

How to complete this form

Step 1 - Collect the details of the person being identified

Step 2 - Collect the required identification documents (original only). Note: the identification documents must be sighted in-person

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"/>		
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

- 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)

List B

- 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; e.g. 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Document number	<input type="text"/>	Date of birth verified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Document issue date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Photograph verified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Document expiry date	<input type="text"/> / <input type="text"/> / <input type="text"/>			

List A or B document

Document type	<input type="text"/>	Full name verified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Document number	<input type="text"/>	Date of birth verified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Document issue date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Photograph verified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Document expiry date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Date identification took place (DD/MM/YYYY)	<input type="text"/> / <input type="text"/> / <input type="text"/>	

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 certify that I have interviewed the applicant in-person, sighted the original identification documents listed above, and confirm that the original document presented to me relates to the person presenting them.

Name of Introducer/Broker/ING employee	Signature of Introducer/Broker/ING employee
<input type="text"/>	<input type="text"/>
<input type="text"/>	
Broker number	Date (DD/MM/YYYY)
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

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.

