



# guide to identification certification requirements

Dnister Ukrainian Credit Co-operative Ltd

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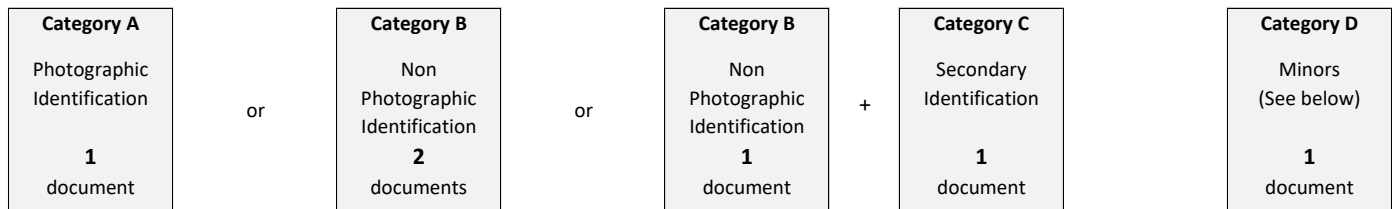
## how do I provide my identification documents to Dnister?

Dnister accepts original or certified copies of identification documents.  
If you are providing copies, please follow this guide.

## member identification requirements

The Anti-Money Laundering and Counter Terrorism Financing Act 2006 requires us to verify your identity when you open an account with Dnister Ukrainian Credit Co-operative. This information will also be utilised in meeting the requirements of the Common Reporting Standard (CRS).

Please provide the following documents with your application for membership:



## acceptable identification documents

- Current **drivers licence** or permit issued by an Australian State or Territory that contains the person's photograph.
  - Current **passport** issued by the Australian government (or one that has expired within last 2 years) that contains the person's photograph
- Category A**  
Photographic  
Identification
- Passport or similar document issued for the purpose of international travel that:
    - Contains a photograph and the signature of the person named.
    - Is issued by a foreign government, the United Nations or an agency of the United Nations.
    - If not written in a language that is understood by the person verifying the document, must be accompanied by an English translation prepared by an accredited translator.
  - Card issued by an Australian 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 e.g. Proof of Age card, Fire Arms Licence/Permit.
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- Category B**  
Non  
Photographic  
Identification
- **Birth certificate** or **birth extract** issued by a State or Territory.
  - **Birth certificate issued by a foreign government**, the United Nations or an agency of the United Nations or an agency of the United Nations (where relevant with English translation prepared by an accredited translator).
  - **Citizenship certificate** issued by the Australian government.
  - Citizenship certificate issued by a foreign government (where relevant with English translation prepared by an accredited translator).
  - **Pension card** issued by Centrelink that entitles the person in whose name the card is issued to financial benefits.
  - Electoral enrolment card.
  - **Medicare card**, Department of Veteran's Affairs entitlement card or any other current entitlement card issued by the Australian Government. Waterways Licence VIC displaying the Date of Birth, Name, Address and date of issue.
  - Records relating to a mortgage granted to the person by another financial institution other than the Co-operative.
  - Land Title Office Records.
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- Category C**  
Secondary  
Identification
- A **notice** issued to an individual by the Australian government, a State or Territory within the last 12 months that contains the name of the individual and their residential address and records the provision of financial benefits to the individual.
  - A notice of assessment issued to an individual by the **Australian Taxation Office** within the last 12 months that contains the name of the individual and their residential address.
  - A notice that was issued to an individual by a local government body or utilities provider within the preceding three months that contains the name of the individual and their residential address and records the provision of services to that address or to that person.
  - **Australian Federal Police identity card** displaying name, service no., signature and photo.
  - Notice issued to a person by a school principal within the preceding three months that contains the name of the person and their residential address and records the period of time that the person attended at the school.
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- Category D**  
Minors
- **Birth certificate** or **passport** and confirm address from parent/guardian's member details; or a letter from School Principal within last three months stating:
    - Full name of the minor, their date of birth and their residential address; and
    - The time the minor attended school

**Non-resident of Australia**

If you are a non-resident of Australia you may be asked to provide additional information, such as:

A notice issued to the individual by the Commonwealth within the preceding twelve (12) months that records the provision of visa status to the individual and contains the name of the individual and their residential address; **and/or**

A workplace employment contract, issued within the preceding twelve (12) months that records the offer of employment, including term, where the employer is from within the Co-operative’s membership.

**categories of certifiers**

People in the following professions are able to certify your documents.

- |   |  |
|---|--|
| 1 Legal Practitioner                      | 8 Australia Post employee (2 years service)              |
| 2 Judges                                  | 9 Australian Consular or Diplomatic Officer              |
| 3 Magistrates                             | 10 Pharmacist  |
| 4 Registrar or Deputy Register of a court | 11 Nurse   |
| 5 Justice of the Peace                    | 12 Officer of Financial Institution (2 years service)    |
| 6 Notary Public                           | 13 Officer or authorised representative of AFS licensee  |
| 7 Police Officer                          | 14 Accountants (members of a recognised accounting body) |

**documents to be certified**

Category of document <input type="text"/> (from previous page)	Category of document <input type="text"/> (from previous page)
Document Type <input type="text"/>	Document Type <input type="text"/>
Person to whom it relates <input type="text"/>	Person to whom it relates <input type="text"/>

**certifier statement**

The following statement must be included on each page of the certified copies.

I have examined the original identification documents listed above, and I have endorsed each copy of the identification in the following manner:

***This is to certify that this is a true copy of the original which I sighted***

*Date*

*Name*

*Signed*

*Title*

*Registration Number (if applicable)*

*Telephone Number*

*Business Address (P.O. Box not acceptable)*

EXAMPLE

This is the wording required on each of documents

Certified copies of your identification need to be returned to Dnister with your application form.

**Verification of Identity Details**

Customer Identification Procedure - Individual carried out and identification documents produced were:

..... From Category

..... From Category

Name, Address and/or current Residential Address on identification match to Customer Application Form.

Yes

Processed by  Date