

## 100 Point Identification Check List

- **All** applicants / directors, beneficiaries and authorised agents on the account must complete a 100-point identification check.
- You must include one Primary document, not 100 points of only Secondary documents.
- Photocopies of identification documents must contain the person's full name and be certified by an Authorised Person (see below).
- One form of identification must show your current residential address.
- **Do not** send us originals of your identification documents.

### Primary Identification Documents

Any one of the following *must* be included:

- |  |           |
|--|-----------|
| • Current Passport                                 | 70 Points |
| • Birth Certificate / Extract of Birth Certificate | 70 Points |
| • Citizenship Certificate                          | 70 Points |

### Secondary Identification Documents

You may use any number of the following to complete the 100-point requirement:

- |   |           |
|---|-----------|
| • Drivers License with photo ID   | 40 Points |
| • Public Employee Photo ID Card   | 40 Points |
| • University or TAFE Photo ID Card  | 40 Points |
| • Pensioner Concession Card   | 40 Points |
| • Group Certificate   | 35 Points |
| • Tax Assessment Notice (if issued in last 12 months)                             | 35 Points |
| • Current Credit Card or ATM Debit Card   | 25 Points |
| • Council Rates Notice  | 25 Points |
| • Medicare Card   | 25 Points |
| • Public Utility Notice (water, electricity, gas, telephone – from last 3 months) | 25 Points |
| • Bank Statement stating name and address (from last 3 months)                    | 25 Points |
| • Rental Agreement / Letter from Real Estate Agent                                | 25 Points |

### Certifying Your Documents

Photocopies of documents supplied to Minc must be certified by an authorised person with the words:

*“This is a true copy of the document sighted by me”*

Minc recognises the following classes of persons as authorised to certify copies of documentation:

- Judge, Magistrate, Barrister, Solicitor, Attorney or Court Registrar
- Justice of the Peace
- Notary Public
- Police Officer
- Post Office Manager
- Australian Consular or Diplomatic Officer
- Bank Manager
- Credit Union Branch Manager
- Practising Accountant (must be a member of a recognised professional accountancy association)