

If you are a new Customer to Bank of Western Australia Ltd. (BankWest) you will need to provide ID documents to prove your identity.

Your identity is unique and worth protecting. This is why we make a point of getting to know our customers – even before they open an account.

We have good reason for doing this. Criminals and terrorists often try to launder money by opening accounts using false identity details. By providing us with the information we need, you will be helping us to make sure that we know exactly who we are dealing with and ultimately, to comply with stringent money laundering legislation. You can visit your local BankWest Customer Service Centre in person to be identified or alternatively obtain certified copies of your identification documents and return them with your application.

Certifying your documents

Incorrect certification of documents is one of the main reasons for delays in getting accounts up and running. This checklist will take you through exactly how your documents have to be certified.

All documents you supply must be:

- A clear photocopy showing relevant page(s) or front & back of document as applicable to document type
- Certified in English
- The date of certification must be no older than 3 months ago
- The “original” certified copy (we will not accept copies of a copy) as signed by the Certifier

Who can certify?

The person who certifies your documents must be independent of your application and from one of the following professions:

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| <p>(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);</p> <p>(2) a judge of a court;</p> <p>(3) a magistrate;</p> <p>(4) a chief executive officer of a Commonwealth court;</p> <p>(5) a registrar or deputy registrar of a court;</p> <p>(6) a Justice of the Peace;</p> <p>(7) a notary public (for the purposes of the Statutory Declaration Regulations 1993);</p> <p>(8) a police officer;</p> <p>(9) an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;</p> | <p>(10) a permanent employee of the Australian Postal Corporation with 2 or more years of continuous service who is employed in an office supplying postal services to the public;</p> <p>(11) an Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955);</p> <p>(12) 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);</p> <p>(13) 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);</p> <p>(14) 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.</p> <p>(15) 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.</p> |
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How to certify checklist

The certifier must:

a) Write the following wording, or similar, on your documents:

Example, for identity verification documents that contain a photograph of the signatory
“I certify that I have seen the original documentation and that the photograph is a true likeness and this copy is a complete and accurate copy of that original.”

Example, for other identity verification documents

“I certify that I have seen the original documentation and this copy is a complete and accurate copy of that original.”

b) Sign and date the photocopy.

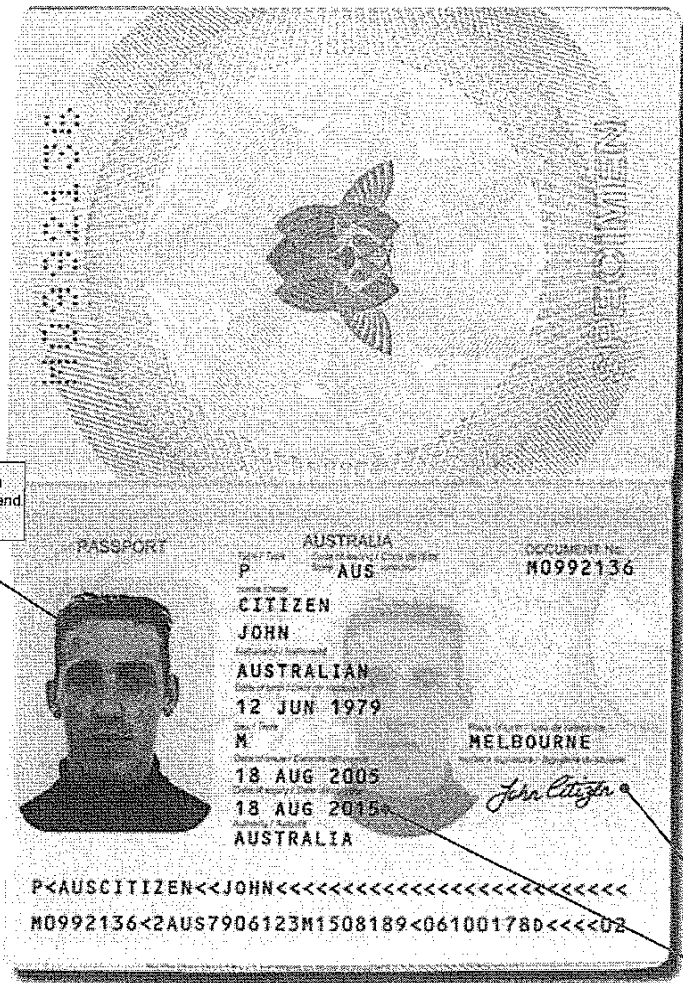
c) Add their name in block capitals along with their position/capacity, address and daytime contact telephone number (not a mobile phone). The certifier may be contacted by the Bank.

d) Add the official stamp of their office, if possible.

Tick Box

Example of Certified Copies

Example of a certified photocopy of a passport (photographic ID)



I certify that I have seen the original documentation and that the photograph is a true likeness and this copy is a complete and accurate copy of that original.

John Smith

Signed John Smith
JOHN SMITH 3 December 2007
Solicitor
A. Firm & Co. Solicitors
7 Some Place
Anytown NSW 3456
Phone: (02) 8756 4532

Example of required wording

**A Firm & Co
Solicitors**

Certifier's Company Stamp

Passport must be signed

Passport must be valid (not out of date if foreign and expired less than 2 years ago if Australian)

Copy of photograph must be good quality and a clear likeness

Example of a certified photocopy of non-photographic verification document

The Gas Company Ltd

YOUR GAS BILL

Mr John Citizen
23 Anywhere Road
Some Town NSW 3456

Customer Reference
0123456789
30 November 2007

Document must show your full residential address

Reading	Date of Reading	Previous Reading	Units	kWh
3578	10 November 2007	2506	1072	12363

This form of document (a utility bill) must be less than 3 months old

I certify that I have seen the original documentation and this copy is a complete and accurate copy of that original.

John Smith

Signed John Smith
JOHN SMITH 3 December 2007
Solicitor
A. Firm & Co. Solicitors
7 Some Place
Anytown NSW 3456
Phone: (02) 8756 4532



Certifier's Company Stamp

Example of required wording