

# Membership Opening ID Requirements for Individuals

Outlined below are the identification requirements and different categories of identification to meet the legislative requirements. From the documents provided, we must be able to verify your full name and either your full residential address or your date of birth. If you provide a foreign identification document (marked with \*) you must consent to Heritage verifying your visa status through Visa Entitlement Verification Online (VEVO) System.

IDENTIFICATION REQUIREMENTS: Your identification documents must not be expired unless otherwise specified in the requirements below.					
Acceptable combinations	Australian Primary Photographic	Foreign Primary Photographic	Primary Non-Photographic*	Secondary	VEVO
1	1				
2			1	1	
3		1	1		1
4		1		1	1

## TYPES OF ACCEPTABLE IDENTIFICATION DOCUMENTS

Australian Primary Photographic	
Australian Drivers Licence	A physical card issued by an Australian state or territory for the purposes of driving a motor vehicle.
Australian Passport	A passport issued by the Australian government which is current or expired within the preceding two years, but not cancelled.
Australian Proof of Age Card	A card issued in Australia by a government department for the purpose of providing a persons age.
Firearms Licence	A card issued by an Australian state or territory for the purposes of possessing and using a firearm.
Marine Licence	A card issued by an Australian state or territory for the purposes of operating a boat.
Australian Defence Force Identification	An identity card issued by the Australian Defence Force.
Convention Travel Document or Certificate of Identity Document^^	A Convention Travel Document or Certificate of Identity Document issued through the Australian Passport Office and including a photograph.
Foreign Primary Photographic	
Foreign Passport*	A passport issued for international travel by a foreign government or United Nations.
Immocard / travel document^^	A card/document issued by the Australian Government for valid entry into Australia.
Primary Non-photographic	
Australian Birth Certificate	A birth certificate or extract issued by a State or Territory of Australia. This must be a standard certificate not a commemorative certificate.
Foreign Birth Certificate*	A birth certificate issued by a foreign government or foreign government agency.
Australian Citizenship Certificate	A citizenship certificate issued by the Commonwealth.
Pension, Health or Snr card issued by Dept of Human Services or Dept of Vet Affairs	A card issued by the Dept of Human Services that entitles the person to benefits containing the customers name and residential address.
Certificate of registration by decent^	A certificate of registration by decent issued by the Australian government.
Secondary	
Government Body notice	A notice issued by a local government body within the preceding 12 months containing the customers name and residential address and records the provision of a financial benefit (e.g. Centrelink or Medicare benefits).
Utilities provider notice	A notice issued by a utilities provider within the preceding three months containing the customers name and residential address.
Notice from School Principal	A notice issued by a school principal within the preceding three months containing the students name residential address and period of time attending the school.
Medicare Card	A card issued by Medicare.
Agency Rental Agreement	A current signed rental agreement through agency, or for students an agreement/invoice through university, dated within the preceding 12 months.
Australian Tax Office (ATO) Notice	A notice from the ATO recording a debt payable to or by a customer issued within preceding 12 months and containing the customers name and residential address.
Student ID Card	A card issued to a student by a high school, higher education institution or TAFE, which includes a photograph and the customers signature.

## TYPES OF ACCEPTABLE IDENTIFICATION DOCUMENTS - CONTINUED

Notice from an Australian aged care facility <sup>^</sup>	A notice issued by an Australian Aged Care facility within the preceding 12 months containing the customers name and residential address.
Marriage Certificate	A marriage certificate issued by an Australian State or Territory or, by a foreign government or foreign government agency.
Change of Name Certificate	A change of name certificate issued by an Australian state or territory government agency.
Non-photographic Card or Licence	A non-photographic card or license issued by an Australian State or Territory Government agency.
Correctional Facility Release Letter <sup>^</sup>	A document from a State or Territory government or government agency including a person's name and date of birth which evidences that the person has recently been released from a correctional facility.

\*must be used in conjunction with a VEVO Visa Check verifying residential status, visa type and expiry date (if not permanent). VEVO Visa Check can only be completed with a Foreign Passport, Immicard or DFTTA.

<sup>^</sup>not available for broker introduced members

# Membership Opening ID requirements for Companies & Other Entities

To allow us to set up your account as quickly as possible here is a list of the identification documents which you will need to provide so we can verify your identity in accordance with Government Legislation. We may require additional documentation depending on your circumstances. Please supply either a certified copy of the documents below or the original document (original documents will be returned once your identity is verified). Heritage can perform the ASIC Business or Company Search if applicable.

## Domestic Company

- ASIC Company Name Search Extract dated within the last 30 days.
- Certificate of registration by ASIC Annual Company Statement.

## Trust Account

- Trust Deed.
- If a Trustee is a Company, provide an ASIC Company Name Search Extract dated within the last 30 days.

## Sole Trader

- If trading under own name using an ABN, provide an Australian Business Register showing the ABN.

## Partnership

- Partnership Agreement
- A search of the relevant ASIC, government or other regulator's website

## Associations (including Clubs and Charities)

If you would like to set up a Charity account please provide approval from the Department of Fair Trading in addition to the below requirements.

### Incorporated Associations

- Certificate of Incorporation or information provided by ASIC or the State or Territory body responsible for the incorporation of the Association.
- Meeting Minutes (or extract) in a recognised format subsequent to a legally constituted meeting. Minutes of the meeting must be an official document signed by the Chairperson and include names and positions of the governing committee (chairperson, secretary, treasurer), instructions on the opening of an account with Heritage, authorised parties to operate the account and how many persons required to sign.

### Unincorporated Associations

- Rules of the Association (any extract is to include the operation of bank accounts).
- Meeting Minutes (or extract) in a recognised format subsequent to a legally constituted meeting. Minutes of the meeting must be an official document signed by the Chairperson and include names and positions of the governing committee (chairperson, secretary, treasurer), instructions on the opening of an account with Heritage, authorised parties to operate the account and how many persons required to sign.

## Body Corporate

- Advice from the Department of Natural Resources showing your Community Titles Scheme Number.
- Minutes of a Meeting (or extract) of the Body Corporate subsequent to a legally constituted meeting. Minutes of the meeting must be an official document signed by the Chairperson and include names and positions of the governing committee, instructions on the opening of an account with Heritage, authorised parties to operate the account and how many persons required to sign.

## Registered Co-operative

- ASIC Certificate of Registration of Co-operative or information provided by the State or Territory responsible for the registration of the Co-operative.
- Any register (or extract) maintained by the Co-operative.
- Minutes of Meeting (or extract) of the Registered Co-operative subsequent to a legally constituted meeting. Minutes of the meeting must be an official document signed by the Chairperson and include names and positions of the governing committee, instructions on the opening of an account with Heritage, authorised parties to operate the account and how many persons required to sign.

## General Trust (Property Agents or Motor Dealers only)

- Real Estate or Motor Dealer Licence.
- Depending on your Real Estate/Motor Dealer business structure provide all documentation listed under the relevant section for example, Trust, Partnership, Sole Trader or Company.

Please note Individual Directors of a Company, Trustees, Partners, Members of an Association, Business Owners, Committee Members, or other individuals that will be authorised to operate the account and are not Heritage customers, must also provide acceptable identification to satisfy requirements for an individual. These are provided overleaf.

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People first.