record the information collected from the applicant's identification documents and validate that their details match the identification documents
- Step 4** - Sign the form
- Step 5** - Provide a copy of the identification documents and the completed Identification Form to ING

Step 1: Applicant details

Surname	First name	Middle name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of birth (DD/MM/YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Residential address

Unit number	Street number	Street name
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Step 2: Collect the required identification documents

Choose 2 documents from the lists below. At least 1 must be from List A.

The documents must verify the following details as provided in Step 1:

- Applicant's full name; and
- Applicant's date of birth

List A	List B
<ul style="list-style-type: none">• Australian Drivers Licence (must be current, show current residential address and photograph)• Proof of Age Card / NSW Photo Card (must be current and show date of birth and photograph)• An Australian Passport (either a current passport or a passport that expired within the last 2 years)• International Passport (current, containing a photograph and a signature and accompanied by a translation from a Professional Translator accredited by the National Accreditation Authority for Translators and Interpreters if not in English)	<ul style="list-style-type: none">• Pension Card (must be current and issued by Centrelink entitling financial benefits)• Australian Tax Office Tax Assessment Notice (issued in the last 12 months and shows current residential address)• A water rates or council rates notice (issued by a local government body or utilities provider within the last 3 months showing current residential address)• A landline telephone, gas or electricity notice (issued by a utilities provider within the last 3 months and shows current residential address)• A bank statement (issued by an Australian bank in the last 12 months. Please note printouts of online statements are not accepted)• A government financial benefits notice; eg Centrelink (issued in the last 12 months and shows current residential address)• Medicare Card (must be current)• Birth Certificate or Birth Extract (issued by a State or Territory in Australia)• A Citizenship Certificate (issued by the Commonwealth of Australia)



Step 3: Verification Information

Record details of the identification documents viewed (**copies of documents must be provided to ING**)

List A document

Document type	<input type="text"/>	Full name verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Document number	<input type="text"/>	Date of birth verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Document issue date	<input type="text"/>	Photograph verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Document expiry date	<input type="text"/>			

List A or B document

Document type	<input type="text"/>	Full name verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Document number	<input type="text"/>	Date of birth verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Document issue date	<input type="text"/>	Photograph verified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Document expiry date	<input type="text"/>			

Date identification took place (DD/MM/YYYY)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Step 4: Summary

Is there a need to file an Unusual Matter Report? (If yes, please provide additional commentary) Yes ☐ No ☐

By signing this form I confirm that;

I have interviewed the above mentioned applicant Face to Face and sighted the original identification documents outlined above.

Name of Introducer/Broker/ING employee

Broker number

Date (DD/MM/YYYY)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Signature of Introducer/Broker/ING employee

Note: It is an offence under the Anti-Money Laundering/Counter-Terrorism Financing Act 2006 to provide a false or misleading statement, produce a false or misleading document, to receive an ING product in a false name or to fail to disclose any other name or names you are commonly known by.

