

At least 1 document must display your name and current residential address and match the details provided in your application.

As part of our Anti-Money Laundering and Counter-Terrorism Financing Act 2006 obligations SelfWealth is required to verify the identity of all applicants. Unfortunately, as you didn't pass the electronic verification process you will need to provide additional documents to verify your identity.

You have three options on which documents to provide:

- 2 x Category A documents, OR;
- 1 x Category A document AND 1 x Category B document, OR;
- 1 x Category A document AND 1 x Category C document.

During the current crisis, we're able to accept certification from pharmacists. For identification documents, we currently haven't received any advice that will allow us to accept non-certified documents, due to Anti-Money Laundering and Counter-Terrorism Financing regulations. All ID documents must be certified by an approved certifier and be certified within the last 3 months.

Category A

You can provide two of these, or one of these PLUS a Category B or C document.

A certified copy of a government-issued photo ID document.

- A current driver's licence or government-issued permit that contains your photo and date of birth. The front and back of the driver's licence must be provided.
- A passport issued by the government containing a photograph of the applicant and date of birth. (Australian passports may have expired within the last two years but not have been cancelled. All other passports must be current)
- A national identity card issued for the purpose of identification, that:
 - > contains a photograph and the signature of the person in whose name the document is issued, and;
 - > is issued by a foreign government.

Category B

You can provide one of these alongside a Category A document.

A certified copy of one of the following documents that contains your **name and current residential address**:

- Document issued by the Commonwealth, State or Territory within the preceding 12 months that records the provision of financial benefits to the individual
- Document issued by ATO within the preceding 12 months that records a debt payable to or by the individual by or to the Government under taxation law
- Document issued by a local government body or utilities provider within the preceding 3 months that records the provision of services to that address or to that person
- A tax assessment notice issued by the ATO within the preceding twelve months;
- A government benefits notice within the preceding twelve months;
- A utility bill within the preceding three months;
- Home and/or contents insurance policy statement
- A local government rates notice within the preceding three months;
- Bank statement within the preceding three months;
- Credit Card statement within the preceding three months;

Category C

An original or certified copy of a government-issued non-photographic ID document that hasn't expired.

- A card issued under a law of a State or Territory for the purpose of proving the person's age which contains a photograph of the person in whose name the document is issued and date of birth.
- A Medicare card.

Certification

For copies of your original documents to be certified, they must be signed by one of the following:

- Judge of a court
- Justice of the peace
- Solicitor
- Police Officer
- Permanent employee of Australia Post with 2 or more years of continuous service
- Pharmacist
- Chartered accountant, CPA or member of the National Institute of Accountants with 2 or more years of continuous membership.
- An officer with, or representative of, a holder of an AFS License, with 2 or more continuous years of service with one or more licensees

On each page of the photocopy, the approved certifier needs to:

- Write the text, 'This is to certify that this is a true copy of the original document which I have sighted'
- Write the date on which the document was certified
- Sign the copy
- Print their full name and full address
- Note the position that allows them to certify the document; for example, 'police officer'
- Write their registration number (if applicable)
- Document certification must not be greater than 90 days.

In Australia

- Legal professions: Legal practitioner, Patent attorney, Trademarks attorney
- Court positions: Justice of the Peace, Judge, Magistrate, Registrar, or Deputy Registrar, Clerk, Master of a court
- Police Officer
- Accountant (who is a member of ICA, ASA, NIA or CPA, ATMA, NTAA)
- Commissioner for Affidavits, or Commissioner for Declarations (dependent on jurisdictions)
- Notary public
- Permanent employee of Australia Post with 2 or more years of continuous service.
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having 2 or more years of continuous service with one or more licensees
- An officer with, or a credit representative of, a holder of an Australian credit licence, having 2 or more years of continuous service with one or more licensees.

Outside Australia

- Justice of the Peace
- Notary public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
- An officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more years of continuous service with one or more licensees;
- An officer with, or a credit representative of, a holder of an Australian credit licence, having two or more years of continuous service with one or more licensees.

The certifier must be impartial, therefore cannot witness their own documents or documents of family members.

If your documents do not meet the above criteria they may not be accepted for the purposes of establishing a SelfWealth account.

Please return certified documents to support@selfwealth.com.au