

HOW TO COMPLETE THIS FORM

- Tick the box next to the document sighted in Part B.
- Original documents must be sighted by an HSBC employee.
- Copies of both sides (if double sided) of the original documents must be kept.
- HSBC employee to sign and certify the copies of the identification documents.
- Total points scored must be at least 100 points.
- You must have at least ONE Primary document.
- The combination of Primary and Secondary documents must display/verify the following: (i) **Full Name** (ii) **Date of Birth** (iii) **Residential/Permanent Address**, (iv) **Nationality** (nationality only if the individual is not an Australian resident or cannot produce any of the documents marked with ¹) and (v) **Photograph**.

PART A

All identification must show the individual's full first and last names. Acceptable formats for an individual whose name is *James John Smith* are: (i) *James John Smith* (ii) *James Smith* (iii) *James J Smith*.

Individual's Full Name	
Account Name	
Account/Reference Number	

PART B

PRIMARY IDENTIFICATION DOCUMENTS (70 POINTS) YOU MUST HAVE AT LEAST ONE PRIMARY DOCUMENT

YOU CAN ONLY USE ONE OF THESE DOCUMENTS TO GET 100 POINTS

Australian Birth Certificate ¹	Australian Birth Extract ¹	Foreign Birth Certificate ³
Australian Citizenship Certificate ¹	Foreign Citizenship Certificate ³	Australian Passport ^{1 2}
Foreign Passport ³		

YOU MAY USE MORE THAN ONE OF THESE DOCUMENTS TO GET 100 POINTS

Foreign National Identity Card ³	Centrelink Pension/Benefits Card ¹	Foreign Driver's Licence ³
Australian Proof of Age Card (or equivalent)	Australian Driver's Licence (photographic) ¹	

SECONDARY IDENTIFICATION DOCUMENTS (30 POINTS)

Debit card issued by an Australian or foreign ³ financial institution	Credit card issued by an Australian or foreign ³ financial institution	Student Identification Card issued by an Australian University ⁸ or TAFE College
Centrelink/Commonwealth Health Care Card ¹	Australian Driver's Licence (paper-based) ¹	Centrelink/Commonwealth Ex-Carer Allowance (Child) Health Care Card ¹
Centrelink/Commonwealth Seniors Health Care Card ¹	Medicare Card ^{1 4}	Marriage certificate issued by the Australian or Foreign Government
Current residential property lease agreement/ Service Apartment agreement issued by a real estate agent or serviced apartment.		

DOCUMENTS THAT MUST BE LESS THAN 12 MONTHS OLD

Australian Taxation Office (ATO) notice letter issued to the individual which (a) records a debt payable to, or by the Australian Commonwealth under an Australian Commonwealth taxation law and (b) was issued within the preceding 12 months.
Council Rates notice
Notice/Statement issued to the individual by an Australian government which records the provision of financial benefits to the individual (e.g. Medicare Statement, Centrelink Statement, HECS/PELS notice, ATO refund notice, etc)
Australian Taxation Office (ATO) notice letter issued to the individual which shows the Tax File Number issued to the individual and was issued within the preceding twelve months

DOCUMENTS THAT MUST BE LESS THAN 3 MONTHS OLD

A letter ⁷ or notice of enrolment issued by an Australian University ⁸ or TAFE College	Utility Bill ⁵
Bank account statement issued by an Australian or foreign ³ financial institution	ASIC current search ⁶
A letter issued to the individual by the Employer which is printed on the Company's letterhead and which records the full name and residential address.	
A letter ⁷ issued by an Australian or foreign primary or secondary school, which records the period of enrolment of the individual and is signed by the school's principal or deputy/vice principal	

GUIDANCE NOTES

- NOTES
- ¹ documents proving Australian residency/nationality.
 - ² you may use an Australian passport which has expired (not cancelled) within the last two years.
 - ³ documents not written in English must be accompanied by an English translation by a NAATI accredited translator from an HSBC employee.
 - ⁴ if your Medicare card says "Reciprocal Health Care" then you will have to prove your nationality.
 - ⁵ foreign utilities providers must be government owned.
 - ⁶ for corporate customers only and must be undertaken by HSBC at a cost to the applicant.
 - ⁷ must be on the letterhead of the school, TAFE or Australian university.
 - ⁸ must be a government accredited university.