



Bank of  
Melbourne

# Identification Checklist for Individual Customers.

Thank you for choosing Bank of Melbourne. So we can get you started, we will need some identification information and documents. The checklist below contains details of the types of information and documents we may require. Further information may be collected from you to support the establishment process, if required.

All documents should be current unless otherwise stated.

Please note that each signatory operating on the account will need to provide identification documents as per the **Individual Checklist**.

## Information required.

Given name/s

Surname

Alternate name/s (if any)

Date of birth

Full permanent residential address including country (not a PO box)\*

Occupation

Employment type

Purpose of business relationship with the Bank

Source of funds

Source of wealth

Foreign tax residency information (if any) including country(ies) of tax residency (other than Australia), and associated Foreign Tax Identification Number (note: A Foreign TIN is an identifying number or equivalent issued by your country of tax residency that is for tax purposes)

\* Where the customer is permanently living outside of Australia, a non-Australian address is required.

## Identification Checklist for Individual Customers.

### Documents required.

#### Please provide one of the below options:

ONE primary photographic identification document

**OR**  
One primary non-photographic identification document and one secondary identification document

**Note:** One form of identification **MUST** contain date of birth details

<b>Primary Photographic Identification Documents</b>	Australian passport
	Foreign passport* issued by a foreign government, the United Nations or an agency of the United Nations which contains either a signature or a unique identifier of the person
	Australian driver's licence/learner's permit
	Foreign driver's licence/permit* (with photo and full name)
	National identity card or travel document issued by a foreign government, the United Nations or an agency of the United Nations which contains either a signature or a unique identifier of the person
	Australian proof of age card issued by a state or territory
<b>Primary Non-Photographic Identification Documents</b>	Australian birth certificate (or extract) issued by a state or territory
	Foreign birth certificate* issued by a foreign government, the United Nations or an agency of the United Nations
	Australian citizenship certificate or citizenship certificate issued by a foreign government*
	Centrelink pension card (Australia)/Centrelink health card (Australia)
<b>Secondary Identification Documents</b>  (Only in combination with primary documentation)	A notice issued by the Commonwealth or a state/territory within the last 12 months containing the customer's name and residential address and records the provision of financial benefits (e.g. Centrelink notice)
	A notice issued by the Australian Taxation Office within the last 12 months containing the customer's name and residential address and records a debt payable by or to the individual (e.g. a tax assessment)
	Utilities notice issued by a local government or utilities provider within the last 3 months containing the customer's name and residential address and records the provision of a service to that address or name
	Foreign driver's licence* which does not contain a photograph
	Department of Veterans' Affairs Pension Concession Card (Australian)
	A current tenancy/lease agreement
	Medicare card
	Australian marriage certificate issued by the state/territory Registry of Births, Deaths and Marriages
	Identification card issued to a student at an Australian higher education institution (TAFE or University) which contains a photograph and signature
	If the customer is under the age of 18 years, notice issued by the principal of a school within the last 3 months containing the customer's name, residential address, period of school attendance and issued on a school letterhead
A current card issued under a Commonwealth or a state/territory law for the purpose of identification, for a government service, or as a licence	

\* Please ensure foreign documents (if not in English) are accompanied by an English translation prepared by a person accredited by the National Accreditation Authority for Translators and Interpreters Ltd. (NAATI) as Professional, Advanced Professional or Senior Advanced Professional; or certified by NAATI as Certified or Certified Advanced.

**Please note:** All documentation must be either an original or a certified copy certified by an authorised certifier.