

This form will be used to verify your identity only where an individual cannot attend an HSBC branch. You must verify your identity using the documents overleaf. You must use ONE primary document and the total documents used must be at least 100 points in value.

The combination of Primary and Secondary documents must display/verify the following:

- (i) FULL NAME
- (ii) DATE OF BIRTH
- (iii) YOUR RESIDENTIAL 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

Only an Authorised Referee (listed overleaf) may certify your identity documents. Copies of identity documents must be of both sides (where double-sided) and clear.

Mail the completed form to: **GPO Box 5302, SYDNEY NSW 2001**

Note: Make sure that you include the certified copies of your identity documents with this form. Faxed copies of this form will not be accepted

PART A – INDIVIDUAL TO COMPLETE

Account/Application ref. no. Title Given name(s) Surname

Residential address Postcode

Gender Male Female Date of birth Nationality

Employer/Job title (if not self employed) Name/Nature of business (if self employed)

Declaration

I declare that the information contained above is true and correct and has been completed by me and not any other person.

YOUR SIGNATURE MUST BE WITNESSED BY THE AUTHORISED REFEREE

Applicant's signature

Date

PART B – AUTHORISED REFEREE TO COMPLETE

Title Given name(s) Surname

Employer's name Work phone number

Work address Postcode

Identity documents sighted
Write name + identification number (if any) + date/place/office of issue

| | |
|----|----------------------|
| 1. | <input type="text"/> |
| 2. | <input type="text"/> |

Declaration

I declare that: (i) I have sighted the abovementioned Individual's original identity documents as listed in the section "Identity documents sighted" and can confirm that the full name, residential address and date of birth match the details provided above by the Applicant; (ii) where the Applicant is not an Australian permanent resident, I have verified the Applicant's nationality from the above identity documents; (iii) I certify that all documents are a true and correct copy of the original presented to me; and (iv) the Applicant signed this form in my presence.

THE AUTHORISED REFEREE MUST SIGN AND DATE EACH COPY OF THE IDENTITY DOCUMENTS

Authorised Referee's signature

Date Authorised referee category (see overleaf) ID number (if applicable)

PRIMARY DOCUMENTS (70 POINTS)

USE ONLY ONE OF THESE DOCUMENTS

| |
|---|
| Australian birth certificate or birth extract |
| Australian citizenship certificate |
| Australian passport** |
| Foreign national identity card issued by a foreign government, the United Nations or a United Nations agency * |
| Foreign birth certificate issued by a foreign government, the United Nations or an agency of the United Nations * |
| Foreign citizenship certificate issued by a foreign government* |
| Foreign passport issued by a foreign government or the United Nations, or an agency of the United Nations * |
| Foreign drivers licence (photographic) |

MORE THAN ONE OF THE FOLLOWING CAN BE USED

| |
|--|
| Commonwealth Pension Card |
| Australian proof of age card (or equivalent) |
| Australian drivers licence (photographic) |

SECONDARY DOCUMENTS (30 POINTS)

| |
|---|
| Medicare Card (for minors, their full name can be shown on the same card as their parent/guardian). |
| Australian drivers licence (paper-based) |
| Centrelink Health Care card |
| Commonwealth Seniors Health Card |
| Ex-Carer Allowance (child) Health Care card. |
| A credit card/debit card issued by an Australian or foreign* financial institution. |
| Student identification card issued by an Australian university or TAFE College. |
| Marriage certificate issued by the Australian or Foreign Gov't. |
| Current residential property lease agreement/Service Apartment agreement issued by a real estate agent or serviced apartment. |

DOCUMENTS ISSUED WITHIN LAST 3 MONTHS

| |
|--|
| A letter issued by an Australian or foreign primary or secondary school which records the period of time that the individual was in attendance at the school and is signed by the school's principal or vice/deputy principal. |
| A bank account statement issued by an Australian/foreign* financial institution. |
| 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. |
| Council rates notice |
| A letter of notice issued by an Australian university or TAFE College, which: (a) records the individual's enrolment at the Australian university/TAFE College. |

DOCUMENTS ISSUED WITHIN LAST 12 MONTHS

| |
|---|
| A notice or statement issued to the individual by an Australian Federal, State or Territory government which records the provision of financial benefits to the individual |
| A utility bill issued to the individual by an Australian or foreign government* body or utilities provider. Utilities are defined as electricity, gas, water or landline telephone only. |
| 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. |
| 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 12 months. |

AUTHORISED REFEREES

Authorised Referees must satisfy one of the occupations below and cannot be an immediate family member

| |
|---|
| 1. Justice of the Peace of an Australian State or Territory. |
| 2. A legal practitioner (however described) of an Australian Federal, State or Territory Court. |
| 3. An officer of an Australian bank or finance company with 2 or more years of continuous service with one or more financial institutions (for the purposes of the Statutory Declaration Regulations 1993 (Cth)). |
| 4. Commissioner for Oaths/Affidavits of an Australian State or Territory. |
| 5. An Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955). |
| 6. International HSBC Bank employees (in a Financial Action Task Force member country – refer to 'Overseas Member Countries' below, who are authorised to open bank accounts. |
| 7. Judges, Masters and Magistrates of an Australian Federal, State or Territory court. |
| 8. A member with two or more continuous years of membership of: a) the Institute of Chartered Accountants in Australia; or b) the Australian Society of Certified Practising Accountants; or c) the National Institute of Accountants. |
| 9. A member of an Australian Commonwealth, State or Territory parliament. |
| 10. A police officer. |
| 11. Notary Public (in Australia or in a Financial Action Task Force member country – refer to 'Overseas Member Countries' below). |
| 12. Stipendary Magistrates of the Australian Commonwealth, State or Territory. |
| 13. A Registrar, Deputy Registrar, Clerk, or CEO of an Australian State, Federal or Territory court or tribunal. |
| 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. |
| 15. An agent of Australia Post who is in charge of an office supplying postal services to the public. |

OVERSEAS MEMBER COUNTRIES

Argentina, Austria, Belgium, Brazil, Canada, Denmark, Finland, France, Germany, Greece, Hong Kong, Iceland, Ireland, Italy, Japan, Luxembourg, Mexico, Kingdom of the Netherlands, New Zealand, Norway, Portugal, Russian Federation, Singapore, South Africa, Spain, Sweden, Switzerland, Turkey, United Kingdom and United States of America.

* Any document not written in English must be accompanied by an accredited translation or a translation from an HSBC staff member.

** Expired documents will not be accepted except in the case of passports which have expired within the preceding two years.